



## COVID-19 Prevention Program (CPP) for Lake County Office of Education

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

**Date: July 20, 2021**

### Authority and Responsibility

**Brock Falkenberg - Superintendent of Schools, Melissa Reese - Director Human Resources & Payroll, Rob Young – Director Operations & Emergency Services** 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.

### 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.
- Document the vaccination status of our employees by using **Appendix E: Documentation of Employee COVID-19 Vaccination Status**, which is maintained as a confidential medical record.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the 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, and as needed, inspections using the **Appendix B: COVID-19 Inspections form** 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:

- Reporting **any** safety hazards to their Supervisor or Human Resources.
- Participating in Safety Meetings with employees' authorized representatives.

## Employee screening

We screen our employees by:

- Employees complete a Self-Assessment survey upon arrival to work to affirm they have been without fever (100.4 or above) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea for 24 hours; Affirms that anyone that they live with or anyone that they have been in close contact with have been without fever (100.4 or above) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea for 24 hours.

## 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:

- All hazards identified will be promptly investigated and alternate procedures implemented as indicated. The County Office recognizes that hazards range from imminent dangers to hazards of relatively low risk. Corrective actions or plans, including suitable timetables for completion, are the responsibility of the Site Administrators, Managers, Superintendent, or the Director Operations & Emergency Services.

## Control of COVID-19 Hazards

### Face Coverings

We will provide clean, undamaged face coverings and ensure they are properly worn by employees, over the nose and mouth, that are not fully vaccinated when they are indoors or in vehicles, and where required by orders from the California Department of Public Health (CDPH) or local health department.

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

- When an employee is alone in a room or vehicle.
- 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 are required to wear respirators in accordance with our respirator program that meets section 5144 requirements.
- 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. Such employees will wear an effective, non-restrictive alternative, if their condition permits it.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

Any employee not wearing a required face covering or allowed non-restrictive alternative, will be at least six feet from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19.

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

### **Engineering controls**

For indoor locations, using **Appendix B**, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission.

The Lake County Office of Education has worked with local HVAC contractors and is currently completing an energy/HVAC audit to evaluate and maximize outdoor air using the highest filtration efficiency possible with our existing ventilation system. This includes:

- HVAC systems have been serviced and adjusted by HVAC experts to meet or exceed the code-required ventilation rate of outside air (while the outside air quality is acceptable).
- Use weather forecasting to help optimize the system for outdoor air use.
- Upgraded filters to the highest level allowed per unit.
- HVAC experts are further rebalancing airflow to provide for optimal temperatures, humidity and ventilation for each occupied space.
- Purchased in-room air cleaners (HEPA filters) for use throughout LCOE facilities.
- Automated HVAC air circulation to “Always On” for thermostats that allow this feature; replacing old thermostats that do not allow this feature.
- HVAC experts have inspected all HVAC units to ensure the units are performing to standard, using the highest level filtration allowed, and are in good standing.
- Restroom exhaust fans are on and operating at full capacity while the facility is occupied.

### **Cleaning and disinfecting**

Cleaning and disinfecting are key to limited exposure to germs and maintaining a safe environment during the COVID-19 pandemic. We reduce the spread of germs by keeping surfaces clean and reminding students of the importance of hand hygiene. Cleaning reduces germs, dirt, and impurities from surfaces or objects and works by using soap and water to physically remove germs from surfaces. Disinfecting kills (or inactivates) germs on surfaces or objects, and works best by using chemicals, as directed, on surfaces after they’ve been properly cleaned.

### **LCOE Offices and Campus Cleaning:**

- Occupied areas will have high-touch areas cleaned frequently while occupied. Area will be disinfected when students and staff are not present with an electrostatic fogger bi-weekly.
- Office Areas will be cleaned at least daily. Door handles, counters, light switches, conference room and lunch room tables and chair arm rests, lunch room microwave handles, sink faucets.
- Restrooms and Handwashing Stations will be cleaned regularly: faucets, mirrors, partitions, toilet flushers, urinal flushers, trash lids, and door handles.
- Playground Equipment (slides, swings, bars, etc.) will be cleaned under regular maintenance, as hand hygiene will be emphasized before and after use.

- All other non-classroom spaces will be fogged bi-weekly.
- Classrooms and offices will be disinfected when students and staff are not present.
- High touch areas will be cleaned at least daily when occupied. Door handle, light switch, hand sanitizer, pencil sharpener, and any additional identified high-touch items.
- Student desk barriers, chairs, tables, desks, etc. will be disinfected twice a week with the fogger. Daily cleaning will be required if not being used by the same staff or student all week.
- LCOE's cleaning and disinfecting products are approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list "N". Application of products used also comply with the Healthy Schools Act. If you have any questions or need further information, please feel free to contact our Facilities & Operations Department.
- Cleaning and disinfecting products are stored out of reach of students and not used by/near students.
- Staff and students will be expected to wash/sanitize their hands regularly.
- Every classroom and workstation will be provided with hand sanitizer.
- There will be no sharing of classroom supplies.
- Students will be encouraged to bring refillable water bottles.
- Students that are non-compliant with health and safety guidelines will be given in-classroom direction/redirection; continued noncompliance will result in office referral.

