

# 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 an Emergency Temporary Standard 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. Employers may create their own program or use another CCP template. Employers can also create a written CCP by incorporating elements of this program into their existing Injury and Illness Prevention Program (IIPP), if desired. Cal/OSHA encourages employers to engage with employees in the design, implementation and evolution of their COVID-19 Prevention Program.

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 to and from Work](#)
  - The four [Additional Considerations](#) provided at the end of this program to see if they are applicable to your workplace.
- The additional guidance materials available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/)



November 2020

# COVID-19 Prevention Program (CPP) for Provisional Accelerated Learning Academy (PAL Charter Academy)

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

**Date:** 1/28/21

## Authority and Responsibility

**Dwayne Radden, Sr. Chief Executive Officer**, has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all supervisors, staff and teachers are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees, students and parents receive answers to questions about the program in a language they understand. All employees and students are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work and school campus environment.

## Identification and Evaluation of COVID-19 Hazards

PAL 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.
- All of Above

## Employee/Students/families participation

Employees/students/families are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

1. Visually participate or validate PAL's workplace COVID 19 guidelines, signage and COV 19 protection and sanitizing procedures for all interactions, areas, activities, processes, equipment, and materials looking for any challenges that would expose PAL employees/student/families to COVID-19 hazards. And reporting any observable issues to Campus Administration or designees
2. Review PAL policies for completeness and implementation in following CDC physical distancing/sanitizing/PPE guidelines.
3. Participate in the evaluation/surveys to identify any potential workplace/campus exposure to all who may enter the campus and provide required feedback that we can use to make the campus safer. Review PAL's written policies and procedures and give appropriate feedback to eliminate any areas not covered or not clear.

## Employee /student /parents visitors screening

Any student, parent, caregiver, visitor, or staff showing symptoms of COVID-19 (based on CDC and CDPH guidelines for COVID-19 symptoms) will be excluded from coming on campus. The following guidelines are to be followed:

- a. Both staff and students will be monitored throughout the day for signs of illness.
- b. All students, staff, visitors will be required to wear a mask in compliance with the County/State order in place. PAL Administration also requires the continued wearing of masks for on campus access, to prevent the COVID 19 spread per CDC guidelines.

## **STUDENTS ENTERING CAMPUSES PROTOCOL:**

**A. Passive Screening.** – On return to campus, and ongoing, in anticipation of students and families being on campus for any portion of time, parents will be informed to screen themselves and their students before leaving home/arriving on campus (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, observe for symptoms outlined by public health officials) and to stay at home/keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.

**B. Active Screening.** The security guard/PAL personnel will do a symptom screening as students enter campus and buses, consistent with public health guidance. This includes:

- Visual wellness checks
- A temperature check using hand held or no-touch thermometers.
- Access is to only be provided to those whose temperatures are below 100.4 degrees Fahrenheit.
- All students/visitors may be asked about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.

<https://docs.google.com/forms/d/e/1FAIpQLSeyrUCRHgyCdwTpnH0OXDkRhAPqS4zzJrPkgCATyzQL5BxNEA/viewform>

### **Additional Preventative measures related to screenings.**

1. All visitors are encouraged to wash or sanitize hands using personal or PCA provided sanitizing stations/access as they enter campuses and buses.
2. All campus visitors, students will follow the mandated, supervised points of access signs and practice social distancing to avoid larger gatherings.
3. All visitors, students or staff will follow PAL guidelines for staying behind installed privacy boards, clear screens or waiting areas at access points when directed.

### **Students and staff should wear face coverings at bus stops and on PAL buses.**

Playgrounds/Outside Spaces/Athletics

- a. There will be increased supervision to ensure physical distancing.
- b. Physical education (PE) and intramural/interscholastic athletics, if permitted, will be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials.

