

# COVID-19 Prevention Program (CPP) for Los Angeles Philharmonic Association

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

**Date: June 17, 2021**

## Authority and Responsibility

**Mona Patel**, COVID Compliance Officer, has 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 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. If we become aware of a potential COVID-19 exposure in our workplace we will:
  - Send the sick individual home immediately. If they have symptoms of serious illness such as trouble breathing, pressure or pain in the chest, bluish lips or they appear confused, we will call 911. They should speak with their physician about their symptoms and determine the need for testing for COVID-19.
  - The individual will not be allowed to return until their fever has resolved for at least 24 hours and their respiratory symptoms are improving, with a minimum absence of ten (10) days from the start of their symptoms.
  - An individual that tests positive for the SARS-CoV-2 virus but is not showing any symptoms, is not allowed to return until 10 days have passed starting from the date that the testing sample was collected.
  - We will consider alternative work options to work remotely if the individual can do so.
  - Perform a cleaning and disinfection of all areas touched by the ill or infected individual.

- Identify any others that had close contact with the ill or infected individual. The name of the ill employee must not be disclosed, and medical privacy must be maintained. A “close contact” is any of the following people who were exposed to an “infected individual” while they were infectious:
  - An individual who was within 6 feet of the infected person for 15 minutes or more
  - An individual who had unprotected contact with the infected person’s body fluids and/or secretions, for example, being coughed or sneezed on, sharing utensils or saliva, or providing care without wearing appropriate protective equipment.
- Any applicable Federal, State and County benefits available to them will be communicated by the Human Resources department.

An infected individual is anyone with COVID-19, or who is suspected to have COVID-19, and is considered to be infectious from 2 days before their symptoms first appeared until they are no longer required to be isolated. A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.

All employees that are identified as “close contacts” shall be excluded from the workplace and directed to quarantine. Such employees will be offered testing at no cost. Note that a negative PCR test (test for genetic material on nasal/throat/saliva sample) only shows that there was no virus in the sample at the time of the test. Individuals that test negative must still complete their full 10 days of quarantine.

- 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 and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- Other identification and evaluation measures we take in our workplace:

(A) We allow for employee and authorized employee representative participation in the identification and evaluation of COVID-19 hazards.

(B) We have a process for screening employees for and responding to employees with COVID-19 symptoms. Employees are required to evaluate their own symptoms before reporting to work. If we conduct screening indoors at the workplace, we ensure that face coverings are used during screening by both screeners and employees who are not fully vaccinated and, if temperatures are measured, that non-contact thermometers are used.

(C) We have 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 of COVID-19 in the workplace.

(D) We conduct a workplace-specific identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards. We treat all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious.

1. This includes identification of places and times when people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, for instance during meetings or trainings and including in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

2. This includes an evaluation of employees' potential workplace exposure 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 consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing stationary work.

(E) For indoor locations, we 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 High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.

(F) We review applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention. These orders and guidance are both information of general application, including Interim guidance for Ventilation, Filtration, and Air Quality in Indoor Environments by the California Department of Public Health (CDPH), and information specific to the employer's industry, location, and operations.

(G) We evaluate existing COVID-19 prevention controls at the workplace and the need for different or additional controls, including the correction of COVID-19 hazards, face coverings and other engineering controls, administrative controls, and personal protective equipment

(H) We conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

### **Employee Participation**

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: thoroughly reviewing their duties and practices to identify hazards and immediately notifying the COVID Compliance Officer, Mona Patel, or a member of the COVID Compliance team of any safety concerns or perceived COVID-19 hazards.

## Employee Screening

We screen our employees by requiring all staff to conduct a symptom self-screen according to CDPH and LACDPH guidelines before reporting to work. If we conduct screening indoors at the workplace, we ensure that face coverings are used during screening by both screeners and employees who are not fully vaccinated and, if temperatures are measured, that non-contact thermometers are used.

## Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures are documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

Inspections will take place regularly for each active venue space and will be completed by a member of the COVID Compliance Team. This inspector will note the severity of the hazard, on the following scale: needs no improvement, low, medium, and high.

- Low severity hazards are adjustments that can be made within the week, such as wear and tear on signage, available PPE running low, etc.
- Medium severity hazards must be addressed before the next active shift. This includes replenishing PPE that has run out, noting restrooms or other areas that need cleaning, and contacting the superiors of any employees committing repeated safety infractions.
- High severity hazards must be addressed and escalated to the COVID Compliance Officer immediately. Examples include: the refusal of an employee or guest to comply with safety standards, including mask wearing and social distancing; and the identification of engineering controls that need immediate adjustment or replacement.

COVID-19 Inspection forms will be scanned and emailed to Mona Patel at [mpatel@laphil.org](mailto:mpatel@laphil.org) upon completion. Corrections will be assigned to members of the COVID Compliance team by Mona Patel, and all corrections will be noted once complete on the inspection form. Completed inspection forms will be organized and saved for reference.

## Control of COVID-19 Hazards

### Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees 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). Face coverings and other PPE will be available throughout each venue for staff to use as needed. All staff are encouraged to wash reusable face coverings daily, and wear clean, dry masks to each shift. Staff are trained to report to a COVID Compliance team member any persons onsite not following masking protocols. To ensure face covering compliance with nonemployees, we have signs at all of our workplace entrances and throughout our workplace.

Employees required to wear face coverings in our workplace may remove them under the following conditions:

- When an employee is alone in a room or a vehicle.
- While eating or 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 feasible.
- 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, such as a face shield with a drape on the bottom, 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 apart 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 by:

- Conducting regular reviews of our existing ventilation systems in accordance with applicable orders and guidance from the State of California and your local health department related to COVID-19 hazards and prevention, including **CDPH's Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments**.
- Propping doors, whenever feasible, to allow for outside air flow.
- Increasing the filtration efficiency of all buildings to the highest level compatible with the existing ventilation system, wherever possible.
- Increase frequency of ventilation device maintenance, system-wide
- Use of MERV-13 filters

### **Cleaning and Disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surface and steering wheels:

- Providing cleaning and disinfecting supplies to all staff, available throughout work spaces,

and time within their shifts to perform cleaning duties.

- Ensuring these cleaning and disinfecting supplies follow current CDC recommendations for sanitation
- Informing staff and guests of the frequency and scope of cleaning and disinfection.
- Increasing professional housekeeping scheduled cleanings to once hourly, per LACDPH recommendation.

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

- Restrict access to the area where the person had been and wait as long as possible (up to 24 hours) prior to performing a cleaning and disinfection of all areas touched by the ill or infected individual.

### **Hand Sanitizing**

To implement effective hand sanitizing procedures, we:

- Continually evaluate handwashing facilities to ensure availability, cleanliness, and stock of soap.
- Encourage and allow time for employee handwashing during shifts.
- Provide employees with an effective hand sanitizer throughout venue spaces and upon request.
  - Effective hand sanitizer commensurate with CDC recommendations.
- Encourage employees, via signage in all restrooms, to wash their hands for at least 20 seconds each time and with soap.

### **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 and ensure use of respirators in compliance with section 5144 when deemed necessary by Cal/OSHA. Upon request, we also provide respirators for voluntary use to all employees. Employees may request and receive a respirator from Human Resources and are provided the information required in Appendix D Section 5144: (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

## **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 current LACDPH guidelines**, 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. **Face shields and other protective eye coverings are mandated in these situations, and are also readily available to all staff who request to use such equipment even when able to maintain physical distance.**

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 **and LACDPH guidelines** when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

## **Testing of Symptomatic Employees**

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

In the event of multiple infections or outbreak, we provide COVID-19 testing at no cost to all employees, during paid time, in our exposed group except for:

- Employees who were not present during the relevant 14-day period.
- Employees who were fully vaccinated before the multiple infections or outbreak and who do not have symptoms.
- COVID-19 cases who did not develop symptoms after returning to work pursuant to our return-to-work criteria, no testing is required for 90 days after the initial onset of symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.

