

SUNRISE MIDDLE SCHOOL  
1149 E. Julian St., San Jose, CA 95116  
408-659-4785



## Sunrise Middle School COVID-19 Prevention Program (CPP)

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

**Date:** 1/10/2022

### Authority and Responsibility

The following people have overall authority and responsibility for implementing the provisions of this CPP in our workplace: Teresa Robinson, Director/Principal, and Arlene Zarou-Cooperman, Operations/HR Director.

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.

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 and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Participating in mandatory weekly staff meetings to identify and evaluate current safety conditions.
- Reporting any potential hazards or non conformance situations to school administration.

### **Employee screening**

We screen our employees by requiring that:

- Employees also get COVID vaccinations or take a PCR test twice weekly.
- Employees report immediately if they have been exposed to anyone with COVID or are feeling sick in any way themselves. All staff wear masks indoors and outdoors. Employees are also asked to self monitor their health and possible exposure and to immediately report any concerns without fear of repercussion.

## **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:

1. Any unsafe or unhealthy conditions must be immediately reported to Teresa Robinson, Principal, or in her absence, Arlene Zarou-Cooperman, Operations Director.
2. Ms. Robinson or Ms. Zarou-Cooperman will investigate the claim immediately.
3. The unsafe condition will be corrected immediately if it is a serious hazard. If not, it will be corrected within 24 hours.
4. Ms. Zarou-Cooperman and Ms. Robinson will confer to ensure that the hazard has been corrected within two hours if serious, or otherwise, within 48 hours.

## **Control of COVID-19 Hazards**

### **Physical Distancing**

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

All student and staff desks are placed three feet apart from each other.

### **Face Coverings**

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors or outdoors. (Some employees prefer to wear their own.)

Students and employees may take off the face masks only when eating or to catch their breath while exercising vigorously, or if they need to adjust them.

Students will wear our disposable masks or cloth masks from home. Students will be responsible for cleaning these cloth masks each night.

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

- When an employee is alone in a room or office.
- While eating and drinking, provided employees are at least three feet apart and there is outside air supply to the area. Staff may eat in their private offices but otherwise may not eat indoors, and they may not eat in groups.

### **Engineering controls**

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

- Using MERV13 filters, which the district replaces every 90 days.
- Leaving all windows and doors open at all times (unless freezing outside).
- Having an air ventilator running in each classroom.
- Taking classes of students outside when feasible.
- Conducting meetings outside whenever possible.

### **Cleaning and disinfecting**

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

- The County Department of Health has recently advised us not to overuse harsh disinfectant such as Spark 64 as they may be harmful to our students.
- We disinfect if and when there's a COVID case on campus.
- We clean all eating areas before and after eating.
- Students use alcohol wipes to clean their desks and computers after each class period.
- Students are given hand sanitizer when they come to school and each time before they eat. They wash their hands for 20 seconds with soap each time after they eat.
- Operations Manager Arlene Zarou-Cooperman is responsible for maintaining extra supplies of disinfectants and other cleaners at all times. This includes alcohol wipes, Clorox wipes, and other PPE.
- Spark 64 disinfectant cleaner is used, with proper dilution measures, to disinfect when there is a case or suspected case of COVID.

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

- We isolate the student or staff member immediately until he/she can get a ride home. If weather allows, students will be outside.
- We immediately disinfect with Spark 64 all areas that the infected person has been in, around or touched.
- We report to our county health department the situation within 24 hours.

- In the event that we would have an outbreak on campus we would hire a cleaning company to thoroughly clean and disinfect the entire school.
- We immediately notify all families of students/staff who have been in close contact with the infected person of their need to also isolate themselves for 10 days or get tested in 5 days, in which case they may return if the test result is negative.

### **Shared tools, equipment and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.

Each student cleans their laptop and headset used at school with an alcohol wipe after each use.

### **Site specific procedures:**

Each classroom has at least one portable or built-in handwashing station.

All students and staff are given time to wash their hands and sanitize their workplace or study area.

Each classroom and office has hand sanitizer available (containing at least 65% alcohol, methanol prohibited).

Employees and students are encouraged to wash their hands for at least 20 seconds with soap each time they do so.

### **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 generally do not need eye protection and respiratory protection at our school. However, in the event that we would have a sick student who is vomiting, we would definitely require all staff to wear face shields in addition to their face masks. This is not likely to happen since we screen all of our students upon entry into the school.

### **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.

- Provided the information on benefits described in training and instruction.

