

THE QUARRY LANE SCHOOL'S COVID-19 PREVENTION PLAN



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The Quarry Lane School's COVID-19 Prevention Plan
(Title 8 Cal. Code of Regs. §§ 3205 *et al.*)

The Quarry Lane School's COVID-19 Prevention Plan

SECTION 1: Scope

This COVID-19 Prevention Plan (the "Plan" or "Policy") applies to all employees and places of employment except for places of employment where employees do not have contact with other people, where employees are working remotely from home, or where employers are health care facilities covered under the airborne transmissible disease regulation.

If there is a conflict between local health orders or this Plan, the more stringent guidance should be followed.

SECTION 2: Purpose

California struggles with controlling COVID-19 cases from transmitting. The California Occupational Safety and Health Administration ("Cal/OSHA") requires employers and employees who potentially may be exposed to COVID-19 to comply with title 8 Cal. Code of Regs. § 3205 *et al.* Cal/OSHA's General Duty Clause, title 8 Cal. Code of Regs. § 3203, similarly obligates Employers to create and implement procedures to avoid exposures to COVID-19. The purpose of this Policy and training on this program is to communicate to supervisors and employees The Quarry Lane School's (the "School") policies, procedures and practices to prevent COVID-19 exposures and to limit COVID-19 potential hazards in the workplace.

This Plan is consistent with the School's Injury and Illness Prevention Program ("IIPP") and other safety policies. This program incorporates all COVID-19 related policies, trainings, reports, job hazard assessments, notification templates, and any other documents created by the School in response to any bill, local ordinance, statute, guidance or documents issued by the Center for Disease Control ("CDC"), federal agency, state agency, county agency, city agency or other governmental agency. Nothing in this document supersedes or nullifies the requirements in the School's IIPP.

SECTION 3: Definitions

Several terms below will be used throughout this Policy. The definitions below are included to assist supervisors and employees in understanding the School's Policy.

"COVID-19" means coronavirus disease, an infection disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2 or referred to as the Virus).

A **"COVID-19 case"** means a person who:

- (1) Has a positive "COVID-19 test" or
- (2) Is subject to COVID-19 related order to isolate issued by a local or state health official or

(3) Has died due to COVID-19 in the determination of the local health department or per inclusion in the COVID-19 statistics of a county.

Once a doctor or licensed health care professional determines the person does not have COVID-19, then the person is no longer considered a COVID-19 case.

“COVID-19 exposure” means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period”. Face masks do not limit exposure pursuant to this definition.

“COVID-19 hazard” means exposure to potentially infectious material that may contain the Virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons, which may aerosolize saliva or respiratory tract fluids, among other things. Surfaces or objects may also be contaminated with the Virus.

“COVID-19 symptoms” means fever of 100 degrees Fahrenheit or higher, 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, or diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19. Some common other conditions with similar symptoms include pregnancy, asthma, allergies, etc.

“COVID-19 test” means a viral test that is:

- (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the Virus, and is
- (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

“Exposed workplace” means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case.

As of January 1, 2021, the **“exposed workplace”** also includes but is not limited to the building, store, facility, agricultural field, or other location where a worker worked during the infectious period. This definition does not apply to buildings, floors, or other locations that the COVID-19 case did not enter during the infectious period.

“Face covering” means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

“Face mask” means a single use general purpose face mask that is authorized by the FDA for use as a source to help prevent the spread of COVID-19 infection. Neither face coverings nor face masks are intended to be considered personal protective equipment and are not to be used interchangeably with face respirators.

“High-risk exposure period” means the following time period:

- (1) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 3 consecutive days have passed with no fever, without the use of fever-reducing medications, and symptoms have improved, or
- (2) For persons who test positive who never develop COVID-19 symptoms: from two days before, until ten days after, the specimen for their first positive test for COVID-19 was collected.

“Close Contact” means being within 6 feet of someone who has COVID-19 for a total of 15 minutes or more within any 24-hour period.

SECTION 4: COVID-19 Prevention Program.

4.1 Communication to Employees

(a) Employees should immediately report to their supervisor if they are experiencing any signs or symptoms of the Virus, or if they believe they have been exposed to someone with COVID-19. Employees should also similarly immediately inform their supervisor if they believe they have possibly been exposed to any COVID-19 hazard in the workplace. A failure to report may be considered a safety violation, subject to the discretion of the School. The School will not retaliate or discriminate against any employee that reports any of the items above. The School has a strict non-retaliation and non-discrimination policy and will not tolerate anyone retaliating against, discriminating against, or harassing any employee for informing the School about any of the information in this paragraph.

(b) The School has an accommodation policy in its Employee Handbook which outlines the procedures by which an employee with medical or other conditions may request an accommodation to perform the essential functions of their job during the pandemic. Please review this policy and contact Kami Arac, Human Resources Director, for more information.

(c) If there is an event that requires the School to provide employees with testing, (e.g., potential exposure or multiple COVID-19 cases at the workplace), the School will provide employees with access to onsite testing, a local county testing facility, or their own private health care provider. Affected employees will be informed as to why testing is being offered. All tests will be conducted during work hours, if possible. Affected employees are expected to inform their supervisor that they will be going to take a test. Affected employees must document any/all times they leave to take the test and return from taking the test on [Form 4.] For non-exempt employees, the time spent waiting for a School-mandated test will be considered working hours. While awaiting testing, affected employees are expected to comply with the School’s meal and rest break and overtime policies, located in the School’s Employee Handbook. Affected employees waiting for a School-mandated test are required to immediately contact their supervisor before missing any meal or rest break, or before working overtime. Supervisors are to either authorize a premium meal period, rest period or overtime, or may ask the employee to leave the testing facility and return at a later time.

(d) The School will provide employees with notification in accordance with [AB 685/California Labor Code § 6409.6] and this Policy. Each employee that may have had COVID-19 exposure during a high-risk period will receive notification of the exposure. Personal identifying

information of the COVID-19 positive case will not be provided to the employee or any other person unless specifically required by law or regulation. The School will contact independent contractors or subcontractors that were at the workplace during the high-risk exposure period, who may have had COVID-19 exposure. (See Appendix A.)

4.2 Identification and Evaluation of COVID-19 hazards

(a) The School welcomes employees to identify COVID-19 hazards that may or may not have been identified by the School. In order to beat the Virus, we need to work together to identify potential hazards that may be undetected. This includes informing supervisors of unidentified potential COVID-19 hazards that are new to the workplace, or existing hazards that are created by those employees who fail to follow guidelines. The School encourages all employees to actively engage in COVID-19 hazard identification to prevent COVID-19 exposure in the workplace.

(b) Employees and visitors will be required to complete health screenings before entering the workplace. Health screenings include: potential Virus exposure and symptom questionnaire, and temperature screening. (See Appendix D for more information on the School's health screening protocols.) Any employee who falsifies information on their Health Screening Questionnaire will be disciplined, up to and including termination of employment.