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

We have developed effective procedure 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.

If we become aware of a potential COVID-19 exposure in our workplace we will:

- Send the sick individual home immediately. If they have symptoms of serious illness such as trouble breathing, pressure or pain in the chest, bluish lips or they appear confused, we will call 911. They should speak with their physician about their symptoms and determine the need for testing for COVID-19.
- The individual will not be allowed to return until their fever has resolved for at least 24 hours and their respiratory symptoms are improving, with a minimum absence of ten (10) days from the start of their symptoms.
- An individual that tests positive for the SARS-CoV-2 virus but is not showing any symptoms, is not allowed to return until 10 days have passed starting from the date that the testing sample was collected.

- We will consider alternative work options to work remotely if the individual can do so.
- Perform a cleaning and disinfection of all areas touched by the ill or infected individual.
- Identify any others that had close contact with the ill or infected individual. The name of the ill employee must not be disclosed, and medical privacy must be maintained. A “close contact” is any of the following people who were exposed to an “infected individual” while they were infectious:
  - An individual who was within 6 feet of the infected person for 15 minutes or more
  - An individual who had unprotected contact with the infected person’s body fluids and/or secretions, for example, being coughed or sneezed on, sharing utensils or saliva, or providing care without wearing appropriate protective equipment.
- Any applicable Federal, State and County benefits available to them will be communicated by the Human Resources department

An infected individual is anyone with COVID-19, or who is suspected to have COVID-19, and is considered to be infectious from 2 days before their symptoms first appeared until they are no longer required to be isolated. A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.

All employees that are identified as “close contacts” shall be excluded from the workplace and directed to quarantine. Such employees will be offered testing at no cost. Note that a negative PCR test (test for genetic material on nasal/throat/saliva sample) only shows that there was no virus in the sample at the time of the test. Individuals that test negative must still complete their full 10 days of quarantine.

We also ensure the following is implemented.

- Employees that had a close contact are offered COVID-19 testing at no cost during paid time.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, is provided to employees.
- Written notice within 1 day of your knowledge of a COVID-19 case that people 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 will 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:

- Who employees should report COVID-19 symptoms and possible hazards to, and how:
  - Employees are encouraged to reach out to Emanuel Maxwell either by phone or email to report symptoms, hazards, concerns, or questions
    - 213-972-700
    - [emaxwell@laphil.org](mailto:emaxwell@laphil.org)
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
  - All employees who require accommodations are welcomed to contact the Human Resources department ([dept\\_HR@Laphil.org](mailto:dept_HR@Laphil.org)) to request accommodations.
- Where testing is not required, how employees can access COVID-19 testing:
  - The LA Phil can provide testing to all employees experiencing symptoms or otherwise concerned for exposure. Please contact Human Resources for options, including:
    - In-home testing kits
    - Drive-up appointment tests across Los Angeles County
    - Employer sponsored, drive-up private testing at the Hollywood Bowl
    - Information on scheduling private 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.
  - In the event of an exposure or outbreak, all affected employees will be required to test onsite or at a testing facility more convenient to them.
    - Contact tracing, performed by the Human Resources team, will be conducted to ascertain the extent of potential exposures. All potentially exposed individuals will be required to test.
    - Affected employees will be notified immediately of the potential exposure in writing and via phone call, and efforts to schedule immediate testing will be made then.
    - All testing will be accomplished at no cost to the employee and during work hours.
    - All personal information will be withheld to protect the privacy of affected individuals throughout the notification process.
- 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.
- Applicable LACDPH Reopening Health Officer Orders will be posted at the entrances to each venue, and will be available on request from Human Resources ([dept\\_HR@Laphil.org](mailto:dept_HR@Laphil.org)).
- All employees are encouraged to request information and ask questions about the COVID-19 virus, company protocols and procedures, and benefits available to them. These questions can be directed to our general question inbox – [questions@laphil.org](mailto:questions@laphil.org) – and Human Resources – [dept\\_HR@laphil.org](mailto:dept_HR@laphil.org).

