



Calaveras County COVID-19

Prevention Program

Effective November 20, 2020

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County of Calaveras COVID-19 Prevention Program (CPP)

The purpose of this COVID-19 Prevention Program (CPP) for the County of Calaveras (County) is to provide employees a healthy and safe workplace as required under the California Occupational Safety and Health Act (Labor Code §§ 6300, *et seq.*) and associated regulations (8 C.C.R. § 3205 (c) and to prevent and control exposures to the SARS-CoV-2 virus that may occur in our workplace.

The Deputy CAO/Risk & Human Resources Director has 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 answering employee questions about the program.

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

Nothing in this CPP precludes the County from complying with federal, state, or local laws or guidance that recommend or require measures that are more prescriptive and/or restrictive than those provided herein.

1. **SCOPE** – The provisions of this policy apply to all County employees and worksites, with the following exceptions:
 - a. Work locations with only one employee, who does not have contact with other persons.
 - b. Employees working from home or otherwise teleworking at a location of their choosing.
 - c. Employees with occupational exposure and wearing respiratory protection in compliance with the Respiratory Protection Program (RPP) as defined by 8 C.C.R. § 5199, when covered by that section.
2. **DEFINITIONS** – For the purposes of the CPP, the following definitions shall apply:
 - a. “Close contact COVID-19 Exposure” is defined as someone sharing the same indoor airspace (e.g. home, clinic waiting room, airplane etc.) for a cumulative total of 15 minutes or greater in any 24-hour period that is within or overlapping with the infectious period as defined by this section, regardless of use of the use of face coverings, unless close contact is defined by regulation or order of the CDPH. If so, the CDPH definition shall apply. Infected persons who test negative on or after Day 5 and end isolation are no longer considered to be within their infectious period. Such persons will continue to follow CDPH isolation recommendations, including wearing a well-fitting face mask through Day 10.
 - i. **EXCEPTION:** Employees have *not* had a close contact if they wore a respirator required by the County and used in compliance with this policy whenever they were sharing the same indoor airspace of the COVID-19 case during the infectious period.
 - b. “COVID-19” (Coronavirus Disease 2019) means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
 - c. “COVID-19 case” means a person who either:
 - i. Has a positive “COVID-19 test” as defined in this section; or
 - ii. Has a positive COVID-19 diagnosis from a licensed health care provider; or
 - iii. Is subject to a COVID-19-related order to isolate issued by a local or state health official;
or
 - iv. 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.
 - d. “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, sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids.

- e. "COVID-19 symptoms" means any one or more of the following, unless a licensed health care professional determines the person's symptom(s) were caused by a known condition other than COVID-19:
 - i. Fever of 100.4 degrees Fahrenheit or higher, or chills;
 - ii. Cough;
 - iii. Shortness of breath or difficulty breathing;
 - iv. Fatigue;
 - v. Muscle or body aches;
 - vi. Headache;
 - vii. New loss of taste or smell;
 - viii. Sore throat;
 - ix. Congestion or run nose;
 - x. Nausea or vomiting; or
 - xi. Diarrhea.
- f. "COVID-19 test" means a viral test for SARS-CoV-2 that is:
 - i. 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
 - ii. Administered in accordance with authorized instructions.
 - iii. To meet the return to work criteria set forth in section 7, 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).
- g. "Exposed group" means all employees at a work location, working area, or a common area at work, 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:
 - i. 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.
 - ii. 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.
 - iii. 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.
- h. "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.

- i. "Infectious period" means the following time period, unless otherwise defined by CDPH regulation or order, in which case the CDPH definition shall apply:
 - i. For COVID-19 cases who develop COVID-19 symptoms, from two days before they first develop symptoms until all of the following are true: it has been 10 days since symptoms first appeared (or through Days 5-10 if testing negative on Day 5 or later); 24 hours have passed with no fever, without the use of fever-reducing medications; and symptoms have improved.
 - ii. For COVID-19 cases who never develop COVID-19 symptoms, from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.
- j. "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 face piece respirator.
- k. "Returned case" means a COVID-19 case who returned to work pursuant to this policy and did not develop any COVID-19 symptoms after returning. A person shall only be considered a returned case for 90 days after the initial onset of COVID-19 symptoms or, if the person never developed COVID-19 symptoms, for 90 days after the first positive test. If a period of other than 90 days is required by a CDPH regulation or order, that period shall apply.
- l. "Worksite," for the purposes of this policy, 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 worker's personal residence or alternative work location chosen by the worker when working remotely.

