COVID-19 Prevention Program (CPP)
University of California Santa Cruz

This COVID-19 Prevention Program (CPP) is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace. The CPP is required by the Cal/OSHA Emergency Temporary Standard "COVID-19 Prevention, California Code of Regulations Title 8, Sections 3205 – 3205.4.

Date: 11/30/2020, updated 01/15/2021

Authority and Responsibility

The **Chancellor** has ultimate responsibility and authority for implementing and enforcing the campus CPP.

The **Vice Chancellors** are directly responsible for ensuring that units under their authority comply with the campus CPP and all related policies.

Deans, Unit Heads, Board Chairs, Principal Investigators, 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.

Environmental Health and Safety is responsible for monitoring compliance with the CPP requirements, as well as related University of California or campus policies. EH&S is authorized to inspect all areas of the campus.

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 UCSC COVID-19 Worksite Plan template (Appendix A) for areas with on-site essential employees.
- 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 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. An inspection template is included in Appendix B.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the

identification and evaluation of COVID-19 hazards by:

- Discussing COVID-19-related concerns with their supervisors.
- Contacting EH&S at ehs@ucsc.edu with any COVID-19-related questions or safety concerns.
- Discussing COVID-19-related concerns during labor-management meetings.

Employee screening

We screen our employees by:

- Providing a daily COVID-related symptom check system for all on-site employees. The symptom check must be completed prior to beginning work on site each day.
- For more information, visit the COVID symptom check FAQ at https://www.ucsc.edu/coronavirus/symptom-check-faq.html
- In areas where in-person screening occurs, we 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 documented on the COVID-19 inspection form (Appendix B), and corrected in a timely manner based on the severity of the hazards, as follows:

- Each COVID-19 employee case is contacted by a trained contact tracer. The date of illness onset (if applicable), date of positive COVID-19 test result, work area, and last date on site are shared with the EH&S investigation team.
- The EH&S COVID-19 investigation team contacts the supervisor to discuss the physical work site and work procedures. When needed, an in-person evaluation is conducted. Recommended follow up actions are provided to area management.
- Follow up actions that are required to ensure COVID-19 safety are noted on the investigation form and tracked until resolved.
- If a hazard is identified, the severity of the hazard will be assessed and correction time frames assigned, accordingly.
- Follow-up measures are taken by the EH&S COVID-19 investigation team 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:

- Eliminating the need for workers to be in the workplace – e.g., telecommuting 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.

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.

- Face coverings are available free of charge and can be requested through the campus COVID Supplies Request form: https://docs.google.com/forms/d/e/1FAIpQLSfZWheLtmc7GOAeEz4qh8DI_mT9v6FaJlYNOSzQdCEJAJe1WQ/viewform
- Employee or visitor non-compliance with face covering and other public health requirements can be reported through the campus Interim Public Health Policy Non-Compliance Reporting form: https://docs.google.com/forms/d/e/1FAIpQLSd2CKY5Jlo7IezF_DAhL5GtogwLEHAMzBLfZuuOU4VeX0HpVg/viewform
- Student non-compliance with face covering and other public health requirements can be reported through the Campus Conduct Public Incident Report form: https://ucsc-advocate.symplicity.com/public_report/index.php/pid570083?

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. Contact campus Disability Management Services for assistance.

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:

- Installing solid partitions.

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

- Conduct an engineering evaluation of the air handling system serving the work area, then increase outside air as much as possible.

- The ventilation system is adjusted and maintained by Physical Plant Services.

- Filtration efficiency is increased 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:

- Custodial Services cleans and disinfects high-touch surfaces throughout occupied buildings on a periodic basis.

- Some units, such as Dining Services, conduct cleaning and disinfection multiple times throughout the day.

- Disinfectant and instructions are available free of charge to all employees on campus for use in their work areas.

- Specific cleaning and disinfection requests can be made through the campus work order system.

- Ensuring adequate supplies and adequate time for it to be done properly.

Should we have a COVID-19 case in our workplace, we will conduct some or all of the following procedures:

- Conduct cleaning and disinfection in accordance with CDC guidelines – https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html.

- Some work areas may be immediately disinfected, others may be closed before disinfection, and some may remain closed for seven days without disinfection. Closure times and disinfection schedule will be based on operational needs.

- Employees conducting cleaning and disinfection in areas where a COVID-19 case recently worked are provided with EPA-approved disinfectant, personal protective equipment, and training on safe disinfection procedures.

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 the users.

Disinfectant and instructions are available from EH&S through the COVID Supplies Request form.

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 after use by the user.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we are:

- 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).
- Installing additional hand sanitation stations
- 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.

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

Employees who test positive for COVID-19 will be contacted by the UCSC contact tracing team, and information will be gathered in accordance with Appendix C.

