COVID-19 PREVENTION PROGRAM (CPP)

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

Date: January 29, 2021

AUTHORITY AND RESPONSIBILITY

Network Operations 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 Staff receive answers to questions about the program in a language they understand.

All Staff 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 Voices COVID-19 Safety Review form.
- Evaluate Staff 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 Voices COVID-19 Safety Review 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.
- Part of the staff training conducted, provides for a walkthrough of campus and allows time for staff input on possible hazards they may see.

EMPLOYEE SCREENING

We screen our Staff by:

- Having them complete a daily Wellness Check & Survey prior to arriving on campus.
- This applies to staff, students, and visitors
- If a staff member or visitor cannot complete the Wellness Survey prior to entering a Voices Facility, there will be a paper copy provided in the office.
- Students will be expected to complete an At-Home Screening Checklist daily, prior to coming onto campus.
- Health screenings and temperature checks on-site will be conducted only when there is a suspected
COVID-19 case and following our health screening protocol.

**Conducting a Health Screening with a Contactless Thermometer:**

**PPE Needed:**
- Contactless Thermometer
- Disposable Gloves
- Disposable Eye Protection
- Disposable Facemask

**Steps to Take:**
- Proper PPE must be worn before conducting a temperature screening.
- Using a contactless thermometer, aim the thermometer at students/staff forehead and hold until temperature reaches.
- Once finished, you must disinfect the contactless thermometer.
  *only conduct temperature screening when fever is suspected

**Cleaning a Contactless Thermometer**
- Use a soft cloth or cotton swab with soap and water or medical alcohol wipe.
- Wipe the lens first and then wipe down the body of the thermometer.

The Wellness Surveys are a preventative measure used for both staff, students, and visitors against the spread of COVID-19 and/or a possible outbreak. It is an expectation that staff and students complete their own wellness check and survey daily prior to coming onto a Voices facility.

Any students, staff or visitors that are experiencing any of the COVID-19 symptoms or have a fever of 100.0 degrees will not be allowed to enter a Voices campus or office.

For Staff, the Wellness Survey can be found on El Centro in both English and Spanish or on the individual links below. For Students, the [Voices At-Home Health Screening Checklist](#) will be sent home by each school site. For visitors, a paper Wellness Survey will be provided upon arrival by Business Managers.

[Wellness Survey - English](#)
[Wellness Survey - Spanish](#)

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**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:

- No more than one (1) staff member may be allowed in common areas per 250 square feet of indoor space to maintain social distancing.
  - **Main office:** limited to Clerk, Business Clerk and School Site Leadership Team
    - Meetings should be scheduled in the designated meeting room to limit the number of people going into their office.
    - Exterior doors should remain open during the day to maintain a no-touching system.
    - Windows and exteriors doors should remain open during the day to increase airflow through the room.
    - One way entrances and exits will be established if and when possible.
    - One way signs (arrows) and social distancing (6 ft apart) markings in all common areas.
    - Staff should not congregate in the main office.
  - Staff who have an office space should remain in their office as much as possible.
- Meetings should be scheduled in the designated meeting room to limit the number of people going into their office.
- Indoor and exterior doors should remain open during the day to maintain a no-touching system.
- Window(s) and door should remain open during the day to increase airflow through the room.

○ **Staff lounge:**
  - Staff will be prohibited to eat or drink together indoors.
  - Staff are required to eat meals outdoors, in a large room or their classroom, or other well ventilated spaces.
  - Chairs should be placed 6 ft apart with markings on the floor to maintain chair placement. Extra chairs should be moved and stacked towards the back of the room.
  - Exterior doors should remain open during the day to maintain a no-touching system.
  - Windows and exterior doors should remain open during the day to increase airflow through the room.
  - One way entrances and exits will be established if and when possible.
  - One way signs (arrows) and social distancing (6 ft apart) markings in all common areas.
  - Staff should wash their hands or use sanitizer when they enter and when they leave the staff lounge.
  - Staff should not congregate in the staff lounge.
  - Staff can be in the staff lounge utilizing the copy machine and/or use the restroom, but should still be limited to 1 staff member allied per 250 square feet of indoor space.