## **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:

- Who employees should report COVID-19 symptoms and possible hazards to, and how. Employees are instructed to inform the Principal, Teresa Robinson, if they have any symptom, no matter how slight, or if they could possibly have been exposed. We take extreme caution in these cases and have such unvaccinated employees recuperate or quarantine at home for ten days, or work from home if they are feeling well. Vaccinated employees with just one minor symptom, such as a headache, may continue to work; but they must test for COVID and remain home if they have two or more minor symptoms or one major symptom, such as a fever.
- Employees are told to report symptoms and hazards without fear of reprisal. We want our school to be safe!
- We strongly encourage all employees, especially those with medical or other conditions that put them at increased risk of severe COVID-19 illness, to get vaccinated and to get booster shots.
- PCR testing is required for all employees, even if asymptomatic, twice weekly. This is offered on campus during school hours.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will immediately 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 may be exposed to would be disseminated if and when a student or other staff member has been on campus and unbeknownst to us, had COVID. In the event that the employee has been a close contact he/she would need to get tested and, if unvaccinated, quarantine for ten days (unless a test in 5-7 days has a negative result).

## **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 also 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 three 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.

Employees will also be trained on how to effectively monitor and supervise students' health status, movement around the school, handwashing, proximity to others, etc.

**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 unvaccinated 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. This will be accomplished through sick leave benefits, disability payments, workers comp, etc.
- Operations/HR Manager Arlene Zarou-Cooperman will provide 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 (unless schools are allowed to follow the CDC's Dec. 2021 guidelines that five days with improving symptoms are sufficient).
- 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 (or five days, again, if schools are allowed to follow the CDC's Dec. 2021 guidelines that five days are sufficient).
- 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.

**Administrator in charge:** \_\_\_\_\_ **Teresa Robinson**  
**Date:** 1/10/2022

## **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: Jesus Meraz, Asst. Principal for Safety/Discipline**





## Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection: **Jesus Meraz**

Work location evaluated: Monthly, Aug-Dec 2021 – no problems reported

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>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>PPE</b> (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

### **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:** Teresa Robinson, Director/Principal and Arlene Zarou-Cooperman, Operations/HR Director

No employees, Aug-Dec 2021, had COVID while at Sunrise. Some employees developed symptoms and tested positive, e.g., over the weekend, but quarantined at home.

<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>

<p><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></p>	
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<p><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></p>		
<p><b>All employees who may have had COVID-19 exposure and their authorized representatives.</b></p>	<p><b>Date:</b></p>	
	<p><b>Names of employees that were notified:</b></p>	
<p><b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b></p>	<p><b>Date:</b></p>	
	<p><b>Names of individuals that were notified:</b></p>	

<p><b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b></p>		<p><b>What could be done to reduce exposure to COVID-19?</b></p>	
<p><b>Was local health department notified?</b></p>		<p><b>Date:</b></p>	

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

**Appendix D: COVID-19 Training Roster**

**Date: August 11 and 17, 2021 and January 3, 2022 (with check-ins at weekly staff meetings)**

**Person that conducted the training: Jesus Meraz, Asst. Principal/Safety Director**

Employee Name	Signature



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## **Additional Consideration #1**

### **Multiple COVID-19 Infections and COVID-19 Outbreaks (outbreak or more than three COVID-19 cases within 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 twice 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 feel 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 one day 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 school CDS 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.



\*\* However, this is not likely to happen at a school. The county health department would shut us down long before we reached 20 cases.

### **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**

**THIS SECTION DOES NOT APPLY TO SUNRISE MIDDLE SCHOOL.**

## **WE DO NOT PROVIDE HOUSING TO OUR EMPLOYEES.**

### **COVID-19 Prevention in Employer-Provided Housing**

#### **Assignment of housing units**

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

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

#### **Physical distancing and controls**

We will ensure:

- The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.
- Beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers' heads. For beds positioned next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e., end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- Maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

#### **Face coverings**

We will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

#### **Cleaning and disinfection**

We will ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

#### **Screening**

We will encourage residents to report COVID-19 symptoms.

### **COVID-19 testing**

We will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

### **Isolation of COVID-19 cases and persons with COVID-19 exposure**

We will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases, and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our **CPP Investigating and Responding to COVID-19 Cases**.
- End isolation in accordance with our **CPP Exclusion of COVID-19 Cases and Return to Work Criteria**, and any applicable local or state health officer orders.

## **Additional Consideration #4**

### **COVID-19 Prevention in Employer-Provided Transportation to and from Work**

**THIS SECTION DOES NOT APPLY TO SUNRISE MIDDLE SCHOOL.**

#### **Assignment of transportation**

We will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

#### **Physical distancing and face coverings**

We will ensure that the:

- Physical distancing and face covering requirements of our CPP **Physical Distancing** and **Face Coverings** are followed for employees waiting for transportation.
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

### **Screening**

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

### **Cleaning and disinfecting**

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

### **Ventilation**

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

### **Hand hygiene**

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.