3. SYSTEM FOR COMMUNICATING WITH COUNTY EMPLOYEES

- a. The County's goal is to promote effective two-way communication with its employees.
- b. County employees are required to immediately report to their manager/supervisor or to the Human Resources Department, any of the following:
 - i. The employee's presentation of COVID-19 symptoms;
 - ii. The employee's possible COVID-19 close contact exposures; and
 - iii. Possible COVID-19 hazards at County worksites or facilities.
- c. The County will not retaliate or discriminate against any employee who makes such a report.
- d. Employees will be provided information about access to COVID-19 testing as described in Section 5c, where testing is required pursuant to this policy.
- e. The County will communicate information about COVID-19 hazards and the County's COVID-19 policies and procedures to employees and to other employers, persons, and entities within or in contact with the County's worksites or facilities.

4. IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

The County has implemented the following policies and practices in response to COVID-19:

- a. Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- b. Screen County employees for COVID-19 symptoms prior to entering County worksites and facilities, with both the screener and person being screened wearing facial coverings, or, County employees will self-screen for COVID-19 symptoms prior to reporting to any County worksite or facility.
- c. Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards.
- d. In the event of a COVID-19 case, the County will follow the procedures set forth in Sections 5-7 of this policy, to prevent or reduce the risk of transmission of COVID-19 in the workplace.
- e. Each County department is responsible for conducting a workplace-specific assessment of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards:
 - i. Each department identifies places and times when employees and individuals congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, including, for example, during meetings or trainings, in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas; and
 - ii. The County reviews each of the departments' assessments and identified potential workplace exposure to all persons at the County worksites and facilities, including employees, employees of other entities, members of the public, customers or clients, and independent contractors. The County considered how employees and other persons enter, leave, and travel through worksites and facilities, in addition to addressing employees' stationary workspaces or workstations.
- f. The County has provided employees training and instruction on the importance of not coming to work and of obtaining a COVID-19 test, if the employees have COVID-19 symptoms.
 - i. In the case of a potential workplace exposure, testing is available for employees with COVID-19 symptoms, at no cost to the employee and during employees' paid time.
- g. The County monitors and adheres to guidance by the Centers for Disease Control and Prevention (CDC) concerning COVID-19 symptoms, including guidance provided at the following website: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>, and will advise employees in the event that the CDC makes any changes to its guidance concerning such symptoms.
- h. For indoor locations, the County has evaluated 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 High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.
- i. The County reviews applicable orders and 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 interim guidance for Ventilation, Filtration, and Air Quality in Indoor Environments by the California Department of Public Health (CDPH)), and information specific to the County's industry, location, and operations.
- j. The County has evaluated existing COVID-19 prevention controls at the workplace and the need for different or additional controls.
 - i. Any unsafe or unhealthy work conditions, practices, and procedures will be corrected in a timely manner based on the severity of the hazards. 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 in the workplace. This also includes implementing controls related to face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).

5. INVESTIGATING AND RESPONDING TO COVID-19 CASES

- a. The County shall take the following actions in the event of a COVID-19 case at a County worksite or facility:
 - i. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
 - ii. Determine who may have had a close contact. This requires an evaluation of the activities of the COVID-19 case and all locations at the work place which may have been visited by the COVID-19 case during the infectious period.
- b. Within one business day of the time the County knows of a COVID-19 case, the County shall give written notice to employees and independent contractors who was on the premises at the same worksite as the COVID-19 case during the infectious period. The notice will not reveal any personal identifying information of the COVID-19 case, and in the manner the employer normally used to communicate employment-related information. Written notice may include, but is not limited to, personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one business day of sending. The notice shall include the cleaning and disinfection plan required by Labor Code section 6409.6(a)(4). The notice will be sent to the following:
 - i. All employees who were on the premises at the same worksite as the COVID-19 case during the infectious period. If the County should reasonably know that an employee has not received the notice, or has limited literacy in the language used in the notice, the County shall provide verbal notice, as soon as practicable, in a language understandable by the employee.
 - ii. Independent contractors and other employers on the premises at the same worksite as the COVID-19 case during the infectious period.
- c. Within one business day of the time the County knew or should have known of the COVID-19 case, the County shall:
 - i. Provide the notice required by Labor Code section 6409.6(a)(2) and (c) to the authorized representative, if any, of the COVID-19 case and of any employee who had a close contact; and
 - ii. Provide the notice required by Labor Code section 6409.6(a)(4) 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.
- d. COVID-19 testing will be available at no cost, during paid time, to all employees of the County who had a close contact in the workplace, and these employees will be provided information on benefits described in section 11 of this policy, with the following exception;
 - i. Returned cases.
- e. The County will investigate whether workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure and what could be done to reduce exposure to COVID-19 hazards.
- f. In compliance with the Confidentiality of Medical Information Act (CMIA) and other applicable law, the County will not disclose to other employees, except for those who need to know, the