Employees who had potential COVID-19 exposure in our workplace will be:

- Offered COVID-19 testing at no cost during their working hours or compensated for testing on a non-work day when pre-approved by the manager.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them through the contact tracing process.

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 and Supervisors should report COVID-19 symptoms and positive test results to the COVID-19 Symptom Check Officer at check@ucsc.edu.
- Potential COVID-19 hazards should be reported to ehs@ucsc.edu.
- 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 (contact Disability Management Services).
- Employees can access COVID-19 testing through the student health center testing program.

- 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.
- Information on campus COVID-19 test results can be found on the UCSC COVID-19 recovery web site.

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:
  o COVID-19 is an infectious disease that can be spread through the air.
  o COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  o An infectious person may have no symptoms.
- Methods of physical distancing of at least six 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.
- Training will be documented through the UC Learning Center or a roster.

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 10 days after the last known exposure to a COVID-19 case. "Exposure" is defined as at least 15 minutes within six feet of a COVID-19 case over a 24-hour time period.
- 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. Information regarding COVID-19 leave and benefits can be found on the Staff HR website.

- 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 section3203(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.
- COVID-19 investigation 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, then the period will be 10 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine was effective.

Sarah Latham, Vice Chancellor, BAS

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Sarah Latham

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1/15/2021

Print Name | Sign Name | Date

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.

COVID-19 Worksite Plan

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Roadmap for recovery

Every building space is unique, so each department must create a worksite plan that meets current public health guidelines before employees who've been working remotely may gradually return to campus — when appropriate and necessary. The purpose of this document is to outline criteria to assess for building compliance to COVID-19 mandates, guidelines, and safety readiness. Following initial building assessment and identification of required mitigations, facilities will not be re-opened for operations until all mitigations are met and a statement of attestation is executed.

Develop and Communicate your worksite plan:
1. Submit the worksite plan for review/approval to worksite@ucsc.edu
2. Share the worksite plan with all employees
3. Post the worksite plan at building entrances

This worksite checklist is by no means exhaustive; many items are optional and may not apply to your particular organization. Please also note that some requirements are the responsibility of the Building Manager while some are the responsibility of the Department. It was created to help you understand what will be required when your worksite operations resume and to provide a framework to help you think about all the necessary variables for adapting to this new normal. For more information on COVID-19 and how to complete this checklist, visit visit http://recovery.ucsc.edu/

CONTACT INFORMATION

Department/ Organization Name_____

Building Name_____

Rooms Occupied _____

_____

Building Manager _____

Principal Officer _____

Phone Number _____

Email Address_____

A. BUILDING ACCESS—ENTIRE SECTION BUILDING MANAGER RESPONSIBILITY

1. Develop floor plans that indicate:

   a. Ingress and egress – arrows showing direction of travel for corridors, elevators and stairwells.   ❑ Yes ❑ No ❑ N/A

   b. Location of hand-washing and hand-sanitizer stations   ❑ Yes ❑ No ❑ N/A

2. ADA Access – Ensure that no facility use decisions impact ADA accessibility. If they do, make and communicate accommodations in advance.   ❑ Yes ❑ No ❑ N/A

B. MEASURES TO PROTECT EMPLOYEES

1. Direct employees who can carry out their work duties remotely to do so. (Dept.)   ❑ Yes ❑ No ❑ N/A

2. Direct employees to complete return-to-workplace training. (Dept.)   ❑ Yes ❑ No ❑ N/A

3. Direct employees and instructors to stay home if sick. (Dept.)   ❑ Yes ❑ No ❑ N/A

4. Require daily symptom questionnaires before employees may enter the building. (Dept.)   ❑ Yes ❑ No ❑ N/A

5. Require all employees to wear a face covering. (Dept.)   ❑ Yes ❑ No ❑ N/A

6. Require employees to disinfect their personal workspace a minimum of two times per shift and supply the necessary cleaning product. Provide time for employees to implement cleaning practices. If cleaning is assigned to the worker, they must be compensated for that time. (Dept.)   ❑ Yes ❑ No ❑ N/A

7. Instruct employees to bring a clean paper bag or thin plastic bag (unsealed) for storing face coverings during eating. (Dept.)   ❑ Yes ❑ No ❑ N/A

8. Ensure designated eating areas have ample hand sanitizer and disinfectant. Provide signage to clean hands and surfaces before and after eating, to store face coverings in a clean bag while eating, and to keep six feet apart when masks are removed for eating. Eating areas are for single occupancy only. (Building Mgr.)   ❑ Yes ❑ No ❑ N/A

