



COVID-19 Prevention Program (CPP) for the Laborers Training School

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

Date: January 14, 2022

Authority and Responsibility

The Executive Director, Scott Gordon, has overall authority and responsibility to hold all managers and staff members in adhering to this COVID-19 Prevention Program (CPP). Mark Solano, Safety Officer and Lisa Becerra, Executive Assistant/Quality Manager have the 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 will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- 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.
- Review the California Department of Public Health's Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments, located at:
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Interim-Guidance-for-Ventilation-Filtration-and-Air-Quality-in-Indoor-Environments.aspx>.
- 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 are encouraged to participate in the identification and evaluation of COVID-19 hazards by: Contacting Mark Solano, Safety Officer at (626) 609-8885 or Executive Assistant Lisa Becerra at

(626) 625-7027. We encourage employees to identify and notify management, without fear of reprisal, of any concerns relating to any potential COVID-19 hazards, as well as participating in evaluating any potential COVID-19 hazards.

Employee screening

We screen our employees by: having all employees self-screen according to CDC or CDPH guidelines before they enter the workplace or report for work (unless they are working remotely) by conducting a personal health screen, which includes, but is not limited to, checking their temperatures to determine whether they have a fever (100.4 degrees Fahrenheit or higher); whether they are experiencing any symptoms associated with COVID-19, such as cough, shortness of breath, difficulty breathing, chills, fatigue, muscle pain or body aches, headache, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, new loss of sense of smell, or new loss of sense of taste; or whether they have had close contact with a person known to be infected with COVID-19 in the last 10 days. In order to report to work at the workplace, each employee must sign an acknowledgment form that they have satisfied the self-screen requirements. Attached as Appendix E is a copy of the Employee Daily Self-Screening Guidelines and COVID-19 Daily Health Screening Certification. Any visitors or non-employees to the office shall be requested to confirm that they satisfy the foregoing self-screen requirements. The following is the link and QR Reader for our electronic COVID-19 Self-Assessment form.

<https://forms.gle/Nm4WDiuUeFVeRcaU7>



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, as follows:

The severity of the hazard will be assessed and correction time frames assigned, accordingly.

Specific management individuals will be assigned with responsibility for timely correction of the hazard, and appropriate follow-up measures will be undertaken to ensure timely correction, including, but not limited to, physical distancing, face coverings, and other engineering controls, administrative controls and PPE.

Control of COVID-19 Hazards

Physical Distancing

Physical distancing of at least six feet shall be maintained at all times when an employee is eating or drinking in a room and one or more other employees or individuals are present, or as otherwise provided herein.

Face Coverings

For all employees, we provide clean, undamaged face coverings (either medical procedure or surgical masks) and require that they are properly worn by employees over the nose and mouth when indoors or in vehicles, and when required by orders from the California Department of Public Health (CDPH) or local health department. Regardless of vaccination status, we shall provide face coverings to employees upon request. If employees encounter non-employees at the workplace who are not wearing face coverings, or who are not properly wearing face coverings over both their nose and mouth, we ask that employees immediately inform the Mark Solano, Safety Officer or other management of the situation. A “face covering” means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers (i.e., fabrics that do not let light pass through when held up to a light source) that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face.

NOTE: **EFFECTIVE JANUARY 17, 2022**, THE LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH ORDER REQUIRES THAT EMPLOYEES WHO WORK INDOORS AND COME INTO CLOSE CONTACT WITH OTHER WORKERS OR THE PUBLIC **MUST WEAR AT LEAST A MEDICAL GRADE MASK OR SURGICAL MASK. A CLOTH FACE COVERING IS NOT ALLOWED.** MEDICAL GRADE OR SURGICAL MASKS ARE PROVIDED TO EMPLOYEES.

A “face covering” does **not** include a scarf, ski mask, balaclava, turtleneck, collar, or single layer of fabric.

