School for Integrated Academics & Technologies
SIATech, Inc.

COVID-19 Prevention Program
Addendum to SIATech, Inc.’s Injury and Illness Prevention Program

March 2021
Policy Statement

School for Integrated Academics & Technologies, Inc. “SIATech” is committed to ensuring that our worksites, employees, subcontractors, and vendors are prepared for and in compliance with the Centers for Disease Control and Prevention (CDC), the California Division of Occupational Safety and Health (Cal/OSHA), and local, state, and federal guidance regarding COVID-19. Our leadership team fully supports this global effort. The health and safety of our employees is the paramount concern for SIATech.

This plan is developed in accordance with the guidelines outlined by the CDC and Cal/OSHA, in addition to state and local guidelines and best practices.

COVID-19 Overview

COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales. Particles containing the virus can travel more than six feet, especially indoors. COVID-19 may also be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although this is less common.

An infectious person may have no symptoms.

Employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Tiredness
- Coughing
- Fever
- Sore Muscles
- New Loss of Smell or Taste
- Aches and Pains
- Nasal Congestion

- Runny Nose
- Sore Throat
- Nausea or vomiting
- Diarrhea, and
- Shortness of breath or difficulty breathing.
Evaluation of COVID-19 Hazards

SIATech will conduct an evaluation of the workplace to identify and evaluate COVID-19 hazards. Employees and authorized employee representatives shall be allowed to participate in this evaluation.

This evaluation will include identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards. Further, this evaluation will include identification of all places and times when employees may congregate or come in contact with one another.

SIATech will conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with SIATech’s policies and procedures.

Roles & Responsibilities

SIATech’s team members all share unique roles and responsibilities within our organization. COVID-19 presents a need for these roles and responsibilities to grow to enact both our safety protocols and our business continuity response plan.

Below is a general guideline of Roles and Responsibilities. SIATech will train all employees on their roles and responsibility with regards to this plan. Managers and supervisors are familiar with this plan and are prepared to answer any questions.

Managers/Supervisors

- Responsible for overall implementation and enforcement of this plan.
- Responsible for job site compliance and work health and safety.
- Ensuring proper required signage is current and properly posted.
- Monitoring compliance with the 6-foot social distancing protocols.
- Ensuring workers that must work within 6 feet of each other are properly protected.
- Enforcing the face covering requirement.
- Coordinating among the SIATech team, subcontractors, customers, etc. with regards to facility operations and COVID-19 response.
- Responsible for ensuring proper training of SIATech’s employees.
• Enforcing rules including re-training and potential discipline for safety policy violations.

• Ensuring tenants and subcontractors incorporate COVID-19 safety protocols.

• Ensuring daily changes are communicated to the team and trade partners.

Team Members

• Help minimize the spread of COVID-19.

• Participate in and understand Response Plan.

• Practice good hygiene.

• Immediately report sickness or potential sickness to supervision.

• Immediately report possible COVID-19 hazards at the workplace.

• Support and emphasize social distancing practices.

• Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness should notify Assistant Superintendent Human Resources of such condition and SIATech will work with the employee to attempt to accommodate the employee.

Operation Best Practices

1. Facility access will be limited to employees, students, and the student's immediate family. No guests.

2. Employees and students should wash hands or use hand sanitizer upon arrival at facility.

3. Gates or doors that require PIN code or card reader should remain open during normal business hours.

4. Social distancing in areas when crowds normally gather is required (restroom, break room, etc.).

5. Avoid shared use of phones, desks, radios, tools, etc.

6. Leave windows, where safe and secure to do so, open to increase ventilation.
7. Common areas will be sanitized daily (restrooms, etc.).

8. Employees will be provided disinfectant or sanitizing wipes to clean their workspace, equipment, and tools daily.

**Employee Screening**

Employees should evaluate their own symptoms before reporting to work each day.

SIATech will utilize worksite entry temperature screening guidelines in accordance to any and all applicable local, state, or federally mandated procedures. Extreme care will be taken to keep workers personal information private and to avoid evaluation/classification of illness by those who are not qualified.

SIATech has implemented a program that allows for and encourages proper social distancing, and protection of those performing the scanning. Any individual tasked with performing scanning operations will be properly trained and will be required to wear a face covering while performing the screening. Non-contact thermometers will be used.

Employees will be required to wear a face covering while being screened.

The safety and health of employees requires participation of all employees. Without fear of reprisal SIATech asks employees to report COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards at the workplace.

**Confirmed or Probable Case of COVID-19 Case Response Investigation**

SIATech will follow this four-step plan when addressing a confirmed or probable case of COVID-19 case in the workplace:

1. **Isolate/Quarantine Confirmed Employees**
   The employee should remain at home until cleared to return to work.

