



# COVID-19 Prevention Program

**Orange County  
Department of Education**

January 2021



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## **Orange County Department of Education**

### **COVID-19 Prevention Program (CPP)**

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace. This plan is to be followed along with the Orange County Department of Education (OCDE) COVID-19 Safety Plans, developed in alignment with the Safe Schools for All framework and Consolidated Schools Guidance, as well as the OCDE Illness and Injury Prevention (IIPP) plan for employees.

#### **1. Authority and Responsibility**

- 1.1** The Orange County Superintendent of Schools has overall authority and responsibility for implementing the provisions of this COVID-19 Prevention Program (CPP). The OCDE COVID-19 Response Team is comprised of employees representing multiple departments and operates under the leadership and direction of the Superintendent and Cabinet to implement, lead, and manage the CPP and COVID-19 Safety Plans in our workplace.
- 1.2** 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.
- 1.3** All employees are responsible for using safe work practices, following all directives, protocols, policies, and procedures, and assisting in maintaining a safe work environment.

#### **2. Identification and Evaluation of COVID-19 Hazards**

- 2.1** OCDE regularly reviews applicable orders and general and education-specific guidance from the California Department of Public Health (CDPH), Cal/OSHA, and the Orange County Health Care Agency (OCHCA) related to COVID-19 hazards and prevention. Orders and guidance are reviewed collaboratively in a variety of countywide and statewide group meetings. The Orange County Superintendent of Schools leads collaboration with local health leaders and represents the Orange County education community on the OCHCA COVID-19 Vaccine Taskforce.
- 2.2** Managers and members of the COVID-19 Response Team conduct workplace-specific evaluations using Appendix A: Site Assessment and Identification of COVID-19 Hazards form, Appendix C: COVID-19 Safety Plan Site Supplement, and/or other supplementary forms as appropriate.
- 2.3** Managers and members of the COVID-19 Response Team conduct periodic inspections using Appendix B: Site Inspection and Review of Controls 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.

**2.4** Managers who engage independent contractors or other individuals in work on OCDE worksites shall report the work to the COVID-19 Response Team and evaluate potential workplace exposures to all persons who may enter the workplace.

**2.5** Employees and authorized employee representatives are encouraged to participate in the identification and evaluation of potential COVID-19 hazards by maintaining ongoing reciprocal verbal and written communication with administration. Employees are encouraged and trained to report potential hazards and concerns to their supervisors, and are also informed as to alternate method of reporting concerns, such as to the COVID-19 Response Team or an association representative. Leadership from both authorized employee associations meet with members of the Human Resources team regularly and these meetings provide an additional open forum for discussing employee concerns relayed to the associations.

2.5.1 The COVID-19 Response Team members may be reached individually, or collectively at [EmployeeCOVIDQuestions@ocde.us](mailto:EmployeeCOVIDQuestions@ocde.us). Concerns may also be reported to the HR Tip Line at 714.966.4040.

**2.6** Employees receive ongoing training about policies, procedures, and practices related to COVID-19 and are empowered to respectfully remind others of protocols as needed. Training is conducted by members of the COVID-19 Response Team, including School Nurses, Safety and Preparedness Managers, and representatives of Facilities and Human Resources teams.

**2.7** Each school administrative area has identified individuals who partner with the COVID-19 Response Team and are trained and supported in their ability to respond immediately to COVID-19 incidents in the workplace in order to prevent or reduce the risk of transmission. OCDE has developed procedures and resources for school administrative area representatives to respond to possible and confirmed positive cases of COVID-19 at the school site. Representatives work directly with the COVID-19 Response Team to quickly report and effectively respond to any confirmed positive case of COVID-19 on campus/site. Positive cases are to be reported to the HR COVID-19 Response Team as soon as possible upon knowledge of the case.

2.7.1 Student positive cases in the OCDE Special Education Division are managed by the assigned School Nurse or designee under the leadership of the Director, Special Education.

