COVID-19 (Coronavirus) Prevention Plan

This CPP is designed to control employees’ exposures to the SARS-CoV-2 virus (COVID-19) that may occur in our workplace.

Authority and Responsibility

The Safety Directorhas 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.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Important Changes to COVID-19 Emergency Temporary Standards Effective June 18th

On June 17th, The Occupational Safety and Health Standards Board readopted the revised Cal/OSHA COVID-19 Prevention Emergency Temporary Standards. These standards incorporate the latest CDPH guidance on face coverings and eliminate physical distancing requirements except for certain employees during outbreaks. Following the vote, Governor Gavin Newsom signed an executive order to allow the revisions to immediately take effect on June 17th. The emergency standards apply to most workers in California not covered by the Aerosol Transmissible Diseases Standards.

* Fully vaccinated employees do not need to be offered testing or excluded from work after close contact unless they have COVID-19 symptoms.
* Fully vaccinated employees do not need to wear face coverings except for certain situations during outbreaks and in settings where CDPH requires all persons to wear them. COMPANY must document the vaccination status of fully vaccinated employees if they do not wear face coverings indoors.
* Employees are not required to wear face coverings when indoors regardless of vaccination status except for certain employees during outbreaks.
* Employees are explicitly allowed to wear a face covering without fear of retaliation from COMPANY.
* Physical distancing requirements have been eliminated except where COMPANY determines there is a hazard and for certain employees during major outbreaks.
* Employees who are not fully vaccinated may request respirators for voluntary use from COMPANY at no cost and without fear of retaliation from COMPANY.
* Employees who are not fully vaccinated and exhibit COVID-19 symptoms must be offered testing by COMPANY.
* COMPANY-provided housing and transportation are exempt from the regulations where all employees are fully vaccinated.
* COMPANY must review the Interim Guidance for Ventilation, Filtration and Air Quality in Indoor Environments.
* COMPANY must evaluate ventilation systems to maximize outdoor air and increase filtration efficiency and evaluate the use of additional air cleaning systems.

Important Requirements from November 2020 COVID-19 Emergency Temporary Standards that Remain in the June 18 Standards

* COMPANY must establish, implement and maintain an effective written COVID-19 Prevention Program that includes:
	+ Identifying and evaluating employee exposures to COVID-19 health hazards
	+ Implementing effective policies and procedures to correct unsafe and unhealthy conditions
	+ Allowing adequate time for handwashing and cleaning frequently touched surfaces and objects
* COMPANY must provide effective training and instruction to employees on how COVID-19 is spread, infection prevention techniques and information regarding COVID-19 related benefits that affected employees may be entitled to under applicable federal, state or local laws.
* COMPANY must exclude employees who have COVID-19 symptoms and/or are not fully vaccinated and have had a close contact from the workplace and, if that close contact is work-related, ensure continued wages.

### When There are Multiple COVID-19 Infections and COVID-19 Outbreaks

COMPANY must follow the requirements for testing and notifying public health departments of workplace outbreaks (three or more cases in an exposed workgroup in a 14-day period) and major outbreaks (20 or more cases within a 30-day period). During any outbreak, face coverings are required regardless of employee vaccination status:

1. Indoors
2. Outdoors when employees are less than six feet from another person. During major outbreaks, six-feet physical distancing is required where feasible, both indoors and outdoors.

### COVID-19 Testing for Employees Who Are Not Fully Vaccinated and Might Have Been Exposed

Requires COMPANY to offer COVID-19 testing at no cost during paid time to employees who are not fully vaccinated and had potential exposure to COVID-19 in the workplace and provide them with information on benefits.

### Notification Requirements to the Local Health Department

COMPANY must contact the local health department immediately but no longer than 48 hours after learning of three or more COVID-19 cases to obtain guidance on preventing the further spread of COVID-19 within the workplace.

### Recordkeeping and Reporting COVID-19 Cases

COMPANY must maintain accurate records and track all COVID-19 cases, while ensuring medical information remains confidential. These records must be made available to employees, authorized employee representatives or as otherwise required by law, with personal identifying information removed. When a COVID-19-related serious illness or death occurs, COMPANY must report this immediately to the nearest Cal/
OSHA enforcement district office.

Identification and Evaluation of COVID-19 Hazards

We implement the following in our workplace:

* Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards**

form.

