



COVID-19 Prevention Plan

General Services Agency

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Overview

COVID-19 Prevention Plan (CPP) for County of Ventura (County): General Services Agency (Agency)

This CPP is designed to control exposures to the COVID-19 virus that may occur in the workplace. This plan was created to be compliant with California Code of Regulations (CCR) Title 8, Sections 3205-3205.3 as applicable.

This CPP applies to all employees and places of employment with the following exceptions:

- (A) Work locations where there is only one employee who does not have contact with other people.
- (B) Employees who are working from home.
- (C) Employees who are covered by the Aerosol Transmissible Diseases regulation.
- (D) Employees working from a location chosen by the employee, which is not under the control of the employer.

*DISCLAIMER: Nothing in this plan is intended to limit more protective or stringent state or local health department mandates or guidance.

Authority and Responsibility

The General Services Agency Director has overall authority and responsibility for implementing the provisions of this CPP for **the General Services Agency**. 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. County staff are expected to follow the directives and guidelines set forth herein and to follow the health and safety directives provided by management. Failure to do so can promote the spread of COVID-19, endangering coworkers and the public, and can result in disciplinary procedures.

Definitions

Close contact:

- In indoor spaces 400,000 or fewer cubic feet per floor (such as home, clinic waiting room, airplane etc.), a close contact is defined as sharing the same indoor airspace for a cumulative total of 15 minutes or more over a 24-hour period (for example, three separate

5-minute exposures for a total of 15 minutes) during a confirmed case's infectious period, regardless of the use of face coverings.

- In large indoor spaces greater than 400,000 cubic feet per floor (such as open-floor-plan offices, warehouses, large retail stores, manufacturing, or food processing facilities), a close contact is defined as being within 6 feet of the confirmed case for a cumulative total of 15 minutes or more over a 24-hour period during the confirmed case's infectious period, regardless of the use of face coverings.

Spaces that are separated by floor-to-ceiling walls (e.g., offices, suites, rooms, waiting areas, bathrooms, or break or eating areas that are separated by floor-to-ceiling walls) must be considered distinct indoor airspaces.

EXCEPTION: Employees have not had a close contact if they wore a respirator required by the employer and used in compliance with CCR § 5144, whenever they shared the same indoor space as the COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period.

Confirmed case: a person who has received a positive result of the presence of SARS-CoV-2 virus as confirmed by a COVID-19 viral test or clinical diagnosis.

COVID-19: (Coronavirus Disease 2019) means the disease caused by SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2).

COVID-19 case: means a person who: has a positive COVID-19 test; or has a positive COVID-19 diagnosis from a licensed health care provider; or is subject to a COVID-19-related order to isolate issued by a local or state health official; or has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

COVID-19 hazard: means potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, or sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids.

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 test for SARS-CoV-2 that is:

- (A) Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test); and
- (B) Administered in accordance with the authorized instructions.

- (C) To meet the return-to-work criteria set forth in this CPP and CCR Title 8 § 3205, a COVID-19 test may be both self-administered and self-read only if another means of independent verification of the results can be provided (e.g., a time-stamped photograph of the results).

Exposed group: means all employees at a work location, working area, or a common area at work, within employer-provided transportation covered by this CPP and CCR Title 8 § 3205.3, where an employee COVID-19 case was present at any time during the infectious 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, 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 worksite 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 infectious period, and the COVID-19 case was wearing a face covering during the entire visit, 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 per California Labor Code sections 6303 and 6304.1.

Face covering: means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of *at least two layers* 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 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 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.

Infectious period: means the following time period, unless otherwise defined by California Department of Public Health (CDPH) regulation or order, in which case the CDPH definition shall apply:

- For symptomatic confirmed cases, 2 days before the confirmed case had any symptoms (symptom onset day is Day 0) through Days 5-10 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 asymptomatic confirmed cases, 2 days before the positive specimen collection date (collection date is Day 0) through Day 5 after positive specimen collection date for their first positive COVID-19 test.

For the purposes of identifying close contacts and exposures, symptomatic and asymptomatic confirmed cases who end isolation in accordance with this CPP and CDPH Isolation and Quarantine Guidance are no longer considered to be within their infectious period.