2.7.2 Student positive cases in the OCDE Alternative Education Division are responded to by a designated safety committee member and Principal

under the leadership of the Manager, ACCESS Safety and Preparedness or a designee.

2.7.3 Positive employee cases are managed by the OCDE Safety and Preparedness Manager, Executive Director, Human Resources, or a designee in Human Resources. In order to maintain confidentiality, the contact tracing document is maintained in a secure shared drive only accessible by individuals as necessary.

2.7.4 The OCDE Safety and Preparedness Manager is the primary liaison with the Orange County Health Care Agency (OCHCA) regarding all positive cases at OCDE campuses and worksites with support from the appropriate team member.

### **3. Correction of COVID-19 Hazards**

**3.1** Unsafe or unhealthy work conditions, practices or procedures are documented on the Appendix B: Site Inspection and Review of Controls form and corrected in a timely manner based on the severity of the hazards.

**3.2** The severity of the unhealthy work conditions, practices or procedures will be assessed through investigation and will be based on compliance with scientific practices known to reduce or prevent the transmission of COVID-19 as determined by state and local health guidance, regulations, and orders.

**3.3** Interviews with individuals who may be familiar with the condition, practice or procedure being inspected may be conducted. Walk-through visits may be conducted, as appropriate.

**3.4** As a part of the inspection, specific individuals will be identified as responsible for timely correction or improvement of conditions, practices, or procedures, and will be provided instructions for completion.

**3.5** Follow up measures such as check-ins or walk-through visits are taken to ensure timely implementation of necessary changes.

### **4. Employee Education**

**4.1** OCDE educates employees on policies and procedures to protect employees from COVID-19 hazards, including but not limited to the items in this section.

**4.2** Training and instruction shall be provided using methods that are easy to understand. Employees may request copies of training materials or additional training at any time.

**4.3** All education and training is consistent with the Center for Disease Control (CDC) and/or state and local Public Health guidance and regulation and includes the following topics:

- 4.3.1 [What COVID-19 is and how it is spread](#)
- 4.3.2 [Signs and symptoms of COVID-19](#)
- 4.3.3 [When to seek medical attention if not feeling well](#)
- 4.3.4 [Prevention of the spread of COVID-19 if you are sick](#)
- 4.3.5 [Proper use and purpose of face coverings to help slow the spread](#)
- 4.3.6 [Physical distancing guidelines](#)
- 4.3.7 Importance and methods of [proper handwashing](#) and use of hand sanitizer
- 4.3.8 [Coughing and sneezing etiquette](#)
- 4.3.9 [Guidance for cleaning and disinfecting](#)
- 4.3.10 [How to properly put on and take off PPE](#)
- 4.3.11 COVID-19-related leaves and benefits to which the employee may be entitled under applicable federal, state, or local laws

**4.4** Employees required to actively screen students or staff for symptoms of COVID-19 shall be provided with sufficient information and training consistent with state and local public health guidance.

## **5. Employee Supports**

**5.1** Employees who are at high-risk because of a health condition are entitled to engage in an interactive process meeting with their supervisor and/or Human Resources in order to identify and determine appropriate accommodations, if any.

**5.2** The Human Resources Department will provide additional, individualized consultation on available leave and support options for employees based on their circumstances.

## **6. Handwashing**

**6.1** Handwashing facilities have been evaluated to determine any need for additional facilities, and hand sanitizer is provided for employees at every site.

**6.2** Employees are to engage in proper handwashing methods as trained.

**6.3** Employees shall be allowed time for regular handwashing.

## **7. Personal Protective Equipment (PPE)**

**7.1** An evaluation of the appropriate need for PPE as required by Title 8, section 3380, such as gloves, goggles, face shields, and gowns is conducted and such PPE shall be provided accordingly.

**7.2** Use of respiratory protection shall be evaluated in accordance with CCR Title 8

section 5144 when the physical distancing requirements are not feasible or maintained.

