

Date: 1/19/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Blochman Union Elementary School District

Number of schools:

1

Enrollment:

174

Superintendent (or equivalent) Name:

Doug Brown

Address:

4949 Foxen Canyon Rd.

Phone Number:

805-937-1148

City

Santa Maria

Email:

dbrown@blochmanusd.org

Date of proposed reopening:

Currently open for grades TK - 3

County:

Santa Barbara

Current Tier:

Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

Elementary

Grade Level (check all that apply)

TK

2nd

5th

8th

11th

K

3rd

6th

9th

12th

1st

4th

7th

10^t

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, Doug Brown, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

Stable group structures (where applicable): How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

Each stable group structure will include a maximum of 21 students and 2 staff members.

If you have departmentalized classes, how will you organize staff and students in stable groups?

Each departmentalized class will include a maximum of 21 students and 2 staff members.

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

n/a

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be and enforced for staff and students.satisfied

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists

of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: feet

Minimum feet

If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

n/a

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Twenty-five percent of staff are tested every two weeks which results in 100% of the staff being tested every two months.

Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

We currently do not plan to test students.

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Consultation: (For schools not previously open) Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: Blochman Teachers' Association

Date: 8/24 & 8/26/2020

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: School Site Council

Date: 8/25/2020

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Santa Barbara. County has certified and approved the CRP on this date: . If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

COVID-19 Prevention Program (CPP)

Blochman Union School District

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

Date: 12/15/2020

Authority and Responsibility

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

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

Identification and Evaluation of COVID-19 Hazards

We 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.
- 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:

Asking employees to immediately report to their supervisor: (1) the employee's presentation of COVID-19 symptoms; (2) the employee's possible COVID-19 close contact exposures; (3) possible COVID-19 hazards at Blochman Union School District worksites or facilities.

Employee Screening

We screen our employees by:

Asking employees to self-screen for COVID-19 symptoms prior to reporting to any Blochman Union School District worksite or facility. Blochman Union School District provides free, on-site testing during employee work hours for

COVID-19 every two months or as required by Santa Barbara County Public Health Department.

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. Staff will be assigned to facilitate a timely correction of the hazard. The district will implement controls, policies, and procedures in response to evaluations conducted related to the identification and evaluation of COVID-19 hazards and investigating and responding to COVID-19 cases in the workplace. This also includes controls relating to social distancing, face coverings, and personal protective equipment (PPE).

Controls of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

Employees are asked to stay in their assigned areas to the extent possible. If there are no students on campus, then employees will be asked to use the restroom facilities located in their building. The front office restroom is for office employees only. All other employees located in Rooms 1 – 4 and the portables will use the restrooms located near the playground. Lunch and break periods should be taken in each employee's assigned area. Refrigerators and microwaves will be placed in each classroom to reduce the amount of interaction in the break room. The breakroom is reserved for office employees. No more than two people should be in the break room at one time. The picnic tables may be used by all employees as long as proper social distancing is practiced. Lunch and break periods should be taken in each employee's assigned area. Employees should adhere to the following guidelines:

- Lunch and breaks may be taken in the break room, outdoor picnic tables, offsite, or in the employee's vehicle.
- Break room and picnic table occupancy: Break room – 2 people maximum at any one time; Picnic tables – maintain a distance of six feet.
- Employees should observe proper physical distancing and sanitation practices during breaks and lunch. Employees are asked to wash hands with soap and water for a minimum of 20 seconds before and after eating.
- Employees should not share their personal food or utensils with anyone.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. All individuals onsite will be required to wear protective equipment and follow sanitation protocols. Masks have been provided to all employees and contract labor. Masks must be worn at all times unless you are alone in your personal office space.

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

- When an employee is alone in a room.
- While eating and 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 possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- 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. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

We installed solid partitions in the front office to limit staff exposure to visitors. We posted signs indicating that only one person may enter the front office at any one time. Clear, solid partitions have been installed on all student desks.

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

Leaving doors and windows open to the extent possible.

