



Rincon Valley Union School District

COVID Safety Plan/ Cal/OSHA CPP Plan

Updated: September 8, 2023

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The 2023-2024 COVID Safety Plan consists of :

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ESSER III Safe Return to In Person Instruction Plan & Continuity of Services Plan 6 month Update

[ARP Act Funding - Federal Stimulus Funding \(CA Dept of Education\)](https://www.cde.ca.gov/fg/cr/arpact.asp)
<https://www.cde.ca.gov/fg/cr/arpact.asp>

Plan Revisions: Until September 30, 2023, LEAs must regularly, but no less frequently than every six months (taking into consideration the timing of significant changes to CDC guidance on reopening schools), review and, as appropriate, revise its plan for the safe return to in-person instruction and continuity of services. LEAs must seek public input and take such input into account both when making revisions and when determining if revisions are necessary. Any revisions must address an LEA's policies for each CDC updated safety recommendation. After the initial submission, revised plans do not need to be resubmitted in the template provided above, but revised plans (in a format that suits the LEA's needs) must be publicly posted on the LEA's website.

The following was published as the “[Public Health Guidance for K-12 Schools and Child Care Settings to Support Safe In-Person Services and Mitigate the Spread of Communicable Diseases, 2023-2024 School Year](#)” on August 28, 2023.

Staying Up to Date on Vaccinations	Recommended: ● Encourage children, families, and staff to stay up-to-date on all vaccinations recommended by their health care provider. ● Review vaccination requirements for entry into K–12 schools and pre-K/child care settings. Visit the CDPH Shots for School site for resources related to school or child care immunization requirements. ● Of note, COVID-19 and influenza vaccines are not currently included in the list of required immunizations for school or child care (see Title 17, Cal. Code of Regulations, section 6000 et seq.). However, both COVID-19 and influenza vaccination can greatly reduce the risk of serious illness, outbreaks, absences and school disruptions, and is strongly recommended for all eligible people in California, including children, providers, teachers, staff and individuals sharing homes with child care community members. More information may be found at CDPH Get the Facts on COVID-19 Vaccines. ● Work with local health departments and/or community partners to conduct school-located vaccine events whenever possible. This includes hosting events in the fall to protect against winter respiratory viruses, and events in the spring or summer to administer vaccines for school admission and grade advancement..
Optimizing Indoor Air Quality	Recommended ● Follow CDPH recommendations to improve indoor air quality. Facility maintenance staff may also review technical considerations (PDF). Note that although the air quality guidance was developed to manage COVID-19, many of the recommendations also reduce the spread of other airborne pollutants and other respiratory infections. ● Optimize ventilation in transport vehicles, such as buses or vans. Open windows to increase airflow from outside when feasible and safe to do so. ● In circumstances where outdoor air quality is poor (such as from wildfire smoke), consult with local health department officials to determine the best approach forward and also consult CDC guidance on Ventilation in Schools and Childcare Programs. Considerations include using: ○ Air filtration strategies that do not rely on outdoor air sources, such as portable air cleaners; ○ Use of alternative spaces with better air quality; ○ Keeping windows and doors closed to not introduce outdoor air;

	○ Use of higher quality face masks (e.g., N95s, KN95s, or KF94s) as detailed in the CDPH Get the Most Out of Masking Guidance; and ○ Use of alternative ways to commute to/from school. ● Whenever possible, and in compliance with relevant laws, facility HVAC upgrades can improve indoor air quality while supporting energy efficiency.
Using Facemasks	Required ● As noted in CDPH guidance Get the Most Out of Masking, “no person can be prevented from wearing a mask as a condition of participation in an activity or entry into a venue or business (including schools or childcare), unless wearing a mask would pose a safety hazard” [e.g., watersports]. ● As noted in Cal/OSHA COVID-19 Prevention Non-Emergency Regulations, “Employers shall provide face coverings and ensure they are worn by employees when required by a CDPH regulation or order.” Recommended ● Support access to face masks. ○ Develop and implement local protocols to provide appropriately sized, high-quality masks to children who do not have one and desire to use one. ○ As noted in Cal/OSHA COVID-19 Prevention Non-Emergency Regulations, “Employers shall provide face coverings and ensure they are worn by employees when required by a CDPH regulation or order.” ● Unless otherwise directed by local health departments, follow CDPH Guidance to Get the Most Out of Masking, including the following: ○ Consider wearing a mask around others if you have respiratory symptoms (e.g., cough, runny nose, and/or sore throat). ● The following individuals should not wear face masks ○ Infants and children younger than 2 years old because of the risk of suffocation; ○ All persons when they are eating or sleeping; ○ Persons with a medical condition, mental health condition, or disability that precludes wearing a mask safely and effectively. This includes persons with a medical condition for whom wearing a mask could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a mask without assistance; and ○ Persons for whom wearing a mask would create a safety hazard to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.