* Document the vaccination status of our employees by using **Appendix E: Documentation of Employee COVID-19 Vaccination Status**, which is maintained as a confidential medical record.
* Evaluate employees’ potential workplace exposures to all persons at, or who may enter, our workplace.
* Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case and to prevent or reduce the risk of transmission in the workplace:
	+ Actively encourage sick employees to stay home
	+ Conduct daily Health Checks
	+ Conduct Hazard Assessments
	+ Separate sick employees
	+ Take action if an employee is suspected or confirmed to have COVID-19 (Follow CDC recommendations for cleaning and disinfection)
	+ Train employees about steps to take to protect themselves
* 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.
* Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
* Conduct periodic inspections using the **Appendix B: COVID-19 Inspections** form, as needed, to identify and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

### Employee participation

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

* Consider how employees and others enter, leave and travel through the workplace, in addition to addressing stationary work
* Identification of places and times when people may congregate or come in contact with one another, regardless of whether employees are performing as assigned work task or not; for instance during meetings or trainings, at entrances, bathrooms, hallways, aisles, elevators, breakrooms, etc.

### Employee screening

We screen our employees and respond to those with COVID-19 symptoms by:

* Directly screen employees when they come to work, or
* Self- screen according to CDPH guidelines.
* When indoors, ensure that face coverings are used during screening by both screeners and employees who are not fully vaccinated and, if temperatures are measured, that non-contact thermometers are used.

Correction of COVID-19 Hazards

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

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

Control of COVID-19 Hazards

### Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees that are not fully vaccinated when they are indoors or in vehicles, and where required by orders from the California Department of Public Health (CDPH).

Face coverings will be provided, worn over the nose and mouth, replaced, and cleaned, as needed. Visitors to our property/worksites will be provided with face coverings, if needed.

Employees required to wear face coverings in our workplace may remove them under the following conditions:

* When an employee is alone in a room or a vehicle.
* While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
* Employees are required to wear respirators in accordance with our respirator program that meets section 5144 requirements.
* 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. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it.
* Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

Any employee not wearing a required face covering or allowed non-restrictive alternative, will be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19.

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

### Engineering controls

For indoor locations, using **Appendix B**, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our 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 transmission by:

* Circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat, wildfire smoke, or when the EPA Air Quality Index is greater than 100 for any pollutant.
* How the ventilation system will be properly maintained and adjusted, whether you own and operate the building, or not.
* How to maximize, to the extent feasible, the amount of outside air and increase filtration efficiency to the highest level compatible with the existing ventilation system.
* How to implement use of portable or mounted HEPA filtration if we determine such use would reduce the risk of COVID-19 transmission.
* Applicable orders and guidance from the State of California and your local health department related to COVID-19 hazards and prevention, including [CDPH’s Interim Guidance for Ventilation,](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Interim-Guidance-for-Ventilation-Filtration-and-Air-Quality-in-Indoor-Environments.aspx) [Filtration, and Air Quality in Indoor Environments](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Interim-Guidance-for-Ventilation-Filtration-and-Air-Quality-in-Indoor-Environments.aspx).
* Information specific to your industry, location, and operations

### Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels:

* Ensuring adequate supplies and adequate time for it to be done properly.
* Informing the employees and authorized employee representatives of the frequency and scope of cleaning and disinfection.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

* Cleaning of areas, materials and equipment used by a COVID-19 case during the high-risk exposure period, and disinfection if the area, material or equipment is indoors and will be used by another employee within 24 hours of the COVID-19 case.

### Hand sanitizing

To implement effective hand sanitizing procedures, we:

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

### 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 section 3380, and provide and ensure use of such PPE as needed.

Upon request, we provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person.

Employees that request a respirator for voluntary use will be encouraged to use them in compliance with section 5144(c)(2) and will be provided with a respirator of the correct size, and provided the information required by Appendix D of section 5144.

We provide and ensure use of respirators in compliance with section 5144 when deemed necessary by Cal/OSHA.

