

RESOLUTION No 2021-2207

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LAS GALLINAS VALLEY SANITARY DISTRICT,
ADOPTING THE COVID-19 PREVENTION PROGRAM (CPP)
IMLEMENTED TO PREVENT THE SPREAD OF COVID-19
IN THE WORKPLACE**

WHEREAS, on March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency in California due to the outbreak and spread of the Novel Coronavirus Disease 2019 ("COVID-19"); and

WHEREAS, on March 16, 2020, Health Officers of seven Bay Area counties, including Marin County, issued a Health Order under California Health and Safety Code Sections 101040, 101085 and 120175 for the maximum number of people to self-isolate in their places of residence to the maximum extent feasible (i.e., "Shelter-In-Place") to slow the spread of COVID-19 to the maximum extent possible, allowing leaving of residences only for essential activities, essential businesses and essential governmental functions. And following therefrom, the Marin County Health Officer issued subsequent Order, dated March 31, 2020 ("Health Order"), superseding the March 16, 2020 Order and providing further "Definitions and Exemptions" (Sec. 13) with the intent of clarifying, strengthening and extending certain terms of the prior Shelter Order to increase social distancing and reduce person-to person contact in order to further slow transmission of the COVID-19 by defining exempt "Essential Activities," "Essential Businesses," "Essential Infrastructure" (which included sewer utilities), and "Essential Governmental Functions," and

WHEREAS, Las Gallinas Valley Sanitary District ("District") provides Essential Governmental Functions with workers reporting to the workplace at both its administrative office location and at its treatment plant; and

WHEREAS, the District appended its Injury and Illness Prevention Program to include COVID-19 Infection Prevention Measures on August 8, 2020; and

WHEREAS, on November 19, 2020, pursuant to emergency rulemaking authority, the California Occupational Safety and Health Standards Board ("OSHSB") adopted temporary regulations regarding measures that employers must undertake in order to prevent the spread of COVID-19 in the workplace including the requirement to adopt a written COVID-19 Prevention Program ("CPP"); and

WHEREAS, since the issuance of the Health Order issued on March 16, 2020 the District has been following the guidelines from Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and Marin Health and Human Services related to COVID-19 prevention.

NOW, THEREFORE, BE IT RESOLVED AND DECLARED by the Board of Directors of the Las Gallinas Valley Sanitary District that the attached Exhibit A – titled “Las Gallinas Valley Sanitary District COVID-19 Prevention Program” is hereby adopted as the written COVID-19 Prevention Program (“CPP”) as required by California Occupational Safety and Health Standards Board (“OSHSB”) regulations Title 8, Division 1, Chapter 4.

BE IT FURTHER RESOLVED that the CPP can be updated by Executive Order, under the authority of the General Manager, as needed to comply with future regulations related to the COVID-19 pandemic.

I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on the 18 day of March 2021, by the following vote of the members thereof:

AYES, and in favor thereof, Members: *Clark, Elias, Murray, Schriebsman, Yezman*

NOES, Members: *None.*

ABSTAIN, Members: *None.*

ABSENT, Members: *None.*

Crystal Yezman, President Board of Directors

Attest:

Teresa L. Lerch, District Secretary

(seal)

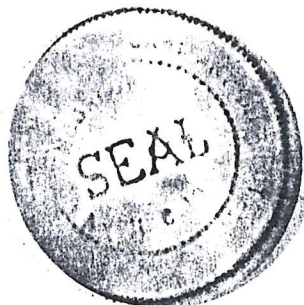


EXHIBIT A

Las Gallinas Valley Sanitary District



COVID-19 Prevention Program

Prepared by



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Appendices

- A Identification of COVID-19 Hazards
- B COVID-19 Inspections
- C Investigating COVID-19 Cases
- D Handwashing: Clean Hands Save Lives
- E Links to County COVID-19 Pages (Health Orders, Social Distancing Protocols) and Other Resources
- F Construction Specific Procedures and Protocols
- G Daily Screening Protocols
- H COVID-19 Transmission, Signs/Symptoms
- I SB-1159 Workers' compensation: COVID-19: critical workers (Link and Frequently asked Questions)
- J AB 685 COVID-19: imminent hazard to employees: exposure: notification: serious violations (Link and Frequently asked Questions)

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1.0 SCOPE

This section applies to all Las Gallinas Valley Sanitary District (herein referred to as “LGVSD”) employees and places of employment, including the Administrative Offices at 101 Lucas Valley Road, Suite 300 San Rafael, CA and the Plant location at 300 Smith Ranch Rd, San Rafael, CA (including the separate administrative building, lab, operator building, and construction site) with the following exceptions:

- i. Places of employment with one employee who does not have contact with other persons.
- ii. Employees working from home.
- iii. Employees when covered by section 5199 (Aerosol Transmissible Diseases)

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

2.0 REFERENCES

- a) CalOSHA Title 8, Section 3205
 - a. 3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks
 - b. 3205.2, Major COVID-19 Outbreaks
- b) Section 142.3, Labor Code. Reference: Sections 142.3 and 144.6, Labor Code.
- c) CalOSHA Title 8, Section 3203
- d) CalOSHA Title 8, Section 330
- e) CalOSHA Title 8, Section 5144
- f) CalOSHA Title 8, Section 5199
- g) Centers for Disease Control

3.0 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:
 - a. Has a positive “COVID-19 test” as defined in this section;
 - b. Is subject to a COVID-19-related order to isolate issued by a local or state health official; or
 - c. 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, California Code of Regulations to CDPH or the local health department.

“COVID-19 exposure” 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.

“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: (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 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 January 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).
- Separate “workplaces” can be considered the administration building, plant offices, lab offices, plant operations building

“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:

- 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
- 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.

4.0 AUTHORITY AND RESPONSIBILITIES

4.1 ADMINISTRATOR

The General Manager 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.

- a) Establish, implement, and maintain this program.
- b) Identification of "at-risk" employees (conducted through risk assessment).
- c) Conduct on-site PPE hazard assessments and ensure PPE is available and distributed.
- d) Provide employees with accurate and up-to-date information from the CDC and/or County Health Dept.
- e) Assess the general public's accessibility to employee work area breathing zones (within 6 feet of an employee), how the virus could be transferred and what precautions can be established to prevent the virus from being transmitted to others. These precautions include:
 - Engineering controls: physical barriers between employees and the public. For example, plexiglass barriers or deep countertops.
 - Provide sanitizer: alcohol wipes, cleaning solution of diluted bleach or hand sanitizer with at least 60% alcohol, etc.
- f) Ensure the implementation of all Work Practice Controls and Procedures.