Maintaining Clean Hands	Recommended • Ensure adequate supplies, including soap and water, tissues, and no-touch trashcans. • If used, hand sanitizers should contain at least 60 percent alcohol and should be stored up, away, and out of sight of younger children. Supervise children ages 5 years and younger to avoid ingestion and eye contact. Hand sanitizer is not recommended for children under 24 months. • Teach and reinforce proper handwashing to lower the risk of spreading communicable diseases. Handwashing with soap and water is preferred over the use of hand sanitizers and is the only effective way to remove or neutralize some pathogens. • Teach and reinforce the practice of covering coughs and sneezes to help keep individuals from spreading communicable diseases. • Discourage sharing of personal items such as cups, food, utensils, water bottles, lip balm, cell phones, and makeup.
Managing Individuals with Symptoms	Recommended • For suspected or confirmed COVID-19 infection, follow CDPH COVID-19 Isolation Guidance. • Avoid policies that incentivize coming to school or child care while sick. • Support access to education resources and health-related information (such as AAP Healthy Children) when appropriate.
Reporting diseases to local health departments and other authorities and responding to outbreaks	Recommended • Review reporting regulations. ◦ Schools should review California Code of Regulations (CCR) Title 17 §2500 and §2508 for reporting requirements. Note that CCR Title 17 §2500 has been temporarily modified by the State Public Health Officer Order of October 4, 2022. ◦ Child care centers (CCR Title 22 section 101212(d)) and family child care homes (CCR Title 22 section 102416.2(c)(3)) should also review Child Care Licensing requirements for outbreak reporting and consult their local regional office (PDF) for assistance. ◦ Workplaces, schools and certain child care providers are subject to COVID-19 workplace outbreak reporting requirements set forth in Cal/OSHA COVID-19 Non-Emergency Regulations FAQ. • Typically, local health departments will lead response to disease outbreaks and provide recommendations on next steps, including assessing possible exposures. ◦ Recommendations for exposure notifications and symptom monitoring should be guided by the local health department.

	School administrators and child care providers should support the local health department in contact tracing efforts. Local health department officials are encouraged to contact CDPH for consultation as needed to address outbreaks. See CDPH Workplace Outbreak Employer Guidance for more information.
Cleaning Facilities	Recommended - Routine daily cleaning with water and mild detergent is generally sufficient to remove most bacteria and viruses from surfaces, although additional sanitization might be necessary during certain disease outbreaks. - School administrators and child care providers should consult with local health departments when there is an outbreak. - If disinfectants are used, use asthma-safer products. - Drinking fountains should be open for use by students and staff. Routine cleaning is recommended. - Train and monitor staff to follow the infection control practices for cleaning and disinfection, housekeeping and sanitation principles, and universal health precautions. The Healthy Schools Act requires anyone who uses disinfectants at a school or child care center to complete the annual California Department of Pesticide Regulation-approved training. Note: This requirement does not apply to family child care homes.
Getting Tested	- For COVID-19: - Facilitate access to COVID-19 testing. Review testing resources offered by healthcare insurers, local, state, and federal sources and share this information with your community. Review CDPH school specific resources and the CDPH Testing site. - Follow the CDPH COVID-19 Isolation and Quarantine Guidance for guidance on what to do when exposed or when testing positive for COVID-19 and see additional information on where to obtain COVID-19 tests in the CDPH COVID-19 Testing site. - Additional testing can be considered in situations where there are COVID-19 surges or outbreaks and for individuals with increased risk of getting severe COVID-19. Consult with your local health department for further guidance. - Follow Cal/OSHA COVID-19 Non-Emergency Regulations for guidance on when employee testing is required. - For other (e.g., non-COVID-19) communicable diseases: - At this time, there are no widely available at-home tests for the vast majority of communicable diseases. When testing is available (e.g., influenza and RSV), it should be

