



COVID-19 Prevention Plan

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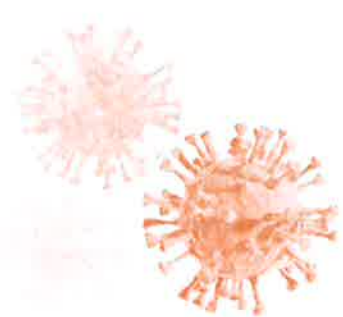


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Overview

COVID-19 Prevention Program (CPP) for County of Ventura

This CPP is designed to control exposures to the COVID-19 virus that may occur in our workplace.

This CPP applies to all employees and places of employment with the following exceptions:

- (A) Work locations where there is only one employee who does not have contact with other people.
- (B) Employees who are working from home.
- (C) Employees who are covered by the Aerosol Transmissible Diseases regulation.
- (D) Employees working from a location chosen by the employee, which is not under the control of the employer.

***DISCLAIMER:** Nothing in this section is intended to limit more protective or stringent state or local health department mandates or guidance.

Date: 4/21/2022

Authority and Responsibility

The General Services Agency Director 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. The CPP may be integrated into the agency's Injury and Illness Prevention Program or be maintained in a separate document.

Employees will be provided training, a safe and clean environment and personal protective equipment for the risks specific to the employee's position. All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment. County staff are expected to follow the directives and guidelines set forth herein and to follow the health and safety directives provided by management. Failure to do so can promote the spread of COVID-19, endangering co-workers and the public, and can result in disciplinary procedures.

Definitions

Close Contact – means someone sharing the same indoor airspace, e.g., home, clinic waiting room, airplane etc., for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes) during an infected person's (laboratory-confirmed or a clinical diagnosis) Infectious period.

COVID-19 - (Coronavirus Disease 2019) means the disease caused by SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2).

COVID-19 Case - means a person who: has a positive COVID-19 test; or has a positive COVID-19 diagnosis from a licensed health care provider; or is subject to a COVID-19-related order to isolate issued by a local or state health official; or has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

COVID-19 Hazard - means exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, or sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things.

COVID-19 Symptoms - means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

COVID-19 Test - means a test for SARS-CoV-2 that is:

(A) Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test); and

(B) Administered in accordance with the authorized instructions.

(C) A COVID-19 test may be both self-administered and self-read only if another means of independent verification of the results can be provided (e.g., a time-stamped photograph of the results).

Exposed Group - means all persons at a work location, working area, or a common area at work, where a COVID-19 case was present at any time during the infectious period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:

(A) For the purpose of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.

(B) If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.

(C) If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and all persons were wearing face coverings at the time the COVID-19 case was present, other people at the work location, working area, or common area are not part of the exposed group.

Note: An exposed group may include the employees of more than one employer.

Face Covering - means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of *at least two layers* that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

This definition includes clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet this definition and which may be

used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

Infectious Period:

- For symptomatic infected persons, 2 days before the infected person had any symptoms through Day 10 after symptoms first appeared (or through Days 5-10 if testing negative on Day 5 or later), and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved, OR
- For asymptomatic infected persons, 2 days before the positive specimen collection date through Day 10 after positive specimen collection date (or through Days 5-10 if testing negative on Day 5 or later) after specimen collection date for their first positive COVID-19 test.

For the purposes of identifying close contacts and exposures, infected persons who test negative on or after Day 5 and end isolation, in accordance with this guidance, are no longer considered to be within their infectious period. Such persons should continue to follow CDPH isolation recommendations, including wearing a well-fitting face mask through Day 10.

Respirator - means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering face piece respirator.

Returned Case – means a COVID-19 case who returned to work pursuant to this subsection and did not develop any COVID-19 symptoms after returning. A person shall only be considered a returned case for 90 days after the initial onset of COVID-19 symptoms or, if the person never developed COVID-19 symptoms, for 90 days after the first positive test. If a period of other than 90 days is required by a CDPH regulation or order, that period shall apply.

Worksite - for the limited purposes of COVID-19 prevention regulations only, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the infectious period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter, locations where the worker worked by themselves without exposure to other employees, or to a worker's personal residence or alternative work location chosen by the worker when working remotely.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- The Supervisor or Manager with the guidance of the Safety Officer and the participation of an employee will conduct periodic workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form and forward the completed evaluation to the GSA Safety Officer.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California and the local health department related to COVID-19 hazards and prevention. These orders and

guidance are both information of general application, including CDPH's Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments, and information specific to the agency, location, and operations.

- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- The Supervisor or Manager with the participation of an employee will conduct monthly inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures. Once completed, this form will be forwarded to the GSA Health and Safety Officer.
- For indoor locations, the employer shall evaluate how to maximize ventilation with outdoor air; 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.

Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by reporting COVID-19 symptoms, possible close contacts, and possible COVID-19 hazards at the workplace without fear of reprisal.

Employee Screening

We screen our employees by:

- Employees are required to evaluate their own symptoms before reporting to a worksite.
- At the discretion of the agency, employees who are experiencing COVID-19 symptoms should not enter the worksite and teleworking should be offered, if feasible.
- Where personal contact with customers is required, customers will self-screen for symptoms before entering any County facilities. Entry shall be denied to individuals exhibiting signs or symptoms consistent of COVID-19.

Correction of COVID-19 Hazards

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

- The severity of the hazard will be assessed, and correction time frames assigned, accordingly.
- Individuals are identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.

Control of COVID-19 Hazards

Face Coverings

- Employees, regardless of vaccination status, must wear face covering when required by local public health orders or orders/guidance from the CDPH.
- Face coverings need to be clean and undamaged, and worn over the nose and mouth.

- Face shields are not a replacement for face coverings, although they may be worn together for additional protection.

The Following Exceptions Apply:

- When an employee is alone in a room or 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 wearing respirators required by the employer and used in compliance with the Respiratory Protection Program or other title 8 safety orders.
- 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. This exception is limited to the time period in which such tasks are actually being performed.
- 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. If their condition or disability does not permit a nonrestrictive alternative, the employee shall be tested at least weekly for COVID-19 during paid time and at no cost to the employee.
- Any employee not wearing a face covering pursuant to the exception of conducting specific tasks which cannot feasibly be performed with a face covering shall be tested at least weekly for COVID-19 during paid time and at no cost to the employee.
- No employer shall prevent any employee from wearing a face covering when not required by this section, unless it would create a safety hazard, such as interfering with the safe operation of equipment.
- When face coverings are not required, employers shall provide face coverings to employees upon request, regardless of vaccination status.
- Employers shall implement measures to communicate to non-employees the face coverings requirements on their premises.
- For resupply of PPE, contact your Supervisor or Manager. For emergency use, contact MHOAC@ventura.org for resupply of PPE, N95 masks, and surgical masks.

Other Engineering Controls, administrative controls, and personal protective equipment

Engineering Controls

- We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by adjusting the HVAC system, opening windows when feasible, and opening doors between rooms to increase air circulation, 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.
- HVAC system maintenance is provided throughout the County through County staff or building contract services.

Hand Sanitizing

In order to implement effective hand sanitizing procedures, we:

- Evaluate handwashing facilities.
- Determine the need for additional handwashing stations.
- Encourage and allow time for employee handwashing.
- Provide employees with an effective hand sanitizer and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encourage employees to wash their hands for at least 20 seconds each time.

Restroom facilities open to employees and the public provide soap and towels or air-drying devices to accommodate frequent handwashing. Staff should be encouraged to wash hands frequently throughout the day and following contact with others.

Public hand sanitizer distribution machines are available in many public areas. Recommendations for additional hand washing stations can be directed to GSA through agency/department management. However, supplies have been limited throughout the nation.

Personal Protective Equipment (PPE)

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144. Upon request, employees are provided voluntary use respirators who are not fully vaccinated and who are working indoors or in vehicles with more than one person. Voluntary use respirators are encouraged, and employees are provided with a respirator of the correct size. The link to request an N95 mask can be found on the [GSA Health and Safety Website](#) under forms. Click on the link titled "N95 Mask Request Form".

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

For resupply of PPE, contact County Human Resources at (805) 654-3611. For emergency use, contact MHOAC@ventura.org for resupply of PPE, N95 masks, and surgical masks.

Testing of Symptomatic Employees

Make COVID-19 testing available at no cost, during paid time, to all employees with COVID-19 symptoms.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

When there is COVID-19 case in the workplace the agency will:

- Give written notice within one business day of a known COVID-19 case in a form readily understandable by employees. The notice shall be written (personal service, email, or text message) in a way that does not reveal any personal identifying information of the COVID-19 case, and in the manner the employer normally uses to communicate employment-related information.

Written notice may include, but is not limited to, personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one business day of sending. The notice shall include the cleaning and disinfection plan required by Labor Code section 6409.6(a)(4). The notice must be sent to the following:

- All employees who were on the premises at the same worksite as the COVID-19 case during the infectious period. If the employer should reasonably know that an employee has not received the notice, or has limited literacy in the language used in the notice, the employer shall provide verbal notice, as soon as practicable, in a language understandable by the employee.
- Independent contractors and other employers on the premises at the same worksite as the COVID-19 case during the infectious period.

