

COVID-19 School Safety Plan

(Orange County Classical Academy, Approved TK-5 Opening Plan)

I. Introduction

Orange County Classical Academy is committed to having a safe campus for Faculty, Staff and Students. Prior to the start of school, parents are to sign a waiver accepting the OCCA return to school plan, under the guidance of the California Department of Public Health and the Orange County Health Agency: Dr. Clayton Chau 714-834-2000. Alternatively, parents can opt to continue with distance learning for their students. They will be required to select on-campus instruction or distance learning prior to the return to campus date.

II. Cleaning and Disinfection

Custodial Personnel

- Custodial personnel will increase cleaning frequency of high-touch surfaces throughout the day and after school
- After school custodial team will clean classrooms to prep for following day
- Custodians, aides, and teachers have cleaning duties throughout the day
- OCCA's custodial staff and any other workers who clean and disinfect the school site will be equipped with proper protective equipment and proper ventilation while cleaning and disinfecting

Disinfecting Products

- Disinfecting products used are approved for use against COVID-19 on the EPA list "N": Disinfectants for use against SARS-CoV-2 and follow product instructions
- All cleaning products are kept out of children's reach; storage has restricted access

Shared Classroom Supplies

- Students will have their own school supplies where practicable
- Supplies that must be shared will be disinfected between use

Cleaning Procedures

- Plan thorough cleanings when students are not present, airing out before students arrive

- Close off areas used by any sick person. Where possible, wait 24 hours before cleaning and disinfecting before next use, otherwise, wait as long as possible.
- Using products from the EPA's approved list "N", OCCA will continue its rigorous and frequent cleaning of:
 - Door handles
 - Light switches
 - Sink handles
 - Restroom surfaces
 - Toys, games, art supplies, instructional materials
- Using products from the EPA's approved list "N", OCCA will continue cleaning between uses of:
 - Student desks
 - Tables
 - Chairs
 - Keyboards, phones, headsets, copy machines
- Students will be provided a disinfecting wipes to clean desks upon return from recess and lunch breaks
- Specialist class times reduced to allow for additional cleaning and improved hallway traffic flow
- Lunch tables will be cleaned between groups

III. Cohorting

- A grade level group of ~22 to 30 students, and their teacher, forms a cohort. As much as possible, each cohort will remain together for all classes, outdoor time, specialists, lunch, and dismissal as a group.
- TK & K classes have an aide supporting the teacher
- Students remain in the same classroom, with the exception of PE which will be held outdoor
- Adult contact with students will be minimized by both the number of adults with direct student contact and everyone physical distancing
- Cohorts on lunch breaks will be divided into 2 groups, where 50% of a cohort eats first, then switches to play time and vice versa

IV. Entrance, Egress, and Movement Within the School

Parents and Visitors

- OCCA is completely enclosed by an exterior fence, preventing unsolicited access to our field and buildings. Designed for safety, OCCA has a single main entrance where guests enter and wait to be let in through the main office.
- Parents and visitors will not be allowed on campus, unless special permission has been granted by Administration or if there is an emergency. In those instances, all approved visitors are:
 - subject to temperature check with no-touch thermometer and COVID-19 health screening as designated by CDC
 - mandated to use hand sanitizer
 - mandated to wear a face covering at all times
- Designated area allows parents to stay in their vehicle to drop-off students. Parents picking up for students' doctor's appointments, etc, will call the front desk for student to be summoned to meet vehicle at the designated drop-off/pick-up area School drop-off and pick-up
- Early arrival is discouraged. Any students arriving early will report directly to their classroom.
- Designated grade-level entrances will disperse student traffic
- Students to report directly to classrooms; no morning play time allowed
- Families will perform a health screening each morning and evening
- Students' temperatures taken before entering the school using no-touch thermometers. Students with temperatures of >100.4 degrees will not be allowed to go to class and will be referred to the home isolation protocol per CDPH's guidance
- Parents will stay in their vehicles during drop-off and pick-up. If need arises to leave the car, face coverings are required
- Parents are prohibited from walking to pick students up at the carpool gate
- Once the morning carpool has closed, late-arriving students will check in in the office to follow the same procedure for temperature checking
- Staff will take students' temperature using a no-touch thermometer, perform a COVID-19 health screening per CDC guidelines, check students in and provide a tardy slip. Parents will not be allowed to enter the school, unless given special permission by the school administration
- Parents picking up students early will call the front desk so that the student can be summoned and ready to get into the vehicle at the designated drop-off/pick-up area by the front entrance

