



COVID-19 Prevention Program (CPP) for Day Trips at Cuyamaca Outdoor School

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (COVID-19) that may occur at Cuyamaca Outdoor School (COS).

Date: September 15, 2021

AUTHORITY AND RESPONSIBILITY

Under direction of the San Diego County Office of Education, Kris Pamintuan, Principal, 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:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form
- Vaccination status is documented confidentially, and confidential records are maintained by the San Diego County Office of Education (SDCOE)'s Human Resources department.
 - As per the State of California's August 11, 2021, orders, school employees who are unvaccinated or partially vaccinated are required to take a weekly COVID-19 test. Staff are strongly urged (but not required) to be fully vaccinated.
 - Once COVID-19 testing becomes available at COS through the Binax Now school testing program (or similar), both unvaccinated/partially vaccinated and vaccinated staff may be tested on site at COS. If tests are not available at COS, unvaccinated/partially vaccinated staff will be given release time for their weekly COVID-19 test.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Reduce or prevent the risk of transmission in the workplace, by implementing COVID-19 policies and procedures for responding effectively and immediately to individuals at the workplace who are or might be a COVID-19 case.
- Training for all employees in all 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.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections** 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.

Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by being vigilant for COVID-19 hazards in the workplace and immediately notifying verbally or in writing the Cuyamaca Outdoor School Principal (or designee) any hazards that are identified.

Employee Screening

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

- COS employees will self-screen each day the program is in session. By signing in on our symptom screening form, employees attest that they are not under COVID-19 quarantine/isolation orders, have not been exposed recently to anyone with COVID-19, and do not have COVID-19 symptoms.

CORRECTION 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:

- The COS Principal will assess the severity of the hazard and determine how the hazard will be addressed.
 - If the hazard is severe, it will be addressed immediately. If the hazard is moderate or low, it will be addressed as promptly as possible.
 - The COS Principal will identify the employee/s responsible for timely correction and will follow up to ensure that the hazard was corrected.

CONTROL OF COVID-19 HAZARDS

Face Coverings

All employees, visitors, and guests are required to wear face coverings in our workplace when indoors. Face coverings may be removed only under the following conditions.

- While alone in a room (with the door closed) or a vehicle.
- While eating or drinking at the workplace, provided physical distancing is maintained and fresh air exchange, if indoors, has been maximized to the extent feasible.
- Anyone 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.

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 be provided to any employee that requests one, regardless of their vaccination status. Unvaccinated staff may request non-test-fitted N-95 masks. Any staff who work in a department with higher risk of possible COVID-19 contact will be trained and be fit-tested for the use of N-95 masks and will be required to wear an N-95 mask when working in that higher-risk department (such as the Health Center).

Engineering controls

To reduce COVID-19 transmission in indoor locations, we have identified and evaluated how to maximize ventilation, to the extent feasible, with outdoor air using the highest filtration efficiency compatible with our existing ventilation system and the use of portable High Efficiency Particulate Air (HEPA) filtration units.

- Weather permitting, windows will be opened to promote fresh air exchange
- 1500 CFM air filters have been placed in shared indoor spaces such as meeting rooms and the dining hall. These are turned on by the first employee to enter each of those spaces and will run continuously until the last person leaves each of those spaces for the day.
- In the event of wildfire smoke or if the EPA Air Quality Index is greater than 100 for any pollutant, air filters will be turned to the maximum setting
- The COS maintenance team will regularly check ventilation systems and adjust as needed
- As practicable, COS follows all 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.

All staff have been trained in the appropriate and safe use of the school-safe, EPA-approved cleaning, sanitizing, and disinfecting chemicals used at COS, including Hazardous Communications training and California School & Child Care Integrated Pest Management training.

- Employees must follow directions on product labels/safety data sheets
- Employees responsible for cleaning and disinfecting are provided with adequate supplies and appropriate personal protective equipment, as indicated on the product label/safety data sheet
- Appropriate cleaning/disinfecting time is scheduled daily
- Shared areas such as restrooms, meeting rooms, and the dining hall are cleaned and disinfected at least once daily, as scheduled

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

- Impacted indoor area/s will be marked as "Out of Order" and no one will be allowed to enter until the area has been thoroughly cleaned and disinfected by employees who have been trained in appropriate cleaning procedures and the proper use of disinfectants.
- Employees wear appropriate PPE (masks, gloves, eye protection) to clean and disinfect all surfaces in the impacted area. This may include, but is not limited to, floors, walls, countertops, tables, desks, chairs, benches, and frequently touched surfaces (doorknobs/push bars, light switches), etc.