Within one business day of the time the employer knew or should have known of the COVID-19 case, the employer shall provide:

- a) the notice required by [Labor Code section 6409.6\(a\)\(2\) and \(c\)](#) to the authorized representative, if any, of the COVID-19 case and of any employee who had a close contact; and
- b) the notice required by [Labor Code section 6409.6\(a\)\(4\)](#) to the authorized representative, if any, of any employee who was on the premises at the same worksite as the COVID-19 case during the infectious period.

Employees in the exposed group who had a potential COVID-19 case in our workplace will be offered COVID-19 testing at no cost during their working hours. The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

Exception to:

- The employer is not required to make COVID-19 testing available to returned cases.

Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee medical records shall be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases shall be provided to the local health department, CDPH, the Division, and immediately upon request, and when required by law.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards to their Supervisor or Manager.
- Employees can report symptoms and hazards without fear of reprisal.
- Procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, employees can access COVID-19 testing at County of Ventura testing centers located throughout the county.

- In the event we are required to provide testing because of a workplace exposure or outbreak, testing will be available at no cost to its employees within the exposed group, during employee's paid time off.
- 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.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- 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 and vaccination leave, if applicable workers' compensation law, local government requirements, the employer's own leave policies, leave guaranteed by contract, and this section.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common.
 - 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 but are most effective when used in combination.
- Voluntary use respirators are provided upon request to employees. Proper training (don/doff, seal check, etc.) and the voluntary use respirator limitations will be conveyed prior to use.
- 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. 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.
- 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 COVID-19 policies; how to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against transmission and serious illness or death.
- Conditions under which face coverings must be worn in the workplace and that employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

Appendix D: COVID-19 Training Roster or training through Vector Solutions (formerly Target Solutions) will be used to document this training. If using the training roster, send to the GSA Health and Safety Officer for recordkeeping purposes.

Exclusion of COVID-19 Cases & Return-to-Work Criteria

Where we have a COVID-19 case in our workplace, we will limit transmission by ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.

Employers shall review current CDPH guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/EmployeesAndWorkplaces.aspx>

The following return to work criteria shall apply to COVID-19 cases and employees excluded from the workplace. The employer must demonstrate it has met the following return to work requirements:

- (A) COVID-19 cases, regardless of vaccination status or previous infection, who do not develop COVID-19 symptoms or whose COVID-19 symptoms are resolving, shall not return to work until:
 - 1. At least five days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test;
 - 2. At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever reducing medications; and
 - 3. A negative COVID-19 test from a specimen collected on the fifth day or later is obtained; or, if unable to test or the employer chooses not to require a test, 10 days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test.
- (B) COVID-19 cases, regardless of vaccination status or previous infection, whose COVID-19 symptoms are not resolving, may not return to work until:
 - 1. At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication; and
 - 2. Symptoms are resolving or 10 days have passed from when the symptoms began.
- (C) Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall 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.
- (D) These requirements apply regardless of whether an employee has previously been excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.
- (E) If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee shall not return to work (may telework) until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be in accordance with the return to work period in this document.

- (F) If no violations of local or state health officer orders of isolation, quarantine, or exclusion would result, the Division may, upon request, allow employees to return to work on the basis that the removal of an employee would create undue risk to a community's health and safety. In such cases, the employer shall develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employee at the workplace and, if isolation is not feasible, the use of respirators in the workplace.

Employers shall continue and maintain an employee's earnings, wages, seniority, 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. Employers may use employer-provided employee sick leave for this purpose to the extent permitted by law. Wages due under this subsection are subject to existing wage payment obligations and must be paid at the employee's regular rate of pay no later than the regular pay day for the pay period(s) in which the employee is excluded. Unpaid wages owed under this subsection are subject to enforcement through procedures available in existing law. If an employer determines that one of the exceptions below applies, it shall inform the employee of denial and the applicable exception.

- Exception 1: does not apply where the employee received disability payments or was covered by workers' compensation and received temporary disability.
- Exception 2: does not apply where the employer demonstrates that the close contact is not work-related.
- The subsection does not limit any other applicable law, employer policy, or collective bargaining agreement that provides for greater protections.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed. Recording does not require work-relatedness determination.
- Cal/OSHA 300 Log record each work-related COVID-19 case:
 - Medical information shall be kept confidential.

