

COVID-19 Prevention Program (CPP)

Alexander Valley Union School District

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

Date: 2/2/21

Authority and Responsibility

I, Matt Reno, Superintendent 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:

If an employee identifies a potential COVID-19 hazard on campus, the initial report should be filed through a Covid-19 work order. Once the work order has been received, the Maintenance/Custodial team will work order in a timely manner and complete as

necessary.

Employee Screening

We screen our employees by:

Employee screening includes the following: all employees are required to complete and submit the electronic, Daily Staff Health Screening Form (located on the Google Forms doc or via Scan Code) when they are working on campus; all employees are required to take their temperature, using a free standing temperature scanner or non-contact thermometer as they enter campus; anyone recording a temperature over 100.0 degrees is not allowed on campus. Employees have been advised to stay home if they feel sick. Employees are required to wear face coverings when on campus whether indoors or outdoors.

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:

Once reported and identified as a hazard, the severity of the hazard will be assessed based on an inspection and a correction time frame will be assigned accordingly. Based on the inspection, if a COVID 19 hazard is positively identified, individuals will be assigned to ensure proper measures and procedures are followed to alleviate the hazard. Follow up to the timely correction will be communicated.

Controls of COVID-19 Hazards

Physical Distancing

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

Providing opportunities for telework and remote work arrangements; reducing the number of people in one area at one time; allowing only 1 visitor (or family) maximum at a time in our offices; meetings are held virtually; visual cues using signage and floor markings indicating where people should stand and the direction in which they should move have been created; staggered work arrival/departure and break times; mapped out 6 ft. distancing in classrooms using desk separations in preparation for students eventual return to In Person Learning mode; installed plexiglass partitions in our school office and student restrooms; require face covering for all persons on campus both inside and outside; in the process of installing secure methods via drop off window located near the school office for mail or parent communications; provided face covering upon request and face shields for our special education staff. Additionally, in preparation of students return to In Person Learning, scheduling is currently being developed to stagger student arrivals/departures/breaks.

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

Face Coverings

If needed, 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.

Though most employees use their own face coverings, it is a district requirement that anyone on campus wear face covering while on campus, whether inside or outside. Clean, unused face coverings are provided as needed.

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 or based on tier.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

In common areas where 6 foot distancing is not possible, we provide Hathaspace Smart True Hepa Air Purifier with Medical Grade medical grade H13 HEPA Filter, which runs 24 hours/day. Each classroom is also provided one of these air purification units. Anyone on campus is required to wear face covering whether inside or outside.

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

Opening windows or adding additional fresh air through the HVAC air exchanger.

Cleaning and disinfecting

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

All common areas are cleaned at least twice a day by custodial team (ie: bathrooms, offices, break rooms) using CDC approved disinfection protocols. The district ensures adequate supplies are maintained and that adequate time for cleaning/disinfecting is provided for the work to be done properly. Employees and authorized employee representatives are informed of the frequency of the scope of cleaning and disinfection and may access CDC Cleaning and Disinfecting Protocols included in this document.

If the district receives notification of a positive COVID 19 case in the workplace, we would first identify the areas that the

person who has received a positive test result visited. Then, following CDC Cleaning and Disinfecting Protocols, all areas used by the person that was sick would be closed off, engineering controls would be implemented to increase air circulation and ventilation, and cleaning protocols would be implemented as noted in the CDC Cleaning and Disinfecting Protocols included in this document.

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:

Where there must be shared use by more than one user, item is wiped down at least once a day on a consistent basis by the employee.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

Handwashing facilities have been evaluated. Hand sanitizer stations have been established throughout the district. Signage has been posted throughout the district reminding employees and non employees of hand washing protocols. Employees and non employees are provided effective hand sanitizer that does not contain methanol.

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(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.

All of the above measures are followed within our district. Any violation of PPE protocol should be reported to the site administrator.

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:

If the district is notified of a positive COVID 19 case in the workplace, the district would first determine when the person with a positive COVID 19 test was last in the workplace; and if possible, the date of testing and onset of symptoms. Contract tracing would then be implemented in determining which employees may have been exposed to COVID 19. Employees who may have been exposed would be notified within one business day as well as any other employer who may have potentially exposed employees in the workplace. Testing information would be provided to potentially exposed employees at no cost to the employee and said employees would be allowed to be tested during normal working hours. A workplace investigation would then be conducted to determine whether or not workplace conditions contributed to the risk of exposure and what corrections would reduce the exposure.