## Training and Instruction

We 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.
- 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, while 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 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.

All trainings will be tracked by Human Resources department (dept\_HR@Laphil.org) and subsequent trainings will be provided as new information on the COVID-19 virus and best practices arises.

## Exclusion of COVID-19 Cases

Where we have a COVID-19 case or close contact in our workplace, we 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 first positive test.
- For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits. This will be accomplished by:

Where we have a COVID-19 case or close contact in our workplace, we limit transmission by COVID-19 related benefits under local, state, and federal laws, including but not limited to:

- Any available LA Phil provided paid sick leave.
- Any available California COVID-19 Supplemental Sick Leave and/or City of LA Supplemental Sick Leave
- Unpaid leave under the Family and Medical Leave Act and/or the California Family Rights Act.
- Disability Benefits
- Workers' Compensation Benefits

## Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- All testing program information, including results and other identifying personal information, will be kept by the HR department in order to accurately track transmissions onsite. This information will be kept in multi-factor system, only accessible by authorized HR employees.

## 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 °F. 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 using 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.



June 17, 2021



## Appendix B: COVID-19 Inspection

Date: \_\_\_\_\_

Name of person conducting the inspection: \_\_\_\_\_

Work location evaluated: \_\_\_\_\_

### Correction Status/Priority:

✓ = No improvement needed | “**low**” = upcoming maintenance | “**med**” = maintenance necessary before next shift | “**high**” = immediate escalation to Mona Patel, COVID Compliance Officer – (213)972-3536

Exposure Controls	Status <i>(Inspector)</i>	Detail <i>(Inspector)</i>	Person Assigned to Correct <i>(Supervisor)</i>	Date Corrected <i>(Supervisor)</i>
<b>Engineering</b>				
Plexiglass barriers (if requested)				
Ventilation - ventilation on, doors propped, windows opened, etc.				
Signage hung - room capacities, directional foot traffic arrows, etc.				
Entry Symptom Check protocol in place, guest list strictly enforced				
All work stations and onstage plots accurately distanced				
<i>If applicable</i> – meal area tables and chairs accurately distanced, ventilation maximized, meal supervised by Monitor				
<b>Administrative</b>				
Physical distancing				
Surface cleaning and disinfection - performed hourly, disinfecting wipes avail., appropriate chemical % supplies				
Hand washing facilities – open, cleaned hourly, soap available, etc.				
<b>PPE</b> (available and being worn)		<i>Note area if restock is needed</i>		
Face masks				
Gloves				
Face shields/goggles				
Disinfectant Wipes				
Tissues				
Hand Sanitizer				
<b>Other Notes</b>				

## Addendum B: COVID-19 Inspection

Performance/Event

Date: \_\_\_\_\_

Name of person conducting the inspection: \_\_\_\_\_

Work location evaluated: \_\_\_\_\_

### Correction Status/Priority:

✓ = No improvement needed | “**low**” = upcoming maintenance | “**med**” = maintenance necessary before next shift | “**high**” = immediate escalation to Mona Patel, COVID Compliance Officer – (213)972-3536