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

The office space or classroom will be immediately closed. IPM trained LCOE staff will fog the space(s) within 24hrs. LCOE staff will then hand disinfect and clean the frequently touched areas. The HVAC circulation fan and HEPA filters will be left on shortly after fogging.

#### **Hand sanitizing:**

Following CDC and CDPH guidance and to help prevent spread of COVID-19, LCOE continues to educate students, faculty and staff about proper hand and respiratory hygiene.

Hand hygiene:

- Regular hand washing with soap and water for at least 20 seconds should be done:
  - Before eating;
  - After sneezing, coughing, or nose blowing;
  - After using the restroom;
  - Before handling food;
  - After touching or cleaning surfaces that may be contaminated; and
  - After using shared equipment like computer keyboards and mice.

If soap and water are not available, use an alcohol-based hand sanitizer. Student use of alcohol-based hand sanitizers should always be supervised by adults. Parents/guardians can inform the school that they do not want their child to use alcohol-based hand sanitizers by sending a written notice to the school.

#### **Handwashing facilities:**

- All handwashing facilities shall be in working order. Stations identified as not working will be fixed as soon as possible.
- Soap and water will be available at each handwashing facility.
- Portable handwashing stations will be provided if additional handwashing facilities are needed.
- Preapproved Hand sanitizers will be provided to all employees.
- All staff and students will be trained 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 section 3380, and provide and ensure use of such PPE as needed.

We provide face coverings, or upon request, respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person.

LCOE has two N95 Fit Testers available to train staff on the proper fit and use of respirators. This training provides all required documentation on the proper fit and use of such respirators.

We provide and ensure use of respirators in compliance with section 5144, when deemed necessary by Cal/OSHA.

## **Testing of symptomatic employees**

We make COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employees' paid time.

## **Investigating and Responding to COVID-19 Cases**

We have developed effective procedures to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

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

- Employees that had a close contact are offered COVID-19 testing at no cost during their working hours, excluding:
  - Employees who were fully vaccinated before the close contact and do not have symptoms.
  - COVID-19 cases who were allowed to return to work per our return-to-work criteria and have remained free of symptoms for 90 days after the initial onset of symptoms, or for cases who never developed symptoms, for 90 days after the first positive test.
- Provided written leave rights and responsibilities information which applies to their specific situation.
- Provided information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below.
- Written notice within 1 day of your knowledge of a COVID-19 case that individuals at the worksite may have been exposed to COVID-19. This notice will be provided to all employees (and their authorized representative), independent contractors and other employers at the worksite during the high-risk exposure period. These notifications meet the requirements of T8CCR section 3205(c)(3)(B) and Labor Code section 6409.6(a)(4); (a)(2); and (c), and in a form readily understandable by employees and can be anticipated to be received by the employee.

## **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:

- Report COVID-19 symptoms, possible close contacts and possible hazards to their Supervisor and Kandee

Stolesen, HR Analyst at 707-262-4151 or Melissa Reese, Director Human Resources & Payroll at 707-262-4115.

- Employees can report symptoms, possible close contacts and hazards without fear of reprisal.
- Accommodate employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Provide detailed information on how employees can access COVID-19 testing.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards that employees may be exposed to, what is being done to control those hazards, and our COVID-19 Prevention Program.

## Training and Instruction

We will provide effective employee 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.
- COVID-19 Prevention Program to protect employees from COVID-19 hazards
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
  - How to properly wear them.
  - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- 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. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, which face coverings primarily protect people around the user.
  - The conditions where face coverings must be worn at the workplace.
  - That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
  - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.

- 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 our COVID-19 policies and how to access a 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.

**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 or close contact 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 that had a close contact from the workplace until our return-to-work criteria have been met, with the following exceptions:
  - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms.
  - COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the positive test.
- For employees excluded from work, continuing and maintaining an employee's earnings, wages, seniority, and all other employees' rights and benefits. This will be accomplished by employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.
- Providing employees at the time of exclusion with information on available benefits.

## Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- 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, or as otherwise required by law, with personal identifying information removed.

## Return-to-Work Criteria

- **COVID-19 cases with 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, and
    - COVID-19 symptoms have improved, and
    - At least 10 days have passed since COVID-19 symptoms first appeared.
  - **COVID-19 cases who tested positive but never developed 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 once the requirements for “cases with symptoms” or “cases who tested positive but never developed symptoms” (above) have been met.
  - Persons who had a close contact may return to work as follows:
    - Close contact but never developed symptoms: when 10 days have passed since the last known close contact.
    - Close contact with symptoms: when the “cases with symptoms” criteria (above) have been met, unless the following are true:
      - The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
      - At least 10 days have passed since the last known close contact, and
      - The person has been symptom-free for at least 24 hours, without fever-reducing medications.
  - If an order to isolate, quarantine, or exclude 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.
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**Melissa Reese, Director of Human Resources & Payroll**

## 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, trainings, 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

## Appendix B: COVID-19 Inspections

Review the information available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/) for additional guidance.