**7.3** Eye protection and respiratory protection shall be provided and used in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

**7.4** PPE, such as but not limited to gloves, goggles, face coverings, and face shields shall not be shared.

## **8. Face Coverings**

**8.1** All employees are required to wear face coverings consistent with state guidelines, OCDE policy, and with the school site procedures adopted where they are assigned to work. Employees shall wear face coverings in alignment with training and CDC resources about how to properly put on, remove, and launder face coverings.

**8.2** Exceptions to wearing a face covering while indoors include:

8.2.1 When an employee is alone in a room;

8.2.2 While eating or drinking, provided employees are at least six feet apart and outside air supply to the area has been maximized to the extent possible.

**8.3** Any exceptions or exemptions for use of face coverings must be authorized in consultation with Human Resources and shall be consistent with state and local public health guidance. Any employee who has an authorized exemption permitting them to not wear a face covering may be required to observe additional precautions as identified through the interactive process.

**8.4** Cloth face coverings are provided to employees who need them and must be kept clean. Disposable masks shall be made available to employees who forget to bring a face covering with them to their assigned workplace.

## **9. Physical Distancing**

**9.1** Physical distancing, or spatial distancing, is an effective method that can help stop or slow the spread of an infectious disease such as COVID-19 by limiting close contact between people. OCDE employees are to maintain a physical distance of 6 feet to the extent possible.

**9.2** Where physical distancing is not feasible, employees shall be required to wear a face covering and physical barriers and/or additional PPE will be put in place where appropriate and possible to help stop the spread of COVID-19.

## **10. Non-Essential Visitors and Travel**

**10.1** During the pandemic, meetings shall be virtual to the extent feasible.

- 10.2** In-person meetings shall be limited to room capacity that allows for 6 feet of distance between each participant and face coverings are required at all times.
- 10.3** All meeting rooms are measured for room capacity to allow for 6 feet of distance and maximum room capacity signs reflect this adjusted capacity.
- 10.4** To the extent reasonable, visitors must be approved and informed of required health and safety protocols and expectations before arrival.
- 10.5** Visitors shall be instructed to wear proper face coverings over the nose and mouth at all times and maintain physical distancing to the extent possible.
- 10.6** To the extent feasible, visitor appointments shall be limited in time to minimize potential exposure.
- 10.7** All shared equipment such as tables and chairs utilized by a visitor shall be sanitized promptly once the visitor has departed.
- 10.8** OCDE shall limit any unnecessary travel, including car travel with multiple passengers.
- 10.9** OCDE shall eliminate any non-essential in-person events.

## **11. Wellness Screening and Testing**

- 11.1** All OCDE employees are required to complete a daily wellness self-assessment prior to making a decision about coming to work.
- 11.2** Depending upon the work site, certain employees may be required to engage in on-site active screening procedures consistent with the host site adopted procedures.
- 11.3** COVID-19 testing is provided to employees, regardless of whether or not they have had COVID-19 symptoms or exposure, on a regular basis. When there is an immediate need for testing as prompted by symptoms or exposure, a member of the COVID-19 Response Team provides support and/or coordination.

## **12. Ventilation Systems**

- 12.1** OCDE shall maximize, to the extent feasible, the quantity of outside air for buildings with mechanical or natural ventilation systems.
- 12.2** Employees may keep doors and windows open to the extent feasible and in accordance with security and facilities protocols. Employees should seek guidance from their supervisor and/or a COVID-19 Response Team member regarding keeping doors or windows open at a specific site. Some site circumstances or air quality conditions may require the need to keep doors closed or otherwise minimize input of outside air.
- 12.3** Ventilation systems receive regular maintenance to ensure cleanliness and functionality.

**12.4** Assessments are conducted to ensure filtration efficiency is at the highest level feasible and compatible with existing ventilation systems.

**12.5** Filters for ventilation systems are checked and replaced regularly to ensure cleanliness.

**12.6** Mechanical ventilation systems compatible with HEPA receive regular maintenance to ensure cleanliness and functionality.

