COVID-19 Prevention Program for the Salinas Union High School District

Approved: April 11, 2023
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COVID-19 Prevention Procedures (CPP) for Salinas Union High School District

This CPP is designed to control employees’ exposures to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace.

Date: April 11, 2023

1. Authority and Responsibility

The Superintendent or designee 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 procedures 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.

2. Application of the Salinas Union High School District Injury & Illness Prevention Program (IIPP)

COVID-19 is a recognized hazard in our workplace that is addressed through our IIPP, which will be effectively implemented and maintained to ensure the following:

1. When determining measures to prevent COVID-19 transmission and identifying and correcting COVID-19 hazards in our workplace:

   a. All persons in our workplace are treated as potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.

   b. COVID-19 is treated as an airborne infectious disease. Applicable State of California and Monterey County Department of Public Health orders and guidance will be reviewed when determining measures to prevent transmission and identifying and correcting COVID-19 hazards. COVID-19 prevention controls include:
      i. Encouraging vaccinations
      ii. Optimizing indoor air quality
      iii. Providing high quality facemasks
      iv. Providing COVID-19 testing
      v. Reinforcing hand hygiene
      vi. Reporting COVID-19 cases to the local health department
      vii. Managing individuals with symptoms
      viii. Managing individuals exposed to COVID-19
      ix. Managing outbreaks
      x. Cleaning facilities

2. Training and instruction on COVID-19 prevention is provided:

   a. When this CPP was first established.
b. To new employees.
c. To employees given a new job assignment involving COVID-19 hazards and have not been previously trained.
d. When we are made aware of new or previously unrecognized COVID-19 hazards.
e. For supervisors to familiarize themselves with the COVID-19 hazards to which employees under their immediate direction and control may be exposed.
f. Annually as a component of ongoing required trainings.

APPENDIX A: COVID-19 Training Roster will be used to document this training.

3. Procedures to investigate COVID-19 illnesses at the workplace include:
   a. Determining the day and time a COVID-19 case was last present; the date of the positive COVID-19 tests or diagnosis; and the date the COVID-19 case first had one or more COVID-19 symptoms. APPENDIX B: Investigating COVID-19 Cases will be used to document this information.
   b. Effectively identifying and responding to persons with COVID-19 symptoms at the workplace. Encouraging testing for COVID-19; excluding febrile persons from the workplace until 24 hours without a fever have passed without the use of fever reducing medications.
   c. Encouraging employees to report COVID-19 symptoms and to stay home when ill. Employees are encouraged to report COVID-19 symptoms by completing a Daily Wellness check and/or reporting their symptoms to their direct supervisor.

4. Effective procedures for responding to COVID-19 cases at the workplace include:
   a. Immediately excluding COVID-19 cases (including employees excluded under CCR, Title 8, section 3205.1) according to the following requirements:
      i. COVID-19 cases who do not develop COVID-19 symptoms will not return to work during the infectious period.
      ii. COVID-19 cases who develop COVID-19 symptoms will not return to work during the shorter of either of the following:
         a. The infectious period.
         b. Through 10 days after the onset of symptoms and at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication.
      iii. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case must wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
      iv. Elements i. and ii. apply regardless of whether an employee has been previously excluded or other precautions were taken in response to an employee’s close contact or membership in an exposed group.
b. Reviewing current California Department of Public Health (CDPH) guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.

c. The following effective policies will be developed, implemented, and maintained to prevent transmission of COVID-19 by persons who had close contacts.
   a. Notice of the potential COVID-19 exposure will be provided as soon as possible, and in no case longer than the time required to ensure exclusion requirements.
   b. Employees who had a potential exposure to COVID-19 in the workplace will be offered COVID testing and high quality facemasks.
   c. Investigating whether any workplace conditions could have contributed to the risk of COVID-19 exposure and determine what could be done to reduce exposure to COVID-19 hazards in the future.
   d. All personal identifying information relating to individuals with confirmed COVID-19 cases and/or individuals who are experiencing COVID-19 symptoms will be kept confidential.

de. 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.

d. If removal of an employee would create undue risk to a community’s health, Salinas Union High School District may submit a request for a waiver to Cal/OSHA in writing to rs@dir.ca.gov to allow employees to return to work if it does not violate local or state health official orders for isolation, quarantine, or exclusion.

e. Upon excluding an employee from the workplace based on COVID-19 or a close contact, Salinas Union High School District will provide excluded employees information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, workers' compensation law, local governmental requirements, and Salinas Union High School District leave policies and leave guaranteed by contract.

