

# City of Healdsburg COVID-19 Prevention Program

March 17, 2022



## **PURPOSE:**

The purpose of the City of Healdsburg's COVID-19 Prevention Program ("CPP") is to reduce the impact and control exposures to the SARS-CoV-2 virus that may occur at the City of Healdsburg's (the City) worksites. The City's CPP will address exposure risks, exposure sources, and other COVID-19 characteristics to allow employees to safely perform work required to keep Healdsburg running during the pandemic. This CPP implements engineering, administrative, work practice controls, and PPE to meet the provisions in California Code of Regulations, Title 8, section 3205.

## **AUTHORITY AND RESPONSIBILITY**

All Healdsburg personnel must follow the approved safe work practices, policies, current directives, and regulatory requirements as authorized by Federal, State and Local jurisdictions. This CPP applies to all employees except for employees who do not have contact with other persons, employees who are solely teleworking, or who are covered under the City's Respiratory Protection Program.

The City Manager and Safety Officer have overall authority and responsibility for implementing the provisions of this CPP. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

The Safety Officer role has been assigned to the Fire Chief and has the authority and responsibility for:

- Implementing the COVID-19 CPP;
- Revising and amending as necessary to respond to changing workplace conditions and regulations;
- Stopping some or all non-emergency City work in cases where health exposure risks are too great.
- Ensure the COVID-19 CPP and procedures are fully implemented, relevant, current and effective;
- Ensure Personal Protective Equipment (PPE) is available for all workers.

Supervising Personnel shall:

- Ensure that a reasonable supply of PPE is available for each employee;
- Inform employees of current exposure risks as instructed by Healdsburg leadership and the Safety Officer;
- Require exposed employees wear assigned PPE as instructed;
- If unable to mitigate COVID-19 exposure risks using PPE or other methods, report the condition(s) to the Department Head and Safety Officer and immediately stop work or move employees to lower risk locations.

Employees must:

- Follow the COVID-19 CPP and current federal, state and local health orders;
- Participate in safety meetings, tailgates/tailboards and all relevant training;
- Ensure a reasonable PPE supply is available in their work area;
- Immediately inform their supervisor, the Safety Officer, or Human Resources:
  - If suffering from any COVID-19 symptoms;
  - If feeling generally ill;
  - Have or may have been exposed to persons confirmed, or presumed, with COVID-19.

Healdsburg shall communicate with employees frequently on COVID-19 related topics using methods that ensure all personnel are provided relevant, understandable safety information, including translation where needed.

### **DEFINITIONS:**

For the purposes of the CPP, the following definitions shall apply:

- **Administrative Controls** – Changes in work policy or procedures to reduce or minimize exposure to a hazard. Require action by the employee or employer.
- **Affected Personnel/Employee** – May work where COVID-19 exposure risks are present.
- **Antigen Test** – A test that detects the presence of a specific viral antigen, which implies current viral infection.
- **Booster** – A COVID-19 Vaccine Booster satisfies the requirements of this policy if: (i) the U.S. Food and Drug Administration (FDA) has issued a License or an Emergency Use Authorization (EUA) for the Vaccine; or (ii) the World Health Organization has approved Emergency Use Listing (EUL).
- **Booster Eligible** – An Employee is considered Booster-Eligible six (6) months after completing the Pfizer or Moderna primary COVID-19 Vaccine, or two (2) months after receiving the Johnson & Johnson’s Janssen primary COVID-19 Vaccine or as otherwise recommended by the California Department of Public Health.
- **Close Contact** - Being within six feet of a COVID-19 case for a cumulative total of fifteen (15) minutes or greater in any twenty-four (24) hour period within or overlapping with the “high-risk exposure period” defined by this section. This definition applies regardless of the use of face coverings.
 

*Exception: Employees have not had a close contact if they wore a respirator required by employer and used in compliance with section 5144, whenever they were within six (6) feet of the COVID-19 case during the high-risk period.*
- **COVID-19** – An infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). Common symptoms include fever, cough, loss of taste and smell, and shortness of breath. Muscle pain, sputum production,

diarrhea, and sore throat are less common. The name is derived from COronaVirus Disease 2019.