### **Classrooms**

- a. The maximum capacity for students of each classroom must meet the 6-foot physical distancing objectives.
- b. In accordance with CDC and CDPH guidance, desks will be a minimum of 6 feet apart and arranged in a way that minimizes face-to-face contact.
- c. PAL may utilize alternative campus spaces for instructional activities based on identified protection needs.
- d. PLA teachers may use technology to broadcast to other classrooms and students distance learning at home.
- e. If applicable PAL will increase staffing to ensure physical distancing for certain students and students with special needs.
- f. PAL will strategically arrange activities/Labs for smaller group activities and rearrange furniture and spaces to maintain 6 feet separation.
- g. All staff/students will follow/maintain the physical distancing objectives/plan as students move between classrooms.
- h. PAL staff will ensure that physical distancing rules will not result in unintended segregation of students with disabilities on campuses away from peers without disabilities.

## Food Service

- a. To limit physical interaction during meal preparation and meal service staff will serve meals in classrooms by staggering cafeteria meals as determined by daily needs.
- b. There will be no student access to share tables and self-service buffets for food and condiments.
- c. Physical barriers, such as sneeze guards and partitions will be put in place to protect essential staff serving food in any areas where maintaining physical distance of 6 feet is difficult.
- d. Grab and Go meals will be available for off campus students quarantined or in a home-based cohort.
- e. Meal service in classrooms, will follow the posted classroom plans for cleaning, sanitizing and trash removal.

## Staff

All staff will practice physical distancing among each other in their work environment to reduce spread of the virus to include:

- a. Avoiding staff congregation in work environments, break rooms, staff rooms, and bathrooms.
- b. Avoiding grouping together for training or staff development. Training will be conducted virtually or, if in-person, ensure distancing is maintained.
- c. Staff schedules will be adjusted to accommodate new student schedules and physical distancing strategies.
- d. In accordance with Cal/OSHA regulations and guidance, PAL Charter Academy will conduct initial and ongoing site evaluation of all workspaces to ensure that employees can maintain physical distancing as needed .
- e. Workspaces will be arranged to have a minimum of 6 feet between employees and students.
- f. If physical distancing between workspaces or between employees and students and visitors is not possible, physical barriers to separate workspaces will be added.

## 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:

1. The Associate Head of schools, maintenance staff/ or designee will use the COVID 19 Inspection form to perform and document daily inspections for COVID 19 related exposure hazards. All staff shall immediately report potential or observed hazards using school communication channels ( walkie talkie, take a picture send to responsible dept, fill out online maintenance ticket) as applicable.
2. Any identified hazard will be corrected immediately by the person inspecting the work space or campus if the correction is minimal/doable ( Signage/ furniture spacing/ reminders to staff /students to wear masks, handwashing). Depending on the severity of the hazard, PAL procedures for reporting Hazards will guide the process. The inspection report will be given to the CEO for immediate action steps. The CEO will establish the timelines for any required hazard correction that is beyond immediate corrective action and take steps to mitigate any exposure concerns until the hazard is corrected. All steps will be documented. The CEO/ associate head of school //designee will be responsible for timely correction of the reported hazard. A sign off form of the maintenance ticket will be used to document the completed correction of the hazard.

## Control of COVID-19 Hazards

### Physical Distancing

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

- Non-essential staff may telework based on scheduling needs as determined by CEO
- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggered arrival, departure, work, and break times for staff and students
- Adjusted work processes or procedures, such as reducing/changing work flow, to allow greater distance between employees.
- Classrooms and staff offices will be fitted with acrylic partitions to ensure physical distancing as needed
- Individuals will be kept as far apart as possible, and time restricted, when there are situations where six feet of physical distancing cannot be achieved.

### Face Coverings

We provide clean, undamaged disposable 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. PAL will provide disposable face coverings daily for employees, students and visitors upon entrance to the campus. Replacement masks can be obtained from the Guard shack or Community room. Students / persons wearing cloth masks will be advised to wash those masks daily.

PAL's policy for staff not wearing mask will reflect the following:

- 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.

The following procedures will be adhered to:

- Any employee/student/parent 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
- Face coverings are clean and undamaged. Face shields are not a replacement for face coverings, although they may be worn together for additional protection. The following are exceptions to the face coverings requirement:
  1. When an employee is alone in a room.
  2. 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.

