



COVID-19

Prevention Program

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Record of Revisions

Date of Revision (DD/MM/YYYY)	Description of Revision	Person Implementing Revision
1/20/2021	Corrections and clarifications per comments received from staff.	Ed Garbo and Jayce Galeazzi
2/4/2021	Additional corrections and clarifications per comments received from staff.	Ed Garbo and Jayce Galeazzi

Introduction and Scope

Due to the COVID-19 pandemic, the state of California initially issued health orders in March 2020 that closed nonessential businesses and issued statewide stay-at-home orders to limit the number of COVID-19 infections. Over time, restrictions were relaxed, changed and reinstated, based on the level of spread. Additionally, effective Nov. 30, 2020, Cal/OSHA established emergency temporary “COVID-19 Prevention” standards in Title 8, Sections 3205 through 3205.4, of the California Code of Regulations for employers to follow to protect employees by reducing and attempting to prevent COVID-19 spread in the workplace. The measures that have been implemented have shown to be effective in controlling the spread of the virus, “flattening the curve,” and ensuring hospitals have the necessary capacity to house sick individuals. As part of the above requirements, this COVID-19 Prevention Program, has been drafted to outline the city’s policies and procedures regarding protecting employees during the COVID-19 pandemic.

The ultimate responsibility for the COVID-19 Prevention Program (CPP) lies with the city’s managers and supervisors, however, the program cannot succeed without the commitment of all employees. While recognizing that each branch’s, department’s and division’s operations and staffing requirements are unique, this program is intended to address the regulation by providing the city’s policies and procedures.

This plan will be reviewed every 30 days with the record of revisions section, or as needed, to remain in alignment with federal, state, and local COVID-19 mandates and regulations.

Definitions as specified by Cal/OSHA related to this program can be found in **Appendix A**.

Responsibilities

Human Resources and Risk Management have been assigned the responsibility and authority to develop and manage the CPP for the City of Carlsbad while recognizing the ultimate responsibility for safety and health in the workplace rests with all employees.

Human Resources can be contacted at 760-602-2440.

COVID-19 Information

On Feb. 11, 2020, the World Health Organization announced an official name for the disease that caused the 2019 novel coronavirus outbreak, first identified in Wuhan, China. The name of this disease is coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as "2019 novel coronavirus" or "2019-nCoV."

There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.

The virus that causes COVID-19 most commonly spreads between people who are in close contact with one another (within about 6 feet, or 2 arm lengths).

It is possible that COVID-19 may spread through the droplets and airborne particles that are formed when a person who has COVID-19 coughs, sneezes, sings, talks or breathes. There is growing evidence that droplets and airborne particles can remain suspended in the air and be breathed in by others, and travel distances beyond 6 feet.

These particles can be inhaled into the nose, mouth, airways, and lungs and cause infection. This is thought to be the main way the virus spreads. Droplets can also land on surfaces and objects and be transferred by touch. A person may get COVID-19 by touching the surface of an object that has the virus on it and then touching their own mouth, nose or eyes. Spread from touching surfaces is not thought to be the main way the virus spreads.

People with COVID-19 have reported a wide range of symptoms – from mild symptoms to severe illness. Some people are additionally asymptomatic, meaning they have no symptoms but test positive for the virus. Symptoms may appear 2-14 days after exposure to the virus. If you have fever, cough, or other symptoms, you might have COVID-19. Many people show no symptoms.

Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

The above information was referenced from the below FAQ provided by the Center for Disease Control and Prevention (CDC):

[COVID-19 Information Reference](#)

System for Communicating

The city's policies regarding a system of communication include:

- Employees should immediately report to their supervisor, COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards at the workplace.
 - Employees should communicate without fear of reprisal and are also able to contact Human Resources to report all COVID-19 related information.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can contact Human Resources to review the need for future accommodations.
- The city's Emergency Operations Center is used as the primary source for COVID-19 specific information, with the information administered by the City Manager via email as needed to ensure employee awareness.
- Information about COVID-19 hazards will periodically be provided to employees (including other employers and individuals in contact with our workplace) such as what they may be exposed to, what is being done to control those hazards and COVID-19 policies and procedures.
- In addition to distribution of information via email, the city uses web-based software to provide training and to distribute city policies and protocols. This platform also serves as the city's primary repository for recordkeeping.
- Supervisors are responsible for communicating with all employees about safety and health issues in a form readily understandable by all employees. Supervisors are responsible for ensuring that employees follow all Codes of Safe Practice, protocols for entering city buildings and city policies. Employee association representatives are also instrumental in facilitating an open dialog of concerns between workers and management.
- Information for access to COVID-19 testing is available and will be provided as needed through Human Resources.

