Heart of Los Angeles
California COVID-19 Prevention Program

Heart of Los Angeles’s (“HOLA”) COVID-19 Prevention Program (“CPP”) is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: 6/21/21

Authority and Responsibility

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

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

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Evaluate employees’ potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by communicating with management immediately regarding any possible hazards in our workplace.

Employee screening

Employees must self-screen according to California Department of Public Health (“CDPH”) guidelines before entering our workplace. The employee must screen for the following symptoms: fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

If you are scheduled to work from the Arts & Recreation Center (ARC), Bryson or Royale buildings, you will be required to check your temperature prior to coming into the office.

Student/visitor screening

With proper training, personal protective equipment, a no-touch infrared (IR) thermometer, along with an
understanding of confidentiality and sensitivity considerations, a nonmedical professional can serve an important role in helping to keep HOLA safe by administering Health Screenings, required for all staff and participants. Staff members administering Health Screenings should wear personal protective equipment at all times, including a face covering, gloves, and safety goggles – all of which will be provided by HOLA.

Health Screenings, including a Temperature Check should be administered each day a student is on campus, before they start any programming.

Health Screenings should be done individually and privately prior to participating in HOLA programming. Other students and family members should not be in line waiting to complete the screening questionnaire in the same area where someone is having their temperature checked. Results should be kept confidential, and a result which keeps students from participating should be communicated with sensitivity, and an explanation that the policy is designed to keep our community extra safe, warmly expressing our hope they will be able to return soon. Parents/guardians should be reminded that HOLA staff are available to support if they have any questions about best health practices.

Temperature Checks should be done in an environment away from direct sunlight, and free of cool drafts – for optimal accuracy. The IR thermometer should stay in the testing location for at least 10 minutes before testing to insure that it is properly calibrated. As part of training for IR Temperature Checks, staff should be familiar with the various factors which can cause an inaccurate reading.

A reading of over 100.4 should be re-done 2 additional times for confirmation of accuracy. If 2 of the three readings are over 100.4 the student should not be allowed to participate, or return for a period of 2 weeks.

As part of the Health Screening prior to the Temperature Check students (and/or parent/guardian) should be asked the following questions:

a. Have you been in contact with someone who has tested positive for or currently has Covid-19 within the last two weeks?

b. Do you have a persistent cough?

c. Do you feel short of breath or have trouble breathing?

If the answer to any of those questions is “yes,” the student should not be allowed on campus, and there is no need for a Temperature Check. Students may return at a point which they can answer no to all of the above questions, and will undergo a full Health Screening at that point.

Following the full Health Screening & Temperature Check students who are cleared for participation should be presented with a sticker/badge, good for 1 day, to be displayed throughout their time on campus. Students must wear a protective mask at all times while participating in HOLA activities. If the student does not have a protective face mask, HOLA will provide one.

Sensitivity

Working with young children especially, we should take into consideration how they are experiencing the Health Screening & Temperature Check and make it as stress free, compassionate, and supportive as possible. Staff members who administer infrared temperature checks should keep in mind that students may experience anxiety about the test, wondering if a higher than normal temperature means that they are sick, perhaps with COVID-19. Students should be reassured that a temperature check is a precaution, but
not a test for sickness or diagnosis.

We should also take very seriously the fact that the IR thermometer resembles a gun, and will be pointed at the student’s forehead. Students may, understandably, find the procedure disconcerting, or disturbing, perhaps even due to prior traumatic experiences. We suggest showing the device to the student before the test is administered, and demonstrating how it works with sensitivity and patience. One suggestion is to point the device at a number of surfaces before the test, showing the red dot that emanates (perhaps on your own hand to demonstrate that it does not hurt), and showing the temperature reading result window to the student. Before administering the temperature check, you should ask for positive affirmation that it is OK for you to proceed.

HOLA is not requiring regular testing for all staff at this time.

Students and services temperature policy

No-touch thermometers are available for HOLA students, staff and parents at the check-in tent at the ARC, the front desk of the ARC, at the front desk of the Bryson, and on the counter in the Royale building.

Drop-in inquiries from community members about how to access HOLA services should not be handled by staff onsite. Please refer anyone who comes to campus for this reason to the website and/or door signage.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the Appendix B: COVID-19 Inspections form, and corrected in a timely manner based on the severity of the hazards, as follows:

- The senior administrative or facilities staff member on duty will assess the hazard and whether the hazard can be safely corrected immediately.
- If the hazard cannot be corrected immediately, then the senior administrative or facilities staff member will report the hazard to Human Resources.
- The senior administrative or facilities staff member on duty will be responsible for timely correction of the hazard.
- Human Resources will be responsible for following up with the manager to ensure timely correction.