	considered by a healthcare provider based on related symptoms. Testing is generally not recommended to receive clearance to return to school or child care.
Students with Disabilities	When implementing this guidance, schools should carefully consider how to address legal requirements related to the provision of free appropriate public education. School administrators and certain child care providers must also ensure compliance with the Americans with Disabilities Act (ADA) and afford reasonable accommodation to children with disabilities. For additional recommendations for children with disabilities or special health care needs, refer to guidance provided by the American Academy of Pediatrics (AAP). Note that although the AAP guidance was developed to manage COVID-19, many considerations are broadly applicable in schools and child care.
Higher risk activities	Certain activities that involve close physical contact and/or increased and forceful exhalation can pose increased risk for getting and spreading communicable diseases, particularly if conducted indoors, in poorly ventilated settings, and/or without the use of masks. Accordingly, school administrators and child care providers may consider implementing additional measures to mitigate transmission in these settings, particularly during disease outbreaks or increased rates of community transmission of certain diseases. Consultation with local health departments is recommended.
Considerations for in-person learning	Broad disruptions to in-person learning, such as temporary closures of schools, classrooms, or child care settings due to a communicable disease outbreak should remain a last resort and be considered only after all available resources have been exhausted and after conferring with local health department officials..
Considerations for direct service providers at K-12 schools or child care setting	It is important to allow access for these providers (including persons providing vision, hearing, or dental screening) when developing disease mitigation procedures.

Section 2: Safe Return to In-Person Instruction LEA Plan (ESSER III)

American Rescue Plan Act. Elementary and Secondary School Relief Fund (ESSER III)

LEA Name: Rincon Valley Union School District

Option for ensuring safe in-person instruction and continuity of services: will amend its plan

- ☐ The LEA has amended/created a plan compliant with the IFR using this template and has posted/will post it within 30 days of completing the ESSER III Assurances.

Please note whether the LEA has a compliant plan and include a link to the plan, or acknowledge that the LEA is submitting a new plan and will post it within 30 days of receiving funds.

- The original plan was submitted and amended during the 2021-2022 school year. This document serves as the updated 2023-2024 COVID Safety Plan which includes the “Safe Return to In-Person Instruction LEA Plan”

The LEA will maintain the health and safety of students, educators, and other school and LEA staff, and the extent to which it has adopted policies, and a description of any such policies, on each of the CDC’s safety recommendations, including: universal and correct wearing of masks; modifying facilities to allow for physical distancing; handwashing and respiratory etiquette; cleaning and maintaining healthy facilities, including improving ventilation; contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments; diagnostic and screening testing; efforts to provide vaccinations to school communities; appropriate accommodations for children with disabilities with respect to health and safety policies; and coordination with State and local health officials.

Describe how the LEA will maintain, or continue to maintain, health and safety policies and procedures. Include a description of any adopted policies and procedures regarding the CDC’s safety recommendations (or available LEA website links to such policies). Include descriptions of appropriate accommodations adopted and coordination efforts conducted with outside State and local health officials. Please include or describe current public health conditions, applicable State and local rules and restrictions, and other contemporaneous information that informs your decision-making process.

(a) Universal and correct wearing of masks.

- See “Using Facemasks” in section 1
- See “Face Coverings” in section 3.

(b) Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding).

- No longer required

(c) Handwashing and respiratory etiquette.

- See “Maintaining Clean Hands” in section 1

(d) Cleaning and maintaining healthy facilities, including improving ventilation.

