



PASADENA WALDORF SCHOOL

**Covid Protection Plan**  
**January 2021**

# COVID-19 Prevention Program (CPP) for Pasadena Waldorf School

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

**Date: Wednesday, January 27, 2021**

## Authority and Responsibility

The Business Administrator and Pedagogical Administrator 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 in a language they understand. Any clarifying or material questions that employees may have about the provisions in the CPP, should first be addressed to Covid-Compliance Officer, Pamela Forrest.

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.
- Face coverings/masks are mandatory on our campuses. Campuses are closed to non-essential visitors. Social distancing guidelines, mask wearing, and handwashing reminders are posted throughout campus.
- Flow of pedestrian traffic is indicated by posted signs and arrows on concrete walkways throughout campus.
- Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by our open-door policy of reporting issues and concerns to Pamela Forrest, our Covid Compliance Officer.
- We also have full PPE supplies and cleaning and sanitization items available to all employees, as needed.

## Employee screening

We screen our employees by: Encouraging home screening before they leave for work, plus mandatory health screening/check-in at front office before reporting to classroom or work areas. Teachers perform health screenings on all students at the drop-off areas before students enter the campus, including temperature checks, and the required health screening questions. Face coverings/masks are mandatory for screeners and employees. All thermometers on campus are no-touch and teachers of student groups have individual supplies to perform this screening.

## 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:

- On a day-to-day basis, teachers and staff work together to assess possible hazards.
- On a weekly basis the office staff member of each school department will monitor the school area under their purview to identify any potential hazards or work conditions that need attention.
- Mask and social distancing protocol are followed throughout the school day.
- Each restroom includes signage and supplies for disinfecting after use. Teachers are expected to help young students clean after using restroom. Handwashing signs are posted throughout campus. Classrooms are cleaned by teachers and students throughout the day, and professionally cleaned and sanitized nightly.
- If a student, teacher, or staff member tests positive for COVID-19, their classroom or office is cleared and closed until janitorial performs deep clean plus sanitization.
- Proper protocol is followed to report cases to DHS. In-house contact tracing is followed, and communication goes out to all pertinent parents, and employees regarding any positive COVID-19 exposure, including updates, as needed.
- MediWaste service disposes of hazardous materials, as needed.

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 always ensure at least six feet of physical distancing in our workplace by:

- Eliminating the need for all employees to be in the workplace at the same time – e.g., telework or other remote work arrangements, staggered work schedules.
- Reducing the number of persons in an area at one time, including visitors and posting Maximum Occupancy signs in work and class areas.
- Visual cues such as signs and floor markings to indicate where employees and others should be located, their direction and path of travel around campus and reminders to keep 6 feet of distance.
- Staggered arrival, departure, work, and break times, ensuring break areas, tables and chairs are safely distanced from other break areas, i.e., one person/chair per table, safely distanced from next table, etc. (Our primary break areas for employees and students are currently outside, thanks to southern California weather)
- Classroom staff are also able to conduct many classes outside in 'outdoor classroom' areas. Students are kept in their classroom stable group for recess, and do not share space or cross paths with other pods.
- Adjusted work processes, schedules, or procedures to allow greater distance between employees
- The number of classroom staff assigned to interact with any one student group is limited and mixing is kept to a minimum. Technical capacity to provide for virtual teaching of student groups has been established where needed.
- Reference section 3205(c)(6) for details] Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved. In areas and situations where distancing may be difficult specific PPE has been provided and physical barriers have been put in place to reduce the likelihood of contact with aerosolized particles between individuals.

## 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.

We have 4 different types of face coverings available: KN95 masks (adult size only), blue surgical masks (adult and children sizes), reusable cloth masks (adult and children sizes) and plastic face shields (adjustable/one size fits all). These items are available to all employees, students, and visitors, as needed. Employees are responsible for washing their own cloth masks and sanitizing face shields. Masks/face coverings are currently mandatory for anyone on school property. Non-essential visitors are not allowed on campus at this time and will be escorted off the premises immediately. Masks will be provided to employees, students, and authorized visitors as needed.

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

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

We implement the following measures for situations where we cannot maintain at least six feet between individuals: mandatory masks; plastic partitions for 'isolation' areas; clear, 3-sided 'sneeze guard' plastic shields for individual students' desks; keep pods of children separate, in different areas of campus, at recess; maximum occupancy is 1 person in all restrooms; allowing only one customer at a time, by appointment only, into our on-campus school store.

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

- Circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke. HEPA SwissAir filter systems; and/or clean a/c-heat system filters for classrooms and offices.
- Ventilation systems are professionally cleaned annually and checked on a regular schedule. Filters are changed out as needed.
- We strive to increase filtration efficiency to the highest level compatible with our existing ventilation system(s) within our operational constraints.