- PAL will communicate to non-employees/visitors, the face coverings requirements on their premises through signage, verbal communication or online posting.

- PAL Admin will maintain and communicate to all staff and students the COVID-19 policies and procedures in place to minimize employee exposure to COVID-19 hazards that may come from any person not wearing a face covering, including a member of the public.

## Engineering controls

PAL will take the following measures for situations where we cannot maintain at least six feet between individuals:

- If this is a closed space PAL will install partitions ,limit number of people, reduce use time or close the space.
- If a transaction, participant may be required to add extra layer of PPE ( Mask and a shield ETC) and limit time of interaction.

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

- Initial and ongoing evaluation/checklist and when needed, physical replacement /upgrade of equipment or filter type to increase filtration efficiency to the highest level compatible with our existing ventilation system
- Biweekly evaluation of system and inside air quality and replacement of filters per manufacturer specifications
- Using humidifiers or secondary air cleaning systems based on product data effectiveness
- Planning for Adequate Outdoor Air Circulation
- In accordance with CDC guidance, maintenance staff will ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods.
- Staff/students will be instructed to not open windows and doors if doing so poses a safety or health risk to children using the facility (for example, allowing pollen in or exacerbating asthma symptoms).

## Cleaning and disinfecting

PAL staff and maintenance staff will implement the following cleaning and disinfection measures for frequently touched surfaces:

### CLEANING AND DISINFECTING PLAN

GOAL: to meet cleanliness and disinfecting standards in school facilities and vehicles.

<https://www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf>

[https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/reopening\\_america\\_guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/reopening_america_guidance.pdf)

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

<https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>

[https://www.cdpr.ca.gov/docs/schoolipm/pubs/reminders\\_for\\_using\\_disinfectants.pdf](https://www.cdpr.ca.gov/docs/schoolipm/pubs/reminders_for_using_disinfectants.pdf)

### A. Overall Cleanliness Standards.

- In accordance with CDC guidance, sharing of electronic devices, books, and other resources or learning aids will be prohibited.
- Any resources that are difficult to clean and sanitize will not be used.
- In accordance with CDC and California Department of Pesticide Regulation (CDPR) guidance, and in consultation with local public health officials, the COVID19 maintenance and sanitizing a plan is to have a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning with the following scheduled procedures:
- Disinfecting surfaces between uses, such as:

1. Desks and tables
2. Chairs
3. Seats on bus
4. Keyboards, phones, headsets, copy machines
  - Disinfecting at daily—high-touch surfaces, such as:

1. Door handles
2. Handrails
3. Drinking fountains
4. Restroom surfaces
5. Supplies, instructional materials
6. Outside equipment

### **Choice and purchase of disinfecting products**

PAL will use products approved for use against COVID-19 on the Environmental Protection Agency (EPA) List N: Disinfectants for Use Against SARS-CoV-2 and product instructions will be followed by maintenance staff or vendors.

#### **Purchasing Guidelines:**

The following protocols will be followed to mitigate safety issues:

1. To the extent available and to reduce the risk of asthma related to disinfecting, disinfectant products on the EPA List N with asthma-safer ingredients (hydrogen peroxide, citric acid, or lactic acid) will be selected by PCA maintenance staff/vendors
2. Avoidance of products that mix these ingredients with peroxyacetic acid, sodium hypochlorite (bleach), or quaternary ammonium compounds, which can cause asthma.
3. Use of disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.
4. When cleaning, airing out the space before students arrive. Plan to do thorough cleaning when children are not present.
5. Closing off areas used by any sick person and not using before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible.

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

### **RESPONSE PLAN FOR POSITIVE COVID-19 CASES**

GOAL: Prevent/Limit COVID19 spread on PAL CHARTER ACADEMY campuses.

