



Vacaville Christian Schools COVID-19 PREVENTION PLAN

AS MANDATED BY:

CCR TITLE 8 SECTIONS

3205, 3205.1, 3205.2, 3205.3, 3205.4

VACAVILLE CHRISTIAN SCHOOLS (VCS)

COVID-19 Prevention Program (CPP)

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

Authority and Responsibility

Ben Davis (Head of School) has overall authority and responsibility for implementing the provisions of this CPP at Vacaville Christian Schools. In addition, all Principals, managers and supervisors are responsible for implementing and maintaining the CPP at the school sites and for ensuring employees receive answers to questions about the COVID-19 Prevention Plan.

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 at **Vacaville Christian Schools**:

- 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 at VCS and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by contacting their supervisor or principal at the school site. In addition, Vacaville Christian Schools Administration may also be contacted.

Employee screening

We screen our employees by:

- Each day each employee must fill out a COVID self-check form. This wellness check will be used as a guide to determine if the employee continues to work or will be sent home on the scenarios below.
- Employees will be required to check their own temperature each day prior to coming to work. **Any temperature of 100.4 degrees Fahrenheit or higher is defined as a fever.**

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:

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- The severity of the hazard will be assessed. Appropriate work orders, procedures or other mitigation strategies will be implemented within 3 working days.
- The Head of School and Director of Operations is responsible for timely correction
- Follow-up measures will be taken to determine if the mitigation strategies have been effective.

Control of COVID-19 Hazards

Physical Distancing

Where possible, VCS will ensure at least six feet of physical distancing at all times:

- All VCS employees, sub-contractors, vendors or anybody else making contact at Vacaville Christian Schools are required to be checked in daily with Principals, Directors or Supervisors in their department.
- VCS requires a minimum of 6' of physical distance by all employees
- Provide a single point of entrance to the site when possible.
- Always maintain 6ft minimum of distancing
- Conduct a daily self-check assessment
- Any individual that appears to be unwell will NOT be granted access to the school or allowed to start work
- Require sick workers/employees and those displaying flu like symptoms to stay home. ("Worker/Employee" means worker or employee for VCS, subcontractors, consultants etc.)
- Send employees home immediately who show signs and symptoms of flu-like or acute respiratory illness symptoms.
- Hand sanitizer and appropriate protective gloves shall be made available in all offices and classrooms as necessary.
- Encourage respiratory etiquette, including covering mouth and nose when coughing and/or sneezing. Cover the mouth with a tissue. If a tissue is not available cough or sneeze into your sleeve, not your hands.
- Signage will be posted throughout VCS buildings and work areas to raise awareness.
- Minimize the number of employees working within a certain area of a (6' of physical distance to be maintained at all times).
- Encourage employees not to share tools or work areas; if this does not take place ensure the tools/areas are disinfected after use.
- Ensure routine cleaning of frequently touched surfaces including the following: door handles, elevator buttons, all work surfaces, equipment and tool handles.
- Stagger break and lunch time to avoid employees from gathering on one location.
- As possible, only perform critical/essential activities.
- No gathering of employees of more than 10 people, including breaks, lunch and meetings. If more than 10 employees are involved in a meeting, procedures must be followed to minimize contact.
 1. Seats placed at least 6' apart
 2. Hand wipes be provided
 3. Each employee will be assigned a place to sit
 4. Handwashing will be encouraged and sanitizer provided
 5. Gloves will be available
 6. Masks or face shields will be provided and will be REQUIRED while inside a building.
- Any meeting or training session attended by employees must provide for physical distancing of 6'

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- No physical greetings such as a handshake or a hug.
- Encourage personnel to use the stairs. If elevator must be used only one person at a time is allowed.

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

Face Coverings

VCS will 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. Employees may provide their own face coverings or use disposable face coverings that will be available in all offices.

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

- When an employee is alone in a room or work area.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

The following measures for situations where we cannot maintain at least six feet between individuals:

- The use of partitions or barriers in classrooms and offices

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

- For indoor locations (High School), VCS will evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.
- If the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke, outside air vents and windows will be closed.
- For building with mechanical or natural ventilation, or both, VCS will maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or, if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
- The HVAC system will be properly maintained and adjusted by VCS Maintenance Manager or the Director of Operations.

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- The highest MERV filter will be utilized to insure adequate air filtration when possible.
- Employees are encouraged to open windows or doors when outside conditions are favorable.

Cleaning and disinfecting

The following cleaning and disinfection measures for frequently touched surfaces will be implemented:

- The Principal or Supervisor will ensure that adequate supplies are available and adequate time is given for disinfection/cleaning to be done properly
- The Principal or Supervisor will direct outside custodians and employees the scope of cleaning and disinfection.

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

PPE will be worn by employees performing disinfection tasks.