- **COVID-19 case; COVID-19 Confirmed/Presumptive Positive** – A person who:
  - Has a positive “COVID-19 test” as defined in Section 3205;
  - Has a positive COVID-19 diagnosis from a licensed health care provider;
  - Is subject to COVID-19-related order to isolate issued by a local or state health official;
  - Has died due to COVID-19, in determination of a local health department or per inclusion in the COVID-19 statistics of a county.
- **COVID-19 Exposure** – Means being within six (6) feet of a COVID-19 case for a cumulative total of fifteen (15) minutes or greater in any 48-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** – Exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking, or vocalizing, coughing or sneezing, or from procedures performed on a person that may aerosolize saliva or respiratory tract fluids. 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 both:
  - 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;
  - Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable;
  - Not both self-administered and self-read unless observed by the employer or an authorized telehealth proctor for return-to-work purposes.
- **Decontamination** – The use of physical or chemical means to remove, inactivate, or destroy infectious substances on a surface or item to the point where they are no longer capable of transmitting contaminated particles and the surface or item is rendered safe for handling, use or disposal.

- **Disinfectant** – Diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants.
- **Engineering Controls** – Involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior.
- **Exposed Group or Workplace** – All employees at a work location, working area, or a common area at work, where an employee was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply;

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

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

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

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

- **Face covering** – A surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two (2) layers (i.e., fabrics that do not let light pass through when held up to a light source) that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two (2) layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric. This definition includes clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet this definition and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.
- **Fully vaccinated** – An Employee is considered Fully Vaccinated when the Employee received, at least fourteen (14) days prior, either the second dose in a two-dose COVID-19 Vaccine series or a single-dose COVID-19 Vaccine and has

provided proof of such to the City. Vaccines must be FDA approved; or have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO). The second dose of the series must not be received earlier than seventeen (17) days (twenty-one (21) days with a four (4)-day grace period) after the first dose.

- **High-risk exposure period** – The following time period:
  - For persons who develop COVID-19 symptoms: from forty-eight (48) hours before they first develop symptoms until all of the following are true; it has been at least five (5) days since symptom onset and employee has tested negative with an antigen test and twenty-four (24) hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved.
  - For COVID-19 cases who never develop COVID-19 symptoms: from forty-eight (48) hours before receiving a positive test for COVID-19 was collected and it has been at least five (5) days since the positive test and employee has tested negative with an antigen test.
- **Human Resources** – Generally referring to the person or group of people tasked with dealing with human resources issues for the City.
- **Infected** – Being exposed to and becoming ill or contagious with a virus or other infectious agent. The invasion of an organism's body tissues by disease-causing agents, their multiplication, and the reaction of host tissues to the infectious agents and the toxins they produce.
  - **Potentially Infected** – A person not known to be suspected, known or confirmed as having a COVID-19 infection.
  - **Suspected Infected** – A person that, based on their recent history such as having been in close contact or direct contact with a COVID-19 infected person, and has a reasonable chance of being infected.
  - **Confirmed Infected** – A person who has been tested for COVID-19 and the test confirmed an infection.
  - **Known Infected** – A person who has been identified as being infected with COVID-19.
- **Isolation** – Separates persons sick with a contagious disease from people who are not sick. *See Quarantine.*
- **Personnel** – Includes all Healdsburg employees, visitors, contractors (on-site), volunteers, etc.
- **Personal Protective Equipment (PPE)** – Specialized clothing or equipment, such as glasses, goggles, specialized clothing and gloves, worn or used by

personnel for protection against a hazard and ensure personal safety in the workplace.

- **Physical Distancing** – also known as Social Distancing. It is a set of non-pharmaceutical interventions or measures taken to prevent the spread of a contagious disease by maintaining a physical distance between people and reducing the number of times people come into close contact with each other. It involves keeping a distance of six (6) feet or more from others and avoiding gathering together in large groups.
- **Quarantine** – A restriction intended to separate people who were exposed to a contagious disease to see if they become sick. *See Isolation.*
- **Respirator** – A respiratory protection device worn over the mouth and nose as approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matters, such as an N95 filtering facepiece respirator.
- **Safe Work Practices** – Types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard.
- **Worksite** – For the purposes of this COVID-19 prevention plan only, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter, locations where the worker worked by themselves without exposure to other employees, or to a worker's personal residence or alternative work location chosen by the worker when working remotely.

## **IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS**

The City of Healdsburg will implement the following at City worksites:

- Conduct worksite-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form or similar form.
- Evaluate employees' potential worksite exposures to all persons at, or who may enter, our worksite.
- Review current 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.
- Evaluate existing COVID-19 prevention controls at our worksites and the need for different or additional controls.

