



Written COVID-
19
Prevention Plan
(WCPP)
CCR, Title 8
.3205

This is a sample program provided to you by Aspen Risk Management Group, a TRISTAR Company. In this time of COVID-19, company shutdowns and reduced revenue for so many of our clients and partners; we are providing this tool free of charge to be used as a guide for you to continue to develop your own WCPP plan.

It is our sincere privilege to be a part of your business recovery at this difficult time.

This sample plan is not intended to be all encompassing nor address every detail of your business response to COVID-19. Our hope is that it takes some level of burden off of your shoulders as you work internally to complete this plan.

As in all situations, we highly recommend that you have legal counsel review your plan once completed by you, to ensure compliance with Cal / OSHA Title 8, 3205.

TABLE OF CONTENT

- Health & Safety Policy Statement 3
- 0.0 Purpose / Scope / Responsibility 4
- 1.0 SYSTEM OF COMMUNICATION REGARDING COVID-19 6
- 2.0 IDENTIFICATION OF COVID-19 HAZARDS..... 8
- 3.0 INVESTIGATING AND RESPONDING TO COVID - 19 CASES IN THE WORKPLACE 11
- 4.0 CORRECTION OF COVID-19 HAZARDS 13
- 5.0 TRAINING AND INSTRUCTION..... 14
- 6.0 PHYSICAL DISTANCING..... 16
- 7.0 FACE COVERINGS..... 17
- 8.0 OTHER ENGINEERING CONTROL, ADMINISTRATIVE CONTROLS, AND PERSONAL PROTECTIVE EQUIPMENT 19
- 9.0 REPORTING, RECORDKEEPING, AND ACCESS 23
- 10.0 EXCLUSION OF COVID-19 CASES FOR THE PURPOSE TO LIMIT TRANSMISSION OF COVID-19 IN THE WORKPLACE..... 24
- 11.0 RETURN TO WORK CRITERIA 25
- 12.0 MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS..... 26
- 13.0 MAJOR COVID-19 OUTBREAK 29
- COVID-19 Prevention in Employer-Provided Housing – 3205.3 31
- COVID-19 Prevention in Employer-Provided Transportation to and from Work – 3205.4 ... 34
- Appendix A - Definitions..... 36
- Appendix – B..... 39
- Appendix – C 47

Health & Safety Policy Statement

Our Written Covid-19 Prevention Program (WCPP) has been created to save lives and prevent illnesses.

At **COMPANY**, we are committed to a successful COVID-19 prevention program that includes the identification and correction of hazards and training of employees specific to COVID-19. We strive to comply with all safety & health standards, and we expect the full cooperation of our employees. This program supports the philosophy that employees' safety is of the utmost importance, and at the end of each day, "no one gets hurt or ill."

Although safety is every person's responsibility, the ultimate responsibility for the safety program lies with the Senior Management of the **COMPANY**. However, the program cannot succeed without the cooperation of all employees, independent contractors, associates, and affiliates. Everyone must be one hundred percent safety conscious in everything they do while on the job. We expect that. We are confident that with a sincere and concentrated effort from everyone, our safety goals can be achieved.

We encourage active participation in our safety program at all levels of the organization and will honor and respect constructive thoughts and ideas. No one should fear reprisal of any kind by doing the right thing to communicate safety concerns.

We want all employees to know that every reasonable step has been taken to reduce the potential exposure and spread of COVID-19 in our workplace. That is why we have implemented this written COVID-19 Prevention Plan, which is in compliance with the California Code of Regulations (CCR) Title 8, 3205 related to their employment at **COMPANY**.

President / CEO

Dated

0.0 Purpose / Scope / Responsibility

The purpose of our WCPP is to evaluate, identify, and implement control measures and communicate to staff regarding the potential exposures to COVID-19 that may be present in our workplace. It also provides a framework to return employees back to work who may have tested positive to COVID-19, have symptoms of COVID-19 but tested negative, or be asymptomatic but may still be infectious.

The protocols outlined in this document will be modified based on the ongoing and updated guidance from the CDC, state and local public health agencies, and Cal / OSHA. It is the intent of this document to follow the highest levels of controls to protect our employees.

This policy applies to all our employees that may be exposed to the coronavirus as a result of the performance of their duties. This policy does not apply to remote workers who work remotely on behalf of our company.

[Enter name AND job title AND contact number of the person(s) responsible] is the WCPP program administrator and has overall authority and day to day responsibility for implementing the provisions of this WCPP in our workplace.

Managers and Supervisors:

In addition, all managers and supervisors are responsible for implementing and maintaining the WCPP in their assigned work areas and ensuring employees receive answers to the program's questions in a language they readily understand.

Employees:

All employees are responsible for using safe and healthy work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment. Employees should feel comfortable at all times to clearly state either directly or anonymously their COVID-19 concerns to management without any fear of reprisal. Employees shall:

- Practice physical distancing using video or telephonic meetings as much as practicable and maintaining a distance of at least six feet between persons at the workplace whenever possible.
- Avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) whenever possible. If employees must share workspaces, clean and disinfect shared workspaces and work items before and after use.

- Wash hands with soap and water for at least 20 seconds and/or use hand sanitizer after interacting with people and after contacting shared surfaces or objects.
- Cover coughs and sneezes and avoid touching eyes, nose, and mouth with unwashed hands.
- Avoid sharing personal items with coworkers (i.e., dishes, cups, utensils, towels).
- Notify their administrator or supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water, single-use towels, or blowers.