Hand sanitizing

We will implement effective hand washing and hand sanitizing procedures.

- Staff are encouraged to wash their hands for at least 20 seconds frequently
- Upon arrival at camp, students will be allowed to use a restroom assigned to their group and will be strongly encouraged to wash their hands after restroom use
- On the trail, program staff will carry hand sanitizer and will provide it to students upon request and before and after eating lunch (lunch is eaten picnic-style out on the trail)
- Shared spaces such as the dining hall and meeting rooms have hand sanitizer stations at each entrance as well as inside
- Only school and FDA-approved hand sanitizer will be used. Hand sanitizer that contains methanol/methyl alcohol is prohibited.

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.

Upon request, we provide non-fit-tested N-95 mask for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. An employee may request a voluntary N-95 mask by sending a written request via email to the COS principal (or designee).

We provide and ensure use of respirators in compliance with section 5144 when deemed necessary by Cal/OSHA.

We also provide and ensure use of eye and respiratory protection when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids (e.g., Health Center staff).

Testing of symptomatic employees

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

INVESTIGATING AND RESPONDING TO COVID-19 CASES

SDCOE has developed effective procedures for investigating COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms.

- As soon as possible, SDCOE's HR COVID-19 response team is made aware of a potential or confirmed COVID-19 case
- The HR COVID-19 response team communicates with the COS principal to determine staff close contacts for contact tracing
- After close contacts have been determined, and within one day of knowledge of a COVID-19 case at COS, the HR COVID-19 response team begins contact tracing and sends all appropriate COVID-19 contact notifications
 - Written notice is provided within one (1) day of knowledge of a COVID-19 case to people at the worksite who may have been exposed to COVID-19. This notice will be provided to all employees, independent contractors (if applicable), and other employers at the worksite during the high-risk exposure period. These notifications meet the requirements of T8CCR section 3205(c)(3)(B) and Labor Code section 6409.6(a)(4); (a)(2); and (c), and are sent in a form readily understandable by employees. Notifications are typically sent via email to each individual employee who may have been exposed.
- School communications
 - The COS principal (or designee) and/or Health Care staff will notify a school's administrator of a COVID-19 case and will provide a list of school staff and/or students who were close contacts
 - COS will send a COVID-19 close contact letter to the school administrator to send to all school staff and/or families of students who were close contacts

We also ensure the following is implemented:

- If the Binax Now school testing program (or comparable state-approved program) is available, employees that had a close contact are offered COVID-19 at no cost during their working hours.
- If the Binax Now school testing program (or comparable state-approved program) is *not* available, employees that had a close contact are offered COVID-19 testing at a county testing location at no cost during their working hours, excluding:
 - Employees who were fully vaccinated before the close contact and do not have symptoms.
 - COVID-19 cases who were allowed to return to work per our return-to-work criteria and have

remained free of symptoms for 90 days after the initial onset of symptoms, or for cases whenever developed symptoms, for 90 days after the first positive test.

- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to employees during in-service at the beginning of the school year.

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. Communication includes:

- Reporting of COVID-19 symptoms, possible close contacts, and other COVID-19-related questions
 - Employees report COVID-19 symptoms and possible close contacts to SDCOE's HR COVID-19 response team by emailing COVID-19-HR@sdcoe.net
 - Employees report COVID-19 hazards directly to the COS principal either verbally or in writing
- Reporting of symptoms, possible close contacts and hazards without fear of reprisal.
- Reporting of symptoms, possible close contacts, and positive COVID-19 tests will remain confidential
- Requests for accommodations for medical or other conditions that put employees at increased risk of severe COVID-19 illness can be made by emailing SDCOE's HR COVID-19 response team at COVID-19-HR@sdcoe.net.
- Access to no-cost COVID-19 testing when testing is required either through the Binax Now testing program available at COS or at a no-cost county testing site.
 - Employees required to test at a no-cost county testing site will be given release time (paid work time) to get at COVID-19 test
 - In the event of a positive antigen test at COS, the employee may be asked to get a PCR test at a no-cost county testing site (paid work time)
- Explanation of COVID-19 hazards employees (including other 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 will be provided verbally and in writing.
 - Employees will be granted access to this CPP and other relevant staff protocols and procedures.

TRAINING AND INSTRUCTION

We provide effective employee training and instruction that includes:

- 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 not coming to work and obtaining a COVID-19 test 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.
- Proper use of cleaning and disinfecting materials and personal protective equipment

All training verification documentation is kept on file at COS and will be made available to SDCOE and the local health department as needed.