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:

- Limiting the number of individuals in the facility at any one time, which allows for individuals to easily maintain at least six feet of distance from one another at all practicable times.
- Encouraging employees to work remotely when feasible.
- Separating individual work stations by at least six feet where possible.
- Avoiding job tasks that require face-to-face work with others when possible (i.e., hold meetings virtually).
• Avoiding contact with others whenever possible (e.g., handshakes). For our younger students, creating alternative greetings can be helpful.
• Avoiding touching surfaces that may have been touched by others when possible.
• Avoiding gathering when entering and exiting the facility.
• Entering and exiting the building through designated areas only.
• Avoiding use of common areas.
• Following any posted signage regarding COVID-19 social distancing and hygiene practices.

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

**Face Coverings**

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the CDPH or local health department. We ensure that masks are properly cleaned and that damaged masks are immediately replaced.

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

• When an employee is alone in a room.
• While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
• Employees 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.

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

Face coverings will be provided by HOLA upon request and are available at all building entrances.

**Engineering controls**

We will install solid partitions where we cannot maintain at least six feet between individuals, including at front desks.

We ensure the ventilation system maximizes, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems, except where the amount of outside air needs to be minimized due to other hazards (due to extreme heat and cold, or wildfire smoke, or other air pollution), and that the filtration efficiency has been increased to the highest level compatible with the existing ventilation systems.

**Cleaning and disinfecting**

We implement the following cleaning and disinfection measures for our workplace:

• The Operations department cleans and disinfects the buildings daily with a particular focus on work areas that were accessed over the course of the day or that will be accessed on the following day.
• Staff members should also disinfect their work areas before and after use.
• All cleaning supplies are OSHA approved.
Should we have a COVID-19 case in our workplace, we will conduct deep cleaning of the workplace.

**Shared tools, equipment and personal protective equipment**

Personal protective equipment (“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 using the disinfectant supplies provided.

**Hand sanitizing**

We implement the following effective hand sanitizing procedures:

- We evaluated the handwashing facilities in our workplace and determined that they were sufficient to serve our workforce.
- We ensure our handwashing facilities have an adequate supply of suitable cleaning agents, and single-use towels.
- Employees are required to wash their hands with soap and water frequently during the workday and for at least 20 seconds each time.
- Hand sanitizer effective against COVID-19 is available to all employees in the Volunteer Coordinator office and throughout the workplace.
- Employees should use hand sanitizer when they do not have immediate access to a hand washing facility.
- The use of hand sanitizers with methyl alcohol is prohibited.
- Employees are encouraged and allowed the time necessary to perform these practices.

**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. Gloves and safety goggles are available upon request.

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 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:

- Who employees should report COVID-19 symptoms and possible hazards to, and how employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
• Where testing is not required, how employees can access COVID-19 testing in their local communities through the United States Health and Human Services website at the following link: https://www.hhs.gov/coronavirus/community-based-testing-sites/index.html.
• 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.

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:
  o COVID-19 is an infectious disease that can be spread through the air.
  o COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  o 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. However, an exposed employee may return after 10 days, rather than 14 days, if they adhere to the following requirements:
  o Adhere strictly to all recommended non-pharmaceutical interventions, including wearing face coverings at all times, maintaining a distance of at least 6 feet from others and the interventions required below, through Day 14.
  o Self-monitor for COVID-19 symptoms through Day 14 and if symptoms occur, immediately self-isolate and contact their local public health department or healthcare provider and seek testing.
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 using employer-provided employee sick leave benefits and 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 and to representatives of Cal/OSHA immediately upon request.
- Use the Appendix C: Investigating COVID-19 Cases form to keep a record of and track all COVID-19 cases. The information will be made available to employees or as otherwise required by law, with personal identifying information removed.

In the event that you are on campus during a sudden onset of symptoms or receive a positive test result, please take the following steps:

a. If you are in a workspace with a closed door, please stay in place and immediately call the numbers below.

b. If you are in a larger space or common area, please depart HOLA campus immediately and then call the numbers below.

   - Public Health Dept: (213) 351-5085
   - These staff in descending order until you reach someone:
     - Alfonso Alfaro – 562.410.2130
     - Stephanie Blair – 310.200.9767
     - Brooke Lykins - 310.948.1673
     - Alex Nataren - 213.709.9092
     - Tony Brown- 213.321.4096
     - Loren Rubin - 323.828.1398
     - Cristina Briskie-Wood - 319.573.4368

   - These staff will:
     1. Assess other exposure on campus and work with the Health Department to notify and quarantine any other exposed individuals.
     2. Determine the extent to which parts of campus needed to be closed or isolated and for how long and notify individuals scheduled for those spaces.
     3. Plan for deep cleaning of affected areas of campus.