- See “Cleaning Facilities” in section 1
- See “Ventilation” in section 3

(e) Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments.

- See “Managing Students Exposed to COVID-19” in section 1
- See “Notice of COVID-19 cases” in section 3

(f) Diagnostic and screening testing.

- See “Getting Tested for COVID-19” in section 1
- See “Testing of Close Contacts” in section 3

(g) Efforts to provide vaccinations to school communities.

- See “Staying Up to Date on Vaccinations ” in section 1

(h) Appropriate accommodations for children with disabilities with respect to health and safety policies.

- See “Students with Disabilities” in section 1

(i) Coordination with State and local health officials.

- State guidance has been used to develop section 1.
- We work with the Sonoma County Public Health Department to obtain the latest requirements for public health decisions.

The LEA will ensure continuity of services, including but not limited to services to address students’ academic needs and students’ and staff social, emotional, mental health and other needs, which may include student health and foodservices.

Describe how the LEA will ensure continuity of services in case isolation, quarantine, or future school closures are required, including how the LEA will meet the needs of students with disabilities and English learners.

Student Academic Needs:

- See LCAP Goal 1 and 3

Social, emotional, and mental health:

- See LCAP Goal 2

Student Health:

- Student health is incredibly important to our school community and embedded in the curricular program.

Food Services:

- Food services will continue to serve students.

The LEA sought public comments in the development of its plan and took those comments into account in the development of its plan.

- The original plan included public comment, this updated plan addresses new guidance and will be presented to the governing board with opportunity for public comment.

Describe the LEA’s policy or practice that provided the public with an opportunity to provide comments and feedback and the collection process. Describe how any feedback was incorporated into the development of the plan.

- The LEA has made (in the case of statutorily compliant plans) or will make (in the case of new plans) its plan publicly available no later than 30 days after receiving its ARP ESSER allocation.
- ☐ Please insert link to the plan:
 - <https://www.rvusd.org/>
 - ☐ The LEA sought public comment in the development of its plan and took those public comments into account in the development of its plan.
 - ☐ The LEA will periodically review and, as appropriate revise its plan, at least every six months.
 - ☐ The LEA will seek public comment in determining whether to revise its plan and, if it determines revisions are necessary, on the revisions it makes to the plan.
 - ☐ If the LEA revises its plan, it will ensure its revised plan addresses each of the aspects of safety currently recommended by the Centers for Disease Control(CDC), or if the CDC has revised its guidance, the updated safety recommendations at the time the LEA is revising its plan.
 - ☐ The LEA has created its plan in an understandable and uniform format.

- ☐ The LEA's plan is, to the extent practicable, written in a language that parents can understand, or if not practicable, orally translated.
- ☐ The LEA will, upon request by a parent who is an individual with a disability, provide the plan in an alternative format accessible to that parent.

The following person or persons is/are the appropriate contact person for any questions or concerns about the aforementioned plan

Please list name(s), title(s), address, county, and contact information for the person or persons responsible for developing, submitting, and amending the LEA plan

Amy Jones, Superintendent

707-542-7375

1000 Yulupa Ave. Santa Rosa, CA 95405

ajones@rvusd.org

Section 3: COVID-19 Prevention Program (CPP) Cal/OSHA

COVID-19 Prevention Program (CPP) for Rincon Valley Union School District [COVID-19 Prevention Non-Emergency Regulations](#) (Template updated June 29, 2023)

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace.

Date: 8/30/2023

Authority and Responsibility

Amy Jones 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 procedures 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.