(c) In-person visits to the campuses are strongly discouraged. Visitors must make an appointment through the appropriate Director to come to campus. Employees should maintain Physical Distancing from visitors. Any visitor allowed on campus, must adhere to the same COVID-19 protocols as School employees and students.

(i) A designated administrator at each site will conduct the health screening including temperature checks conducted by a no-contact thermometer. The School will provide the administrator with the required protective equipment.

(d) The School will evaluate measures on how to maximize the quality of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.

(e) The School will review the State and local department of public health orders relating to COVID-19 hazards and prevention.

(f) The School will evaluate existing COVID-19 prevention controls at the workplace and the need for additional controls.

(g) The School will assign an administrator to conduct periodic inspections to identify violations of policy or protocol, additional hazards, or any unknown unhealthy work practices relating to COVID-19 to identify deficiencies in its program.

4.3 Employees Testing Positive, Experiencing Symptoms or Having Been Exposed to COVID-19

(a) COVID-19 test is positive, the employee may return after

(i) At least 10 days have passed since symptoms first appeared AND

(ii) There have been at least 3 consecutive days with no fever, without taking medicines to lower a fever, like acetaminophen (Tylenol) or ibuprofen (Advil or Motrin) AND

(iii) Respiratory symptoms (cough, shortness of breath), if present, have been improving for at least 3 consecutive days.

(b) If an employee is NOT tested and has no medical evaluation, they may return after

(i) At least 10 days have passed since symptoms first appeared AND

(ii) There have been at least 3 consecutive days with no fever, without taking medicines to lower a fever, like acetaminophen (Tylenol) or ibuprofen (Advil or Motrin) AND

(iii) Respiratory symptoms (cough, shortness of breath), if present, have been improving for at least 3 consecutive days.

(c) If the employee is NOT tested but has a medical evaluation, they may return before 10 days have passed IF

(i) Symptoms have resolved AND

(ii) The medical evaluator (generally a doctor, Nurse Practitioner, or Certified Physician Assistant) provides a letter indicating that

(1) an alternative diagnosis has been made AND

(2) the symptoms are NOT due to COVID-19. For privacy reasons, the School is not allowed to require disclosure of the alternative diagnosis.

(d) If the employee gets tested, and the COVID-19 test is negative, they can return after

(i) The employee is feeling better. The symptoms do not have to be completely resolved AND

(ii) There have been at least 3 consecutive days with no fever, without taking medicines to lower a fever, like acetaminophen (Tylenol) or ibuprofen (Advil or Motrin) AND

(iii) The medical evaluator (generally a doctor, Nurse Practitioner, or Certified Physician Assistant) provides a letter indicating that

(1) the symptoms are NOT due to COVID-19 (the School is not allowed to require disclosure of the alternative diagnosis) AND

(2) the COVID-19 test was negative BUT

(iv) If it is not possible for the employee to consult a medical evaluator, they must obtain a COVID-19 negative test indicating that a molecular test or PCR was performed.

- (e) If an employee has been in close contact with someone with COVID-19
 - (i) They must stay home for 14 days after their last contact with a person who has COVID-19
 - (1) If the employee cannot avoid close contact with the person who has COVID-19, they must...
 - a. avoid contact with others outside the home while the person is sick AND
 - b. quarantine for 14 days after the person who has COVID-19 meets the criteria to end home isolation.
 - (ii) Be watched for fever (100°F), cough, shortness of breath, or other symptoms of COVID-19 AND
 - (iii) If possible, be kept away from others, especially people who are at higher risk for getting very sick from COVID-19.

4.4 Investigating COVID-19 cases

(a) The Director of each campus will conduct two separate investigations into a COVID-19 positive case as soon as possible. The School will first identify the date and time the COVID-19 case was last present at the worksite, the date of the positive COVID-19 test or diagnosis (if possible), and/or the date of the onset of symptoms.

(i) The first investigation will include an inquiry into how the individual contracted COVID-19, including evaluating previous cases at the facility, exposure to other COVID-19 cases or COVID-19 hazards, and obtaining information from the employee about the source of the transmission of the Virus from locations, activities and individuals outside the workplace, including but not limited to, outdoor gatherings, weekends, lunch breaks, etc. The first investigation will include contacting the COVID-19-positive employee and/or his or her family to determine COVID-19 case status, receiving information regarding test results, onset of symptoms, and any additional information to assist with recording COVID-19 cases.

(ii) The second investigation includes a contact tracing analysis. Contact tracing includes identifying individuals who were in close contact (6 feet for cumulative total of more than 15 minutes within any 24-hour period) with the COVID-19 case during the high-risk exposure period. The School will identify people with close contact by collecting the following information and documents including: time clock data, schedules, lunch break/meal break data, video surveillance, interviews of COVID-19 case, etc. The School's evaluation will also include evaluating common areas and commonly used items (such as equipment and materials), or places people congregated or visited in the workplace (such as the bathroom, hallways, aisles, walkways, elevators, break areas, etc.) associated with the COVID-19 case during the infectious period. Once the information and data are assembled and analyzed, the School will create a list of close contacts and will notify those people of potential COVID-19 exposure. The School will also provide notification compliant with [AB 685/California Labor Code § 6409.6] to all individuals who were on the premises during the high-risk exposure period, even if they were in close contact for less than for 15 minutes or beyond distances greater than 6 feet.

(iii) As part of the contract tracing investigation, the School will also identify people who may have come in contact with a COVID-19 case, but may not have had close contact. This list will be used to identify individuals who require notification under [AB 685/California Labor Code § 6409.6]. Employees, subcontractors, and third parties will receive notification within 24 hours in accordance with [AB 685/California Labor Code § 6409.6]. Personal identifying information or the protected health information (“PHI”) of COVID-19 cases will not be provided on this notification and will never be provided without proper consent or unless otherwise required by law. (See Appendix A.)

(iv) The School will offer and provide testing to those employees who were identified as having potential COVID-19 exposure through close contact. Records for these tests will be kept in accordance with title 8 Cal. Code Regs. § 3204.

4.5 Correction of Hazards

(a) The School will conduct a review of its policies and procedures after each COVID-19 exposure incident to determine if there were any additional measures that could have been taken to reduce exposure to COVID-19. The School will review its investigation and inspection records to determine if any other correcting hazards could have taken place to reduce the risk of COVID-19 exposure.

4.6 Training

(a) The School will provide training and/or information to all employees including on the following subjects:

(i) Employees will be trained on the policies and procedures outlined in this COVID-19 Prevention Plan

(ii) Employees will be provided training on COVID-19 including how the Virus can be spread (such as through the air when a person talks, vocalizes, sneezes, coughs, or exhales), how the Virus can be transmitted (such as on contaminated objects when the person then touches their eyes, nose or mouth), and that a person can be asymptomatic with the Virus. Employees will also be instructed that in some situations, virus particles can travel more than six feet, so the School’s policies should be enforced and followed in concert to reduce exposure.

(iii) Employees will be trained on physical distancing procedures as outlined in the Physical Distancing policy.

(iv) Employees will be trained on face covering and face mask policies.

