



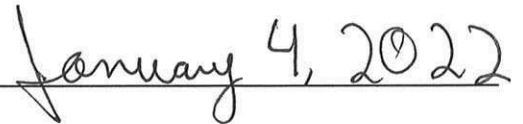
**COVID-19 Prevention Program  
(CPP)**

# COVID-19 Prevention Program (CPP)

Updated 11.8.21

## Signature Page

This COVID-19 Prevention Program update has been completed and approved.



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Garth Lewis, Yolo County Superintendent of Schools

Date

# CONTENTS

Signature Page .....	2
Authority and Responsibility .....	4
Identification and Evaluation of COVID-19 Hazards .....	4
Employee Participation.....	4
Employee Screening .....	5
Control of COVID-19 Hazards .....	5
COVID Hazard Classification and Correction Schedule.....	5
Engineering Controls.....	6
Ventilation and Air Quality .....	6
Cleaning and Disinfecting .....	7
Three Levels of Cleaning.....	7
Disinfecting Vehicles (White Fleet).....	8
Cleaning and Disinfecting If Someone is Sick .....	8
Face Coverings .....	8
Personal Protective Equipment (PPE).....	9
Investigating and Responding to COVID-19 Cases .....	9
System for Communicating .....	10
Training and Instruction.....	11
Exclusion of COVID-19 Cases .....	11
Reporting, Recordkeeping, and Access.....	12
Return-to-Work Criteria .....	12-13
Appendix A: Identification of COVID-19 Hazards.....	14-15
Appendix B: COVID-19 Administrative Inspection .....	16-17
Appendix C: Confidential Public Health Report.....	18-20
Appendix D: Training Roster .....	21-22
Appendix E: Documentation of Employee Vaccination Status .....	23-24
Additional Considerations #1 .....	25-26
Additional Considerations #2.....	27
Additional Considerations #3.....	28-29

# COVID-19 Prevention Program (CPP) for Yolo County Office of Education

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (COVID-19) that may occur in our workplace.

**Date:** November 8, 2021

## Authority and Responsibility

Yolo County Office of Education (YCOE) Superintendent has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment.

## Identification and Evaluation of COVID-19 Hazards

We implement the following in our workplace:

- Each YCOE Site COVID-19 Lead will implement the following in their workplace:
  - Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Document the vaccination status of our employees by using **Appendix E: Documentation of Employee COVID-19 Vaccination Status**, which is maintained as a confidential medical record in our Human Resources database.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace
  - Director, Support Operation Services will provide a video training on utilization of the COVID-19 Inspection Form.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
  - Yolo County Office of Education has identified an Office Site COVID-19 Lead (HR COVID-19 Lead), Executive Director of Human Resources, as well as site specific COVID-19 Leads.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspection** form as needed to identify and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
  - When completed, this needs to be turned into the Human Resources (HR) COVID-19 Lead.

## Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: reviewing the CPP document, participating in task force meetings for each program, or conversing with their supervisor.



## Employee screening

We screen our employees and respond to those with COVID-19 symptoms by:

YCOE employees are to conduct a Daily Self-Screening Assessment , which can be found on the ycoe.org website, under staff resources: [Schools Self Screening](#). A daily reminder is sent to all employees. This system has been designed and implemented at all sites to evaluate if staff should be at work, it also specifies site location for contact tracing purposes.

After completing a self-check screening assessment, if an employee gets a “stay home from work” directive due to their responses to the screening questions, they need to contact their supervisor and remain home. The HR department will follow up on any assessments as necessary. Normal absence reporting procedures are to be followed.

## Control of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures are documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

Hazard Severity Classification	Correction Schedule
<p><b>Imminent Hazard</b> This is a serious hazard that could cause an imminent threat of injury, including COVID-19 virus transmission to others.</p> <p>This could include being in close contact with a student, staff or guest who has signs and symptoms of COVID-19 or who states they have tested positive for COVID-19. It may include a contaminated space that needs to be sanitized.</p>	<p>Employees must immediately don appropriate personal protective equipment, leave the site / isolate, <b>notify the site administrator and or supervisor, and seek medical consultation from their healthcare provider regarding testing for COVID-19.</b></p> <p>All employees, students and public not involved in the immediate care of an individual or clean-up shall <b>be removed from the hazard(s)</b> until the hazard can be abated or controlled to eliminate risk.</p> <p>Access to the work location(s) specific to the hazard shall be restricted until a competent person can review, abate, and/or control the imminent hazard. Proper training, safeguards, and <b>personal protective equipment shall be used</b> prior to any corrective action implementation.</p>
<p><b>General Hazard – Non-Imminent</b> A general hazard is a deficiency that is specifically determined not to be of a serious nature but has a relationship to the occupational safety and health of employees.</p>	<p>General or non-imminent hazards shall initially be reported to the site administrator. Employees shall initiate <b>a correction in a timely manner</b>, eliminating risk to employees as best possible (i.e., warning signs, caution tape, cones, barricades). Complete corrections within a specific time period (completion date should be 30 days or less, when feasible).</p>
<p><b>Minor Hazard</b> A minor hazard is one where a procedural deficiency exists, and clarification is beneficial. It may include adding to an existing procedure or implementation method, but immediate implementation will not cause harm.</p>	<p>Schedule corrections into routine maintenance program (when feasible). Provide additional signage, procedures, or barriers.</p>

## Engineering controls

For indoor locations, using Appendix B, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission by:

### Filtration, and Air Quality in Indoor Environments.

Normal Operating conditions:

Programming our thermostats to run the fan in the “on” position during occupied hours based on site operations. We also are running a 2 hour “pre and post” purge, where fans are running with outside air circulation based on the individual units outside air controls to “flush” the buildings prior to and after occupancy. Heat and Air conditioning thresholds are increased during the “pre and post” purge to recapture some energy costs while not occupied. Support Operation Services (SOS) manages operations based on individual programs, buildings, and guidance.

Abnormal Operating Conditions:

There may be circumstances where the amount of outside air needs to be minimized due to hazards such as heat or wildfire smoke. Outside air intake may need to be adjusted based on a variety of data points.

### Heating, Ventilation, and Air Conditioning (HVAC) Maintenance:

- Directly managed YCOE sites: YCOE contracts our preventative maintenance for our heating, ventilation, and air conditioning (HVAC) units at directly managed facilities to a contractor. The contractor provides quarterly preventative maintenance inspections including filter changes as well as inspections of all units. Based on inspections, any potential corrective issues or repairs are contracted out to the contractor.
- Sites not directly managed by YCOE: Any buildings where site operations are not directly managed by YCOE, the housing district manages the maintenance of the buildings. District operations vary by location. Site specific information can be requested by contacting the Support Operations Services Department at YCOE.

### Additional Air Quality Measures:

- MERV-13's: YCOE has engaged with a contractor to review all YCOE directly managed HVAC units. Any unit that was designed or upgraded to MERV-13 filtration standards has had MERV-13 filters installed. YCOE has evaluated all HVAC conditions in all YCOE occupied facilities. YCOE has engaged with a contractor or directly installed/modified additional air quality measures through any one of the three following: Photo Electrochemical Oxidation (PECO) units, bi-polar ionization units, or High Efficiency Particulate Air (filtration) units (HEPA).
- On a site-by-site basis, air quality sensors have been installed either on the interior or exterior of buildings to help assist in the decision-making process (site closures, adjusting standard operating procedure, etc.) by providing localized data. The decisions will not be solely based upon this data, other factors may apply.
- Applicable orders and guidance from the State of California and your local health department related to COVID-19 hazards and prevention, including [CDPH's Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#).



## Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels:

- See Yolo County Standards of cleaning below:  
[Yolo County Office of Education Cleaning, Disinfection, and Sanitizing Overview](#)

### Three Levels of Site Cleaning

- Daily cleaning
- Specific location
- Schoolwide cleaning

Three Levels of Site Cleaning		
Level	Description	Method
<b>Daily or more</b>	Cleaning touch surfaces	Custodial staff will provide regular cleaning. Teachers and staff are required to take an online course to use proper cleaning supplies. Please contact Human Resources if you have not taken this course as required by the Healthy School Act.
<b>Specific location</b>	Cleaning of an area in which a person with a positive case was present.	Custodial staff will provide this cleaning following CDC Guidance <a href="#">Yolo County Office of Education Cleaning, Disinfecting, and Sanitizing Overview</a>
<b>School wide</b>	Cleaning an entire school site due to <b>3 confirmed</b> persons with COVID-19.	A team of custodial staff will be assembled, or a contractor hired. Guidance provided by CDC <a href="#">Yolo County Office of Education Cleaning, Disinfecting, and Sanitizing Overview</a>

### Protection When Cleaning

- Wear an appropriate face covering.
- Wash hands.
- Wear gloves and a gown when cleaning and handling trash.
- Do not touch your face while cleaning.
- First, clean the surface or object with soap and water.
- Then, disinfect using an [EPA "N" list product](#). Ensure the product is approved by the Yolo County Office of Education.
- For a known contamination, isolate the area and expose the area to outside air to the extent possible. Wait as long as feasible before cleaning and disinfecting. Wear gloves, face covering, goggles, gown, and booties.
- Properly dispose of protective equipment.

### Disinfecting Soft and Porous Materials

Eliminate as many soft and porous materials from the classroom to reduce the need to disinfect. These could include fabric furniture, rugs, stuffed toys, and other items that are regularly touched.

Soft or porous materials like carpet, rugs, or seating in areas are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfecting soft and porous materials. Soft and porous materials that are not frequently touched should only be cleaned or laundered, following the directions on the item's label. Use the warmest appropriate water setting. For developing strategies for dealing with soft and porous materials, find more information on CDC's website on [Cleaning and Disinfecting Your Facility](#).



## **Disinfecting vehicles (white fleet) - Transportation**

Vehicles should be thoroughly cleaned and disinfected daily by the driver after transporting any individual who is exhibiting symptoms of COVID-19. Drivers should be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.

- Sharing of vehicles will be fully minimized when possible.
- YCOE driving staff will be provided a disinfectant on the EPA List "N" for use in the YCOE Transportation van, or an appropriate wipe substitute.
- Training and related cleaning supplies will be provided to the driver and replenished as needed.
- Disinfectant, towels, gloves, and training are to be provided to the YCOE transportation driver. Time for proper cleaning between students must be allocated.

## **Should we have a COVID-19 case in our workplace, we will implement the following procedures:**

### **Cleaning and Disinfecting If Someone Is Sick**

- Close off areas used by the person who is sick. Sites do not necessarily need to close operations if they can close off affected areas.
- Open outside doors and windows to increase air circulation in the area if safe and appropriate.
- Clean and disinfect all areas used by the person who is sick, such as classrooms, offices, bathrooms, common areas, and shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
- Vacuum the space. Use a vacuum equipped with a high-efficiency particulate air (HEPA) filter, if available.
- Do not vacuum a room or space that has people in it. For common spaces, wait until the room or space is and will remain empty before vacuuming.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space so that particles that escape from vacuuming will not circulate throughout the facility.
- Once the area has been appropriately disinfected, it can be opened for use.
- Workers without close contact with the person who is sick can return to work immediately after disinfecting.
- If more than 7 days have elapsed since the sick person visited or used the facility, additional cleaning and disinfecting is not necessary.
- Continue routine cleaning and disinfecting. This includes everyday practices usually used to maintain a healthy environment.

### **Face Coverings**

All employees will wear face masks according to the CDPH and local health department guidelines.

We provide clean, undamaged, disposable face coverings and ensure they are properly worn by employees over the nose and mouth in K-12 settings regardless if they are vaccinated or not when they are indoors or in vehicles, and where required by orders from the California Department of Public Health (CDPH) and the local health department.

Employees required to wear face coverings in our workplace may remove them under the following conditions:

- When an employee is alone in a room with the door closed or alone in a vehicle.
- While eating or drinking at the workplace
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.
- Employees are required to wear respirators in accordance with our respirator program that meets section 5144 requirements.