Exposure Controls -Staff Areas	Status (Inspector)	Detail (Inspector)	Person Assigned to Correct (Supervisor)	Date Corrected (Supervisor)
<b>Engineering</b>				
Plexiglass barriers, if applicable				
Ventilation - ventilation on, doors propped, windows opened, etc.				
Signage hung - room capacities, directional foot traffic arrows, etc.				
Entry Symptom Check protocol in place, onsite list strictly enforced				
All work stations and onstage plots accurately distanced				
<i>If applicable</i> – meal area tables and chairs accurately distanced, ventilation maximized, meal supervised by Monitor				
<b>Administrative</b>				
Physical distancing				
Surface cleaning and disinfection - performed hourly, disinfecting wipes avail., appropriate chemical % supplies				
Hand washing facilities – open, cleaned hourly, soap available, etc.				
<b>PPE</b> (available and being worn)		<i>Note area if restock is needed</i>		
Face masks				
Gloves				
Face shields/goggles				
Disinfectant Wipes				
Tissues				
Hand Sanitizer				
<b>Other Notes</b>				

<b>Exposure Controls – Patron Areas</b>	<b>Status (Inspector)</b>	<b>Detail (Inspector)</b>	<b>Person Assigned to Correct (Supervisor)</b>	<b>Date Corrected (Supervisor)</b>
<b>Engineering</b>				
Plexiglass barriers, if applicable				
Ventilation - ventilation on, doors propped, windows opened, etc.				
Signage hung - room capacities, directional foot traffic arrows, etc.				
Entry Symptom Check protocol in place, ticketed entry strictly enforced				
Ingress and Egress monitored by staff				
<i>If applicable</i> – meal area tables and chairs accurately distanced, ventilation maximized, meal supervised by Monitor				
<b>Administrative</b>				
Physical distancing				
Surface cleaning and disinfection - performed hourly, disinfecting wipes avail., appropriate chemical % supplies				
Hand washing facilities – open, cleaned hourly, soap available, etc.				
<b>PPE</b> (available and being worn)		<i>Note area if restock is needed</i>		
Face masks				
Hand Sanitizer				
<b>Other Notes</b>				



## Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 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:** [enter date COVID-19 case – suspected/confirmed - became known to the employer]

**Name of person conducting the investigation:**

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

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

\*If we are made aware of a non-employee COVID-19 case in our 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 of the positive or negative test and/or diagnosis:**

**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 representatives (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?**

## Appendix D: COVID-19 Training Roster

Date:

Person that conducted the training:

Employee Name	Signature

**Appendix E: Documentation of Employee COVID-19 Vaccination Status - CONFIDENTIAL**

Employee Name	Fully or Partially Vaccinated <sup>1</sup>	Method of Documentation <sup>2</sup>

<sup>1</sup>Update, accordingly and maintain as confidential medical record

<sup>2</sup>Acceptable options include:

- Employees provide proof of vaccination (vaccine card, image of vaccine card or health care document showing vaccination status) and employer maintains a copy.
- Employees provide proof of vaccination. The employer maintains a record of the employees who presented proof, but not the vaccine record itself.
- Employees self-attest to vaccination status and employer maintains a record of who self-attests.

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

This addendum will stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

### **COVID-19 testing**

- We provide COVID-19 testing at no cost to all employees, during paid time, in our exposed group except for:
  - Employees who were not present during the relevant 14-day period.
  - Employees who were fully vaccinated before the multiple infections or outbreak and who do not have symptoms.
  - COVID-19 cases who did not develop symptoms after returning to work pursuant to our return-to-work criteria, no testing is required for 90 days after the initial onset of symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.
- COVID-19 testing consists of the following:
  - All employees in our exposed group are immediately tested and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we continue to provide COVID-19 testing once a week of employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We provide additional testing when deemed necessary by Cal/OSHA.

We continue to comply with the applicable elements of our CPP, as well as the following:

1. Employees in the exposed group wear face coverings when indoors, or when outdoors and less than six feet apart (unless one of the face-covering exceptions indicated in our CPP apply).
2. We give notice to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.
3. We evaluate whether to implement physical distancing of at least six feet between persons, or where six feet of physical distancing is not feasible, the need for use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

### **COVID-19 investigation, review, and hazard correction**

We 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 is documented and includes:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.

- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review.  
We 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 feasible.
  - Requiring respiratory protection in compliance with section 5144.

