

City of Pittsburgh COVID-19 Prevention Program (CPP)



July 2022

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COVID-19 PREVENTION PROGRAM (CPP)

PURPOSE

The purpose of the City of Pittsburg's COVID-19 Prevention Program ("CPP") 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).

Nothing in this CPP precludes the City of Pittsburg ("City") from complying with federal, state, or local laws or guidance that recommends or requires measures that are more prescriptive and/or restrictive than are provided herein.

SCOPE

This CPP applies to all City employees. The following employees are exempt from coverage under the CPP:

- Employees who are teleworking from home or a location of the employee's choice, which is not under the control of the City of Pittsburg.
- Employees who are working in or at a work location and do not have contact with any other individuals.
- Employees with occupational exposure as defined by Cal/OSHA Title 5199, when covered by that section for example:

Police employees who perform services covered by the Aerosol Transmissible Diseases (ATD) regulation may be exempted during the actual performance of such services such as during transport or detention of persons reasonably anticipated or suspected cases of ATD are covered by the ATD regulation.

DEFINITIONS

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

"COVID-19" means disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

"COVID-19 case" means a person who either: (1) Has a positive "COVID-19 test" ; (2) Is subject to COVID-19-related order to isolate issued by a local or state health official; (3) Has a positive COVID-19 diagnosis from a licensed health care provider; or (4) 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.

"Close contact" means someone sharing the same indoor space (e.g. home, airplane, etc.) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes) during an infected person's infectious period. This definition applies regardless 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. Employees who were wearing a respirator as required by the City and who used such

respirator in compliance with Title 8 Section 5144 during contact with a COVID-19 case will be deemed not to have had close contact COVID-19 exposure.

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

“COVID-19 symptoms” means one of the following: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) 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: (1) 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 (2) Administered in accordance with the authorized instructions; 3) To meet the return to work criteria set forth in Return to Work Criteria section, a COVID-19 test may be both self-administered and self-read if the test result can be independently verified (e.g. the employee can provide a time-stamped photograph of test results).

“Exposed group” means all employees at a work location, working area, or common area at work, where a COVID-19 case was present at any time during the infectious period. However, 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 all employees were wearing face covering at the time the COVID-19 case was present, other people at the work location, work area, or common area would not constitute part of the exposed group. Common areas at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. However, places where employees momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or common area at work.

“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 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: (1) For COVID-19 cases who develop COVID-19 symptoms: from two

(2) days before they first develop symptoms each of the following are true: (1) it has been ten (10) days since symptoms first appeared; (2) 24 hours have passed with no fever, without the use of fever-reducing medications, and (3) symptoms have improved; or For COVID-19 cases who never develop COVID-19 symptoms: from two (2) days before until ten (10) days after the specimen for their first positive test for COVID-19 was collected.

“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 returned to work 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.

“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.

AUTHORITY AND RESPONSIBILITY

The City Manager has overall authority and responsibility for implementing the provisions of this CPP in the workplace. In addition, all department directors, managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas, leading by example by complying with requirements 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.

IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

The City will implement the following in the workplace:

- Conduct workplace-specific assessments of all interactions, areas, and activities that could expose employees to COVID-19 hazards
- Evaluate employees' potential workplace exposures to all persons at or who may enter the workplace place (public, customers, clients, and contractors) 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
- Review and monitor 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

The City will also implement the following in the workplace:

- Conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures using the Appendix A Identification of Hazards and COVID-19 Inspections form Appendix B COVID-19 Inspections form.

As part of the process, the City will treat all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious.

Employee Screening

Employees will self-screen for COVID-19 symptoms prior to reporting to any City worksite and should not enter a worksite if they are experiencing any new or unusual symptoms of COVID-19 (not attributed to a previously known medical condition) in the last 24 hours: 1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea.

Should an employee present COVID-19 symptoms during self-screen or throughout the day, they shall immediately notify their supervisor. The City will instruct the employee to remain at or return home and not report to work until such time as the employee satisfies the minimum criteria to return to work. The City will advise employees that COVID-19 testing will be made available during paid time at no cost and of any leaves including Supplemental Paid Sick Leave to which they may be entitled during this period. Further, the City has adopted policies and

procedures that ensure the confidentiality of employees and will not disclose to other employees the fact that the employees presented COVID-19 symptoms.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices, or procedures will be documented and corrected in a timely manner based on the severity of the hazards. This includes, but is not limited to, controls, 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 controls related to physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).