- Conduct periodic inspections using the Appendix B: COVID-19 Inspections Form, or similar form, to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

### ***Ventilation and Filtration Efficiency***

For indoor locations, the City will evaluate how to maximize ventilation with outdoor air to the highest level of filtration efficiency compatible with the existing ventilation system and whether the use of portable or mounted high efficiency particulate air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.

The City will review applicable orders and guidance from the State of California and the local health department related to current COVID-19 hazards and prevention. These orders and guidance are both information of general application, including Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments by the California Department of Public Health (CDPH) and information specific to our industry, location, and operations.

### **CORRECTION OF COVID-19 HAZARDS**

The City will implement effective policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.

This includes, but is not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted related to the identification and evaluation of COVID-19 hazards and investigating and responding to COVID-19 cases at City worksites.

### **CONTROL MEASURES FOR COVID-19 HAZARDS**

#### ***Face Coverings***

The City shall provide face coverings and ensure they are worn over the nose and mouth by employees. Face coverings shall be worn in accordance with current CDPH and Cal/OSHA guidelines, including type of face covering as recommended based on employee's applicable vaccination and/or updated status.

Face coverings shall be worn as required by current CDPH and Cal/OSHA guidelines, which may include:

- At all times when indoors;
- Outdoors when less than six (6) feet away from another person when following applicable quarantine guidance;



- When riding in a vehicle with another person;

The following exceptions apply to the face covering requirement:

- A. When an employee is alone in a room or vehicle.
- B. While eating or drinking at the workplace, provided employees are at least six (6) feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
- C. Employees wearing respirators required by the employer and used in compliance with CCR Title 8 section 5144 or other safety orders.
- D. 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.
- E. Specific tasks that cannot feasibly be performed with a face covering and would create a risk to the person related to their work. This exception is limited to the time period in which such tasks are actually being performed.

Any employee not wearing a face covering, pursuant to the exceptions listed in items (d) and (e) above, and not wearing a non-restrictive alternative when allowed by Section 3205 (c)(6)(E) shall be at least six (6) feet apart from all other persons unless the unmasked employee is either fully vaccinated and/or updated or tested at least weekly for COVID-19 during employee paid time and at no cost to the employee. COVID-19 testing may not be used as an alternative to face coverings when face coverings are otherwise required by this section.

Healdsburg shall not prevent any employee from wearing a face covering when not required by this section, unless it would create a safety hazard such as interfering with the safe operation of equipment. The City shall communicate to non-employees the face covering requirements at the workplace premises using effective means.

### ***Cleaning and disinfecting***

The City shall implement cleaning and disinfecting procedures that require the following:

- Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels. The City will inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.
- Prohibiting sharing of personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing shall be minimized and such items and equipment shall be disinfected between uses by different

people. Sharing of vehicles will be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.

- Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.

### ***Handwashing and sanitizing***

Healdsburg shall ensure that adequate handwashing facilities and sanitizer stations are available to protect employees from COVID-19 hazards. The City encourages and allows time for employee handwashing and provides employees with an effective hand sanitizer. Employees are encouraged to wash their hands for at least twenty (20) seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited

### ***Personal protective equipment (PPE)***

The City will evaluate the need for PPE to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields as required by CCR Title 8, section 3380, and provide such PPE as needed.

Upon request, the City will provide respirators for voluntary use, in compliance with subsection 5144 ©(2) to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. The City will encourage their use and ensure employees are provided with a respirator of the correct size.

The City shall provide eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Additional measures will be utilized as required by state and local health departments.

### ***Exclusion of COVID-19 Cases per Title 8, section 3205(c)(10)***

Healdsburg will limit transmission of COVID-19 in the workplace by keeping active COVID-19 cases out of the workplace. Exclusion requirements will follow current isolation and quarantine guidelines set by Cal/OSHA, CDPH, CDC and Sonoma County health officials.

- The City will ensure COVID-19 exposures and cases are excluded from the workplace until applicable return-to-work requirements are met including:
  - Any applicable quarantine or isolation period recommended by the CDPH;
  - Any applicable quarantine or isolation period recommended or ordered by a local health officer who has jurisdiction over the workplace.
- For employees excluded from work under Title 8, section 3205(c)(10), and otherwise able and available to work, the City shall continue and maintain an employee's earnings, seniority, and all other employee rights and benefits

including the employee's right to their former job status, as if the employee had not been removed from their job.

