



COVID-19 Prevention Program (CPP) for Berkeley Unified School District

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

Date: March 18, 2021

Authority and Responsibility

Superintendent Brent Stephens 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.
- Create physical markers to ensure that potential congregation points do not result in decreased social distancing
- Limit entry to school campuses to essential visitors only (such as supply deliveries), and limit entry by parents/guardians.
- Ensure that classrooms are well ventilated through the addition of portable HEPA air filters, upgraded air filters, and operable windows.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by reporting unsafe conditions: All BUSD employees share the responsibility for maintaining a healthy work environment, and compliance with the terms of the district safety agreement will require each employee to exercise individual responsibility. Employees should report any unsafe working condition to their supervisor.

- All employees are required to watch safety videos on COVID risk mitigation.
- Employees are trained on how to report potential safety risks, and school principals and department managers are also trained on their responsibility to address site-based issues.
- Collective bargaining agreements specify that all employees have the right to complain both to the district and to OSHA.
- The district has established an email address (covidconcerns@berkeley.net) to make it easy for employees to report hazards and other concerns.

Employee screening

We screen our employees by mandating a daily health attestation that aligns with CDPH guidelines before they enter a district school or facility using the Frontline Health Portal app. We screen for exposure to a COVID-19 case and for these CDC recognized symptoms:

- Fever of 100° or higher, or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting

- Diarrhea

Additionally, non-contact thermometers are available at all sites to allow real-time screening in the event it becomes necessary.

- Temperature checks, if conducted at the work site, and questionnaires shall be performed in a confidential manner.
- Screening records shall be kept confidential.
- Safety screenings and any necessary medical examinations are strictly limited to COVID and shall not be used to inquire into other medical conditions.

Similar screening methods will also be used for students who return to campus.

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:

The severity of the hazard will be assessed by staff trained to determine critical hazards and hazards of lower impact. Correction time frames will be assigned, based on the level of the hazard. The District has hired a COVID-19 Risk Mitigation Manager who has the responsibility to assess hazards at all facilities. Additionally, administrators will be identified and trained to provide additional site inspections.

- 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:

- Allowing telework and remote work when practicable.
- One-way hallways to the extent possible.
- Sufficient points of access to avoid larger gatherings to the extent practicable.
- Limits on the number of students in classrooms, and limits of the total number of people in other rooms and spaces that can be accommodated while maintaining six feet of distance between individuals or not less than 4 feet after a good faith effort at six feet. In schools, the number of students allowed in a room will reflect the actual size of usable space in the room.
- Dedicated space(s) to safely isolate students who feel ill.
- Limiting the number of people in all campus spaces and district facilities to the number that can be reasonably accommodated while maintaining a minimum of four to six feet of distance between individuals.
- Employees shall not socially congregate in any workspace, including but not

limited to break rooms, common lunch areas, hallways, restrooms and other workspaces. No social activities shall take place in any workspaces in order to protect the health and safety of all and prevent COVID-19 spread. No potlucks or other food sharing will be permitted on campus.

- In-person meetings shall be virtual to the extent possible. In the event that a meeting occurs in person, social distancing and the use of Essential Protective Equipment (EPE) will be required.
- Signage and floor markings will indicate where employees, students, and others should be located or their direction and path of travel.
- Staggered arrival, departure, work, and break times, as practicable.
- Adjusted work processes or procedures, to allow greater distance between employees, as practicable.

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

Face Coverings

Every district facility and campus has a supply of clean, undamaged, disposable face coverings available to employees, students, and anyone else at the workplace. Face coverings are disposable and do not need cleaning. We ensure face coverings are properly worn by employees, students, and others. They are to be worn over the nose and mouth when indoors, and when outdoors including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

Employees who encounter anyone in the workplace who is not wearing an appropriate face covering, are asked to notify their supervisor immediately. If the person who is not wearing a face covering does not fall under any of the exceptions below, adults will be asked to immediately wear a mask properly or leave the workplace and students' parents or caregivers will be notified that the student must be picked up immediately if a student refuses to wear a mask.

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

- When an employee is alone in a room with the door closed.
- While eating and drinking at the workplace, provided employees are at least six feet apart and there is outside air supply to the area, if indoors, air circulation 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 include a face shield with drape or other alternatives to 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.

In addition, employees who work in close proximity to students, such as at the Pre-K level or in Special Education, will be issued face shields to wear in combination with their face covering. Plexiglass guards will be available in some instances where close proximity is a requirement.

Gloves and gowns will also be access to employees who work in these specific circumstances.