CONTROL OF COVID-19 HAZARDS

Face Coverings

The City requires employees to wear face coverings and adhere to orders and guidance provided by the California Department of Public Health (CDPH) and local health department.

Employees are encouraged to use their own face covers whenever they may be in workplaces with other persons or will be provided with a disposable face covering if they do not have their own. The City provides employees information on the benefits of face coverings, both to themselves and to others.

Upon request, an employee may request a respirator from Human Resources for their use working indoors or in vehicles with more than one person. At such time as the City provides respirators to employees for use, it will provide employees training information on the proper use of N95 respirators including, but not limited to, how to properly wear the respirator and the method by which employees may check the seal of such respirator in conformance with the manufacturer's instructions.

The City will provide training information on the conditions under which face coverings must be worn at the workplace and that employees can request face coverings from the City at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

When employees are required to wear face coverings, the following exceptions apply:

- When an employee is alone in a room or 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 wearing respirators required by the employer and used in compliance with CCR Title 8 section 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. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

Employees with a long-term condition that makes it impossible to wear a face covering, should consult with a healthcare provider for advice on how to best protect themselves and others when at work. Employees exempted from wearing a face covering due to a medical condition who are employed in a job involving regular contact with others should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, if condition permits it. A face shield alone is not a substitute for a face covering and must accompany the following in order to be effective: a cloth drape extending from the bottom edge of the shield and tucked into the shirt or collar, when a respirator, mask, or cloth face covering is not worn; extension down below the chin, extension around the ears, and no gap present between the forehead and the visor. !

Vaccinations

The City will document vaccinations in the following manner:

- Employees may provide proof of COVID vaccination (vaccine card, digital vaccine record or health care document showing vaccination status) to Human Resources, and Human Resources will maintain the information in accordance with HIPAA requirements.
- Employees may present proof of COVID vaccination to Human Resources, and Human Resources will maintain a record of the employees who presented proof but not the vaccine record itself.

Employees will also be requested to complete an Employee Authorization for City of Pittsburg's Use and Disclosure of Confidential Medical Information form. Human Resources will provide supervisors and managers with a list of which employees are vaccinated, so they are able to verify vaccination status of employees as specified in this plan and as required by state or local health department. Records of vaccination verification must be made available, upon request, to local health jurisdiction for purposes of case investigation.

Workers who are not fully vaccinated, or whom vaccine status is unknown, or documentation is not provided, must be considered unvaccinated.

Engineering Controls

The City will ensure that air filters and HVAC systems are properly maintained. The City will also ensure that fresh air is increased by opening windows and doors to the extent possible and safe.

The City will review applicable orders and guidance from the California Department of Public Health (CDPH) and the local health department related to COVID-19 hazards and prevention.

Administrative Controls

- All sick employees will be actively encouraged to stay home.
- Employees will be immediately sent home or to medical care, as needed, if they have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell.
- Employees who are out ill with fever or acute respiratory symptoms are not allowed to return to work until the employee satisfies the minimum criteria in order to return to work.
- Employees who return to work following an illness are required to report any recurrence of symptoms.
- Teleworking options will be supported where feasible.
- Employees will be advised of any non-essential travel requirements.
- The City makes COVID-19 testing available at no cost to employees with COVID-19

symptoms. This testing will be made available during the employees' paid time.

Shared Tools, Equipment and Personal Protective Equipment (PPE)

PPE must not be shared (e.g., gloves, goggles, etc.). Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by the employees using City provided disinfectant wipes.

Hand Sanitizing

The City provides hand sanitizer (at least 60% ethanol or 70% isopropanol), soap and water, or effective disinfectant near entrances of City facilities and in other areas for use by the public and employees, and in locations where there is high-frequency employee interaction with members of the public (e.g., cashiers).

Personal Protective Equipment (PPE) Used to Control Employees' Exposure to COVID-19

The City's policy provides for PPE and evaluates the need for PPE, such as gloves, goggles, and face shields, to prevent exposure to COVID-19 hazards and provide such PPE as needed. In accordance with applicable law, the City also evaluates the need for respiratory protection when the physical distancing requirements, as provided herein, are not feasible or are not maintained.