We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment. Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

### **Hand sanitizing**

To implement effective hand sanitizing procedures, we:

- Practice good hygiene by regularly washing their hands with soap for a minimum of 20 to 30 seconds.
- Provide hand sanitizer with at least 60% ethyl alcohol when handwashing is not practicable.
- Keep hand sanitizer out of the reach of young children.
- Evaluating hand washing facilities to ensure they are functional.
- Determining the need for additional facilities.

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by section 3380, and provide and ensure use of such PPE as needed.

Yolo COE has implemented a site/classroom QR code inventory control system. Staff monitor and submit necessary replacement supplies as needed via a work order request. Support Operations Services delivers orders to sites. If there are additional protective items needed, please contact your supervisor to contact Support Operations Services.

Upon request, we provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person.

- If an employee voluntarily wants to use a respirator, they need to submit a request to their supervisor.
- The supervisor needs to evaluate the request, and if appropriate submit a work order to Support Operations Services (SOS) for the PPE item.
- SOS will fill the request, deliver, and train the employee on proper wearing of the respirator as necessary.

### **Testing of symptomatic employees**

We make COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employees' paid time.

We offer all employees regardless of vaccination status and/or symptoms weekly, on-site testing at designated YCOE locations.

## **Investigating and Responding to COVID-19 Cases**

We have developed effective procedures to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

We also ensure the following is implemented:

- Human Resources contacts each employee that may have been a close contact through a phone call and a letter.
- Employees that had a close contact are offered COVID-19 testing at no cost during their working hours.



- Written notice within one business day of YCOE's knowledge of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to all employees (and their authorized representative), independent contractors and other employers at the worksite during the high-risk exposure period. These notifications must meet the requirements of T8CCR section 3205(c)(3)(B) and Labor Code section 6409.6(a)(4); (a)(2); and (c), and in a form readily understandable by employees and can be anticipated to be received by the employee.

## System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- YCOE will provide timely, accurate information to all employees related to leave, benefits, symptoms, on the YCOE website under *Human Resources, COVID-19 Employee Information*.
- When there is a potential exposure at the site, there will be specific written communication from the principal or site administrator in accordance with AB 685 in consultation with the HR COVID Lead
- Employees should report if they are experiencing COVID-19 symptoms, had close contact with a confirmed case of COVID-19, or tested positive for COVID-19 and possible hazards to their supervisor and that information will be treated confidentially.
- That employees can report symptoms, possible close contacts, and hazards without fear of reprisal.
- In the event YCOE is required to provide testing because of a workplace exposure or outbreak, YCOE will work with the HR COVID Lead and site administrator to communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test which may include closing a cohort or even a school or worksite for the required quarantine period.
- The HR COVID Lead will provide written notification to each known employee who was in close contact with an individual who tested positive for COVID-19 at the workplace.
- Any new procedures or guidelines from State or County Public Health officials will be provided to all employees.
- Employees are required to read and understand this COVID-19 Prevention Program (CPP)

Who employees should report COVID-19 symptoms, possible close contacts, and hazards to, and how:

- Employees will complete a daily self-screening assessment prior to arrival at their work area. They are to follow the assessment guidelines on reporting to work, which is monitored by the Human Resources Department. Employees should notify their immediate supervisor. HR will contact employees for further guidance and will notify necessary parties. All COVID-19 cases remain confidential, only Human Resources will have access to this confidential information.
- How employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations. Reasonable accommodation will be made for all employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Access to COVID-19 testing when testing is required. There are multiple testing locations available, and employees may participate in weekly surveillance testing, at no cost to the employee. YCOE, as well as the employee will receive test results when employee participates in a YCOE testing site. When employee has testing at non-YCOE testing sites, the employee must submit results to HR. HR will keep results of positive tests confidential.
- The COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

HR maintains employee COVID-19 records using the Appendix C system.



HR notifies employees when applicable of any potential exposures. Public Health Department and YCOE protocol updates are shared with employees.