- EXCEPTION 1: Title 8, section 3205(c)(10)(C) does not apply to any time period during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission.
- EXCEPTION 2: Title 8, section 3205(c)(10)(C) does not apply where the City demonstrates that the COVID-19 exposure is not work related.
- Title 8, section 3205(c)(10) does not limit any other applicable law, employer policy, or collective bargaining agreement that provides greater protections.
- At the time of exclusion, Healdsburg shall provide information on benefits described in Title 8, section 3205(c)(5) and 3205(c)(10)(C) to the employee.

EXCEPTION to Title 8, section 3205(10)(C): Employees who have not been excluded or isolated by the Sonoma County Department of Health Services need not be excluded by the City, if they are temporarily reassigned to work where they do not have contact with other persons until the Title 8, section 3205(c)(11) return-to-work requirements are met.

### **INVESTIGATING AND RESPONDING TO COVID-19 CASES**

In the event that an employee tests positive for COVID-19, are diagnosed with COVID-19 by a health care provider, or presumed to have COVID-19, the City will instruct the employee to isolate in accordance with current CDPH, Cal/OSHA and Sonoma County guidance, and to remain in isolation until the employee satisfies the minimum criteria to return to work. An investigation will be conducted to verify COVID-19 case status; identify any employees as having close contact; track COVID-19 test results; track COVID-19 symptoms onset; and identify and record COVID-19 cases.

For workplace COVID-19 cases, the City shall:

- Collect as much COVID-19 case information as possible:
  - Determine the day/time the case was last at the workplace;
  - Identify, if possible, the positive COVID-19 test/diagnosis date;
  - The date of symptom onset (if any symptoms experienced).
- Determine who may be identified as a close contact from COVID-19 exposure during the confirmed case's high-risk exposure period.
- Give notice to the employees identified as having potential COVID-19 exposure, within one (1) business day, in a way that does not reveal any personal identifying information of the COVID-19 case.

In the event of an exposure incident, it is critical to inform exposed employees quickly to limit the spread of infection. All employees identified as having a potential COVID-19

exposure and meet the criteria established by federal, state and/or local health officials of close contact in the workplace will be:

- Informed of their possible exposure to COVID-19 in the workplace while maintaining confidentiality of the confirmed case;
- Placed on quarantine based on current guidance established by federal, state and/or local health officials;
- Offered COVID-19 testing through their health provider or if not covered by insurance offered testing through another provider at no cost during their working hours;
- Provided information on applicable leave benefits as outlined in the Training and Instruction section;
- Advised of the temporary closing of the general area where the infected employee(s) worked until cleaning is completed
- Advised of the deep cleaning of the entire area where the infected employee(s) worked and may have been

The City will protect the confidentiality of all COVID-19 cases. Healdsburg will keep confidential all personal identifying information of COVID-19 cases unless expressly authorized by the employees to disclose such information or as other permitted or required under the law.

### ***Contact Tracing***

The City will utilize Appendix C: Investigating COVID-19 Cases for or similar form in order to determine:

1. The date on which the employee(s) tested positive, if asymptomatic, or the date on which the employee(s) first presented with COVID-19 symptoms, if symptomatic;
2. The COVID-19 cases recent work history, including the day and time they were last present at a City worksite; and
3. The nature and circumstances of the COVID-19 cases' contact with other employees during the high-risk exposure period, including whether there were any COVID-19 close contacts.

If the City identifies any COVID-19 close contacts as defined by current federal, state and local health officials, the City will instruct those employees to follow current quarantine guidance as established by federal, state, and local health officials and remain at their home and not report to work until the employee satisfies the minimum criteria to return to work.

### ***Reporting the Potential Exposure to Other Employees***

The City will comply with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following

individuals and institutions as required based on the individual circumstances: (1) employees who were present at a worksite when the COVID-19 case was present; and (2) subcontracted employees who were present at the worksite.

The City will provide COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 close contact at a worksite. The City will provide impacted employees with information regarding COVID-19 related benefits to which the employees may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act (FFCRA), Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the City's leave policies, and leave designated by collective bargaining agreement.

The City will continue to provide and will maintain these employees' earnings, seniority, and all other employee rights and benefits, including the employees' right to their former job status, as if the employees had not been removed from their jobs.