No employee shall bring cleaning products and/or disinfectants into the workplace that have not been approved by the WCPP program administrator.

1.0 SYSTEM OF COMMUNICATION REGARDING COVID-19

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and it includes the following information:

- Employees should immediately report, via phone or in-person (if already at work), symptoms of or possible COVID -19 exposure or hazards at the workplace they may feel exposes them or others to COVID-19. They may do so without any fear of reprisal. [Describe how this will be accomplished in your workplace].

They should report this information to their immediate supervisor, Human Resources representative, or the program administrator [Enter name AND job title AND contact number of the person(s) responsible].

- Employees who have medical or other conditions that put them at increased risk of severe COVID-19 illness will be consulted as to alternative work arrangements that may include remote work opportunities or isolating their work environment using engineering, administrative, or personal protective equipment; or a combination of all these controls to reduce the chance of exposure.
- Where testing is not required, employees shall be directed to a local clinic or via their medical provider to obtain testing as needed how employees can access COVID-19 testing [determine what options are available for employees to obtain voluntary testing, be it employer-provided, available through health plans or local testing centers. The purpose is to give employees the tools to get tested when they have symptoms to reduce the likelihood of bringing the virus to work. This type of voluntary testing does not have to be provided by the employer].
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. [If you are required to provide testing because of employee exposure, have a plan for how this will be accomplished at no cost to the employee during working hours, including when the testing is in response to CCR Title 8 section 3205.1. Multiple COVID-19 Infections and COVID-19 Outbreaks, as well as section 3205.2, Major COVID-19 Outbreaks. It is recommended that the plan be developed in advance for large or high-risk workplaces.]
- When this program is first established, and as circumstances change, we will provide information about COVID-19 hazards to our employees, including other employers onsite and individuals in contact with our workplaces, such as temporary staff and contractors. We will advise as to what is being done to control those hazards and our COVID-19 policies and procedures. (See Section 8,

"other engineering controls, administrative controls, and personal protective equipment).

Information regarding engineering, administrative, and personal protective equipment controls may be communicated via emails, posters in common areas, written policies accessible on the company intranet, and group training; in person or via remote learning. [Describe any additional aspects of your system of COVID-19 related communication being implemented in your workplace].

- The confidentiality of all employees who test positive for COVID-19 or who may be potentially be exposed to COVID-19 will be kept with the utmost confidence.
- **COMPANY** will place signs and/or instructions in common areas (e.g., reception area, break rooms, common public areas, etc.) to communicate physical distancing requirements and provide other COVID-19 infection prevention information to the general public entering the worksite and buildings.

2.0 IDENTIFICATION OF COVID-19 HAZARDS

COMPANY shall allow for employees and authorized employee representative participation in identifying and evaluating COVID-19 hazards in the workplace. The method and system used shall be as follows: [Describe how employees and their representatives, if any, may participate in COVID-19 hazard identification and evaluation.]

- Employees shall screen themselves for COVID-19 symptoms prior to arriving at work. Any employee who has one or more symptoms shall contact their supervisor before arriving and advise they are not feeling well. They will not be allowed in the workplace. Employees must follow the CDC guidelines for self-screening at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Employees who arrive at work shall complete an employee self-assessment of health **FORM -1** and return it immediately to their supervisor prior to starting their day. [Describe how this will be accomplished – i.e., directly screen employees when they come to work, or having them self-screen according to California Department of Public Health (CDPH) guidelines. Ensure that face coverings are used during screening by both screeners and employees and, if temperatures are measured, that non-contact thermometers are used.]
- Employees may be screened at work by a trained and authorized individual. The process may include 1) a review of the self-assessment of health completed by the employee, and 2) the use of non-contact thermal thermometers. All parties shall wear face coverings, and documented screenings shall be kept confidential.
- Should an employee while at work state that they are feeling ill, or if symptoms are identified via screening of staff at the start of the workday, **COMPANY** shall follow the most current and most stringent guidelines as set forth by CAL / OSHA, state and local governments and the CDC to provide support to the COVID-19 case and exposures in the workplace.
- The employee experiencing symptoms shall immediately be sent to a testing facility. All employees, temporary staff, or contractors will be notified and evaluated for exposure levels (i.e., within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period" defined by this section. This definition applies regardless of the use of face coverings).

[Enter other identification and evaluation measures you take in your workplace].

- **COMPANY** shall treat all employees, visitors, clients, and guests as potentially infectious regardless of symptoms of COVID-19 or negative COVID-19 test results. This includes conducting workplace-specific identification of all potential

interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.

This identification process is done initially when the program is first established and annually thereafter or, as our business evolves. See [FORM -2](#)

- Our evaluation of worksite-specific identification of potential exposures includes:
 - Places and time people congregate or come in contact with one another, such as:
 - During meetings, training, entrances, bathrooms, hallways, elevators, break or eating areas, cool-down areas, timecard stations, **[Be specific to your place of business]** or;
 - Potential workplace exposures to all persons at our workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. This shall include:
 - Areas where people enter and leave the building, travel through the workplace, and **[Enter other identification and evaluation measures you take in your workplace]**.
- For **COMPANY** indoor locations, we will evaluate and implement the maximum quantity of outdoor air into the workplace and whether it is possible to increase the filtration efficiency to the highest level compatible with the existing ventilation system. **[Consider engaging in an HVAC company that can document the assessment of your system and provide measure flow rates]**
- **COMPANY** will review applicable guidance and orders from the State of California and the local health department (LHD) related to COVID-19 hazards and prevention in general terms and specific to our industry. Resources may include; California Playbook [COVID-19 Employer Playbook Supporting Safer Environments for Workers and Customers \(ca.gov\)](#), CDC [For Specific Industries and Occupations | CDC](#).
- **COMPANY** will evaluate our existing COVID-19 prevention controls and the need to implement different controls, at a minimum quarterly or when COVID-19 cases increase in the community where the business is located. This evaluation will include the evaluation of:
 - Written COVID-19 policies and procedures, and the current approach to correcting unsafe or unhealthy conditions, or work practices
 - Evaluation of our physical distancing procedures
 - Use of face coverings, and where and how they are used