The following are exceptions to the use of face coverings in our workplace:

- NOTE: Because of CDPH or local health department orders or guidance in effect, there is NO exception for fully vaccinated employees. Accordingly, all employees, regardless of vaccination status and unless excepted below, must wear an appropriate face covering at the workplace when indoors.
- When an employee is alone in a fully enclosed room or vehicle.
- While actively eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
- Employees wearing respirators, such as N95 masks, required by us and used in compliance with CCR Title 8 section 5144.
- 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. However, such employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it. Alternatives will be considered on a case-by-case basis. If their condition or disability does not permit a non-restrictive alternative, the employee shall be at least 6 feet apart from all other persons and either (1) be fully vaccinated or (2) test at least weekly for COVID-19 during paid time and at no cost to the employee.
- Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

Any employee not wearing a face covering, and not wearing a non-restrictive alternative when allowed, shall be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19.

We will communicate to any non-employees who may enter our work location that properly worn face coverings are required on the premises if such individuals are not fully vaccinated.

Employees may choose to wear a face covering when not required, unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Engineering controls

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Maintaining and adjusting, or requesting that building management properly maintain and adjust, as applicable, the building's ventilation system to comply with applicable federal, state and local laws or guidelines.
- Increase filtration efficiency, or request that building management increase filtration efficiency, as applicable, to the highest level compatible with the existing ventilation system.
- Evaluate whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.

Cleaning and disinfecting

We implement the following cleaning measures for frequently touched surfaces:

- Identifying and regularly cleaning frequently touched surfaces and objects, such as doorknobs, equipment, tools, handrails, handles, controls, phones, headsets, and bathroom surfaces.
- Ensuring adequate supplies and adequate time for it to be done properly.
- Informing the employees of the frequency and scope of cleaning and disinfection.

Should we have a COVID-19 case in our workplace, we will implement the following procedures: We will (1) clean areas, material, and equipment used by a COVID-19 case during the high-risk exposure period, and (2) disinfect if the areas, materials, or equipment used by a COVID-19 case during the high-risk exposure period is indoors and will be used by another employee within 24 hours of the COVID-19 case.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Encourage and allow time for employee handwashing.
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encourage employees to wash their hands for at least 20 seconds each time.

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 shall provide respirators (N95 masks) for voluntary use in compliance with subsection 5144(c)(2) to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. Whenever we make respirators available for voluntary use, we shall encourage their use and shall ensure that employees are provided with a respirator of the correct size.

Testing of Employees with Close Contact with COVID-19 Case

Regardless of vaccination status, we shall make COVID-19 testing available at no cost to employees who were in **close contact** with a **COVID-19 case** at the workplace, during employees' paid time, except for those employees noted below.

A "COVID-19 test" means a test for SARS-CoV-2 that is (1) cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the U.S. Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus; (2) administered in accordance with the authorized instructions; AND (3) not both self-administered and self-read unless observed by an authorized proctor,

which could be a telehealth proctor. Examples of tests that satisfy this requirement include tests with specimens that are processed by a laboratory (including home or on-site collected specimens which are processed by a laboratory, proctored over-the-counter tests, point of care tests, and tests where specimen collection and processing is either done or observed by an authorized proctor.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had **close contact*** with a COVID-19 case in our workplace will be:

- Offered COVID-19 testing at no cost during paid time.
- Directed to go home and to comply with this prevention plan and applicable federal, state, or local laws or guidelines relating to quarantine, self-isolation, or exclusion. However, the following employees need not be excluded from the workplace if they meet the following criteria:
 - Asymptomatic Employees Who are BOTH “Fully Vaccinated” and Booster-Eligible (but have not yet received the booster): Such employees are NOT required to be excluded from the workplace if they (1) obtain a negative COVID-19 test (antigen test preferred) within 3-5 days after their last exposure to a person with COVID-19; (2) wear an appropriate face covering around others for 10 days after their last exposure to a person with COVID-19; and (3) continue to have no symptoms.
 - Asymptomatic Employees Who are Either (1) Fully Vaccinated and Boosted or (2) Fully Vaccinated (but not yet booster eligible): Such employees are NOT required to be excluded from the workplace if they (1) take a COVID-19 test on day 5 after their last close contact with a COVID-19 case and test negative; and (2) wear an appropriate face covering around others for 10 days after last close contact. NOTE: If timely testing is unavailable because of, for example, overwhelming demand for testing or other lack of testing availability, such individual must wear an appropriate face covering and maintain 6 feet of distancing from others at the workplace for 14 days following the close contact.
 - “Fully vaccinated” means the employer has documented (1) a person’s status two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses in accordance with the approval, authorization, or listing that is approved or authorized for emergency use by the FDA, listed for emergency use by the WHO, or administered as part of a clinical trial at a U.S. site if the recipient is documented to have primary vaccination with the active (not placebo) COVID-19 vaccine candidate; and (2) a person’s status two weeks after receiving the second dose of any combination of two doses of a COVID-19 vaccine that is approved or authorized by the FDA, or listed as a two-dose series by the WHO. The second dose of the series must not be received earlier than 17 days after the first dose.
 - “Booster-eligible” means: (1) for those who received either the Moderna or Pfizer vaccines, at least 6 months have passed since their second dose; and (2) for those who received the Johnson & Johnson vaccine, at least 2 months have passed since their first dose.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them. Attached as Appendix F is a summary of available public benefits.