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:

1. If an employee feels sick, they should stay home. Questions regarding symptoms should be addressed with the employee's primary care physician.
2. Employees should immediately contact the office or Superintendent/Principal, by phone, to report any COVID-19 symptoms or possible hazards without fear of reprisal.
3. Employees receiving a positive COVID 19 test, or notification of exposure to someone with a positive COVID-19 diagnosis, should report the information immediately, by phone, to the office or Superintendent/Principal without fear of reprisal. Following notification, the District Nurse will take the lead in coordination with Superintendent/Principal and the County if required.
3. Employees with medical conditions or other conditions that put them at an increased risk of severe COVID-19 illness may contact the Superintendent/Principal, to schedule a virtual or phone appointment to discuss options.

- Where testing is not required, how employees can access COVID-19 testing:

SoCo.org provides a list of testing locations throughout the County on their website. Additionally, employees may contact their own physician and/or medical provider to be tested. Testing will be provided for an employee potentially exposed to COVID-19 in the workplace, at no cost to the employee and the time the employee spends being tested, during normal work hours, is considered compensable hours worked.

- 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.

The District requires all employees to complete the COVID IIPP Addendum Training and Video (RESIG), which addresses all aforementioned topics, electronically through Target Solutions. All current and new employees are required to complete the training. Tracking of training completion is maintained at the District Office.

Since the training in the AMUSD will be taken electronically through Target Solutions, Appendix D; Training Roster would not be used as all training completions are recorded electronically.

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 based on the most current Sonoma County guidelines regarding COVID-19 exposure.
- 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

Employer-provided employee sick leave benefits, payments from public sources and 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.
- 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, AVUSD will follow the most recent Sonoma County Public Health guidelines.
- 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.

Matt Reno, Superintendent/Principal

Title of Owner or Top Management Representative

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 Employees and Authorized Employee Representative that Participated:

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

Appendix B: COVID-19 Inspections

Date:

Name of Person Conducting the Inspection:

Work Location Evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
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			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Face shields/goggles			
Respiratory protection			

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):	

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:

Name of Person Conducting the Training:

Employee Name

Signature

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - o All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any

- quarantine period required by, or orders issued by, the local health department.
- o After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
- o We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - o Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - o Our COVID-19 testing policies.
 - o Insufficient outdoor air.
 - o Insufficient air filtration.
 - o Lack of physical distancing.
- Updating the review:
 - o Every thirty days that the outbreak continues.
 - o In response to new information or to new or previously unrecognized COVID-19 hazards.
 - o When otherwise necessary.
- o • Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - o Moving indoor tasks outdoors or having them performed remotely.
 - o Increasing outdoor air supply when work is done indoors.
 - o Improving air filtration.
 - o Increasing physical distancing as much as possible.
 - o 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.

- **Additional Consideration #2**

Major COVID-19 Outbreaks

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 twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our 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 **Correction of COVID-19 Hazards**, 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**.

Additional Consideration #3

COVID-19 Prevention in Employer-Provided Housing

Assignment of housing units

We will ensure that shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

Physical distancing and controls

We will ensure:

- The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.
- Beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers' heads. For beds positioned next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e., end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- Maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

Face coverings

We will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

Cleaning and disinfection

We will ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

Screening

We will encourage residents to report COVID-19 symptoms to:

COVID-19 testing

We will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

Isolation of COVID-19 cases and persons with COVID-19 exposure

We will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases, and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

- End isolation in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any applicable local or state health officer orders.
- **Additional Consideration #4**

COVID-19 Prevention in Employer-Provided Transportation to and from Work

Assignment of transportation

We will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

Physical distancing and face coverings

We will ensure that the:

- Physical distancing and face covering requirements of our CPP **Physical Distancing and Face Coverings** are followed for employees waiting for transportation .
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

Screening

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and disinfecting

We will ensure that:

- All high-contact surfaces {door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

Ventilation

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand hygiene

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

COVID-19

Cleaning and Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

Updated Jan. 5, 2021

[MENU >](#)

How to clean and disinfect

1. Develop Your Plan

DETERMINE WHAT NEEDS TO BE CLEANED.

Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.

DETERMINE HOW AREAS WILL BE DISINFECTED.

Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.

CONSIDER THE RESOURCES AND EQUIPMENT NEEDED.

Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants

2. Implement

CLEAN VISIBLY DIRTY SURFACES WITH SOAP AND WATER prior to

disinfection. USE THE APPROPRIATE CLEANING OR DISINFECTANT

PRODUCT.