In accordance with applicable law, the City will provide and ensure use of respirators in accordance when deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action and will provide and ensure use of eye protection and respiratory protection when City employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

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

INVESTIGATING AND RESPONDING TO COVID-19 CASES

In the event that City employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, the City will instruct the employees to remain at or return to their home or place of residence and not report to work until such time as they satisfy the minimum criteria to return to work. The City will advise employees of any leave benefits to which they may be entitled during this self-isolation period.

The City will interview the COVID-19 cases in order to ascertain the nature and circumstances of any contact that the employees may have had with other employees during the infectious period. If the City determines that there were any close contact COVID-19 exposures, the City will instruct those employees on the latest guidance from the local health department. The City will offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential close contact COVID-19 exposure at a City worksite or facility.

The City will comply with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and institutions as required based on the individual circumstances: (1) the local health department; (2) Cal/OSHA; (3) within one (1) business day of the time City knew or should have known of COVID-19 case, the City will give a notice to employees who were present at a City worksite or

facility when the COVID-19 case was present; (4) the employee organizations that represent employees at the City worksite or facility; (4) the employers of subcontracted employees who were present at the City worksite or facility; and (5) the City's workers' compensation plan administrator.

The notice will not reveal any personal identifying information of the COVID-19 case. The notice will include information about cleaning and disinfecting.

Appendix C: Investigating COVID-19 Cases form should be used to investigate COVID-19 cases.

SYSTEM FOR COMMUNICATING

Reporting COVID-19 Symptoms, Possible Close Contact Exposure, and Hazards

The City's goal is to ensure effective two-way communication with employees in a form they can readily understand, to prevent the spread of COVID-19 and protect employees and includes the following information:

The City's policy requires that employees immediately report to their manager, supervisor, or Human Resources any of the following: (1) the employee's presentation of COVID-19 symptoms; (2) the employee's possible COVID-19 close contact exposures; or (3) possible COVID-19 hazards at City worksites or facilities. The City will not discriminate or retaliate against any employee who makes such a report.

Accommodation Process for Employees with Medical or Other Conditions

The City's policy provides for an accommodation process for employees who have a medical or other condition identified by the Centers for Disease Control and Prevention ("CDC") or the employees' health care provider as placing or potentially placing the employees at increased risk of severe COVID-19 illness. The CDC identifies several medical conditions as placing or potentially placing individuals at an increased risk of severe COVID-19 illness and provides that adults of any age with the conditions are at increased risk of severe illness from the virus that causes COVID-19.

Employees are encouraged to review the list of medical conditions at <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html> in order to determine whether they have such a condition. To request an accommodation, employees may make a request with their manager or supervisor or Human Resources (Administrative Order Policy #68/ADA Reasonable Accommodation).

TRAINING AND INSTRUCTION

The City will provide effective training and instruction that includes:

- COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which 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 when an infectious person talks or vocalizes, sneezes, coughs, or exhales.
 - 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.

- 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 but are most effective when used in combination.
- Policy for providing respirators, and the right of employees to request a respirator for voluntary use as stated in this program, without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use under this section or section 3205.1 through 3205.4, training will be provided on how to properly wear the respirator, and how to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with the seal.
- 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.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- 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 the COVID-19 policy, 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.
- The conditions under which face coverings must be worn at the workplace and that 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.

EXCLUSION OF COVID-19 CASES

Where the City has a COVID-19 case in the workplace, the City will limit transmission by:

- Ensuring COVID-19 cases are excluded from the workplace until the City's return-to-work requirements are met.
- Reviewing current local and CDPH guidance for persons who had close contacts, including guidance regarding quarantine or other measures to reduce transmission. The City will develop, implement, and maintain effective policies to prevent transmission of COVID-19 by persons who have close contacts.
- The City makes COVID-19 testing available at no cost to employees who had a close contact COVID-19 exposure at a City worksite. This COVID-19 testing will be offered during regular paid time, whether during the employee's regular work schedule or otherwise, and will be compensated for the time that the employee spends waiting for and being tested.