***Close contact** means being within 6 feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period,” regardless of the use of face coverings. A **“COVID-19 case”** includes a person who has tested positive for COVID-19 or has a positive COVID-19 diagnosis from a licensed health care provider with COVID-19. **“High-risk exposure period”** means: (1) for symptomatic COVID-19 cases, from 2 days before they first developed symptoms until it has been 10 days since their symptoms first appeared, 24 hours have passed with no fever without the use of

fever-reducing medication, *and* symptoms have improved; or (2) for asymptomatic COVID-19 cases, from 2 days before until 10 days after the specimen for their first COVID-19 positive test was collected. However, a “close contact” does not include employees who wore a respirator (N95 mask) required by us and used in compliance with section 5144.

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:

- How employees should immediately report COVID-19 symptoms, possible close contacts, and possible hazards to the **Mark Solano, Safety Officer**, or, if the **Safety Officer** is not available, to any other available manager or supervisor.
- That employees can report COVID-19 symptoms, possible close contacts, and possible COVID-19 hazards at the workplace without fear of reprisal.
- How employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations.
- Where testing is required, how employees can access COVID-19 testing through their employer-provided health plan or local testing centers. Information on local testing centers is available at: <https://covid19.ca.gov/get-tested/>.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. This includes directing employees to immediately seek testing through their employer-provided health plan or through available local testing centers. If no such testing is reasonably available, we will assist employees with finding suitable testing at our expense. Employees will be allowed to seek testing during paid time.
- Information about COVID-19 hazards employees (including other employees 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 will provide effective 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 at the workplace as described in Appendix A.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws, as well as our own leave policies.
- 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, but are most effective when used in combination.
- The right of employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person to request a respirator (N95 mask or KN95) for voluntary use, without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use, we

shall encourage their use and shall ensure that employees are provided with a respirator of the correct size. We shall also provide instruction on:

- How to properly wear the respirator provided;
- How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes 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. COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings primarily protect those around the user.
- 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; 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.
- The conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if 6 feet of distance between people cannot be maintained. Employees can request face coverings from us at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

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

Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 cases (regardless of vaccination status, previous infection with COVID-19, or lack of symptoms) are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees who had a close contact from the workplace until our return-to-work requirements are met.
 - **Exceptions:**
 - Asymptomatic Employees Who are BOTH “Fully Vaccinated” and “Booster-Eligible” (but have not yet received the booster): Such employees are NOT required to be excluded from the workplace if they (1) obtain a negative COVID-19 test (antigen test preferred) within 3-5 days after their last exposure to a person with COVID-19; (2) wear an appropriate face covering around others for 10 days after their last exposure to a person with COVID-19; and (3) continue to have no symptoms.
 - Asymptomatic Employees Who are Either (1) Fully Vaccinated and Boosted or (2) Fully Vaccinated (but not yet booster eligible): Such employees are NOT required to be excluded from the workplace if they (1) take a COVID-19 test on day 5 after their last close contact with a COVID-19 case and test negative; and (2) wear an appropriate face covering around others for 10 days after last close contact. NOTE: If timely testing is unavailable because of, for example, overwhelming demand for testing or other lack of testing availability, such individual must wear an appropriate face covering and maintain 6 feet of distancing from others at the workplace for 14 days following the close contact.
- For employees excluded from work, we shall continue and maintain an employee's earnings, wages, seniority, and all other employee rights and benefits whenever the close contact is work related. This will be accomplished by allowing employees to utilize their employer-provided employee sick leave, informing employees of their potential rights to payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation or disability payments.