Identification and Evaluation of COVID-19 Hazards

System for Identifying and Correcting Unsafe Conditions and Practices

The following will be implemented:

- Human Resources and Risk Management shall review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, CDC, and the local health department related to COVID-19 hazards and prevention.
- Department Managers/Shift Supervisors shall conduct workplace-specific evaluations using the **Appendix B: Identification of COVID-19 Hazards** form which evaluates employees' potential workplace exposures to all persons at, or who may enter, our workplace and also evaluates existing COVID-19 prevention controls and the need for different or additional controls.
 - Department Managers/Shift Supervisors who occupy buildings with several other Department Managers/Shift Supervisors are responsible for conducting the evaluation for all areas accessed by employees in their department.
- Department Managers/Shift Supervisors shall conduct periodic inspections using the **Appendix C: 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. Periodic must be at least once every three months, or as deemed necessary by Risk Management/Safety.
- Department Managers'/Shift Supervisors' identified unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix C: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards.
 - Inspection forms with the corrected hazards must be forwarded by the Department Managers/Shift Supervisors to Human Resources at least quarterly.
- Hazards identified as a result of a periodic worksite inspection or during normal operations must be corrected by the supervisor in control of the work area, or by cooperation between the department in control of the work area and the supervisor of the employees working in that area. Supervisors of affected employees are expected to correct unsafe conditions as quickly as possible after discovery of a hazard, based on the severity of the hazard. Specific procedures that can be used to correct hazards include but are not limited to the following:
 - Closing areas off when being disinfected.
 - Stopping unsafe work practices (working within 6-feet of one another or assembling indoors in groups of ten or more) and providing retraining and documentation on proper procedures before work resumes.
 - Reinforcing and explaining the need for face coverings and/or proper personal protective equipment and ensuring its availability.

- COVID-19 cases will be investigated using the **Appendix D: COVID-19 Case Investigation** form as directed by Human Resources and Risk Management/Safety.
- The effectiveness of the CPP depends on employee participation. Employees are encouraged to actively participate in the CPP by providing feedback on workplace conditions, periodic training sessions with opportunities to ask questions, and participation in the COVID-19 Identification and Hazard Identification exercises.

Temperature and Symptom Screening

In accordance with the San Diego County Public Health Order and Cal/OSHA requirements amid the COVID-19 pandemic, all employees, contractors and volunteers working at a city building must undergo a temperature and symptom check before entering, and must also wear a face covering while doing so. This screening is implemented to ensure employees do not enter the workplace when they are experiencing symptoms of COVID-19.

What to expect:

- Temperature screening stations with signs are located at each building's designated entry or entries
- Employees, contractors and volunteers are required to be screened upon entering a city building
- Thermometers, gloves, sanitizing wipes and instructions are available at each screening station
- Screening areas will be cleaned according to recommended protocols
- Supervisors and managers are to ensure compliance

Temperature Screening & Symptom Check Procedures

- Use a handheld non-contact thermometer to check temperature (written instructions provided)
- Check for symptoms of illness (written instructions provided)
- Personnel (employees, contractors and volunteers) with temperatures above 100°F or who have other symptoms of illness must immediately exit the building. Employees, contractors and volunteers must contact their supervisors and return home
- Supervisors of employees will contact Human Resources for further direction
- Supervisors of contractors and volunteers will contact the city staff member overseeing the contract for further direction. Personnel with temperatures below 100° F and who have no other symptoms of illness, must sign-in on the form provided, wash hands and proceed to work.
- If employees, contractors or volunteers experience symptoms of illness at any time during the workday, they must return home immediately and call their supervisors

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least 6 feet of physical distancing at all times in our workplace by:

- Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements.
- Reducing the number of persons in an area at one time, including visitors.
- Using visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggering arrival, departure, work, and break times.
- Adjusting work processes or procedures, such as reducing production speed, to allow greater distance between employees.
- Installing cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons at fixed work locations where it is not possible to maintain the physical distancing requirement at all times.