Interior Movement

- Our campus is set up in a circular fashion with a wide sidewalk that connects all the classroom buildings on the circle

V. Face Coverings and Other Essential Protective Gear

In the Classroom

- Desks will be positioned as far apart as practicable, per CDPH guidelines, and placed directionally best to minimize facing each other
- Learning will take place outside as much as possible
- Face coverings are required for all staff and students in accordance with the [CDPH Guidelines](#), unless proper exemption is obtained as outlined in the guidelines.
 - Disposable face coverings will be provided when needed
- Hand sanitizing stations in each classroom, staff lounges, restrooms, offices, front desk, and throughout the school
- Personal belongings, tools and supplies will be kept at students' desks or in students' backpacks.
- Students with special needs will receive additional supervision/support to assist with safety practices

Face Coverings Around Campus

- Face coverings are required for all staff and students in accordance with the [CDPH Guidelines](#), unless proper exemption is obtained as outlined in the guidelines.
- Visitors, when permitted on campus, will be required to wear face coverings at all times
 - Additional disposable face coverings will be provided if needed
- Our hot lunch provider will deliver individually-packaged lunches. Staff and volunteers distributing hot lunch will wear face coverings and gloves

VI. Health Screenings for Students and Staff

Before School

- Each day, families will review health screening questions with each student before leaving for school and will comply by keeping students home if they present symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19 and/or displaying COVID-19 symptoms
- Each day, each person arriving on campus will have his/her temperatures taken using no-touch thermometers and asked if they have any COVID-19 symptoms or have been exposed to anyone who does. People with temperature readings

>100.4 degrees or who answer yes to the health screening questions will not be allowed to go to class

- Students with temperatures > 100.4 degrees will be re-checked and re-screened, by a second thermometer, for false thermometer readings

During School

- Teachers will be trained on COVID-19 symptoms and will send students who exhibit symptoms to front office for screening
- Front Office will have a physically distanced seating area for children waiting to be assessed.
- Each teacher will also create a visual daily schedule chart for individual students to confirm washing hands before recess/lunch and after recess/lunch
- Additional portable hand washing stations have been set up to allow our students to wash hands more frequently

Faculty and Staff COVID-19 testing

- Faculty and Staff will have temperature checks and daily health screenings before entering the building
- Faculty and Staff will be recommended to get COVID-19 tests taken according to the CDPH's recommended schedule and in consultation with healthcare providers.
- Faculty, Staff and families will either go to their health care provider or a state-operated or other community testing site
- Upon any sign of illness presentation, student or staff will immediately be isolated in the designated First Aid Room

VII. Healthy Hygiene Practices

OCCA Staff

- OCCA has hand sanitizing stations in each room of the building, including classrooms and restrooms
- Breaks are staggered to allow time for handwashing
- Students and staff should wash their hands frequently throughout the day, including when:
 - leaving a desk
 - entering or exiting classroom before and after eating
 - after coughing or sneezing
 - after classes where shared items are handled, such as outside recreation, art, or shop

- using the restroom
- Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application.
- Staff should model and practice hand washing. For example, for lower grade levels, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
- Teach students and remind staff to use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Students and staff should use hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent hand washing is more effective than the use of hand sanitizers.
- Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children.
 - Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin.
 - Do not use hand sanitizers that may contain methanol, which can be hazardous when ingested or absorbed.
- Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222
- Classrooms schedules have built-in handwashing and restroom breaks three times daily.

Facilities

- Outdoor space will be utilized as much as possible
- Windows and doors will be open as much as possible
- Doors will be open at the beginning and end of every class period to limit the touching of doorknobs
- Increased restroom cleaning frequency throughout the day
- Drinking fountains have been turned off
- Non-porous restroom counters
- Students have their own school supplies and will not share (e.g. crayons, markers, personal supplies, etc)

Shared Classroom Supplies

- Supplies that must be shared will be disinfected and/rotated through a 1-5 day isolation period between student usage
- Where possible, shared items will be sanitized between usage

VIII. Identification and Tracing of Contacts

- OCCA's Office Manager and her team oversee contact tracing. This team will be responsible for creating and submitting lists of exposed students and staff to the Orange County Department of Health as well as exposed persons as outlined in our communication plan.