## Cleaning and disinfecting

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

- Teachers with students in classrooms are provided cleaning and sanitizing products, compatible with CDPH Guidelines for approved products in school settings, to use throughout the school day according to their own needs and rhythms in the classroom. Within the class and work schedule times are set aside specifically for surface cleaning and disinfection. Cleaning/sanitizing products (such as wipes, disinfecting sprays, disposable non-latex gloves and disposable paper towels and hand

sanitizer) are also available to all employees, as needed, and strategically placed in common-use areas on campus, including the community kitchen and all restrooms, plus 'how to' signage for effective cleaning/sanitizing 'high touch' areas.

- Adequate supplies are maintained for the school by routine stock checking and ordering coordinated by our Covid Compliance Officer.
- Signs and community communications reinforce the request for cleaning/sanitizing after each use/before leaving a room, i.e., all high touch areas including copy machines, printers, doorknobs, soap dispensers, toilet flush handles, microwave doors, refrigerator doors, fax machines, pencils, paper cutters, shredders, etc.

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

In the case of a positive COVID-19 case, the area in question would be evacuated and closed off as soon as possible. Employees would determine the safest way to handle any immediate clean-up need, i.e., vomit on a desk or floor, etc. A request to our cleaning crew for a deep clean and sanitizing service (hospital grade) would be placed immediately. In some cases, it might be best to let the room "rest" 24 hours before sending a crew in to clean and sanitize.

### **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 people using them. Sanitizing products are provided in all shared areas, classrooms, and offices on campus. Teachers help students follow cleaning/sanitizing protocols in each class and monitoring the safe use of the materials supplied.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Determine the best locations of and added outdoor handwashing stations to strategic areas on campus.
- Added all new 'NO TOUCH' soap dispensers, paper towel dispensers and trash cans to all hand washing areas, inside and outside.
- Posted hand washing reminder signs and proper hand washing technique signs throughout campus and in all handwashing-specific areas.
- Distributed effective and safe hand sanitizer to all offices and classrooms. Individual hand sanitizing 'towelettes' are available in front office, and for anyone who might need/want for class or office.
- Encourage and allow time for employee handwashing.
- Provide employees with an effective hand sanitizer and prohibit hand sanitizers that contain methanol (i.e., methyl alcohol).
- Encourage employees to wash their hands for at least 20 seconds each time.

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

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids. We provide plastic, adjustable face shields to employees, and disposable, fluid resistant hospital gowns to employees who may need to care for sick students that need to isolate at school until a parent or guardian can get them.

## 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:

- Contacted to notify them of their potential or presumed exposure and directed to quarantine and seek testing per CADPH guidelines.
- Offered information on how to schedule COVID-19 testing, at no cost during their working hours. Hourly employees will be reimbursed for travel time and hours used if they must seek testing outside of work hours.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

## System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards to their immediate supervisor and Covid-Compliance Officer either by direct conversation, phone call or email, and how
- Employees can report symptoms and hazards without fear of reprisal.
- Accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness is accomplished through direct interview and agreement with either the Pedagogical or Business Administrators (depending on the area in which the employee works.)
- Where testing is not required, employees can access COVID-19 testing through their health insurance provider or at free testing sites within LA County. All employees have been provided links with information about testing and those resources are updated as needed.
- Asymptomatic testing is required of all on-campus employees at a rhythm of once every week until the rate of transmission in our local area falls to less than 14 cases per 100,000 individuals. Resources for testing at free sites in the county are routinely shared with employees via email updates.
- 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 on how employees can access rapid testing is given where necessary.
- COVID-19 hazards via other employers and individuals in contact with our workplace are being minimized by limiting the number of visitors contractors and vendors who have access to our campus and work areas and by performing health screening including temperature checks on all visitors to the school site. Contact information is gathered for all campus visitors in case we need to include them in any contact tracing or case investigations.

## Training and Instruction

We will provide effective training and instruction via written communication and professional development sessions 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 has been communicated via a COVID-19 addendum to the employee handbook issued to all employees.
- 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 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 have demonstrated that the COVID-19 exposure is work related. This will be accomplished by following the practices set forth in our employee handbook and COVID-19 handbook addendum.
- Providing employees at the time of exclusion, or when otherwise requested, 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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These protocols and procedures have been established for Pasadena Waldorf School by:

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Erin Semin, Pedagogical Administrator on January 27, 2021

## **Additional Consideration #1**

### **Multiple COVID-19 Infections and COVID-19 Outbreaks**

If an outbreak or multiple cases within a 14-day period are identified at the school, 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**

If there are more than 20 identified cases within a short time or CDPH or LA County DPH orders it, 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**. Reporting will be done either by Pamela Forrest, Covid Compliance Officer or Erin Semin, Pedagogical Administrator.



## Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>[add any additional controls your workplace is using]</b>			
<b>[add any additional controls your workplace is using]</b>			
<b>Administrative</b>			
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			
<b>[add any additional controls your workplace is using]</b>			
<b>[add any additional controls your workplace is using]</b>			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
<b>[add any additional controls your workplace is using]</b>			

## 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:**

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

**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):**

<b>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:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

\*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