○ **El Zocalo office space:**
  - Staff must wear face coverings at all times, unless in a private office alone.
  - Staff should take temperature and self-administer a health check at home prior to coming into the office. An employee with any symptom or temperature over 100 must stay home.
  - Follow limits of capacity posted in each space.
  - If at El Zocalo, utilize the back room for gatherings since it has more space for distancing.
  - If all possible, as possible we will stagger staff scheduled to ensure social distancing.
  - Any rooms/spaces used should be disinfected with wipes by persons using it (table, chair, keyboard) at the end of each day. Shared kitchen appliances should be wiped down after each use (copy machine, microwave, toaster oven, refrigerator door handle, etc.
  - Exterior doors and windows should be opened if safe to do so to increase air circulation and avoid touching doorknobs.
  - All staff should wash their hands with soap and water as much as possible

- **Staff should limit the use of high-touch, non-essential appliances (microwave, refrigerator, toaster, etc.) and materials.**
  - Staff will be encouraged to bring the following for personal use:
    - Coffee
    - Water
    - Lunch in a cooler bag vs using the fridge
    - Cold food vs food you have to microwave
  - Any staff that chooses to use kitchen appliances, will be required to wipe them down with disinfection (handles, knobs, microwave keypad, etc.) before and after each use.
  - A staggered schedule for teachers will be implemented for use of the copy machine to limit the number of staff in the room.
  - Staff will be required to wipe down shared machines/materials (copy machine, laminator,
cutting board, workroom stapler, scissors, etc.) before and after use with disinfectant wipes.

- Hourly staff will report to the Business Manager and use the office provided laptop (needs to be wiped down with disinfection after each use) or mobile device to clock in/out to implement a no-touch system and/or sharing time attendance laptop.
- Staff professional development will be delivered virtually or follow physical distancing protocols.

**Building Transitions:**
- Students will be limited to classroom transitions, teachers will move while students remain in the same classroom.
- Students will be limited to transitions from hallways and stairwells.
- One way entrances and exits will be established if and when possible.
- One way signs (arrows) and social distancing (6 ft apart) markings in all common areas.
- Staggered transitions will be implemented when necessary, to maintain social distancing.
- Students and staff should not congregate at any time during building transitions.

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

**FACE COVERINGS**
In order to comply with the federal, State and County directives to slow the spread of COVID-19 and to better protect our workforce from exposure to COVID-19, Voices College-Bound Language Academies (Voices) has implemented a face covering policy.

Effective immediately and until further notice, all Staff, students, and visitors are required to wear a face covering when in common areas in the workplace on a Voices facility or when social distancing is not possible, including times of brief interaction between Staff.

Voices has purchased face coverings for all Staff to use in the workplace. These face coverings will be distributed to all Staff. Students are required to bring their own mask daily. If a student or staff needs a replacement face covering, please see the Business Manager. You may use your own face covering if preferred so long as the use and care guidelines below are followed.

**Face Covering Appropriate Use Guidelines**
Face coverings are only effective for protection if they are handled, worn, stored and disposed of properly. Even when wearing a face covering, Staff and students are required to maintain social distancing (six feet of space between Staff) when possible. Staff and students are also required to adhere to the following guidelines when wearing a face covering:

- Practice proper hand hygiene. Before and after handling the face covering (to put on, adjust, or take off), either wash your hands or use hand sanitizer to reduce cross-contamination risk. The outside of the face covering is considered dirty.
- To ensure that you are wearing the face covering properly, make sure the face covering is fitted and is covering your nose, mouth and chin.
- If necessary, mark the outside of the face covering in some way so you can easily identify which side is the outside of the face covering, and handle it accordingly. Consider marking the outside with your initials in permanent ink.
- Remove the cloth face covering while eating during your meal period.
- Do not touch the outside of your face covering while it is on your face.
- Don’t pull your face covering below your chin while you are wearing it. Leaving the face covering dangling or improperly fitted to your face creates opportunities for cross-contamination.
- After removing a cloth covering, please inspect it to see if it is torn, wet, or soiled.
If it is, please throw it away and obtain a new face covering from the Business Manager.

If not, please properly store the face covering as follows:

- Fold the face covering in half so that the outside surfaces are touching.
- Place the face covering into a clean bag or container.