(v) Employees will be trained on prevention methods including frequent hand washing with soap and water for 20 seconds and the use of hand sanitizer.

(vi) Employees will be trained on not coming to work when they have any signs or symptoms of COVID-19, if they have tested positive for COVID-19, if they have been exposed to anyone with COVID-19, or if they are awaiting a positive test because either they or a medical professional believes they may have been exposed to COVID-19.

(vii) Employees will be trained on the safe use of cleaners and disinfectants including: reading of labels, following instructions, use of appropriate bottles, wipes, and safety equipment.

4.7 Physical Distancing (See APPENDIX F: “On-Campus Protocols for Specific Areas Employees May Gather” for additional guidance.)

(a) The School has adopted several practices to ensure physical distancing including the following:

(i) Informing employees they are to maintain 6 feet of distance at all times while they are at the worksite, including in the parking lot or other areas around the facility, and during lunch and meal breaks.

(ii) Offering telework or remote work assignments when it is not necessary for employees to be at work [and when it is required under local or state order.]

(iii) Limiting occupancy at the workplace.

(iv) Using floor markings or other visual cues to identify methods of travel and restricted areas including: directions for one-way travel in hallways, and staying to the left when using stairways.

(v) Adjusting work processes and procedures so that single individuals perform functions rather than working in pairs.

(vi) Separating furniture or locations where employees perform work tasks.

(vii) Limiting seats in the break rooms.

(viii) Limiting seats in conference rooms.

(ix) Limiting elevators to single occupancy.

4.8 Face Covering/Face Mask Policy

(a) The School will require that anyone who enters the facility, employees and visitors, is wearing a face mask in accordance with state or local guidance. The School will provide a face covering or mask to those employees and visitors who do not have one. These face coverings and/or masks are not considered personal protective equipment (“PPE”) or a substitute for physical distancing, personal hygiene, or additional cleaning and disinfecting protocols discussed in this document. Employees must wear masks over their nose and mouth when indoors, when outdoors and less than six feet away from another person, and when otherwise required by the California Department of Public Health (“CDPH”) or local health department. (See APPENDIX F: “On-Campus Protocols for Specific Areas Employees May Gather” for additional guidance.)

(b) Rules of Use for all Employees

(i) Employees must follow the instructions provided for in the “Fitting/Removing/Reusing of Face Covering” section described below.

(ii) Employees must not wear a face covering if doing so will adversely affect their health. If an employee believes the use of a face covering will affect their health, they should speak with Kami Arac, Human Resources Director. Employees will be exempted from wearing face coverings if they have a medical condition, mental health condition, or disability, and will be provided with a non-restrictive alternative such as a face shield with a drape on the bottom, if their condition or disability permits.

(iii) Employees must not wear a face covering if doing so will inhibit job functions. Employees should check with their supervisors to ensure which job functions can and cannot be performed while wearing a face covering.

(iv) Failure to follow these rules may result in discipline, up to and including, termination.

(c) Instructions on Fitting/Removing/Reusing Face Covering for all Employees

(i) In order to properly use the face covering, Employees must ensure that:

(1) The covering fits snugly but comfortably against the sides of their face and covers their nose and mouth,

(2) The covering is secured either by ties or ear loops, and

(3) Employees can breathe without restrictions.

(i) When removing the face covering, Employees must

(1) Avoid touching their eyes, nose, and mouth, and

(2) Wash their hands with soap and water for at least 20 seconds following the removal of the face covering. When soap and running water are unavailable, use an alcohol-based hand rub product with at least 60% alcohol. Employees should not use hand sanitizer with methyl alcohol.

(d) Additionally, if an employee removes their face covering during the workday (e.g., to drink or eat) they must

(i) Avoid touching the inside of the covering,

(ii) Account for the whereabouts of the removed covering at all times,

(iii) Wash their hands with soap and water for at least 20 seconds after putting the covering back on. When soap and running water are unavailable, use an alcohol-based hand rub product with at least 60% alcohol, and

(e) At the end of shift, properly dispose of used/soiled single-use face masks. If using a cloth face covering, employees must launder it properly after each use and wear a clean mask each day to work. After discarding/removing their face covering, wash their hands for at least 20 seconds or use an alcohol-based hand rub product with at least 60% alcohol.

4.9 Other Engineering Controls, Administrative Controls, and Personal Protective Equipment

(a) The employer has installed plastic sheeting in the following locations where it has been determined through a job hazard analysis where physical distancing cannot be maintained:

(i) Dublin Campus: Labs 102, 107 and 108.

(b) The School will try to maximize mechanical or natural ventilation, except for when there could be natural air entering the facility that may be hazardous, such as when the Air Quality Index (AQI) is greater than 100 or in cases of extreme heat or cold.

(c) The School has implemented cleaning and disinfecting procedures including:

(i) Making hand sanitizer available at building entrances.

(ii) Regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, tools, handrails, handles, commonly used equipment, and bathroom surfaces. The School has a strict cleaning protocol.

(iii) The School provides employees with disinfecting products to sanitize their personal workspaces.

(iv) The School's janitorial service will disinfect the campus buildings at the end of each school day.

(d) Employees are forbidden from sharing PPE.

(e) The School requires employees to wash their hands for at least 20 seconds upon arrival to work and every hour thereafter.

(f) Through its job hazard assessment, the School will evaluate whether there is a need for PPE, such as gloves, goggles and face shields, to reduce or prevent exposure to COVID-19 hazards. The School will provide such PPE as needed. (See Form 6.)

4.10 Reporting, Recordkeeping and Access

(a) The School will report all COVID-19 cases as required by the local department of health whenever required by law.

(b) The School will report any COVID-19 serious illness or death in accordance with title 8 Cal. Code of Reg. § 330(h).

(c) The School will maintain records of steps taken to implement this Policy including its job hazard assessment.

(d) A copy of this Policy will be available to employees at the workplace and via the payroll software program, and to the Cal/OSHA's Division of Enforcement (the "Division") upon request.

(e) The School will maintain a record of all employee COVID-19 positive cases including the name of the employee, contact information, job title, locations where the employee worked, the date of the last day worked, and the date of the positive test. (See Form 2.)

4.11 Exclusion of COVID-19 Cases in the Workplace

(a) The School will maintain benefits for an employee who is out on COVID-19 leave in accordance with law.

4.12 Return to Work Criteria

(a) The School will return employees to the workplace as follows:

(i) Employees will not be returned if they have signs or symptoms until:

(1) At least 3 consecutive days have passed since a fever of 100 or higher has resolved without the use of fever-reducing medication,

(2) COVID-19 symptoms have improved, and

(3) At least 10 days have passed since COVID-19 symptoms first appeared.

(i) Employees who tested positive but were asymptomatic will not return to work until:

(1) A minimum of 10 days has passed since the collection of the specimen of the first positive COVID-19 test.

(i) If the Employee is quarantined or isolated by a local or state health official, the employee will not return to work until:

(1) The period of isolation or quarantine is completed or the order is lifted, or

(2) 10 days from the time the order to isolate was effective, or

(3) 14 days from the time, the order to quarantine was effective.