Use an Environmental Protection Agency (EPA)-approved disinfectant against COVID-19 and read the label to make sure it meets your needs.

ALWAYS FOLLOW THE DIRECTIONS ON THE LABEL.

The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

3. Maintain and Revise

CONTINUE ROUTINE CLEANING AND DISINFECTION.

Continue or revise your plan based on appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.

Clean

MAINTAIN SAFE PRACTICES such as frequent handwashing, wearing masks, and staying home if you are sick.

CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE.

Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects.

- **Wear disposable gloves** to clean and disinfect and discard after use or use reusable gloves that are dedicated only for cleaning and disinfecting. Always [wash hands](#) after removing gloves.

1/11/2021 Cleaning and Disinfecting Your Facility | CDC

- Cleaning with soap and water reduces the number of germs, dirt, and impurities on the surface. Disinfecting kills any remaining germs on surfaces, which further reduces any risk of spreading infection.
 - Practice routine cleaning and disinfection 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, point of sale keypads, pens, counters, vending machines, and ATMs should be cleaned and disinfected before each use or as much as possible.
 - **Other high touch surfaces include:** Tables, doorknobs, lightswitches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks.



Disinfect

- **Disinfect with a disinfectant on EPA List N: Disinfectants for Coronavirus (COVID-19)** . Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:
 - Keeping surface wet with disinfectant for a period of time (see product label).
 - Precautions such as wearing gloves and making sure you have good [ventilation](#) while using the product.

Use chemical disinfectants safely! Always read and follow the directions on the label of cleaning and disinfection products to ensure safe and effective use.

- Wear gloves and consider glasses or goggles for potential splash hazards to eyes
- Ensure adequate ventilation (for example, open windows)
- Use only the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets
- Do not mix products or chemicals
- Do not eat, drink, breathe, or inject cleaning and disinfection products into your body or apply directly to your skin as they can cause serious harm
- Do not wipe or bathe pets with any cleaning and disinfection products.

See [EPA's Six Steps for Safe and Effective Disinfectant Use](#) .

Special considerations should be made for people with asthma. Some cleaning and disinfection products can trigger asthma. Learn more about reducing your chance of an asthma attack while disinfecting to prevent COVID-19.

- If products on [EPA List N: Disinfectants for Coronavirus \(COVID-19\)](#) are not available, bleach solutions can be used if appropriate for the surface and will be effective against coronaviruses when properly diluted.
 - Most household bleach contains 5%-9% sodium hypochlorite. Do not use a bleach product if the percentage is not in this range or is not specified, such as some types of laundry bleach or splash-less bleach as these are not appropriate for disinfection.
 - Follow the directions on the bleach bottle for preparing a diluted bleach solution. If your bottle does not have directions, you can make a bleach solution for disinfecting by mixing:

- 5 tablespoons (1/3 cup) of bleach per gallon of room temperature water OR
 - 4 teaspoons of bleach per quart of room temperature water
- Follow the manufacturer's application instructions for the surface. If instructions are not available, leave the diluted bleach solution on the surface for at least 1 minute before removing or wiping. This is known as the "contact time" for disinfection. The surface should remain visibly wet during the contact time.

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Never mix household bleach (or any disinfectants) with any other cleaners or disinfectants. This can cause vapors that may be very dangerous to breathe in.

- Make a new diluted bleach solution daily. Bleach solutions will not be as effective after being mixed with water for over 24 hours.

Soft (porous) surfaces

For soft (porous) surfaces such as carpet rugs, and drapes

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- Disinfect with a household disinfectant on [EPA List N: Disinfectants for Coronavirus \(COVID-19\)](#) approved for use on porous surfaces
- [Vacuum as usual.](#)

Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines

- Consider putting a **wipeable cover** on electronics, which make cleaning and disinfecting easier.
- **Follow manufacturer's instructions and recommendations** for cleaning the electronic item.
- For electronic surfaces that can be cleaned or disinfected, use a product on [EPA List N: Disinfectants for Coronavirus \(COVID-19\)](#). Many of the products for electronics contain alcohol because it dries quickly.

Laundry

For clothing, towels, linens and other items that go in the laundry:

- To minimize the possibility of dispersing the virus through the air, do not shake dirty laundry.
- **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- Launder items according to the manufacturer's instructions. If possible, use the warmest appropriate **water setting** and dry items completely.
- Dirty laundry from a person who is sick can be washed with other people's items.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- **Wash hands** after handling dirty laundry.