Always store a face covering in a clean place such as a clean paper or plastic bag. Never store it in a purse or pocket.

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 Staff or students are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Staff or students 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.

REMEMBER — The use of a face covering is not a substitute for physical distancing and washing hands and staying home when ill.

Please be advised that staff failure to follow the Voices’s face covering policy may result in disciplinary action up to and including termination.

ENGINEERING CONTROLS
We implement the following measures for situations where we cannot maintain at least six feet between individuals: plexiglass or other barriers will be used, if a six foot distance cannot be maintained.

CLEANING AND DISINFECTING
We implement the following cleaning and disinfection measures for frequently touched surfaces:

- School site janitor will clean all classrooms at a minimum of once a day adhering to the disinfection guidelines developed by the California Department of Public Health and the Centers for Disease Control and Prevention for classrooms, workspaces, outdoor spaces, playgrounds, etc.
- School site janitors will conduct a deep cleaning (disinfection) at a minimum of once per week (every Wednesday) and if an individual tested positive per the cleaning protocol.
- Cleaning supplies recommended by CDC, will be provided and used by all school site janitors.
- An adult will clean and disinfect high-touched areas (desk, chairs, tables, electronics, etc.) each time the student(s) leave the classroom at the end of each school day.
- A deep cleaning (disinfection) will be performed if any staff or student has a confirmed COVID-19 case.
  - Established guidelines put by CHHS will be implemented.
  - The disinfected room will be closed for 24 hours with no access. After 24 hours, the janitor will disinfect the room.
- Janitor will conduct daily cleaning of all high touched areas:
  - Stair rails
  - Bathroom fixtures
  - Desk
  - Tables,
  - Chairs
  - Door knobs
  - Light switches
  - Sink handles
- Elevators, if applicable, should only be used if there is a medical condition (wheelchair, etc.)
● Elevators will be limited to a two (2) person limit and social distancing should be maintained (1 person standing in the front and the other person standing in the back).
  ○ A social distancing sign will be posted inside and outside of the elevator.
● Hands should be washed with soap and water after exiting the elevator.
● Janitor will clean the elevator daily and deep clean once a week (Wednesdays).

SHARED TOOLS, EQUIPMENT AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

● Staff should limit the use of high-touch, non-essential appliances (microwave, refrigerator, toaster, etc.) and materials.
  ○ Staff will be encouraged to bring the following for personal use:
    ■ Coffee
    ■ Water
    ■ Lunch in a cooler bag vs using the fridge
    ■ Cold food vs food you have to microwave
  ○ Any staff that chooses to use kitchen appliances, will be required to wipe them down with disinfection (handles, knobs, microwave keypad, etc.) before and after each use.
  ○ A staggered schedule for teachers will be implemented for use of the copy machine to limit the number of staff in the room.
  ○ Staff will be required to wipe down shared machines/materials (copy machine, laminator, cutting board, workroom stapler, scissors, etc.) before and after use with disinfectant wipes.
  ○ Hourly staff will report to the Business Manager and use their own laptop or mobile device to clock in/out to implement a no-touch system and sharing time attendance laptop.
● Staff professional development will be delivered virtually or follow physical distancing protocols.
● PPE must not be shared, e.g., gloves, goggles and face shields.
● Janitors will have a checklist to ensure all cleaning tasks are completed on a daily basis.
● High level areas will be sanitized in between use/scheduled times/days such as:
  ○ Rails
  ○ Bathroom fixtures
  ○ Desk
  ○ Tables,
  ○ Chairs
  ○ Door knobs
  ○ Light switches
  ○ Sink handles
  ○ Classroom phones
  ○ Playground equipment
● Janitors will conduct a deep cleaning (cleaning schedule) once a week (Wednesdays) when students and staff are not scheduled on campus.
● The following schedule will be maintained by the Teacher and overseen by the BM, to incorporate cleaning during the school day.
● Approved classroom cleaning supplies will be ordered from the COVID procurement list by the Business Manager. Teacher will notify BM when supplies are running low.
● BM will conduct a bi-weekly internal safety walk through to ensure all classrooms are adhering to safety regulations.
  ○ Ventilation systems (Merv13 air filter or air purifier) and HVAC fans operate properly
  ○ COVID-19 related signage/markings are displayed
● Teachers will ensure students are following all CDC guidelines adhering to social distancing while on school campus.
● Teachers will report any safety classroom concerns (AC not working, low on PPE supplies) to the BM immediately.
● Extensive classroom cleaning will be performed if a student or teacher is diagnosed with COVID-19.
Established guidelines put by CCHS will be implemented.