Respirator: means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator.

Returned case: means a COVID-19 case who was excluded from work but returned pursuant to the return to work criteria of this CPP and CCR § 3205 and did not develop any COVID-19 symptoms after returning. A person shall only be considered a returned case for 30 days after the initial onset of COVID-19 symptoms or, if the person never developed COVID-19 symptoms, for 30 days after the first positive test. If a period of other than 30 days is required by a CDPH regulation or order, that period shall apply.

Worksite: for the limited purposes of COVID-19 prevention regulations only, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the infectious 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

Agency will implement the following in the worksite:

- In accordance with CCR Title 8 § 3205, Agency will treat all persons as potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.
- Conduct site-specific evaluations as needed using the **Appendix A: Identification of COVID-19 Hazards**.
- Evaluate potential worksite exposures to all persons at, or who may enter the worksite.
- Review applicable orders and general and industry-specific guidance from the State of California and the local health department related to COVID-19 hazards and prevention. These orders and guidance are both information of general application, including CDPH's Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments, and information specific to the Agency, location, and operations.
- Evaluate existing COVID-19 prevention controls in the worksite and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspection Form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with this CPP.

Employee Participation

Employees and their authorized representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by reporting COVID-19 symptoms, possible close contacts, and possible COVID-19 hazards at the worksite without fear of reprisal.

Employee Screening

- Employees are required to evaluate their own symptoms before reporting to a worksite.
- At the discretion of the Agency, employees who are experiencing COVID-19 symptoms should not enter the worksite and teleworking should be offered, if feasible. Employees experiencing COVID-19 symptoms are expected to contact their supervisor or Human Resources as soon as possible.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented as needed on the **Appendix B: COVID-19 Inspection 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 and are assigned to make the correction.
- Follow-up measures are taken to ensure timely correction.

Control of COVID-19 Hazards

Face Coverings

Agency provides clean, undamaged face coverings upon request. When required by orders from the CDPH, Agency ensures face coverings are properly worn by employees as indicated in the order.

- All employees, regardless of vaccination status, must wear a face covering when required by local public health orders or orders/guidance from the CDPH. This includes wearing face coverings when indoors, in vehicles, or otherwise as directed by the CDPH.
- Face coverings need to be clean and undamaged, and worn properly over the nose and mouth. Face coverings will not be shared.
- Face shields are not a replacement for face coverings, although they may be worn together for additional protection.

- Agency evaluates the need for respirators in accordance with CCR Title 8 § 5144. Upon request, respirators will be provided for voluntary use. Employees must understand how to properly utilize a respirator including how to perform a seal check and the fact that facial hair interferes with a seal.
- Agency shall implement measures to communicate to non-employees the face covering requirements on their premises.

Face Covering Exceptions:

Employees required to wear face coverings in the worksite for COVID-19 prevention purposes may remove them under the following conditions:

- When an employee is alone in a room or vehicle.
- While eating or drinking at the worksite, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
- Employees wearing respirators required by the employer and used in compliance with the Respiratory Protection Program and/or CCR Title 8 § 5144.
- 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 shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.
- Specific tasks which cannot feasibly or safely be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.
- No employer shall prevent any employee from wearing a face covering when not required by this section, unless it would create a safety hazard, such as interfering with the safe operation of equipment.

When face coverings are not required, employers shall provide face coverings to employees upon request, regardless of vaccination status.

Engineering Controls

- To the extent feasible, the quantity of outside air in indoor worksite buildings is maximized with mechanical or natural ventilation systems by adjusting the Heating, Ventilation, and Air Conditioning (HVAC) system, opening windows when feasible, and opening doors between rooms to increase air circulation.
 - In buildings and structures with mechanical ventilation, filter circulated air through filters at least as protective as Minimum Efficiency Reporting Value (MERV)-13, or

the highest level of filtration efficiency compatible with the existing mechanical system.

- In areas occupied by employees for extended periods where ventilation is inadequate, High Efficiency Particulate Air (HEPA) filtration units will be utilized in accordance with manufacturer recommendations.
 - HVAC system maintenance is provided throughout the County by County staff or building contract services.
 - Exceptions to this section will be made when United States Environmental Protection Agency (EPA) Air Quality Index (AQI) is greater than 100 for any pollutant or if opening windows or maximizing air by other means would cause a hazard to employees, including excessive heat or cold.
- Agency will review and comply with CCR Title 8 § 5142 regarding mechanically driven HVAC systems as applicable/required.

