

# Model COVID-19 Prevention Program (CPP)

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to the Emergency Temporary Standards in place for COVID-19 (California Code of Regulations (CCR), Title 8, section [3205\(c\)](#)). Cal/OSHA has developed this model program to assist employers with creating their own unique CPP tailored to their workplace.

Employers are not required to use this program. Instead, they may create their own program or use another CPP template. Employers can also create a written CPP by incorporating elements of this program into their existing Injury and Illness Prevention Program (IIPP). Cal/OSHA encourages employers to engage with employees in the design, implementation and evolution of their CPP.

Using this model alone does not ensure compliance with the emergency temporary standard. To use this model program effectively, the person(s) responsible for implementing the CPP should carefully review:

- All of the elements that may be required in the following CCR, Title 8 sections:
  - [3205, COVID-19 Prevention](#)
  - [3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks](#)
  - [3205.2, Major COVID-19 Outbreaks](#)
  - [3205.3, Prevention in Employer-Provided Housing](#)
  - [3205.4, COVID-19 Prevention in Employer-Provided Transportation](#)
  - The four [Additional Considerations](#) provided at the end of this program to see if they are applicable to your workplace.
- Additional guidance and resources are available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/)



June 2021

# COVID-19 Prevention Program (CPP) for Antelope Valley Community College District (Antelope Valley College)

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (COVID-19) that may occur in our workplace.

**Date: July 1, 2021**

## Authority and Responsibility

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

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

## Identification and Evaluation of COVID-19 Hazards

We implement the following in our workplace:

- Conduct workplace-specific evaluations using **Appendix A: Identification of COVID-19 Hazards**.
- Document the vaccination status of our employees by using **Appendix E: Documentation of Employee COVID-19 Vaccination Status**, which is maintained as a confidential medical record.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, California Department of Public Health (CDPH) and the local health department (DPH) 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 "Exposure Controls" column of the **Appendix B: COVID-19 Inspections** form as needed as a checklist to help identify and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- Evaluate employee concerns and questions that are submitted to [contacthr@avc.edu](mailto:contacthr@avc.edu).

## Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Inviting Safety Committee Members to participate in COVID-19 hazard identification and evaluation.
  - The Safety Committee is a Constituency Group whose members represent Campus Law Enforcement, the Associated Student Organization, the Academic Senate, Confidential Management, the Classified Union, the Educational Administrators, and the Faculty Union.
  - The Safety Committee was established to generate communication on safety and health issues by students, faculty, and staff for the benefit of students, faculty, staff, and visitors to the College and to make recommendations to enhance the safety and health of those groups while on campus.
- Inviting constituencies to the Academic Continuity and Student Services Continuity workgroups.

- Encouraging every employee, employee representative, and non-employee to *Do Their Part* and report safety concerns or information regarding possible COVID-19 cases or exposures to [contacthr@avc.edu](mailto:contacthr@avc.edu).

## Employee screening

Employees are screened and we respond to those with COVID-19 symptoms by:

- All employees and students self-screen prior to or upon arrival on campus via an internal online process per DPH guidelines.
- All non-employees and non-students self-monitor for COVID-19 symptoms by using appropriate signage at entrances per DPH guidelines.
- Students in critical workforce courses are directly screened, when needed, upon their arrival to class and temperatures are taken with non-contact thermometers while student and screener are appropriately using proper face coverings.
- All employees and students have the opportunity to take a self-administered COVID-19 test twice weekly, at their discretion.
- All employees and students who report COVID-19 symptoms or who present with an elevated temperature or positive COVID-19 test are advised to stay at home, contact Human Resources or Student Services and await further evaluation and directions.

## Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures are documented on the **Appendix A: Identification of COVID-19 Hazards** form using the “Exposure Controls” column of the **Appendix B: COVID-19 Inspections** form as needed as a checklist to help identify and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures. Potential hazards found are corrected in a timely manner based on the severity of the hazards, by direct assignment of jobs by our Facilities Planning & Logistics Director or by using our work order system as follows:

- The severity of the hazard will be assessed, and correction time frames assigned, with the more potentially hazardous conditions or actions assigned to be abated soonest.
- Individuals are identified as being responsible for timely correction and are assigned to complete the given work order.
- Follow-up measures are taken to ensure timely correction such as individuals assigned to complete any given work order marking it as completed or follow-up inspections or other assurances that the potential hazards have been abated.

## Control of COVID-19 Hazards

### Face Coverings

We provide clean, undamaged face coverings and ensure that the face coverings are properly worn by employees who are not fully vaccinated as well as by employees who are fully vaccinated when they are indoors or in district vehicles, and where required by orders from the DPH. We ensure the face coverings are properly worn by employees and non-employees over the nose and mouth via illustrative signage on all building entry doors and by direct correction when required.

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment. Face coverings will also be provided to any employee who requests one, regardless of their vaccination status.

Employees are provided a link to an electronic COVID-19 Supplies Request order form, by which they choose the face covering or other supplies needed, enter a time and day for pick-up at the Facilities Services Building Lobby front desk, and retrieve their ordered supplies on that date and

time. Employees are responsible for cleaning their own face coverings and replacing when necessary.

Employees required to wear face coverings in our workplace may remove them under the following conditions:

- When an employee is alone in a room or a vehicle.
- While 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 who voluntarily wear respirators in accordance with Appendix D of the Cal/OSHA section 5144 requirements.
- 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 will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it, or will be provided with an appropriate accommodation.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

If employees encounter individuals who are not wearing face coverings while indoors or in district vehicles, they are to ask the individual to put on a face covering, or immediately notify their supervisor of the location, time, and description of the non-compliant individual. The supervisor is to immediately assess and correct the non-compliant individual. If necessary, the employee or supervisor can notify Campus Law Enforcement of the same information and Campus Law Enforcement personnel will be dispatched to investigate.

## **Engineering controls**

For indoor locations, using Appendix B, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission by:

- The District commissioned a contractor to perform an American Society of Heating, Refrigerating & Air-Conditioning Engineers (ASHRAE) COVID-19 Guideline Compliance Inspection for the re-opening of schools. The contractor made the following findings:
  - Fresh air dampers are maintained at their maximum openings per outdoor temperatures. (If opened 100%, indoor temperatures will eventually match outdoor temperatures and HVAC systems will burn-out.)
    - Maximum openings are approximately 15% to 20% open which gives 4 to 6 air changes per hour.
    - If there are circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat, cold, wildfire smoke, etc., the dampers and/or doors and/or windows will be partially or fully closed to achieve optimum indoor air quality.
  - MERV 13 filters are to be installed in units capable of using them and more are on order.
    - If MERV-13 or higher filters are not compatible with the ventilation system, using filters with the highest compatible filtering efficiency.
  - Cooling towers are clean overall.
  - HVAC units are serviced and clean; including, filters, filter seals, return air plenums, belts, condensate pans, etc.
  - Soiled and broken room ceiling tiles have been replaced.
  - The contractors checked thermostat settings and flushed water fixtures.
  - When it will not unbalance the HVAC system, doors and/or windows (such as in an aircraft hangar or auto shop) will be opened partially or fully.
  - The District employs Heating Ventilation & Air Conditioning (HVAC) personnel and other Maintenance personnel who maintain and adjust the District HVAC equipment. Temperature set-points, fan speeds, damper opening/closing, etc. is controlled via computer operation by the HVAC personnel.

- Plexiglass barriers or partitions are also installed to protect coworkers from contamination by one another.
- Employees are reassigned work areas on a temporary basis, when necessary.