- 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. The report shall include all information as required by Labor Code section 6409.6.**
- 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 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, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- All Employees (regardless of vaccination status, previous infection, or lack of symptoms) Who Test Positive for COVID-19:
 - Must be **excluded from the workplace for at least 5 days**;
 - After 5 days, employee may return to the workplace **after day 5** if (1) symptoms are not present or are resolving, AND (2) a diagnostic specimen (antigen test preferred) collected on day 5 or later tests negative.
 - However, if an employee is unable or chooses not to test and their symptoms are not present or are resolving, employee may return to the workplace **after** day 10.
 - NOTE: If an employee has a fever, isolation must continue and the employee may not return to work until the fever resolves. A fever is a measured body temperature of 100.4 degrees Fahrenheit or higher. A fever resolves when 24 hours have passed with no fever without the use of any fever-reducing medications.
 - If an employee's symptoms, other than fever, are not resolving, the employee may not return to work until their symptoms are resolving OR until after day 10 from the positive test.
 - Employees must wear face coverings around others for a total of 10 days after the positive test, especially in indoor settings.
 - NOTE: For symptoms other than a fever, such symptoms "are resolving" if the symptoms have gotten noticeably better. Some symptoms (such as fatigue and loss of smell) may last a longer time. If you have questions, please contact your medical provider to discuss.
- Unvaccinated Employees (includes persons previously infected with COVID-19) Exposed to Someone with COVID-19:
 - Employees must be **excluded from the workplace for at least 5 days** after their last close contact with COVID-19 case.
 - Employees MUST test on day 5 after close contact with COVID-19 case.
 - Employees may return to workplace **after day 5** if (1) symptoms are not present AND (2) a diagnostic specimen (antigen test preferred) collected on day 5 or later tests negative.
 - However, if an employee is unable or chooses not to test and does **not** have symptoms,

employee may return to the workplace after day 10.

- Employees must wear face coverings around others for a total of 10 days after exposure/close contact with COVID-19 case.
- If an employee later tests positive for COVID-19, they must follow the requirements above for “Employees Who Test Positive for COVID-19.”
- If an exposed employee develops symptoms, they must be excluded pending the results of a test.

- Symptomatic Employees Who are BOTH Vaccinated and Booster-Eligible (but have not yet received booster) Exposed to Someone with COVID-19:

- Employees must be **excluded from the workplace for at least 5 days** after their last close contact with COVID-19 case.
- Employees **MUST** test on day 5 after close contact with COVID-19 case.
- Employees may return to workplace **after day 5** if (1) symptoms are not present AND (2) a diagnostic specimen (antigen test preferred) collected on day 5 or later tests negative.
- However, if an employee is unable or chooses not to test and does **not** have any more symptoms, employee may return to the workplace after day 10.
- Employees must wear face coverings around others for a total of 10 days after close contact with COVID-19 case.
- If an employee later tests positive for COVID-19, they must follow the requirements above for “Employees Who Test Positive for COVID-19.”
- If an exposed employee continues to have symptoms, they must be excluded pending the results of a test.

- Asymptomatic Employees Who are Vaccinated and Booster-Eligible (but have not yet received booster) Who Are Exposed to Someone with COVID-19 (NO EXCLUSION REQUIRED IF):

- A negative diagnostic test (antigen test preferred) is obtained within 3-5 days after last exposure to a COVID-19 case; AND
 - NOTE: If employee tests positive, employee must immediately follow requirements above for “Employees Who Test Positive for COVID-19.”
- Wear face covering around others for a total of 10 days; AND
- Employee continues to have no symptoms.
 - NOTE: If symptoms develop, employee should be excluded from workplace until meeting the requirements outlined above for “Symptomatic Employees Who are Vaccinated and Booster-Eligible (but have not yet received booster) Exposed to Someone with COVID-19.”