12.6.1 In the event of a COVID-19 outbreak, MERV 13 level HEPA filters will be installed in the area of the outbreak, as practicable, and if compatible with the ventilation system. If not compatible, the highest level feasible will be used.

### **13. Sanitizing and Disinfecting Practices**

**13.1** OCDE has established enhanced routine schedules to clean and disinfect common surfaces and objects in the workplace.

**13.2** Certain employees, such as Facilities and Operations staff, shall receive specialized training and be required to disinfect common surfaces and objects in the workplace on a regular basis.

**13.3** All staff expected to disinfect areas compromised by exposure to individuals diagnosed with COVID-19 shall receive specialized training and PPE as needed, and shall wait 24 hours before disinfecting the areas affected when feasible.

**13.4** Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools shall not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses.

**13.5** All staff shall be trained and required to sanitize shared spaces or items after each use including but not limited to copiers, refrigerators, microwaves, water coolers, vending machines, breakrooms, etc.

**13.6** Sanitizing supplies and appropriate PPE such as gloves shall be made available in all communal areas and near all shared spaces or items.

**13.7** Sharing of vehicles shall be minimized to the extent feasible, and high-touch points such as the steering wheel, door handles, seatbelt buckles, armrests, and shifter, shall be disinfected between users.

**13.8** Restroom facilities shall be checked regularly to ensure they are cleaned and sanitized.

**13.9** Designated staff shall be assigned to check restrooms, open doors and windows, re-stock paper supplies, and clean and sanitize as necessary.

**13.10** Assigned staff will ensure that handwashing areas have sufficient soap and paper supplies and that the area is cleaned and sanitized at least twice daily.

#### **14. COVID-19 Cases**

**14.1** All employees shall conduct a daily wellness self-assessment and immediately report to their supervisor or Human Resources if they have symptoms of COVID-19, have been diagnosed with COVID-19, or have recently had close contact with someone with a COVID-19 diagnosis.

**14.2** If an employee is at work and experiences symptoms that may be attributed to COVID-19 and are not due to a known or chronic condition, the employee shall immediately notify their supervisor, return home, consult a healthcare professional, and contact the Human Resources COVID-19 Response Team.

**14.3** Supervisors shall inform employees they must go home or to a healthcare facility as needed if they are visibly exhibiting symptoms consistent with COVID-19 and not due to a known or chronic condition.

**14.4** The Human Resources team provides employees with appropriate resources on COVID-19, which are not to serve as a replacement for the advice of a healthcare professional.

**14.5** Employees with a confirmed positive case of COVID-19 shall be excluded from the workplace until isolation and return-to-work requirements consistent with current state and local public health guidelines have been met. The HR COVID-19 Response Team stays abreast of current guidelines and receives appropriate training to conduct worksite investigation and contact tracing.

**14.6** Return to work criteria follows appropriate public health guidance. When employees are out of the worksite due to a positive COVID-19 case and isolation period, the HR COVID-19 Response Team works with the employees to identify an appropriate return-to-work date.

14.6.1 Employees with confirmed positive cases of COVID-19 who are symptomatic will not return until at least:

14.6.1.1 10 days have passed since the date of the onset of symptoms;

14.6.1.2 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medication; and

14.6.1.3 COVID-19 symptoms have improved.

14.6.2 Employees with a confirmed positive case of COVID-19 who are asymptomatic will not return until at least:

14.6.2.1 A minimum of 10 days has passed since the date of the specimen collection of their first positive COVID-19 test.