Cleaning and Disinfecting

Per the federal Centers for Disease Control and Prevention (CDC), cleaning with products containing soap or detergent reduces germs on a surface by removing contaminants and decreases the risk of infection from surfaces. Disinfecting using disinfectants identified by the EPA (List N disinfectants) will kill remaining germs on surfaces, which further reduces the risk of spreading infection. Agency will implement the following cleaning and disinfecting measures:

- Custodial services are provided throughout the County by County staff or contracted service providers. Most custodial services are provided during nighttime hours to avoid worksite disruption. Agency/department management must work with custodial service providers to ensure enough restroom supplies to support frequent handwashing by employees and the public. Custodial services will continue to provide regular worksite cleaning and nightly work surface cleaning. Agency/department encourages employees to regularly clean and disinfect surfaces and equipment to reduce the risk of COVID-19 transmission. Agency/department management is responsible for assessing and ordering the supplies necessary to fulfill the Agency/department's needs.
- Agency/department staff members will ensure the following cleaning/disinfection services are regularly performed:
 - When disinfecting, only EPA approved products will be utilized.
 - Thorough cleaning/disinfecting of public counters and common area work surfaces following use.
 - Clean personal work areas often and disinfect as needed.
 - Cleaning and disinfection of common touch points, such as door handles in the workspace.

- Should a COVID-19 case be present in the worksite during their infectious period, Agency will implement the following procedures:
 - Cleaning areas, material, and equipment.
 - Disinfecting in indoor areas where there will be another employee utilizing the area within 24 hours of the COVID-19 case.

Hand Sanitizing

In order to implement effective hand sanitizing procedures, Agency will:

- Evaluate handwashing facilities and ensure they are properly stocked with necessary products.
- Determine the need for additional facilities.
- Encourage and allow time for frequent 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.

Restroom facilities open to employees and the public provide soap and towels or air-drying facilities to accommodate frequent handwashing. Staff are encouraged to wash hands frequently throughout the day and following contact with others.

Public hand sanitizer distribution machines are available in many public areas. Recommendations for additional facilities can be directed to GSA through Agency/department management.

Personal Protective Equipment (PPE)

Agency evaluates the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8 § 3380, and provides such PPE as needed.

Agency provides and ensures use of eye protection and respiratory protection when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Testing of Employees

COVID-19 testing is available at no cost, during paid time under the following circumstances:

- Employees who had a close contact at the worksite; and

- During outbreaks as indicated in this CPP.

Investigating and Responding to COVID-19 Cases

Agency seeks information from 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. Agency will determine the day and time a COVID-19 case was last present, and to the extent possible, the date of the positive COVID-19 test/diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms if any were experienced.

Agency will follow protocol outlined below when there is COVID-19 case in the worksite:

- Within one business day of the time the Agency knew of the COVID-19 case:
 - (A) Give written notice of a known COVID-19 case in a form readily understandable by employees. The notice shall be written in a way that does not reveal any personal identifying information about the COVID-19 case. The notice must be sent to the following:
 - All employees, independent contractors, or employees of other contractors who were on the premises at the same worksite as the COVID-19 case during the infectious period. If the employer should reasonably know that an employee has not received the notice or has limited literacy in the language used in the notice, verbal notice will be provided as soon as practical, in a language understandable by the employee. In accordance with CA Labor Code § 6409.6, notice to the exposed group may be provided using one of the methods below:
 - (1) A notice shall be prominently displayed in all places where notices to employees regarding worksite rules or regulations are customarily posted for no less than 15 calendar days stating the following information:
 - Dates on which an employee, or employee of a subcontracted employer, with a confirmed case of COVID-19 was on the premises within the infectious period.
 - Location of the exposures, including department, floor, building, etc. Location information must not be so specific that individual workers may be identified.
 - Contact information for employees to receive information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local law, including but not limited to, sick leave, state-mandated leave, workers' compensation, and anti-retaliation and anti-discrimination protections.