fact that an employee tested positive for or was diagnosed with COVID-19. The County will keep confidential all personal identifying information of COVID-19 cases or persons unless expressly authorized by the employees to disclose such information or as otherwise permitted or required under the law.

6. EXCLUSION OF COVID-19 CASES

- a. Where the County has discovered a COVID-19 case in a County worksite or facility, whether or not the case is work-related, transmission will be limited by:
 - i. Excluding from the workplace employees who are themselves a COVID-19 case until the return to work requirements of Section 7 are met.
 - ii. Review and follow current CDPH guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx>
- b. Provision of benefits to County employees excluded from work:
 - i. For employees excluded from work under this section and who cannot telework, the County shall continue to maintain an employee's seniority, rate of pay, 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.
 - ii. The County may use employer-provided employee-earned sick leave for excluded employees, to the extent permitted by law. Wages due under this subsection are subject to existing wage payment obligations and must be paid at the employee's regular rate of pay no later than the regular pay day for the pay period(s) in which the employee is excluded. Unpaid wages owed under this subsection are subject to enforcement through procedures available in existing law. This section does not apply where the employee receives disability payments or is covered by workers' compensation and receives temporary disability.
 1. Where an employee has exhausted all of his or her paid leave, including the County's own leave policies, and leave guaranteed by contract, the employee will be placed on paid administrative leave for the remainder of the exclusion period, subject to the following exception.
 - a. Exception 1: This section does not apply where the employer demonstrates that the COVID-19 case or close contact is not work related.
 - b. Exception 2: This section does not apply where the employee received disability payments or was covered by workers' compensation and received temporary disability.
 2. This section does not limit any other applicable law, County policy, or collective bargaining agreement that provides for greater protections.
 - iii. Employees who are able to telework during exclusion period:
 1. Departments which have the ability to allow telework will allow employees who are able to telework to do so during the exclusion period. The County will provide these employees their normal compensation for the work that they perform for their department during the exclusion period.
 - iv. A representative from Human Resources will contact the employee at the time of exclusion to explain benefits described in this section.

- c. Accommodation process for County employees with medical or other conditions putting them at increased risk of severe COVID-19 illness
 - i. The County provides for an accommodation process for employees who have a medical or other condition identified by the CDC or the employee's health care provider as placing or potentially placing the employee at increased risk of severe COVID-19 illness.
<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>
 - ii. To request an accommodation pursuant to this policy, under this policy, employees may make a request with their Department Head or the Human Resources Department.
 - iii. Such requests will be considered on a case-by-case basis.

7. RETURN TO WORK CRITERIA

- a. COVID-19 cases and employees excluded under Section 6(a) shall not return to work until all of the following requirements have been met:
 - i. COVID-19 cases, regardless of vaccination status or previous infection, who do not develop COVID-19 symptoms or whose COVID-19 symptoms are resolving, shall not return to work until:
 - 1. At least 5 days have passed since COVID-19 symptoms first appeared or if the employee does not develop COVID-19 symptoms, from the date of first positive COVID-19 test;
 - 2. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications; and
 - 3. A diagnostic specimen collected on day 5 or later tests negative (antigen test is recommended).
 - 4. If unable to test or choosing not to test, and symptoms are not present or are resolving isolation can end after day 10.
 - 5. If fever is present, isolation will be continued until fever resolves.
 - 6. If symptoms, other than fever, are not resolving isolation must continue until symptoms are resolving or until after day 10.
 - b. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the employee did not have COVID-19 symptoms, for the date of their first positive COVID-19 test.
 - c. The requirements in this section apply regardless of whether an employee has previously been excluded or other precaution were taken in response to an employee's close contact or membership in an exposed group.
 - d. If 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 until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be in accordance with the return to work periods in Section 6(a)(i).
 - e. If no violations of local or state health officer orders for isolation, quarantine, or exclusion would result, Cal/OSHA may, upon request, allow employees to return to work on the basis that the removal of an employee would create undue risk to a community's health and safety. In such cases, the County shall develop, implement, and maintain effective control measures to prevent

transmission in the workplace including providing isolation for the employee at the workplace and, if isolation is not feasible, the use of respirators in the workplace.