- 14.7** Employees who must quarantine due to close contact with a confirmed positive case of COVID-19 may not return to the workplace until the appropriate quarantine period has ended. Employees may use available leave for required quarantine periods due to COVID-19 exposure. Verification may be required.
- 14.8** Employees excluded from the workplace due to exposure as a close contact with someone with a confirmed positive case of COVID-19 that has been determined as work-related shall maintain earnings, seniority, and all other employee rights and benefits for the duration of the required quarantine where permitted by law and when not covered by workers' compensation.
- 14.9** Employees excluded from the workplace due to potential workplace exposure are contacted directly by a member of the HR COVID Response Team. Employees are provided information about exposure, quarantine, symptoms, free testing during the work day, and any relevant leaves or other benefits available to them.
- 14.10** Employees who were present at work during the time that a positive case was in the same work area/building during the infectious period of the positive case or within the relevant exposure period of a positive case receive a site notification of the positive case, which includes the date the positive case was last on site.
- 14.11** Positive COVID-19 cases are reported to OCHCA along with any identified close contacts from work. Human Resources will provide all information required for public health reporting, which includes identifying and contact information, and may include information about the employee's general activities at work. OCHCA may reach out to ask additional questions about the case and OCDE cooperates in the OCHCA public health investigation.
- 14.12** Appropriate cleaning based on the timing and other guidance outlined in the CDC guidelines occurs before employees return to a work area that has been exposed to a confirmed positive case of COVID-19.

**15. Outbreaks**

- 15.1** In the event three or more cases of COVID-19 are identified in a workplace environment within a 14-day period, additional precautions shall be taken.
- 15.2** Within 48 hours of knowledge of three or more cases of COVID-19 in a single work environment, OCDE shall contact OCHCA for guidance on maintaining operations and preventing the further spread of COVID-19.
- 15.3** OCDE reports all positive cases to OCHCA and in reporting an outbreak per this

section shall provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation (if an employee), workplace location, any hospitalization and/or fatality status, and any other information requested by OCHCA.

- 15.4** Close contacts identified through the tracing process shall follow the same quarantine guidance and process as all other employees exposed as close contacts through the workplace, in addition to the outbreak-specific guidance detailed in this section.
- 15.5** OCDE shall provide COVID-19 testing free of charge during the work day to all employees in the exposed workplace except for employees who were not present during the period of an outbreak or within the relevant period from the last known date of exposure to a confirmed positive COVID-19 case. All employees identified as having been in the exposed workplace during the infectious period shall be tested as soon as possible and then tested again one week later unless the employee's quarantine or own isolation period prevents subsequent testing from occurring on schedule, in which case they shall resume testing at the next testing date possible.
- 15.6** After the first two COVID-19 tests, OCDE will continue to provide COVID-19 testing of employees who remain at the site of the outbreak 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 the identified work area for a 14-day period. OCDE will provide additional testing as deemed necessary by Cal/OSHA.
- 15.7** OCDE shall immediately investigate and conduct a hazard assessment and shall determine any possible workplace-related factors that contributed to the COVID-19 outbreak. These factors could include but are not limited to any policies discouraging safe behaviors, testing procedures, enforcement of protocols, facilities issues, or any other concerns identified.
- 15.8** OCDE shall review potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. The review shall be updated every thirty days that the outbreak continues, in response to new information received or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
- 15.9** The investigation and review may result in the implementation of changes which could include solutions such as effective remote work options, outdoor work, improving air filtration, increasing physical distancing, additional respiratory protection, or other identified applicable controls.

## **16. Major Outbreaks**

- 16.1** In the event twenty or more cases of COVID-19 are identified in a workplace environment within a 30-day period, additional precautions shall be taken as outlined in this section.
- 16.2** OCDE shall provide twice weekly COVID-19 testing to all employees in the exposed workplace during work hours, except for employees who were not present during the period of a major outbreak as identified by the local health department or within the relevant 30-day period from the last known date of exposure to a confirmed positive COVID-19 case.
- 16.3** Close contacts identified through the tracing process shall follow the same quarantine guidance and process as all other employees exposed as close contacts through the workplace, in addition to the guidance detailed in this section.
- 16.4** The investigation and review, consistent with the procedures outlined in the case of an outbreak, shall result in the implementation of any identified needed changes to reduce the transmission of COVID-19.
- 16.5** In addition to identified hazard correction to reduce transmission of COVID-19, OCDE will take the following action:
  - 16.5.1** MERV 13 level HEPA filters will be installed in the building of the outbreak, as practicable, and if compatible with the ventilation system. If not compatible, the highest level feasible will be used.
  - 16.5.2** OCDE will evaluate whether or not portable or mounted HEPA filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
  - 16.5.3** Evaluate and 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.
- 16.6** In collaboration with OCHCA, OCDE will evaluate whether to halt some or all operations at the workplace until any COVID-19 hazards are corrected.
- 16.7** Implement any other control measures deemed necessary by Cal/OSHA.