Individuals will be kept as far apart as possible when there are situations where 6 feet or more of physical distancing cannot be achieved.

Face Coverings

A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarves, T-shirts, sweatshirts, or towels.

There is increasing scientific evidence demonstrating that use of face coverings by the public during the COVID-19 pandemic helps reduce disease transmission. Their primary role is to reduce the release of infectious particles into the air when someone speaks, coughs, or sneezes, including someone who has COVID-19 but feels well, as well as reduce exposure for the wearer. Cloth face coverings are not a substitute for physical distancing, washing hands, and staying home when ill or under quarantine, but they are additive when combined with these primary interventions.

City face covering policies include:

- Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least 6 feet apart from all other persons unless the unmasked employee is tested at least twice weekly for

COVID-19. COVID-19 testing may not be used as an alternative to face coverings when face coverings are otherwise required.

- No employee shall be prevented from wearing a face covering when not required, unless it would create a safety hazard, such as interfering with the safe operation of equipment.
- Non-employees must be informed of the requirement of face coverings prior to arriving or entering city property. If a non-employee refuses to wear a face covering after being asked, the 24/hour non-emergency police line should be called: 760-931-2197.
- The City of Carlsbad is able to provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than 6 feet away from another person, including non-employees, and where required by orders from the California Department of Public Health or local health department.
- Employees may wear their own face covering, provided it is freshly washed, or one supplied by their department. All face coverings must fully cover the nose and mouth and present a professional appearance
- City departments are responsible for supplying face coverings for their department employees who request them.
- Store face coverings when not in use in a clean container labeled with the user's name, and dispose of it in the trash if damp, soiled, difficult to breathe through, damaged or at the end of use. Face coverings cannot be shared from person to person.
- Before putting on a face covering, employees are to clean their hands with soap and water. Secure the face covering on the face maximizing coverage and minimizing gaps. Avoid touching the covering while using it; if touched, clean hands with soap and water. Remove the face covering by handling the loops (do not touch the front or back of the covering); and clean hands with soap and water. If soap and water are not available, alcohol-based hand sanitizer is an acceptable alternative. Do not put your fingers inside the covering when donning or adjusting it.

Face coverings are required to be carried by City of Carlsbad employees, contractors and volunteers at all times and used when indoors, when outdoors and less than 6 feet away from another person, and where required by current county and state health orders, including:

- In any public space, even if members of the public are not present (a public space is any indoor space the public has access to, such as a community center, city Hall lobby and public service counters)
- Walking in or walking through common areas such as hallways, stairways, elevators, kitchen/break rooms
- Working in any space where food is prepared or packaged for distribution to others
- Indoors when in an office, cubicle or any room or where others are present and within 6 feet.
- Outdoors, if you can't stay at least 6 feet away from others

- Driving any city vehicle when others are present

Face coverings are not required in these instances:

- When alone in a room (a cubicle is not considered a room if you cannot ensure constant 6 feet of clearance and walls which would block the breathing zone of anyone walking by or working in the vicinity)
- When eating or drinking provided you are at least 6 feet from another person and outside air supply to the area, if indoors, has been maximized to the extent possible
- If you are hearing-impaired or communicating with a hearing-impaired person, where the ability to see the mouth is essential for communication (maintain 6-foot distance)
- If you are wearing respiratory protection in accordance with Cal/OSHA safety orders (face coverings are not respiratory protective equipment)
- If you are performing specific tasks which cannot feasibly be performed with a face covering, but only for the time the tasks are actually being performed and you are at least 6 feet away from all other persons unless you are tested at least twice weekly for COVID-19.
- If you have a physical, mental or developmental disability preventing the use of a face covering
 - If your condition permits it, you should wear a non-restrictive alternative, such as a face shield with a drape on it

Employee Training

The city will accomplish COVID-19 training by providing the CPP to all employees. Training will also include a review of site-specific policies conducted by the supervisors for their respective employees. An acknowledgement will be provided to all employees which will confirm both receipt and review of the CPP and confirmation that their supervisor has reviewed site-specific policies. Training updates will be provided if there are further changes or developments.