### **Buildings or structures with mechanical ventilation**

We will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters, if compatible with the ventilation system. If MERV-13 or higher filters are not compatible, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, implement their use to the degree feasible.

## **Appendix G - Major COVID-19 Outbreaks**

This addendum will stay in effect until there are fewer than three COVID-19 cases detected in our exposed group for a 14-day period.

We continue to comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, except that the COVID-19 testing, regardless of vaccination status, is made available to all employees in the exposed group twice a week, or more frequently if recommended by the local health department.

In addition to complying with our CPP and Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, we also:

- Provide employees in the exposed group with respirators for voluntary use in compliance with section 5144(c)(2) and determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
- Separate by six feet (except where we can demonstrate that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employees in the exposed group who are not wearing respirators required by us and used in compliance with section 5144. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible.
- Install cleanable solid partitions that effectively reduce transmission between the employee and other persons at workstations where an employee in the exposed group is assigned to work for an extended period, such as cash registers, desks, and production line stations, and where the physical distancing requirement (described above) is not always maintained.
- 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



## **Appendix H: COVID-19 Prevention in Employer-Provided Housing**

### **In the event that artists, guest artists, and other persons need housing accommodations:**

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

We, to the extent feasible, reduce employee exposure to COVID-19 by assigning employee residents to distinct groups and ensure that each group remains separate from other such groups during transportation and work. Shared housing unit assignments are prioritized in the following order:

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

#### **Ventilation**

We ensure maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units. If there is not a Minimum Efficiency Reporting Value (MERV) 13 or higher filter in use, portable or mounted HEPA filtration units are used, where feasible, in all sleeping areas in which there are two or more residents who are not fully vaccinated.

#### **Face Coverings**

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

#### **Cleaning and Disinfection**

We ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned to prevent the spread of COVID-19. Housing units, kitchens, bathrooms, and indoor common areas are cleaned and disinfected after a COVID-19 case was present during the high-risk exposure period, if another resident will be there within 24 hours of the COVID-19 case.
- Cleaning and disinfecting is done in a manner that protects the privacy of residents.
- Residents are instructed to not share unwashed dishes, drinking glasses, cups, eating utensils, and similar items.

#### **Screening**

We encourage residents to report COVID-19 symptoms to [Emanuel Maxwell, Chief Talent & Equity Officer at \[emaxwell@laphil.org\]\(mailto:emaxwell@laphil.org\)](mailto:emaxwell@laphil.org).

#### **COVID-19 Testing**

We establish, implement, maintain and communicate to residents' effective policies and procedures for COVID-19 testing of residents who had a close contact or COVID-19 symptoms.

## COVID-19 Cases and Close Contacts

We:

- Effectively quarantine residents who have had a close contact from all other residents. Effective quarantine includes providing residents who had a close contact with a private bathroom and sleeping area, with the following exceptions:
  - Fully vaccinated residents who do not have symptoms.
  - COVID-19 cases who have met our return-to-work criteria and have remained asymptomatic, for 90 days after the initial onset of symptoms, or COVID-19 cases who never developed symptoms, for 90 days after the first positive test.
- Effectively isolate COVID-19 cases from all residents who are not COVID-19 cases. Effective isolation includes housing COVID-19 cases only with other COVID-19 cases and providing COVID-19 case residents with a sleeping area and bathroom that is not shared by non-COVID-19-case residents.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.
- End isolation in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any applicable local or state health officer orders.

# Appendix I - COVID-19 Prevention in Employer Provided 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.

## Cleaning and Disinfecting

We ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned to prevent the spread of COVID-19 and are cleaned and disinfected if used by a COVID-19 case during the high-risk exposure period, when the surface will be used by another employee within 24 hours of the COVID-19 case.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned to prevent the spread of COVID-19 between different drivers

and are disinfected after use by a COVID-19 case during the high-risk exposure period, if the surface will be used by another employee within 24 hours of the COVID-19 case.

- 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.