2. **Address And Isolate Employees Working Near An Infected Co-Worker**
   When engaging in contact tracing, the employee will be asked to identify all individuals who worked in close proximity (within six feet for more than 15 cumulative minutes of close exposure) with them from the 48-hour period before the onset of symptoms until the employee is cleared to discontinue self-isolation.
All employees who had close contact with the employee will be sent home for the required quarantine period in accordance with applicable law from the date of the last exposure to ensure the infection does not spread. While quarantined, those employees should self-monitor for symptoms/emergency warning signs (check temperature twice a day, watch for fever, cough, or shortness of breath), avoid contact with high-risk individuals, and follow CDC guidance if symptoms develop. An employee may return to work after 10 days, or sooner if permitted by the applicable guidance, if the employee remains asymptomatic, wears a face covering at all times, maintains a distance of at least six feet from others, and continues to self-monitor through Day 14. This exclusion period may change subject to federal, state, and/or local guidance and requirements.

Any employee quarantined will be informed by SIATech on the terms and conditions of the employee’s return to work. SIATech will continue to rely on CDC local, state and federal health guidelines on employees returning to work.

3. **Clean and Disinfect the Workplace**

After a confirmed or probable COVID-19 case, SIATech will follow the CDC and California guidelines for cleaning and disinfecting the workplace. These guidelines include:

- Closing off areas where the person who is a probable or confirmed case of COVID-19 worked, and if possible, opening outside doors and windows and using ventilation fans to increase air circulation in the area.
- Waiting as long as practical, a minimum of 24 hours, whenever possible, before beginning cleaning and disinfection.
- Cleaning staff shall clean and disinfect all areas such as offices, bathrooms, and common areas used by the employee.

4. **Notify Employees**

Following a confirmed or probable COVID-19 case, SIATech will notify all employees who may have had COVID-19 exposure and independent contractors and other employers present at the workplace during the high-risk exposure period within one business day. SIATech will do so without revealing any confidential medical information such as the name of the employee, unless the employee has signed an authorization to disclose their diagnosis. SIATech will inform employees of the actions it has taken, including requiring employees who had close contact
with the worker to go home. SIATech will let employees know about its sanitizing and cleaning efforts and remind employees to seek medical attention if they exhibit symptoms/emergency warning signs.

COVID-19 testing will be offered at no cost during working hours to all employees who had potential COVID-19 in the workplace. Employees shall be paid during the time spent testing.

For employees excluded from work because of exposure to COVID-19 in the workplace, SIATech will continue and maintain the employee’s earnings and all other employee rights and benefits, including the employee’s right to their former job status, as if the employee had not been removed from their job. Any leave, whether paid or unpaid, will run concurrently will all other leave provided under the SIATech’s policy or provided by local, state or federal law.

After any and all positive workplace cases, SIATech will investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could have been done to reduce exposure to COVID-19 hazards.

**Return to Work Criteria**

A person with COVID-19 or COVID-19 symptoms will not be permitted to return to work until:

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

Persons who tested positive for COVID-19 but never developed symptoms will not be permitted to return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test. Employees will not be required to have a negative test to return to work.

**Training Requirements**

SIATech will train employees on the potential hazards of COVID-19 and will utilize CDC guidelines as a baseline for meeting this training requirement.
Employees will be trained and provided instruction on the Company’s COVID-19 policies and procedures to protect employees from COVID-19 hazards.

Employees will be trained and provided instruction on COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.

All training shall be performed by a competent person and documented.

SIATech’s employees and those working on SIATech’s property must be properly trained in the following categories when required based on exposure assessment, Cal/OSHA regulation, and/or CDC guidelines:

- Respiratory protection
- Bloodborne Pathogens
- Hygiene (i.e. proper handwashing)
- Sanitation
- SDS sheets and product data
- Emergency procedures
- PPE
- Cough and sneeze etiquette
- Hand hygiene
- Avoiding close contact with sick persons
- Avoiding touching eyes, nose and mouth with unwashed hands
- Avoiding sharing personal items with coworkers

**Physical Distancing**

Physical distancing shall be practiced in accordance with SIATech’s CDC, and Cal/OSHA guidelines. Below is a summary of guidelines:

- All employees must be separated from other persons by at least six feet, except where six feet of separation is not possible;
- In the event a work task requires working within 6 feet of other workers, employees shall observe and utilize proper PPE requirements.
- Start times will be staggered as necessary.
- Interactions amongst customer and employees will be limited.
- Work processes or procedures will be adjusted, when possible.
- Implementing employee screening checks is not in lieu of social distancing. Screening checks should not give a false sense of security on social distancing. It is possible for a person to have COVID-19 and be asymptomatic or not presenting any obvious symptoms.
Face Coverings

Face coverings shall be provided to employees. Employees must wear face coverings over the nose and mouth when indoors, when outdoors and less than six feet away from another person, and when required by orders from the California Department of Health or local health department. Face shields are not a replacement for face coverings but may be worn together for additional protections.