Engineering controls

We implement the following measures for work locations that are typically accessed by many people in the course of a standard school day, in addition to maintaining at least six feet between individuals:

- Install plexiglass barriers in common areas such as school offices, reception areas, cafeteria line-up areas, and in other areas as practicable
- Require face coverings

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

- Windows may be opened when practicable.
- All classrooms, offices, and common areas have Merv-13 filtration where applicable, and Merv-17 HEPA air filtration units.
- Additionally, we are in the process of installing Needlepoint BiPolar Ionization units in all HVAC systems that serve classrooms and offices. These systems have a 99.4% effective rate to combat against COVID-19.
- Filter upgrade work for poor air quality index levels has been completed on existing HVAC systems.
- If an Air Quality Index (AQI) that is considered “unhealthy” (above 150) prevents windows from being opened, in-person learning will be cancelled.
- In circumstances where the amount of outside air needs to be minimized due to other hazards, the HVAC upgrades that the District is currently implementing will eliminate the need to draw in outside air.
- In addition to the BiPolar Ionization, we are also in the process of installing an Indoor Air Quality Monitoring System. This system will monitor the air quality in every classroom and office in the District. We will know if the VOCs are high and this will allow us to close off any outdoor air intake. This action will improve filtration efficiency. Additionally, this monitoring system will monitor temperature and humidity. These are key indicators to ensure that the BiPolar Ionization systems are working properly.
- All HVAC systems across the District that can accommodate MERV-13 have been upgraded.
- The district has also purchased a number of outdoor shade structures so that, when available on a campus, teachers may intermittently take their classes out for instruction.

Cleaning and disinfecting

The BUSD custodial staff has been trained on facilities cleaning protocols consistent with guidelines established by the CDC. Classrooms, restrooms and all workspaces will be cleaned daily including sanitizing high-touch surfaces. The District will use cleaning and disinfecting products on the Environmental Protection Agency List "N". Schools will also be routinely "deep cleaned" to provide for a high level of cleanliness. In the event of a case of COVID-19 in a cohort, the classroom and other rooms used by the cohort will receive a thorough cleaning and disinfection detailed below. School busses will be cleaned twice daily, once after the morning run and again after the afternoon run.

HIGH-TOUCH SURFACES CLEANED DAILY

- Telephones/Computers/Electronics
- Pencil Sharpener/Metal Surfaces
- Desks/Tables
- Chairs
- Light Switches
- Door Handles
- Handrails
- Faucets

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

- The district will ensure there are adequate supplies and adequate time for cleaning to be done properly.
- The district will inform employees and authorized employee representatives of the frequency and scope of cleaning and disinfection.
- Light cleaning supplies will also be issued to classroom instructional staff in order to augment regular cleaning by custodians.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

All rooms and surfaces the case had contact with will be thoroughly cleaned. Staff will continue all standard cleaning practices and also disinfect all hard and soft surfaces with electrostatic sprayers. The chemical used in these sprayers has been rated as an effective disinfectant. It can kill 99.9% of bacteria, viruses, fungi, and molds. The Botanical Disinfectant Solution destroys and eliminates a long list of problematic germs, including Staphylococcus, Swine Influenza, HIV-1 AIDS, Salmonella, MRSA, Tuberculosis, and so many others. Additionally, this solution is 99% effective against common allergens and removes unpleasant odors and the bacteria that cause them. Designed for use on hard and soft surfaces.

BUSD custodial employees have been trained in appropriate cleaning practices and will be provided with EPE and equipment for cleaning after a case has been present in the workplace.

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 practicable. Where there must be sharing, the items will be cleaned between uses by

Maintenance, Grounds, and Operations have all trained their staff on effectively cleaning and disinfecting each piece of potentially shared equipment such as mowers, floor scrubbers, etc. between each use. The system put in place was for the user to properly clean after use, and additionally, for the next user to do the same to ensure maximum protection.

All vehicles used by maintenance and grounds employees are not being shared.

Sharing of vehicles will be minimized to the extent practicable, and high-touch points (for example, steering wheel, door handles, seat belt buckles, armrests, shifter, etc.) will be cleaned between users.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we will make the following available:

- Every room with a sink shall be stocked with soap, hand sanitizer, and paper towels;
- Every classroom shall be provided hand sanitizer;
- Non-classroom workspaces shall be provided hand sanitizer;
- Hand sanitizer stations shall be provided at each ingress and egress point;
- Soap, hand sanitizer and paper towel supplies will be actively monitored by all staff in any space where students or staff are working. Supplies will be promptly replenished upon request.

Site-specific procedures include:

- Staff are encouraged to wash hands frequently and are provided time to do so.
- Staff are encouraged to wash hands for at least 20 seconds.
- The district will provide employees with an effective hand sanitizer and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).

Site Specific Procedures

All K-5 classroom sinks have been upgraded to include touchless faucets. All other hand washing facilities have metered faucets meaning the user does not have to turn them off. They turn off after use. Additionally, we are in the process of installing touchless paper towel dispensers.

While the current hand washing capacity meets the CA Plumbing code adopted by CDE for fixture counts, every classroom and common area to include hallways have touchless hand sanitizing stations installed.

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.

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.

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:

- Referred to 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.