Cleaning and disinfecting

We implemented the following cleaning and disinfection measures for frequently touched surfaces:

Cleaning Guidelines

1. Disinfection using EPA-approved disinfectants against COVID-19 can also help reduce the risk. Frequent disinfection of surfaces and objects touched by multiple people is important.
2. When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together--this can cause fumes that may be very dangerous to breathe in.
3. Keep all disinfectants out of the reach of children.
4. If the school experiences a confirmed COVID-19 case the site will be shut down until a contractor can be hired to clean the facility based on CDC guidelines.

The following will be cleaned a minimum of 2-times per day unless otherwise indicated:

General Work Areas

1. Copy machine
2. Printers: keypads and handles
3. Hole punches

4. Paper cutters
5. Other high touch objects
6. Door handles/doorknobs
7. Light switches
8. Computer keyboards and mouse
9. Telephones
10. Cabinet handles

Classrooms

1. Door handles
2. Light switches
3. Sink handles
4. Tables
5. Student desks
6. Chairs

Lunch/Break Room

The lunch/break room will be cleaned after each use

1. Disinfecting tables
2. Chairs, seat and back
3. Countertops
4. Door handles
5. Water dispenser buttons
6. Coffee filter handle, carafe handles, and hot water dispenser handles
7. Refrigerator and microwave handles

Restrooms

1. Toilet stall handles
2. Urinal flush handles
3. Faucets and countertops
4. Door handles
5. Soap and towel dispensers will be monitored and filled as needed

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

Any area used by an individual that is symptomatic or has tested positive for COVID-19 shall be immediately isolated and disinfected in accordance with the protocols provided by the Centers for Disease Control (CDC) and SBCPH. An outside service will be used if deemed necessary.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by:

Employees are provided with materials and training to sanitize items that are touched by multiple people.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Encouraging employees to wash hands often with soap and water for at least 20 seconds especially after having been in a public place or after blowing your nose, coughing, or sneezing.
- Encouraging employees to wash hands having touched a surface that might have been touched by others.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Signs are posted throughout the facility on proper handwashing techniques.

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.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. [reference section 3205(c)(E) for details on required respirator and eye protection use.]

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Investigating and Responding to COVID-19 Cases

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

Employees who had potential COVID-19 exposure in our workplace will be:

offered COVID-19 testing at no cost during their working hours.

The district will ensure that COVID-19 cases are excluded from the workplace until the individual satisfies the minimum return to work criteria. Employees may not return to work until they satisfy each of the following conditions:

1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
2. COVID-19 symptoms have improved; and
3. At least 10 days have passed since COVID-19 symptoms first appeared.

The district will exclude employees with close contact COVID-19 exposure from the workplace for 14 days after the last known close contact COVID-19 exposure. The district will allow employees who are able to telework, and are able and available to work, to telework during the isolation or quarantine period. The district will provide these employees their normal compensation for the work that they perform during the isolation or quarantine period. For employees who are unable to telework, but are otherwise able and available to work, the following applies in order to receive compensation during the isolation or quarantine period:

1. If an employee tests positive for COVID-19, then during the isolation period the employee will be compensated by using their own sick leave or unpaid time off for 50% of the days absent and the other 50% of the days covered by the district.
2. If an employee must stay home to care for a relative with COVID-19 then they must use their sick leave.
3. If an employee chooses to travel more than 120 miles from home, then they must quarantine for five days and receive a negative COVID-19 test before returning to work. The employee must use their sick leave or unpaid time off to cover the absence.
4. If an employee has close contact COVID-19 exposure, then they must quarantine for 14 days after the last known close contact exposure. The employee will be compensated by using their own sick leave or unpaid time off for 50% of the days absent and the other 50% of the days covered by the district.

Employees retain their entitlement to elect not to use other earned or accrued paid leave during this time.

The district may consider benefit payments from public sources, including under the FFCRA and Labor Code section 248.1 (until December 31, 2020 or longer if FFCRA leave and/or Labor Code section 248.1 leave is extended), in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

Employees will not be required to present a negative COVID-19 test in order to return to work (except for travel as noted in item #3 above).