- Asymptomatic Employees Who are Boosted OR Fully-Vaccinated (but not yet booster-eligible) Who are Exposed to Someone with COVID-19 (NO EXCLUSION REQUIRED IF):

- Must test on day 5 with a negative result.
 - NOTE: If employee tests positive, employee must immediately follow requirements above for “Employees Who Test Positive for COVID-19.”
- Wear face coverings around others for 10 days after close contact with COVID-19 case.
- If employee develops symptoms, employee must be excluded pending the results of a test.
- NOTE: If timely testing is unavailable because of, for example, overwhelming demand for testing or other lack of testing availability, such individual must wear an appropriate face covering and

maintain 6 feet of distancing from others at the workplace for 14 days following the close contact.

- 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. If no period was specified, then the period will be in accordance with the return-to-work criteria above, as applicable.
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Mark Solano, Safety Officer, January 14, 2022

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: Mark Solano

Date: January 10, 2022

Name(s) of employee that participated: Gabriel Bocanegra

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for close contact and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including ventilation with outdoor air and filtration efficiency
Coordinator - Gatekeeper duties Assessing students prior to entry Interaction with students with unknown exposures.	Location: Front entry points to campus. Time: 5:30-6:30 am	Potential for Exposure - LOW	Provide surgical face mask, N95 or KN95 for gatekeeper. Provide "NO TOUCH" thermometer for testing.
Instructor – Coming in close contact with students throughout day especially during hands-on portion of training.	Location(s): Inside classroom & outdoors. Time: 6:30 – 3:00	Potential for Exposure – LOW	Provide surgical face mask, N95 or KN95. Instructor required to keep 6' distance & face mask on at all times.
Facility Maintenance – Cleaning of commonly touched items, (knobs, desktops, chairs). Decon/and sanitizing classrooms	Location(s): Inside classroom & outdoors. Time: 6:30 – 3:00	Potential for Exposure – LOW	Provide surgical face mask, N95 or KN95. FM required to keep 6' distance & face mask on at all times.
Administration Staff – Handling documents, mail & other delivered items. Interacting with other staff in close quarters.	Location: Administration Bldg. Time: 6:30 am to 5:00 pm	Potential for Exposure - LOW	Provide face masks / face shields. Also plastic barriers were placed around cubicles.
Logistics Staff – Handling of materials coming in from other fixed and mobile sites, even after exposure and class cancelled.	Location: Logistics Dept. Time: 5:30 am to 4:00 pm	Potential for Exposure - LOW	Provide face masks, nitrile gloves for handling documents and classroom materials.
Management Staff – Close interaction with all staff.	Location(s): Entire campus Time(s): 5:00am to 5:00 pm	Potential for Exposure - LOW	Enforce face coverings & use of PPE at all times.

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

Appendix B: COVID-19 Inspections

Date: January 11, 2022

Name of person conducting the inspection: Mark Solano

Work location evaluated: El Monte Site, 11346 Ramona Blvd., El Monte, CA. 91731

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Ventilation (amount of outdoor fresh air and Filtration efficiency maximized)	Good		
Additional room air filtration, such as portable or mounted HEPA filtration units, if necessary	N/A		
Administrative			
Surface cleaning (frequently enough and adequate supplies)	Direct cleaning by FM staff. Good		
Hand washing facilities (adequate numbers and supplies)	Good		
Cleaning and hand sanitizing solutions being used according to manufacturer instructions	Good		
Encouraging sick workers to stay at home, or if they have been exposed to a person who has COVID-19.	Performed by Gatekeeper Good		
Posting signs and notices to remind employees and others of best practices.	Bad	Mark Solano	January 12, 2022
PPE (not shared, available and being worn)	Good		
Face coverings (cleaned sufficiently often)	Provided as needed.		
Gloves	Provided as needed		
Face shields/goggles	N/A		
Respiratory protection (KN95 or N95 mask)	Provided as needed		

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms, and any employee medical records, will be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases shall be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), and when required by law.