The City may require that these employees use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

### ***Investigation to Determine Whether Workplace Conditions Contributed to COVID-19 Exposure***

The City will conduct an investigation in order to determine whether any worksite conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

## **SYSTEM FOR COMMUNICATING**

The City's goal is to ensure there is effective two-way communication with employees, in a form that can be readily understood, and that includes the following information:

- The CPP requires that employees immediately report to their supervisor, Department Head, or to Human Resources any of the following: (1) the employee's presentation of COVID-19 symptoms; (2) potential close contact to a person with COVID-19; (3) possible COVID-19 hazards at worksites. Any employee making such a report can do so without fear of reprisal.
- The CPP provides for the Americans with Disabilities Act (ADA) interactive accommodation process for employees who have a medical or other condition identified by the Centers for Disease Control and Prevention ("CDC") or the employees' health care provider as placing or potentially placing the employees at increased risk of severe COVID-19 illness.

- To request an accommodation under the CCP, employees may make a request to engage in the interactive process with Human Resources.
- Where testing is not required, how employees can access COVID-19 testing.
- In the event the City of Healdsburg is required to provide testing because of a worksite exposure or outbreak, the City will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible quarantine timeline of a positive test.
- COVID-19 testing is not required for employees who meet the fully vaccinated and updated status as currently recognized by the CDPH, Cal/OSHA and Sonoma County health officials following a close contact and if employee is asymptomatic.
- Information about COVID-19 hazards employees, subcontractors, and visitors may be exposed to, what is being done to control those hazards, and the City's COVID-19 policies and procedures.

## **TRAINING AND INSTRUCTION OF EMPLOYEES**

The City will provide training and instruction that includes:

- COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which employees may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick and vaccination leave, if applicable, workers' compensation law, local governmental requirements, our leave policies, and leave as established in the collective bargaining agreement, and Section 3205.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- The City policy for providing respirators, and the right of employees who are not fully vaccinated to request a respirator for voluntary use as stated in this program, without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use under this section or section 3205.1 through 3205.4, training will be provided on how to properly wear the respirator, and how to perform a seal check according to the manufacturer's instructions

each time the respirator is worn, and the fact that facial hair interferes with the seal.

- The fact that particles containing the virus can travel more than six (6) feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least twenty (20) seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings are intended to primarily protect people around the user.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has symptoms consistent with COVID-19.
- Information on the City's COVID-19 policies, how to access COVID-19 testing and vaccination; and the fact that vaccination is an effective measure to prevent COVID-19, protecting against both transmission and serious illness or death.
- The conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated and updated if six (6) feet of distance cannot be maintained. Employees can request face coverings from the City at no cost and can wear them at work, regardless of vaccination status, without fear of retaliation.

## **REPORTING, RECORDKEEPING, AND ACCESS**

It is the City of Healdsburg's policy to:

- Report information about COVID-19 cases at a City worksite to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make the written COVID-19 Prevention Program available at the worksite to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

### **EXCLUSION OF COVID-19 CASES**

Following knowledge of a confirmed or presumed COVID-19 case in the workplace and/or employee(s) identified as having a close contact to COVID-19, the City will limit transmission by ensuring COVID-19 cases are excluded from the workplace until applicable return-to-work requirements are met. The City will utilize Appendix D: Current CDPH Quarantine Guidelines.

Additionally, if an employee is not excluded from quarantine requirements based on current vaccination and/or updated status, the City will provide such an employee with information about any applicable precautions recommended by CDPH for persons with a close contact COVID-19 exposure.

The City will continue and maintain an employee's earnings, seniority, and all other employee rights and benefits whenever it is demonstrated that the COVID-19 exposure is work related. This will be accomplished by (1) allowing employees to work remotely when they can fulfill their duties from home and/or (2) providing employees at the time of exclusion with information on available benefits.

### **RETURN-TO-WORK CRITERIA**

The City will ensure that COVID-19 cases are excluded from the worksite until the employee satisfies the minimum return to work criteria as applicable under current CDC, CDPH, Cal/OSHA or local county health orders. The City will utilize Appendix D: Current CDPH Quarantine Guidelines.

Employees identified as a close contact and exposed to COVID-19 are excluded from the worksite until the employee satisfies the minimum return criteria as applicable under current CDPH, Cal/OSHA or local county health orders. The City will utilize Appendix D: Current CDPH Quarantine Guidelines.