- The City does not exclude an employee who had a close contact as permitted by the exceptions noted above, the City shall provide the employee with information about any applicable precautions recommended by CDPH or local health department for persons with close contact.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever the City has demonstrated that the COVID-19 exposure is work related. This will be accomplished by:
 - Allowing employees to work remotely when they can fulfill their duties from home
 - Use of 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.
- Providing employees at the time of exclusion with information on available benefits.

REPORTING, RECORD KEEPING, AND ACCESS

The City's policy is to:

- Report information about COVID-19 cases at the City's workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring at the City's workplace or in connection with any employment.
- Maintain records of the steps taken to implement the City's written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make the COVID-19 Prevention Program available to employees, to authorized employee representatives, and to representatives of Cal/OSHA upon request.
- 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. Appendix C: Investigating COVID-19 Cases form will be used for investigating cases.
- In accordance with the Confidentiality of Medical Information Act (CMIA) and applicable law, the City will keep the employees' medical information confidential.

Return-to-Work Criteria

The City will check for the most current information from the CDPH including guidance documents, health orders, and executive orders from the governor's office and county and local health departments and follow the most current information.

[BUSINESS-Guidance-for-Suspected-or-Confirmed-COVID-19-Cases.pdf \(cchealth.org\)](#)

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx>

The following return to work criteria shall apply to COVID-19 cases and employees excluded

under sections 3205.1 and 3205.2. We will meet the requirements listed:

- 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:
 - At least five days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test;
 - 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; and
 - A negative COVID-19 test from a specimen collected on the fifth day or later is obtained; or, if unable to test, 10 days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive test.
- COVID-19 cases, regardless of vaccination status or previous infection, whose COVID-19 symptoms are not resolving, may not return to work until:
 - At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication; and
 - Symptoms are resolving or 10 days have passed from when the symptoms began.
- 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 person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
- The requirements in this section apply regardless of whether an employee has previously been excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.

If an order to isolate or 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. If no period was specified, then the period shall be in accordance with the return-to-work criteria in this program.

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

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

Where the absence of an essential employee from the City's worksite would cause a staffing shortage that would have an adverse impact on the community's health and safety and pose an undue risk to the community's health and safety as a result, Cal/OSHA may grant such waiver. In order to request a waiver under such circumstances, the City will submit the written request to rs@dir.ca.gov. In the event of an emergency, the City may request a provisional waiver by contacting the local Cal/OSHA office while the City prepares the written waiver request.

The written waiver request must provide for the following information:

1. Employer name and business or service;
2. Employer point-of-contact name, address, email and phone number;
3. Statement that there are no local or state health officer orders for isolation or quarantine of the excluded employees;
4. Statement describing the way(s) in which excluding the exposed or COVID-19 positive employees from the workplace impacts the employer's operation in a way that creates an undue risk to the community's health and safety;
5. Number of employees required to be quarantined under the Cal/OSHA regulation, and whether each was exposed to COVID-19 or tested positive for COVID-19; and
6. The employer's control measures to prevent transmission of COVID-19 in the workplace if the employee(s) return or continue to work in the workplace, including the prevention of further exposures. These measures may include, but are not limited to, preventative steps such as isolating the returned employee(s) at the workplace and requiring that other employees use respiratory protection in the workplace.

In addition to submitting a request for a Cal/OSHA waiver, the City will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employees at the City worksite or facility and, if isolation is not possible, the use of respiratory protection in the workplace.

APPENDICES

Appendix A: Identification of COVID-19 Hazards

All persons regardless of symptoms or negative COVID-19 test results will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: [Enter Name\(s\)](#)

Date: [Enter Date](#)

Name(s) of employee and authorized employee representative that participated: [Enter Name\(s\)](#)

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: [Enter date](#)

Name of person conducting the inspection: [Enter names](#)

Work location evaluated: [Enter information](#)

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

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: [Enter date](#)

Name of person conducting the investigation: [Enter name\(s\)](#)

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

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

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

Appendix D: Potential COVID-19 Exposure Contact Tracing

Name/Title of Person Being Traced: _____

Date Form was Completed: _____

Date I was within 6 feet (with or without a mask) of this person	Duration (Total number of minutes during a 24-hour period)	Name/Title of the Person Involved	Location/Task Where Contact was Made

Appendix E: COVID-19 Training Roster

Date: [Enter date](#)

Person that conducted the training: [Enter name\(s\)](#)

Employee Name	Signature