Additional topics for the training include:

- Information regarding COVID-19-related benefits to which the employee may be entitled to under applicable federal, state, or local laws is available from Human Resources includes, but is not limited to:
 - Emergency Family and Medical Leave
 - Emergency Paid Sick Leave
 - City of Carlsbad Emergency Responder Leave
 - Salary Continuation
- 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.
 - Although less common, 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 6 feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- 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 - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Engineering Controls

The city's engineering controls policies include:

- Evaluating how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.
- Physically evaluate the building and its mechanical (heating, ventilation and air conditioning, gas, electric, etc.) and life safety systems (fire alarms, fire suppression systems, etc.) prior to reopening. Check for hazards associated with prolonged building shutdowns such as mold growth, rodents or pests, or issues with stagnant water systems, and take appropriate remedial actions through the Facilities Division prior to opening.
 - Mold growth guidance: <https://www.epa.gov/mold/mold-remediation-schools-and-commercial-buildings-guide>
 - Rodents or pests guidance: https://www.epa.gov/sites/production/files/2015-11/documents/ipm_in_buildings.pdf
 - Stagnant water systems guidance: <https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>
- Ensuring that ventilation systems in buildings operate properly. For building heating, ventilation, and air conditioning systems that have been shut down or on setback, review new construction startup guidance provided in the American Society of Heating, Refrigerating and Air Conditioning Engineers Standard 180-2018, Standard Practice for the Inspection and Maintenance of Commercial Building HVAC Systems.
 - American Society of Heating, Refrigerating and Air Conditioning Engineers Guidance:

https://www.ashrae.org/File%20Library/Technical%20Resources/Bookstore/previews_2016639_pre.pdf

- Increasing the circulation of outdoor air as much as possible by opening windows and doors if possible, and using fans. Do not open windows and doors if doing so poses a safety, security or health risk for occupants, including children, for example, a risk of falling or of breathing outdoor environmental contaminants such as carbon monoxide, molds or pollens.
- To minimize the risk of Legionnaires' disease and other diseases associated with water, take steps to ensure that all water systems and features (e.g., sink faucets, decorative fountains) and water-using devices (e.g., ice machines, cooling towers) are safe to use after a prolonged building shutdown.
- Modifying or adjust seating, furniture and workstations to maintain social distancing of 6 feet between employees where possible.
 - Arranging chairs in reception or other communal seating areas by turning, draping (covering chair with tape or fabric so seats cannot be used), spacing or removing chairs to maintain social distancing.
 - Installing transparent shields or other physical barriers where possible to separate employees and visitors where social distancing is not an option.
 - Installing clear protective panels ("sneeze screens") at public counters and/or interface areas.
 - American Industrial Hygiene Association Reopening Guidance for General Office Settings:
https://aiha-assets.sfo2.digitaloceanspaces.com/AIHA/resources/Guidance-Documents/Reopening-Guidance-for-General-Office-Settings_GuidanceDocument.pdf
- Using methods to physically separate employees in all areas of the building, including work areas and other areas such as meeting rooms, break rooms, parking lots, entrance and exit areas, and locker rooms.
 - Using signs, tape marks, or other visual cues, such as decals or colored tape on the floor, placed 6 feet apart, to show where to stand when physical barriers are not possible.
 - Replacing high-touch communal items, such as coffee pots and bulk snacks, with alternatives such as pre-packaged, single-serving items. Encourage staff to bring their own water to prevent use and touching of water fountains or consider installing no-touch activation methods for water fountains. Single-use disposable bottles are also an option.
- Taking steps to improve ventilation in the building, in consultation with a heating, ventilation and air conditioning professional, based on local environmental conditions (temperature/humidity) and ongoing community transmission:

- Increase the percentage of outdoor air (e.g., using economizer modes of heating, ventilation and air conditioning operations) potentially as high as 100% (first verify compatibility with system capabilities for both temperature and humidity control, as well as compatibility with outdoor/indoor air quality considerations).
- Increase total airflow supply to occupied spaces, if possible.
- Disable demand-control ventilation controls that reduce air supply based on temperature or occupancy.
- Improve central air filtration:
 - Increase air filtration to as high as possible without significantly diminishing design airflow.
 - American Society of Heating Refrigeration and Air Conditioning Engineers Guidance: <https://www.ashrae.org/technical-resources/filtration-disinfection#mechanical>
 - Inspect filter housing and racks to ensure appropriate filter fit and check for ways to minimize filter bypass.
- Consider running the heating, ventilation and air conditioning system at maximum outside airflow for two hours before and after occupied times, in accordance with industry standards.
 - American Society of Heating Refrigeration and Air Conditioning Engineers Guidance: <https://www.ashrae.org/technical-resources/commercial#general>
- Generate clean-to-less-clean air movements by re-evaluating the positioning of supply and exhaust air diffusers and/or dampers and adjusting zone supply and exhaust flow rates to establish measurable pressure differentials. Have staff work in “clean” ventilation zones that do not include higher-risk areas such as visitor reception or exercise buildings (if open).
 - American Society of Heating Refrigeration and Air Conditioning Engineers Guidance: https://www.ashrae.org/file%20library/about/position%20documents/pd_infectiousaerosols_2020.pdf
- Considering using portable high-efficiency particulate air fan/filtration systems to help enhance air cleaning (especially in higher-risk areas).
 - American Society of Heating Refrigeration and Air Conditioning Engineers Guidance: https://www.ashrae.org/file%20library/about/position%20documents/pd_infectiousaerosols_2020.pdf
- Ensuring exhaust fans in restrooms are functional and operating at full capacity when the building is occupied.
- Considering using natural ventilation (i.e., opening windows if possible and safe to do so) to increase outdoor air dilution of indoor air when environmental conditions and building requirements allow.

- Considering the use of ultraviolet germicidal irradiation icon as a supplemental technique to inactivate potential airborne virus in the upper-room air of common occupied spaces, in accordance with industry guidelines.
 - American Society of Heating Refrigeration and Air Conditioning Engineers Guidance:
 - <https://www.ashrae.org/File%20Library/About/Position%20Documents/Airborne-Infectious-Diseases.pdf>
 - Center for Disease Control and Prevention Upper Air Guidance:
 - <https://www.cdc.gov/niosh/docs/2009-105/default.html>
- Close or restrict common areas using barriers or increase physical distance between tables and chairs where personnel are likely to congregate and interact, such as kitchenettes and breakrooms, and discourage employees from congregating in high-traffic areas such as restrooms, hallways and stairwells. If possible, establish directional hallways and passageways for foot traffic to eliminate employees from passing by one another.
- Floor tape, decals or other demarcations will be used to indicate where staff or visitors should stand to maintain 6 feet of distance.
- Lunch rooms should have markings designating which chairs and tables are in use and where they should be located.
- At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, the city shall install cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons.

Signage

The city's signage policies include:

- Either the County of San Diego "Safe Reopening Plan" or "Social Distancing and Sanitation Protocol" must be posted at each city building entrance.
- Signs will be posted at building entrances with current health and safety information recommended by the County of San Diego public health officer, such as:
 - Avoid entering the building if experiencing symptoms of COVID-19
 - Maintain a minimum of 6-foot distance from one another;
 - Wear a face covering
 - Utilize the self-screening station (employees, contractors and volunteers)
- Signs will be posted inside buildings promoting healthy hygiene and best practices.
- Signs will be posted at prominent locations, such as building entrances and parking lots, to inform the public of special protocols in place to access services.



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Administrative Controls

The city's administrative control policies include:

- Employees who have symptoms of COVID-19 must notify their supervisor and stay home.
- Employees who appear to have symptoms when they arrive at work or who become sick during the day should immediately be separated from others, provided a face covering if they are not already using one and then sent home with instructions and guidance on how to follow-up with their healthcare provider.
- Employees should not return to work until they meet the criteria to discontinue home isolation, in consultation with their healthcare provider and state and county guidance.
- Perform enhanced cleaning and disinfection after anyone suspected or confirmed to have COVID-19 has been present in the workplace.
 - CDC Cleaning Guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- Employees must avoid handshakes and similar greetings that break physical distance.
- If any employees work at stations that are within 6 feet of each other, staff will need to make reassignments to different workstations to ensure the minimum physical distancing. If available space does not allow this much separation, staff will evaluate options for expanding telecommuting rotational schedules, staggering schedules as an alternative or adding physical barriers between stations.
- Supervisors and managers must remove paper displays that would encourage browsing/touching.
- Where possible, all interviews and employee meetings shall be transitioned to phone or virtual platforms. If not possible, supervisors will adjust in-person meeting set-up to ensure physical distance is maintained, or implement smaller or outdoor meetings at buildings if separation is not feasible to meet physical distancing guidelines.
- Employees are reminded to minimize carpooling or sharing of rides, if feasible.
- Use no-touch trash and recycling receptacles ,when possible.
- Employees are reminded to avoid touching their eyes, nose and mouth.