#### ***Provision of Information Concerning Benefits to Excluded Employees***

At the time of exclusion, the City will provide the excluded employees information on benefits to which the employees may be entitled under applicable federal, state, or local laws.

This includes any benefits available under workers' compensation law, the FFCRA, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, the City's own leave policies, and leave guaranteed by contract.



### ***Allowance by Cal/OSHA for an Employee to Return to Work***

If there are no violations of state or local health officer orders for isolation or quarantine, Cal/OSHA may, upon the City's request, allow employees to return to a worksite on the basis that the removal of employees would create undue risk to a community's health and safety.

In such cases, the City will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employees at the worksite and, if isolation is not possible, the use of respiratory protection in the workplace.

### **MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS**

In the event of three (3) or more COVID-19 cases within a fourteen (14) day period or a worksite is identified by the local health department as the location of an outbreak, this section of CPP will stay in effect until there are no new COVID-19 cases detected at that worksite for a fourteen (14) day period.

#### ***COVID-19 testing***

The City will provide COVID-19 testing at no cost to all employees within the exposed group except for employees who were not present during the period of an outbreak identified by a local health department or the relevant fourteen (14) day period, or for COVID-19 cases who did not develop symptoms after returning to work, no testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test. COVID-19 testing will be provided at no cost to employees during employees' working hours.

COVID-19 testing consists of the following:

- Testing shall be made available to all employees in the exposed group and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
- After the first two (2) COVID-19 tests, the City will continue to make COVID-19 testing available once a week at no cost to all employees in the exposed group who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until this section no longer applies, pursuant to more protective stringent state or local health department mandates or guidance. Any employees in the exposed group who are not wearing respirators required by this policy and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where it can be demonstrated that six feet of separation is not feasible, and except for momentary exposure while persons are in movement. When it is not feasible to

maintain a distance of at least six (6) feet, individuals shall be as far apart as feasible.

All employees in the exposed group shall wear face coverings when indoors or when outdoors six (6) feet of distance from another person cannot be maintained.

Notice shall be given to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.

An evaluation of the worksite will be completed to determine whether to implement physical distancing of at least six (6) feet between persons or, where six (6) feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

### ***Exclusion of COVID-19 cases***

The City will ensure that COVID-19 cases and employees exposed to COVID-19 are excluded from the worksite in accordance with the City's CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

### ***COVID-19 investigation, review and hazard correction***

In addition to the CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, the City 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:
  - Leave policies and practices and whether employees are discouraged from remaining home when sick;
  - COVID-19 testing policies;
  - Insufficient outdoor air;
  - Insufficient air filtration;
  - Lack of physical distancing.
- Updating the review:
  - Every thirty (30) 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. The City will consider:
  - Moving indoor tasks outdoors or increasing/implementing remote work;

- Increasing outdoor air supply when work is done indoors;
- Improving air filtration;
- Increasing physical distancing as much as possible;
- Respiratory protection.

In buildings or structures with mechanical ventilation, the City 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 mounted high efficiency particulate air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, will implement their use to the degree feasible.

### **MAJOR COVID-19 OUTBREAKS**

If there are twenty (20) or more COVID-19 cases within a thirty (30) day period, this section of the CPP will stay in effect until there are no new COVID-19 cases detected at that worksite for a fourteen (14) day period.

#### ***COVID-19 testing***

In addition to outbreak testing requirements, COVID-19 testing will be made available to all employees in the exposed group, regardless of vaccination status twice a week, or more frequently if recommended by the local health department. COVID-19 testing will be provided at no cost to employees during employees' working hours.

The City will provide a respirator for voluntary use in compliance with subsection 5144 ©(2) to employees in the exposed groups and will determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.

Any employees in the exposed group who are not wearing respirators required by this policy and used in compliance with section 5144 shall be separated from other persons by at least six (6) feet, except where it can be demonstrated that six (6) feet of separation is not feasible, and except momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six (6) feet, individuals shall be as far apart as feasible.

At workstations where an employee in the exposed group is assigned to work for an extended period of time and where physical distancing requirements in this policy is

not maintained at all times, the employer shall install cleanable solid partitions that effectively reduce transmission between the employee and other persons.

The City will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.

***Exclusion of COVID-19 cases***

The City will ensure that COVID-19 cases and employees with COVID-19 exposures are excluded from the worksite in accordance with the CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant CDPH, Cal/OSHA and local health department orders.

