

# COVID-19 Prevention Program (CPP) for IAPMO

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

**Date:** January 12, 2022

## Authority and Responsibility

The Chief Executive Officer, Chief Administrative Officer and the Human Resources Department 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.

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

## COVID-19 Vaccination Education

IAPMO strongly encourages employees to receive the COVID-19 vaccination to minimize the risk of infectious disease in our workplace. The executive leadership team reviewed recommendations from the California Department of Public Health, Cal/OSHA, the Center for Disease Control and Prevention, and other local health officials. Information regarding the vaccination can be found at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/about-vaccines/index.html>

### Benefits of COVID-19 Vaccine

- COVID-19 Vaccination will help you avoid getting COVID-19.
- Once you are fully vaccinated, you can start doing more.
- COVID-19 vaccination is a safer way to help build protection.
- All COVID-19 vaccines currently available in the United States have been shown to be safe and effective at preventing COVID-19.
- All COVID-19 vaccines that are in development are being carefully evaluated in clinical trials and will be authorized or approved only if they make it substantially less likely you will get COVID-19.
- CDC believes that getting a COVID-19 vaccine also helps keep you from getting seriously ill even if you do get COVID-19.
- Getting vaccinated yourself may also protect people around you.
- Experts continue to conduct studies to learn more about how COVID-19 vaccination may reduce spread of the virus that causes COVID-19.

### Testing Accessibility

COVID-19 testing will be available to qualifying employees, free of charge during paid working time. Testing site information can be found below.

- California: Testing accessibility information can be found at the CA Department of Health webpage or at the link provided <https://www.arcgis.com/apps/Nearby/index.html?appid=43118dc0d5d348d8ab20a81967a15401>

### Proper Respirator Use

Included at the end of this guide, you will find simple steps on how to properly wear a respirator or other face covering at work.

## Vaccinated Employees

In general, people are considered “fully vaccinated”:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine.

You may also be fully vaccinated if you completed a mixed series of vaccinations or received a vaccine through a clinical trial, provided certain parameters are met; contact HR for details.

If you don’t meet these requirements, regardless of your age or prior infection status, you are NOT fully vaccinated. Keep taking all precautions until you are fully vaccinated.

Employees who have been fully vaccinated for COVID-19, and who have provided to IAPMO’s human resources department sufficient documentation of their vaccinated status, are considered “Vaccinated Employees” for the purposes of this CPP.

## Close Contact

A “Close Contact” means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” defined herein. This definition applies regardless of the use of face coverings.

The “High-Risk Exposure Period” is as follows:

- For COVID-19 cases who develop COVID-19 symptoms, from two days before they first develop symptoms until all of the following are true: it has been 10 days since symptoms first appeared and 24 hours have passed with no fever without the use of fever-reducing medication; or
- For COVID-19 cases who never develop COVID-19 symptoms, from two days before until 10 days after the specimen for their first positive COVID-19 test was collected.

EXCEPTION: Employees have not had a close contact if they properly wore a respirator required by IAPMO, whenever they were within six feet of the COVID-19 case during the high-risk exposure period.

## Identification and Evaluation of COVID-19 Hazards

We have implemented the following in our workplace:

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

## Employee participation

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

notifying the Human Resources department of any potential hazards or exposure areas that require evaluation. You may notify Human Resources via email @ [hrdept@iapmo.org](mailto:hrdept@iapmo.org)

## Employee screening

We screen our employees by having them self-screen according to California Department of Public Health guidelines. Employees are required to self assess prior to each shift when coming into the office. If an employee exhibits any symptoms related to COVID-19, they are not authorized to come into the office.

- Self-assessment located at the HR website: <https://www.iapmohr.org/staff-alerts>
- Employees may also use the self-assessment located: <https://landing.google.com/screener/covid19?source=google>

## Correction of COVID-19 Hazards

Preventative measures have been put in place including required PPE, physical distancing, weekly deep sanitation measures, daily office and lab cleaning, common equipment cleaning, etc. Department managers and supervisors are responsible for the monitoring and enforcement of our safety practices and are responsible for reporting any hazards that may come about.

Unsafe or unhealthy work conditions, practices or procedures must be reported to any member of the Human Resource department and will be documented on the **Appendix B: COVID-19 Inspections** form and corrected in a timely manner based on the severity of the hazards.