### **Cleaning and disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels:

- Ensuring adequate supplies and adequate time for cleaning and disinfection to be done properly by using revised Custodial routes to address restrooms and high touchpoint surfaces in higher-utilized areas; sanitizing surfaces between classes; deep cleaning performed by the evening Custodial shift when the classrooms, offices, and common areas are vacant..
- Informing the employees and authorized employee representatives of the frequency and scope of cleaning and disinfection by posting this information online.
- Providing employees with supplies such as Clorox wipes so they can wipe-down areas used by multiple users such as computer keyboards and spaces in conference rooms and in automobiles provided for transportation by the College after each person's use. The Custodial staff members also clean these areas as they come upon them during their cleaning routines.
- 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.

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

- Our Custodial staff will complete a thorough cleaning and disinfection of the area, materials, and equipment used by the person who tested positive for COVID-19 using products approved for the disinfection of the Coronavirus.
- The Custodial staff will wear the appropriate Personal Protective Equipment throughout the process including face masks, glasses or goggles, and gloves.
- The Custodial staff will begin by fogging the area with an electrostatic sprayer that coats all surfaces of objects in the area with a disinfectant solution approved for the disinfection of the Coronavirus. They will progress to wiping down the area and mopping or shampooing the floor surface depending on whether it is tile, concrete, or carpet.

### **Hand sanitizing**

To implement effective hand sanitizing procedures, we:

- Ensure that handwashing facilities in each restroom have a soap dispenser for each sink in the restroom and that the soap dispenser is regularly refilled.
- The need for facilities is determined by a formula provided by the Department of State Architects and is based on the number of building occupants. There should be no need for additional handwashing facilities. However, if such a need were to occur, additional facilities can be leased and put up outside of any given building.
- Employees are encouraged and allowed time to wash their hands for at least 20 seconds by way of signage directing them to do so that is posted on building entry doors and in restrooms.
- Employees can check out hand sanitizer containing at least 60% ethyl alcohol to use at their work stations.
- Hand sanitizer containing at least 60% ethyl alcohol is provided in dispensers mounted in restrooms and near building exits.

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by section 3380, and provide and ensure use of such PPE as needed.

Upon request, we provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. Employees who request a respirator for voluntary use will be encouraged to use it in compliance with Section 5144(c)(2) and will be provided with a respirator of the correct size, and will be provided the information required by Appendix D of Section 5144 as follows:

- We will allow only the voluntary use disposable filtering facepieces (dust masks). Note from Section 5144(c)(2)(B): “Exception: Employers are not required to include in a written respiratory protection program those employees whose only use of respirators involves the voluntary use of filtering facepieces (dust masks).”
- We will provide with each disposable filtering facepiece a copy of the instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations and direct the employee to read and follow those instructions before donning the respirator.
- We will provide for voluntary use only those disposable filtering facepieces that are rated N-95.
- We will provide with each disposable filtering facepiece a copy of “Appendix D to Section 5144: (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard” and direct the employee to read the Appendix and follow its four numbered instructions before donning the respirator.
- We will provide a sufficient number of sizes of disposable filtering facepieces so that the respirator is acceptable to, and correctly fits, the user.

### **Testing of symptomatic employees**

We make COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employees’ paid time.

## **Investigating and Responding to COVID-19 Cases**

We have developed effective procedures to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using the **Appendix C: Investigating COVID-19 Cases** form or a spreadsheet.

We also ensure the following is implemented:

Employees that had a close contact are

- Quarantined per the local health department Home Quarantine or Isolation Instructions.
- Offered COVID-19 testing at no cost during their working hours, excluding:
  - Employees who were fully vaccinated before the close contact and do not have symptoms.
  - COVID-19 cases who were allowed to return to work per our return-to-work criteria and have remained free of symptoms for 90 days after the initial onset of symptoms or, for cases who never developed symptoms, for 90 days after the first positive test.
- Provided information on benefits in which they are eligible to include leave options.
- Provided information from the section partially titled “Exclusion of COVID-19 Cases” (below).
- Reminded of information previously provided and found in the section titled “Training and Instruction” (below).
- Given written notice within 1 day of knowledge of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to all employees (and their authorized representative), independent contractors and other employers at the worksite during the high-risk exposure period. These notifications must meet the requirements of T8CCR section 3205(c)(3)(B) and Labor Code section 6409.6(a)(4); (a)(2); and (c), and be in a form readily understandable by employees and can be anticipated to be received by the employee.