HAND SANITIZING
In order to implement effective hand sanitizing procedures, we will be:

- Evaluating hand washing facilities.
- Determining the need for additional facilities.
- Encouraging and allowing time for employee handwashing.
- Providing Staff with an effective fragrance free hand sanitizer (with at least 60 percent ethyl alcohol), and prohibiting hand sanitizers that contain methanol (i.e. methyl alcohol).
- Each classroom will be provided with a hand sanitizer to use upon entering and exiting the classroom, and throughout the day.
- Encouraging Staff and students to wash their hands for at least 20 seconds each time.
- Providing effective hand sanitizer in all classrooms, offices, and throughout the building.

INVESTIGATING AND RESPONDING TO COVID-19 CASES

This will be accomplished by using the Voices COVID Tracker.

Any student or staff experiencing any COVID-19 symptoms or suspect they have been exposed/have COVID-19 while at a Voices school campus or office, must notify school administrators (Business Managers or Principals) or their Network manager immediately. Teacher’s need to notify school administration if a student is experiencing symptoms. No individual should be sent to the office without first notifying the office so they can prepare for the individual’s arrival. The suspected individual will need to be placed in an “Isolation room” (varies by site) by a designated person.

The designated person will then conduct a health screen by asking the questions from the Health Screening Questionnaire, doing a visual check, and taking the temperature of the individual. If the student is not old enough to answer the questions, the designated person will need to call the parents/guardians to ask the health screening questions.

The Health Screening Questionnaire:

1. Within the last 14 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
2. Do you live in the same household with, or have you had any close contact with someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus?
3. Have you had any one or more of these symptoms today or within the past 24 hours? Are these symptoms new or not explained by another reason?

*Close contact- Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period, starting from two days prior. [CDC definition]

<table>
<thead>
<tr>
<th>COVID-19 Symptoms</th>
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<tbody>
<tr>
<td>• Fever</td>
<td>• Shortness of Breath</td>
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<tr>
<td>• Chills</td>
<td>• Fatigue</td>
</tr>
<tr>
<td>• Cough</td>
<td>• Muscle or Body Aches</td>
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<tr>
<td>• Congestion/Running Nose</td>
<td>• Headache</td>
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<tr>
<td>(CCC &amp; SJC only)</td>
<td>• Recent loss of taste or smell</td>
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- Sore Throat
- Nausea
- Vomiting
- Diarrhea

*These symptoms can change at any moment, and this list will be updated as new information becomes available.

Students or staff with any identified COVID-19 symptoms and/or answered YES to any question and/or has a temperature of 100.0 or higher must be sent home immediately until testing and/or medical evaluation has been conducted. If they have answered NO to all, students can return to the classroom/staff can return to their class. They should remain monitoring their symptoms throughout the day and notify their teacher or Network Manager if anything changes.

Anyone waiting to be picked up must remain in the “isolation room” until they can safely be transported home. Staff can leave immediately. School Administrators or Network Operations Manager will highly recommend testing and provide handouts on resources; home isolation & quarantine guidelines, parent handout with resources and what to expect if student test positive (if student), and exposure notice (in the event they are considered a close-contact or their is a confirmed case). The School Administrator or Network Manager will have 2 hours to report suspected/exposed information to the COVID Liaison and HR (if a staff member). The COVID liaison will follow-up with suspected/exposed individual(s) following our school script and provide free testing information. HR will follow-up with staff and go over benefit options, depending on the outcome of test results.

Pending the results of the test will determine when the student or staff can return to a Voices site.