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

Investigating and Responding to COVID-19 Cases

We have developed effective procedure to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

We also ensure the following is implemented:

* Employees that had a close contact are offered COVID-19 testing at no cost during their working hours, excluding:
* Employees who were fully vaccinated before the close contact and do not have symptoms.
* COVID-19 cases who were allowed to return to work per our return-to-work criteria and have remained free of symptoms for 90 days after the initial onset of symptoms, or for cases who never developed symptoms, for 90 days after the first positive test.
* The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to employees.
* Written notice within 1 day of your knowledge of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to all employees (and their authorized representative), independent contractors and other employers at the worksite during the high-risk exposure period. These notifications must meet the requirements of T8CCR section 3205(c)(3)(B) and Labor Code section 6409.6(a)(4); (a)(2); and (c), and in a form readily understandable by employees and can be anticipated to be received by the employee.]

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:

* Who employees should report COVID-19 symptoms, possible close contacts and hazards to, and how.
	+ Employees will report symptoms, close contact and hazards to their supervisor either through direct contact at work or through phone call if at home.
* That employees can report symptoms, possible close contacts and hazards without fear of reprisal.
* Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations through their supervisor.
* Access to COVID-19 testing when testing is required. (See COVID-19 Testing)
* The 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.

* Personal identifying information of**COVID-19** cases or persons with**COVID-19** symptoms, and any employee medical records required by this section or by sections 3205.1 through 3205.4, shall be kept**confidential** unless disclosure is required or permitted by law.

### COVID-19 Testing

Employees who had potential COVID-19 exposure in our workplace will be offered testing at no cost and during working hours. Testing will be provided in a manner that ensures employee confidentiality.

COMPANY must determine which, if any employee was within 6 feet of a COVID-19 case for a cumulative total of 15 minutes within any 24-hour period during the COVID-19 case’s “high-risk exposure period”. The high-risk exposure period is:

* For COVID-19 cases who develop COVID-19 symptoms, from two days before 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

* For persons who test positive but 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

In a non-outbreak setting, COMPANY must:

* Notify all employees who may have had COVID-19 exposure within one business day in a manner that

 does not reveal the COVID-19 case’s personal identifying information

* Offer testing at no cost to any employee potentially exposed to COVID-19 in the workplace, and

 provide applicable benefit information. The time an employee spends being tested is considered

 compensable hours worked.

* Exclude from the workplace employees who test positive for COVID-19 and employees with COVID-19

 exposure, and follow the requirements for preserving their pay and benefits

* Follow the return-to-work criteria for returning excluded employees to work
* Investigate the exposure and address hazards
* Follow all recordkeeping and reporting requirements for employee COVID-19 cases

However testing in arranged, COMPANY shall ensure employees do not incur and costs for COVID-19 testing required by Title 8 of the California Code of Regulations, sections 3205 through 3205.4.

Training and Instruction

We provide effective employee training and instruction that includes:

* Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
* Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws.
* The fact that:
* COVID-19 is an infectious disease that can be spread through the air.
* COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
* An infectious person may have no symptoms.
* The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
* The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
* How to properly wear them.
* How to perform a seal check according to the manufacturer’s instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
* The importance of frequent handwashing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or handwashing 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. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
* The conditions where face coverings must be worn at the workplace.
* That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
* Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
* COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
* Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

**Appendix D: COVID-19 Training Roster** will be used to document this training.

Exclusion of COVID-19 Cases and Employees who had a Close Contact

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

* Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements

are met.

* Excluding employees that had a close contact from the workplace until our return-to-work criteria have been met, with the following exceptions:
* Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms.
* COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
* For employees excluded from work, continuing, and maintaining employees’ earnings, wages, seniority, and all other employees’ rights and benefits. This will be accomplished by employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers’ compensation. Reference section 3205(c)(9(C) for exceptions.
* Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

* Report information about COVID-19 cases and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
* Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with section 3203(b).
* Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
* Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases.

Return-to-Work Criteria

* **COVID-19 cases with symptoms** will not return to work until all the following have occurred:
* At least 24 hours have passed since a fever of 100.4 °F. or higher has resolved without the use of fever-reducing medications, and
* COVID-19 symptoms have improved, and
* At least 10 days have passed since COVID-19 symptoms first appeared.
* **COVID-19 cases who tested positive but never developed symptoms** will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
* A negative COVID-19 test will not be required for an employee to return to work once the requirements for “cases with symptoms” or “cases who tested positive but never developed symptoms” (above) have been met.
* Persons who had a close contact may return to work as follows:
* Close contact but never developed symptoms: when 10 days have passed since the last known close contact.
* Close contact with symptoms: when the “cases with symptoms” criteria (above) have been met, unless the following are true:
* The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19

test with specimen taken after the onset of symptoms; and

* At least 10 days have passed since the last known close contact, and
* The person has been symptom-free for at least 24 hours, without using fever-reducing medications.
* If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. Reference section 3205(c)(10)(E) and (F) for additional guidance.