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

Individuals being responsible for COVID-19 hazard correction:

- **Laura Pacillas, Vice President of Human Resources**  
Email: [Laura.Pacillas@iapmo.org](mailto:Laura.Pacillas@iapmo.org) Mobile: 909.214.6837, Direct: 909.472.4105
- **Rich St.Angelo, Director of Publications and Facilities**  
Email: [Rich.StAngelo@iapmo.org](mailto:Rich.StAngelo@iapmo.org) Direct: 909.472.4145
- **Jessica Maldonado, Human Resources Assistant**  
Email: [Jessica.Maldonado@iapmo.org](mailto:Jessica.Maldonado@iapmo.org) Direct: 909.472.4212
- **Jennifer Fuentes, Benefits Manager**  
Email: [Jennifer.Fuentes@iapmo.org](mailto:Jennifer.Fuentes@iapmo.org) Direct 909.472.4214, Mobile 909.224.9977
- **Amber Rardin, Human Resource Generalist**  
Email: [Amber.Rardin@iapmo.org](mailto:Amber.Rardin@iapmo.org) Direct 909.472.4106, Mobile 909.354.1165

## Control of COVID-19 Hazards

### Physical Distancing

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

- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggered break and meal times.
- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

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

### Face Coverings

We provide clean, undamaged face coverings to employees and any pre-approved visitors to the facilities. **IAPMO requires all employees, guests and visitors to wear a mask, even if fully vaccinated.** Masks must properly worn over the nose and mouth when reporting to the office and when in the presence of others. IAPMO follows orders from the California Department of Public Health (CDPH) and/or local health department. Face coverings and other PPE are distributed by department leaders and other authorized managers. Should an employee require PPE and their department leader is unavailable, please contact Rich St. Angelo, and the PPE will be provided to you.

Rich St. Angelo: 909.472.4145, [Rich.StAngelo@iapmo.org](mailto:Rich.StAngelo@iapmo.org)

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

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. If this might apply to you, please contact HR to discuss alternatives, 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.
- Notwithstanding anything aforesaid, all employees are permitted to wear face coverings even when not required, so long as there is no safety hazard.

### **Requirements for Face Coverings**

For your mask to be effective, it must be worn properly and consistently.

- Wear your mask so it completely covers the nose and mouth.
- Wash your hands or use hand sanitizer before putting on your mask.
- Put the mask over your nose and mouth and secure it under your chin.
- Fit the mask snugly against the sides of your face, slipping the loops over your ears or tying the strings behind your head.
- Make sure you can breathe easily.
- Try not to touch the mask when wearing it. This can transfer virus to your hands.
- If you have to continually adjust your mask, it doesn't fit properly. Try a different mask type or brand.

Where masks are required, they must be a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. Acceptable masks include:

- A surgical mask,
- A medical procedure mask, or
- A tightly woven fabric or non-woven material of at least two layers (i.e., fabrics that do not let light pass through when held up to a light source) that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers.

Masks may not:

- Have visible holes or openings in the body of the mask,
- Be a scarf, ski mask, balaclava, bandana, turtleneck, collar, or
- Be a single layer of fabric.

The CDC has more information about [how to wear masks](#).

## **Engineering controls**

We implement the following measures for situations where we cannot maintain at least six feet between individuals, including in the East and West Building laboratory facilities when simultaneous testing prevents maintenance of 6 feet between individuals:

- Employees are required to use proper PPE as required herein;
- Staggered lab testing to further allow the maximum spacing between employees to prevent potential COVID exposure;
- Partitions will be used when necessary.

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

- Utilizing our HVAC system to regulate air. Ventilation system will be properly maintained once per season and as needed. We will evaluate whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other cleaning systems, would reduce the risk of COVID-19 transmission.
- Keeping warehouse roll doors open when outside weather permits. Similarly, closing warehouse doors where circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke.

## **Cleaning and disinfecting**

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

IAPMO has implemented stringent cleaning procedures. All workplace environments shall be hygienic and safe for employees and visitors. In addition to our regular daily office cleanings, IAPMO has increased our sanitation efforts during this time, including:

- ALL IAPMO offices will be cleaned nightly by a licensed and insured cleaning company.
- Deep cleaning and sanitation will be completed once per week, with an additional deep cleaning to be scheduled if necessary.
- Employees are required to clean their office space at the beginning and end of each shift.
  - Please wipe down your workspace with disinfectant wipes, alcohol wipes or other alternative cleaning products before and after each shift.

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

Deep cleaning and sanitation will be scheduled as soon as feasible by a licensed and insured cleaning company during the high-risk exposure period. All exposed workplace areas will be disinfected, sanitized and cleaned. Exposed work areas may be shut down until it has been properly disinfected.

## **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 utilization of nightly cleaning services and providing the employees with the materials to properly clean common workspace areas before and after each use.

## **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

Ensure sanitation products (hand sanitizer, antibacterial soap, paper towels and hand drying equipment) are readily available, fully stocked, and in good working condition, including:

- Evaluating and restocking handwashing facilities daily.
- Determining the need for additional facilities.
- Encouraging and allowing time for employee handwashing.
- Providing employees with an effective hand sanitizer, and prohibiting hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging 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.