**SYSTEM FOR COMMUNICATING**

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

- Who Staff should report COVID-19 symptoms and possible hazards to, and how.
  - Voices has a COVID-19 Liaison, who responds to school and network COVID-19 questions and concerns. This person also documents and tracks all suspected or confirmed cases. In addition, the COVID Liaison reports all on-site confirmed cases to the local health departments via county school portals.
  - For any safety hazards, involving school or network sites, staff can contact the Network Operations Manager
- That Staff can report symptoms and hazards without fear of reprisal.
- Voices has established procedures or policies for accommodating Staff and students with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, Voices highly recommends staff be tested on a monthly basis for routine screening.
  - Voices encourages the staff to go through their healthcare provider first for testing.
  - The COVID Liaison communicates free testing information to staff as it becomes available and has a resource guide of free testing sites by county that has been provided to staff, in the event their healthcare provider can not provide testing.
- Staff and students will receive appropriate communication; exposure notices (for any confirmed case, or close contact) or school closure notice within 24 hours of a confirmed case or outbreak.
- School Closures will only occur with the guidance of the Local Health Department.
- Families will receive information on COVID prevention and healthy hygiene on a monthly basis.
• Staff and families will receive information via email, monthly packet distribution, or robo call.

TRAINING AND INSTRUCTION
We will provide effective training and instruction that includes:

• Our COVID-19 policies and procedures to protect Staff 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 (6) feet, but no less than four (4) 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 Staff and students 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.
  o 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.
• Staff receive training on an ongoing basis to address the topics covered above, as well as any new information on COVID-19 as it becomes available.
  o The COVID Liaison works with School Administration to provide staff training on COVID-19, proper hygiene, and policy and procedures.
  o The COVID Liaison provides additional training to School Administration on the Steps to Take if there is a Suspected or Confirmed COVID case and the information that is required.
  o The school site Business Manager will provide a walk through training, addressing school layout, COVID precautions, and prior to in-person class resumes.
• Students in all grade levels receive training on a monthly basis on proper hygiene, physical distancing, face coverings and the procedures for in-person class, for when in-person class resumes.
  o Staff are provided with the materials from the COVID Liaison to present to students.
• Families will receive training on the COVID on-campus policies and procedures during a “dress rehearsal” meeting prior to in-person classes resuming.

A COVID-19 Training Roster will be used to document staff training and staff will use the Student COVID Presentation roster to document training with students.

EXCLUSION OF COVID-19 CASES
Where we have a COVID-19 case on one of our facilities, we will limit transmission by:

• Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements
are met.

- Excluding Staff 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 HR contacting staff to review COVID policies, leaves, and procedures.
- The COVID Liaison will follow-up with staff, students, and families regarding exposures and quarantine timelines within 24 hours of a confirmed case or close-contact.

MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS (3 or more confirmed COVID cases)

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 Staff in our exposed workplace except for Staff 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 Staff during Staff’s working hours.

- COVID-19 testing consists of the following:
  - All Staff in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of Staff 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 Staff 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 Staff 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 COVID-19 Safety Review, 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 Staff 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 (20 or more COVID Confirmed Cases)

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 highly recommend each individual to go through their health care provider first for COVID testing. In the event that their health care provider cannot provide testing in a timely manner, we will additionally provide a list of free testing locations.

EXCLUSION OF COVID-19 CASES

We will ensure COVID-19 cases and Staff 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 COVID-19 Safety Review, 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.

REPORTING, RECORDKEEPING, AND ACCESS
It is our policy to:
• Report information about COVID-19 cases at our facilities to the local health department whenever required by law, and provide any related information requested by the local health department.
  ○ Each county we serve has their own COVID schools portal, where the COVID Liaison will report confirmed on-site cases to.
• 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 Staff, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
  ○ Each Voices facility will have a COVID binder available, outlining the steps to take in any COVID scenario, resources, and the full COVID Prevention Program.
• Use the Voices COVID Tracker form to keep a record of and track all COVID-19 cases. The information will be made available to Staff, 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 100.0 or higher has resolved without the use of fever-reducing medications.
  ○ 14 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 14 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, after they complete their isolation time.
• Individuals who are symptomatic, but do not have COVID will not be able to return to work until:
  ○ They have a negative COVID test result or Dr. Note explaining alternate reasoning for symptoms
  ○ At least 24 hours have passed since fever or symptom resolution.
• 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 14 days from the time the order to quarantine was effective.