

COVID-19 Prevention Program (CPP) for The Colburn School

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

Date: April 1, 2021

Authority and Responsibility

Adrian Daly, Provost and Linda Cormier, Vice President of Administration (Safety Program Administrators) have overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards.

Employees have an opportunity to make suggestions and/or express their concerns in various ways, including: 1) to their supervisor, 2) to the Safety Program Administrator, and 3) via the Suggestion Box found in the Faculty and Staff Lounge. Employee suggestions may be made anonymously. In all cases, no employee shall be disciplined, demoted or otherwise discriminated against for making a suggestion and can do so without fear of reprisal. [Form 2 – Employee Safety Suggestion Form.](#)

Employee screening

We screen our employees by:

Prior to coming onto the premises, all employees must complete the Live Safe health screening app and receive a green check mark indicating they have been cleared to access the Colburn School campus.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

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

Individuals are identified as being responsible for timely correction.

Follow-up measures are taken to ensure timely correction.

Control of COVID-19 Hazards

Physical Distancing

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

- Remote work arrangements where possible.
- 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, to allow greater distance between employees and between employees and students.

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.

The Colburn School provides one disposable face covering per employee per day while working on campus. The face coverings can be picked up at the Olive Building Security Desk. Employees are encouraged to obtain their own face coverings to ensure that they have an ample supply for everyday use and individual fit. Disposable face coverings may only be worn for one day and then must be placed in the trash.

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 who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

If you encounter someone in a public area of the School not wearing a face covering, please notify building security.

Engineering controls

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

individuals: Plexi-glass partitions have been put in place

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

- The Colburn School has installed high efficiency air filtration along with UV-C lighting on all air handlers
- In circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke, dampers will be returned to 20%.
- The ventilation system will be properly maintained and adjusted by the Colburn School's Engineering Department.

Cleaning and disinfecting

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

Custodial staff will clean and sanitize buildings on a regular basis to reduce the spread of viruses and risk of exposure to occupants and workers by following the CDC recommendations and guidance. Additionally, custodial employees are trained on cleaning procedures to disinfect facilities when necessary. Cleaning frequency will increase by several fold as campus spaces are re-occupied and the Custodial department returns to full strength.

The description below reflects operations with a Custodial staff at full strength:

- High-traffic areas and frequently touched surfaces: cleaning and sanitizing will be performed three times per day or once per shift (tabletops, doorknobs, light switches, countertops, handles/rails, drinking fountains/bottle filling stations, vending machine buttons, shared printers and copy machines, elevator button/panels and stairwells).
- Base Building Restrooms: cleaning and sanitizing three times per day or once per shift (toilets, partitions, sinks, faucets, countertops, handles, light switches), and checking and replenishing dispensers.
- Kitchens areas: cleaning and sanitizing three times per day or once per shift (countertops, tables, sink, faucets/handles, dispensers, light switches), and wiping down appliances.
- Soft and porous materials: carpets and upholstered furniture will be vacuumed once per week and sanitized with EPA-approved cleaner.
- Hard floors: floors will be swept and wet mopped once per week with an EPA-approved cleaner.

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

Peerless Maintenance or other qualified company would be brought in to perform disinfecting & fogging in the areas of potential risk as they have trained personnel with all the proper PPE.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared.

While custodial crews will continue to clean offices and workspaces based on CDC guidelines, additional care should be taken to wipe down work areas and commonly used surfaces. Before starting work and before leaving any room in which employees have been working, employees should wipe down their work areas with an Environmental Protection Agency (EPA)-approved cleaning solution. EPA-approved solutions will be provided by the School. This includes any shared-space locations, equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, desks and tables, light switches, door knobs, etc.) and office supplies (staplers, hole punches, etc). As much as possible, employees should avoid sharing tools, equipment or workspaces. Where items or workspaces must be shared, they should be cleaned between uses. These cleaning practices are considered work duties and employees should include the time spent on cleaning and disinfecting their workspace on their record of time worked.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we have placed hand sanitizer containing at least 60% alcohol in building lobbies throughout the campus.

Soap and water is available to all employees and visitors in the restrooms located throughout the Grand and Olive buildings. Employees should wash their hands before, throughout, and at the end of the workday. They should wash their hands frequently with soap and water for at least 20 seconds, especially after they have been in a public place, blowing their nose, coughing, sneezing, or touching their face. If soap and water are not readily available, a hand sanitizer containing at least 60% alcohol should be used. All surfaces of the hands should be covered and rubbed together until they feel dry. Any touching of the eyes, nose, and mouth should always be avoided, and employees should wash their hands before touching their face.

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.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

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

- Offered COVID-19 testing at no cost during their working hours. Employees may obtain a test at a local pharmacy such as CVS, Rite Aid, Walgreens, from their physician or health care provider, or at a city or county testing center. Most locations offer free testing. If a free test cannot be obtained, the Colburn School will reimburse employees for any testing costs not reimbursable by their insurance company.