## Training and Instruction

We provide effective employee training and instruction that includes:

- Mandatory Keenan Safe Schools Trainings:
  - Cal/OSHA COVID-19 Protection Plan Training
  - Cal/OSHA COVID-19 Protection Plan Training Supplement
- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
  - How to properly wear them.
  - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
  - The conditions where face coverings must be worn at the workplace.
  - That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
  - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
  - Self-Screening Assessment to be done daily
  - The [Keenan Safe Schools Training Module](#) is used to track training of YCOE employees regarding COVID-19, its hazards, and procedures to mitigate spread. Appendix D: COVID-19 Training Roster

## Exclusion of COVID-19 Cases and Employees who had a Close Contact

Where we have a COVID-19 case or close contact in our workplace, we limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.



- Excluding employees that had a close contact from the workplace until our return-to-work criteria have been met, with the following exceptions:
  - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms.
  - COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
- For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits. This will be accomplished by
  - Following the YCOE workers' compensation reporting process.
  - Employer- provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights, and benefits, where permitted by law and when not covered by workers' compensation.
- Providing employees at the time of exclusion with information on available benefits.

## Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- Employee self-screening assessment system [Schools Self Screening](#)

## Return-to-Work Criteria

- **COVID-19 cases with symptoms** will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 °F. or higher has resolved without the use of fever-reducing medications, and
  - COVID-19 symptoms have improved, and
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- **COVID-19 cases who tested positive but never developed symptoms** will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work once the requirements for "cases with symptoms" or "cases who tested positive but never developed symptoms" (above) have been met.
- Persons who had a close contact may return to work as follows:
  - Close contact but never developed symptoms: when 10 days have passed since the last known close contact.
  - Close contact with symptoms: when the "cases with symptoms" criteria (above) have been met, unless the following are true:
    - The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and



- At least 10 days have passed since the last known close contact, and
  - The person has been symptom-free for at least 24 hours, without using fever-reducing medications.
- If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.

## **Appendix A:**

# **Identification of COVID-19 Hazards**

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, trainings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing stationary work.



**Yolo County Office of Education  
REPORT OF UNSAFE CONDITION OR HAZARD**

**Optional: Employees may submit this form anonymously**

Employee's Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Location of condition believed to be unsafe or hazardous: \_\_\_\_\_

Date and time condition or hazard observed: \_\_\_\_\_

Description of unsafe condition or hazard: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What changes would you recommend to correct the condition or hazard? \_\_\_\_\_

\_\_\_\_\_

**Optional:**

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Employees are advised that use of this form or other reports of unsafe conditions or practices are protected by law. It is illegal for the employer to take any action against an employee in reprisal for exercising right to participate in any communication involving safety. Employees who wish to remain anonymous may wish to send this form, unsigned, to the YCOE Human Resources Department, 1280 Santa Anita Court, Suite 100, Woodland, CA 95776.

**Employer's Response:**

Name of Person Investigating Report: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Results of investigation (what was found? was condition unsafe or a hazard?): *(attach additional sheets if necessary)*

\_\_\_\_\_

Action taken to correct hazard or unsafe condition, if appropriate (or, alternative, information provided to employees as to why condition was not unsafe or hazardous): *(attach additional sheets if necessary)*

\_\_\_\_\_

Signature of Person

Investigating Report: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix B:  
COVID-19 Inspections Form**



## COVID-19 Inspections Form

The site administrator or designee will complete this Inspection form annually or when there is a significant alteration to the site or operation.

COVID-19 Administrative Inspection			
Name of person conducting the inspection:			Date:
Site Location:			
Exposure Controls	Hazard Severity Classification (Imminent, Non-Imminent or Minor)	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Signage			
Handwashing facilities (adequate numbers and supplies)			
An adequate supply of PPE (gloves, disposable masks, N95 masks, gowns, face shields, other QR Code site/classroom ordering system in place for replacement PPE supply replenishment)			
Adequate cleaning supplies			
Administrative Procedures			
Surface cleaning and disinfection (Frequently enough and adequate supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Staff is adequately trained in the use of cleaning material			
Staff required to use PPE are adequately trained			
<p>Identify and evaluate how to maximize ventilation with outdoor air; the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted HEPA filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission. Review applicable orders and guidance from the State of California and local health departments related to COVID-19 hazards and prevention have been reviewed, including the CDPH Interim Guidance for Ventilation, Filtrations, and Air Quality in Indoor Environments and information specific to your industry, location, and operations. We maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.</p>			