(ii) Employees who have been exposed to COVID-19 will not be permitted to return to work for 14 days from the last date of exposure, and they have not tested positive for COVID-19 nor are symptomatic.

(b) The School will not require a negative test result as a condition to return any employee to work.

SECTION 5: Multiple COVID-19 Infections and COVID-19 Outbreaks

5.1 Scope

(a) If the local department of health has identified the facility as an outbreak or there are three or more COVID-19 cases in an exposed workplace within a 14-day period, the School will enact enhanced procedures. These policies will apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

5.2 Testing

(a) The School will provide COVID-19 testing to all employees who were present during the period of the outbreak. The testing will be provided at no cost to employees, and employees will be paid for time spent taking the test. Employees should continue to follow the School's policies, including meal and rest break policies and overtime policies in the School's handbook, while they are getting tested. If an employee must miss a meal or rest break, or exceeds an 8-hour workday, the employee must immediately contact their supervisor for permission. The School will either ask the employee to return for a test at another time or provide premium pay for the missed meal or rest break and/or overtime pay for the time spent waiting for the test. The School has specific procedures for employees to monitor and track the time they spend waiting for a test. See [Form 3].

(b) The School will provide testing to all employees who were in the exposed workplace during the relevant period of the exposure. All employees will be offered testing once, and then one week later.

(c) The School will continue 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 more positive COVID-19 cases at the workplace within a 14-day period.

5.3 COVID-19 Multiple Infection Cases

(a) The School will ensure positive COVID-19 cases and COVID-19 exposures are excluded from the workplace.

(b) The School will investigate all COVID-19 illnesses relating to an Outbreak.

(c) The School will also investigate and correct any new or unidentified hazards for any Outbreaks and will review its policies to implement any changes relating to its investigation. The School will also review its policies to ensure it is offering all available and required leave to its employees. The School will re-review all policies and procedures every 30 days that the Outbreak continues. The School will also evaluate other feasible options for reducing COVID-19 hazards.

(d) The School will promptly report to the local health department within 48 hours after the employer knows or with a diligent inquiry would have known of the three positive COVID-19 cases. The notification should include the name of each positive individual, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status (if any), the

North American Industry Classification System (“NAICS”) code of the workplace, and any other information requested by the local health department. The duty to report continues for every case until the Outbreak is resolved. After January 1, 2021, the employer shall notify the local health department in accordance with [AB 685/California Labor Code § 6409.6].

SECTION 6: Major COVID-19 Outbreak

6.1 Scope

(a) If there are 20 or more COVID-19 cases in an exposed workplace within a 30-day period, the following enhanced procedures will apply. These policies will apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

6.2 Testing

(a) The School will provide COVID-19 testing twice a week, or more frequently as recommended by the local health department, to all employees present at the exposed workplace during the relevant 30-day period and for those who remain at the workplace. The testing will be provided at no cost to employees and employees will be paid for time spent taking the test. Employees should continue to follow the School’s policies, including meal and rest break policies and overtime policies in the School’s handbook, while they are getting tested. If an employee must miss a meal or rest break, or exceeds an 8-hour workday, the employee must immediately contact their supervisor for permission. The School will either ask the employee to return for a test at another time or provide premium pay for the missed meal or rest break and/or overtime pay for the time spent waiting for the test. The School has specific procedures for employees to monitor and track the time they spend waiting for a test. See [Form 4].

6.3 COVID-19 Major Multiple Infection cases

(a) The School will ensure positive COVID-19 cases and COVID-19 exposures are excluded from the workplace.

(b) The School will investigate all COVID-19 illnesses relating to an Outbreak.

(c) The School will also investigate and correct any new or unidentified hazards for any Outbreaks and will review its policies to implement any changes relating to its investigation. The School will also review its policies to ensure it is offering all available and required leave to its employees. For the duration of the Outbreak, the School will re-review all policies and procedures every 30 days. The School will also evaluate other feasible options for reducing COVID-19 hazards, including whether it can recirculate air with Minimum Efficiency Reporting Value (“MERV”) 13 or higher efficiency filters, or other comparable air filtration, whether they could add portable or mounted High Efficiency Particulate Air (“HEPA”) filtration units, or other air cleaning systems to reduce risk whether the School should stop some operations until the exposure is under control and any other measure deemed necessary by the Division.

(d) The School will promptly report to the local health department within 48 hours after the employer knows or with a diligent inquiry would have known of the three positive COVID-19 cases. The notification will include the name of the positive individual, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status (if any), the NAICS code

of the workplace, and any other information requested by the local health department. The duty to report continues for every case until the Outbreak is resolved. After January 1, 2021, the employer shall notify the local health department in accordance with [AB 685/California Labor Code § 6409.6].

SECTION 7: COVID-19 Prevention in Employer-Provided Transportation to and from Work or During the Workday.

7.1 Scope

(a) This section applies to employer-provided motor vehicle transportation to and from work or during the workday.

7.2 Physical Distancing and Controls

(a) The School will ensure the vehicle operator and passengers are separated by at least 3 feet in all directions during operation where practicable.

7.3 Face Coverings

(a) The vehicle operator and passengers are to wear face coverings at all times.

7.4 Cleaning and disinfecting.

(a) The School will provide drivers and riders with sanitizing materials and require them to clean all high-touch surfaces between every trip.

7.5 Ventilation

(a) The School will ensure that vehicle windows are kept open (if possible and practicable) and the ventilation system is set to maximize outdoor air flow and not set to recirculate air. The windows will be closed if the temperature is over 90 degrees Fahrenheit or lower than 60 degrees Fahrenheit, there is rain or snow, or where the Air Quality Index (AQI) is determined to be greater than 100.

SECTION 8: Appendices

APPENDIX A

AB 685 Notice

Note: This AB 685 notice is for employees who may have been in contact with the COVID-19 Case during the high-risk period. This notice must be delivered within 24 hours of the School learning of a positive case for each positive case it has at the facility. This document should be put on School letterhead.

Dear [Name of Employee],

This notice is to inform you that an individual working at [name of location] (“the Campus”) has received a positive diagnosis of COVID-19. The individual was last on the Campus on [date], which falls within the individual’s infectious period. Based on our investigation, you have been identified as someone who may have been on the Campus at the same time as the positive COVID-19 Case. As part of our investigation, we do not believe you have been in close or direct contact with this individual, however, we are providing you this notice as a legal requirement under Labor Code Section 6409.6. The individual went home on [date] and has not been on the School’s property since that time. The affected individual remains in isolation and we are supporting them as they recover.

We have separately notified all individuals that were in close or direct contact with this COVID-19 case. Close contact is defined as being within 6 feet of a COVID-19 case for more than 15 cumulative minutes in a 24-hour period during the two days prior to the COVID-19 case’s onset of signs or symptoms and/or positive test results.

Your health is our top priority, and we are continuing to ensure your health and safety with enhanced deep cleaning and sanitization of areas including offices, classrooms and any common spaces at the Campus.