9. Provide disinfectants and cleaning supplies to service your employees (refer to List N:Disinfectants approved for COVID-19. (Dept.)   ❑ Yes ❑ No ❑ N/A

10. Provide hand sanitizer effective against COVID-19 at every entrance/exit. (Building Mgr.)   ❑ Yes ❑ No ❑ N/A

11. Ensure soap and water are available in all restrooms, kitchen areas, and other hand washing stations. (Building Mgr.)   ❑ Yes ❑ No ❑ N/A

12. Distribute copies of the approved classroom checklist to all employees. (Dept.)   ❑ Yes ❑ No ❑ N/A

13. Assign a Supervisor, Department Safety Officer, or other manager to monitor areas and verify people are keeping six feet apart and wearing face coverings. (Dept.)   ❑ Yes ❑ No ❑ N/A

14. Prevent people from sharing any items when possible (e.g. pens, phones, desks, etc.). Where such items must be shared, disinfect between shifts or uses, whichever is more frequent, including the following: shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared work stations, etc., with a cleaner appropriate for the surface. (Dept.)   ❑ Yes ❑ No ❑ N/A

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C. SPACE MANAGEMENT

1. Classrooms: Confirm seating capacity to ensure 6 ft. distancing requirement. (Dept.) ❑ Yes ❑ No ❑ N/A

2. Research Labs: Confirm occupancy per actual square footage to ensure 6 ft. distancing requirement. (Dept.) ❑ Yes ❑ No ❑ N/A

3. Break Rooms/Kitchens: Post signage which advises single occupancy only. Provide cleaning materials for disinfecting. (Building Mgr.) ❑ Yes ❑ No ❑ N/A

4. Administrative Workspace: Confirm office space configuration to 6 ft. distancing requirement. (Dept.) ❑ Yes ❑ No ❑ N/A

5. Isolation Space: Designate a holding room for symptomatic individuals who cannot immediately leave the workplace. This should room be empty of any other occupants and should not have any porous furniture or flooring (fabric). Note that after each use, the space will be locked for usage for 3 days for custodial to disinfect. (Building Mgr.) ❑ Yes ❑ No ❑ N/A

   Room # of Isolation Space:_____

6. Common Areas: Where possible, block access to any large gathering common areas such as conference rooms or lounge areas. This can be accomplished by locking doors, taping areas off, posting signage, and/or removing furniture. (Building Mgr.) ❑ Yes ❑ No ❑ N/A

D. FACILITIES

1. Establish custodial cleaning schedule for building. (Building Mgr.) ❑ Yes ❑ No ❑ N/A

2. Close and bag up all usable push button water fountains. (Building Mgr.) ❑ Yes ❑ No ❑ N/A

3. Hands free bottle filler stations may stay open for use. (Building Mgr.) ❑ Yes ❑ No ❑ N/A

4. Identify optimal approach for setting air handling system. Open windows where possible, optimally with two or more openings on opposite sides of the room to induce good natural ventilation. In addition to opening windows or when opening windows poses a safety or health risk (e.g. allowing truck exhaust or pollens) to facility occupants, use room air conditioners or blowers on "fresh air" setting, and room HEPA (high-efficiency particulate air) cleaners. (Building Mgr.) ❑ Yes ❑ No ❑ N/A

5. Identify locations where plexiglass barriers need to be installed (service counters, close proximity workstations, common use tables) and generate a work order for installation. (Building Mgr./ Dept.) ❑ Yes ❑ No ❑ N/A

6. Provide disinfectants for any shared copiers, tools, or instruments. (Dept.) ❑ Yes ❑ No ❑ N/A

7. Verify with Campus Fire Marshal that all Fire and Life Safety equipment is functional before re-opening the building. (Building Mgr.) ❑ Yes ❑ No ❑ N/A

8. Ensure that the building's water system has been flushed before re-opening. (Building Mgr.)

   ❑ Yes ❑ No ❑ N/A

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E. MEASURES TO PREVENT UNNECESSARY CONTACT AND MAINTAIN SOCIAL DISTANCING

1. Prevent people from self-servicing any items that are food-related. (Dept.)

    a. All items are pre-packaged in sealed containers by dining services staff.   ❏ Yes ❏ No ❏ N/A

    b. Hand sanitizer is available at food serving areas.   ❏ Yes ❏ No ❏ N/A

2. Provide for contactless payment systems or sanitize payment systems regularly. (Dept.)   ❏ Yes ❏ No ❏ N/A

3. Ensure all automated doors are functional. (Building Mgr.)   ❏ Yes ❏ No ❏ N/A

4. Reduce or discontinue non-essential travel and encourage video meetings instead of in-person meetings. (Dept.)   ❏ Yes ❏ No ❏ N/A