4.2 DEPARTMENT HEADS, DIVISION MANAGERS

- a) Enforce the workplace safety provisions specified in this program. Oversight of departmental compliance.
- b) Completing department-specific sections of this program and communicate worksite protocols to all employees.
- c) Storing this program in an accessible location.
- d) Communicating the program location to all at-risk employees
- e) Reviewing and updating department-specific sections annually or earlier if conditions or work processes change.
- f) Notifying the Administrator immediately after an employee is hired or assigned to an at-risk occupation.
- g) Help communicate administrative, engineering and PPE control measures regularly – multiple times daily if needed.
- h) Ensure PPE required (masks, gloves, disinfectant materials) are available and provided to employees when needed.
- i) Report any employee who exhibits COVID-19 symptoms, reports a positive COVID-19 diagnosis, or reports close contact with a confirmed COVID-19 case immediately to the Administrator. Assist with incident report and contact identification, if necessary.

- j) Ensuring that new hires do not engage in activities with potential exposure until they have had the introductory training.
- k) Allowing employees to attend training during regular work hours.
- l) Maintaining training records for all program participants.

4.3 EMPLOYEES

Employees at risk of occupational exposure to infectious disease has the following compliance responsibilities and functions:

- a) Compliance with the LGVSD's safety and health policy.
- b) Compliance with this Plan.
- c) Wearing PPE, as assigned.
- d) Complete daily symptom check self-certification and temperature screening, when appropriate (Appendix G).
- e) Report any COVID-19 symptoms, or close contacts with confirmed COVID-19 cases, to your supervisor immediately.
- f) Avoid non-essential work related travel and comply with all State and County guidelines and Health Orders at work and outside of work.

4.4 CONTRACTORS

Contractors performing project work shall be informed of the requirements of this program by receiving a copy of the program during pre-bid and/or pre-construction meetings, or by contacting the Administrator. In addition, contractors should be:

- a) Informed of the presence of hazards in or near the work area.
- b) Informed about the LGVSD's requirements related to various safety and health programs.
- c) Aware of the LGVSD's expectations regarding safety compliance and the control of worksite hazards.

5.0 IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

We will implement the following in our workplace:

- a) Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form as needed.
- b) Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- c) Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- d) Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- e) 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.

5.1.1 Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- a) Provide information to management when asked on workplace-specific evaluations, report potential workplace exposures, suggest additional COVID-19 prevention controls.

5.1.2 Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace Employee screening

We screen our employees by having them self-screen according to CDPH guidelines and completing COVID-19 Daily Safety Assessment (Appendix G) form.

6.0 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 by department managers and correction time frames assigned, accordingly.
- Department managers, working with Du-All Safety and other contract services, are responsible for timely correction.
- Follow-up measures will be taken to ensure timely correction.

7.0 CONTROL OF COVID-19 HAZARDS

7.1.1 Physical Distancing

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

- i. Spacing desks in open areas at least 10' apart.
- ii. Relocating administrative workers to individual private office spaces.
- iii. Implement plan to eliminating the need for workers to be in the administrative workplace – e.g., telework or other remote work arrangements, on temporary basis.
- iv. Reducing the number of persons in an area at one time, including visitors.
- v. Staggered arrival, departure, work, and break times at plant workplace.
- vi. Maintain a MINIMUM 6' clearance between individuals and others while indoors, except as may be intermittently required to walk past other staff members.
- vii. NEW CLARIFICATION: Masks are not required outdoors if a 6' clearance can be maintained; if not, masks are required to be worn.

- viii. NEW CLARIFICATION: Unless alone in an office, talking while not wearing a mask is strictly prohibited. While eating/consuming food, you may remove your mask, however physical distancing to the maximum extent possible and no less than 6' is required. If a need to speak arises while not actively eating, a mask must be put on prior to speaking.
- ix. No non-employee passengers are allowed in District vehicles, if more than one person is in a vehicle face coverings must be worn and windows must be open following CSD and County Health Guidelines.
- x. Avoid all close interaction and all physical contact with the public. Field staff is prohibited from the act of "door knocking" or face to face outreach.
- xi. District offices are closed to face-to-face interaction with the public.
- xii. Congregating in groups greater than 10, regardless of physical separation, is not allowed.

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

7.1.2 Face Coverings

We 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 six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

We 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 six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

- i. Masks are required inside ALL buildings unless you are eating or in an office alone with the door closed. All doors of occupied offices shall be closed.
- ii. Disposable face coverings may be found in the in the central area of the administration building and plant office. Employees are allowed to take what they need. If an employee prefers to have administration provide face coverings outside of the office, that is allowed and will be coordinated by administrative staff via USPS, FedEx, or other delivery method to avoid having employee come to the office.
- iii. Employees are responsible to ask for replacements when the face coverings are grossly contaminated or deformed.
- iv. LGVSD does not launder cloth face coverings. Employees are encouraged to regularly clean their own cloth face coverings if they chose to use them over disposable face coverings.

The following are exceptions to the use of face coverings in our workplace:

- i. When an employee is alone in a room.
- ii. While eating and 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 possible.
- iii. Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- iv. 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.

Alternatives will be considered on a case-by-case basis.

- v. Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.
- vi. If anyone is encountered who is not wearing a facemask, they should be informed that facemasks are required on the premises. If they do not have a facemask, they should be offered a disposable facemask from a supply kept at LGVSD for this purpose. If they refuse to wear as facemask they should be told to leave the premises immediately. If they refuse to leave, security (if applicable) or the police should be called to enforce their removal from the premises.

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 six feet apart from all other persons when outside. .

7.1.3 Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- Workstations are a minimum of 6' apart where possible in all locations.
- Partitions are installed where there may be close contact including the front desk at the administrative offices.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- i. In circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke, the HVAC filters will be changed as recommended by the servicing HVAC company.
- ii. The ventilation system will be properly maintained and adjusted by our HVAC servicing company.
- iii. The filtration efficiency will be kept at the highest level compatible with the existing ventilation system as determined by our servicing HVAC company.

7.1.4 Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- i. We provide adequate supplies and adequate time for disinfection by employees to be done properly before and after the use of frequently touched surfaces.
- ii. Employees and authorized employee representatives are notified of the frequency and scope of cleaning and disinfection.
- iii. A janitorial company performs sanitizing of the administration building common areas bathrooms and lunchrooms, per our lease agreement with lessor, nightly. A separate janitorial company is contracted to clean the plant buildings twice a week. Employees are responsible for cleaning of their work areas, keyboards, phones and desks; sanitizer and wipes are made available.

Should we have a COVID-19 case in our workplace, we will call a third-party contractor and nobody will be allowed in the affected building until disinfected.

7.1.5 Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, (e.g., gloves, goggles and face shields.)

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by employees before and after each use. The janitorial company will provide additional cleaning of the offices and equipment upon special request. Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected before and after each use.

7.1.6 Hand sanitizing

In order to implement effective hand sanitizing procedures, we implement the following policies/procedures:

- i. Hand washing facilities have been evaluated by Du-All Safety and will continue to be monitored to ensure adequate supplies.
- ii. The facilities for hand washing have been determined to be adequate in number.
- iii. Employees are encouraged to wash hands frequently and are allowed adequate time for this task.
- iv. Employees are provided effective hand sanitizer, and hand sanitizers that contain methanol (i.e. methyl alcohol) are prohibited.
- v. Employees are directed to wash hands for at least 20 seconds frequently throughout the day and before eating and advised to avoid touching their face.