- Contact information for employees to receive the cleaning and disinfection plan that is implemented per the CDC and this CPP.
- If an existing employee portal or intranet site is utilized to communicate employee information, this notice shall be posted there.

NOTE: when this noticing method is utilized, a log must be kept recording the dates the notice was posted in the worksite. These records must be made available to the Labor Commissioner as required in CA Labor Code § 1174.

- (2) In lieu of posting the notice described above, written notice may be provided to all employees and employers of subcontracted employees who were on the premises within the infectious period of the confirmed COVID-19 case. Notice must be provided in a manner that is normally used to communicate employment-related information (personal service, email, or text message if reasonably anticipated to be received within one business day of sending).

- Identify individuals who meet the definition of a close contact as defined in this CPP. Close contacts will be provided with written notice and offered testing at no cost during work hours except for returned cases as defined in CCR Title 8 § 3205. Notice will include information on benefits and protections the employee may be entitled to under federal or state law.
- Provide the notice (containing the same information required in a Cal/OSHA Form 300 Injury and Illness Log) required by Labor Code § 6409.6 to the authorized representative, if any, of the COVID-19 case and of any employee who had a close contact; and
- Provide the notice required by applicable law to the authorized representative, if any, of any employee who was on the premises at the same worksite as the COVID-19 case during the infectious period.

NOTE: Notices must be retained in accordance with CA Labor Code § 6409.6 or any successor law.

- (B) Investigate 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.
- (C) Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee medical records shall be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases shall be provided to the local health department, CDPH, and Cal/OSHA, immediately upon request, and when required by law.

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section applies in non-healthcare settings if three or more employee COVID-19 cases within an exposed group visited the worksite during their infectious period at any time during a 7-day period and shall apply until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period.

COVID-19 testing in an outbreak

- When this section applies, COVID-19 testing will be made available at no cost to the employees within the exposed group regardless of vaccination status, during employee's paid time, except for returned cases and employees who were not present at the worksite during the relevant 14-day period.
- Testing shall be made available on a weekly basis to all employees in the exposed group who remain at the worksite.
- Employees who had close contact shall have a negative COVID-19 test taken within 3-5 days after the close contact or shall be excluded and follow the return to work requirements of this CPP starting from the date of last known close contact.

Face coverings in an outbreak

- When this section applies, employees in the exposed group must wear a face covering when indoors, or when outdoors and less than six feet from another person as defined in this CPP regardless of vaccination status.
- Respirators will be provided to employees who elect to use them on a voluntary basis in accordance with this CPP.

COVID-19 investigation, review, and hazard correction in an outbreak

Possible work-related factors that contributed to the COVID-19 outbreak will be investigated and relevant policies, procedures, and controls will be reviewed. Changes will be implemented as needed to prevent further spread of COVID-19. The investigation, review, and changes shall be documented and shall 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; outdoor air supply to indoor worksites; air filtration; and insufficient physical distancing.
- Any changes implemented to reduce the transmission of COVID-19 based on the investigation and review, which may include moving tasks outdoors or offering telework; increasing outdoor air supply to indoor worksites; improving air filtration; increasing

physical distancing to the extent feasible; requiring respiratory protection in accordance with CCR § 5144; and other controls as applicable.

This review will take place at least every 30 days while this section applies.

Major COVID-19 Outbreaks

If 20 or more employee COVID-19 cases in an exposed group visited the worksite during their infectious period within a 30-day period, Agency shall do the following:

- COVID-19 testing shall be required of all employees in the exposed group, regardless of vaccination status, twice per week or more frequently if recommended by local health department or state order. Employees in the exposed group shall be tested or excluded and follow return-to-work requirements of this CPP.
- The outbreak must be reported to Cal/OSHA. This does not limit obligations to report employee deaths, serious injuries/illnesses when otherwise required by Cal/OSHA.
- Any employees in the exposed group who are not wearing respirators in compliance with this CPP and/or CCR Title 8 § 5144 shall be separated from other persons by at least six feet, except for momentary exposure while persons are in movement.
- Physical distancing is encouraged to the extent feasible when this section applies. Methods include:
 - Telework or other remote work arrangements
 - Reducing the number of persons in an area at one time, including visitors
 - Visual cues such as signs and floor markings
 - Staggered arrival/departure, break times, and schedules

System for Communicating

Agency ensures effective two-way communication with employees in a form they can readily understand.