Date: [enter date]

Name of person conducting the investigation: [enter name(s)]

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	

<p>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have had a close contact (attach additional information):</p>	
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<p>Written notice in the manner the employer normally uses to communicate employment-related information (such as via personal service, email, or text message), given within one business day of the time we knew or should have known of a COVID-19 case, in a way that does not reveal any personal identifying information of the COVID-19 case, that people at the worksite may have been exposed to COVID-19 to one of the following exposed groups:</p>		
<p>All employees at the worksite during the high-risk exposure period.</p>	<p>Date:</p>	
	<p>Names of employees that were notified:</p>	
<p>Independent contractors and other employers present at the worksite during the high-risk exposure period.</p>	<p>Date:</p>	
	<p>Names of individuals that were notified:</p>	

<p>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</p>		<p>What could be done to reduce exposure to COVID-19 hazards?</p>	
<p>Was local health department notified?</p>		<p>Date:</p>	

Appendix D: COVID-19 Training Roster

Date: **[enter date]**

Person that conducted the training: **[enter name(s)]**

Employee Name	Signature

APPENDIX E: EMPLOYEE DAILY SELF-SCREENING GUIDELINES

To: ALL EMPLOYEES

Re: COVID-19 Daily Screening Guidelines

These guidelines and standards apply to all employees and outline measures we are actively taking to mitigate the spread of coronavirus. Please follow all these rules diligently to sustain a healthy and safe workplace for you, your coworkers, and all persons who visit our properties. It is important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal information as confidential.

This coronavirus (COVID-19) policy is subject to change as information and additional governmental guidelines develop. We will update you as soon as possible of any changes.

In relation to your continued employment, you must conduct a personal health screen at home, including checking your temperature, before reporting to work on any workday. If you have any symptoms of COVID-19 or your temperature is 100.4 degrees or higher, you must stay home and report in sick, unless you are able to work remotely. Symptoms of COVID-19 may include the following or combination of the following:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills, or repeated shaking with chills
- Fatigue
- Muscle pain or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list of symptoms is not all inclusive. If you have any other symptoms that are severe or concerning to you, you should consult your medical provider before reporting for work.

In addition, if you have been in close contact (6 feet or closer for a cumulative total of 15 minutes or longer within a 24-hour period) with anyone who is known to have laboratory-confirmed COVID-19 or anyone who has any symptoms consistent with COVID-19 within the past 10 days, you must stay home and report in sick, unless you are able to work remotely. NOTE: This does not apply to employees who were fully vaccinated before the close contact.

If you do not have any of the above symptoms, do not have a high thermometer temperature of 100.4 degrees Fahrenheit or higher, and, for employees who are not fully vaccinated, have not had any close contact with anyone with laboratory-confirmed COVID-19 or symptoms consistent with COVID-19 within the past 10 days, you are authorized to work onsite for the day. You must confirm that you have self-screened every workday by completing the attached form. If at any time during the workday you begin to feel ill or start to run a fever (temperature above 100.4 degrees), you are required to notify your supervisor and leave work immediately.

Acknowledgement:

Employee Name: _____

Date: _____

Employee Signature: _____

COVID-19 DAILY HEALTH SCREENING CERTIFICATION

I certify that I have complied with the [INSERT NAME OF EMPLOYER] COVID-19 Daily Screening Guidelines.

Before reporting to work today, I conducted a personal health screening, including a temperature check. I confirm that I did not have a temperature of 100.4 degrees Fahrenheit or higher and that I do not have any of the following symptoms:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills, or repeated shaking with chills
- Fatigue
- Muscle pain or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

I have not been in close contact (6 feet or closer for a cumulative total of 15 minutes or longer within a 24-hour period) with anyone who is known to have laboratory-confirmed COVID-19 or anyone who has any symptoms consistent with COVID-19 within the past 10 days. NOTE: This does not apply to employees who were fully vaccinated before the close contact.

I agree that if I develop any of the above symptoms or begin to run a fever, I will report to my supervisor and leave work immediately.