# Appendix C:

## Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Un-redacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/

OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

**Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure.**





## Investigating COVID-19 Cases - Staff

Send completed form to Margie Valenzuela, Executive Director of Human Resources

Date Investigation Initiated \_\_\_\_\_

Site/School Name \_\_\_\_\_ Address \_\_\_\_\_

Investigator \_\_\_\_\_ Title \_\_\_\_\_

Investigator \_\_\_\_\_ Title \_\_\_\_\_

### Details of Employee (or \*Non-Employee)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Title \_\_\_\_\_

DOB \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

Home Address \_\_\_\_\_ County of Residence \_\_\_\_\_

Date and time employee was last present in the workplace \_\_\_\_\_

Date of Onset \_\_\_\_\_ Date of Specimen \_\_\_\_\_ Was COVID-19 Test Offered? \_\_\_\_\_  
 (if symptomatic) \_\_\_\_\_ Collection for Test \_\_\_\_\_  Negative  Positive (Was positive test from YCOE Surveillance Testing? \_\_\_\_\_)

Send Notice to Employees of Potential Exposure \_\_\_\_\_ Date Reported to Public Health \_\_\_\_\_ Date Reported to Workers' Comp \_\_\_\_\_

NOTES \_\_\_\_\_

#### Details of Contacts

Note: Exposure defined as being within six feet or longer than 15 cumulative minutes within a 24-hour period with a qualifying individual.

	Last Name	First Name	Sex M/F	Age	Staff or Student	Date of last contact w/case	Setting where contact occurred	County of Residence	Phone Number(s)	Date Notified
1										
2										
3										

	Last Name	First Name	Sex M/F	Age	Staff or Student	Date of last contact w/case	Setting where contact occurred	County of Residence	Phone Number(s)	Date Notified
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										

\*Should an employer be made aware of a non-employee infection source COVID-19 status.

What are the workplace conditions that could have contributed to the risk of COVID-19 exposure? \_\_\_\_\_

What could be done to reduce exposure to COVID-19? \_\_\_\_\_



**Appendix D:  
COVID-19 Training Roster**

# COVID-19 Training Roster

Date: \_\_\_\_\_

Person that conducted the training: \_\_\_\_\_

Employee Name	Signature



**Appendix E:**  
**Documentation of Employee COVID-19 Vaccination**  
**Status - CONFIDENTIAL**

Human Resources will update vaccination status accordingly and maintain information as a confidential medical record.

- Employees provide proof of vaccination (vaccine card, image of vaccine card or health care document showing vaccination status) and employer maintains a copy.
- Vaccination status is recorded in YCOE's electronic HR personnel system.

The screenshot shows the 'HR Code Maintenance #2' application window for '98 - Trailway Community Schools'. The interface includes a menu bar (File, View, Options, Help), a toolbar with various icons, and a search tree on the left. The search tree is expanded to 'Immunization (IM)'. The main area displays a form for 'Immunization District Master File (10 items)' with fields for DI (98), FY (2020), Name, Code, From, and To. Below the form is a table listing immunization codes and their details.

Code	Name	Abbr	Audit Date	Audit ID
1ST	1ST MEDICAL SJUSD	1ST	08/18/2021	TL
AFF	MEDICAL AFFIDAVIT SIGNED	AFF	12/05/2013	VLP
AID	FIRST AID	FIRSTAID	06/27/1999	HCNV
CPR	CPR	CPR	06/27/1999	HCNV
CV00	Covid-19 Not Vaccinated	CV 0Vac	08/18/2021	TL
CVFV	Covid-19 Fully Vaccinated	CV FVac	08/18/2021	TL
CVPV	Covid-19 Partially Vaccinated	CV PVac	08/18/2021	TL
FLU	INFLUENZA	FLU	10/05/2016	DPC
TB	TB DATE	TB DATE	06/27/1999	HCNV
TBXR	TB XRAY DATE TAKEN	TB XRAY	06/27/1999	HCNV