7.1.7 Personal protective equipment (PPE) used to control employees' exposure to COVID-19

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

Anti-fog coatings for PPE goggles is available and provided as needed. Goggles that are close-fitting and indirectly vented with a manufacturer's anti-fog coating provide reliable and practical eye protection against splashes, sprays and respiratory droplets.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained in accordance with:

“(C) 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 six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19. Employers may not use COVID-19 testing as an alternative to face coverings when face coverings are otherwise required by this section.”

8.0 INVESTIGATING AND RESPONDING TO COVID-19 CASES IN THE WORKPLACE

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

Employees who had potential COVID-19 exposure in our workplace will be:

- Offered COVID-19 testing at no cost during their working hours. Employees will arrange testing with their primary healthcare provider or Marin County Health and LGVSD will reimburse any co-pay upon receipt of payment.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

9.0 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:

- i. Who employees should report COVID-19 symptoms and possible hazards to their respective manager, who will then work with the Administrative Services Manager. Employees are free to call, text or email at any time.
- ii. Employees are encouraged to report symptoms and hazards without fear of reprisal.
- iii. Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness are directed to avoid public or client interaction as much as possible. No employee will be disciplined for refusing “face to face” interaction if they feel unsafe.
- iv. Where testing is not required, employees can access COVID-19 testing through their healthcare provider.
- v. In the event we are required to provide testing because of a workplace exposure or outbreak, we will immediately call and inform affected employees of the reason for the testing and the possible consequences of a positive test. If necessary, any scheduled work will be suspended or re-scheduled until the employee has an opportunity to get tested and receive their results.
- vi. 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.
- vii. Refresher meetings with 6’ distancing.
- viii. Signs (wash hands, masks required, Stop Signs, etc.) indicating COVID-19 rules and procedures are posted throughout the facilities.

10.0 TRAINING AND INSTRUCTION

We will provide effective training and instruction that includes:

- i. Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.

- ii. Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- iii. The fact that:
 - o COVID-19 is an infectious disease that can be spread through the air.
 - o COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - o An infectious person may have no symptoms.
- iv. Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- v. The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- vi. 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.
- vii. 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.
- viii. COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

11.0 EXCLUSION OF COVID-19 CASES

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- i. Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- ii. Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.

NOTE: AS OF THE WRITING OF THIS DOCUMENT, THE STATEMENT ABOVE IS FROM CALOSHA (11/30/2020), HOWEVER, GOVERNOR NEWSOM ISSUED EXECUTIVE ORDER N-84-20 ON 12/14/2020 SUSPENDING THE 14 DAYS REQUIREMENT FOR ALL INDIVIDUALS TO MEET NEW CDPH GUIDELINES: COVID-19 Quarantine (ca.gov). Links to to the EXECUTIVE ORDER N-84-20 and CDPH guidance are included in Appendix E, currently requiring 10 day exclusion

- iii. Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits as required by law whenever it's been demonstrated that the COVID-19 exposure is work related. If an employee is exposed through the course of employment, LGSVD will pay the employee for the days in quarantine by applying any COVID-specific sick time or unused/accrued sick time before use of any other continuing wages such as vacation or administrative leave. The employee will be offered COVID testing at no cost to him/her. If an employee would otherwise be able to work (no symptoms or is not "ill"), LGSVD will maintain the employee's seniority, benefits, and

other rights – including the right to their former job status.

- Quarantine is not necessarily incapacitating unless the employee is actually ill – and exposed does not automatically mean unable to work – just unable to work at the usual workplace. If the employee can effectively work from home, that is allowable as long as the employee not utilizing sick time but is able to work and is paid regular wages. The General Manager has the final determination on whether the ability to work from home during quarantine is feasible and mutually beneficial to the employee and the District.
- iv. Providing employees at the time of exclusion with information on available benefits.

12.0 REPORTING, RECORDKEEPING, AND ACCESS

It is our policy to:

- i. 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.
- ii. Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- iii. Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- iv. 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.
- v. 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.

13.0 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.
 - 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.

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.

14.0 § 3205.1 MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS

This section applies if our 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 our 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.

14.1.1 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.

14.1.2 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.

14.1.3 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**.

14.1.4 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].

14.1.5 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.

15.0 § 3205.2 MAJOR COVID-19 OUTBREAKS

This section applies should our workplace experience 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.

15.1.1 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.

15.1.2 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.

15.1.3 Investigation of workplace COVID-19 illnesses

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

15.1.4 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.

15.1.5 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**.

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: _____

Date: _____

Name(s) of employee and authorized employee representative that participated: _____

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

(12/30/2020)

Appendix B: COVID-19 Inspections

Perform inspections regularly. Review information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for and update Appendix B as needed.

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			

(12/30/2020)

Appendix C: Investigating COVID-19 Cases

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.

Date: _____ **Name of person conducting the investigation:** _____

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

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

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

Appendix D: Hand Washing: Clean Hands Save Lives

<https://www.cdc.gov/handwashing/when-how-handwashing.html>

Handwashing is one of the best ways to protect yourself and your family from getting sick. Learn when and how you should wash your hands to stay healthy.

Wash Your Hands Often to Stay Healthy

You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- **Before, during, and after** preparing food
- **Before** eating food
- **Before and after** caring for someone at home who is sick with vomiting or diarrhea
- **Before and after** treating a cut or wound
- **After** using the toilet
- **After** changing diapers or cleaning up a child who has used the toilet
- **After** blowing your nose, coughing, or sneezing
- **After** touching an animal, animal feed, or animal waste
- **After** handling pet food or pet treats
- **After** touching garbage

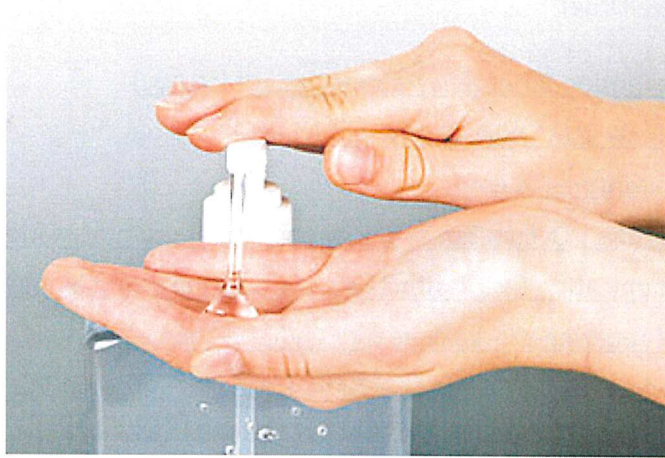
Follow Five Steps to Wash Your Hands the Right Way

Washing your hands is easy, and it is one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time.