Employee Name: _____ **Date:** _____

Employee Signature: _____

APPENDIX F: AVAILABLE BENEFITS

(IN ADDITION TO USE OF ACCRUED PAID SICK LEAVE)

If you are required to stay at home due to COVID-19, including, but not limited to, testing positive for COVID-19, awaiting a medical diagnosis because you are experiencing COVID-19 symptoms, or because you had close contact at the workplace to a COVID-19 case, you may be entitled to certain federal, state or local benefits. For more information, please visit the following websites:

- <https://www.labor.ca.gov/coronavirus2019/#chart>

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

Additional Consideration #1 applies if there are three or more employee COVID-19 cases within an exposed group who visited the workplace during their high-risk exposure period at any time during a 14-day period. “Exposed group” means all employees at a work location, working area, or a common area at work where an employee COVID-19 case was present at any time during the high-risk exposure period. This does not include: (1) a place where persons momentarily pass through while everyone is wearing face coverings, without congregating; (2) if the COVID-19 case is part of a distinct group of employees who are not present at the workplace at the same time as other employees, other crews or shifts that do not overlap with the distinct group of the COVID-19 case; or (3) a work location, work area, or a common area at work the COVID-19 case visited if less than 15 minutes during the high-risk exposure period and all persons were wearing face coverings at the time the COVID-19 case was present.

This section of the CPP will stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period. In addition to the requirements contained earlier in this **CPP**, we shall take the following actions:

COVID-19 testing

- We will make COVID-19 testing available at no cost to all employees within the exposed group, during the employees’ paid time, except for:
 - employees who were not present at the workplace during the relevant 14-day period;
- COVID-19 testing consists of the following:
 - Testing shall be made available to all employees in the exposed group 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 will continue to make COVID-19 testing available once a week at no cost, during paid time, to all 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 the exposed group for a 14-day period.
 - We will make additional testing available at no cost to employees, during employees’ paid time, when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had close contact with a COVID-19 case—except for employees who are not required to be excluded as identified on page 4 of this CPP—are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

We will 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 will be 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 during any outbreak.
 - 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 will 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 (N95 masks) protection in compliance with section 5144.
- We will filter, or request that building management filter, as applicable, 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 with the ventilation system, we shall use filters, or request that building management use filters, as applicable, with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted HEPA filtration units or other air cleaning systems would reduce the risk of transmission and, if so, shall implement their use to the degree feasible.

Other Additional Requirements

Employees in the exposed group shall wear face coverings when indoors, or when outdoors and less than six feet from another person, unless (1) the employee is alone in a room or vehicle; (2) while actively eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible; (3) employees wearing respirators required by us and used in compliance with section 5144; (4) 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; or (5) specific tasks which cannot feasibly be performed with a face covering, limited to the time period in which such tasks are actually being performed.

We shall give notice to employees in the exposed group of their right to request a respirator (N95 mask) for voluntary use under subsection 3205(c)(7)(D)(2), if they are not fully vaccinated.

We shall evaluate whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

Reporting

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. The report shall include all information as required by Labor Code section 6409.6.**

Additional Consideration #2

Major COVID-19 Outbreaks

Additional Consideration #2 applies if 20 or more employee COVID-19 cases in an exposed group visited the workplace during their high-risk exposure period within a 30-day period.

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

In addition to the requirements outlined earlier in this **CPP**, including **Additional Consideration #1**, we shall take the following actions in the event of a major COVID-19 outbreak:

COVID-19 testing

We will make available COVID-19 testing to all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by the local health department.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with close contact—except for employees who are not required to be excluded as identified on page 4 of this CPP—are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards** and **Additional Consideration #1**, we will take the following actions:

- We shall provide a respirator for voluntary use in compliance with subsection 5144(c)(2) to employees in the exposed group and shall determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected.
- Any employees in the exposed group who are not wearing respirators required by us and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where we can demonstrate that six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.
- At work stations where an employee in the exposed group is assigned to work for an extended period of time, such as desks and production line stations, and where the physical distancing requirement during a major outbreak is not maintained at all times, we shall install cleanable solid partitions that effectively reduce transmission between the employee and other persons.
- Implement any other control measures deemed necessary by Cal/OSHA.

Reporting

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. The report shall include all information as required by Labor Code section 6409.6.**