## **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, that includes the following information:

- Employees should report COVID-19 symptoms and possible hazards to Human Resources through the daily self-screening survey and by email to [contacthr@avc.edu](mailto:contacthr@avc.edu).
- All COVID-19 information will be handled in confidential manner.
- Employees can report symptoms and hazards without fear of reprisal.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness will be provided possible accommodations through completion of the interactive process with Human Resources.
- In the event that testing is not required, but an employee is demonstrating symptoms of COVID-19 or has a risk of COVID-19, employees can obtain voluntary testing by using their individual health plan and contacting their medical or telehealth provider, or by using a free county test site or other local testing center. When feasible, free on campus testing will be available to employees during working hours.
- In the event that AVC is required to provide testing because of a workplace exposure or outbreak, we will communicate via email or phone the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. This will be accomplished at no cost to the employee during working hours, including when the testing is in response to CCR Title 8 section 3205.1, **Multiple COVID-19 Infections and COVID-19 Outbreaks**, as well as section 3205.2, **Major COVID-19 Outbreaks**.
- Our COVID-19 employee procedures are available in the online COVID-19 Employee Guide, which contains information about risks, controls, training, and additional resources.
- COVID-19 updates regarding new policies, procedures, or updates are communicated via email on a regular basis.

## Training and Instruction

We provide effective employee training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees who are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators.
  - Our employees' only use of respirators will be the voluntary use of filtering facepieces (dust masks) in the form of disposable N-95 particulate respirators.
- Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements with the Department of Industrial Relations exception that states "Employers are not required to include in a written respiratory protection program those employees whose only use of respirators involves the voluntary use of filtering facepieces (dust masks)":
  - Employees voluntarily using respirators will be provided a copy of "Appendix D to Section 5144: (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard" to read prior to donning the N-95 filtering facepiece respirator.
  - Employees voluntarily using respirators will be provided a copy of the N-95 filtering facepiece respirator instructions to read prior to donning the N-95 filtering facepiece respirator. These instructions describe how to properly wear the filtering facepiece including how to perform a seal check according to the manufacturer's instructions and the fact that facial hair can interfere with a seal.

- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
  - The conditions where face coverings must be worn at the workplace.
  - That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
  - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- **Appendix D: COVID-19 Training Roster** will be used to document this training if an in-person training format is used.

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

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees that had a close contact from the workplace until our return-to-work criteria have been met, with the following exceptions:
  - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms.
  - COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
- For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits.
  - This will be accomplished by providing information regarding the employee's eligibility to use available leave benefits where permitted by law and when not covered by workers' compensation.
- 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.
- 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** form or spreadsheet 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 symptoms** will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 °F. or higher has resolved without the use of fever-reducing medications, and
  - COVID-19 symptoms have improved, and
  - At least 10 days have passed since COVID-19 symptoms first appeared.



- **COVID-19 cases who tested positive but never developed symptoms** will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
  - A negative COVID-19 test will not be required for an employee to return to work once the requirements for “cases with symptoms” or “cases who tested positive but never developed symptoms” (above) have been met.
  - Persons who had a close contact may return to work as follows:
    - Close contact but never developed symptoms: when 10 days have passed since the last known close contact.
    - Close contact with symptoms: when the “cases with symptoms” criteria (above) have been met, unless the following are true:
      - The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
      - At least 10 days have passed since the last known close contact, and
      - The person has been symptom-free for at least 24 hours, without using fever-reducing medications.
  - If an order to isolate 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 10 days from the time the order to quarantine was effective.
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[Edward Knudson \(Sep 24, 2021 09:24 PDT\)](#)