IX. Physical Distancing

Physical Distancing in the Classroom

- Desks, tables and chairs will be positioned as far apart as practicable
- Each TK & K class has an aide supporting the teacher
- Student property and tools/supplies will be kept at their desks
- Procedures will be used to minimize contact when students turn in assignments
- Snack time will occur at classroom desks

Restrooms

- Cohorts have scheduled restroom breaks and designated locations
- Physical distancing floor markers placed inside and outside restroom doors

Use of Outdoor Space

- Numerous outdoor areas across campus serve as additional open-air teaching spaces
 - Dedicated outdoor area attached to TK and K classrooms
 - Outdoor lunch area (1,000 square feet)
 - Outdoor learning areas
- Cohorts have designated outdoor play areas
- Activities will be held outdoors
- Activities permitted limit face-to-face exposure
- Outdoor play equipment will not be used at this time
- Increased supervision will encourage physical distancing

Staggered Schedules

- Staggered breaks reduce traffic
- Grade-level staggered lunch breaks allowing half the students to eat lunch first, while the other group plays

Recess

- Staggered recess times
- Snacks will be enjoyed inside classrooms; students will sanitize then head outside

- There will be no sports or activities with higher levels of contact.
- Afternoon/extra snack time will be in class, without an extra recess

Lunch

- Cohorts will eat together unless student needs to eat at a designated allergy table
- Cohorts will be dismissed after hands are sanitized and personal areas are cleaned
- Hot lunches will be individually packaged and increased distribution locations have been added
- All personal lunch items will stay at their designated Cohort tables. Students will return after play time to sanitize, retrieve belongings and be led by teachers back into classrooms
- No food sharing will be allowed

X. Staff Training and Family Education

- OCCA will produce and distribute video tutorials for the following:
 - carpool drop-off and pick-up procedures
 - proper face covering usage, removal and washing
 - how to properly wash and disinfect hands
 - how to properly cover coughs and sneezes
 - proper social distancing
 - questions asked during a COVID-19 health screening
 - health tip PSAs delivered via social media, text, and weekly newsletters
- Ongoing - Faculty and Staff to train Students:
 - how to properly wash and disinfect hands
 - how to properly cover coughs and sneezes
 - How to properly use and dispose of tissues to wipe noses
 - importance of avoiding touching one's face and front of face covering
 - importance of not sharing food and/or utensils
 - proper social distancing
 - proper face covering usage, removal and washing
 - signage throughout campus to encourage distancing
- Faculty & Staff
 - Training prior to start of school
 - School staff to train on COVID-19 symptoms
 - Posters identifying COVID-19 symptoms and when to seek medical attention

- OCCA's plan and procedures to follow when students or staff become sick at school

XI. Testing of Students and Staff

- Faculty and Staff are recommended to get COVID-19 tests taken prior to onsite instruction commencing and according to a specified schedule. Students who present with >100.4 degrees temperatures and/or display COVID-19 symptoms will be isolated in our designated First Aid Room until parents arrive to pick up

XII. Triggers for Switching to Distance Learning

- State guidance will be followed: if >5% of total school population (students, faculty and staff) within a 14 day period test positive at a single point in time, entire school shifts to remote learning