- Current engineering, administrative, and use of personal protective equipment
- **COMPANY** will conduct weekly inspections [Do not use the regulatory "periodic"; you must state how often you will conduct an inspection. Make sure it is attainable]. See [FORM -3](#)

DRAFT

3.0 INVESTIGATING AND RESPONDING TO COVID - 19 CASES IN THE WORKPLACE

COMPANY will implement an effective procedure to investigate COVID-19 cases in our workplace. See [FORM - 4](#), which will be used to initiate the investigation. This includes our procedures for verifying COVID-19 case status, receiving information regarding COVID-9 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.

When there has been a COVID-19 case in our workplace, **COMPANY** will:

- Determine the day and time the COVID-19 case was present last 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.
- Determine who may have had a COVID-19 "exposure." [This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.]
- Employees who had potential COVID-19 exposure in our workplace will be: [indicate how the following will be accomplished]:
 - Employees with potential COVID -19 exposure will be given notice within one business day in a way that does not reveal any personal identifying information of the COVID-19 case; this includes their authorized representatives,
 - Includes independent contractors and other employers present in the workplace during the high-risk exposure event.
- **COMPANY** will offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits described in Sections 5.0 and 10.0 of this manual.
- Continue to investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
- Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by **COMPANY** shall be provided in a manner that ensures the confidentiality of employees. An exception may be to provide to the local health department, CDPH, the Division, the National Institute for Occupational Safety

and Health (NIOSH), or as otherwise required by law immediately upon request.

- **COMPANY** shall ensure that all employee medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace. However, unredacted medical records shall be provided to the local health department, CDPH, the Division, NIOSH, or as otherwise required by law immediately upon request. This may not apply to records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

DRAFT

4.0 CORRECTION OF COVID-19 HAZARDS

COMPANY either through our routine inspection process, COVID-19 case investigation, or via employee / other verbal or written notification processes of a COVID -19 hazard shall; implement an effective policy and procedure for correcting unsafe or unhealthy conditions, work practices, policies, and procedures. This will be done in a timely manner based on the severity of the hazard. See [FORM -5](#).

[Remember, this is a "system and method" regulation, and you have to identify how you will comply with correcting hazards, not just that you will]

- The supervisor/manager/safety coordinator will establish the correction based on the following:
 - **Imminent COVID-19 Hazard:** An Imminent Hazard is one that is immediately dangerous to all employees, guests, visitors, contractors etc. Employees should stop the activity and notify their supervisor/manager/safety coordinator to take immediate corrective action.

If the imminent hazard cannot be corrected immediately, the area shall be declared "off-limits" and/or secured until the hazard is corrected. Deep cleaning and disinfecting of the area will be completed before re-opening that area. COVID-19 testing may be mandatory.
 - **Serious COVID-19 Hazard:** A Serious Hazard is one that has substantial potential to cause high exposure to COVID -19. Employees, guests, visitors, contractors etc., will be protected and notified of potential exposure. COVID-19 testing may be mandatory.
 - **General COVID-19 Hazard:** A General Hazard is one, which may affect the safety and health of employees and should be investigated. Employees, guests, visitors, contractors etc., will be protected and notified of potential exposure.
- Employees will be protected from any identified serious hazards until corrected. Those employees responsible for correcting the hazard will be provided with the required safeguards.

5.0 TRAINING AND INSTRUCTION

COMPANY will provide training in the general description of COVID-19, symptoms, when to seek medical attention, how to prevent its spread, and **OUR COMPANY'S** procedures for preventing the spread of the disease at the workplace. The training may consist of reviewing written documentation, online video training and/or acknowledgment of receipt of COMPANY Written COVID-19 Prevention Plan (WCPP). See [FORM - 6](#)

We will provide effective training and instruction that includes:

- Policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which our employees may be entitled under applicable federal, state, or local laws such as; workers' compensation, Federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, and **COMPANY's** leave policies, and leave guaranteed by contract [if applicable].
- Information regarding COVID-19:
 - 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 (less common).
 - An infectious person may have no symptoms (asymptomatic).
 - Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
 - Particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
 - The importance of frequent handwashing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or handwashing facility, and that hand sanitizer does not work if the hands are soiled.
 - Proper use of face coverings and 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 not coming to work when feeling ill and obtaining a COVID-19 test if the employee has COVID-19 symptoms.
- How to manage non-employees when they refuse to wear a face-covering on **COMPANY** premises. [Include in your employee handbook what the employees' steps should be when confronting a non-employee about face-coverings]
- [Describe other aspects of your training being implemented in your workplace, such who, when, and how often training will be done]

DRAFT

6.0 PHYSICAL DISTANCING

All employees at **COMPANY** shall be separated from other persons by at least six feet, except where we can demonstrate that six feet of separation are not possible (see Section 8.0), and except for momentary exposure while persons are in movement.