- Employees should report COVID-19 symptoms, possible exposures, and related hazards to their immediate supervisor without fear of reprisal.
- Employees with medical and other conditions that put them at increased risk of severe COVID-19 illness can contact their Human Resources representative to discuss potential accommodations. Employees can access COVID-19 testing at testing centers located throughout the County. Additional information can be found at <https://myturn.ca.gov/testing.html>

- Employees and patrons are made aware of efforts to reduce the spread of COVID-19 in County facilities via signage and alternative messaging as appropriate.
- Ventura County maintains COVID-19 information and resources on the County's website (<https://hr.ventura.org/benefits/covid19>) and intranet site (<http://myvcweb.co.ventura.ca.us/index.php/covid-19-resources>).
- Employees are aware that an employee is potentially exposed to COVID-19 hazards when near other persons, whether or not the employee is performing assigned work. COVID-19 shall be considered a hazard specific to an employee's job assignments and duties if these assignments and/or duties bring the employee near other persons.

Training and Instruction

- Per CCR Title 8 § 3205, COVID-19 is a worksite hazard and shall be addressed in accordance with § 3203.
 - CCR Title 8 § 3203 requires that training and instruction relevant to this CPP are to be documented and provided as follows:
 - When the program is first established;
 - To all new employees;
 - To all employees given new job assignments for which training has not previously been received;
 - Whenever new substances, processes, procedures, or equipment are introduced to the worksite and represent a new hazard;
 - Whenever the employer is made aware of a new or previously unrecognized hazard; and
 - Supervisors are to familiarize themselves with COVID-19 hazards to which employees under their immediate direction and control may be exposed.
- Information regarding benefits and protections employees may be entitled to under applicable federal, state, and local law will be provided in accordance with CA Labor Code § 6409.6.
- Agency will ensure this CPP is easily accessible by all employees. Copies will be provided to authorized representatives as defined by CCR Title 8 § 3203 no later than five (5) business days after the request is received.

Exclusion of COVID-19 Cases & Return-to-Work Criteria

When there is a COVID-19 case in the worksite, Agency will limit transmission by ensuring that COVID-19 cases are excluded from the worksite until return-to-work requirements are met.

This exclusion/return to work criteria may not apply to those situations when there is a different return to work criteria that applies for a specific type of work or industry (i.e., acute health care, long-term care, high-risk congregate, and other health care settings) pursuant to CDPH Guidelines, State Public Health Order, or Governor's Executive Order.

In accordance with CCR Title 8 § 3205(c)(5)(A), Agency will immediately exclude from the workplace all COVID-19 cases. COVID-19 cases who do not develop COVID-19 symptoms shall not return to work during the infectious period. COVID-19 cases who develop COVID-19 symptoms shall not return to work during the shorter of the following: the infectious period; or through 10 days after the onset of symptoms and at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medications.

Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall wear a face covering in the workplace in accordance with this CPP until 10 days have passed since the date that COVID-19 symptoms began, or if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.

When an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee shall not return to work (may telework if applicable) until the period of isolation or quarantine is completed or the order is lifted even if the order exceeds the specified exclusion requirements of this CPP or CDPH recommendation.

Upon excluding an employee from the workplace due to COVID-19, Agency will provide the employee with information regarding COVID-19 benefits and protections they may be entitled to under applicable federal, state, or local laws.

Agency will review current CDPH guidance for close contacts, including any guidance regarding isolation or other measures to reduce transmission.