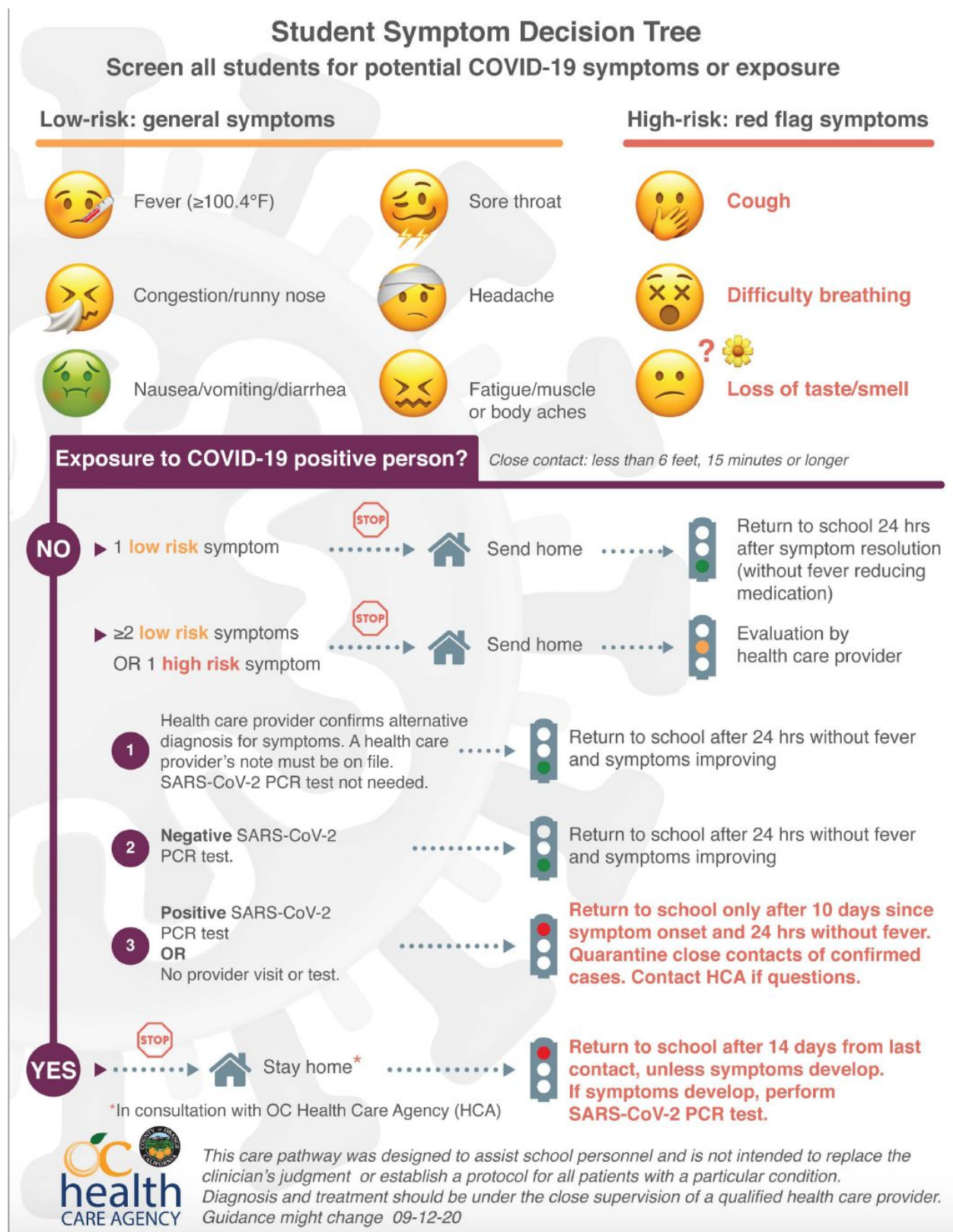
XIII. Communication Plans

- OCCA uses ParentSquare and social media to communicate to our families and broader community for health-related matters and education.

Self-Reporting to OCCA

- OCCA's Office Manager is responsible for COVID-19 contact tracing. This plan follows laws as required by FERPA and state law related to privacy of educational records and other privacy laws.
- All OCCA community members are required to notify the Office Manager if they, or a member of their household, or a person with whom they have had close contact, tests positive for COVID-19.
- If a community member develops symptoms consistent with COVID-19, or is self-isolating due to suspected or known exposure (exposure of >15 minutes within 6' distance) to COVID-19, he/she is required to notify the Office Manager and follow directions in accordance with the Orange County Healthcare Agency below:

Table 1.0



Communication Plan if a Cohort Student Tests Positive

- Other Cohort Families will be notified of a positive case while maintaining FERPA and state law related to privacy of educational records to protect the person's identity
- Follow direction, per above, as to how to monitor your child and when they may return to campus.