Methods of physical distancing **COMPANY** may use 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 a greater distance between employees.

[Describe your specific workplace methods, which can include:

- Eliminating the need for workers to be in the workplace – e.g., 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.
- Adjusted work processes or procedures, such as reducing production speed, to allow a greater distance between employees.
- Reference section CCR Title 8, 3205(c)(6) for details] (Program manual 6.0)

7.0 FACE COVERINGS

COMPANY provides clean, undamaged face coverings and ensures they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the CDPH or local health department.

Employees will not be allowed to wear ONLY a face shield. If an employee chooses to wear a face shield, it must be worn together with a face covering for additional protection. [Describe how face-coverings will be provided, replaced, and cleaned, as needed, as well as what your policies are should your employees encounter non-employees not wearing face coverings]. [Remember this is a performance-based standard, describe how you will comply, but make sure it is attainable]

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air has been supplied to the area and has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders. [delete if not applicable]
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. This may include effective non-restrictive alternatives such as a face shield with a drape on the bottom if their condition or disability permits it. [list other alternatives such as communicating outdoors, making sure they are six feet apart, using an interpreter who has a face covering]
- 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, and the unmasked employee shall be at least six feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19. [delete if not applicable]
- Any employee exempted from wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

COMPANY shall not use COVID-19 testing as an alternative to face coverings when face coverings are otherwise required.

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

COMPANY shall communicate our face-covering policy with non-employees such as guests, clients, visitors, temporary staff, and contractors.

COMPANY has created policies and procedures to minimize employee exposure to COVID-19 hazards originating from any person not wearing a face covering, including a member of the public. [Consider adding a statement in your IIPP's stop-work authority section that includes potential COVID-19 exposure and the employees right to not interact with someone not wearing a face covering]

DRAFT

8.0 OTHER ENGINEERING CONTROL, ADMINISTRATIVE CONTROLS, AND PERSONAL PROTECTIVE EQUIPMENT

Engineering Controls

At **COMPANY** fixed work locations (where it is not possible to maintain the physical distancing requirement at all times), we shall install cleanable (non-porous) solid partitions that effectively reduce aerosol transmission between the employee and other persons.

Additional examples we may implement for situations where we cannot maintain at least six feet between individuals: [enter your site-specific measures, which can include installing solid partitions, plexiglass hung partitions, plastic sheeting, solid wood barriers, etc.]

For our buildings with mechanical or natural ventilation, we will 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 letting in outdoor air by other means would cause a hazard to employees; such as from excessive heat or cold or wildfire smoke.

Additional examples we may maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems: [describe how this will be accomplished, taking into consideration:

- Circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke.
- How the ventilation system will be properly maintained and adjusted, whether you own and operate the building, or not.
- Whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.]

Administrative Procedures / Disinfecting Procedures

COMPANY has implemented the following additional controls along with having our written policies and procedures. We will implement the following cleaning and disinfection measures for frequently touched surfaces.

General Protocols are as follows since we recognize that high-traffic and high-touch common areas in the workplace need, to the extent possible, cleaning and disinfecting to limit the spread of the COVID-19 virus.

COMPANY will assign personnel and establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, copy machines, containers, counters, tables, desks, chairs, benches, door handles, knobs,

drinking fountains, refrigerators, vending machines, restroom and bathroom surfaces, and trash cans.

The disinfecting process includes providing disinfecting products that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time.)

Cleaning and Disinfecting Following a Confirmed COVID-19 Case

1. Temporarily close the general area where the infected employee or guest worked/visited until cleaning is completed.
2. If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before cleaning and disinfecting the area.
3. Conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms, and travel areas, with a cleaning agent approved for use by the EPA against the coronavirus.
4. Custodial personnel (or other designees) cleaning the area must be equipped with the proper personal protective equipment for COVID-19 disinfection (disposable gown, gloves, eye protection, or mask, if required).

We have: **[describe your workplace-specific measures,]**

- Identified and regularly clean and disinfect frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels.
- Informed employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection. Ensuring adequate supplies and adequate time for it to be done properly.
- Prohibited the sharing of personal protective equipment and, to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools.
- Implemented procedures when it is not feasible to prevent sharing. Sharing shall be minimized, and such items and equipment shall be disinfected between uses by different people.

- Minimized the sharing of vehicles to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.
[remove if not applicable]
- Implemented procedures for the cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.
[describe how the cleaning and disinfection will be done of areas, materials, and equipment used by a COVID-19 case during the high-risk exposure period. Address whether an outside service will be used or how the employees you use are properly equipped and trained.]
- Properly trained an employee(s) designated to perform a routine or deep cleaning on the hazards associated with the cleaning chemicals, provided appropriate PPE or their use, and comply with the Hazard Communication standard CCR Title 8, 5194. <https://www.dir.ca.gov/title8/5194.html>.
- To protect our employees from COVID-19 hazards, we shall evaluate our handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer.

We will post signage in bathroom areas, if feasible, to encourage employees to wash their hands for at least 20 seconds each time. We will not use hand sanitizers in lieu of handwashing facilities. The use of hand sanitizer with methyl alcohol is prohibited.

- Additional methods may also include: [remove any methods you will not implement]
 - Employees shall cover coughs and sneezes and avoid touching eyes, nose, and mouth with unwashed hands.
 - Employees must avoid sharing personal items with coworkers (i.e., dishes, cups, utensils, towels).
 - Employees shall notify their administrator or supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water, single-use towels, or blowers.
- No employee shall bring cleaning products and/or disinfectants into the workplace that have not been approved by the WCPP program administrator.