When the individual that either tested positive or was presumed positive, is released to return to work, the School will follow all Cal/OSHA, CDC, federal, state and local guidelines to maintain the health and well-being of all individuals at the Campus. This includes but is not limited to the COVID-19 case being in isolation for at least 10 days from the first sign of COVID-19 symptoms, no fever within 3 consecutive days prior to returning to the Campus without the use of a fever reducing drug, and a signed attestation form from the individual confirming that their other symptoms have improved.

If you are experiencing COVID-19 symptoms, such as a fever of 100 degrees Fahrenheit or higher, 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, or diarrhea, please stay home, seek medical attention, and immediately contact your supervisor. Any individual experiencing COVID-19 symptoms will not be disciplined under the attendance policy for not coming into work. Your health is our top priority, and we remain committed to providing a safe environment for all of our employees.

As an employee of the School, you may be entitled to several different types of leave or benefits including those listed below that are described in our employee handbook:

- Workers’ Compensation

- Supplemental Paid Sick Leave
- State Disability Insurance
- Family Medical Leave Act or California Family Rights Act
- California Paid Sick Leave

You may also be eligible for these benefits that are described in the payroll software program:

- Family First Coronavirus Relief Act Leave
- COVID-19 paid sick leave

Please contact Kami Arac, Human Resources Director, to find out which leaves/benefits you are entitled to.

The School will continue to review and reevaluate return to work procedures, in accordance with Cal/OSHA, CDC and federal, state and local health authorities. Please also be reminded of the School's commitment to prevent discrimination and/or retaliation. For additional information about these protections, please see our employee handbook. If you have any questions, please reach out to your supervisor.

Thank you,

[Name]

[Title]

Note: This AB 685 notice is for subcontractors or third parties whose employees may have had minimal contact with a COVID-19 Case during the high-risk period. This notice must be delivered within 24 hours of the School learning of a positive case for each positive case it has at the facility. This document should be put on School letterhead.

Dear [Name of Subcontractor],

This notice is to inform you that an individual working at [name of location] (“the Campus”) has received a positive diagnosis of COVID-19. The individual was last on the Campus on [date], which falls within the individual’s infectious period. Based on our investigation, you may have had employees who may have been on the Campus at the same time as the positive COVID-19 Case. As part of our investigation, we do not believe your [subcontractor/employee/etc.] was in close or direct contact with this individual, however, we are providing you this notice as a legal requirement under Labor Code 6409.6. The COVID-19 positive case went home on [date] and has not been on the School’s property since that time. The affected individual remains in quarantine and we are supporting them as they recover.

We have separately notified all individuals that were in close or direct contact with this COVID-19 case. Close contact is defined as being within 6 feet of a COVID-19 case for more than 15 cumulative minutes in a 24-hour period during the two days prior to the COVID-19 case’s onset of symptoms and/or positive test results.

Your employees’ health is our top priority, and we are continuing to ensure your health and safety with enhanced deep cleaning and sanitization of areas including offices, classrooms and any common spaces at the Campus that the individual may have been using at the time of, or in the two days prior to, their positive diagnosis.

When the individual that either tested positive or was presumed positive, is released to return to work, the School will follow all Cal/OSHA, CDC, federal, state and local guidelines to maintain the health and well-being of all of our individuals at the Campus. This includes but is not limited to the COVID-19 case being in isolation for at least 10 days from the first sign of COVID-19 symptoms, no fever within 3 consecutive days prior to returning to the Campus without the use of a fever reducing drug, and a signed attestation form from the individual confirming that their other symptoms have improved.

Please ensure that if any of your employees are experiencing COVID-19 symptoms, such as a fever of 100 degrees Fahrenheit or higher, 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, or diarrhea, they stay home and seek medical attention. Everyone’s health is our top priority, and we remain committed to providing a safe environment for all of our employees. Please also be reminded of the School’s commitment to prevent discrimination and/or retaliation. For additional information about these protections, please [see/contact specified resource]. If you have any questions, please reach out to Kami Arac, Human Resources Director, at (925) 353-7666.

Thank you,

[Name][Title]

Note: This AB 685 notice is for subcontractors or third parties whose employees may have been in close contact with a COVID-19 Case during the high-risk period. This notice must be delivered within 24 hours of the School learning of a positive case for each positive case it has at the facility. This document should be put on School letterhead.

Dear [Name of Subcontractor],

This notice is to inform you that an individual working at [name of location] (“the Campus”) has received a positive diagnosis of COVID-19. The individual was last on the Campus on [date], which falls within the individual’s infectious period. The COVID-19 positive case went home on [date] and has not been on the School’s property since that time. The affected individual remains in quarantine and we are supporting them as they recover.

We are alerting you to this development because we believe that your employees, may have had close contact with the COVID-19 individual during that individual’s infectious period. Based on the School’s investigation, we believe the following individuals had close contact with the positive individual on or about [insert date(s)]: [insert third party names]. We have separately notified all individuals that were in close or direct contact with this COVID-19 case. Close contact is defined as being within 6 feet of a COVID-19 case for more than 15 cumulative minutes in a 24-hour period during the two days prior to the COVID-19 case’s onset of symptoms and/or positive test results.

Your employees’ health is our top priority, and we are continuing to ensure your health and safety with enhanced deep cleaning and sanitization of areas including offices, classrooms and any common spaces at the Campus that the individual may have been using at the time of, or in the two days prior to, their positive diagnosis.

When the individual that either tested positive or was presumed positive, is released to return to work, the School will follow all Cal/OSHA, CDC, federal, state and local guidelines to maintain the health and well-being of all of our individuals at the Campus. This includes but is not limited to the COVID-19 case being in isolation for at least 10 days from the first sign of COVID-19 symptoms, no fever within 3 consecutive days prior to returning to the Campus without the use of a fever reducing drug, and a signed attestation form from the individual confirming that their other symptoms have improved.

Please ensure that if any of your employees are experiencing COVID-19 symptoms, such as a fever of 100 degrees Fahrenheit or higher, 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, or diarrhea, they stay home and seek medical attention. Everyone’s health is our top priority, and we remain committed to providing a safe environment for all of our employees. Please also be reminded of the School’s commitment to prevent discrimination and/or retaliation. For additional information about these protections, please [see/contact specified resource]. If you have any questions, please reach out to Kami Arac, Human Resources Director, at (925) 353-7666.

Thank you,

[Name]
[Title]

APPENDIX B

Contact Tracing Assessment:

The process of determining which employees have come into close contact with a COVID-19 positive employee in the two days prior to the onset of the COVID-19 positive employee's symptoms. Employees who have been in close contact with the COVID-19 positive employee should be directed to self-quarantine for 14 days from the last date of close contact with the COVID-19 positive employee. In order to properly contact trace you should:

1. Ask the COVID-19 employee to identify who they were in close contact with in the two days prior to the onset of their symptoms, and
2. Review the areas of the workplace the COVID-19 positive employee would have accessed and determine if there are any other employees that the COVID-19 positive employee would likely have had close contact.