***Investigation of workplace COVID-19 illnesses***

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

## 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. Consider how personnel enter, leave, and travel through the workplace, in addition to addressing fixed work location. Evaluation of potential worksite exposure will be to all persons at the worksite or who may enter the worksite, 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 worksite, 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

## APPENDIX B: COVID-19 INSPECTIONS

Date:

Name of person conducting the inspection:

Work location evaluated:

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

## 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 worksite, 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:**

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

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 worksite 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: CURRENT CDPH QUARANTINE GUIDANCE (1/14/2022)

### IMPORTANT!

When establishing when COVID-19 exposed/presumed/confirmed workers may return to the workplace, always review guidance by the CDC/CDPH/Cal/OSHA and Sonoma County Department of Health Services as the current return-to-work criteria/guidance for establishing when it is safe for a worker to return to work.

**Table 1: Exclusion Requirements for Employees Who Test Positive for COVID-19 (Isolation)**

<p>Everyone, regardless of vaccination status, previous infection, or lack of symptoms.</p>	<ul style="list-style-type: none"> <li>• Employees who test positive for COVID-19 must be excluded from the workplace for at least five (5) days.</li> <li>• Isolation can end and employees may return to the workplace after day five (5) if symptoms are not present or are resolving, <b>and</b> a diagnostic specimen* collected on day five (5) or later tests negative.</li> <li>• If an employee is unable or chooses not to test, and symptoms are not present or are resolving, isolation can end and the employee may return to the workplace after day ten (10).</li> <li>• If fever is present, isolation must continue until the fever resolves.</li> <li>• If symptoms, other than fever, are not resolving, employee may not return to work until their symptoms are resolving <b>or</b> until after day ten (10) from the positive test or onset of symptoms.</li> <li>• Employees must wear a well-fitting mask around others for a total of ten (10) days after the positive test, especially in indoor settings. Please refer to the section in this FAQ on <a href="#">face coverings</a> for additional face covering requirements.</li> </ul> <p>* Antigen test preferred.</p>
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**Table 2: Employees Who Are Exposed to Someone with COVID-19 (Quarantine)**

<p>Requirements apply to employees who are:</p> <ul style="list-style-type: none"> <li>• Unvaccinated; <b>OR</b></li> <li>• Vaccinated and booster-eligible but have <b>not</b> yet received their booster dose.<sup>+++</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Employees must be excluded from the workplace for at least five (5) days after their last close contact with a person who has COVID-19.</li> <li>• Exposed employees must test on day five (5).</li> <li>• Quarantine can end after day five (5) if symptoms are not present <b>and</b> a diagnostic specimen* collected on day five (5) or later tests negative.</li> <li>• If an employee is unable or chooses not to test, and does not have symptoms, quarantine can end after day ten (10).</li> <li>• Employees must wear a well-fitting mask around others for a total of ten (10) days after exposure, especially in indoor settings. Please refer to the section in this FAQ on <a href="#">face coverings</a> for additional face covering requirements.</li> </ul>
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	<ul style="list-style-type: none"> <li>· If testing positive for COVID-19, follow the isolation requirements above in Table 1.</li> <li>· If symptoms develop, employee must be excluded pending the results of a test.</li> <li>· Employees are strongly encouraged to get vaccinated or boosted.</li> </ul> <p>* Antigen test preferred.</p>
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+++Employers are not required to exclude asymptomatic employees in this category if:

- A negative diagnostic test\* is obtained within 3-5 days after last exposure to a case;
- Employee wears a well-fitting mask around others for a total of ten (10) days; and
- Employee continues to have no symptoms.

**Table 3: Employees Who Are Exposed to Someone with COVID-19 (No Quarantine Required)**

<p>Requirements apply to employees who are:</p> <ul style="list-style-type: none"> <li>· Boosted; OR</li> <li>· Vaccinated, but not yet booster-eligible.</li> </ul>	<p>Employees do not need to quarantine if they:</p> <ul style="list-style-type: none"> <li>· Test on day five (5) with a negative result.</li> <li>· Wear a well-fitting mask around others for ten (10) days after exposure, especially in indoor settings.</li> <li>· If testing positive for COVID-19, follow the isolation requirements above in Table 1.</li> <li>· If symptoms develop, employee must be excluded pending the results of a test.</li> </ul>
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