Personal Protective Equipment Used to Control the exposure and spread of COVID-19

COMPANY shall evaluate the need for personal protective equipment to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and provide such personal protective equipment as needed.

We shall:

- Evaluate the need for respiratory protection in accordance with the Cal / OSHA respiratory protection regulation CCR Title 8, 5144 (Respiratory Protection Program) when the physical distancing requirements in section 6.0 are not feasible or are not maintained.
- Provide and ensure the use of respirators in accordance with Title 8, 5144 when deemed necessary; in accordance with CCR Title 8, section 332.3. 4.
- Provide and ensure the use of eye protection and respiratory protection in accordance with Title 8, 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids. [primarily for healthcare settings, remove if not applicable].

Items that employees come in regular physical contacts 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 [describe how this will be done in your workplace, such as using a cleaning/sanitizing crew or providing the employees with the materials and training to do it themselves].

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users. [Delete if not applicable to your workplace.]

9.0 REPORTING, RECORDKEEPING, AND ACCESS

It is **COMPANY** policy to:

- Report information about COVID-19 cases at our 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 in our place of employment or connection with any employment.
- Maintain records of the steps taken to implement our (WCPP) in accordance with CCR Title 8 Section 3203(b).
- Make our WCPP available at the workplace to employees, authorized employee representatives, and representatives of Cal/OSHA immediately upon request.
- We shall use our COVID-19 Investigation [FORM -4](#) as a log to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

[FORM-4](#) shall include the employee's name, contact information, occupation, the location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information shall be kept confidential in accordance with subsections Section 3.0.

Employees or their representatives have the right to request and obtain an employer's Log of Work-Related Injuries and Illnesses (Log 300), without redaction, or request and obtain information as otherwise allowed by law. **[add any additional measure you are taking.]**

10.0 EXCLUSION OF COVID-19 CASES FOR THE PURPOSE TO LIMIT TRANSMISSION OF COVID-19 IN THE WORKPLACE.

COMPANY shall ensure that COVID-19 employee cases shall remain away from the workplace until the return to work requirements of Section 11.0 of this manual are met. Such as: [describe how your workplace will accomplish this, such as by employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights, and benefits, where permitted by law and when not covered by workers' compensation].

- We shall exclude employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- For employees excluded from work under this section and otherwise able and available to work, we shall continue and maintain an employee's earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job.
- We may choose to use our employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights, and benefits, where permitted by law and when not covered by workers' compensation.
- This section does not limit other applicable laws, company policies, or collective bargaining agreements that may provide greater protections.
- At the time of exclusion, we shall provide the employee with information on benefits described in Section 5.0 (training) and section 10.0.

COMPANY is not required to reassign workers who have not been excluded or isolated by the local health department. OUR COMPANY need not exclude them if they are temporarily reassigned to work where they do not have contact with other persons until the return to work requirements of section 11.0 of this manual are met.

11.0 RETURN TO WORK CRITERIA

COMPANY policy will comply with the following criteria, or the Centers for Disease Control (CDC) whichever is more stringent:

COVID-19 cases with COVID-19 symptoms shall not return to work until:

1. At least 24 hours have passed since a fever of 100.4, or higher has resolved without the use of fever-reducing medications;
2. COVID-19 symptoms have improved; **and**
3. At least 10 days have passed since COVID-19 symptoms first appeared.

COVID-19 cases that tested positive but never developed COVID-19 symptoms shall not return to work until a minimum of 10 days has passed since the date of specimen collection of their first positive COVID-19 test.

1. A negative COVID-19 test shall not be required for an employee to return to work.
2. If an order to isolate or quarantine 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.
3. If no period was specified, then the period shall be 10 days from the time the order to isolate was effective or 14 days from the time the order to quarantine was effective.
4. If there are no violations of local or state health officer orders for isolation or quarantine, 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, COMPANY shall develop, implement, and maintain effective control measures to prevent transmission in the workplace, including providing isolation for the employee at the workplace, if isolation is not possible, the use of respiratory protection in the workplace. **[This is primarily for essential workers or emergency responders or critical infrastructure companies or employees thereof.]**

12.0 MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS.

[This section will need to be added to your WCPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section Title 8, 3205.1 for details.] <https://www.dir.ca.gov/oshsb/documents/COVID-19-Prevention-Emergency-txtbrdconsider.pdf>

COMPANY will enforce this section of our WCPP if it has been identified by a local health department as the location of a COVID-19 outbreak or when there are three or more COVID-19 cases in an exposed workplace within a 14-day period.

This section shall apply until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing.

- **COMPANY** shall provide COVID-19 testing to all employees at the exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period(s).
- COVID-19 testing shall be provided at no cost to employees during employees' working hours.
- COVID-19 testing shall consist of the following:
 - All employees in the exposed workplace shall be tested and then tested again one week later.
 - Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine period required by or orders issued by the local health department.
 - After the first two COVID-19 tests, **COMPANY** shall provide continuous COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until this section no longer applies.
 - **COMPANY** shall provide additional testing when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3. (c)

Exclusion of COVID-19 cases.

COMPANY shall ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with Sections 10.0 and 11.0 of this manual and local health officer orders if applicable.

Investigation of workplace COVID-19 illness.

COMPANY shall immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with section 3 of this manual.

COVID-19 Investigation, review, and hazard correction.