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

Use Hand Sanitizer When You Cannot Use Soap and Water



You can use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based [hand sanitizer](#) that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

Sanitizers can quickly reduce the number of germs on hands in many situations. However,

- Sanitizers do **not** get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

Caution! Swallowing alcohol-based hand sanitizers can cause alcohol poisoning if more than a couple of mouthfuls are swallowed. Keep it out of reach of young children and supervise their use.

How to use hand sanitizer

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Appendix E: Links to County COVID-19 Pages and Other Resources

CDPH/OSHA/Executive Order

- [COVID-19-Prevention-Emergency-apprvdtxt.pdf \(ca.gov\)](#)
- [12.14.20-EO-N-84-20-COVID-19-text.pdf \(ca.gov\)](#)
- [COVID-19 Quarantine \(ca.gov\)](#)
- [OSHA Publications | Occupational Safety and Health Administration](#)
- [Hazard Communication for Disinfectants Used Against Viruses | NIOSH | CDC](#)
- [Guidance on Preparing Workplaces for COVID-19 \(osha.gov\)](#)
- [Temporary Enforcement Guidance – Tight-Fitting Powered Air Purifying Respirators \(PAPRs\) Used During the Coronavirus Disease 2019 \(COVID-19\) Pandemic | Occupational Safety and Health Administration \(osha.gov\)](#)

County Health Orders

- [“Health Orders In Effect For Marin County”](#)

Other Resources

- [Coronavirus Disease 2019 \(COVID-19\) | CDC](#)
- [Guidance for Face Coverings June 18, 2020 \(ca.gov\)](#)
- [COVID-19 \(ca.gov\)](#)
- [Testing Strategy for Coronavirus \(COVID-19\) in High-Density Critical Infrastructure Workplaces after a COVID-19 Case Is Identified | CDC](#)
- [Employees: How to Cope with Job Stress and Build Resilience During the COVID-19 Pandemic | CDC](#)
- [Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation | CDC](#)
- [Disposition of Non-Hospitalized Patients with COVID-19 | CDC](#)
- [Print Resources | CDC](#)
- [Is Your Hand Sanitizer on FDA’s List of Products You Should Not Use? | FDA](#)

Appendix F: Construction Specific Procedures and Protocol

Small Construction Project Safety Protocol (Appendix B-1)

1. Any construction project meeting any of the following specifications is subject to this Small Construction Project Safety Protocol ("SCP Protocol"), including public works projects unless otherwise specified by the Health Officer:
 - a. For residential projects, any single-family, multi-family, senior, student, or other residential construction, renovation, or remodel project consisting of 10 units or less. This SCP Protocol does not apply to construction projects where a person is performing construction on their current residence either alone or solely with members of their own household.
 - b. For commercial projects, any construction, renovation, or tenant improvement project consisting of 20,000 square feet of floor area or less.
 - c. For mixed-use projects, any project that meets both of the specifications in subsection 1.a and 1.b.
 - d. All other construction projects not subject to the Large Construction Project Safety Protocol set forth in Appendix B-2.

2. The following restrictions and requirements must be in place at all construction job sites subject to this SCP Protocol:
 - a. Comply with all applicable and current laws and regulations including but not limited to OSHA and Cal-OSHA. If there is any conflict, difference, or discrepancy between or among applicable laws and regulations and/or this SCP Protocol, the stricter standard shall apply.
 - b. Designate a site-specific COVID-19 supervisor or supervisors to enforce this guidance. A designated COVID-19 supervisor must be present on the construction site at all times during construction activities. A COVID-19 supervisor may be an on-site worker who is designated to serve in this role.
 - c. The COVID-19 supervisor must review this SCP Protocol with all workers and visitors to the construction site.

- d. Establish a daily screening protocol for arriving staff to ensure that potentially infected staff do not enter the construction site. If workers leave the jobsite and return the same day, establish a cleaning and decontamination protocol prior to entry and exit of the jobsite. Post the daily screening protocol at all entrances and exits to the jobsite. More information on screening can be found online at: <https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>.
- e. Practice social distancing by maintaining a minimum six-foot distance between workers at all times, except as strictly necessary to carry out a task associated with the construction project.
- f. Where construction work occurs within an occupied residential unit, separate work areas must be sealed off from the remainder of the unit with physical barriers such as plastic sheeting or closed doors sealed with tape to the extent feasible. If possible, workers must access the work area from an alternative entry/exit door to the entry/exit door used by residents. Available windows and exhaust fans must be used to ventilate the work area. If residents have access to the work area between workdays, the work area must be cleaned and sanitized at the beginning and at the end of workdays. Every effort must be taken to minimize contact between workers and residents, including maintaining a minimum of six feet of social distancing at all times.
- g. Where construction work occurs within common areas of an occupied residential or commercial building or a mixed-use building in use by on-site employees or residents, separate work areas must be sealed off from the rest of the common areas with physical barriers such as plastic sheeting or closed doors sealed with tape to the extent feasible. If possible, workers must access the work area from an alternative building entry/exit door to the building entry/exit door used by residents or other users of the building. Every effort must be taken to minimize contact between worker and building residents and users, including maintaining a minimum of six feet of social distancing at all times.
- h. Prohibit gatherings of any size on the jobsite, including gatherings for breaks or eating, except for meetings regarding compliance with this protocol or as strictly necessary to carry out a task associated with the construction project.

- i. Cal-OSHA requires the LGVSD to provide water, which should be provided in single-serve containers. Sharing of any of any food or beverage is strictly prohibited and if sharing is observed, the worker must be sent home for the day.
- j. Provide personal protective equipment (PPE) specifically for use in construction, including gloves, goggles, face shields, and face coverings as appropriate for the activity being performed. At no time may a contractor secure or use medical-grade PPE unless required due to the medical nature of a jobsite. Face coverings must be worn in compliance with Section 5 of the Health Officer's Order No. 20-08, dated April 17, 2020, or any subsequently issued or amended order.
- k. Strictly control "choke points" and "high-risk areas" where workers are unable to maintain six-foot social distancing and prohibit or limit use to ensure that six-foot distance can easily be maintained between individuals.
- l. Minimize interactions and maintain social distancing with all site visitors, including delivery workers, design professional and other project consultants, government agency representatives, including building and fire inspectors, and residents at residential construction sites.
- m. Stagger trades as necessary to reduce density and allow for easy maintenance of minimum six-foot separation.
- n. Discourage workers from using others' desks, work tools, and equipment. If more than one worker uses these items, the items must be cleaned and disinfected with disinfectants that are effective against COVID-19 in between use by each new worker. Prohibit sharing of PPE.
- o. If hand washing facilities are not available at the jobsite, place portable wash stations or hand sanitizers that are effective against COVID-19 at entrances to the jobsite and in multiple locations dispersed throughout the jobsite as warranted.
- p. Clean and sanitize any hand washing facilities, portable wash stations, jobsite restroom areas, or other enclosed spaces daily with disinfectants that are effective against COVID-19. Frequently clean and disinfect all high touch areas, including entry and exit areas, high traffic areas, rest rooms, hand washing areas, high touch surfaces, tools, and equipment.