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 who experience symptoms of illness, a positive test for COVID-19, and/or direct exposure with a confirmed case of COVID-19 are required to stay home, report their condition(s) to their supervisor and Human Resources department, and seek guidance from their healthcare provider.
- Employees can report symptoms without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing:
Employees may obtain a test at a local pharmacy such as CVS, Rite Aid, Walgreens, from their physician or health care provider, or at a city or county testing center. Most locations offer free testing. If a free test cannot be obtained, the Colburn School will reimburse employees for any testing costs not reimbursable by their insurance company.
- 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.
- We will communicate with employees via email or phone/in-person meeting.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- By employer-provided paid sick leave and worker's compensation benefits,
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

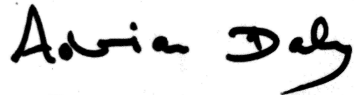
It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:

- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
 - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
 - A negative COVID-19 test will not be required for an employee to return to work.
 - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
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Adrian Daly



Linda Cormier

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation:

Date: 4/9/2021

Name(s) of employee and authorized employee representative that participated:

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
Entering Colburn campus	Parking garage, Olive building entrance; generally 8:00 AM to 10:00 PM	Security guards come in contact with people entering the Colburn premises; take temperatures and distribute rapid tests as appropriate	Plexi glass barriers, high efficiency air filtration, decreased density, wearing masks required, testing kits distributed in large, parking garage
Classroom instruction	Classrooms, daily	Group instruction, students of different ages in a specific classroom with a teacher; indoor classrooms	Decreased density; temperature check upon entry; completion of health screening app; 6 feet of physical separation; wearing masks required; high efficiency air filtration; UVC lighting in ducts; 30 minutes between classes; unvaccinated students interacting with unvaccinated teacher or other unvaccinated students will take a rapid COVID test prior to entry.
Individual instruction	Studios; daily	Student and faculty member together in a teaching studio	Decreased density; temperature check upon entry; completion of health screening app; 6 feet of physical separation; wearing masks required; high efficiency air filtration; UVC lighting in ducts; 30 minutes between classes; unvaccinated students interacting with unvaccinated teacher or other unvaccinated students will take a rapid COVID test prior to entry.

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
Group instruction	Studios, larger ensemble spaces; daily	Students and faculty member together; dance also has accompanists present	Decreased density; temperature check upon entry; completion of health screening app; 6 feet of physical separation; wearing masks required; high efficiency air filtration; UVC lighting in ducts; 30 minutes between classes; unvaccinated students interacting with unvaccinated teacher or other unvaccinated students will take a rapid COVID test prior to entry.
Dance Group Instruction	Dance Studios daily	Dance Faculty and potentially accompanists in same room as students	Decreased density; temperature check upon entry; completion of health screening app; 6 feet of physical separation; wearing masks required; high efficiency air filtration; UVC lighting in ducts; 30 minutes between classes; unvaccinated students interacting with unvaccinated teacher or other unvaccinated students will take a rapid COVID test prior to entry. Unvaccinated accompanists will work remotely.
Customer service	CSCM, TZDI, CSPA offices	CSCM, TZDI, CSPA deans, administrative staff come in contact with students and/or parents	Encourage phone or email communication; in the event of in person interaction, decreased density; 6 feet of physical separation; wearing masks required; high efficiency air filtration; UVC lighting in ducts; plexiglass barriers
Library	Library daily	Staff in contact with library users	Decreased density; encourage phone or email communication; 6 feet of physical separation where possible; wearing masks required; high efficiency air filtration;
Facility maintenance	Colburn campus; 23 hours a day, 7 days per week	Engineering staff coming in contact with people on campus; sharing work tools; Engineers cannot always maintain 6 feet of social distance	Decreased density; 6 feet of physical separation where possible. If 6 feet of social distance can't be maintained, as much space as possible will separate employees; wearing masks

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
			required; high efficiency air filtration, shared tools to be disinfected before and after use.
Piano Technicians	Studios, practice rooms, performance halls, piano workshop; daily 8:00 to 10:00 pm; in-home piano tuning	Might interact with performers; might be in room with others	Will maintain 6 feet of social distance;

Appendix B: COVID-19 Inspections

Date:

Name of person 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			
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			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			

Appendix C: Investigating COVID-19 Cases

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

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

Date:

Name of person conducting the investigation:

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	

Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

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

Appendix D: COVID-19 Training Roster

Date:

Person that conducted the training:

Employee Name	Signature

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

Three or more COVID-19 cases in the workplace within a 14-day period.

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

COVID-19 testing

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

20 or more COVID-19 cases within a 30-day period.

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

COVID-19 testing

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

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.

Additional Consideration #3

COVID-19 Prevention in Employer-Provided Housing

Assignment of housing units

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

- Employees will be housed in their own suite.

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.
- 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:

- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

Screening

We will encourage residents to report COVID-19 symptoms to Lee Cioppa, Dean and Jeniffer Criss-Williams, Manager of Residential Life and Summer Programs

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.
- 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.

FORM 2

EMPLOYEE SAFETY SUGGESTION FORM

Without fear of reprisal, I would like to report what I believe is a safety/health hazard. The Colburn School encourages employees to communicate health and safety suggestions, comments and complaints, and to report unsafe work practices and unsafe conditions to management. Employees have the option of remaining anonymous or signing the report.

Employee safety suggestions can be placed within employee safety suggestion box in common break rooms, given to their immediate supervisor, or forwarded to Human Resources

Please describe unsafe condition and/or act (use back of sheet if necessary):

Location:

Please list the suggestions that you have to address problem:

Has this matter been reported to management previously?

Yes
No

Employee Name (optional): _____ Date: _____

Department (optional): _____

Management review, comments, and follow up actions

Management Action:

Signed:

Date:

Signed:

Date: