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**From:** Selvaggi, Leonardo <Leonardo.Selvaggi@ventura.org>  
**Sent:** Tuesday, June 22, 2021 5:29 PM  
**To: Subject:** Newly Revised COVID-19 Prevention Plan & Training

To All County Agencies/Departments:

Attached is Cal/OSHA's COVID-19 new and updated Model Prevention Plan with Cal/OSHA's COVID-19 Emergency Temporary Standards revisions effective June 17, 2021. Each County agency/department should customize the attached countywide COVID-19 Prevention Plan document to meet their specific agency/department needs. Additionally, each Agency/Department should offer employee refresher training using the attached PowerPoint "COVID-19 Prevention Plan."

The OSHA regulations require retention of the steps taken to implement the written COVID-19 Prevention Plan. Please retain an electronic copy of the initial documents and develop a version method to track future revisions to this plan. Please forward your updated COVID-19 Prevention Plan to CEO-RISK at [risk.management@ventura.org](mailto:risk.management@ventura.org) by July 1, 2021.

Should you have any questions regarding the Cal/OSHA regulations, please contact Jennifer Peters in Risk Management at [Jennifer.Peters@Ventura.Org](mailto:Jennifer.Peters@Ventura.Org)

Thanks,

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## Prevention Plan

Agency

Release Date:

Version: 2.0



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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 with one employee who does not have contact with other persons.
- (B) Employees working from home.
- (C) Employees with occupational exposure.
- (D) Employees teleworking from a location of the employee's choice, 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: 6/17/2021**

## Authority and Responsibility

**[Enter name or job title of the person(s)]** 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.

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 being within six 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.

**EXCEPTION:** Employees have not had a close contact if they wore a respirator required by employer and used in compliance with section 5144, whenever they were within six feet of the COVID-19 case during the high-risk exposure period.

**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: 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. 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:

(A) 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

(B) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

**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 high-risk exposure 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*. A face covering has with no visible holes or openings and must, which covers the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

**Fully Vaccinated** - means the employer has documentation showing that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Vaccines must be FDA approved or have an emergency use authorization from the FDA.

**High-Risk Exposure Period** – means for COVID-19 cases who develop COVID-19 symptoms, from two days before they first develop symptoms until all of the following are true: it has been 10 days since symptoms first appeared, 24 hours have passed with no fever, without the use of fever-reducing medications, and

symptoms have improved. For COVID-19 cases who never develop COVID-19 symptoms, from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

**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 facepiece respirator.

**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 high-risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter.

## Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations every 30 days using the **Appendix A: Identification of COVID-19 Hazards** form.
- 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.
- Conduct periodic 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.
- 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, patients, and clients by:

- Employees are asked to evaluate their own symptoms before reporting to work.
- Setting up a staffed monitoring station from 7:00 AM to 5:00 PM at the main entrance, for the patient/clients and those employees who choose not to self-monitor.

- Issuing a colored sticker for successful screening into the facility, to facilitate permitted subsequent same-day entry.
- Where personal contact is recommended, patient/clients will be screened for symptoms on the telephone at the time of setting the appointment. Individuals wishing to enter the facility shall undergo a symptom screening. Entry shall be denied to individuals exhibiting signs or symptoms consistent of COVID-19, or with a recent history of exposure to COVID-19 positive individuals.

## 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

- For all employees who are not fully vaccinated:
- Face coverings will be provided and must be worn indoors or in vehicles.
- Employees must wear face covering when required by orders 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.
- Any employee not wearing a face covering pursuant to the exceptions, and not wearing a non-restrictive alternative, shall be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19 during paid time and at



no cost to the employee. Employers may not use the provisions as an alternative to face coverings when face coverings are otherwise required by this section.

- 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 County Human Resources at (805) 654-3611.

## 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.
- Circumstances may arise that limit the amount of outside air supply due to other hazards, such as heat and wildfire smoke.
- HVAC system maintenance is provided throughout the County through County staff or building contract services.

### Cleaning and Disinfecting

We implement the following cleaning and disinfecting measures:

- Custodial services are provided throughout the County through County staff or contract services. Most custodial services are provided during nighttime hours to avoid workspace disruption. Agency/department management must work with custodial service providers to ensure enough restroom supplies to support frequent handwashing by employees and the public. Custodial services will continue to provide regular workplace cleaning and nightly work surface cleaning. Agency/department work practices must include frequent work surface cleaning throughout the workday. Agency/department management is responsible for assessing and ordering the supplies necessary to fulfill the agency/department's needs.
- Agency/department staff members are expected to provide the following cleaning using supplied disinfectant products:
  - Thorough cleaning of public counters and common area work surfaces following use.
  - Clean personal work areas often.
  - Cleaning common touch points, such as door handles in the workspace.
  - Should we have a COVID-19 case during a high-risk exposure period in our workplace, we will implement the following procedures:
    - Cleaning areas, material, and equipment.
    - Disinfecting in indoor areas where there will be another employee utilizing the area within 24 hours of the COVID-19 case.

## Hand Sanitizing

In order to implement effective hand sanitizing procedures, we:

- Evaluate handwashing facilities.
- Determine the need for additional facilities.
- 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.

Restrooms facilities open to employees and the public provide soap and towels or air-drying facilities 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 facilities 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.

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.

Employees who are not fully vaccinated and are experiencing COVID-19 symptoms are eligible for testing at no cost to the employee during employee's paid time.

For resupply of PPE, contact County Human Resources at (805) 654-3611.

## 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 know 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. 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 disinfection plan required by Labor Code section 6409.6(a)(4). The notice must be sent to the following:
  - All employees at the worksite during the high-risk exposure 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 at the worksite during the high-risk exposure period.

Within one business day of the time the employer knew or should have known of the COVID-19 case, the employer shall provide the notice required by Labor Code section 6409.6(a)(2) and (c) to the authorized representative of any employee at the worksite during the high-risk exposure period.

Employees who had 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, with the following exceptions:

- Employees who were fully vaccinated before the close contact and do not have COVID-19 symptoms.
- COVID-19 cases who returned to work and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 90 days after the first positive test.

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 Sr. Manager (or Designee).
- That 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.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - 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 for non-vaccinated 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 - 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.
- 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 face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained. 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** will be used to document this training.

## Exclusion of COVID-19 Cases

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.
- Excluding employees from the workplace who had a close contact until the return to work requirements are met with the following exceptions:
  - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms; and

- COVID-19 cases who returned and have remained free of COVID-19 symptoms, for 90 days after initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.
- 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 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. 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.

## 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; and
  - COVID-19 symptoms have improved; and
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed 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 once the above criteria is met.
- Persons who had close contact may return to work as follows:
  - Persons who had close contact but never developed any COVID-19 symptoms may return to work when 10 days have passed since the last known close contact.
  - Persons who had close contact and developed any COVID-19 symptoms cannot return to work until the above requirements have been met , unless all of the following are true:
    - The person tested negative for COVID-19 using polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
    - At least 10 days have passed since the last known close contact; and
    - The person has been symptom-free for at least 24 hours, without using fever-reducing medications.
- During critical staffing shortages, when there are not enough staff to provide safe patient care, essential critical infrastructure workers in the following categories may return after day 7 from the date of last exposure if they have received a negative PCR COVID-19 test result from a specimen collected after day 5:
  - Health care workers who did not develop COVID-29 symptoms;
  - Emergency response workers who did not develop COVID-19 symptoms; and
  - Social service workers who did not develop COVID-19 symptoms and who work face to face with clients in child welfare or assisted living.
- If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be in accordance with the return to work periods.

**[Type Title of owner or top management representative formally approving the program and have them sign and date]**

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## 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 COVID-19 prevention controls, including barriers, partitions, and ventilation

## Appendix B: COVID-19 Inspections

[This form is only intended to get you started. Review the information available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/) for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
<b>Administrative</b>			
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			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
[add any additional controls your workplace is using]			



## 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)]

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	
<b>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):</b>			

<b>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:</b>			
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.

## Appendix D: COVID-19 Training Roster

Date: **[enter date]**Person that conducted the training: **[enter name(s)]**

Employee Name	Signature

## Additional Consideration #1

### Multiple COVID-19 Infections and COVID-19 Outbreaks

**[This section will need to be added to your CPP 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 in your workplace 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.
  - Employees who were fully vaccinated and do not have COVID-19 symptoms.
  - For COVID-19 cases who did not develop COVID-19 symptoms after returning to work, no testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.
- COVID-19 testing consists of the following:
  - All employees in our exposed 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, isolation, or exclusion 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 this section no longer applies.
  - 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.
- Employer shall give notice to employees in the exposed group of their right to request a respirator for voluntary use, if they are not fully vaccinated.
- 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, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

#### 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.
  - [describe other applicable controls]
- 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.

## 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.
- At work stations where an employee in the exposed group is assigned to work for an extended period of time, such as cash registers, desks, and production line stations, and where the physical distancing requirement is not maintained at all times, the employer shall install cleanable solid partitions that effectively reduce transmission between the employee and other persons.
- 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.

## Additional Consideration #3

### COVID-19 Prevention in Employer-Provided Transportation to and from Work

**[This section will need to be added to your CPP if there is employer-provided motor vehicle transportation which is any transportation of an employee, during the course and scope of employment, including transportation to and from different workplaces, jobsites, delivery sites, buildings, stores, facilities, and agricultural fields, provided, arranged for, or secured by an employer regardless of the travel distance or duration involved.]**

**This section does not apply:**

- **If the driver and all passengers are from the same household outside of work, such as family members, or the driver is alone in the vehicle.**
- **To employer-provided transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations.**
- To employees with occupational exposure.
- To vehicles in which all employees are fully vaccinated.
- To public transportation.

## Assignment of transportation

We will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or workplace will be transported in the same vehicle.
- Employees who do not share the same household, work crew or workplace will be transported in the same vehicle only when no other transportation alternatives are feasible.

## Face coverings and Respirators

We will ensure that the:

- Face covering requirements are followed for employees waiting for transportation.
- All employees who are not fully vaccinated are provided with face covering, must be worn unless an exception applies.
- Upon request, employers shall provide respirators for voluntary use to all employees in the vehicle who are not fully vaccinated.

## Screening

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

## Cleaning and disinfecting

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned to prevent the spread of COVID-19 and must be disinfected if used by a COVID-19 case during the high-risk exposure period, when the surface will be used by another employee within 24 hours of the COVID-19 case.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, shall be cleaned to prevent the spread of COVID-19 between different drivers and are disinfected after use by a COVID-19 case during the high-risk exposure period, if the surface will be used by another employee within 24 hours of the COVID-19 case.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

## Ventilation

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and excessive outdoor heat would create a hazard to employees.
- The vehicle has functioning heating in use and excessive outdoor cold would create a hazard to employees.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

## Hand hygiene

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.





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# COVID -19 PREVENTION PLAN TRAINING



# Overview

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COVID-19 Prevention Program (CPP)

COVID-19 Facts

COVID-19 Prevention Measures

Cleaning

Quarantine & Return to Work

COVID-Related Benefits

# COVID-19 Prevention Program (CPP)

The CCP's purpose is to ensure the health and safety of employees in the workplace by preventing COVID-19 exposure and infection spread. It sets forth policies and practices to support and maintain a healthful work environment

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## **Why is this important?**

Employee training and compliance with safety measures is vital to controlling the spread of COVID-19 in the workplace.

It is not intended to revoke employee rights.

Development of prevention program is required by Cal/OSHA COVID-19 prevention temporary emergency standards effective November 30, 2020.



# Agency Specific Plan

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Regular identification and evaluation of sites for plan compliance and correction of deficiencies to prevent exposure.

Investigation of COVID-19 illness incidents and determination if work-related factors could have contributed to increased risk of infection.

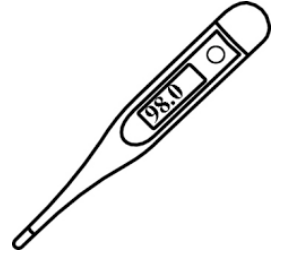
Identification and notification of close contacts. Close contact means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or more in any 24-hour period within or overlapping with the high-risk exposure period.

Employee Training.



# COVID-19 Facts – Symptoms

Evaluate your own symptoms before reporting to work



Cough	Chills
Fever over 100.4	New loss of taste or smell
Difficulty breathing or shortness of breath	Fatigue
Congestion or runny nose	Muscle or body aches
Headache	Nausea or vomiting
Sore throat	Diarrhea

# COVID-19 – Prevention Measures

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- Don't come to work ill or after close contact with COVID-19.
- Avoid personal contact, i.e., have virtual meetings instead.
- Face coverings with tightly woven material of at least two layers.
- Wash your hands frequently.
- Cough or sneeze into your elbow.
- Clean surfaces regularly.

# Prevention Measures

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Seek medical attention if your symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.

Self-screen at home, including temperature and/or symptom checks.

Handwash frequently with soap and water, scrubbing with soap for 20 seconds.

Use hand sanitizer when handwashing is not possible.



# Face Coverings

Required for those not fully vaccinated - exemptions apply

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- COVID-19 is spread through the air when an infectious person exhales, talks, coughs, or sneezes.
- Cloth face covering over **nose and mouth** without visible openings.
- Required when indoors or in vehicles, except when alone.
- Face coverings protect the wearer and others close.
- Employees should wash or sanitize hands before and after using or adjusting face coverings.
- Avoid touching eyes, nose, and mouth.
- Face coverings should be washed after each shift.
- N95 respirators are available for voluntary use upon request.





# Site Cleaning Protocols

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Site cleaning staff will clean high traffic areas:

- break rooms and lunch areas
- entries and exits
- stairwells
- escalators
- handrails
- elevator controls
- doorknobs, toilets, and handwashing facilities



# Workplace Cleaning Protocols

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**Employees should clean personal work areas often.**

**Never share Personal Protective Equipment (PPE)**



# Quarantine and Return to Work

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Exclude workers who have had close contact to infected individuals at work, unless they are fully vaccinated.

Exclude workers who have had close contact with infected individuals at home, unless they are fully vaccinated.

Return to work criteria established by Public Health and Employee Health Services following CDC and Calif. Dept. of Public Health guidelines.





Telecommute opportunities



County Attestation Time



Sick time



Regular pay




Workers' compensation

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## What you can do?

If you are ill or if you have been within 6-feet of someone that has tested positive for COVID-19 for more than 15 minutes over a 24 hour period, notify your Human Resources representative. **Do not come to work ill or if you have had close contact to someone that is COVID positive without checking with HR first.**

Report potential COVID-19 spread hazards to your supervisor or agency safety coordinator.

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# Questions?

CONTACT YOUR SAFETY COORDINATOR OR  
HUMAN RESOURCES REPRESENTATIVE

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