- q. Maintain a daily attendance log of all workers and visitors that includes contact information, including name, phone number, address, and email.

- r. Post a notice in an area visible to all workers and visitors instructing workers and visitors to do the following:
 - i. Do not touch your face with unwashed hands or with gloves.
 - ii. Frequently wash your hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.
 - iii. Clean and disinfect frequently touched objects and surfaces such as work stations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs.
 - iv. Cover your mouth and nose when coughing or sneezing, or cough or sneeze into the crook of your arm at your elbow/sleeve.
 - v. Do not enter the jobsite if you have a fever, cough, or other COVID-19 symptoms. If you feel sick, or have been exposed to anyone who is sick, stay at home.
 - vi. Constantly observe your work distances in relation to other staff. Maintain the recommended minimum six feet at all times when not wearing the necessary PPE for working in close proximity to another person.
 - vii. Do not carpool to and from the jobsite with anyone except members of your own household unit, or as necessary for workers who have no alternative means of transportation.
 - viii. Do not share phones or PPE.

Large Construction Project Safety Protocol (Appendix B-2)

1. Any construction project meeting any of the following specifications is subject to this Large Construction Project Safety Protocol ("LCP Protocol"), including public works projects unless otherwise specified by the Health Officer:
 - a. For residential construction projects, any single-family, multi-family, senior, student, or other residential construction, renovation, or remodel project consisting of more than 10 units.
 - b. For commercial construction projects, any construction, renovation, or tenant improvement project consisting of more than 20,000 square feet of floor area.
 - c. For construction of Essential Infrastructure, as defined in section 16.c of the Order, any project that requires five or more workers at the jobsite at any one time.
2. The following restrictions and requirements must be in place at all construction job sites subject to this LCP Protocol:
 - a. Comply with all applicable and current laws and regulations including but not limited to OSHA and Cal-OSHA. If there is any conflict, difference or discrepancy between or among applicable laws and regulations and/or this LCP Protocol, the stricter standard will apply.
 - b. Prepare a new or updated Site-Specific Health and Safety Plan to address COVID-19-related issues, post the Plan on-site at all entrances and exits, and produce a copy of the Plan to County governmental authorities upon request. The Plan must be translated as necessary to ensure that all non-English speaking workers are able to understand the Plan.
 - c. Provide personal protective equipment (PPE) specifically for use in construction, including gloves, goggles, face shields, and face coverings as appropriate for the activity being performed. At no time may a contractor secure or use medical-grade PPE, unless required due to the medical nature of a job site. Face Coverings must be worn in compliance with Section 5 of the Health Officer Order No. 20-08, dated April 17, 2020, or any subsequently issued or amended order.

- d. Ensure that employees are trained in the use of PPE. Maintain and make available a log of all PPE training provided to employees and monitor all employees to ensure proper use of the PPE.
- e. Prohibit sharing of PPE.
- f. Implement social distancing requirements including, at minimum:
 - i. Stagger stop- and start-times for shift schedules to reduce the quantity of workers at the jobsite at any one time to the extent feasible.
 - ii. Stagger trade-specific work to minimize the quantity of workers at the jobsite at any one time.
 - iii. Require social distancing by maintaining a minimum six-foot distance between workers at all times, except as strictly necessary to carry out a task associated with the project.
 - iv. Prohibit gatherings of any size on the jobsite, except for safety meetings or as strictly necessary to carry out a task associated with the project.
 - v. Strictly control “choke points” and “high-risk areas” where workers are unable to maintain minimum six-foot social distancing and prohibit or limit use to ensure that minimum six-foot distancing can easily be maintained between workers.
 - vi. Minimize interactions and maintain social distancing with all site visitors, including delivery workers, design professional and other project consultants, government agency representatives, including building and fire inspectors, and residents at residential construction sites.
 - vii. Prohibit workers from using others’ phones or desks. Any work tools or equipment that must be used by more than one worker must be cleaned with disinfectants that are effective against COVID-19 before use by a new worker.
 - viii. Place wash stations or hand sanitizers that are effective against COVID-19 at entrances to the jobsite and in multiple locations dispersed throughout the jobsite as warranted.
 - ix. Maintain a daily attendance log of all workers and visitors that includes contact information, including name, address, phone number, and email.
 - x. Post a notice in an area visible to all workers and visitors instructing workers and visitors to do the following:
 - 1. Do not touch your face with unwashed hands or with gloves.
 - 2. Frequently wash your hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.

3. Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs.
 4. Cover your mouth and nose when coughing or sneezing or cough or sneeze into the crook of your arm at your elbow/sleeve.
 5. Do not enter the jobsite if you have a fever, cough, or other COVID- 19 symptoms. If you feel sick, or have been exposed to anyone who is sick, stay at home.
 6. Constantly observe your work distances in relation to other staff. Maintain the recommended minimum six-foot distancing at all times when not wearing the necessary PPE for working in close proximity to another person.
 7. Do not share phones or PPE.
- xi. The notice in section 2.f.x must be translated as necessary to ensure that all non-English speaking workers are able to understand the notice.
- g. Implement cleaning and sanitization practices in accordance with the following:
- i. Frequently clean and sanitize, in accordance with CDC guidelines, all high-traffic and high-touch areas including, at a minimum: meeting areas, jobsite lunch and break areas, entrances and exits to the jobsite, jobsite trailers, hand-washing areas, tools, equipment, jobsite restroom areas, stairs, elevators, and lifts.
 - ii. Establish a cleaning and decontamination protocol prior to entry and exit of the jobsite and post the protocol at entrances and exits of jobsite.
 - iii. Supply all personnel performing cleaning and sanitization with proper PPE to prevent them from contracting COVID-19. Employees must not share PPE.
 - iv. Establish adequate time in the workday to allow for proper cleaning and decontamination including prior to starting at or leaving the jobsite for the day.
- h. Implement a COVID-19 community spread reduction plan as part of the Site-Specific Health and Safety Plan that includes, at minimum, the following restrictions and requirements:
- i. Prohibit all carpooling to and from the jobsite except by workers living within the same household unit, or as necessary for workers who have no alternative means of transportation.