In addition to the requirements of subsection Section 2.0 and 4.0, we shall immediately review potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent the further spread of COVID-19.

The investigation and review shall be documented and include:

- Investigation of new or unabated COVID-19 hazards, including our leave policies and practices and whether employees are discouraged from remaining home when sick;
- Our COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.
- An updated review shall take place every thirty days that the outbreak continues, in response to new information, to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
- **COMPANY** shall implement changes to reduce the transmission of COVID-19 based on the investigation and review. We 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 possible, respiratory protection, and other applicable controls.

Notifications to the local health department.

COMPANY shall contact the local health department immediately but no longer than 48 hours after the employer knows, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.

COMPANY shall provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North

American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department.

We shall continue to notify the local health department of any subsequent COVID-19 cases at the workplace.

Effective January 1, 2021, we shall provide the required information to the local health department according to Labor Code section 6409.6.

DRAFT

13.0 MAJOR COVID-19 OUTBREAK

This section will apply ONLY if our workplace experience 20 or more COVID-19 cases within a 30-day period. This section shall apply until there are no new COVID-19 cases detected in our workplace for a 14-day period.]

COVID-19 testing.

COMPANY shall provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace.

COVID-19 testing shall be provided at no cost to employees during working hours.

Exclusion of COVID-19 cases.

COMPANY shall ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with Section 10.0 and 11.0 and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses.

COMPANY shall comply with the requirements of Section 3.0

COVID-19 hazard correction.

In addition to the requirements of Section 4.0, we shall take the following actions:

- In buildings or structures with mechanical ventilation, **COMPANY** shall filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system.
- If MERV-13 or higher filters are not compatible with the ventilation system, the **COMPANY** shall use filters with the highest compatible filtering efficiency.
- Evaluate whether portable or mounted High-Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- Determine the need for a respiratory protection program or changes to our existing respiratory protection program under Title 8, 5144 <https://www.dir.ca.gov/title8/5144.html>, to address COVID-19 hazards.

- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.

DRAFT

COVID-19 Prevention in Employer-Provided Housing – 3205.3

[This section will need to be added to your WCPP if you have workers in employer-provided housing, if not, remove]

Reference section 3205.3 for details. <https://www.dir.ca.gov/oshsb/documents/COVID-19-Prevention-Emergency-txtbrdconsider.pdf>

Definition: Employer-provided housing is any place or area of land, any portion of any housing accommodation, or property upon which a housing accommodation is located, consisting of living quarters, dwelling, boardinghouse, tent, bunkhouse, maintenance-of-way car, mobile home, manufactured home, recreational vehicle, travel trailer, or other housing accommodations.

Employer-provided housing includes a "labor camp" as that term is used in title 8 of the California Code of Regulations or other regulations or codes. The employer-provided housing may be maintained in one or more buildings or one or more sites, including hotels and motels, and the premises upon which they are situated, or the area set aside and provided for parking of mobile homes or camping.

Employer-provided housing is housing that is arranged for or provided by an employer, another person, or entity to workers, and in some cases to workers and persons in their households, in connection with the worker's employment, whether or not rent or fees are paid or collected.

This section does not apply to housing provided for the purpose of emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations, if:

- The employer is a government entity; or
- The housing is provided temporarily by a private employer and is necessary to conduct the emergency response operations.

[The requirements below for Physical distancing and controls, Face coverings, cleaning and disinfecting, screening, and isolation of COVID-19 cases and persons with COVID-19 exposure do not apply to occupants, such as family members, who maintained a household together prior to residing in employer-provided housing, but only when no other persons outside the household are present.]

Assignment of housing units

We will ensure that shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

Physical distancing and controls

We will ensure:

- The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.
- Beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers' heads. For beds placed next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e., end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- Maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

Face coverings

We will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

Cleaning and disinfection

We will ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

Screening

We will encourage residents to report COVID-19 symptoms to [enter name of individual, position, or office].

COVID-19 testing

We will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

Isolation of COVID-19 cases and persons with COVID-19 exposure

We will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our WCPP **Investigating and Responding to COVID-19 Cases**.
- End isolation in accordance with our WCPP **Exclusion of COVID-19 Cases and Return to Work Criteria** and any applicable local or state health officer orders.

COVID-19 Prevention in Employer-Provided Transportation to and from Work – 3205.4

[This section will need to be added to your WCPP only if there is employer-provided motor vehicle transportation to and from work, which is any transportation of an employee, during the course and scope of employment, provided, arranged for, or secured by an employer including ride-share vans or shuttle vehicles, car-pools, and private charter buses, regardless of the travel distance or duration involved. Reference Section CCR Title 8, 3205.4 for details.]

<https://www.dir.ca.gov/oshb/documents/COVID-19-Prevention-Emergency-txtbrdconsider.pdf>

This section does not apply:

- If 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.

Assignment of transportation

We will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

Physical distancing and face coverings

We will ensure that the:

- Physical distancing and face-covering requirements of our WCPP **Physical Distancing** and **Face Coverings** are followed for employees waiting for transportation.
- The vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face-covering in the vehicle as required by our WCPP Face Coverings section.

Screening

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and disinfecting

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles, and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensuring adequate supplies.

Ventilation

We will ensure that vehicle windows are kept open and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use, and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use, and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use, and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand hygiene

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

Appendix A - Definitions

What is Coronavirus Disease 2019 (COVID-19)?

On February 11, 2020, the World Health Organization announced an official name for the disease caused by the novel coronavirus SARS-CoV-2. The name of the new disease is coronavirus disease 2019, abbreviated as COVID-19.