Cleaning and disinfecting your building or facility when someone is sick or has a COVID-19 diagnosis

- **Close off areas** used by the person who is sick.
- **Open outside doors and windows** and use fans or other [engineering controls](#) to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.

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- Clean and disinfect the immediate workspace used by the person who is sick or diagnosed with COVID-19, such as the surfaces in their office or cubicle. If common areas such as bathrooms or shared items have already been routinely cleaned and disinfected, there is no need for additional action.
- [Vacuum the space if needed](#). Use a vacuum equipped with high-efficiency particulate air (HEPA) filter and bags, if available.
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Wear disposable gloves to clean and disinfect. For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label. After cleaning, disinfect with an appropriate disinfectant on [EPA List N: Disinfectants for Coronavirus \(COVID-19\)](#) 13. Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials on List N. Follow the disinfectant manufacturer's safety instructions (such as wearing gloves and ensuring adequate [ventilation](#)), for concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces .
 - While vacuuming, temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
 - Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
- Once area has been **appropriately disinfected**, it **can be opened for use**.
 - If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

Cleaning and disinfecting outdoor areas

- Outdoor areas generally only require normal routine cleaning.
- Spraying disinfectants in outdoor areas, such as sidewalks, roads, and groundcover, is not an efficient use of supplies and is not proven to reduce risk of COVID-19.
- High touch surfaces made of plastic or metal, such as grab bars, play structures, and railings should be cleaned routinely. The targeted use of disinfectants can be done effectively, efficiently, and safely on outdoor hard surfaces and objects frequently touched by multiple people; make sure disinfectant has thoroughly dried before allowing children to play.
- Cleaning and disinfection of wooden surfaces (wood play structures, benches, tables) or groundcovers (mulch, sand) is not recommended, as the material is difficult to clean.
- Certain outdoor areas and facilities, such as [bars and restaurants](#), may have additional requirements.

When cleaning

- When cleaning
 - **Regular cleaning staff** can clean and disinfect community spaces.
 - Ensure they are trained on appropriate use of cleaning and disinfection chemicals.
 - Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
 - **Wash your hands often** with soap and water for 20 seconds.
 - Wash your hands immediately after removing gloves and after contact with a person who is sick.

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Follow normal preventive actions while at work and home, including washing hands often for at least 20 seconds and avoiding touching eyes, nose, or mouth with unwashed hands. It is especially important to **wash** hands:

- After blowing one's nose, coughing, or sneezing.
- Before and after touching your eyes, nose, or mouth.
- After using the restroom.
- Before and after entering or leaving a public place.
- Before and after touching your mask.
- After changing a diaper.
- Before eating or preparing food.
- After touching animals or pets.
- After caring for an ill person.

Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water for at least 20 seconds.

- **Always read and follow the directions on the label** to ensure safe and effective use.
- Keep hand sanitizers away from fire or flame
- For children under six years of age, hand sanitizer should be used with adult supervision
- Always store hand sanitizer out of reach of children and pets

See [FDA's Tips for Safe Sanitizer Use \[3\]](#) and [CDC's Hand Sanitizer Use Considerations](#)

Additional considerations for employers

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- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- **Develop policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
 - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication Standard ([29 CFR 1910.1200 \[3\]](#)).
- **Comply with OSHA's standards** on Bloodborne Pathogens ([29 CFR 1910.1030 \[3\]](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132 \[3\]](#)).

Alternative disinfection methods

- CDC only recommends use of the [EPA List N: Disinfectants for Coronavirus \(COVID-19\) \[3\]](#) against the virus that causes COVID-19.
- The efficacies of [alternative disinfection methods \[3\]](#), such as ultrasonic waves, high intensity UV radiation, and LED blue light against the virus that causes COVID-19 are not known. EPA does not routinely review the safety or efficacy of pesticidal devices, such as UV lights, LED lights, or ultrasonic devices.
- CDC does not recommend the use of sanitizing tunnels. Currently, there is no evidence that sanitizing tunnels are effective in reducing the spread of COVID-19. Chemicals used in sanitizing tunnels could cause skin, eye, or respiratory irritation or injury.
- Follow the manufacturer's instructions for fogging, fumigation, and wide-area or electrostatic spraying; and make sure that the product used is intended for this type of application by consulting [EPA List N: Disinfectants for Coronavirus\(COVID-19\) \[3\]](#).

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For facilities that house people overnight

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting the bedroom/bathroom for someone who is sick, review CDC's guidance on [disinfecting your home if someone is sick](#).

More information

[Transport Vehicles Building](#)

[Ventilation](#)

Last Updated Jan. 5, 2021