The exclusion requirements provided by the CDPH are outlined on the next page

Table 1: Exclusion Requirements for Employees Who Test Positive for COVID-19

<p>Requirements for <u>all employee COVID-19 cases</u> regardless of vaccination status, previous infection, or lack of symptoms.</p>	<ul style="list-style-type: none"> • Employees who test positive for COVID-19 must be excluded from the workplace for at least 5 days after start of symptoms (Day 0) or after date of first positive test (Day 0) if no symptoms. • Isolation can end and employees may return to the workplace after Day 5 if symptoms are not present or are mild and resolving, AND if they are fever-free for 24 hours without the use of fever-reducing medications. • If an employee has a fever, isolation must continue and the employee may not return to work until 24 hours after the fever resolves without the use of fever-reducing medications. • If an employee’s symptoms other than fever are not resolving, they may not return to work until their symptoms are resolving or until after Day 10. • Employees must wear face coverings around others for a total of 10 days. Please refer to the section in this CPP on face coverings for additional face covering requirements. • After isolation has ended, if symptoms recur or worsen, employee must test again, and if positive restart at Day 0.
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Table 2: Close Contacts/Employees Who Are Exposed to Someone with COVID-19

<p><u>Asymptomatic</u> Persons Who are Exposed to Someone with COVID-19 (No Quarantine)</p>	<ul style="list-style-type: none"> • Test within 3–5 days after last exposure. • Close contacts should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings and when near those at higher risk for severe COVID-19 disease. • If symptoms develop, test, and stay home, AND • If test result is positive, follow isolation recommendations above (Table 1). • Employees are strongly encouraged to get vaccinated and boosted.
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AGENCIES IDENTIFIED AS HIGH-RISK SETTINGS SHOULD DEFER TO THE LATEST GUIDANCE AVAILABLE FROM THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

[COVID-19 Prevention in Employer-Provided Transportation to and from Work](#)

This section applies to employer-provided motor vehicle transportation to and from work, during the course and scope of employment, which is provided, arranged for, or secured by Agency regardless of the travel distance involved. When this section applies, and at all times while in a County/Agency vehicle, employees are expected to continue to follow all other applicable protocols of this CPP and will respond to a COVID-19 case within the vehicle as required in this CPP.

Exceptions to this section include:

- Employees alone in a vehicle.
- Vehicles in which the driver and all passengers are from the same household outside of work, such as family members.

- To employer-provided transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations.
- Employees with occupational exposure as defined by CCR § 5199 (aerosol transmissible diseases) when covered by that section.
- Employees using public transportation

Assignment of transportation

To the extent feasible, Agency shall assign transportation such that cohorts travel and work together, separate from other workers. To the extent feasible, employees who usually maintain a household together shall travel together.


The supply of outside air into the vehicle will be maximized to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.

Reporting, Recordkeeping, and Access

Agency's responsibilities include:


- Agency must keep a record of and track all COVID-19 cases with the employee's name, contact information, job title, location where the employee worked, the date the employee was last present in the worksite, and the date of the positive COVID-19 case or COVID-19 diagnosis. These records will be retained for two years beyond the period in which the record is necessary to meet the requirements of this section. Notices to employees and representatives as required by this CPP must be retained in accordance with CA Labor Code § 6409.6 or any successor law.
- Reporting information about COVID-19 cases and outbreaks at the worksite to the local health department and/or Cal/OSHA whenever required by law, and provide any related information requested by the local health department.
- Making this written CPP available at the worksite to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee medical records required by this CPP will be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, and NIOSH immediately upon request and when required by law.

COVID-19 Prevention Plan accepted and approved by:



Lucy Fernandez, Human Resources Manager - GSA

9/20/2023
Date



David J. Sasek, Director – GSA

9/20/2023
Date

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 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. Agency will consider how employees and other persons enter, leave, and travel through the worksite, in addition to addressing fixed work locations.

Name of person conducting the evaluation: _____

Date of evaluation: _____

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 of Inspection: _____

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 (replaced or 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 unless disclosure is required or permitted by law. All COVID-19 testing, or related medical services provided by Agency 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 of investigation: _____

Name of person conducting the investigation: _____

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the worksite):	
Location where employee worked (or non-employee was present in the worksite):		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 worksite:		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 worksite that may have been visited by the COVID-19 case during the infectious 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: (fill in below)			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date notice provided:		
	Names of individuals that were notified:		
All employees identified as <u>close contacts</u> and their authorized representatives.	Date notice provided:		
	Names of individuals that were notified:		
Independent contractors and other employers present at the worksite during the high-risk exposure period.	Date notice provided:		
	Names of individuals that were notified:		
What were the worksite 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.