- ii. Cal-OSHA requires the LGVSD to provide water, which should be provided in single-serve containers. Prohibit any sharing of any food or beverage and if sharing is observed, the worker must be sent home for the day.
 - iii. Prohibit use of microwaves, water coolers, and other similar shared equipment.
- i. Assign a COVID-19 Safety Compliance Officer (SCO) to the jobsite and ensure the SCO's name is posted on the Site-Specific Health and Safety Plan. The SCO must:
 - i. Ensure implementation of all recommended safety and sanitation requirements regarding the COVID-19 virus at the jobsite.
 - ii. Compile daily written verification that each jobsite is compliant with the components of this LCP Protocol. Each written verification form must be copied, stored, and made immediately available upon request by any County official.
 - iii. Establish a daily screening protocol for arriving staff, to ensure that potentially infected staff do not enter the construction site. If workers leave the jobsite and return the same day, establish a cleaning and decontamination protocol prior to entry and exit of the jobsite. Post the daily screening protocol at all entrances and exit to the jobsite. More information on screening can be found online at: <https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>.
 - iv. Conduct daily briefings in person or by teleconference that must cover the following topics:
 - 1. New jobsite rules and pre-job site travel restrictions for the prevention of COVID-19 community spread.
 - 2. Review of sanitation and hygiene procedures.
 - 3. Solicitation of worker feedback on improving safety and sanitation.
 - 4. Coordination of construction site daily cleaning/sanitation requirements.
 - 5. Conveying updated information regarding COVID-19.
 - 6. Emergency protocols in the event of an exposure or suspected exposure to COVID-19.
 - v. Develop and ensure implementation of a remediation plan to address any non-compliance with this LCP Protocol and post remediation plan at entrance and exit of jobsite during remediation period. The remediation plan must be translated as necessary to ensure that all non-English speaking workers are able to understand the document.

- vi. The SCO must not permit any construction activity to continue without bringing such activity into compliance with these requirements.
- vii. Report repeated non-compliance with this LCP Protocol to the appropriate jobsite supervisors and a designated County official.
- j. Assign a COVID-19 Third-Party Jobsite Safety Accountability Supervisor (JSAS) for the jobsite, who at a minimum holds an OSHA-30 certificate and first-aid training within the past two years, who must be trained in the protocols herein and verify compliance, including by visual inspection and random interviews with workers, with this LCP Protocol:
 - i. Within seven calendar days of each jobsite visit, the JSAS must complete a written assessment identifying any failure to comply with this LCP Protocol. The written assessment must be copied, stored, and, upon request by the County, sent to a designated County official.
 - ii. If the JSAS discovers that a jobsite is not in compliance with this LCP Protocol, the JSAS must work with the SCO to develop and implement a remediation plan.
 - iii. The JSAS must coordinate with the SCO to prohibit continuation of any work activity not in compliance with rules stated herein until addressed and the continuing work is compliant.
 - iv. The remediation plan must be sent to a designated County official within five calendar days of the JSAS's discovery of the failure to comply.
- k. In the event of a confirmed case of COVID-19 at any jobsite, the following must take place:
 - i. Immediately remove the infected individual from the jobsite with directions to seek medical care.
 - ii. Each location the infected worker was at must be decontaminated and sanitized by an outside vendor certified in hazmat clean ups, and work in these locations must cease until decontamination and sanitization is complete.
 - iii. The County Public Health Department must be notified immediately and any additional requirements per the County health officials must be completed, including full compliance with any tracing efforts by the County.
- l. Where construction work occurs within an occupied residential unit, any separate work area must be sealed off from the remainder of the unit with physical barriers such as plastic sheeting or closed doors sealed with tape to the

extent feasible. If possible, workers must access the work area from an alternative entry/exit door to the entry/exit door used by residents. Available windows and exhaust fans must be used to ventilate the work area. If residents have access to the work area between workdays, the work area must be cleaned and sanitized at the beginning and at the end of workdays. Every effort must be taken to minimize contact between workers and residents, including maintaining a minimum of six feet of social distancing at all times.

- m. Where construction work occurs within common areas of an occupied residential or commercial building or a mixed-use building in use by on-site employees or residents, any separate work area must be sealed off from the rest of the common areas with physical barriers such as plastic sheeting or closed doors sealed with tape to the extent feasible. If possible, workers must access the work area from an alternative building entry/exit door to the building entry/exit door used by residents or other users of the building. Every effort must be taken to minimize contact between worker and building residents and users, including maintaining a minimum of six feet of social distancing at all times.

Appendix G: COVID-19 Daily Safety Assessment

NAME: _____
 DATE: _____

BEFORE YOU BEGIN

1

This tool is not meant to take the place of consultation with your health care provider or to diagnose or treat conditions. If you are in an emergency medical situation, call 911 or your local emergency number.

When to Seek Emergency Medical Attention
 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.

2

Information about COVID-19 is constantly changing. And the level of COVID-19 activity varies by community, as does the availability of testing. For current updates on COVID-19 and details on testing and other health measures in your state, check with your local public health agency and visit the CDC website at [cdc.gov](https://www.cdc.gov).

COVID-19 DAILY EMPLOYEE ASSESSMENT

These questions shall be self-assessed by each employee at the beginning of each shift.

Yes Have you been within 6 feet of a person with a lab-confirmed case of COVID-19 for at least 5 minutes, or had direct contact with their mucus or saliva, in the past 14 days?
 No

If YES, you are not allowed to access the worksite.

Yes In the last 48 hours, have you had any of the following NEW symptoms?
 No

- Fever of 100 F (37.8 C) or above, or possible fever symptoms like alternating chills and sweating
- Cough
- Trouble breathing, shortness of breath or severe wheezing
- Chills or repeated shaking with chills
- Muscle aches
- Sore throat
- Loss of smell or taste, or a change in taste
- Nausea, vomiting or diarrhea
- Headache

If YES, you are not allowed to access the worksite.

Source: Information provided by Mayo Clinic and CDC (5/29/20)

Appendix H: COVID-19 Transmission, Signs/Symptoms

Transmission

It is important to understand how infectious microorganisms get into the body to choose the proper engineering controls, administrative controls, or PPE when there is the potential for exposure to disease. The routes of disease transmission, with definitions, are listed below:

1. Injection: Introduction of material directly into the bloodstream. Injection exposure may be from needle stick or cut/puncture from any sharp object.
2. Inhalation: Introduction of material into the respiratory tract via aerosolization or spray of the material near the breathing zone.
3. Ingestion: Introduction of material into the gastrointestinal tract via aerosolization or spray of material near the face, or any activity that brings dirty or gloved hands near the face. Such activity can include eating, smoking, applying makeup or lip balm, scratching the face, chewing on pens or pencils.
4. Absorption: Introduction of material through intact skin or through mucous membranes. This route of exposure is more common with a chemical exposure since infectious microorganisms are typically too large to pass through intact skin. These organisms CAN pass through the mucous membranes lining the nose, mouth, or eyelids.

Person-to-person spread of COVID-19 is thought to occur mainly via respiratory droplets. With droplet transmission, virus released in the respiratory secretions when a person with infection coughs, sneezes, or talks can infect another person if it makes direct contact with the mucous membranes; infection can also occur if a person touches an infected surface and then touches his or her eyes, nose, or mouth. Droplets typically do not travel more than six feet (about two meters).

Signs and Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or 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
- Diarrhea

This list does not include all possible symptoms

When to Seek Emergency Medical Attention

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.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

Appendix I: SB-1159 Workers' compensation: COVID-19: critical workers

Link: [Bill Text - SB-1159 Workers' compensation: COVID-19: critical workers.](#)

Frequently asked questions:

SB 1159 (Hill), enacted on September 17, 2020, added Sections 3212.86, 3212.87, and 3212.88 to the Labor Code. The bill protects the health and safety of all employees and the public by facilitating the provision of workers' compensation benefits. The statutes take effect immediately and remain in effect through January 1, 2023.