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.

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section applies to any workplace that 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. 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.

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.

Major COVID-19 Outbreaks

This section of the Protocol applies when there are 20 or more COVID-19 cases in the workplace within a 30-day period. This section of Protocol 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 Exclusion of COVID-19 Cases and Return to Work Criteria sections above, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses
We will comply with the requirements of our Investigating and Responding to COVID-19 Cases section above.

COVID-19 hazard correction
In addition to the requirements of our Correction of COVID-19 Hazards section above, we will take the following actions:

- We will communicate with the building manager to ensure recirculated air is filtered 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 ensure the highest compatible filtering efficiency system is used. 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
- We will 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 sections above.
Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: Alfonso Alfaro

Date: 6/19/2021

Name(s) of employee(s) that participated: Brooke Lykins, Alex Nataren, and Tony Brown

<table>
<thead>
<tr>
<th>Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards</th>
<th>Places and times</th>
<th>Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers</th>
<th>Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reception areas</td>
<td>Working hours</td>
<td>Potential for exposure to employees and visitors</td>
<td>Limit occupancy of the office; physical distancing; face coverings; and plexiglass shield at reception desk.</td>
</tr>
<tr>
<td>Restrooms</td>
<td>Working hours</td>
<td>Potential exposure to employees and visitors using the restrooms</td>
<td>Limit occupancy of the restrooms; physical distancing; regular cleaning of bathrooms; and face coverings.</td>
</tr>
<tr>
<td>Copy room</td>
<td>Working hours</td>
<td>Potential exposure to employees</td>
<td>Limit occupancy of the copy room to one person at a time; disinfecting equipment and surfaces between uses.</td>
</tr>
<tr>
<td>Classrooms</td>
<td>Working hours</td>
<td>Potential for exposure to employees and visitors</td>
<td>Limit occupancy of the classroom; physical distancing; face coverings.</td>
</tr>
<tr>
<td>Hallways</td>
<td>Working hours</td>
<td>Potential for exposure to employees and visitors</td>
<td>Limit occupancy of the building; no lingering; physical distancing; face coverings.</td>
</tr>
<tr>
<td>Outdoor areas</td>
<td>Working hours</td>
<td>Low potential for exposure to employees and visitors</td>
<td>Limit group size; physical distancing; face coverings.</td>
</tr>
</tbody>
</table>
Appendix B: COVID-19 Inspections

Date: [enter date]

Name of person conducting the inspection: Stephanie Blair

Work location evaluated: [enter information]

<table>
<thead>
<tr>
<th>Exposure Controls</th>
<th>Status</th>
<th>Person Assigned to Correct</th>
<th>Date Corrected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Engineering</strong></td>
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<tr>
<td>Barriers/partitions</td>
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<tr>
<td>Ventilation (amount of fresh air and filtration maximized)</td>
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<tr>
<td>Additional room air filtration</td>
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<tr>
<td><strong>Administrative</strong></td>
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<tr>
<td>Physical distancing</td>
<td></td>
<td></td>
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<tr>
<td>Surface cleaning and disinfection (frequently enough and adequate supplies)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Hand washing facilities (adequate numbers and supplies)</td>
<td></td>
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<tr>
<td>Disinfecting and hand sanitizing solutions being used according to manufacturer instructions</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>PPE (not shared, available and being worn)</td>
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<td></td>
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<tr>
<td>Face coverings (cleaned sufficiently often)</td>
<td></td>
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</tr>
</tbody>
</table>

Other identified hazards:
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)]

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

*An employee was exposed if they were within 6 feet of a COVID-19 case for a cumulative total of 15 minutes within any 24-hour period during the COVID-19 case's "high risk exposure period." The high-risk exposure period is:

- For COVID-19 cases who develop COVID-19 symptoms, from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved.
- For persons who test positive but never develop COVID-19 symptoms, from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.
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:

<table>
<thead>
<tr>
<th>Details</th>
<th>Date:</th>
<th>Names of employees that were notified:</th>
<th>Names of individuals that were notified:</th>
<th>What could be done to reduce exposure to COVID-19?</th>
</tr>
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<td>All employees who may have had COVID-19 exposure.</td>
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<td>Independent contractors and other employers present at the workplace during the high-risk exposure period.</td>
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<td>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</td>
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<tr>
<td>Was local health department notified?</td>
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<td>Date:</td>
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*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: Stephanie Blair

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<th>Employee Name</th>
<th>Signature</th>
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