3. Testing of Close Contacts

COVID-19 tests are available at no cost, during paid time, to all of our employees who had a close contact in the workplace. These employees will be provided with the information outlined in paragraph (4)(f), above.

Exceptions are returned cases as defined in CCR, Title 8, section 3205(b)(11).

4. Notice of COVID-19 cases

Employees and independent contractors who had a close contact, as well as any employer with an employee who had a close contact, will be notified as soon as possible, and in no case longer than the time required to ensure that the exclusion requirements of paragraph (4)(a) above, are met.
When Labor Code section 6409.6 or any successor law is in effect, Salinas Union High School District will:

- Provide notice of a COVID-19 case, in a form readily understandable to employees. The notice will be given to all employees, employers, and independent contractors at the worksite.
- Provide the notice to the authorized representative, if any of:
  - The COVID-19 case and of any employee who had a close contact.
  - All employees on the premises at the same worksite as the COVID-19 case within the infectious period.

The notices shall be provided using the following forms as applicable:

- APPENDIX C: Notice to Employees of Exposure to COVID-19
- APPENDIX D: Notice to Employees, Employee Representatives, and Contractors of Potential Exposure to COVID-19

5. Face Coverings

Employees will be provided face coverings and required to wear them when required by a CDPH regulation or order. This includes spaces within vehicles when a CDPH regulation or order requires face coverings indoors. Face coverings will be clean, undamaged, and worn over the nose and mouth.

The following exceptions apply:

1. When an employee is alone in a room or vehicle.
2. While eating or drinking at the workplace, provided employees are at least six feet apart and, if indoors, the supply of outside or filtered air has been maximized to the extent feasible.
3. While employees are wearing respirators required by the employer and used in compliance with CCR, Title 8 section 5144.
4. 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 shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if the condition or disability permits it.
5. During specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

If an employee is not wearing a face covering due to exceptions (4) and (5), above, the COVID-19 hazards will be assessed, and action taken as necessary.

Employees will not be prevented from wearing a face covering, including a respirator, when not required by this section, unless it creates a safety hazard.

6. Respirators

Respirators will be provided for voluntary use to employees who request them and who are working indoors or in vehicles with more than one person. Employees who request respirators for voluntary use will be:
6. Encouraged to use them.
7. Provided with a respirator of the correct size.
8. Trained on:
   o How to properly wear the respirator provided.
   o How to perform a user seal check according to the manufacturer’s instructions each time a respirator is worn.
   o The fact that facial hair interferes with a seal.

The requirements of CCR, Title 8 section 5144(c)(2) will be complied with according to the type of respirator (disposable filtering face piece or elastomeric re-usable) provided to employees.

7. Ventilation

For our indoor workplaces we will:

- Review CDPH and Cal/OSHA guidance regarding ventilation, including the CDPH *Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments*. Salinas Union High School District will develop, implement, and maintain effective methods to prevent transmission of COVID-19, including one or more of the following actions to improve ventilation:
  o Maximize the supply of outside air 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.
  o In buildings and structures with mechanical ventilation, filter circulated air through filters at least as protective as Minimum Efficiency Reporting Value (MERV)-13, or the highest level of filtration efficiency compatible with the existing mechanical ventilation system.
  o Use High Efficiency Particulate Air (HEPA) filtration units in accordance with manufacturers’ recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.
  o Use Needlepoint Bipolar Ionization or NPBI technology to help reduce particles in the air by introducing ions into the space via the airflow in the ventilation system.

- Determine if our workplace is subject to CCR, Title 8 section 5142 Mechanically Driven Heating, Ventilating and Air Conditioning (HVAC) Systems to Provide Minimum Building Ventilation, or section 5143 General Requirements of Mechanical Ventilation Systems, and comply as required.

In vehicles, we will maximize the supply of outside air to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.

8. Reporting and Recordkeeping

APPENDIX B: Investigating COVID-19 Cases will be used to keep a record of and track all COVID-19 cases. These records will be kept by the Human Resources Department and retained for two years beyond the period in which it is necessary to meet the requirements
of CCR, Title 8, sections 3205, 3205.1, 3205.2, and 3205.3.