1. What does SB 1159 do?

SB 1159 codifies the COVID-19 presumption created by Executive Order N-62-20 and provides two new rebuttable presumptions that an employee's illness related to coronavirus is an occupational injury and therefore eligible for workers' compensation benefits if specified criteria are met. Employees who are sick can stay home and be provided workers' compensation benefits, thereby reducing the spread of the virus to others at work and in the community. The new law encourages employers to comply with all local health directives and guidance concerning safely reopening businesses to reduce risk of exposure and mitigate outbreaks in the workplace.

2. Who is helped by SB 1159?

SB 1159 codifies and supersedes Governor Newsom's Executive Order N-62-20, which had covered all California employees who worked at a jobsite outside their home at the direction of their employer between March 19 and July 5, 2020, including first responders, farmworkers, grocery store workers, warehouse workers and others.

It additionally helps the following categories of employees who get sick or injured due to COVID-19 on or after July 6, 2020, by creating a rebuttable presumption of eligibility for workers' compensation benefits if specified criteria are met.

First Responders and Health Care Workers, including active firefighting members of specified fire departments or units; certain peace officers; fire and rescue services coordinators who work for the Office of Emergency Services; employees who provide direct patient care or custodial employees in contact with COVID-19 patients who work for designated health facilities; paramedics and emergency medical technicians; employees providing direct patient care for a home health agency; providers of in-home supportive services; and other employees of designated health facilities.

Employees whose employers have five or more employees, and who test positive for COVID-19 during an outbreak at their specific workplace.

An outbreak exists if within 14 days one of the following occurs at a specific place of employment:

- (1) four employees test positive if the employer has 100 employees or fewer;
- (2) four percent (4%) of the number of employees who reported to the specific place of employment test positive if the employer has more than 100 employees; or
- (3) a specific place of employment is ordered to close by a local public health department, the State Department of Public Health, the Division of Occupational Safety and Health, or a school superintendent due to a risk of infection of COVID-19.

3. How are employers affected?

This law creates a rebuttable presumption of an industrial injury or illness for the above-described categories of workers. It encourages employers to comply with local health orders and industry-specific guidance for safely reopening by allowing employers to introduce evidence regarding measures they have taken to reduce potential transmission of COVID-19 in the workplace, in addition to other relevant evidence, to rebut the presumption.

This bill limits the risk of employers being liable for claims where the infection did not occur at work by tailoring the presumptions to those first responders and frontline health care workers whose work puts them at the greatest risk of exposure and other employees where there is a demonstrated and verifiable COVID-19 outbreak at their worksite.

Reporting Requirements

This bill imposes reporting requirements on employers for purposes of the outbreak presumption. Specifically, when an employer knows or reasonably should know that an employee has tested positive for COVID-19, the employer must report certain information to its claims administrator.

Employers may be subject to civil penalties of up to \$10,000 for intentionally submitting false or misleading information, or for failing to report required information.

4. How will DIR implement this bill?

- Disputes over whether an injured worker is covered under a presumption will be decided by the Workers' Compensation Appeals Board. The Division of Workers' Compensation is currently hearing all cases via telephone or video during the COVID-19 crisis.
- The Division of Workers' Compensation's Audit Unit may review workers' compensation claim files to see if cases that were eligible for the presumption were improperly denied.

- The Labor Commissioner’s Office can investigate failure to comply with reporting requirements and assess related penalties.

5. SB 1159 provides that the presumption of a work-related illness “is disputable and may be controverted by other evidence.” What does that mean?

This means that even when an employee is presumed to have become ill from COVID-19 at work, an employer may dispute that conclusion. In such a case, however, the employer bears the burden of proving that the injury or illness did not occur at work.

6. SB 1159 requires that my doctor’s diagnosis be confirmed by a test. What kind of test is acceptable?

The Centers for Disease Control and Prevention (CDC) advise that there are generally two kinds of tests available for COVID-19: viral tests and antibody tests.

- A viral test tells you if you have a current infection.
- An antibody test tells you if you had a previous infection.
- For injuries that occurred between March 19 and July 5, 2020, under the presumption the employee may utilize either a viral test or serologic antibody test.

For injuries that occurred on or after July 6, 2020, the employee must test positive utilizing a PCR (Polymerase Chain Reaction) test approved for use or approved for emergency use by the United States Food and Drug Administration (U.S. FDA) to detect the presence of viral RNA. The employee may also utilize any other viral culture test approved for use or approved for emergency use by the U.S. FDA to detect the presence of viral RNA which has the same or higher sensitivity and specificity as the PCR Test. The employee may not rely on serologic testing, also known as antibody testing.

Additional tests are in development. For your records, you will want to keep copies of all medical records, including records related to your test.

7. I filed a workers’ compensation claim for a COVID-19-related illness that my employer denied before SB 1159 became law. Does the new law automatically reverse my employer’s decision?

No. Where the denial occurred before SB 1159 became law, the employer may reconsider and accept the claim based upon the new law or stand by the denial. However, if your employer does not reverse its decision and you believe that you are entitled to benefits under this law, you may file for a hearing at your closest DWC district office. You may seek assistance from an attorney or speak with one of the division’s information and assistance officers to help you.

8. If a presumption is not applicable to me, does that mean I'm unable to file a workers' compensation claim for a COVID-19-related illness?

No. If you are an employee and suffer a job-related injury or illness, you are entitled to file for workers' compensation benefits. You should tell your employer that you would like to file a workers' compensation claim. They are then required to provide you with a claim form. DWC's website has detailed information on how to file a claim. If you don't qualify for a presumption under the new law, you may still be eligible to receive workers' compensation benefits if you contracted COVID-19 at work. You will need to meet certain threshold requirements, including proving that your injury or illness arose out of your employment.

9. I was diagnosed with COVID-19 and have been using my own sick leave while I have been unable to work. Under SB 1159, if my illness is deemed related to my work, is my employer required to give me my sick leave back?

As explained below, it depends upon the type of sick leave benefits you are using.

- If your employer is providing you paid sick leave specifically available in response to COVID-19 (such as under the Families First Coronavirus Response Act or Executive Order N-51-20), then you must use that sick leave before you receive temporary disability benefits.
- If you do not have any supplemental paid sick leave specifically available in response to COVID-19, temporary disability benefits should be paid by your employer from the time you became disabled. This means that, if you took paid leave (sick leave, vacation time, personal time off) through your employer's plan, that leave should be restored back to you. If you have any questions about this or to address your specific situation, please speak with your employer.