Ed Knudson – President/Superintendent    Antelope Valley College

Sep 24, 2021

Date



## Appendix B: COVID-19 Inspections

Date:

Name(s) of person(s) conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
When it will not unbalance the HVAC system, open doors and/or windows (such as in an aircraft hangar or auto shop)			
In the event of a major COVID-19 Outbreak, filter recirculated air with MERV 13 or higher efficiency filters or filters with highest compatible filtering efficiency			
<b>Administrative</b>			
Physical distancing while working, on breaks, and while traveling to and from parking lots.			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Avoiding direct physical contact, where possible, such as shaking hands in greeting or congratulations			
To the extent possible, avoid unshielded contact with high-touch surfaces in public places such as elevator buttons and door handles			
<b>PPE</b> (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
Surgical gowns or lab coats			

## Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. 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. The following Employee Assessment of Potential Exposure or Risk of Exposure to COVID-19 form\* will be used during the investigation and additional information will be gathered as necessary and stored in spreadsheets.



Office of Human Resources and Employee Relations  
Antelope Valley Community College District

### Employee Assessment of Potential Exposure or Risk of Exposure to COVID-19

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Position Title: \_\_\_\_\_  
Office/Work Location: \_\_\_\_\_ Current Work Schedule: \_\_\_\_\_  
Employee Email: \_\_\_\_\_ Employee Phone Number: \_\_\_\_\_

Please answer the below questions to the best of your ability:

1. Were you advised by a health care provider or telehealth provider to self-quarantine or isolate?  
If so, when? Please include health care provider or telehealth provider name.  
\_\_\_\_\_
2. Did you take a COVID-19 test? If so, when did you take the test, what were the results, and when did you receive the results?  
\_\_\_\_\_
3. Are you or were you experiencing symptoms of COVID-19? If so, when did the symptoms start?  
\_\_\_\_\_
4. What type of symptoms did you experience and how long did the symptoms continue?  
\_\_\_\_\_
5. Do you believe you were exposed to an infected person or were you notified that you were exposed?  
Please provide relationship or contact information for the infected person who you had contact with.  
\_\_\_\_\_
6. If you were exposed to a COVID-19 positive individual, what symptoms did the infected person have?  
\_\_\_\_\_
7. Date(s), time(s), location(s) and length of exposure(s) to a COVID-19 infected person.  
\_\_\_\_\_  
\_\_\_\_\_
8. List the names of other people who may have been exposed at work? Please include date, time and location of when the potential exposure would have occurred.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

FOR HR USE ONLY – Please do not complete this area.

Interviewer Name: \_\_\_\_\_ Interview Date: \_\_\_\_\_ Time: \_\_\_\_\_

Contacted All Exposed Employees: \_\_\_\_\_ Date Contacted: \_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_

## Appendix D: COVID-19 Training Roster

Date:

Person that conducted the training (if in-person training format is used):

Employee Name	Signature

**Appendix E: Documentation of Employee COVID-19 Vaccination Status -  
CONFIDENTIAL**

<b>Employee Name</b>	<b>Fully or Partially Vaccinated<sup>1</sup></b>	<b>Method of Documentation<sup>2</sup></b>

<sup>1</sup>Update, accordingly and maintain as confidential medical record

<sup>2</sup>Acceptable options include:

- Employees provide proof of vaccination (vaccine card, image of vaccine card or health care document showing vaccination status) and employer maintains a copy.
- Employees provide proof of vaccination. The employer maintains a record of the employees who presented proof, but not the vaccine record itself.
- Employees self-attest to vaccination status and employer maintains a record of who self-attests.

# Additional Consideration #1

## Multiple COVID-19 Infections and COVID-19 Outbreaks

This section is applicable if the workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in the workplace within a 14-day period. Reference section 3205.1 for details. 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.