Contact tracing need not be performed if the COVID-19 positive employee was not in the workplace within two days of the onset of symptoms.

CONTACT TRACING SCRIPT

Preliminary Notes

- The purpose of contact tracing is to determine if any employees were in close contact with the COVID-19 positive employee two days prior to the COVID-19 positive employee becoming symptomatic. Therefore, you only need to contact trace if a COVID-19 positive individual was in the workplace within two days of the onset of their symptoms.
- Begin contact tracing by speaking with the COVID-19 positive employee.
- DO NOT DISCLOSE THE NAME OF THE COVID-19 POSITIVE EMPLOYEE TO OTHERS.

Script to COVID-19 Positive Employee

- Because you informed us that you were COVID-19 positive, we have a legal obligation to our employees to inform those that were in close contact (6 feet for 15 cumulative minutes or more within a 24-hour period) with that they may have been exposed to the virus. Note, we will not disclose your identity to your coworkers unless you have signed a consent.
- When did you become symptomatic? [If onset of symptoms was more than 14 days ago, nothing further to ask].
- Who do you recall being in close contact with two days prior to becoming symptomatic?
- In the two days before becoming symptomatic, do you recall being in any areas of the workplace that you would not ordinarily frequent?
- Did you participate in any external activities (lunch, happy hour, etc.) with any

employees outside of work without face masks?

Script to Potentially Exposed Employees

- We have been informed by one of our employees that the employee is COVID-19 positive based on a diagnosis obtained on [DATE].
- Based on our investigation we believe that you may have come into close contact with the employee on [DATE].
- Pursuant to School policy, we are requiring you to remain away from work until [14 days from the last close contact with the confirmed case].
- Because you were potentially exposed to COVID-19 at the workplace, we are offering you the opportunity to obtain a free test via onsite testing, a local county testing facility, or your own private health care provider.
- If you are not diagnosed as COVID-19 positive or are not experiencing COVID-19 symptoms by [14 days from last contact with the COVID-19 positive employee], you may return to work after completing a Health Screening Questionnaire.
- If during your time away from work you experience symptoms or are diagnosed positive please inform your supervisor.

DOCUMENTS TO REVIEW FOR CONTACT TRACING

Employer should collect documents and information in order to conduct contact tracing. The employer can review the following to create a list of which employees have been exposed. The information should be used to create a list of potential people exposed, which can be narrowed by asking the infected employee or using other mechanisms to determine which of these people had exposure with the infected employee within 6 feet for more than 15 cumulative minutes within any 24-hour period.

1. Timesheets or time clock records to determine who was on shift at the same time
2. Meal and rest break records to determine who was on break at the same time
3. Records of meetings and conference to determine who the employee may have been in close contact with.
4. Records of where the employee has been (rooms where the employee worked, calendar invites, meeting room invites, phone records, etc.)

APPENDIX C

Risks for Getting or Spreading COVID-19

Travel increases your chances of getting *and* spreading COVID-19.

- There is no data to support if one type of travel is safer than others, however, airports, bus stations, train stations, and rest stops are all places travelers can be exposed to the virus in the air and on surfaces.
- These are also places where it can be hard to [physical distance](#) (keep 6 feet apart from other people for 15 minutes within any 24-hour period).
- Employees may be exposed while staying at hotel because of increased exposure to hotel guest services, housekeeping, security, etc. Employees should follow local or state guidelines as required at their destination.
- Employees may be exposed if they are renting a vehicle or using ride share. Employees should be requested to follow local or state guidelines as required at their location.

Consider the following risks for getting or spreading COVID-19, depending on how employees travel:

- **Air travel:** Air travel requires spending time in security lines and airport terminals, which can bring individuals in close contact with other people and frequently touched surfaces. Most viruses and other germs do not spread easily on flights because of how air circulates and is filtered on airplanes. However, physical distancing is difficult on crowded flights, and individuals may have to sit near others (within 6 feet), sometimes for hours. This may increase an individual's risk for exposure to the virus that causes COVID-19 even if the individual is wearing a face covering or personal protective equipment.
- **Car travel:** Making stops along the way for gas, food, or bathroom breaks can put employees in close contact with other people and surfaces.

Employees choosing to travel should be advised on the following:

- Pack enough alcohol-based hand sanitizer (at least 60% alcohol) and keep it within easy to reach.
- Bring adequate Clorox or other disinfecting wipes to wipe surfaces that may be used by the general public.
- Bring a cloth face covering or other face masks to wear in public places.
- Pack non-perishable food in case restaurants and stores are closed.
- If considering cleaning travel lodgings, see CDC's guidance on how to [clean and disinfect](#).

State and Local Travel Restrictions

- For up-to-date information and travel guidance, check the [state or local health department](#). While the employee is traveling, it is possible a state or local government will put into place travel restrictions, such as stay-at-home or shelter-in-place orders, mandated quarantines upon arrival, or even state border closures.

- Plan to keep checking for updates, as employees are traveling.

a) Travel

Employees must self-quarantine for 14 days* before returning to work when

- travel is international, or within the United States, and
- public transportation is used where they are in close contact with persons not in their social, family or household bubble (bus, airplane, cruise ship, etc.), and/or
- they come into close contact with persons not in their social, family or household bubble upon arrival at their destination.

b) Houseguests

Employees who have family members or guests from outside their social, household or family bubble visiting and/or staying in their home must self-quarantine for 14 days* to ensure that everyone is free of infection.

c) Gatherings

Employees must self-quarantine for 14 days* before returning to work if

- they attend a large social gathering of persons who are not in their social, family or household bubble like a wedding, funeral, or party, or
- they attend a mass gathering like a sporting event, concert, or parade and
- facial coverings and physical distancing are not employed.

* Self-quarantine includes avoiding all social contact by staying home and limiting activities in public spaces. When possible, you should only leave home to receive medical care and for no other reason. Employees may return to school before the recommended 14 days, if they have a negative COVID-19 test that is taken 7 days after their possible exposure.

APPENDIX D

HEALTH SCREENING QUESTIONNAIRE

[This document must not be shared with anyone except employees authorized to receive the information, must be filed separately from any personnel files, and may be accessed by the COVID-19 Human Resources and Safety Committee Team. For visitors, the questionnaire can be used to determine if people enter the facility. The questionnaire can then be shredded and discarded.]

CONFIDENTIAL

Employee and Visitor COVID-19 Questionnaire

We at The Quarry Lane School are focused on the health and well-being of our employees. In view of the novel COVID-19 outbreak, we are taking precautionary measures to keep the workplace safe for everyone. Please help us maintain a safe environment by completing this Questionnaire.

Pursuant to the School's COVID-19 Safety and Health Policy, in the event you answer "Yes" to any of the below questions, you will be excluded from the workplace.

Questionnaire

Question #1: Within the last 14 days, have you been in close contact with anyone who has been diagnosed as infected with, or is being screened for, COVID-19?