The following are exceptions to the face coverings requirement:

- 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.
- Specific tasks which cannot feasibly be performed with a face covering.

Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

Personal Protective Equipment

Teams have reviewed required and necessary PPE for each task and will ensure that workers are properly trained to utilize PPE. OSHA’s standard on PPE shall be followed in addition to the respiratory protection program.

Eye Protection:

Employees must use appropriate eye or face protection when exposed to eye or face hazards from airborne COVID-19 particles, liquid chemicals, acids, or caustic liquids or chemical gases or vapours.

Hand Protection:

- Gloves are required to be worn when performing work which may potentially expose the hands’ surfaces to COVID-19 or chemicals.
- Chemical Impervious (chemical resistant) gloves shall be worn when handling chemicals that specify that PPE gloves should be used.

- SIATech will issue those employees working with chemicals their own individual gloves for hygiene purposes, or employees should use a new pair of disposable gloves with each job task.

Cleaning Procedures

SIATech will implement increased cleaning and sanitation efforts on all work sites. In the event employees are performing cleaning methods, proper training and protective equipment will be available and must utilized. Supervisors will review product data (SDS sheets) and train all workers on the product that is being utilized. SDS sheets must always be made available to workers.

It is SIATech’s expectation that work sites are cleaned on a frequent and consistent basis in a manner appropriate with its exposure. Bathrooms, doors, high use areas, etc. shall be cleaned daily. Workstations shall be cleaned daily or as needed.

High use or communal areas shall be given special attention and identified in site specific programs. Logs shall be kept ensuring the program is being executed, these logs shall be reviewed as part of the job site inspection process on a regular basis. If cleaning procedures or practices are found to be inadequate, site supervision shall make immediate adjustments to meet CDC guidelines and/or close the area to workers until it can be properly cleaned.

- Restrooms and break/lunchrooms must be cleaned at least once per day
- Trash cans and debris bins shall be cleaned, sanitized, and emptied as needed but at least daily
- Tools and equipment shall be cleaned at least daily and before any new user.

Teams shall take steps to obtain emergency cleaning services and/or obtain emergency cleaning products in adequate supply to perform site cleaning if a positive COVID-19 case is confirmed at a project site. Extreme care shall be taken to ensure that the products being utilized to disinfect and sanitize an area are designed for COVID-19 and that workers performing the cleaning are adequately protected.

When selecting cleaning products, teams shall reference the approved EPA/CDC list of products prior to utilizing, ensuring that the product is appropriate for the intended surface.
Site Sanitation

SIATech has implemented a site sanitation program consistent with Cal/OSHA and CDC requirements, with an increased focus on worker hygiene and sanitation. Teams shall consider the availability of equipment and cleaning products such as hand sanitizer and soap that is essential to workers maintaining proper hygiene.

If proper sanitation cannot be maintained or if essential products are not available, SIATech’s supervision may reduce, limit, or stagger work activities to ensure sanitation can be obtained.

Workers are encouraged to continuously wash their hands to prevent the potential spread of COVID-19.

Engineering Controls

Engineering controls help reduce exposure to hazards by isolating employees from the hazards. SIATech has implemented the following engineering controls to increase employee safety, which may include but are not limited to:

- To the extent feasible, increased ventilation in the work environment.
- Installing clear plastic barriers, for example, between employees when performing temperature taking.
- Limiting interactions between employees and customers.

Administrative Controls

Administrative controls require action by both the employee and SIATech. These are changes in work policies and procedures to reduce or minimize exposure to COVID-19 in the workplace. These changes are discussed in further detail in this Plan and include, but are not limited to:

- Requiring sick employees to stay at home (or to go home).
- Minimizing contact between employees through social distancing.
- Providing employees with up-to-date education and training on COVID-19 and protective behaviors (e.g., proper hygiene, PPE, and cough etiquette).
- Providing employees with and training employees on proper use of personal protective equipment.
- Requiring regular hand washing and use of hand sanitizer.
- Having staggered start, break and stop times
- Having employees work remotely, as may be possible.
Confidentiality/Privacy

Except for circumstances in which SIATech is legally required to report workplace occurrences of communicable disease, and/or the individual provides a written authorization to disclose his or her diagnosis to coworkers, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. SIATech reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. SIATech also reserves the right to inform subcontractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

Reporting, Recordkeeping, and Access

This COVID-19 Prevention Program will be available at the workplace to employees, and to representatives of Cal/OSHA immediately upon request.