## **17. Communication & Collaboration**

- 17.1** Employees receive training on prevention protocols, which includes how to report COVID related absences, incidents, and concerns, as well as options for connecting with identified contacts. Employees also receive information and training regarding protection from retaliation for reporting concerns.

- 17.2** Employees are to follow COVID-19 prevention protocols and report COVID-19 symptoms and possible hazards, without fear of reprisal, to the employee's supervisor, Cabinet Representative, designated Safety and Preparedness Manager, COVID-19 Response Team member, Risk Management, or Human Resources.
  - 17.3** Employees and authorized employee representatives are encouraged to participate in the identification and evaluation of potential COVID-19 hazards by maintaining ongoing reciprocal verbal and written communication with administration. Both authorized employee associations meet with members of the Human Resources team regularly and these meetings provide an additional open forum for discussing employee concerns relayed to the associations.
  - 17.4** Employees communicating medical or other conditions that put them at increased risk of severe COVID-19 illness and requiring potential accommodation shall have an interactive process meeting with the employee's supervisor and/or human resources management or designee.
  - 17.5** Employees are frequently informed about COVID-19 testing and regularly provided with COVID-19 prevention resources.
  - 17.6** In the event of a positive case at the school or work site, OCDE notifies staff, students, and families of the positive case according to identified relevant timelines, factoring in the date the case was last on-site. Impacted staff and students are notified within one business day of the COVID-19 Response Team's knowledge of the positive case. In the communication, employees are reminded of leaves and benefits that may be available to them if they were exposed to the virus at work.
  - 17.7** In the event OCDE provides increased testing because of an outbreak, the testing plan and reason for the testing shall be communicated to impacted staff.
  - 17.8** Training and information is provided about COVID-19 hazards that employees may be exposed to and what is being done to control those hazards, including policies and procedures.
- 18. Reporting, Recordkeeping, and Access**
- 18.1** OCDE documents and maintains a variety of information required by state and local public health departments and in order to ensure compliance with health and safety measures.
  - 18.2** OCDE reports information about COVID-19 cases at the workplace to OCHCA and provides any related information requested.
  - 18.3** OCDE shall report immediately to Cal/OSHA, any COVID-19 related serious

illnesses or death, as defined under CCR Title 8 section 330(h), of any employee occurring in the workplace or in connection with any employment.

- 18.4** OCDE shall maintain records of the steps taken to implement the written COVID-19 Prevention Program (CPP) in accordance with CCR Title 8 section 3202(b).
- 18.5** This written CPP is also included as part of the ODCE COVID-19 School Safety Plans and is available to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- 18.6** OCDE tracks and keeps record of 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.

APPENDIX A

**SITE ASSESSMENT & IDENTIFICATION OF COVID-19 HAZARDS**



*This form may be used as a guide to assess potential COVID-19 hazards at the work site. All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to all **areas** and fixed locations at the site where people may congregate or come in contact with one another. Evaluation will include all potential exposure, including specific **interactions** such as deliveries and **activities**, such as daily instruction, breaks, arrival, and departure.*

**DATE:** \_\_\_\_\_ **REVIEWER NAME & TITLE:** \_\_\_\_\_

**SITE NAME & ADDRESS:** \_\_\_\_\_

**ADDITIONAL PARTICIPANTS:** \_\_\_\_\_

**AREA, INTERACTION, OR ACTIVITY:** \_\_\_\_\_

Individuals Potentially Impacted	Existing COVID-19 Prevention Controls	Additional Controls Recommended

