

COVID-19 Prevention Program (CPP) Cardiff School District

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Updated: August 5, 2021

Authority and Responsibility

The superintendent of Cardiff School District has overall authority and responsibility for implementing the provisions of this CPP in the workplace. In addition, the site principals and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas.

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 will implement the following in our 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**.
- 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. We follow the District COVID-19 Protocols, which adhere to the SDCOE COVID-19 Decision Tree. These documents can be found on the district website at www.cardiffschools.com.
- 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.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify 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 notifying the site principal of an identified hazard so they can respond to the concern.

Employee Screening

All employees are asked to self-screen at home prior to reporting to work. Employees who have any of the symptoms below may not return to work until criteria is met to return.

Symptoms include:

- Fever of 100 or higher
- Chills
- New cough, nasal congestion or runny nose
- Shortness of breath or difficulty breathing
- New muscle or body aches or fatigue
- Headache (if abnormal for you)

- New loss of taste or smell
- Sore throat
- Diarrhea
- Loss of appetite, nausea, vomiting, abdominal pain
- Recent diagnosis, or possible exposure to COVID-19 (if unvaccinated)

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the Appendix B: COVID-19 Inspections form and corrected in a timely manner based on the severity of the hazards, by reporting to the site administrator. The site administrator is responsible for rectifying the concern and/or referring it to the appropriate department leader.

Controls of COVID-19 Hazards

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees and visitors, over the nose and mouth, as required by orders from the California Department of Public Health (CDPH) or local health department.

All staff and students will utilize face coverings as indicated by recommendations from the California Department of Public Health.

Face Coverings

- Face coverings **are required indoors** except in certain, limited circumstances.
- Face coverings **are not required outdoors**.
- Face masks will be provided to individuals who have forgotten to bring one.
- Persons who are exempt from wearing a mask include:
 - anyone younger than two years old
 - anyone who has trouble breathing, is unconscious or incapacitated
 - anyone who is otherwise unable to remove the face covering without assistance
- If a student is exempt from wearing a face covering, they must provide a note from their physician, and will be asked to wear a face shield with a drape on the bottom.
- If a student refuses to wear a face covering due to behavioral issues, teachers/staff will work closely with parents/guardians to develop a plan that will help this student adjust to wearing a face covering.
- A school-based team will convene a meeting with the parent/guardian to assess the need for accommodations.
- For safety reasons, any student who continually refuses to wear a face covering will be sent home.
- Independent study will be available for all students who are unable to tolerate a mask for any reason.
- When face coverings are removed outside, the mask should be handled by the ear loops or ties and placed in a secure location until it needs to be put on again.
- Students will be encouraged to try not to touch their face covering and keep their hands washed frequently.
- Face coverings should be worn to cover both the mouth and nose.
- Bandanas and masks with exhalation valves or vents are not acceptable as they do not sufficiently keep respiratory droplets from reaching others.
- Cloth face coverings:
 - Should fit snugly but comfortably against the side of the face
 - Be secured with ties or ear loops
 - Include multiple layers of fabric
 - Allow for breathing without restriction
 - Be able to be laundered and machine dried without damage or change to shape
- Staff must use face coverings in accordance with CDPH guidelines and Cal/OSHA standards. Current CDPH guidance states that adults in K-12 school settings are required to wear face coverings when sharing indoor spaces with students.

- In limited situations where staff members are unable to use a face covering for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield with a drape can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering outside of the classroom, where required.