- f. A negative COVID-19 test shall not be required for an employee to return to work under this section. Employees who wish to return to work after 5 days must follow the requirements in this section.

8. TRAINING AND INSTRUCTION – Calaveras County provides information, training, and/or instruction to its employees that include the following:

- a. These County 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.
- b. Information regarding COVID-19-related benefits to which the employee 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, the County's own leave policies, leave guaranteed by contract, and/or this CPP.
- c. The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.
- d. The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19, but are most effective when used in combination.
- e. The County's policy for providing N95 respirators, and the right of employees regardless of vaccination status, to request a respirator for voluntary use as stated in this CPP, without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use under this CPP, the County will provide information regarding:
 - i. How to properly wear the respirator provided; and
 - ii. How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with a seal.
- f. The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- g. Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. COVID-19 is an airborne disease. N95's and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.
- h. Information on the County's CPP; 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.
- i. The conditions under which face coverings must be worn at the workplace, and that face coverings are additionally *recommended* outdoors for people if six feet of distance between people cannot be maintained. Employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

9. FACE COVERINGS

- a. The County shall provide face coverings to employees upon request, and ensure they are worn by employees when required by orders from CDPH.
- b. Face coverings must be clean and undamaged, and worn over the nose and mouth. Face shields are not a replacement for face coverings, although they may be worn together for

additional protection.

- i. The County has implemented measures to communicate to non-employees the face coverings requirements in specific County facilities where face coverings are required.
- c. When employees are required to wear face coverings pursuant to this section, the following exceptions apply:
 - i. When an employee is alone in a room or a vehicle;
 - ii. While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area has been maximized to the extent feasible;
 - iii. Employees wearing respiratory protection in compliance with the Respiratory Protection Program (RPP) (8 C.C.R. § 5144);
 - iv. Employees who cannot wear face coverings due to a medical or mental health condition or disability and who have engaged in the reasonable accommodation process, or who are hearing-impaired or communicating with a hearing-impaired person; and
 - v. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.
- d. Employees exempted from wearing face coverings (when required by this policy) due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits. If their condition or disability does not permit a non-restrictive alternative, the employee shall be tested at least weekly for COVID-19 during paid time and at no cost to the employee.
- e. Any employee not wearing a face covering, pursuant to the exemption in this section shall be tested at least weekly for COVID-19 during paid-time and at no cost to the employee. The County may not use the provisions of this section as an alternative to face coverings when face coverings are otherwise required by this section.
- f. When face coverings are not required by this policy, the County will provide face coverings to employees upon request, regardless of vaccination status.
- g. No employee shall be prevented from wearing a face covering even if not required by this section, unless doing so would create a safety hazard, such as interfering with the safe operation of equipment.

10. OTHER ENGINEERING CONTROLS, ADMINISTRATIVE CONTROLS, AND PPE

- a. For buildings with mechanical or natural ventilation, or both, the County shall 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.
- b. Handwashing: The County has evaluated its handwashing facilities in order to determine the need for additional facilities, encourages and allows time for employee handwashing, and provides employees with an effective hand sanitizer. The County encourages employees to wash their hands for at least 20 seconds each time. The County does not provide hand sanitizers with methyl alcohol.
- c. Personal protective equipment (PPE):
 - i. The County has evaluated the need for PPE to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and provides such PPE as needed.
 - ii. Upon request, the County shall provide respirators for voluntary use in compliance with this policy to all employees and who are working indoors or in vehicles with more than

one person. Whenever the County makes respirators for voluntary use available under this section, the County shall encourage their use and shall ensure that employees are provided with a respirator of the correct size.

- iii. The County will provide and ensure use of respirators in compliance with this policy and the RPP when deemed necessary by CalOSHA.
- iv. In compliance with applicable law and the RPP, the County will provide and ensure 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.