**AREA, INTERACTION, OR ACTIVITY:** \_\_\_\_\_

Individuals Potentially Impacted	Existing COVID-19 Prevention Controls	Additional Controls Recommended

**AREA, INTERACTION, OR ACTIVITY:** \_\_\_\_\_

Individuals Potentially Impacted	Existing COVID-19 Prevention Controls	Additional Controls Recommended

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

# SITE ASSESSMENT & IDENTIFICATION OF COVID-19 HAZARDS



**AREA, INTERACTION, OR ACTIVITY:**

Individuals Potentially Impacted	Existing COVID-19 Prevention Controls	Additional Controls Recommended

**AREA, INTERACTION, OR ACTIVITY:**

Individuals Potentially Impacted	Existing COVID-19 Prevention Controls	Additional Controls Recommended

**AREA, INTERACTION, OR ACTIVITY:**

Individuals Potentially Impacted	Existing COVID-19 Prevention Controls	Additional Controls Recommended

**AREA, INTERACTION, OR ACTIVITY:**

Individuals Potentially Impacted	Existing COVID-19 Prevention Controls	Additional Controls Recommended

**NOTES:**



**SITE INSPECTION & REVIEW OF COVID-19 CONTROLS**

*This form may be used as a guide for periodic or incident-prompted assessment of the use and effectiveness of COVID-19 protocols and controls at the work site, including the identification of any hazards and a plan for correction.*

**DATE:** \_\_\_\_\_ **REVIEWER NAME & TITLE:** \_\_\_\_\_

**SITE NAME & ADDRESS:** \_\_\_\_\_

**SITE COVID-19 RESPONSE CONTACT(S):** \_\_\_\_\_

<b><u>Engineering Controls</u></b>	<b><u>Comments</u></b>	<b><u>Next Steps</u></b>
<input type="checkbox"/> Barriers/partitions/plexiglass <input type="checkbox"/> Ventilation <input type="checkbox"/> Additional room air filtration <input type="checkbox"/> Isolation area Other:		
<b><u>Administrative Controls</u></b>	<b><u>Comments</u></b>	<b><u>Next Steps</u></b>
<input type="checkbox"/> Physical distancing <input type="checkbox"/> Surface cleaning and disinfection <input type="checkbox"/> Hand washing facilities <input type="checkbox"/> Disinfectant and hand sanitizer use Other:		
<b><u>Personal Protective Equipment</u></b>	<b><u>Comments</u></b>	<b><u>Next Steps</u></b>
<input type="checkbox"/> Face masks worn; not shared <input type="checkbox"/> Disposable face masks available <input type="checkbox"/> Gloves available <input type="checkbox"/> Face shields, goggles, w/cloth as appropriate <input type="checkbox"/> Respiratory protection if needed <input type="checkbox"/> N95 masks for specialized healthcare procedures <input type="checkbox"/> Gowns or aprons if needed Other		

**Notes:**

**Correction Follow-Up (please initial):**



**COVID-19 SAFETY PLAN - SITE SUPPLEMENT FORM**

*This form is to document campus and site specific COVID-19 protocols to be understood and followed in addition to the COVID-19 Safety Plans.*

**DATE:** \_\_\_\_\_ **REVIEWER NAME & TITLE:** \_\_\_\_\_

**SITE NAME & ADDRESS:** \_\_\_\_\_

**ADMINISTRATIVE AREA/SITE COVID-19 RESPONSE CONTACT(S)**

Name, Title, Phone #

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**SITE-SPECIFIC SCREENING PROCEDURES**

Describe procedure and people involved: \_\_\_\_\_

\_\_\_\_\_

**SITE ISOLATION AREA**

Location: \_\_\_\_\_ Supervised By: \_\_\_\_\_

**PARTNER AGENCY/HOST DISTRICT PROTOCOLS**

\_\_\_\_\_

\_\_\_\_\_

**ADDITIONAL SITE-SPECIFIC PROCEDURES**

\_\_\_\_\_

\_\_\_\_\_