### COVID-19 testing

- We provide COVID-19 testing at no cost to all employees, during paid time, in our exposed group except for:
  - Employees who were not present during the relevant 14-day period.
  - Employees who were fully vaccinated before the multiple infections or outbreak and who do not have symptoms.
  - COVID-19 cases who did not develop symptoms after returning to work pursuant to our return-to-work criteria, no testing is required for 90 days after the initial onset of symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.
- COVID-19 testing consists of the following:
  - All employees in our exposed group are immediately tested and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we continue to provide COVID-19 testing once a week of employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We provide additional testing when deemed necessary by Cal/OSHA.

We continue to comply with the applicable elements of our CPP, as well as the following:

1. Employees in the exposed group wear face coverings when indoors, or when outdoors and less than six feet apart (unless one of the face-covering exceptions indicated in our CPP apply).
2. We give notice to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.
3. We evaluate whether to implement physical distancing of at least six feet between persons, or where six feet of physical distancing is not feasible, the need for use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

### COVID-19 investigation, review, and hazard correction

We immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review are documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.

- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review.  
We consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as feasible.
  - Requiring respiratory protection in compliance with section 5144.

### **Buildings or structures with mechanical ventilation**

We will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters, if compatible with the ventilation system. If MERV-13 or higher filters are not compatible, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, implement their use to the degree feasible.



## Additional Consideration #2

### Major COVID-19 Outbreaks

This addendum will stay in effect until there are fewer than three COVID-19 cases detected in our exposed group for a 14-day period. We continue to comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks sections of “Additional Consideration #1”, except that the COVID-19 testing, regardless of vaccination status, is made available to all employees in the exposed group twice a week, or more frequently if recommended by the local health department.

In addition to complying with our COVID Prevention Program and the sections of “Additional Consideration #1”, we:

- Honor requests of employees in the exposed group for respirators for voluntary use in compliance with section 5144(c)(2).
  - We will allow only the voluntary use of disposable filtering facepieces (dust masks). Note from Section 5144(c)(2)(B): “Exception: Employers are not required to include in a written respiratory protection program those employees whose only use of respirators involves the voluntary use of filtering facepieces (dust masks).”
  - We will provide with each disposable filtering facepiece a copy of the instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator’s limitations and direct the employee to read and follow those instructions before donning the respirator.
  - We will provide for voluntary use only those disposable filtering facepieces that are rated N-95.
  - We will provide with each disposable filtering facepiece a copy of “Appendix D to Section 5144: (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard” and direct the employee to read the Appendix and follow its four numbered instructions before donning the respirator.
  - We will provide a sufficient number of sizes of disposable filtering facepieces so that the respirator is acceptable to, and correctly fits, the user.
- Separate by six feet (except where we can demonstrate that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employees in the exposed group who are not wearing respirators. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible.
  - If necessary, staggered schedules or remote work will be considered.
- Install cleanable solid partitions that effectively reduce transmission between the employee and other persons at workstations where an employee in the exposed group is assigned to work for an extended period, such as cash registers, desks, and production line stations, and where the physical distancing requirement (described above) is not always maintained.
- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.

## Additional Consideration #3

### COVID-19 Prevention in Employer-Provided Transportation

This addendum is added to our CPP because there is employer-provided motor vehicle transportation, which includes any transportation of an employee, during the course and scope of employment, such as transportation to and from different workplaces or facilities provided, arranged for, or secured by the employer, regardless of the travel distance or duration involved. Reference section [3205.4](#) for details.

This addendum does not apply:

- If the driver and all passengers are from the same household outside of work, such as family members, or if the driver is alone in the vehicle.
- To employer-provided transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications and medical operations.
- To employees with occupational exposure as defined by section 5199.
- To vehicles in which all employees are fully vaccinated.
- To public transportation

#### Assignment of transportation

To the extent feasible, we reduce exposure to COVID-19 hazards by assigning employees sharing vehicles to distinct groups and ensuring that each group remains separate from other such groups during Transportation and during work activities. We prioritize shared transportation assignments in the following order:

- Employees working in the same crew or workplace are transported in the same vehicle.
- Employees who do not share the same household, work crew or workplace are transported in the same vehicle only when no other transportation alternatives are feasible.