10. I was working and then got sick and tested positive for COVID-19. Do I qualify for benefits under the presumption?

Maybe. If you are eligible under SB 1159's criteria, you will be presumed eligible for workers' compensation benefits. However, that presumption is rebuttable, which means that your employer can dispute your claim and present evidence that you did not contract COVID-19 at work or are otherwise ineligible for the presumption. If your employer disputes your claim, you have the right to have the issue heard and decided by a workers' compensation judge.

11. How long does my employer have to decide whether it will accept or deny my claim?

If you meet the criteria for the presumption under Section 3212.87 (i.e., the First Responders and Health Care Workers presumption), your employer will have up to 30 days to investigate and make a decision whether to accept or deny your claim. If your employer fails to reject your claim within 30 days, your injury or illness is presumed compensable, and your employer can then rebut that presumption only with evidence it discovered after the 30-day period.

If you meet the criteria for the presumption under Section 3212.88 (i.e., the Outbreak presumption), your employer will have up to 45 days to investigate and make a decision whether to accept or deny your claim. If your employer fails to reject your claim within 45 days, your injury or illness is presumed compensable, and your employer can then rebut that presumption only with evidence it discovered after the 45-day period.

Until your employer makes that decision, you will be eligible for up to \$10,000 in medical treatment for your COVID-19-related illness. During that time, you may be eligible to receive federal, state, or local COVID-19-specific paid sick leave benefits, so you should speak to your employer about those benefits. If such benefits are not available, you may be eligible for benefits from the Employment Development Department.

12. What benefits may I be entitled to as a result of the workers' compensation presumption?

Workers' compensation insurance provides five basic benefits:

- Medical care: Reasonable and necessary medical treatment paid for by your employer to help you recover from an injury or illness caused by work.
- Temporary disability benefits: Payments if you lose wages because your injury prevents you from doing your usual job while recovering.
- Permanent disability benefits: Payments if you don't recover completely.
- Supplemental job displacement benefits: Vouchers to help pay for retraining or skill enhancement if you don't recover completely and don't return to work for your employer.
- Death benefits: Payments to your spouse, children, or other dependents if you die from a job injury or illness.

13. I filed a claim for a COVID-19-related illness. What notification is my employer required to give advising me of the status of my claim?

Regardless of whether an employee files a claim before or after September 17, 2020, the employer is required to notify you of acceptance or denial of your claim by letter, as they must do under current law.

Appendix J: Assembly Bill 685

Link: [Bill Text - AB-685 COVID-19: imminent hazard to employees: exposure: notification: serious violations.](#)

Frequently asked questions:

Assembly Bill 685 (Reyes) enhances Cal/OSHA's enforcement of COVID-19 infection prevention requirements by allowing for Orders Prohibiting Use and citations for serious violations related to COVID-19 to be issued more quickly. The law also requires employers to notify all employees who were at a worksite of all potential exposures to COVID-19 and notify the local public health agency of outbreaks.

What did Assembly Bill 685 change?

Assembly Bill 685 made permanent and temporary changes, that include:

- Employers are required to notify all employees at a worksite of potential exposures, COVID-19-related benefits and protections, and disinfection and safety measures that will be taken at the worksite in response to the potential exposure.
- Employers are required to notify local public health agencies of all workplace outbreaks, which are defined as three or more laboratory-confirmed cases of COVID-19 among employees who live in different households within a two-week period.
- From January 1, 2021 until January 1, 2023, Cal/OSHA can issue an Order Prohibiting Use (OPU) to shut down an entire worksite or a specific worksite area that exposes employees to an imminent hazard related to COVID-19.
- From January 1, 2021 until January 1, 2023, Cal/OSHA can issue citations for serious violations related to COVID-19 without giving employers 15-day notice before issuance.

What is an Order Prohibiting Use (OPU)?

An OPU allows Cal/OSHA to protect workers from an imminent hazard by prohibiting entry into a place of employment or prohibiting the use of something in a place of employment which constitutes an imminent hazard.

An imminent hazard is defined as any condition or practice which poses a hazard to employees, which could reasonably be expected to cause death or serious physical harm immediately, or before the imminence of such hazard can be eliminated through normal enforcement procedures.

What changed about Cal/OSHA's authority to issue OPU's related to COVID-19?

From January 1, 2021 until January 1, 2023, Cal/OSHA can shut down an entire worksite or specific worksite area that exposes employees to an imminent hazard related to COVID-19 infection. Cal/OSHA can exercise its authority at any place of employment where risk of exposure to COVID-19 constitutes an imminent hazard and would remove employees from the risk of harm until the employer can effectively address the hazard.

What is a citation for a serious violation and why does it take longer to issue?

Cal/OSHA's inspections may result in citations with monetary penalties. The citations classify each violation based on the severity of the hazard. Citations are classified as serious when Cal/OSHA demonstrates there is a realistic possibility that death or serious physical harm could result from the actual hazard created by the violation.

Prior to AB 685, when Cal/OSHA planned to issue citations for a serious violation, it would first provide a form to the employer with at least 15 days of notice prior to issuing a citation with a serious violation.

What changed about how Cal/OSHA can issue citations for a serious violation related to COVID-19?

From January 1, 2021 until January 1, 2023, Cal/OSHA can more quickly issue citations for serious violations related to COVID-19. AB 685 removed the possibility of a negative inference being drawn if Cal/OSHA does not send a pre-citation notice to the employer at least 15 days prior to issuing a citation for a serious violation related to COVID-19.

Whom must employers now notify of their potential exposure to COVID-19?

The law now clearly states that employers must provide a written notice to all employees, and the employers of subcontracted employees, who were on the premises at the same worksite as the person who was infectious with COVID-19 or who was subject to a COVID-19-related quarantine order.

After becoming aware of a potential exposure because someone at the worksite was infectious with COVID-19 or is ordered by a public health official to isolate due to COVID-19 concerns, employers must immediately (within one business day) provide the written notice to the employees and the employers of subcontracted employees.

What must employers notify workers of when informing them of their potential exposure?

The law requires an employer to notify employees, and employers of subcontracted employees, of their potential exposure and provide them with certain information regarding COVID-19-

related benefits and options. Employers must also notify employees and employers of subcontracted employees of the disinfection and safety plan that the employer plans to implement and complete per the guidelines of the federal Centers for Disease Control and Prevention.

What is a workplace outbreak of COVID-19?

The California Department of Public Health defines an outbreak in non-healthcare or non-residential congregate setting workplaces as three or more laboratory-confirmed cases of COVID-19 among employees who live in different households within a two-week period.

How do employers have to report outbreaks?

Employers must notify local public health agencies of outbreaks within 48 hours of becoming aware of the number of cases that meets the definition of an outbreak. The employer must notify the local public health agency in the jurisdiction of the worksite of the names, phone number, occupation, and worksite of employees who may have COVID-19 or who are under a COVID-19 isolation order from a public health official. Employers must also report the business address and NAICS industry code of the worksite where the infected or quarantined individuals work. An employer that has an outbreak subject to these provisions must continue to give notice to the local health department of any subsequent laboratory-confirmed cases of COVID-19 at the worksite.