SIATech will 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. The employer will report information about COVID-19 cases at the workplace, including COVID-19-related serious illnesses or death, as defined under section 330(h), of an employee occurring in a place of employment or in connection with any employment, whenever required by law. Medical information will be kept confidential as required by law.
Appendix A: Multiple COVID-19 Infections and COVID-19 Outbreaks

This Appendix will be implemented if a workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in a workplace within a 14-day period. This Appendix will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period.

COVID-19 testing

- SIATech will provide COVID-19 testing to all employees in an 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 an 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, SIATech will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in the workplace for a 14-day period.
  - SIATech will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

SIATech will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with the exclusion of COVID-19 cases and Return to Work Criteria requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

SIATech will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with the COVID-19 Case Investigation.
COVID-19 investigation, review and hazard correction

In addition to the identification and evaluation of COVID-19 hazards and correction of COVID-19 hazards, SIATech 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:
  - Leave policies and practices and whether employees are discouraged from remaining home when sick.
  - 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. SIATech will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in the workplace, SIATech will contact the local health
department for guidance on preventing the further spread of COVID-19 within the workplace.

- SIATech will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. SIATech will continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.
Appendix B: Major COVID-19 Outbreaks

This Appendix will be implemented if a workplace experiences 20 or more COVID-19 cases within a 30-day period. If implemented, this Appendix will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period.

COVID-19 testing

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

SIATech will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with the exclusion of COVID-19 Cases and Return to Work Criteria, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

SIATech will comply with the requirements of the COVID-19 Case Investigation.

COVID-19 hazard correction

In addition to the requirements of the correction of COVID-19 hazards, SIATech will take the following actions:

- In buildings or structures with mechanical ventilation, SIATech 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, SIATech will use filters with the highest compatible filtering efficiency. SIATech 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.

- SIATech will determine the need for a respiratory protection program or changes to an existing respiratory protection program under Title 8 section 5144 to address COVID-19 hazards.

- SIATech will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
• Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

SIATech will comply with the requirements of the Multiple COVID-19 Infections and COVID-19 Outbreaks notifications to the Local Health Department.
EMPLOYEE ACKNOWLEDGMENT OF COVID-19 PREVENTION PROGRAM

In 2020, the novel coronavirus/COVID-19 swept the country, requiring an urgent and extensive public health response, including sometimes lengthy stay-at-home orders imposed by state and local governments. SIATech is committed to the health and safety of all employees. Therefore, as the stay-at-home orders are relaxed, and as we return to the workplace, safely working will require a commitment by everyone to new procedures and measures to protect employee health. These measures include referenced in this Program and also include:

1. If an employee tests positive for COVID-19, the employee will not be permitted to enter the workplace and must seek immediate medical attention. An employee testing positive must stay away from the workplace and should self-quarantine for the appropriate period required by public health officials. The results of the test will be kept confidential to the greatest degree possible, except that the results will be provided to appropriate officials or managers of SIATech who have a need to know this information and, if legally required, to appropriate public health officials.

2. Coronavirus is spread through close contact. Even as stay-at-home orders are eased, government officials still require social distancing. Employee should maintain a safe distance of at least six feet from one another at all times.

3. Employees are required to wear a mask at all times, or may wear masks of their own, provided they fully cover mouth and nose.

4. Employees may not congregate in any area. Social distance must be maintained during meetings. If a meeting requires more than 2, additional participants should be allowed to participate by telephone or video.

5. Employees should frequently (at least every hour) wash their hands throughout the day for at least 20 seconds each time.

6. SIATech will provide hand sanitizer throughout the building. Employees should use hand sanitizer after touching surfaces that may have been touched by others, such as doorknobs, handles and countertops.

7. Employees should report to management if they have been in close contact with someone who has been diagnosed with COVID-19 or who is exhibiting symptoms consistent with the virus.

8. Employees should avoid using bathrooms when they are already in use.
9. Employees should frequently clean and sanitize the workplace. Disinfectants and cleaning supplies will be available. Desks, computers, phones, pens and other office equipment must not be shared.

10. For the protection of all employees, employees are not permitted to have family members in the workplace. Employees should limit in-person visits with customers or contractors to the greatest extent. If in-person meetings with a customers or other approved visitors in our workplace cannot be avoided, employees must use social distancing, limit attendance, offer masks to visitors and clean and disinfect meeting areas before and after use.

EMPLOYEE ACKNOWLEDGMENT

I understand that SIATech is providing the personal protective equipment and other safety measures described above and agree to use and follow them as required. I also understand and agree to follow the above procedures to protect my health and the health of others. I understand that failure to do so may result in disciplinary action, up to and including termination of employment. If, at any time, I have any concerns regarding how to work safely and protect my health or the health of others, I will contact a supervisor.

____________________________________________________
Signature

Employee name (PLEASE PRINT): ______________________

Date:______________________________________________