Stairwells, Elevators, and Escalators

Stairwells, elevators, and escalators can lead to close contact between individuals and may lead to an exposure incident. The following policies apply to stairwells, elevators, and escalators:

- Occupants should be encouraged to take stairs when possible, especially when elevator lobbies are crowded or when only going a few flights.
- If feasible, stairwells should be designated as “up” and “down” to better promote social distancing.
- Stanchions can be used to mark pathways to help persons travel in one direction and maintain 6 feet separation.

- Elevator capacity should be limited to ensure proper social distancing. Capacity signage should be posted on the exterior of the elevator.
- Interior signage should be added to elevators that ask occupants to avoid speaking if possible, wear face coverings, wash hands and avoid touching of the elevator surface. Instead of touching elevator surfaces, a pen cap, knuckle or elbow can be used to push elevator buttons.
- Markings should be situated on the interior of the elevator to designate proper locations to stand to ensure distancing.
- If feasible, to add supplemental air ventilation or filtration to the interior of elevators.

Staggering Work Shifts

To reduce exposure risk, staggering work shifts allows for employees to arrive and depart at different times of the day, minimizing their interaction time and helping to maintain essential job tasks during a pandemic event when resources may be limited. Additional guidance as follows includes:

- Stagger start, end and break times as feasible to reduce the number of employees in common areas, such as screening areas, break rooms and locker rooms.
- Any area where there is a possibility of a line forming such as timeclocks, temperature and symptom screening areas, community water stations, check-in areas, etc. shall either be transitioned to electronic virtual sign-ins or demarcated to ensure 6 feet of distancing.
- All supervisors and managers overseeing essential city functions are required to evaluate if it is possible to stagger work shifts to limit employee exposure to one another.
- The evaluation can be in the form of a written memo and must be submitted to Human Resources for activation when needed.

Field Guidelines

“Field Employees” are employees who do not work at one City of Carlsbad location, but travel to different places in order to perform their work. The following guidelines apply to field employees:

- Field employees are encouraged to stop and call their supervisor when they are reluctant to enter a residence or other building. For example, a field worker should call a supervisor and discuss essential vs. nonessential work and the proper precautions to take. An example of this is an employee entering a residence to check a water meter.
- Where physical distancing cannot be maintained, crews completing field work should drive separate vehicles, if feasible. If not feasible, employees must wear face coverings in the cab, keep the cab well ventilated, decontaminate the vehicle before and after use, and crew members must not be reassigned or comingle.

- Shared hard hats and face shields must be decontaminated at the end of each shift. Clean and decontaminate the inside of the face shield, then the outside, then wash hands.
- Department supervisors will work with staff to ensure that working surfaces, tools, handles, latches, and controls on stationary, hand-held and mobile equipment (including surfaces in the cabs of vehicles, two-way radios, etc.) are disinfected between uses.

Absenteeism

All supervisors and managers overseeing city functions must implement a plan for ensuring such functions are completed in the event of absenteeism. The plan can include cross-training personnel from other departments and/or divisions as cover.

Janitorial Services and Routine Cleaning

Cleaning refers to the removal of germs, dirt and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

Disinfecting refers to using chemicals, for example, Environmental Protection Agency-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Cleaning/Disinfecting policies include:

- At least daily, ensure all surfaces that are frequently touched by multiple people are disinfected/cleaned, such as door handles, light switches, faucets, handrails and printer/copiers. More frequent disinfection/cleaning may be required based on level of use.
 - If hard surfaces are dirty, clean them using a detergent or soap and water before you disinfect them.
 - For disinfection, most common, EPA-registered, household disinfectants should be effective, as well as diluted (10%) household bleach solutions or alcohol solutions with at least 70% alcohol. See the list of products that are EPA-approved for use against the virus that causes COVID-19. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method, and contact time).
 - Dilute Bleach Solution Guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
 - EPA Approved Disinfectants: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

- Desks, workstations and personal work areas must be cleaned as determined by a regular cleaning plan developed by each department which will reduce the risk of people's exposure to the virus that causes COVID-19 on surfaces.
 - CDC Cleaning Guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
- Plans specifying the scope of cleaning for each building are maintained by the City of Carlsbad custodians' supervisor.
- The Facilities Division is responsible for providing custodial services.