Date:

Name(s) of person conducting the inspection:

Work location(s) evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
[Add any additional controls your workplace is using]			
[Add any additional controls your workplace is using]			
<b>Administrative</b>			
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			
[Add any additional controls your workplace is using]			

[Add any additional controls your workplace is using]			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
[Add any additional controls your workplace is using]			
[Add any additional controls your workplace is using]			

\* Identify and evaluate how to maximize ventilation with outdoor air; the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted HEPA filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission. Review applicable orders and guidance from the State of California and local health departments related to COVID-19 hazards and prevention have been reviewed, including the CDPH Interim Guidance for Ventilation, Filtrations, and Air Quality in Indoor Environments and information specific to your industry, location and operations. We maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

## Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Un-redacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), immediately upon request, and when required by law.

**Date:**

**Name of person conducting the investigation:**

**Name of COVID-19 case (employee or non-employee\*) and contact information:**

\*If we are made aware of a non-employee COVID-19 case in our workplace

**Occupation (if non-employee\*, why they were in the workplace):**

**Names of employees/representatives involved in the investigation:**

**Date investigation was initiated:**

**Locations where the COVID-19 case was present in the workplace during the high-risk exposure period, and activities being performed:**

**Date and time the COVID-19 case was last present and excluded from the workplace:**

**Date the case first had one or more COVID-19 symptoms, if any:**

**Information received regarding COVID-19 test results and onset of symptoms (attach documentation):**

**Summary determination of who may have had a close contact with the COVID-19 case during the high-risk exposure period. Attach additional information, including:**

- The names of those found to be in close contact.
- Their vaccination status.
- When testing was offered, including the results and the names of those that were exempt from testing because:
  - They were fully vaccinated before the close contact and do not have symptoms.
  - They returned to work per our return-to-work criteria and have remained symptom free for 90 days or, for those that never developed symptoms, for 90 days after the initial positive test.
- The names of those that were excluded per our Exclusion of COVID-19 Cases and Employees who had a Close Contact requirements.
- The names of those exempt from exclusion requirements because:
  - They were fully vaccinated before the close contact and did not develop COVID-19 symptoms.
  - They returned to work per our return-to-work criteria and have remained symptom free for 90 days or, for those that never developed symptoms, for 90 days after the initial positive test.

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:

1. All employees who were in close contact
2. Their authorized representative (If applicable, the notice required by Labor Code section 6409.6 (a)(2) and (c))

Names of employees that were notified:	Names of their authorized representatives:	Date

Independent contractors and other employers present at the workplace during the high-risk exposure period.

Names of individuals that were notified:	Date

**What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?**

**What could be done to reduce exposure to COVID-19?**

**Was local health department notified? Date?**





## COVID-19 Prevention in Employer-Provided Transportation

This addendum does not apply:

- If the driver and all passengers are from the same household outside of work, such as family members, or if the driver is alone in the vehicle.
- To employer-provided transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications and medical operations.
- To employees with occupational exposure as defined by section 5199.
- To vehicles in which all employees are fully vaccinated.
- To public transportation.

### Assignment of transportation

To the extent feasible, we reduce exposure to COVID-19 hazards by assigning employees sharing vehicles to distinct groups and ensuring that each group remains separate from other such groups during transportation, during work activities, and in employer-provided housing. We prioritize shared transportation assignments in the following order:

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

### Face coverings and respirators

We ensure that the:

- Face covering requirements of our CPP **Face Coverings** are followed for employees waiting for transportation, if applicable.
- All employees who are not fully vaccinated are provided with a face covering, which must be worn unless an exception under our CPP Face Coverings applies.
- Upon request, we provide respirators for voluntary use in compliance with subsection 5144(c)(2) to all employees in the vehicle who are not fully vaccinated.

### Screening

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

- Employees complete a Self-Assessment survey upon arrival to work to affirm they have been without fever (100.4 or above) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea for 24 hours; Affirms that anyone that they live with or anyone that they have been in close contact with have been without fever (100.4 or above) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea for 24 hours.

## **Cleaning and disinfecting**

We ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned daily to prevent the spread of COVID-19.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned before and after use by each driver, to prevent the spread of COVID-19.
- Vehicles are closed for disinfecting if used by a COVID-19 case during the high risk exposure period. Such vehicles will be fogged, cleaned and disinfected by IPM trained LCOE staff.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

## **Ventilation**

We ensure that vehicle windows are kept open, and the ventilation system is 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 excessive outdoor heat would create a hazard to employees.
- The vehicle has functioning heating in use and excessive outdoor cold would create a hazard to employees.
- 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 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.