## **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 by Human Resources to conduct contact tracing. If found that an employee\* has had a close contact with a COVID positive person and/or exhibits symptoms related to COVID-19, employees will:

- Be required to quarantine for a minimum of 10 days if found that they have been in direct contact with a COVID positive person and/or have tested positive for COVID.
- Offered COVID-19 testing at no cost during their working hours. You may schedule a test at <https://sb.fulgentgenetics.com/appointment/screen/landing>
  - Employees will be eligible for reimbursement of test cost if charged.
  - \*The following exceptions apply to the testing and quarantine requirements herein: (i) asymptomatic employees Fully Vaccinated before the close contact who do not develop symptoms do not need to quarantine, provided, however, that such employees must be tested for COVID-19 three to five days after the close contact; (ii) employees who had COVID-19 and who returned to work, provided their close contact occurred within 90 days after the initial appearance of their symptoms (or 90 days since first positive test if symptoms had never appeared) provided they remain asymptomatic, do not need to quarantine.

## **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 immediately report COVID-19 symptoms, possible close contacts, and possible hazards to their department leader and Human Resources via email at [hrdept@iapmo.org](mailto:hrdept@iapmo.org).
- Employees can report symptoms and hazards without fear of reprisal.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness should speak to Human Resources for accommodation. Medical documentation may be required.
- Where testing is not required by IAPMO, employees can access COVID-19 testing at various local county testing facilities. In San Bernardino County, you may schedule your appointment at the below address utilizing google chrome: <https://sb.fulgentgenetics.com/appointment/screen/landing>.

- This test should be no cost or “free” for you. If you have health insurance, your health plan is required to pay for approved COVID-19 tests, according to the State of California.
- 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.
- Human resources will make available 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.
- Human Resources will communicate COVID exposure to the facility employees without identifying the infectious person. The communication will be written, within one business day of when we were made aware of the COVID-19 case. The information will include the date, where the potential exposure took place and the steps taken to properly sanitize the exposed workplace area. Human Resources will also provide any notice required by the California Labor Code.

## 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 and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws and benefits available under legally mandated sick and vaccination leave, workers’ compensation laws and our own Company policies.
- 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.
- 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.
- Our policy for providing respirators and the right of employees who are not fully vaccinated to request a respirator for voluntary use without fear of retaliation and at no cost to employees.
- 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. N95s and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.
  - COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
  - Information on the employer’s COVID-19 policies; how to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
  - The conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained. Employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.
- All CA employees will be required to complete the CalOsha COVID-19 Online Training.
  - <https://trainingacademy.dir.ca.gov/page/on-demand-training-covid19>
  - Please select the COVID-19 Training for California Workers. You must register in order to take the training. Please select “administrative” as the industry.

**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 and Fully Vaccinated symptomatic employees who had a close contact. Exclusion does not apply to COVID-19 cases who returned to work and have been symptom free for 90 days after the initial appearance of symptoms, or, 90 days since first positive test if symptoms had never appeared.
- Continuing and maintaining an employee's earnings, wages, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by employer-provided employee sick leave, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation. Wages due under this subsection are subject to existing wage payment obligations and must be paid at the employee's regular rate of pay no later than the regular pay day for the pay period(s) in which the employee is excluded. Unpaid wages owed under this subsection are subject to enforcement through procedures available in existing law. If an employer determines that one of the exceptions below applies, it shall inform the employee of the denial and the applicable exception.
- Providing employees at the time of exclusion with information on available benefits.

## Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- 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.
- Keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test.
- 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

(A) COVID-19 cases with COVID-19 symptoms shall not return to work until:

- (1) At least 24-hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medications; AND
- (2) COVID-19 symptoms have improved; AND
- (3) At least 10 days have passed since COVID-19 symptoms first appeared.

(B) COVID-19 cases who tested positive but never developed COVID-19 symptoms shall 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.

- (C) Once a COVID-19 case has met the requirements of subsection (A) or (B), as applicable, a negative COVID-19 test shall not be required for an employee to return to work.
- (D) Persons who had a close contact may return to work as follows (except, however, that asymptomatic employees Fully Vaccinated before the close contact shall not be excluded from work as described above):
  1. Persons who had a close contact but never developed any COVID-19 symptoms may return to work when 10 days have passed since the last known close contact.
  2. Persons who had a close contact but never developed any COVID-19 symptoms may return to work when 7 days have passed since the last known close contact and the person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with the specimen taken day 5 or later after the last known close contact.
  3. Persons who had a close contact and developed any COVID-19 symptom cannot return to work until requirements (1), (2), and (3) of subsection (A) above have been met.

*David Viola*

David Viola, Chief Executive Officer

January 12, 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:**

**Date:**

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

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

## Appendix B: COVID-19 Inspections

Additional information available [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/)

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			
Laboratory Areas			
Warehouse			
<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			
Mailroom			
Restroom Facilities			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			

## 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>	

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

Person that conducted the training:

Employee Name	Signature