It is also prohibited to share personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing shall be minimized and such items and equipment shall be disinfected between uses by different people. Sharing of vehicles shall be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.

Handwashing and Disinfectant

It is the city's policy to ensure:

- There are adequate handwashing facilities, to determine the need for additional facilities, and to allow time for employee handwashing, and provide employees with an effective hand sanitizer. Employees are encouraged to wash their hands for at least 20 seconds each time.
- Disinfectant is available to all employees, and is available for refill upon discussion with their supervisor at a designated location.
- Supervisors are responsible for ensuring their staff has adequate supplies of personal disinfectant.
- Buildings shall be equipped with disinfectant wipes and aerosol disinfectants anywhere there is a seat for visiting employees or citizens. Wipes should be used before and after a visit.
- Hand disinfectant dispensing stations shall be strategically situated at each building at areas with high traffic, such as entrances, screening areas, gathering rooms, etc.
- Provision or use of hand sanitizers with methyl alcohol is prohibited.

Telecommuting

There is currently a telecommuting policy in place under Administrative Order No. 86 available to all employees.

Supply Chains

Supply chains of goods required for the completion of city functions have the potential to be interrupted during pandemic events.

All supervisors and managers with essential functions must evaluate if they have goods that are required for their essential functions, their current quantity of said goods, the current status of their supply chain(s), an estimated time until current supply runs out and a plan if said goods for essential functions run out or expire.

Meetings and Interactions

Until physical distancing and gathering restrictions are lifted, all public meetings are recommended to be conducted virtually. Only in-person public meetings deemed essential shall be convened.

If it is necessary to conduct an in-person public meeting, physical distancing must be maintained for the public, staff and City Council, board or commission members. Face coverings are required for all for the duration of the event.

Hand sanitizer will be available at the meeting area and all surfaces in the meeting room will be thoroughly cleaned and disinfected before and after each meeting.

As staff resume operations, they are encouraged to find ways to provide socially distant and/or minimized contact or touch-free services, such as curbside services to limit the number of visitors inside a building, cashless transactions and self-checkout options that significantly limit employee interaction with customers.

Programs provided by departments should be adapted to comply with current health orders.

Investigating and Responding to COVID-19 Cases

Employee Isolation

In the event an employee that is exhibiting symptoms at work and is unable to immediately return home after receiving the instruction to isolate, the following steps must be taken:

1. If the employee is undergoing a medical emergency, call 911 immediately.
2. If the employee is not undergoing a medical emergency, but is incapable of driving due to symptoms of infection, or other reason, the employee must be relocated to a room designated for isolation until arrangements for transportation are made, such as collection by a family member or city-arranged transportation that minimizes contact for the duration of the journey.
3. Isolation kits should be prepared and staged in the event the isolation room needs to be accessed, or the employee requires supplies to minimize transmission. This kit should include personal protective equipment, disinfecting supplies, bodily fluid containment supplies and waste collection supplies.
4. Employees should avoid entering the isolation room containing an employee exhibiting symptoms where at all possible. If entry is unavoidable, protective supplies are available in the isolation kits.

Documenting Exposures

Employees who have been exposed to COVID-19 during the course of work are to document the exposure in an email to Human Resources with the following information: Name, Date of Birth, Date of Exposure, Case number or Incident Number if applicable, and a brief description of incident.

Reporting Positive COVID-19 Test Results

Employees must report positive COVID-19 test results to their respective immediate supervisor. In addition, an email to Human Resources with the following information must be sent by either the employee and/or supervisor regarding a positive test result:

- Employee name
- Employee home address
- Employee preferred contact number
- Date of COVID-19 test
- Date received positive COVID-19 test result
- Date of any known exposure
- Description of any known exposure
- Last day worked
- Employee work location (last day worked)

- Locations employee worked 48 hours prior to onset of symptoms.
- List of individuals employee had close contact with 48 hours prior to onset of symptoms.

Notifications and Contact Tracing

If notifications are required, the city will notify coworkers on your behalf without disclosing your identity. Individuals (to include employees, contractors, program participants and service recipients) identified as someone having met the criteria for notification based on contact tracing guidelines (within 6 feet for more than 15 minutes cumulatively within a 24-hour period starting 48-hours before a symptoms or receipt of a positive test) will be notified within 1 business day by Human Resources and/or a city Department Head/Designee. Personal identifying information of COVID-19 cases shall be kept confidential. Human Resources will report cases to the health department promptly or as required by state law.