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:

- Using the maximum filtration supported by our HVAC systems, including MERV- 11 filters in our pre-existing buildings and MERV-13 filters in all new buildings. Filters are replaced district-wide on a quarterly basis.
- Using HEPA air purifiers in all classroom spaces
- Ensure that face coverings are worn per CDPH guidance
- Ensure that the space is well ventilated
- Encouraging open windows and doors

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:

Custodial staff measures

- Each site’s custodial staff has the appropriate tools, equipment and training to provide enhanced disinfecting at all schools and district facilities,
- Each site has Identified and stocked cleaning products using the following guidelines:
 - Cleaning products should be from the Environmental Protection Agency (EPA)-approved list “N” approved for use against COVID-19
 - Following product instructions for use
 - Using disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.
 - Providing employees training on manufacturer’s directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
 - Established a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Custodial staff has the proper protective equipment as required by the product instructions
- Each site has all products kept out of children’s reach and stored in a space with restricted access
- Areas used by any staff or student with temperature or symptoms will be closed off and not used before cleaning and disinfection.
- To reduce risk of exposure, custodial staff will wait as long as feasible before cleaning and disinfecting.

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

- Closing off areas used by any sick person and do not use room before cleaning/disinfecting
- To reduce risk of exposure, wait as long as practicable before cleaning/disinfecting
- Ensuring a safe and correct application of disinfectants using PPE and ventilation recommended for cleaning
- Keeping disinfecting product from students

Hand Sanitizing

In order to implement effective hand sanitizing procedures, we:

- All staff and students are provided with hand sanitizer upon entry indoors.
- Hand sanitizer contains at least 60% alcohol, and no methyl alcohol
- Stock soap, paper towels, hand sanitizer and wipes for each stable group/classroom and make them visible and well identified
- Signage in classrooms and offices remind students and staff on proper hand sanitizing procedures, including washing hands for at least 20 seconds.
- Regular hand washing is encouraged.

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 CCR Title 8, section 3380, and provide such PPE as needed.

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. Employees that request a respirator for voluntary use will be encouraged to use them in compliance with the Guidance on Respiratory Protection, or section 5144(c)(2) and will be provided with a respirator of the correct size, and provided with the Guide to Respiratory Protection at Work, or section 5144, **Appendix D**.

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

Sharing of the District vehicle will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seat belt buckles, armrests, shifter, etc.) will be disinfected between users. Vehicle windows will be kept open. Hand sanitizer must be used when entering and exiting the vehicle. Face coverings must be worn when the vehicle is shared.

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.

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:

Steps to Complete for Positive Cases

- District nurse/site principal calls COVID positive individual or parent/guardian to gather necessary information. This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases form**. Positive individual is instructed to isolate and household members are instructed to quarantine and test. Follow up written communication is also provided.

- District nurse, site principal and superintendent confer, consult public health as needed, commence site contact tracing, and begin notification process.
- Sites make necessary calls to all close contacts regarding quarantine and testing protocols.
- Site principal/district nurse notify public health with required information regarding the positive case and close contacts.
- Site principal/extended day director provide student close contacts with written notification regarding modified quarantine and testing protocols.
- District office provides a letter to the COVID-19 positive staff member or consultant regarding modified quarantine protocols and available leave options, as applicable.
- Superintendent sends letter(s) to identified staff or consultant close contact(s) regarding modified quarantine and testing protocols as well as leave options, as available, and notifies the bargaining unit president.
- Site principal sends out the staff notification of a COVID-19 positive case letter to all employees at the site.
- Site principal sends out the parent/guardian notification of a COVID-19 positive case letter to all families at the site.
- Site principal contacts custodial staff regarding cleaning of affected area(s)
- District nurse/site principal maintains a record of positive cases and exposures for monitoring.
- District office adds the positive case to the COVID-19 Dashboard, monitors and removes it after 10 days.
- District nurse, site principal and superintendent confer with public health to determine if the case is epidemiologically-linked. Three or more epidemiologically-linked cases at the school site is considered an outbreak. If so, follow necessary Cal/OSHA testing requirements for an exposed workplace.
- District nurse/site principal to report an increase in cases, hospitalizations, and/or an outbreak-associated death to the Epidemiology School Response Team.