Yes No

If you are an employee and you answered "Yes" to this question, you must self-quarantine away from work for 14 days since your last close contact with the individual who was diagnosed as infected with, or is being screened for, COVID-19. If you develop symptoms of COVID-19, please consult with a medical provider. If you are diagnosed with COVID-19 during your period of self-quarantine, immediately contact your supervisor.

If you are a visitor, you will be excluded from the facility you are not permitted to enter the facility.

Question #2: Within the last 14 days, have you been in close contact with anyone who has been advised to self-quarantine by a healthcare provider?

Yes No

If you are an employee and you answered "Yes" to this question, you must self-quarantine away from work for 14 days since your last close contact with the individual who was advised to self-quarantine by a healthcare provider. If you develop symptoms of COVID-19, please consult with a medical provider. If you are diagnosed with COVID-19 during your period of self-quarantine, immediately contact your supervisor.

If you are a visitor, you will be excluded from the facility you are not permitted to enter the facility.

Question #3: Within the last 14 days, have you tested positive for COVID-19 or been diagnosed as COVID-19 positive by a healthcare provider?

Yes No

If you are an employee and you answered “Yes” to this question, you cannot report to work. The School encourages you to continue to seek medical care. The School will assess a return to work strategy based on your medical diagnosis.

If you are a visitor, you will be excluded from the facility you are not permitted to enter the facility.

Question #4: Are you currently experiencing symptoms of COVID-19 which include, but are not limited to, fever of 100 degrees Fahrenheit or higher, 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, or seem sick?

Yes No

If you are an employee and you answered “Yes” to this question, you cannot report to work. The School encourages you to seek medical care. The School will assess a return to work strategy once you obtain a medical diagnosis.

If you are a visitor, you will be excluded from the facility you are not permitted to enter the facility.

Question #5: Have you had a temperature of over 100 degrees in the past 24 hours or from the last time you have filled this form?

Yes No

If you are an employee and you answered “Yes” to this question, you cannot report to work. The School encourages you to seek medical care. The School will assess a return to work strategy once you obtain a medical diagnosis.

If you are a visitor, you will be excluded from the facility you are not permitted to enter the facility.

Question #6: Within the past 14 days, have you traveled, either internationally or within the United States, where you have had close contact with persons not in your household?

Yes No

If you are an employee and you answered “Yes” to this question, you cannot report to work. The School requires you to self-quarantine for 14 days upon your return from travel, or provide a negative COVID-19 test result after 7 days of self-quarantine.

If you are a visitor, you will be excluded from the facility you are not permitted to enter the facility.

Print Name

Signature

Company

Contact Phone

Date

APPENDIX E

Note: This notice is for informing employees after contact tracing that they have been identified as a close contact that has potential exposure to a COVID-19 positive case. This notice should be delivered immediately upon the School determining the individual is a close contact. This document should be put on School letterhead.

DATE: [DATE]

TO: [CLOSE CONTACT EMPLOYEE]

FROM: [COMPANY REP]

We have been informed by an individual working at [Location] that the individual [is COVID-19 positive, based on a test obtained on [DATE]/may have COVID-19 based on signs or symptoms of the virus that became apparent on [DATE]]. Pursuant to the COVID-19 Safety and Health Policy ("Policy"), this individual has been directed to isolate or quarantine until permitted to return to [Location].

We are alerting you to this development because, based on the School's contact tracing investigation, we believe that you may have come into close contact (within 6 feet for more than 15 cumulative minutes within 24 hours) with the COVID-19 case, on or about [DATE], which was within the high-risk period. Based on the Policy, we are directing you not to report to work (i.e., quarantine) until 14 days after your last date of exposure or if you have been released by a doctor. Your supervisor will be in contact with you to discuss how you can obtain School-provided testing and with information regarding your option for paid benefits.

If you do not test positive for COVID-19, are not diagnosed presumed-positive, or are not experiencing symptoms by [14 days from last contact with presumed/confirmed case], you may return to work. Upon returning, you will have to continue certifying in the Health Questionnaire that you have no signs or symptoms or further exposure to the Virus.

Please inform your supervisor if any of the following occur during your self-quarantine:

- you develop COVID-19 symptoms, or
- you are diagnosed with COVID-19.

We are committed to providing a safe environment for our all of our employees. It is in the interest of those goals that we provide this information out of an abundance of caution.

We also want to take this opportunity to remind you that one of our core values as a company is respect for and among our employees. We will treat information regarding the identity of employees with suspected or confirmed cases of COVID-19 as confidential to the extent practicable and will comply with applicable laws regarding the handling of such information. Further, per School policy, we will not tolerate harassment of, or discrimination or retaliation against any employee.

Please contact Kami Arac, Human Resources Director, at (925) 353-7666 or karac@quarrylane.org if you have any questions or concerns.

APPENDIX F

On-Campus Protocols for Specific Areas Employees May Gather

Face coverings/face masks must be worn at all times except when eating or drinking. When, unmasked and eating/drinking, employees must maintain 10 feet of physical distance. At all other times, physical distancing of six feet must be maintained.

Lower School

Office	Two employees besides the office staff are allowed in the office at a time.
Restroom	Single Occupancy
Supply Closet	One employee at a time
Breakroom	Two employees, unmasked and eating, are allowed in the Art Room at the same time; one more masked employee is allowed at the copy machine; additional masked employees may pass through the room to use the restroom.
Dining Hall	Seven employees are allowed and must maintain a physical distance of 10 feet with the doors open.
Classroom	Two employees are allowed per classroom and must maintain a physical distance of 10 feet while eating.
Outdoor Areas	Maintain a physical distance of six feet apart. If unmasked and eating, employees must maintain physical distance of 10 feet.

Middle School

Office	Two employees besides the office staff are allowed in the office at a time.
Restroom	Some are single occupancy and others two employees are allowed at a time.
Supply Closet	One employee at a time
Breakroom	Four employees, unmasked and eating, are allowed and must maintain a physical distance of 10 feet.
Dining Hall	Seven employees are allowed, maintain physical distance, and doors remain open.
Classroom	Two employees are allowed per classroom and must maintain a physical distance of 10 feet while eating.
Outdoor Areas	Maintain a physical distance of six feet apart. If unmasked and eating, employees must maintain physical distance of 10 feet.

High School

Office	Two employees besides the office staff are allowed in the office at a time
Restroom	Some are single occupancy and others two employees are allowed at a time.
Supply Closet	Two employee at a time
Breakroom	Four employees, unmasked and eating, are allowed and must maintain a physical distance of 10 feet.
Dining Hall	Seven employees are allowed and must maintain a physical distance of 10 feet with the doors open.
Classroom	Two employees are allowed per classroom and must maintain a physical distance of 10 feet while eating.
Outdoor Areas	Maintain a physical distance of six feet apart. If unmasked and eating, employees must maintain physical distance of 10 feet.