Yr: 2020 Dist: 98 Site: 00 GS: W 9/17/2021 3:46:03 PM



# **Additional Consideration #1**

## **Multiple COVID-19 Infections and COVID-19 Outbreaks**

This addendum will stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

### **COVID-19 testing**

- We provide COVID-19 testing at no cost to all employees, during paid time, in our exposed group except for:
- COVID-19 testing consists of the following:
  - All employees in our exposed group are immediately tested and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we continue to provide COVID-19 testing once a week of employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We provide additional testing when deemed necessary by Cal/OSHA.

We continue to comply with the applicable elements of our CPP, as well as the following:

1. Employees in the exposed group wear face coverings when indoors, or when outdoors and less than six feet apart (unless one of the face-covering exceptions indicated in our CPP apply).
2. We give notice to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.
3. We evaluate whether to implement physical distancing of at least six feet between persons, or where six feet of physical distancing is not feasible, the need for use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

### **COVID-19 investigation, review, and hazard correction**

We immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review is documented and includes:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.

- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as feasible.
  - Requiring respiratory protection in compliance with section 5144.

### **Buildings or structures with mechanical ventilation**

We will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters, if compatible with the ventilation system. If MERV-13 or higher filters are not compatible, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, implement their use to the degree feasible.

### **Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

## **Additional Consideration #2**

### **Major COVID-19 Outbreaks**

This addendum will stay in effect until there are fewer than three COVID-19 cases detected in our exposed group for a 14-day period.

We continue to comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, except that the COVID-19 testing, regardless of vaccination status, is made available to all employees in the exposed group twice a week, or more frequently if recommended by the local health department.

In addition to complying with our CPP and Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, we also:

- Provide employees in the exposed group with respirators for voluntary use in compliance with section 5144(c)(2) and determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
- Separate by six feet (except where we can demonstrate that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employees in the exposed group who are not wearing respirators required by us and used in compliance with section 5144. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible.
- Install cleanable solid partitions that effectively reduce transmission between the employee and other persons at workstations where an employee in the exposed group is assigned to work for an extended period, such as cash registers, desks, and production line stations, and where the physical distancing requirement (described above) is not always maintained.
- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.



## **Additional Consideration #3**

### **COVID-19 Prevention in Employer-Provided Transportation**

#### **Assignment of transportation**

To the extent feasible, we reduce exposure to COVID-19 hazards by assigning employees sharing vehicles to distinct groups and ensuring that each group remains separate from other such groups during transportation, during work activities, and in employer-provided housing. We prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit are transported in the same vehicle.
- Employees working in the same crew or workplace are transported in the same vehicle.
- Employees who do not share the same household, work crew or workplace are transported in the same vehicle only when no other transportation alternatives are feasible.

#### **Face coverings and respirators**

We ensure that the:

- Face covering requirements of our CPP **Face Coverings** are followed for employees waiting for transportation, if applicable.
- All employees who are not fully vaccinated are provided with a face covering, which must be worn unless an exception under our CPP Face Coverings applies.
- Upon request, we provide respirators for voluntary use in compliance with subsection 5144(c)(2) to all employees in the vehicle who are not fully vaccinated.

#### **Screening**

We develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

#### **Cleaning and disinfecting**

We ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned to prevent the spread of COVID-19 and are cleaned and disinfected if used by a COVID-19 case during the high-risk exposure period, when the surface will be used by another employee within 24 hours of the COVID-19 case.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned to prevent the spread of COVID-19 between different drivers and are disinfected after use by a COVID-19 case during the high-risk exposure period, if the surface will be used by another employee within 24 hours of the COVID-19 case.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

#### **Ventilation**

We ensure that vehicle windows are kept open, and the ventilation system is set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and excessive outdoor heat would create a hazard to

employees.

- The vehicle has functioning heating in use and excessive outdoor cold would create a hazard to employees.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

### **Hand hygiene**

We provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.