F. MEASURES TO INCREASE SANITIZATION

1. Ensure restrooms normally open to the public remain open to the public and well stocked with soap and hand drying options. (Building Mgr.)   ❏ Yes ❏ No ❏ N/A

2. Provide disinfection supplies that are effective against COVID-19 at designated areas within the department. (Dept.)   ❏ Yes ❏ No ❏ N/A

3. Place hand sanitizer, soap and water, or effective disinfectants at or near the entrance of the facility, at checkout and reception counters, and anywhere else inside the facility or immediately outside where people have direct interactions. (Building Mgr.)   ❏ Yes ❏ No ❏ N/A

4. Disinfect all payment portals, pens and styluses after each use. (Dept.)   ❏ Yes ❏ No ❏ N/A

5. Increase the frequency of disinfecting break rooms, bathrooms, common areas and high-contact surfaces (door handles, computer input devices, electronics devices, etc.). (Building Mgr./ Dept.)   ❏ Yes ❏ No ❏ N/A

6. Other optional measures (please describe) (Building Mgr./ Dept.)   ❏ Yes ❏ No ❏ N/A

ADDITIONAL NOTES OR COMMENTS

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CAMPUS CONTACTS

Security .... Jason Moore (jasmoore@ucsc.edu)
Signage.. Dan Henderson (danhenderson@ucsc.edu)
Fire Prevention... Nicholas Otis (notis@ucsc.edu)
Emergency Procedure Guidance .... Amanda Gullings (algullin@ucsc.edu)
Personal Protective Equipment and Disinfecting Supplies .... Steven Loveridge (sloverid@ucsc.edu)
Facilities (custodial, HVAC, plumbing, etc.) .... Jim Kari (jkari@ucsc.edu)

RESOURCES

COVID-19 Work Order Procedure

Cal/OSHA Guidance on Requirements to Protect Workers from COVID-19

CDC Guidance for Businesses and Employers

COVID-19 Daily Symptom Check

COVID-19 Protective Equipment and Supplies Request Process

COVID-19 Workplace Safety

Cal-OSHA Higher Education Guidance

CDPH Guidance for use of face coverings

List N: EPA Disinfectants approved for COVID-19

UCSC Interim Public Health Policy

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Appendix B: COVID-19 Inspections

Appendix B: COVID-19 Inspections
[Additional information available at www.dir.ca.gov/dosh/coronavirus/]

Date:
Name of person(s) conducting the inspection:
Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Note any additional engineering controls			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequency and adequate supplies)			
Hand washing facilities / sanitizing stations (accessible, adequate number and supplies)			
Proper disinfectant use and hand hygiene (Used according to manufacturer instructions, duration)			
On-site staff has completed COVID-19 Workplace Safety course			
Note any additional administrative controls			

Personal Protective Equipment (PPE)					
PPE is not shared. Is available and being worn properly					
Face coverings (cleaned sufficiently often)					
Gloves					
Eye protection (face shields/goggles)					
Respiratory protection					
Note any additional PPE usage					

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.

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

[This section applies if our workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in our workplace within a 14-day period. Reference section 3205.1 for details.]

This section of the 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 or employees will be compensated for testing on a non-work day when pre-approved by the manager.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be tested as soon as reasonably possible 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.
  - 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.
  - 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:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:

- ○ Every thirty days that the outbreak continues.
- ○ In response to new information or to new or previously unrecognized COVID-19 hazards.
- ○ When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - ○ Moving indoor tasks outdoors or having them performed remotely.
  - ○ Increasing outdoor air supply when work is done indoors.
  - ○ Improving air filtration.
  - ○ Increasing physical distancing as much as possible.
  - ○ Respiratory protection.

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Additional Consideration #2

Major COVID-19 Outbreaks

[This section applies if our workplace experiences 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2 for details.]

This section of the 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:

- Employees are provided disinfectant and instructions free of charge for use in their on campus housing units, kitchens, bathrooms,

- Common 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.
- Specific cleaning and disinfection requests can be made through the campus Colleges, Housing, and Educational Services (CHES) department.
- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

Screening

We will encourage residents to report COVID-19 symptoms to the campus Symptom Check Officer at check@ucsc.edu.

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

[This section applies to employer-provided motor vehicle transportation to and from work, which is any transportation of an employee, during the course and scope of employment, provided, arranged for, or secured by an employer including ride-share vans or shuttle vehicles, car-pools, and private charter buses, regardless of the travel distance or duration involved. Reference section 3205.4 for details.]

This section does not apply:
- **If the driver and all passengers are from the same household outside of work, such as family members.**
- **To employer-provided transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications and medical operations.]**

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. Applicable distance shall be that of the face and nose area of one passenger or operator in relation to that of another passenger or operator. 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

16

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.