#### 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, trainings, 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 stationary work.

### 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** |
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#### Appendix B: COVID-19 Inspections

### Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Name of person conducting the inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Work location evaluated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Exposure Controls** | **Status** | **Person Assigned to Correct** | **Date Corrected** |
| --- | --- | --- | --- |
| **Engineering** |  |  |  |
| Ventilation**\*** (amount offresh air andfiltration maximized) |  |  |  |
| Additional room airfiltration**\*** |  |  |  |
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| **Administrative** |  |  |  |
| Surface cleaning anddisinfection(frequently enough andadequatesupplies) |  |  |  |
| Hand washing facilities(adequate numbers and supplies) |  |  |  |
| Disinfecting and hand sanitizing solutions being used according tomanufacturer instructions |  |  |  |

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| **Exposure Controls** | **Status** | **Person Assigned to Correct** | **Date Corrected** |
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| **PPE** (not shared, available and being worn) |  |  |  |
| Face coverings (cleanedsufficiently often) |  |  |  |
| Gloves |  |  |  |
| Face shields/goggles |  |  |  |
| Respiratory protection |  |  |  |
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| **\***Identify and evaluate how to maximize ventilation with outdoor air; the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted HEPA filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission. Review applicable orders and guidance from the State of California and local health departments related to COVID-19 hazards and prevention have been reviewed, including the CDPH Interim Guidance for Ventilation, Filtrations, and Air Quality in Indoor Environments and information specific to your industry, location, and operations. We maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold. |

#### Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Un-redacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

### Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Name of person conducting the investigation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Name of COVID-19 case (employee or non-employee\*) and contact information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Occupation (if non-employee\*, why they were in the workplace): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **\***If we are made aware of a non-employee COVID-19 case in our workplace

### Names of employees/representatives involved in the investigation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Date investigation was initiated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Locations where the COVID-19 case was present in the workplace during the high-risk exposure period, and activities being performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Date and time the COVID-19 case was last present and excluded from the workplace: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Date of the positive or negative test and/or diagnosis: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Date the case first had one or more COVID-19 symptoms, if any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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?**

### Information received regarding COVID-19 test results and onset of symptoms (attach documentation):

### Summary determination of who may have had a close contact with the COVID-19 case during the high- risk exposure period. Attach additional information, including:

* The names of those found to be in close contact.
* Their vaccination status.
* When testing was offered, including the results and the names of those that were exempt from testing because.
* They were fully vaccinated before the close contact and do not have symptoms.
* They returned to work per our return-to-work criteria and have remained symptom free for 90 days or, for those that never developed symptoms, for 90 days after the initial positive test.
* The names of those that were excluded per our Exclusion of COVID-19 Cases and Employees who had a Close Contact requirements.
* The names of those exempt from exclusion requirements because:
* They were fully vaccinated before the close contact and did not develop COVID-19 symptoms.
* They returned to work per our return-to-work criteria and have remained symptom free for 90 days or, for those that never developed symptoms, for 90 days after the initial positive test.

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:

1. All employees who were in close contact
2. Their authorized representatives (If applicable, the notice required by Labor Code section 6409.6(a)(2) and (c)

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| **Names of employees that were****notified:** | **Names of their authorized****representatives:** | **Date** |
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Independent contractors and other employers present at the workplace during the high-risk exposure period.

| **Names of individuals that were notified:** | **Date** |
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#### Appendix D: COVID-19 Training Roster

### Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person that conducted the training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| **Employee Name** | **Signature** |
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#### Appendix E: Documentation of Employee COVID-19 Vaccination Status - CONFIDENTIAL

|  |  |  |
| --- | --- | --- |
| **Employee Name** | **Fully or Partially****Vaccinated1** | **Method of****Documentation2** |
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**1**Update, accordingly and maintain as confidential medical record

**2**Acceptable options include:

* Employees provide proof of vaccination (vaccine card, image of vaccine card or health care document showing vaccination status) and employer maintains a copy.
* Employees provide proof of vaccination. The employer maintains a record of the employees who presented proof, but not the vaccine record itself.
* Employees self-attest to vaccination status and employer maintains a record of who self-attests.