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:

- Employees should report COVID-19 symptoms and possible hazards to their site administrator.
- Employees can report symptoms and hazards without fear of reprisal.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness may contact Emily Horta in Human Resources for information on accommodations and leave options.
- Access to COVID-19 testing will be made available by the District when testing is required, such as in the event of a workplace exposure or outbreak.
- 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.

Training and Instruction

We provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits 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 decreases 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.

***Appendix D: COVID-19 Training Roster will be used to document this training.*

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

Where we have a COVID-19 case in our workplace, we will 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 day after the first positive test.
- For employees excluded from work, continuing and maintaining an employee's earnings, wages, seniority, and all other employee rights and benefits.
- This will be accomplished by our Human Resources department providing affected employees with information on processes and available support and 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 CCR Title 8 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.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of ≥ 100 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 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 fever-reducing medications.
- If an order to isolate or quarantine 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.

If Multiple COVID-19 Infections are Identified

This section of the CPP is applicable **only if three or more employee COVID-19 cases within an exposed group visited the workplace during their high-risk exposure period at any time during a 14-day period.** Reference section [3205.1](#) for details.

This guidance 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:

- Employees who were not present during the relevant 14-day period.
- Employees who were fully vaccinated before the multiple infections or outbreaks 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 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 will 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 6 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 6 feet between persons, or where 6 feet of 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 also have portable HEPA air purifiers in use in all classroom spaces.

If a Major COVID-19 Outbreak Occurs

This section of the CPP is applicable only if **20 or more employee COVID-19 cases within an exposed group visit the workplace during their high-risk exposure period within a 30-day period. Reference section [3205.2](#) for details.**

This guidance 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 protocols, 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.
- We will consult with San Diego County Public Health to determine what additional mitigation measures and operational changes may be necessary.
- 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.

Jill Vinson
Superintendent, Cardiff School District
August 5, 2021

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, 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.

Person Conducting the Evaluation:

Date:

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, including barriers, partitions and ventilation

Appendix B: COVID-19 Inspections

Date:

Name of Person Conducting the 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			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Face shields/goggles (if required)			
Respiratory protection (if required)			
Gloves (if required)			

*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.

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.

Date:

Name of person conducting the investigation:

Name of COVID-19 case (employee or non-employee) and contact information:

Occupation (if non-employee, why they were in the workplace):

Names of employees/representatives involved in the investigation:

Date investigation was initiated:

Locations where the COVID-19 case was present in the workplace during the high-risk exposure period, and activities being performed:

Date and time the COVID-19 case was last present and excluded from the workplace:

Date of the positive or negative test and/or diagnosis:

Date the case first had one or more COVID-19 symptoms, if any:

Information received regarding COVID-19 test results and onset of symptoms (attach documentation):

Summary determination of who may have had a close contact with the COVID-19 case during the high-risk exposure period. Attach additional information, including:

- The names of those found to be in close contact.
- Their vaccination status.
- When testing was offered, including the results and the names of those that were exempt from testing because.
 - They were fully vaccinated before the close contact and do not have symptoms.
 - They returned to work per our return-to-work criteria and have remained symptom free for 90 days or, for those that never developed symptoms, for 90 days after the initial positive test.
- The names of those that were excluded per our Exclusion of COVID-19 Cases and Employees who had a Close Contact requirements.
- The names of those exempt from exclusion requirements because:
 - They were fully vaccinated before the close contact and did not develop COVID-19 symptoms.
 - They returned to work per our return-to-work criteria and have remained symptom free for 90 days or, for those that never developed symptoms, for 90 days after the initial positive test.

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 to:

1. All employees who were in close contact
2. Their authorized representatives (If applicable, the notice required by Labor Code section 6409.6(a) (2) and (c))

Names of employees that were notified:	Names of their authorized representatives:	Date

Independent contractors and other employers present at the workplace during the high-risk exposure period.

Names of individuals that were notified:	Date

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

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

Was local health department notified? Date?

Appendix D: COVID-19 Training Roster

Date:

Name of Person Conducting the Training:

Employee Name	Signature