- Disposable Gloves-Ex: Latex or Nitrile
- Masks-Ex: Disposable face mask
- Eye Covering-Ex: Safety Glasses, Safety goggles, face shield

Procedures

- Clean the surface first, and then disinfect.
- Body Fluids must be thoroughly cleaned from surfaces/objects. Use soap and water to clean first.
- Apply the VCS approved disinfectant product. The employees should review the SDS for the chemical to be used and follow all label directions.
- The surface must stay wet for 10 minutes, or for the appropriate dwell time listed on the product. If the surface dries before the 10 minutes (or label dwell time) reapply.
- Dispose into the trash any paper towels, gloves and other materials that came in contact with the surfaces during the cleaning and disinfection process.

Shared tools, equipment and personal protective equipment (PPE)

- PPE must not be shared, e.g., gloves, goggles and face shields.
- Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible.
- Where there must be sharing, the items will be disinfected between uses by the affected employee with the VCS approved disinfecting product
- Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users

Hand sanitizing

- To protect employees from COVID-19 hazards, VCS will evaluate its handwashing facilities, determine the need for additional handwashing stations if needed, and encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. VCS shall encourage employees to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.
- Wash hands frequently with soap and water for a minimum of 20 seconds. If soap and water are not available, use hand sanitizer (70% alcohol content or greater). At a minimum, employees MUST wash their hands at the beginning and end of each shift, after using the restroom and before and after each break.
- Encourage respiratory etiquette, including mouth and or nose when coughing and/or sneezing.

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Cover the mouth and nose with a tissue. If a tissue is not available cough or sneeze into your sleeve, not your hands.

- Avoid touching your eyes, nose and mouth especially with unwashed hands.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, are provided as needed.

VCS will evaluate the tasks or conditions in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained for the need to utilize N95 or other tight fitting respirators.

VCS will provide and ensure use of eye protection and respiratory protection in accordance with CCR Title 8 section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Investigating and Responding to COVID-19 Cases

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

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

VCS will take all the following steps in response to a COVID-19 case in the workplace.

- Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date of the COVID-19 case first had one or more COVID-19 symptoms if any were experienced.
- Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all the locations at the workplace which may have been visited by the COVID-19 case during the high risk exposure period.
- According to AB 685 VCS will give notice of the potential COVID-19 exposure, within one business day, in a way that it does not reveal any personal identifying information of the COVID-19 case to the following:
 - A. All employees who may have had COVID exposure and their authorized representatives.
 - B. Independent contractors and other employers present at the workplace during high risk exposure period.
- Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on the COVID-19 related benefits to which the employee may be entitled under the applicable law, the federal Families First Coronavirus Response Act, Labor code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local government requirements, the employer's own leave policies, and leave guaranteed by contract.
- Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
- All personally-identifying information regarding COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the employer under this section and sections 3205.1 through 3205.4 shall be provided in a manner that ensures the confidentiality of employees.

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System for Communicating

The goal of VCS is to ensure that we have effective two-way communication with employees, is performed and includes the following information.

- Employees can report symptoms and hazards without fear of reprisal.
- To whom employees should report COVID-19 symptoms and possible hazards.
- VCS procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Give Employees the tools to get tested when they have symptoms to reduce the likelihood of bringing the virus to work. Employees may access COVID-19 testing in the Human Resource Department by appointment. Currently we are partnering with Valencia Branch Labs.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

Training and Instruction

VCS will provide effective training and instruction that includes:

- 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.
- Training will be documented by a completed Training Verification Form provided during the training. Alternatively, a training log may be utilized.

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

Exclusion of COVID-19 Cases

When a COVID-19 case is identified in our workplace, VCS will limit transmission by:

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- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is VCS's 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:

1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
2. COVID-19 symptoms have improved.
3. 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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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)			
Gloves			
Face shields/goggles			
Respiratory protection			

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Appendix C: Investigating COVID-19 Cases

1. All personal identifying information of COVID-19 cases or symptoms will be kept confidential.
2. 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.
3. 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.

Name of person conducting the investigation: _____ Date: _____

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):			

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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.

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Appendix D: COVID-19 Training Roster

Date: _____

Person that conducted the training: _____

Employee Name	Signature

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Multiple COVID-19 Infections and COVID-19 Outbreaks

If VCS is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in our workplace within a 14-day period, this section of CCP will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14 day period.

COVID-19 testing

- VCS will provide COVID-19 testing to all employees in VCS 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, VCS 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

VCS 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

VCS 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**, VCS 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.

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- 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.
- VCS 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. VCS will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

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Major COVID-19 Outbreaks

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

COVID-19 testing

VCS will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at VCS 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

VCS 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

VCS 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**, VCS 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.
- VCS 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.
- VCS 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

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