#### **A. Community Surge**

PAL will, upon order of the CEO/BOARD, close campus access for physical attendance of students and staff, if necessary, based on public health guidance and in coordination with local public health officials or because of on campus infection concerns. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html#confirmed-case>

- B. Plan for physical closure of the pal campuses or individual offices or classrooms due to staff or student COVID 19 infection or exposure:

*In accordance with CDPH guidance, when it is determined that a student, teacher, staff or a member of their household tests positive for COVID-19 and has exposed others at the school the following steps will be immediately implemented:*

1. School Administration is to be immediately notified, followed up by a written incident report.
  2. If the COVID 19 positive, Student, Teacher or staff member is on campus, the school's isolation protocols will immediately be put in place.
  3. In consultation with the San Bernardino County Public Health Officials, Erin Gustafson, MD, MPH (Interim) office)@ (909) 387-6218 [Erin.Gustafson@dph.sbcounty.gov](mailto:Erin.Gustafson@dph.sbcounty.gov), the CEO/Board will determine whether school closure is warranted and the length of time based on the risk level within the community.
  4. PCA, in following standard Health Department guidance for isolation at home after close contact, will temporarily close the classroom or office where the COVID-19-positive individual was based as affected students or staff isolate and a plan for sanitizing the room or facility is implemented.
  5. Designated PCA staff will implement tracing and contact attempts to notify additional close contacts at school or outside of the classroom to inform them of the need to also isolate at home.
  6. PCA will Identify areas of the school visited by the COVID-19-positive individual and a review will be conducted by the CEO to decide on closing that area temporarily for cleaning and disinfection.
  7. If the campus closes, PCA's 2019-2020 COVID 19 Emergency plan for continuity of education, medical, student, social services, and meal programs will be implemented by all Departments under direction of CEO.
- C. The following CDPH recommended monitoring procedures will be followed by PCA to maintain healthy operations:

#### Do's for all department heads/Teachers

- Monitor staff absenteeism and have a roster of trained back-up staff where available.
- Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed. Student Services, under the guidance of Head of Schools or CEO, will follow PCA procedures to arrange for any student safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting the following possible COVID-19 symptoms:
  - o Fever
  - o Cough
  - o Shortness of breath or difficulty breathing
  - o Chills
  - o Repeated shaking with chills
  - o Fatigue
  - o Muscle pain
  - o Headache
  - o Sore throat
  - o Congestion or runny nose
  - o Nausea or vomiting
  - o Diarrhea
  - o New loss of taste or smell

The HR department (Ms. Tammy) is the designated staff liaison to be responsible for responding to COVID-19 concerns. She can be contacted at 909-887-7002 or by email [tjackson@palcenter.org](mailto:tjackson@palcenter.org). The HR department will coordinate the documentation and tracking of possible exposure and notify local health officials, staff and families in a prompt and responsible manner. A link on the PAL website will be set up to allow staff and families



to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and *state Law*.

PCA is not yet requiring mandatory routine testing of staff or students for COVID-19, but reserves the right to implement this practice in consultation with health officials if the pandemic crisis necessitates these measures.

When on campus attendance is required PCA will provide support to students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing flexible options such as virtual learning or enrollment in PCA's many flexible independent study options.

### **Cleaning and sanitizing after COVID 19 infection is reported**

PCA will implement through our school cleaning vendor extensive cleaning protocols for the vendor to clean the spaces/classrooms identified as areas where the COVID positive person has been in. This includes, spraying of the entire physical space and sanitizing of all surfaces and closure for a specified number of days based on evaluation of potential spread or infection site.

### **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 department staff and teachers and students utilizing school provided products/resources. The campus classrooms and offices will be sanitized daily by the cleaning vendors who are our and cleaning/sanitizing crew. As well as daily cleaning and sanitizing of all work surfaces, all occupied/used spaces are sanitized by use of a sanitizing sprayer two times per week.

### **Transportation**

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.

#### **Transportation - When in use- Buses**

A maximum capacity safety strategy based on CDC guidelines of each vehicle while meeting 6-foot physical distancing objectives will be implemented according to the following guidelines:

a. Creation of a plan for seating based on maximum capacity determined above, and development of a plan for bus routes that accommodates the capacity limitations. Mark or block seats that must be left vacant. Sample seating options:

- Option 1: Seat one student to a bench on both sides of the bus, skipping every other row.
- Option 2: Seat one student to a bench, alternating rows on each side to create a zigzag pattern on the bus.
- Students and parents will be instructed to maintain 6-foot distancing at bus stops and while loading and unloading.

Seat students from the rear of the bus forward to prevent students from walking past each other. To prevent students from walking past one another, afternoon runs should be boarded based on the order in which students will be dropped off. (Students who get off first should board last and sit in the front.)

### **Assignment of transportation**

We will prioritize shared transportation assignments in the following order students using PAL provided transportation to school:

- Students residing in the same housing unit will be transported in the same vehicle.
- Students attending same location/ or cohort if possible, will be transported in the same vehicle.

### **Physical distancing and face coverings**

We will ensure that the:

- Physical distancing and face covering requirements of our CPP

- Physical Distancing and Face Coverings are followed for employees waiting for transportation.
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP Face Coverings.

## **Screening**

We will 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 will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

## **Ventilation**

We will ensure that vehicle windows are kept open, and the ventilation system 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 the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- 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 will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

### **In order to implement effective hand sanitizing procedures during school hours, PAL will:**

- Encourage and allow time for employee /student's handwashing.
- Provide employees /students with a hand sanitizer station in each classroom and office and prohibit hand sanitizers that contain methanol (i.e., methyl alcohol).
- Provide information sessions about efficacy of handwashing as a protection against COVID-19
- Encourage employees to wash their hands for at least 20 seconds each time.

## ON CAMPUS HYGIENE PLAN

**Goal:** To address hygiene practices to ensure personal health and safety in school facilities and vehicles.

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.htm>

<https://www.cdc.gov/handwashing/posters.html#posters-general-public>

<https://www.translationservices.com/covid-19> <https://www.who.int/gpsc/5may/resources/posters/en/>

### Handwashing.

In accordance with CDPH and Cal/OSHA guidance and in consultation with local public health officials, PAL's plan for handwashing is:

- Staff and students receive daily reminders and scheduled opportunities to meet the handwashing frequency guidance from the CDC.
- All classrooms have CDC Guidance posters prominently displayed.
- Each classroom has a handwashing and /or a sanitizer station. Portable hand washing stations (if needed) will be located throughout the campus and near classrooms to minimize movement and congregations in bathrooms.

All PAL staff and students are trained on proper handwashing techniques and PPE/EPG use, to include the following best practices:

- a. Scrub with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible. Staff and students should use paper towels (or single use cloth towels) to dry hands thoroughly.
- b. Wash hands when: arriving and leaving home; arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods.

### Proper use of PPE:

PAL Charter Academy follows CDC /CDPH guidance on proper PPE use by reminding staff and students to:

- a. Wear a face covering at school
- b. Use tissue to wipe the nose and cough and sneeze inside the tissue.
- c. Not touch the face or face covering.

### CDHP Guidance

By the order of the Governor, people in California must wear face coverings when they are in the high-risk situations listed below:

- Inside of, or in line to enter, any indoor public space;
- Obtaining services from the healthcare sector in settings including, but not limited to, a hospital, pharmacy, medical clinic, laboratory, physician or dental office, veterinary clinic, or blood bank;
- Waiting for or riding on public transportation or paratransit or while in a taxi, private car service, or ride-sharing vehicle;
- Engaged in work, whether at the workplace or performing work off-site, when:
- Interacting in-person with any member of the public;
- Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;

Working in any space where food is prepared or packaged for sale or distribution to others;

- Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;

- In any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance.
- Driving or operating any public transportation or paratransit vehicle, taxi, or private car service or ride-sharing vehicle when passengers are present. When no passengers are present, face coverings are strongly recommended.
- While outdoors in public spaces when maintaining a physical distance of 6 feet from persons who are not members of the same household or residence is not feasible.

### **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.

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

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

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

- Offered COVID-19 testing at no cost during their working hours.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

### **System for Communicating**

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards to HR through email, letter or verbally. Student should report to teachers or Student Services.
- 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.
- PAL employees can access COVID-19 testing through voluntary testing as made available through their health plans at local testing centers. PAL will post COVID 19 information about access to testing and location of testing sites for employee use.

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

- 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.

### **EMPLOYEE ISSUES / EDUCATION PLAN**

**GOAL:** Engage employees on COVID-19 plans and provide necessary training and accommodations.

The staffing plan addresses the following:

- a. Communication of COVID 19 working requirements /changes to staff.
- b. Creation of a plan based on changes to accommodate COVID 19 issues and change in Staffing Ratios.

## **Aligning staffing levels goals to meet unique facility cleanliness, physical distancing, student learning, and health and safety needs to address COVID-19.**

- a. Develop staff cohorts/groupings to meet needs and avoid overwork.
- b. Provide time/funding in schedule for staff training or utilize state-provided training on:
- c. Disinfecting frequency and tools and chemicals used in accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations. For staff who use hazardous chemicals for cleaning, specialized training is required.
- d. Physical distancing of staff and students.
- e. Symptom screening, including temperature checks.
- f. Updates to the Injury and Illness Prevention Program (IIPP).

State and local health standards and recommendations, including, but not limited to, the following:

- Proper use of protective equipment, including information on limitations of some face coverings that do not protect the wearer and are not PPE but can help protect people near the wearer. Face coverings do not replace the need for physical distancing and frequent handwashing. Cloth face coverings are most essential when physical distancing is not possible. Also include training on removal and washing of cloth face coverings.
- Cough and sneeze etiquette.
- Keeping one's hands away from one's face.
- Frequent hand washing and proper technique.

## **Confidentiality around health recording and reporting.**

- a. Training for school health staff on clinical manifestations of COVID-19, pediatric presentations, and CDC transmission-based precautions.
- b. Training on trauma-informed practices and suicide prevention.
- c. Designated staff liaisons responsible for responding to COVID-19 concerns.

## **Reasonable Accommodations**

- a. Protect and support staff who are at higher risk for severe illness (medical conditions that the CDC says may have increased risks) or who cannot safely distance from household contacts at higher risk by providing options such as telework or negotiated change in classification or duties.
- b. If reasonable accommodations are not practicable, work with PAL employees to develop a flexible leave plan that works to avoid exhausting the employee's earned leave.

## **COMMUNICATION PLAN**

**GOAL:** Communicate school news, plans effectively with Students, Parents, Employees, Public Health Officials, and the Community and implement the plans in this checklist:

1. Create opportunities to communicate to staff, students, and parents about PAL Charter Academy new, COVID-19-related protocols, including:
  - a. Proper use of PPE/EPG.
  - b. Cleanliness and disinfection.
  - c. Transmission prevention.
  - d. Guidelines for families about when to keep students' home from school.
  - e. Systems for self-reporting symptoms.

- f. Criteria and plan to close schools again for physical attendance of students.
  - g. Target communication for vulnerable members of the school community.
  - h. Create a communications plan for if a school has a positive COVID-19 case.
2. Address the school's role in documenting, reporting, tracking, and tracing infections in coordination with public health officials.
  3. Notify staff and families immediately of any possible cases of COVID-19. Review legal responsibilities and privacy rights for communicating about cases of the virus.
  4. Provide guidance to parents, teachers, and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
  5. Provide information to parents regarding labor laws, Disability Insurance, Paid Family Leave, and Unemployment Insurance.
  6. Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation.
  7. Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home isolation.

## **COMMUNICATION TOOLS:**

PARENT SQUARE

PHONE CALLS

LETTERS HOME

EMAILS-PARENT/STUDENT

HOME VISITS

PARENT TEACHER MEETING

ORIENTATIONS

MASTER AGREEMENT MEETINGS

AERIES

## **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.

•

**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 employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and 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 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.
- 

Dwaine Radden Sr.