Communication Plan if a Student's Household Member Tests Positive

- Cohort will not be notified

Communication Plan if OCCA Receives Notice of Confirmed COVID-19 Case

- In any of the instances below, a message will be sent to appropriate families, staff, faculty and local health officials about the confirmed infection, while maintaining Americans with Disabilities Act and the Family Education Rights and Privacy Act (FERPA) laws to protect the person's identity
 - If a student on campus exhibits COVID-19 symptoms (as outlined by the CDC), he/she will be isolated in the designated isolation area until he/she can be transported home or to a healthcare facility as soon as possible. He/she will be required to wear a face covering. Families will be encouraged to proceed with COVID-19 testing.
 - If a staff member exhibits COVID-19 symptoms, he/she will be sent home and recommended to proceed with COVID-19 testing
 - Cohort and any people identified as having close contact (within 6' of a confirmed case >15 minutes) will quarantine at home for 14 days and shift to remote learning. OCCA will notify affected individuals when it's safe to return to campus

Clean and Disinfect Infected Areas

- Areas used by the confirmed COVID-19 will be closed and remain unused until thorough cleaning and disinfecting
- Where possible, the area will remain untouched for 24 hours before cleaning and disinfecting

Process to Return to School

- If a student exhibiting COVID-like symptoms is not tested for COVID-19 but provides an alternate explanation (strep, influenza, etc. as determined by a healthcare provider), he/she may return to school after 24 hours symptom free

AND a note (including email) from provider stating the individual has an alternate diagnosis and is deemed healthy to return to school.

- If individual is not tested for COVID-19, does NOT provide an alternative explanation by a healthcare provider, and is exhibiting COVID-19 symptoms, he/she must
 - remain home for 10 days from the first day symptoms appeared
 - be fever-free for 72 hours without fever-reducing medicine
 - show improvement of respiratory symptoms
- If individual has a known close contact (within 6' of a confirmed case >15 minutes) he/she must complete a 14-day quarantine despite negative test
- If individual has tested COVID-19 positive
 - he/she must remain home for at least 10 days from the date symptoms began
 - be fever-free for 72 hours without fever-reducing medications
 - show improvement of respiratory symptoms
- If individual has tested negative for COVID-19, he/she may return to school three days after symptoms resolve

COVID-19 Prevention Program (CPP) for Orange County Classical Academy

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

Date: February 26, 2021

Authority and Responsibility

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

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

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

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

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by providing direct feedback to the Office Manager or Headmaster.

Employee screening

We screen our employees by:

Each day, staff will review health screening questions before leaving for school and will comply by staying home if they present symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19 and/or displaying COVID-19 symptoms

Each day, each staff person arriving on campus will have his/her temperatures taken using no-touch thermometers and asked if they have any COVID-19 symptoms or have been exposed to anyone who does.

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:

Any potential hazard will be identified by the person completing the inspection. The severity of any identified hazard will be assessed and correction time frames assigned, accordingly. An individual staff person will be identified as being responsible for timely correction. The Office Manager will ensure corrections are made in a timely manner.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace in accordance with our approved TK-5 Opening Plan.

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

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

Employees not wearing a face covering will be asked to put one or to leave the campus.

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

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

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

Engineering controls

We ensure teacher work stations are positioned at least 6 feet away from students.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by opening windows and doors.

Cleaning and disinfecting

We implement the cleaning and disinfection measures for frequently touched surfaces in accordance with our approved TK-5 Opening Plan above.

Should we have a COVID-19 case in our workplace, we abide by the protocol of our approved TK-5 Opening Plan above.

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.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we are following our approved TK-5 Opening Plan above.

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.

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 and 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 they will do it. They will communicate directly with the Office Manager.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing.
- 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:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.

- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- All other training required by our approved TK-5 Opening Plan.

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.
- 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.

Semi Park, Headmaster

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:

Date:

Name(s) of employee and authorized employee representative that participated:

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection:

Work location evaluated: OCCA, 4100 E. Walnut Avenue, Orange, CA 92869

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
[add any additional controls your workplace is using]			
Administrative			
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]			
PPE (not shared, available and being worn)			
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:

Name of person conducting the investigation:

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	

Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):			

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:		
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:	
	Names of employees that were notified:	
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:	

	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

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

Appendix D: COVID-19 Training Roster

Date:

Person that conducted the training:

[illegible]