COVID-19 CASES AND CLOSE CONTACTS

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, as determined by the SDCOE HR COVID-19 response team
- Excluding employees that had a close contact from the workplace until our return-to-work criteria have been met (as determined by the SDCOE HR COVID-19 response team), with the following exceptions:
 - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms (as determined by the SDCOE HR COVID-19 response team)
 - 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 (as determined by the SDCOE HR COVID-19 response team)
- Providing sick leave and/or work from home
 - Employees who are excluded from in-person work at COS and are unable to work from home will be offered COVID-19 sick pay, as per SDCOE policy which follows local and state regulations
 - Employees who are excluded from in-person work at COS and are able to do so will be offered the opportunity to work from home
- Providing employees at the time of exclusion with information on available benefits

Reporting, Recordkeeping, And Access

It is our policy to follow SDCOE policies and protocols, including:

- 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
- Follow all SDCOE protocols for keeping record of and tracking all COVID-19 cases

Return-To-Work Criteria for Covid-19 Cases

On a case-by-case basis, the SDCOE HR COVID-19 Response Team will determine return-to-work eligibility, as outlined here:

- **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:
 - Employees who are fully vaccinated: immediately if asymptomatic
 - Employees who are not fully vaccinated: 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.

COVID-19 Prevention in Employer-Provided Housing

Assignment of housing units

We, to the extent feasible, reduce employee exposure to COVID-19 by assigning employee residents to distinct groups and ensure that each group remains separate from other such groups during transportation and work.

Shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons
- Residents who work in the same work unit (by village), will be housed in the same housing unit without other persons
- Employees who do not usually maintain a common household, work crew, or workplace will be housed in the same housing unit only when no other housing alternatives are feasible
- Limit entrance/egress to living units only to those people living/working in those units

Ventilation

We ensure maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units. If there is not a Minimum Efficiency Reporting Value (MERV) 13 or higher filter in use, portable or mounted HEPA filtration units are used, where feasible, in all sleeping areas in which there are two or more residents who are not fully vaccinated.

Face coverings

We provide face coverings to all residents and provide information to residents on when they should be used in accordance with state/local health officer orders/guidance.

Cleaning and disinfection

Residents are instructed to clean shared space, such as kitchens and indoor common areas, after use to help prevent the spread of COVID-19.

We also ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned to prevent the spread of COVID-19. The COS maintenance/custodial team or other appropriately trained staff member will be assigned by the COS principal to clean and disinfect housing units, kitchens, bathrooms, and indoor common areas within 24 hours of an active COVID-19 case in shared living units.
- Cleaning and disinfecting is done in a manner that protects the privacy of residents
- Residents are instructed to not share unwashed dishes, drinking glasses, cups, eating utensils, and similar items.

Screening

Employees are expected to self-screen for COVID-19 symptoms each day. If employees begin to notice COVID-19 symptoms, they must report to SDCOE's HR COVID-19 response team by emailing COVID-19-HR@sdcoe.net.

COVID-19 testing

According to state and local mandates and SDCOE protocols, we establish, implement, maintain and communicate to residents' effective policies and procedures for COVID-19 testing of residents who had a close contact or COVID-19 symptoms. If circumstances warrant, SDCOE's HR COVID-19 response team will direct staff to get a COVID-19 test.

COVID-19 cases and close contacts

We:

- Effectively quarantine residents who have had a close contact from all other residents. Effective quarantine includes providing residents who had a close contact with a private bathroom and sleeping area, with the following exceptions:
 - Fully vaccinated residents who do not have symptoms
 - COVID-19 cases who have met our return-to-work criteria and have remained asymptomatic, for 90 days after the initial onset of symptoms, or COVID-19 cases who never developed symptoms, for 90 days after the first positive test
- Effectively isolate COVID-19 cases from all residents who are not COVID-19 cases. Effective isolation includes housing COVID-19 cases only with other COVID-19 cases and providing COVID-19 case residents with a sleeping area and bathroom that is not shared by non-COVID-19-case residents.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.
- End isolation in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any applicable local or state health officer orders.

COVID-19 Prevention in Employer-Provided Transportation

We adhere to all SDCOE transportation protocols and procedures related to COVID-19.

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 work unit 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

As per SDCOE protocols, employees self-screen for symptoms at home before coming to work. By coming to work, they self-attest that they are free from COVID-19 symptoms, are not under quarantine or isolation orders, and, to the best of their knowledge, do not have COVID-19. If an employee has or develops COVID-19 symptoms during the workday, they will be excluded from 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. The driver is responsible for cleaning the vehicle after use, using appropriate PPE and COS-approved cleanser/disinfectant.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned by the driver after use 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. The COS maintenance/custodial team will be assigned to clean the vehicle
- 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

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.

