Model COVID-19 Prevention Program

THIS IS A GUIDE AND SHOULD BE EDITED TO FIT YOUR LOCATIONS NEEDS.THE ATTACHED IS ONLY TO BE USED AS A GUIDE/EXAMPLE AND SHOULD BE EDITED (AS NEEDED) TO FIT YOUR SITE/LOCATION SPECIFIC NEEDS.

**[Red type is intended to guide you in completing your CPP. Remove red type when completing CPP.]**

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# COVID-19 Prevention Program (CPP) for

# [Name of Company, or name of the workplace if it’s for a fixed location.]

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

**Date:** **[type date of last review]**

## Authority and Responsibility

**[Enter name or job title of the person(s)]** 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 **[by using; checklist etc. (add a copy to CPP)]**.
* 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 **[by using; checklist inspection a copy of form should be added to your CPP]** 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.
* **[Enter other identification and evaluation measures you take in your workplace].**

### Employee participation

Employees and their authorized employees’ representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: **[Describe how employees and their representatives, if any, may participate in COVID-19 hazard identification and evaluation.]**

* **Reporting concerns to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Reporting concerns through** [**COVID-19 Related Concerns**](https://rivcounty.sharepoint.com/sites/COVID-19OSHAReporting/Lists/COVID19HazardReporting/NewForm.aspx?Source=https%3A%2F%2Frivcounty%2Esharepoint%2Ecom%2Fsites%2FCOVID%5FOSHACompliance&RootFolder=%2Fsites%2FCOVID%2D19OSHAReporting%2FLists%2FCOVID19HazardReporting)

### Employee screening

We screen our employees by: **[describe how this will be accomplished – i.e., directly screen employees when they come to work, or having them self-screen according to CDPH guidelines. Ensure that face coverings are used during screening by both screeners and employees and, if temperatures are measured, that non-contact thermometers are used.]**

## Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be **[Inspection checklist]** form, and corrected in a timely manner based on the severity of the hazards, as follows:

**[Describe how the following will be accomplished:**

**The severity of the hazard will be assessed and correction time frames assigned, accordingly.**

**Individuals are identified as being responsible for timely correction.**

**Follow-up measures are taken to ensure timely correction.]**

## Control of COVID-19 Hazards

### Physical Distancing

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

**[Describe your specific workplace methods, which can include:**

* + - **Eliminating the need for workers to be in the workplace – e.g., telecommuting work or other remote work arrangements.**
		- **Reducing the number of persons in an area at one time, including visitors.**
		- **Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.**
		- **Staggered arrival, departure, work, and break times.**
		- **Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.**
		- **Reference section** [**3205**](https://www.dir.ca.gov/title8/3205.html)**(c)(6) for details]**

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. **[describe how face coverings will be provided, replaced, and cleaned, as needed, as well as what your policies are should your employees encounter non-employees that are not wearing face coverings].**

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. (delete if not applicable)]**
* 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. (delete if not applicable)]**

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 implement the following measures for situations where we cannot maintain at least six feet between individuals: **[enter your site-specific measures, which can include installing solid partitions.]**

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

**[describe how this will be accomplished, taking into consideration:**

* **Circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke.**
* **How the ventilation system will be properly maintained and adjusted, whether you own and operate the building, or not.**
* **Whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.]**