11. REPORTING, RECORDKEEPING, AND ACCESS

It is the County's policy to:

- a. Report information about COVID-19 cases and outbreaks at County worksites to the local health department whenever required by law, and provide any related information requested by the local health department.
- b. Maintain records of the steps taken to implement this CPP in accordance with Cal. Code Regs. Title 8 § 3203(b).
- c. Make this CPP available to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- d. 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.
- e. The Human Resources & Risk Management Department (HR) will keep a record of and track all COVID-19 cases with the following information: (1) employee's name; (2) contact information; (3) occupation; (4) location where the employee worked; (5) the date of the last day at the workplace; and (6) the date of a positive COVID-19 test.
 - i. In accordance with the CMIA and other applicable law, HR will keep employee medical information confidential.
 - ii. HR will make this information available to employees and employee organizations with personal identifying information removed. HR will also make this information available as otherwise required by law.

12. MULTIPLE COVID-19 OUTBREAKS

- a. Outbreaks:
 - i. This section applies to a workplace covered by this policy if three or more employee COVID-19 cases within an exposed group, as defined in Section 2, visited the workplace during their infectious period at any time during a 14-day period.
 - ii. This section shall apply until there are no new COVID-19 cases detected in the exposed group for a 14-day period.
- b. Testing:
 - i. COVID-19 testing will be available at no cost to employees within the exposed group during their paid time, except for:
 - 1. Employees who were not present at the workplace during the relevant 14-day period(s).
 - 2. For returned cases who did not develop COVID-19 symptoms after returning to work pursuant to section 7, no testing is required.

- ii. COVID-19 testing shall consist of the following:
 1. Immediately upon being covered by this section, 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 shall not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
 2. After the first two COVID-19 tests required by this section, the County shall make COVID-19 testing available once a week at no cost, during paid time, to all employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until this section no longer applies.
 3. For those who had close contacts shall have a negative COVID-19 test taken within three and five days after the close contact or shall be excluded and follow the return to work requirements of Section 7, starting from the date of the last known close contact.
 4. The County shall make additional testing available at no cost to employees, during employees' paid time, when deemed necessary by the CalOSHA through the Issuance of Order to Take Special Action.
- c. The County will comply with all applicable provisions of this policy and shall also do the following:
 - i. Employees in the exposed group shall wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in Section 9 applies.
 - ii. The County will give notice to employees in the exposed group of their right to request a respirator for voluntary use, regardless of vaccination status.
 1. The County will evaluate whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, as much distance between persons as feasible.
 - iii. COVID-19 investigation, review and hazard correction: In the instance of an outbreak, the County 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:
 1. Investigation of new or unabated COVID-19 hazards including the County's leave policies and practices and whether employees are discouraged from remaining home when sick; the County's COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.
 2. The review will be updated every 30 days that this section continues to apply, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
 3. The County will implement changes to reduce the transmission of COVID-19 based on the investigation and review required by Section 5. The County shall consider moving indoor tasks outdoors or having them performed remotely, increasing outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing as much as feasible, requiring respiratory protection in compliance with the RPP and other applicable controls.
 - iv. In buildings or structures with mechanical ventilation, the County shall filter recirculated air with Minimum Efficiency Reporting Value (MERV)-13 or higher efficiency filter if

compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, the County shall use filters with the highest compatible filtering efficiency. The County shall also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, shall implement their use to the degree feasible.

13. MAJOR COVID-19 OUTBREAKS

- a. For major COVID-19 Outbreaks:
 - i. This section applies to a workplace covered by this policy if 20 or more employee COVID-19 cases in an exposed group, as defined in Section 2, visited the workplace during their infectious period within a 30-day period.
 - ii. This section shall apply until there are fewer than three COVID-19 cases detected in the exposed groups for a 14-day period.
- b. The County shall continue to comply with Section 5, except that the COVID-19 testing described in Section 5 shall be required of all employees in the exposed group, regardless of vaccination status, twice a week, or more frequently if recommended by the local health department. Employees in the exposed group shall be tested or shall be excluded and follow the return to work requirements of Section 7, starting from the date that the outbreak begins.
- c. In addition to complying with all other applicable provisions of this policy the County shall take the following actions:
 - i. The County shall provide a respirator for voluntary use to employees in the exposed group, and shall determine the need for a respiratory protection program or changes to an existing RPP to address COVID-19 hazards.
 - ii. Any employees in the exposed group who are not wearing respirators required by the County and used in compliance with the RPP shall be separated from other persons by at least six feet, except where the County can demonstrate that six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.
 - iii. The County shall evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
 - iv. Any other control measures deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action.

Signature:

Judy Hawkins
Deputy CAO/Risk & Human Resources Director
County of Calaveras