Date:

1/28/21

---

**Dwaine Radden, Sr. (Chief Executive Officer) [dradden@gmail.com](mailto:dradden@gmail.com) 909-887-7002**





## Appendix B: COVID-19 Inspections

[This form is only intended to get you started. Review the information available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/) for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

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			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
[add any additional controls your workplace is using]			

## 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:** [enter date]

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

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

**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):**

<b>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:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

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

## Appendix D: COVID-19 Training Roster

Date: **[enter date]**

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

Employee Name	Signature

## Additional Consideration #1

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

[This section will need to be added to your CPP if your 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 your workplace within a 14-day period. Reference section [3205.1](#) for details.]

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

#### Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

#### Investigation of workplace COVID-19 illness

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

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

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

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

- Moving indoor tasks outdoors or having them performed remotely.
- Increasing outdoor air supply when work is done indoors.
- Improving air filtration.
- Increasing physical distancing as much as possible.
- Respiratory protection.
- [describe other applicable controls].

#### **Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.



## **Additional Consideration #2**

### **Major COVID-19 Outbreaks**

**[This section will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section [3205.2](#) for details.]**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### **COVID-19 testing**

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

#### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

#### **Investigation of workplace COVID-19 illnesses**

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

#### **COVID-19 hazard correction**

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

- In 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 with the ventilation system, 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 implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

#### **Notifications to the local health department**

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.

## Additional Consideration #3

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

[This section will need to be added to your CPP if you have workers in employer-provided housing. Reference section [3205.3](#) for details. Employer-provided housing is any place or area of land, any portion of any housing accommodation, or property upon which a housing accommodation is located, consisting of: living quarters, dwelling, boardinghouse, tent, bunkhouse, maintenance-of-way car, mobile home, manufactured home, recreational vehicle, travel trailer, or other housing accommodations. Employer-provided housing includes a “labor camp” as that term is used in title 8 of the California Code of Regulations or other regulations or codes. The employer-provided housing may be maintained in one or more buildings or one or more sites, including hotels and motels, and the premises upon which they are situated, or the area set aside and provided for parking of mobile homes or camping. Employer-provided housing is housing that is arranged for or provided by an employer, other person, or entity to workers, and in some cases to workers and persons in their households, in connection with the worker’s employment, whether or not rent or fees are paid or collected.

- This section does not apply to housing provided for the purpose of emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations, if:
  - The employer is a government entity; or
  - The housing is provided temporarily by a private employer and is necessary to conduct the emergency response operations.
- The requirements below for Physical distancing and controls, Face coverings, Cleaning and disinfecting, Screening, and Isolation of COVID-19 cases and persons with COVID-19 exposure do not apply to occupants, such as family members, who maintained a household together prior to residing in employer-provided housing, but only when no other persons outside the household are present.]

#### Assignment of housing units

We will ensure that shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

#### Physical distancing and controls

We will ensure:

- The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.
- Beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers’ heads. For beds positioned next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e., end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- Maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

#### Face coverings

We will provide face coverings to all residents and provide information to residents on when they should

be used in accordance with state or local health officer orders or guidance.

### **Cleaning and disinfection**

We will ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

### **Screening**

We will encourage residents to report COVID-19 symptoms to **[enter name of individual, position, or office]**.

### **COVID-19 testing**

We will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

### **Isolation of COVID-19 cases and persons with COVID-19 exposure**

We will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases, and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.
- End isolation in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any applicable local or state health officer orders.

## Additional Consideration #4

### COVID-19 Prevention in Employer-Provided Transportation to and from Work

[This section will need to be added to your CPP if there is employer-provided motor vehicle transportation to and from work, which is any transportation of an employee, during the course and scope of employment, provided, arranged for, or secured by an employer including ride-share vans or shuttle vehicles, car-pools, and private charter buses, regardless of the travel distance or duration involved. Reference section [3205.4](#) for details.

This section does not apply:

- If the driver and all passengers are from the same household outside of work, such as family members.
- 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.]

#### Assignment of transportation

We will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

#### Physical distancing and face coverings

We will ensure that the:

- Physical distancing and face covering requirements of our CPP **Physical Distancing** and **Face Coverings** are followed for employees waiting for transportation.
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

#### Screening

We will 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 will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

#### Ventilation

We will ensure that vehicle windows are kept open, and the ventilation system 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 the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- 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 will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.