Application of the Rincon Valley Union School District Injury & Illness Prevention Program (IIPP)

COVID-19 is a recognized hazard in our workplace that is addressed through our IIPP, which will be effectively implemented and maintained to ensure the following:

1. When determining measures to prevent COVID-19 transmission and identifying and correcting COVID-19 hazards in our workplace:
 - a. All persons in our workplace are treated as potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.
 - b. COVID-19 is treated as an airborne infectious disease. Applicable State of California and Sonoma County Health Department orders and guidance will be reviewed when determining measures to prevent transmission and identifying and correcting COVID-19 hazards. COVID-19 prevention controls include:
 - i. Remote work.
 - ii. Physical distancing.
 - iii. Reducing population density indoors.
 - iv. Moving indoor tasks outside.
 - v. Implementing separate shifts and/or break times.
 - vi. Restricting access to work areas.
2. Training and instruction on COVID-19 prevention is provided:
 - a. When this CPP was first established.
 - b. To new employees.
 - c. To employees given a new job assignment involving COVID-19 hazards and they have not been previously trained.
 - d. Whenever new COVID-19 hazards are introduced.
 - e. When we are made aware of new or previously unrecognized COVID-19 hazards.
 - f. For supervisors to familiarize themselves with the COVID-19 hazards to which employees

under their immediate direction and control may be exposed.

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

3. Procedures to investigate COVID-19 illnesses at the workplace include:

- a. Determining the day and time a COVID-19 case was last present; the date of the positive COVID-19 tests or diagnosis; and the date the COVID-10 case first had one or more COVID-19 symptoms. Appendix B Investigating COVID-19 Cases will be used to document this information.
- b. Effectively identifying and responding to persons with COVID-19 symptoms at the workplace. Employee will contact their direct supervisor
- c. Encouraging employees to report COVID-19 symptoms and to stay home when ill. Employee will contact their direct supervisor

4. Effective procedures for responding to COVID-19 cases at the workplace include:

- a. Immediately excluding COVID-19 cases (including employees excluded under CCR, Title 8, section 3205.1) according to the following requirements:
 - i. COVID-19 cases who do not develop COVID-19 symptoms will not return to work during the infectious period.
 - ii. COVID-19 cases who develop COVID-19 symptoms will not return to work during the shorter of either of the following:
 - a. The infectious period.
 - b. Through 10 days after the onset of symptoms and at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication.
 - iii. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case must wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
 - iv. Elements i. and ii. apply regardless of whether an employee has been previously excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group. b. Reviewing current California Department of Public Health (CDPH) guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
- c. The following effective policies will be developed, implemented, and maintained to prevent transmission of COVID-19 by persons who had close contacts.
- d. 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.

e. If removal of an employee would create undue risk to a community's health, Rincon Valley Union School District may submit a request for a waiver to Cal/OSHA in writing to rs@dir.ca.gov to allow employees to return to work if it does not violate local or state health official orders for isolation, quarantine, or exclusion. [In such cases, the effective control measures that will be implemented and maintained to prevent transmission in the workplace are providing isolation for the employee at the workplace and, if isolation is not feasible, the use of respirators in the workplace.

f. Upon excluding an employee from the workplace based on COVID-19 or a close contact, Rincon Valley Union School District will provide excluded employees information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, workers' compensation law, local governmental requirements, and Rincon Valley Union School District leave policies and leave guaranteed by contract. [This can be reviewed with the employee in charge of Human Resources for the district].

Testing of Close Contacts

COVID-19 tests are available at no cost, during paid time, to all of our employees who had a close contact in the workplace. These employees will be provided with the information outlined in paragraph (4)(f), above.

Exceptions are returned cases as defined in CCR, Title 8, section 3205(b)(11).

Notice of COVID-19 cases

Employees and independent contractors who had a close contact, as well as any employer with an employee who had a close contact, will be notified as soon as possible, and in no case longer than the time required to ensure that the exclusion requirements of paragraph (4)(a) above, are met.

When Labor Code section 6409.6 or any successor law is in effect, Rincon Valley Union School District will:

- Provide notice of a COVID-19 case, in a form readily understandable to employees. The notice will be given to all employees, employers, and independent contractors at the worksite.
- Provide the notice to the authorized representative, if any of:
 - The COVID-19 case and of any employee who had a close contact.
 - All employees on the premises at the same worksite as the COVID-19 case within the infectious period.

Appendix B will be used for documentation purposes, in accordance with the applicable law.