There are many types of human coronaviruses, including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease caused by a novel (or new) coronavirus that has not previously been seen in humans.

COVID-19 affects different people in different ways. Infected people have had a wide range of symptoms reported – from no symptoms to mild and severe illnesses. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19: Symptoms may appear 2-14 days after exposure to the virus. People with the below symptoms MAY have COVID-19:

- Fever or 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
- Diarrhea

It is important to note that laboratory testing is necessary to confirm an infection.

COVID-19 Transmission

The virus that causes COVID-19 is thought to spread mainly from person to person through respiratory droplets produced when an infected person coughs or sneezes. These droplets can enter the respiratory tract (mouth, nose, and lungs) of people who are nearby and cause infection. The CDC states that spread is more likely when people are in close contact with one another (i.e., within six feet) while not wearing face coverings for extended periods of time (longer than 15 minutes).

Although it is not considered to be the primary way the virus spreads, the transmission may be possible by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes.

1. **"COVID-19"** means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
2. **"COVID-19 case"** Means a person who:

- a. Has a positive "COVID-19 test" as defined in this section;
- b. Is subject to a COVID-19-related order to isolate issued by a local or state health official; or
- c. 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.

NOTE: A person is no longer a "COVID-19 case" in this section when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or Title 17, California Code of Regulations to CDPH or the local health department.

3. **"COVID-19 exposure"** means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period" defined by this section. This definition applies regardless of the use of face coverings.
4. **"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, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.
5. **"COVID-19 symptoms"** may include a fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, 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.
6. **"COVID-19 test"** means a viral test for SARS-CoV-2 that is:
 - a. Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and
 - b. Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

7. **"Exposed workplace"** means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case.
- a. Effective January 1, 2021, the "exposed workplace" also includes but is not limited to the "worksite" of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).
8. **"Face covering"** means a tightly woven fabric or non-woven material with no visible holes or openings, covering the nose and mouth.
9. **"High-risk exposure period"** means the following time period:
- a. For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or
- b. For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

Appendix – B

FORM -1 Team Members Self-Assessment of Health

FORM -2 Identification of COVID-19 Hazards

FORM -3 Weekly COVID-19 Inspection

FORM - 4 Investigation of COVID-19 Cases

FORM – 5 Correction of COVID-19 Hazards

FORM - 6 COVID-19 Training Roster

Sample Notification of a COVID Case

DRAFT

Team Member Coronavirus COVID-19) Self -Assessment FORM - 1

Must be completed daily (Today's Date) _____

COMPANY is taking precautionary measures of all individuals working in or performing work at our offices by completing a COVID Self -Assessment. **COMPANY** reserves the right to evaluate the potential for health and safety risks at our discretion and deny access to our premises. Thus:

I attest that the information below is accurate to the best of my knowledge.

- In the last 14 days, I have not traveled to or returned from a destination with a Travel Health Notice issued by the Centers for Disease Control and Prevention (CDC) with a **Level 2 OR Level 3 Warning** for COVID-19. <https://wwwnc.cdc.gov/travel/notices>
- In the last 14 days, I have not experienced a cough, shortness of breath or have had trouble breathing, had a fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or a new loss of taste or smell.
- In the last 14 days, to the best of my knowledge, I have not been in close contact with a **confirmed or suspected** COVID-19 case.

In addition, I agree to

- Practice social distancing and other acceptable pandemic hygiene practices. This includes remaining 6 feet away from coworkers and wearing a face covering at all times when away from my desk or office or in common areas.
- Use good hygiene if I cough or sneeze, not share office equipment or supplies, and will wipe down my work surfaces during my shift with a disinfectant if needed.
- Complete the Voluntary Respiratory Use form if I wear choose to wear a respirator.
- Not congregate at other team member's cubicles or in breakrooms. I will eat at my desk since I must wear face coverings in the breakrooms and cannot eat while wearing the face covering.
- To stay home and immediately notify my supervisor if I have **ANY** one of these symptoms. These symptoms may appear 2-14 days after exposure to the virus: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
Fever, Cough, Shortness of breath or difficulty breathing, Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat, New loss of taste or smell

Signature: _____

NOTE: If the answer to **any question** above indicates possible COVID symptoms or exposure, the individual is **not cleared** to enter any **COMPANY** office and is required to speak with their supervisor immediately. The Safety Assessment shall be forwarded to Human Resources.

Identification of COVID-19 Hazards – [FORM 2](#)

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

Weekly COVID-19 Inspection FORM -3

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			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Handwashing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions used according to manufacturer instructions			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
PPE (not shared, available, and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
[add any additional controls your workplace is using]			

Investigation of COMPANY COVID-19 Cases [FORM -4](#)

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. **COMPANY** will provide all COVID-19 testing or related medical services in a manner that ensures the confidentiality of employees, except for 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.

Date: [enter date]

Name of person conducting the investigation: [enter name(s)]

Employee or non-employee* name.		Job Title (if non-employee, state reason for being in the workplace	
The location where the employee worked (or where non-employee was present):		Date investigation was initiated:	
Was the COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was the last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
The 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):			

SAMPLE NOTICE: 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 the local health department notified?		Date:	

Correction of COVID-19 Hazards – [FORM 5](#)

The following form shall be used by **COMPANY** for the implementation of our system and method for correcting unsafe or unhealthy conditions, work practices, policies, and procedures in a timely manner based on the severity of the hazard regarding COVID-19.