Testing

Employees experiencing symptoms and those identified as close contacts should get a COVID-19 test. Options for obtaining a COVID-19 test include county buildings, occupational health clinics, and others specified by Human Resources. If you believe you were exposed at work, please notify your supervisor and they will work with Human Resources to schedule testing at no cost during working hours.

Investigation of Workplace Conditions

After a known workplace exposure, positive case, multiple infections, and/or an identified outbreak, departments must consult with Human Resources to identify contributing factors and determine corrective actions to prevent further spread by completing the **Appendix D: COVID-19 Case Investigation** form.

Work Area Decontamination

In the event there is a case or presumptive case of COVID-19 in the workplace, the affected portion of the building will be thoroughly cleaned and disinfected in accordance with CDC guidelines.

At-Home Monitoring

An employee who was sent home for feeling sick or exhibiting symptoms shall be monitored by Human Resources by contacting the sick employee on a daily basis.

Return-to-Work Criteria

COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:

- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the

use of fever-reducing medications.

- COVID-19 symptoms have improved, or you have received an ok from your Doctor.
- At least 10 days have passed since COVID-19 symptoms first appeared.

Additionally:

- COVID-19 cases who tested positive but never developed COVID-19 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.
- If an order to isolate or quarantine 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. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective. Quarantine keeps someone who might have been exposed to the virus away from others while isolation keeps someone who is infected with the virus away from others, even in their home.

Exclusion of COVID-19 cases

The city's policy regarding exclusion of COVID-19 cases is as follows:

- We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace until the "Return to Work Criteria" and local health officer orders requirements are met, as applicable.
- Employees with COVID-19 exposure are excluded from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- For employees excluded from work and otherwise able and available to work, the city shall continue and maintain an employee's earnings, 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. The city may use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

Reporting and Recordkeeping

It is the city's 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.
 - In the event of a positive laboratory confirmed case, the County of San Diego Department of Public Health will be notified via the below notification form: https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community_epidemiology/dc/2019-nCoV/COVID-19_Notification_Form.html
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under Title 8, Section 330(h), of the California Code of Regulations 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 CPP including but not limited to training and inspection records.
- Make our written CPP available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- 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.
- Any exposed employees must also be notified if they may have been exposed to COVID-19.
- The city shall retain all documented exposures to COVID-19 for length of employment plus 30 years.

Appendix A: Definitions

“COVID-19” means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

“COVID-19 case” means a person who:

- (1) Has a positive “COVID-19 test” as defined in this section;
- (2) Is subject to COVID-19-related order to isolate issued by a local or state health official;
- (3) 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.

A person is no longer a “COVID-19 case” in this section when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or Title 17 of the California Code of Regulations to CDPH or the local health department.

“COVID-19 exposure” means being within 6 feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” defined by this section. This definition applies regardless of the use of face coverings.

“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, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

“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, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

“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 viral test for SARS-CoV-2 that is:

- (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and
- (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

"Exposed workplace" means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case.

Effective Jan. 1, 2021, the "exposed workplace" also includes but is not limited to the "worksite" of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).

"Face covering" means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

"High-risk exposure period" means the following time period

- (1) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or
- (2) For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

Appendix B: Identification of COVID-19 Hazards

Plan Information

Department _____

Date of Identification _____

Plan Administrator _____

Risk Assessment

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

Appendix C: COVID-19 Inspections

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Appendix D: COVID-19 Case Investigation

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. 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.

Name of person conducting the investigation:

Date:

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):	

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

<p>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</p>		<p>What could be done to reduce exposure to COVID-19?</p>	
<p>Was local health department notified?</p>		<p>Date:</p>	

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

Appendix E: Multiple COVID-19 Infections and COVID-19 Outbreaks

This section is to be implemented in the event of a designated outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

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

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.

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Appendix F: Major COVID-19 Outbreaks

This section is to be implemented in the event of 20 or more COVID-19 cases within a 30-day period.

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

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

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

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

- In 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 with the ventilation system, 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 implement their use to the degree feasible.
- We will 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.
- 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.



Notifications to the local health department

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.