WHEN A STUDENT OR STAFF MEMBER IS CONFIRMED POSITIVE FOR COVID-19

Parents/guardians must immediately report a COVID-19 case to their school's principal and staff must report to their supervisor. Supervisors and principals will contact the District's COVID-19 Liaison and COB Public Health to immediately coordinate with the employee or parent/guardian to determine:

- When the case (the person with COVID-19) was on campus or at a district facility
- When the infectious period began
- Who in the workplace or school community was a close contact with the case
- What safety protocols were practiced in the workplace including school facilities, campuses and our district buses
- Whether a cohort or others in the workplace must quarantine for 14 days

Parents and caregivers of students attending school where the case was present during the infectious period and employees working at the campus or facility where the case was present during the infectious period will be notified of a confirmed case at their campus or

facility. Close contacts will receive additional COVID-19 quarantine information and a recommendation for testing.

COVID response is confidential - no student or staff names or identifying information will be shared.

Every school campus will have an isolation room(s) where students with COVID-19 symptoms, or who are a close contact to a case, will wait for parent/guardian pickup. Isolation rooms will have adequate ventilation and MERV-13 and/or HEPA air filters. Parents are expected to come to school immediately to pick up their child.

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:

- Employees should report COVID-19 symptoms or cases, as well as possible hazards to their supervisors.
 - In the event of symptoms or cases, supervisors have been trained to perform contact tracing and the necessary case, exposure and public health notifications and to work with district nurses to determine isolation and quarantine times.
 - In the event of a workplace hazard that involves another employee, if an employee is unable to resolve with a co-worker an issue related to risk reduction practices, and in the interest of protecting community and workplace health, any employee should report, in writing, any unsafe condition in the working environment to the immediate supervisor. The supervisor shall, within two (2) working days, respond in writing to the employee, with a simultaneous copy to the Union leadership, stating what has been done to make the condition safe or, if no action will be taken, the reason(s) why. This method of resolving safety concerns shall not displace the right to file OSHA or other administrative complaints or to bring a grievance for violation of this agreement.

- Employees can report symptoms and hazards without fear of reprisal.
- If employees use outside COVID-19 testing, upon receipt they must report their results to covidresults@berkeley.net. This email is monitored at all times.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness include the following:
 - HR conducts individualized reasonable accommodation interviews with each employee that has requested one through a google form. Depending on their medical doctor's recommendation or work restrictions, reasonable accommodations are given. These include, but are not limited to: extra filtration system in the classroom, keeping doors and windows open, teaching outside when possible or available, working remotely, installing extra plexiglass in the work area, limiting contact with the public or students, providing with full PPE,

staggering office schedules, limiting the use of their work area by other employees, etc.

- The district mandates and facilitates twice-monthly testing for all employees who are working in-person at any district school or facility. Additionally, many employees can obtain testing through their healthcare provider, and the district provides information about free testing through the City of Berkeley in our staff bulletin.
- In the event we are required to provide testing because of an employee exposure or outbreak, we will communicate the plan for facilitating no-cost testing during work hours 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.
- All confirmed COVID-19 cases in which the case was present at a district school or facility during the infectious period are reported on the district's [Confirmed On-Site Covid-19 Case Dashboard](#)

Training and Instruction

The District 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 monitors employee training via the Keenan SafeSchools training program and will use the **Appendix D: COVID-19 Training Roster** to document this training.

Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we have demonstrated that the COVID-19 exposure is work related. This will be accomplished by providing paid administrative leave. Additionally, the District keeps track of any other leaves requested by employees due to COVID-19.
- 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 City of Berkeley health department whenever required by law, and provide any related information requested by the City of Berkeley public 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.
- Make available to the public and staff through the district's website a record of all school-related COVID cases through the district's COVID Case Dashboard.

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.

Approved by: Superintendent Brent Stephens

Date: March 18, 2021

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: **[enter name(s)]**

Date: **[enter date]**

Name(s) of employee and authorized employee representative that participated: **[enter name(s)]**

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

Appendix B: COVID-19 Inspections

[This form is only intended to get you started. Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			

Additional room air filtration			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			

Gloves			
Face shields/goggles			
Respiratory protection			
[add any additional controls your workplace is using]			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: **[enter date]**

Name of person conducting the investigation: **[enter name(s)]**

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
--	--	--	--

<p>Location where employee worked (or non-employee was present in the workplace):</p>		<p>Date investigation was initiated:</p>	
<p>Was COVID-19 test offered?</p>		<p>Name(s) of staff involved in the investigation:</p>	
<p>Date and time the COVID-19 case was last present in the workplace:</p>		<p>Date of the positive or negative test and/or diagnosis:</p>	
<p>Date the case first had one or more COVID-19 symptoms:</p>		<p>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</p>	
<p>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</p>			

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:	

<p style="text-align: center;">What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</p>		<p style="text-align: center;">What could be done to reduce exposure to COVID-19?</p>	
<p style="text-align: center;">Was local health department notified?</p>		<p style="text-align: center;">Date:</p>	

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

Appendix D: COVID-19 Training Roster

Date: **[enter date]**

Person that conducted the training: **[enter name(s)]**

Employee Name	Signature
---------------	-----------