The notices required by subsection 3205(e) will be kept in accordance with Labor Code section 6409.6 or any successor law.

Superintendent or Appointed Authority Signature ________________________________

Date: ________________
## APPENDIX A: COVID-19 Training Roster

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<tr>
<th>External Unique ID</th>
<th>Username</th>
<th>First Name</th>
<th>Last Name</th>
<th>Email Address</th>
<th>Library</th>
<th>Course</th>
<th>Due Date</th>
<th>Complete Date</th>
<th>Positions</th>
<th>Locations</th>
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APPENDIX B: 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. Unredacted 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 COVID-19 case (suspect or confirmed) became known:

Date investigation was initiated:

Name of person(s) conducting the investigation:

COVID-19 Case Summary

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Info</th>
<th>Occupation</th>
<th>Location</th>
<th>Last day and time present</th>
<th>Date of positive test and/or diagnosis</th>
<th>Date of first symptoms</th>
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</table>

Summary of employees, independent contractors, and employees of other employers that came in close contact.

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Info</th>
<th>Date notified</th>
<th>Date offered COVID-19 testing (employees only)</th>
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COVID Prevention Program (CPP)
CALOSHA STANDARD, CCR-T8 3205
Salinas Union High School District
Effective Date: April 11, 2023

Summary notice of a COVID-19 case (employees, employers, independent contractors) – during the infectious period and regardless of a close contact occurring.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date notified</th>
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Summary notice of a COVID-19 case (authorized representative of the COVID-19 case and employee who had close contact).

<table>
<thead>
<tr>
<th>Name</th>
<th>Date notified</th>
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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 C: NOTICE TO EMPLOYEES OF EXPOSURE TO COVID-19

[Date]

Re: Notice of Exposure to COVID-19

Dear SUHSD Staff,

You may have been exposed to an individual with a confirmed case of COVID-19 on ______________. The Centers for Disease Control and the California Department of Public Health advise that anyone who has had close contact with infected individuals—defined as sharing the same indoor airspace for a cumulative total of 15 minutes or more over a 24-hour period—should watch for COVID symptoms, such as fever, cough, fatigue, shortness of breath, sore throat, and headache.

At this time, you are encouraged to seek COVID-19 testing at one of our District testing locations 3-5 days after your exposure. In the event an exposed employee who develops symptoms is unable to test or chooses not to test, they must be excluded from the workplace until 10 days after the date of symptom onset, per CalOSHA guidelines. Additionally, close contacts must wear a well-fitting mask around others for a total of 10 days, especially in indoor settings.

Persons who have been infected within the prior 30 days do not need to be tested unless symptoms develop. A complete list of COVID-19 symptoms can be found at: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

Please check in with your site COVID-19 liaison to make testing arrangements. If you prefer to test at home, please submit home test kit results to Primary.health.
APPENDIX D: NOTICE TO EMPLOYEES, EMPLOYEE REPRESENTATIVES, AND CONTRACTORS OF POTENTIAL EXPOSURE TO COVID-19

[Date]

Dear Salinas Union High School District:

In compliance with the Division of Occupational Safety and Health (Cal/OSHA) requirement that employers inform employees and the District community of reported, potential COVID-19 exposures affecting the District, here are cases that the District’s Human Resources Department was notified of in the past 24 hours:

On [Date]

1. [Number of cases] positive case(s) was reported at [Location]

SUHSD’s COVID-19 Human Resources Department, in coordination with each site COVID-19 Liaison and the Monterey County Health Department, is conducting contact tracing for each of these cases. Any person who may have come into close contact with the positive individual will be privately notified by the Human Resources Department or a member of their worksite COVID-19 team.

After learning of each report, the affected area(s) was/were closed. The area(s) was/were or will be cleaned and sanitized as per appropriate COVID-19 Guidance (e.g., Cal/OSHA, Centers for Disease Control [CDC], California Department of Public Health [CDPH], etc.).

Please continue to self-monitor for COVID-19-related symptoms by using the SUHSD Frontline Health Portal before coming to campus. If you are feeling ill, do not come to any site for work or any other reason (e.g., pick up materials, drop off documents, etc.). As always, practice good hand hygiene, and avoid touching your eyes, nose and mouth. Currently, based on the CDC’s COVID-19 Community Level, individuals may wear a mask based on personal preference, informed by their own personal level of risk.