Person(s) responsible for correcting the COVID-19 hazard's [enter name(s)]

Date: [enter date]

Name(s) of employee and authorized employee representative that participated: [enter name(s)]

What interaction, area, activity, work task, process, equipment, and material potentially exposed employee to COVID-19 hazards	Date Identified and person/department responsible for correcting	Type of Correction: Engineering (describe); Administration (describe), Personal protective Equipment(describe)	Date Corrected

Appendix – C

Return to Work Criteria (See Section 11.0)

The (Program Administrator or Designated Person) will consult with state and local public health agencies for mitigation practices and response protocols.

COMPANY will follow the **Cal-OSHA Title 8, 3205 Section 11 Return to Work Criteria AND California Public Health Department** strategies, listed below, for returning employees to work. Note that some variation may occur depending on our local public health department and unique circumstances. We will, to the best of our ability, use whatever criteria are more stringent.

Employees	Minimum Criteria for Returning to Work
<p>Symptomatic Positive COVID -19 Cases with COVID -19 Symptoms shall not return to work until.</p>	<ol style="list-style-type: none"> 1. At least 24 hours have passed since a fever of 100.4, or higher has resolved without the use of fever-reducing medications; 2. COVID-19 symptoms have improved; and 3. At least 10 days have passed since COVID-19 symptoms first appeared.
<p>Asymptomatic Positive COVID-19 cases that tested positive but never developed COVID-19 symptoms shall not return to work until a minimum of 10 days has passed since the date of specimen collection of their first positive COVID-19 test.</p>	<ol style="list-style-type: none"> 1. A minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
<p>Note: A negative COVID-19 test shall not be required for an employee to return to work.</p>	
<p>Order to isolate by State or Local Health Official.</p>	<p>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 10 days from the time the order to isolate was effective or 14 days from the time the order to quarantine was effective.</p>
<p>If there are no violations of local or state health officer orders for isolation or quarantine, the Division 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 employer 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 possible, the use of respiratory protection in the workplace.</p>	

<p>Employee Symptoms</p>	<p>California Playbook - Minimum Criteria for Return to Work COVID-19 Employer Playbook Supporting Safer Environments for Workers and Customers (ca.gov) (As of September 25, 2020) Consult the most recent CDC guidance prior to allowing the worker to return to work)</p>
<p>Symptomatic Positive Workers with symptoms who are laboratory confirmed to have COVID-19</p>	<p>At least 1 day (24 hours) has passed since last fever, defined as resolution of fever without the use of fever-reducing medications and improvement in symptoms (e.g., cough, shortness of breath); and at least 10 days have passed since symptoms first appeared.</p>
<p>Asymptomatic Positive Workers who never had symptoms and are laboratory confirmed to have COVID-19</p>	<p>A minimum of 10 days has passed since the date of their first positive COVID-19 test. If they develop symptoms, then the criteria for laboratory-confirmed cases with symptoms apply</p>
<p>Symptomatic Negative Workers who had symptoms of COVID-19 but test result returned negative</p>	<p>Use the same criteria for return to work as laboratory-confirmed cases.</p>
<p>Asymptomatic Negative Workers who never had symptoms but were tested due to close contact with a laboratory-confirmed case-patient and were negative</p>	<p>Workers should quarantine at home for 14 days after the last known close contact with the case-patient. Symptoms can develop even after testing negative within 14 days after exposure. The LHD may consider allowing an earlier return to work only for a worker in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the worker, and no alternate staff can perform the same role.*</p>
<p>Symptomatic Untested Workers who had symptoms of COVID-19 but were not tested</p>	<p>Testing is highly recommended. If the worker cannot be tested, use the same criteria for return to work as laboratory-confirmed cases.</p>
<p>Asymptomatic Untested Workers who had close contact with a laboratory confirmed case patient at work, home, or in the community and do not have symptoms.</p> <p>OR</p> <p>Workers who refuse or are unable to be tested after close contact with a laboratory-confirmed case, despite a recommendation for testing from LHD or healthcare provider, and do not have symptoms</p>	<p>Workers should be quarantined at home for 14 days after the last known close contact with the case-patient. Testing is highly recommended; if testing has not occurred, the LHD may consider allowing a worker who had close contact with a confirmed case to continue to work only in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the worker and no alternate staff can perform the same role. * Workers who develop symptoms of COVID-19 while in quarantine should contact their healthcare provider. Even if they are not tested, the same criteria for return to work should be used as laboratory-confirmed cases.</p>

* Regarding the following two groups of workers in a critical infrastructure workplace outbreak:

(a) asymptomatic workers who tested negative,

(b) workers who were close contacts to confirmed cases: Where 14-day quarantine would compromise essential operations, the LHD may determine that some workers in these two groups may return to work sooner than 14 days by considering certain criteria specific to the workplace and worker:

- The worker is able to wear a surgical mask throughout the workday, except while eating and comply with all infection prevention procedures. A cloth face-covering may also be used in the event of mask shortage.
- The facility has implemented all best practice infection prevention procedures, as determined by the LHD.
- Pre-screening to assess worker temperature and symptoms prior to starting work has been implemented, ideally before entering the facility.
- The worker is able to self-monitor for temperature and symptoms at home and work.
- The worker is able to maintain a minimum of six feet of distance from other workers in the workplace. Of note, six feet does not prevent all transmission of SARS-CoV-2.
- Physical barriers are in place between fixed worker work locations to supplement distancing.
- Cleaning and disinfection of all areas and shared equipment can be performed routinely in the workplace.