PROCEDURES SPECIFIC TO COS DAY TRIPS

- At least one week before the day trip, the participating school will mail [student registration and other applicable forms](#) to COS
- At least one week before the day trip, the participating school will send a list of all participating students and will coordinate hike group assignments with COS
- Schools will be expected to follow [CDPH Guidance for K-12 Schools](#) and their district policies for screening for COVID-19 and exclusion from school/activities. This includes:
 - Before boarding the bus at school, school staff will screen students for COVID-19 symptoms following the school's COVID-19 symptom screening protocols.
 - Any student with COVID-19 symptoms will not be allowed to board the bus to visit COS
 - Any unvaccinated student who has been in close contact with a COVID-19 case will not be allowed to board the bus to visit COS
- Schools will be expected follow [CDPH Guidance for K-12 Schools](#) for transportation of school staff and students, including:
 - Schools will be asked to have bus seating chart with assigned seating. The bus seating chart will be shared with COS upon request (for contact tracing purposes).
 - As practicable, students should be assigned seats on the bus with other students from their pre-assigned hike group
- Upon arrival at COS:
 - Students will exit the bus where they will be greeted by their group's hike leader, who will call roll
 - The hike leader will screen students for COVID-19 symptoms (verbal verification that they do not have COVID-19, verbal verification that they have not been in contact recently with anyone with COVID-19, verbal verification that they do not have any COVID-19 symptoms, and a temperature check using a touch-free thermometer)
 - The hike leader will lead students to a pre-assigned restroom where students will be offered the opportunity to use the restroom and wash their hands
 - The hike leader will then lead program activities
- Appropriate masks/face coverings, worn covering the nose and mouth, are required for COS employees, students, and school staff at all times while indoors unless actively eating or drinking or working in a private office/room with the door closed. See the [CDPH Guidance for the use of Face Coverings](#) and the [CDPH Guidance for K-12 Schools](#) for exceptions.
- Appropriate face coverings/masks are optional outdoors but are strongly encouraged when physical distancing is not possible
- Hand sanitizer is available upon entering/exiting buildings. COS program staff carry hand sanitizer to be used as

requested and for use before and after the picnic lunch.

- Handwashing is encouraged
- Lunch will be eaten outdoors
- COS shared indoor spaces, such as restrooms, will be cleaned at least once daily according to a set schedule.
- Before boarding the bus to depart, students will be offered the opportunity to use the restroom and wash their hands
- In the event of inclement weather, day trips may be rescheduled, postponed, or cancelled

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, and break or eating areas.

Evaluation of potential workplace exposure will include 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.

Person conducting the evaluation: _____ Date of evaluation: _____

Name(s) of employee and authorized employee representative that participated: _____

Interaction, area, activity, work task, process, equipment, and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls

Appendix B: COVID-19 Inspections

Person conducting the inspection: _____

Date of inspection: _____

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Ventilation* (amount of fresh air and filtration maximized)			
Additional room air filtration*			
Administrative			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing/hand sanitizing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
<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>			

Additional Consideration #1: Multiple COVID-19 Infections and COVID-19 Outbreaks

The following will be applicable ***only if*** three or more employee COVID-19 cases occur within an exposed group at the workplace during their high-risk exposure period at any time during a 14-day period. In this circumstance, this addendum would 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:
 - Employees who were not present during the relevant 14-day period
 - Employees who were fully vaccinated before the multiple infections or outbreak and who do not have symptoms
 - COVID-19 cases who did not develop symptoms after returning to work pursuant to our return-to-work criteria, no testing is required for 90 days after the initial onset of symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test
- 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 are documented and include:

- 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 the highest compatible filtering efficiency for the system. We will also evaluate if additional 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.

Additional Consideration #2: Major COVID-19 Outbreaks

The following will be applicable **only if** twenty or more employee COVID-19 cases occur within an exposed group at the workplace during their high-risk exposure period at any time during a 30-day period. In this circumstance, this addendum would stay in effect until there are no new COVID-19 cases detected in the 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.
 - Methods for physical distancing may include, as practicable: limiting the number of people at COS at any one time; visual cues such as signs and floor markings to indicate where employees and others should be located or path of travel; staggered arrival, departure, work, and break times; assignment of individual workspaces; work from home
- 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 modify program activities or switch to virtual activities
- 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