This information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

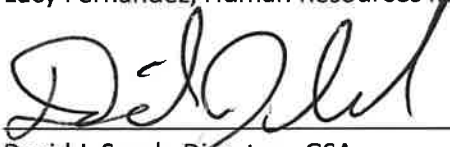
Approval of COVID19 Prevention Program



Lucy Fernandez, Human Resources Manager - GSA

7/19/22

Date



David J. Sasek, Director - GSA

7/19/22

Date

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: [enter name(s)]

Date: [enter date]

Name(s) of employee and authorized employee representative that participated: [enter name(s)]

Interaction, area, activity, work task, process, equipment, and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID19 prevention controls, including barriers, partitions, and ventilation

Appendix B: COVID-19 Inspections

Date: **[enter date]**

Name of person conducting the inspection: **[enter names]**

Work location evaluated: **[enter information]**

Area of Evaluation	Issues Identified	Person to Correct	Date Corrected
Employees, activities or areas of special consideration for increased exposure have been adequately addressed per CPP.			
All employees have received the most current COVID19 training this calendar year.			
Appropriate COVID-19 face covering, social distancing & general COVID-19 signage is posted at the worksite.			
Employees are self-screening or being screened daily upon entrance to the worksite.			
Members of the public are being screened upon entry to the worksite.			
Employees have adequate supplies of personal protective equipment (PPE) & PPE protocols are adhered to per CPP.			
Employees who have COVID-19-like symptoms/close contact are directed to stay home & not deterred from staying home.			
Return to the worksite protocols are being implemented for COVID-19 cases or close contacts per CPP.			
Employee COVID-19 cases are investigated & addressed per CPP.			
Face coverings/respirators are being worn properly when needed per CPP.			
Physical distancing is being implemented where needed per CPP.			
Worksite common areas are cleaned daily by housekeeping staff.			
Employees are regularly cleaning common areas, including areas where in-person services occur.			
Employees have access to cleaning/disinfecting products.			

Hand washing and/or hand sanitizer products are available to employees.			
Ventilation & filtration has been maximized.			
If applicable, partitions/barriers are in place & in good working order where appropriate.			
Employee COVID-19 accommodations are initiated where appropriate.			
Time is provided during work hours for supervisor/staff COVID-19 CPP education & updates.			
Violations of the CPP by employees or visitors are addressed immediately.			
Employees are encouraged to report any COVID-19 concerns without fear of reprisal.			

Additional Comments

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential unless disclosure is required or permitted by law. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: [enter date]

Name of person conducting the investigation: [enter name(s)]

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):			

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:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
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:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section is applicable if your 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 within an exposed group and visited the workplace during their infectious period within a 14-day period. Reference section 3205.1 for details.

This section of CPP 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 will provide COVID-19 testing at no cost to the employees within the exposed group, during employee's paid time, except:
 - Employees who were not present at the workplace during the relevant 14-day period.
 - For COVID-19 cases who did not develop COVID-19 symptoms after returning to work, no testing is required.
- COVID-19 testing consists of the following:
 - Immediately upon being covered by this section, testing shall be made available to all employees in our exposed workplace 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 making COVID-19 tests available in the first two weeks, we will continue to make testing available to employees who remain at the workplace. Testing will be available at least once per week, or more frequently if recommended by the local health department, until this section no longer applies.
 - Employees who had close contacts shall have a negative COVID-19 test taken within three and five days after the close contact or shall be excluded and follow the return to work requirements starting from the date of the last known close contact.
 - We will provide additional testing at no cost to employees, during paid time when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

- We will continue to comply with applicable provisions, and shall do the following:
 - Employees in the exposed group shall wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions applies.
 - Employers shall give notice to employees in the exposed group of their right to request a respirator for voluntary use.
 - Employers shall evaluate whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, as much distance between persons as feasible.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards**, we 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:
 - 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 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.
 - In buildings or structures with mechanical ventilation, employers shall 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, employers shall use filters with the highest compatible filtering efficiency. Employers shall 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, shall implement their use to the degree feasible.

Additional Consideration #2

Major COVID-19 Outbreaks

This section will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2 for details.

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

COVID-19 testing

COVID-19 testing shall be made available to all employees in the exposed group, regardless of vaccination status. We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department. Employees in the exposed group shall be tested or shall be excluded and follow the return to work requirements starting from the date that the outbreak begins.

COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- We will provide a respirator for voluntary use to employees in the exposed group and shall determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- Any employees in the exposed group who are not wearing respirators required by the employer and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where an employer can demonstrate that six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and 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 shall be as far apart as feasible.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.