#### Face coverings and respirators

We ensure that the:

- Face covering requirements of our CPP **Face Coverings** are followed for employees waiting for transportation, if applicable.
- All employees who are not fully vaccinated are provided with a face covering, which must be worn unless an exception under our CPP Face Coverings applies.
- Upon request, we provide respirators for voluntary use in compliance with subsection 5144(c)(2) to all employees in the vehicle who are not fully vaccinated. Employees who request a respirator for voluntary use will be encouraged to use it in compliance with Section 5144(c)(2) and will be provided with a respirator of the correct size, and will be provided the information required by Appendix D of Section 5144 as follows:
  - We will allow only the voluntary use disposable filtering facepieces (dust masks). Note from Section 5144(c)(2)(B): “Exception: Employers are not required to include in a written respiratory protection program those employees whose only use of respirators involves the voluntary use of filtering facepieces (dust masks).”
  - We will provide with each disposable filtering facepiece a copy of the instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations and direct the employee to read and follow those instructions before donning the respirator.
  - We will provide for voluntary use only those disposable filtering facepieces that are rated N-95.
  - We will provide with each disposable filtering facepiece a copy of “Appendix D to Section 5144: (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard” and direct the employee to read the Appendix and follow its four numbered instructions before

donning the respirator.

- We will provide a sufficient number of sizes of disposable filtering facepieces so that the respirator is acceptable to, and correctly fits, the user.

## **Screening**

We develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

## **Cleaning and disinfecting**

We ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned to prevent the spread of COVID-19 and are cleaned and disinfected if used by a COVID-19 case during the high-risk exposure period, when the surface will be used by another employee within 24 hours of the COVID-19 case.
  - All campus fleet vehicles are sanitized and cleaned after each use by means of a disinfectant solution applied to the exterior touch points and to the entire interior of the cab/passenger compartment via electrostatic sprayers employed by our Campus Events & Operations personnel. This disinfectant solution coats and disinfects all surfaces of the exterior touch points and of the cab/passenger compartment.
  - We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned to prevent the spread of COVID-19 between different drivers and are disinfected after use by a COVID-19 case during the high-risk exposure period, if the surface will be used by another employee within 24 hours of the COVID-19 case.
  - All campus fleet vehicles are sanitized and cleaned after each use by means of a disinfectant solution applied to the exterior touch points and to the entire interior of the cab/passenger compartment via electrostatic sprayers employed by our Campus Events & Operations personnel. This disinfectant solution coats and disinfects all surfaces of the exterior touch points and of the cab/passenger compartment.
  - We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

## **Ventilation**

We ensure that vehicle windows are kept open, and the ventilation system is set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and excessive outdoor heat would create a hazard to employees.
- The vehicle has functioning heating in use and excessive outdoor cold would create a hazard to employees.
- Protection is needed from weather conditions; such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

## **Hand hygiene**

We do not provide hand sanitizer in each vehicle because long-term heat and/or sunlight exposure can break down the alcohol content in traditional hand sanitizers. The employees have numerous opportunities to wash and sanitize their hands at each of the Antelope Valley College locations so it is not necessary to sacrifice hand sanitizer to the heat of the Mojave Desert by storing it in AVC fleet vehicles in the summer months. Furthermore, hand sanitizers with methyl alcohol are prohibited. However, antiseptic disinfecting wipes are kept in each District vehicle for users to wipe down contact surfaces on the inside of the cab and the door

handle(s) upon exiting the vehicle. These antiseptic disinfecting wipes are also used for hand hygiene.