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:

- Who employees should report COVID-19 symptoms and possible hazards to, and how:
the Superintendent via telephone, text, or email.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing:

We have a contract with a COVID-19 testing facility that allows for employees to be tested on-site or at a local medical office.

- 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.

We have a contract with a COVID-19 testing facility that allows for employees to be tested on-site or at a local medical office.

- Information about 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.

The district will provide employees notice regarding any potential COVID-19 exposure via personal service (if possible) or email.

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.
- 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.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- 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 - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

All employees will receive training on the provisions of this plan. Additionally, all employees must complete the COVID-19 training on the Get Safety Trained website and provide a copy of the certificate of completion. Employees are trained how to recognize symptoms of COVID-19. People with COVID-19 have had a wide range of symptoms* reported – ranging from mild symptoms to severe illness.

Symptoms* may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

* This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal

symptoms like nausea, vomiting, or diarrhea.

On-going training is provided through Zoom to adhere to social distancing policies. The Zoom registration report is currently being used to track employee training instead of using Appendix D.

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 are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by:

The district will allow employees who are able to telework, and are able and available to work, to telework during the isolation or quarantine period. The district will provide these employees their normal compensation for the work that they perform during the isolation or quarantine period. For employees who are unable to telework, but are otherwise able and available to work, the following applies in order to receive compensation during the isolation or quarantine period:

1. If an employee tests positive for COVID-19, then during the isolation period the employee will be compensated by using their own sick leave or unpaid time off for 50% of the days absent and the other 50% of the days covered by the district.
2. If an employee must stay home to care for a relative with COVID-19 then they must use their sick leave.
3. If an employee chooses to travel more than 120 miles from home, then they must quarantine for five days and receive a negative COVID-19 test before returning to work. The employee must use their sick leave or unpaid time off to cover the absence.
4. If an employee has close contact COVID-19 exposure, then they must quarantine for 14 days after the last known close contact exposure. The employee will be compensated by using their own sick leave or unpaid time off for 50% of the days absent and the other 50% of the days covered by the district.

Employees retain their entitlement to elect not to use other earned or accrued paid leave during this time.

The district may consider benefit payments from public sources, including under the FFCRA and Labor Code section 248.1 (until December 31, 2020 or longer if FFCRA leave and/or Labor Code section 248.1 leave is extended), in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

Employees will not be required to present a negative COVID-19 test in order to return to work (except for travel as noted in item #3 above).

- 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 at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- 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. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

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 100.4 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.
- 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 no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Superintendent

 1-13-2021

Title of Owner or Top Management Representative

Signature

Date

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 fixed work locations.

Person Conducting the Evaluation: Doug Brown

Date: August 4, 2020

Name(s) of Employees and Authorized Employee Representative that Participated:

Kim Troeger, Deanna Barnes

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
Visitors and other employees	Office	Employees, members of public	Barriers, ventilation, restricting entrance to one person at a time.
Rest periods	Break room	Employees	Limiting the break room use and providing small refrigerators and microwaves to each classroom and office so employees can take rest periods on their own.

Appendix B: COVID-19 Inspections

Date: August 4, 2021

Name of Person Conducting the Inspection: Doug Brown

Work Location Evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/Partitions	Complete		August 2020
Ventilation (amount of fresh air and filtration maximized)	Complete		August 2020
Additional room air filtration	n/a		

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Administrative			
Physical distancing	Complete		August 2020
Surface cleaning and disinfection (frequently enough and adequate supplies)	Complete		August 2020
Hand washing facilities (adequate numbers and supplies)	Complete		August 2020
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Complete		August 2020

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)	Complete		August 2020
Gloves	Complete		August 2020
Face shields/goggles	Complete		August 2020
Respiratory protection	Complete		August 2020

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date:

Name of Person Conducting the Investigation:

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):	

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 been exposed (attach additional information):	
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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:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
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:	

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

Appendix D: COVID-19 Training Roster

Date:

Name of Person Conducting the Training:

Employee Name	Signature