In order for us to send notification in a timely manner, we encourage everyone to notify their immediate supervisor as soon as possible if you test positive for COVID-19 or if you were exposed to someone with COVID-19 and came in close contact with them. Close contact is now dependent on the size of an employer’s indoor space. For indoor spaces of 400,000 cubic feet or fewer, a close contact is someone who shares the same indoor airspace with a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case’s infectious period. Everyone, regardless of vaccination status, does not need to quarantine after contact with someone who had COVID-19 if they test negative within 3-5 days post exposure and remain asymptomatic.

We are committed to the SUHSD community safe and therefore provide this notice to all SUHSD staff out of an abundance of caution.

Thank you,
Andrea Castro
COVID-19 Manager | Human Resources
Additional Consideration #1

COVID-19 Outbreaks

[This addendum will need to be added to your CPP if three or more employee COVID-19 cases within an exposed group visited the workplace during their infectious period at any time during a 14-day period, unless a CDPH regulation or order defines outbreak using a different number of COVID-19 cases and/or a different time period. Reference CCR, Title 8 section 3205.1 for details.]

This addendum will stay in effect until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period.

COVID-19 testing

We immediately provide COVID-19 testing available at no cost to our employees within the exposed group, regardless of vaccination status, during employees’ paid time, except for returned cases and employees who were not present at the workplace during the relevant 14-day period(s).

Additional testing is made available on a weekly basis to all employees in the exposed group who remain at the workplace.

Employees who had close contacts will have a negative COVID-19 test taken within three to five days after the close contact or will be excluded and follow our return-to-work requirements starting from the date of the last known close contact.

Face Coverings

Employees in the exposed group, regardless of vaccination status, will wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in our CPP applies.

Respirators

Employees will be notified of their right to request and receive a respirator for voluntary use, as stipulated in our CPP.

COVID-19 investigation, review, and hazard correction

Salinas Union High School District will perform a review of potentially relevant COVID-19 policies, procedures and controls, and implement changes as needed to prevent further spread of COVID-19 when this addendum initially applies and periodically thereafter. The investigation, review, and changes will be documented and include:

- 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 supply of outdoor air to indoor workplaces.
o Insufficient air filtration.
o Insufficient physical distancing.
• Review updated every 30 days that CCR, Title 8 section 3205.1 continues to apply:
o In response to new information or to new or previously unrecognized COVID-19 hazards.
o When otherwise necessary.
• Any changes implemented to reduce the transmission of COVID-19 based on the investigation and review, which may include:
o Moving indoor tasks outdoors or having them performed remotely.
o Increasing the outdoor air supply when work is done indoors.
o Improving air filtration.
o Increasing physical distancing to the extent feasible.
o Requiring respiratory protection in compliance with CCR, Title 8 section 5144.
o Other applicable controls.

Ventilation
Buildings or structures with mechanical ventilation will have recirculated air filtered 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, filters with the highest compatible filtering efficiency will be used. High Efficiency Particulate Air (HEPA) air filtration units will be used in accordance with manufacturers’ recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.

These ventilation requirements will continue to be implemented after the outbreak has passed and CCR, Title 8 section 3205.1 is no longer applicable.

Major Outbreaks
The following will be done while CCR, Title 8 section 3205.1 applies if 20 or more employee COVID-19 cases in an exposed group visited the worksite during their infectious period within a 30-day period:
• The COVID-19 testing will be required of all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by the Monterey County Department of Public Health. Employees in the exposed group will be tested or excluded and follow our CPP return to work requirements. The twice a week testing requirement ends when there are fewer than three new COVID-19 cases in the exposed group for a 14-day period. We will then follow weekly testing requirement until there are one or fewer new COVID-19 cases in the exposed group for a 14-day period.
• Report the outbreak to Cal/OSHA.
• Provide respirators for voluntary use to employees in the exposed group, encourage their use, and train employees according to CCR, Title 8 section 5144(c)(2) requirements.
• Any employees in the exposed group who are not wearing respirators as required will be separated from other persons by at least six feet, except where it can be demonstrated that at least six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include:
o Telework or other remote work arrangements.
o Reducing the number of persons in an area at one time, including visitors.
o Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel
o Staggered arrival, departure, work, and break times.
- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

When it is not feasible to maintain a distance of at least six feet, individuals will be as far apart as feasible.