### Cleaning and disinfecting

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

**[describe your workplace-specific measures, including:**

* **Ensuring adequate supplies and adequate time for it to be done properly.**
* **Informing the employees and authorized employee representatives of the frequency and scope of cleaning and disinfection.**
* **Cleaning**
	+ **Wear disposable gloves to clean and disinfect.**
	+ **Clean surfaces using soap and water, then use disinfectant.**
	+ **Cleaning with soap and water reduces number of germs, dirt and impurities on the**
	+ **surface. Disinfecting kills germs on surfaces.**
	+ **Practice routine cleaning of frequently touched surfaces.**
	+ **More frequent cleaning and disinfection may be required based on level of use.**
	+ **Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.**
	+ **High touch surfaces include:**
	+ **Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.**
* **Disinfect**
	+ **Disinfect with a household disinfectant on List N: Disinfectants for use against SARs-CoV-2external icon, the virus that causes COVID 19.**
	+ **Follow the instructions on the label to ensure safe and effective use of the product.**
	+ **Many products recommend:**
	+ **Keeping surface wet for a period of time (see product label).**
	+ **Precautions such as wearing gloves and making sure you have good ventilation during use of the product.]**
* **Vehicles**
	+ **Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users. At a minimum, clean and disinfect commonly touched surfaces in the vehicle at the beginning and end of each shift and between transporting passengers who are visibly sick. Ensure that cleaning and disinfection procedures are followed consistently and correctly, including the provision of adequate ventilation when chemicals are in use. Doors and windows should remain open when cleaning the vehicle. When cleaning and disinfecting, individuals should wear disposable gloves compatible with the products being used as well as any other PPE required according to the product manufacturer’s instructions. Use of a disposable gown is also recommended, if available.**
		- **For hard non-porous surfaces within the interior of the vehicle such as hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles, clean with detergent or soap and water if the surfaces are visibly dirty, prior to disinfectant application.**
		- **For soft or porous surfaces such as fabric seats, remove any visible contamination, if present, and clean with appropriate cleaners indicated for use on these surfaces.**
		- **For frequently touched electronic surfaces, such as tablets or touch screens used in the vehicle, remove visible dirt, then disinfect following the manufacturer’s instructions for all cleaning and disinfection products. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect.**
		- **Gloves and any other disposable PPE used for cleaning and disinfecting the vehicle should be removed and disposed of after cleaning; wash hands immediately after removal of gloves and PPE with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available. If a disposable gown was not worn, work uniforms/clothes worn during cleaning and disinfecting should be laundered afterwards using the warmest appropriate water setting and dry items completely. Wash hands after handling laundry.**

Should we have a COVID-19 case in our workplace, we will implement the following procedures: **[describe how the cleaning and disinfection will be done of areas, materials, and equipment used by a COVID-19 case during the high-risk exposure period. Address whether an outside service will be used or how the employees you use are properly equipped and trained.]**

### Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by **[describe how this will be done in your workplace, such as use of a cleaning/sanitizing crew or providing the employees with the materials and training to do it themselves].**

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users. **[Delete if not applicable to your workplace.]**

### Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

**[describe your site-specific procedures, including:**

* **Evaluating handwashing facilities.**
* **Determining the need for additional facilities.**
* **Encouraging and allowing time for employee handwashing.**
* **Providing employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).**
* **Encouraging employees to wash their hands for at least 20 seconds each time.]**

### Personal protective equipment (PPE) used to control employees’ exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. **[reference section** [**3205**](https://www.dir.ca.gov/title8/3205.html)**(c)(E) for details on required respirator and eye protection use.]**

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids. [Delete if not applicable to your workplace.]

## 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:

**[indicate how the following will be accomplished:**

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

## System for Communicating

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

* Who employees should report COVID-19 symptoms and possible hazards to, and how **[Describe how this will be accomplished in your workplace].**
* 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 **[determine what options are available for employees to obtain voluntary testing, be it employer provided, available through health plans or local testing centers. The purpose is to give employees the tools to get tested when they have symptoms to reduce the likelihood of bringing the virus to work. This type of voluntary testing does not have to be provided by the employer].**
* 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. **[If you are required to provide testing because of an employee exposure, have a plan for how this will be accomplished at no cost to the employee during working hours, including when the testing is in response to CCR Title 8 section** [**3205.1**](https://www.dir.ca.gov/title8/3205_1.html)**, Multiple COVID-19 Infections and COVID-19 Outbreaks, as well as section** [**3205.2**](https://www.dir.ca.gov/title8/3205_2.html)**, Major COVID-19 Outbreaks. It is recommended that the plan be developed in advance for large or high-risk workplaces.]**
* 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.
* **[Describe other aspects of your system of COVID-19 related communication being implemented in your workplace].**

## 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.
* **[Describe other aspects of your training being implemented in your workplace].**
* **[Describe the method of tracking training (roster etc.)]**

## Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

* Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
* Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
* Continuing and maintaining an employee’s earnings, seniority, and all other employee rights and benefits whenever we’ve demonstrated that the COVID-19 exposure is work related. This will be accomplished by **[describe how your workplace will accomplish this, such as by employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers’ compensation].**
* Providing employees at the time of exclusion with information on available benefits.

## Reporting, Recordkeeping, and Access

It is our policy to:

* Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
* Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
* Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
* Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
* 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.
* **[add any additional measure you are taking.]**

## 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.

**[Type Title of the responsible party or top management representative formally approving the program and have them sign and date]**