Face Coverings

Employees will be provided face coverings and required to wear them:

- When required by orders from the CDPH. This includes spaces within vehicles when a CDPH regulation or order requires face coverings indoors.
- During outbreaks and major outbreaks.
- When employees return to work after having COVID-19 until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test, or after a close contact. Please refer to the section in this FAQ on CDPH's Isolation and Quarantine Guidance.

Face coverings will be clean, undamaged, and worn over the nose and mouth.

The following exceptions apply:

1. When an employee is alone in a room or vehicle.
2. While eating or drinking at the workplace, provided employees are at least six feet apart and, if indoors, the supply of outside or filtered air has been maximized to the extent feasible.
3. While employees are wearing respirators required by the employer and used in compliance with CCR, Title 8 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. Such employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if the condition or disability permits it.
5. During 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.

If an employee is not wearing a face covering due to exceptions (4) and (5), above, the COVID-19 hazards will be assessed, and action taken as necessary.

Employees will not be prevented from wearing a face covering, including a respirator, when not required by this section, unless it creates a safety hazard.

Respirators

Respirators will be provided for voluntary use to employees who request them and who are working indoors or in vehicles with more than one person. Employees who request respirators for voluntary use will be:

- Encouraged to use them.
- Provided with a respirator of the correct size.
- Trained on:
 - How to properly wear the respirator provided.
 - How to perform a user seal check according to the manufacturer's instructions each time a respirator is worn.
 - The fact that facial hair interferes with a seal.

The requirements of CCR, Title 8 section 5144(c)(2) will be complied with according to the type of respirator (disposable filtering face piece or elastomeric re-usable) provided to employees.

Ventilation

For our indoor workplaces we will:

- Review CDPH and Cal/OSHA guidance regarding ventilation, including the [CDPH Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#). Rincon Valley Union School District will develop, implement, and maintain effective methods to prevent transmission of COVID-19, including one or more of the following actions to improve ventilation:

- Maximize the supply of outside air 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.
- In buildings and structures with mechanical ventilation, filter circulated air through filters at least as protective as Minimum Efficiency Reporting Value (MERV)-13, or the highest level of filtration efficiency compatible with the existing mechanical ventilation system.
- Use High Efficiency Particulate Air (HEPA) filtration units in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.
- Determine if our workplace is subject to CCR, Title 8 section 5142 Mechanically Driven Heating, Ventilating and Air Conditioning (HVAC) Systems to Provide Minimum Building Ventilation, or section 5143 General Requirements of Mechanical Ventilation Systems, and comply as required.

In vehicles, we will maximize the supply of outside air to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.

Reporting and Recordkeeping

Appendix B Investigating COVID-19 Cases will be used to keep a record of and track all COVID-19 cases. These records will be kept by [name of individual, job title, or department] and retained for two years beyond the period in which it is necessary to meet the requirements of CCR, Title 8, sections 3205, 3205.1, 3205.2, and 3205.3.

The notices required by subsection 3205(e) will be kept in accordance with Labor Code section 6409.6 or any successor law.

Title of Owner or Top Management Representative: Amy Jones

Signature: _____

Date 8-30-2024

Appendix A: COVID-19 Training Roster

Date training completed: [enter date]

Employee Name	Signature

Appendix B: 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. Unredacted 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 COVID-19 case (suspect or confirmed) became known: **[enter information]**

Date investigation was initiated: **[enter information]**

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

Name	Contact Info	Occupation	Location	Last day and time present	Date of positive test and/or diagnosis	Date of first symptoms

COVID-19 Case Summary

Summary of employees, independent contractors, and employees of other employers that came in close contact **[CCR Title 8, section 3205 does not require recordkeeping for close contacts. These tables are included to assist employers in keeping track of which close contacts they have notified to meet the notice requirements.]**

Name	Contact Info	Date notified	Date offered COVID-19 testing (employees only)

Summary notice of a COVID-19 case (employees, employers, independent contractors) – during the infectious period and regardless of a close contact occurring.

Name	Date notified

Summary notice of a COVID-19 case (authorized representative of the COVID-19 case and employee who had close contact).

Name	Date notified

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

What could be done to reduce exposure to COVID-19?
[enter information]

Was local health department notified? Date?
[enter information]