East Campus

Lobby	Maximum of six employees
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Office Two employees are allowed in (the Director's) office at a time
Restroom Two employees are allowed at a time
Supply Closet One employee at a time
Breakroom One employee, unmasked and eating, is allowed at a time; one more masked employee may enter briefly to get water, their lunch/snack, etc.
Classroom Two employees are allowed per classroom and must maintain a physical distance of 10 feet while eating.
TV Room One employee, unmasked and eating, is allowed; otherwise, two masked employees are allowed
Outdoor Areas Maintain a physical distance of six feet apart. If unmasked and eating, employees must maintain physical distance of 10 feet.

West Campus

Office Maximum of four employees
Restroom Two employees allowed at a time.
Supply Closet One employee at a time
Breakroom One employee is allowed at a time in each area of the break room. Front part and back part with door closed.
Classroom Two employees are allowed per classroom and must maintain a physical distance of 10 feet while eating.
Outdoor Areas Maintain a physical distance of six feet apart. If unmasked and eating, employees must maintain physical distance of 10 feet.

SECTION 9: FORMS

FORM 1

[This document, as well as any attachments, must not be shared with anyone except employees authorized to receive the information, must be filed separately from any personnel files, and may be accessed by the COVID-19 Human Resources and Safety Committee Team.]

CONFIDENTIAL

EXPOSURE INCIDENT/INVESTIGATION REPORT

Employee Info

Date: Enter Date.

Name: Enter Name.

Employee Number: Enter Employee Number.

Location: Enter Street, City, State, Zip Code.

Department: Enter Name of Department.

Exposure Info

Date Employee Reported: Enter Date.

Was Employee Present at Work?

Yes

No

Who Received Report? Enter Name.

Employee Is:

Positive Test

Diagnosed Positive

Symptomatic

Date of Positive Test or Diagnosis: Enter Date.

Date of Onset of Symptoms: Enter Date.

Leave Available?

Yes

No

If yes, type of leave taken: Enter Type of Leave.

Information Provided by Employee Regarding COVID-19 Exposure (Where was the employee exposed? Did any family members have it? Etc.)

Contact Tracing

Was Employee at Worksite Within Two Days of Onset of Symptoms?

- Yes – complete remainder of section
 No – do not complete remainder of section

For Each Employee in Close Contact

Name: Enter Name.

Employee Number: Enter Employee Number.

Location: Enter Street, City, State, Zip Code.

Department: Enter Name of Department.

Date of Last Close Contact: Enter Date.

Date Employee Notified: Enter Date.

Who Notified? Enter Name.

Date Employee Can Return if Asymptomatic: Enter Date.

Leave Available?

- Yes No

If yes, type of leave taken: Enter Type of Leave.

Cleaning

Was Employee at Worksite Within Two Days of Onset of Symptoms?

- Yes – complete remainder of section
 No – do not complete remainder of section

Areas Symptomatic Employee Accessed

Enter Detailed Description. _____

Areas of Worksite Cleaned

Enter Detailed Description. _____

Date Each Site Cleaned

Enter Date.

Enter Date.

Enter Date.

Who Performed Each Cleaning?

Enter Name.

Enter Name.

FORM 2

[This document, as well as any attachments, must not be shared with anyone except employees authorized to receive the information, must be filed separately from any personnel files, and may be accessed by the COVID-19 Human Resources and Safety Committee Team. All Information is to be kept confidential.]

EXPOSURE LOG

Name	Contact Information	Job Title	Location Where Worked	Date of Last Day Worked	Date of Positive Test

FORM 3

[This document, as well as any attachments, must not be shared with anyone except employees authorized to receive the information, must be filed separately from any personnel files, and may be accessed by the COVID-19 Human Resources and Safety Committee Team. All Information is to be kept confidential.]

MINOR/MAJOR OUTBREAK TESTING LOG

Name	Department	Job Title	Date of First Test	Date of Second Test	Date of Positive Test

FORM 4

TIME OUT FORM FOR TESTING

NAME: _____

DATE: _____

TIME OUT FOR TEST: _____

TIME BACK FOR TEST: _____

MEAL PERIOD MISSED YES NO

REST PERIOD MISSED YES NO

AMOUNT OF OVERTIME: _____

SIGNATURE OF EMPLOYEE: _____

TYPE OF LEAVE PROVIDED: _____

AMOUNT PAID: _____

FORM 5

EMPLOYEE ACKNOWLEDGEMENT FORM

The Quarry Lane School COVID-19 Prevention Plan

I certify that I have received, reviewed and read a copy of The Quarry Lane School's COVID-19 Prevention Plan and I have been trained on all of the following items:

- What is Sars CoV-2 (aka COVID-19)
- The symptoms of COVID-19
- How COVID-19 is transmitted
- Prevention tips for COVID-19
- Physical Distancing
- Face Coverings and Personal Protective Equipment
- That I am not to come to work if I have any signs or symptoms or believe I have been exposed to COVID-19 or if I have been asked to quarantine or isolate by the Department of Public Health
- That I may be entitled to leave and or other benefits such as supplemental pay, paid sick leave, or workers compensation
- That if I am hospitalized for COVID-19 that I am to immediately notify my supervisor
- That I can ask my employer to provide me with testing if I have been exposed at work
- That I must complete health screening and temperature checks before entering the workplace
- Training on use of, obtaining, maintenance of and safe donning and doffing practices for face coverings and personal protective equipment
- General employee risk reduction of COVID-19
- Anti-retaliation policy
- That I have the right to remove myself from work situations that I believe present an imminent threat or serious danger to my safety or health or the safety or the safety and health of others
- How to file an internal retaliation claim if I believe I am facing retaliation for anything relating to COVID-19
- How to notify management of any safety violation or issue and the process management will take to investigate the matter

Date: _____ **Signature:** _____

Print Name: _____

Keep the original Employee Acknowledgement Form in Personnel File

FORM 6

JOB HAZARD ASSESSMENT

Person conducting the evaluation: **[enter name(s)]**

Date: **[enter date]**

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

Work Area/ Activity/ Equipment/ Process that contributes to COVID-19 Hazard Exposure	Specific timing of issues:	Who may be exposed?	Prevention Controls Implemented:
(E.g., health screenings, bathrooms, conference rooms, multi employee use of, common breakroom, etc.)	(E.g., beginning of shift, throughout shift, lunch time, etc.)	(E.g., package handlers, all employees, subcontractors, visitors, etc.)	(Plexiglass, additional ventilation, partitions, administrative protocols like physical distancing mandates, place markers for movement.)

FORM 7

PERIODIC INSPECTION FORM

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			
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			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			

FORM 8

ATTESTATION FORM

I, _____, confirm the following statements to be true.

- I have been in isolation for at least ten days from the first sign of Covid-19 symptoms.

Date fever and/or symptoms began: _____

- I have not had a fever within three days, and I have not used a fever-reducing drug.

Date of last fever of 100 degrees or higher: _____

- My symptoms have improved.

Date symptoms began improving: _____ (write N/A if no symptoms present)

Your signature on this line is a confirmation that the above points are true.

Employee Signature: _____

Employee Name: _____

Today's Date: _____

Date Returned to Work: _____