



City of Healdsburg COVID-19 Prevention Program

March 1, 2023

PURPOSE:

The purpose of the City of Healdsburg's COVID-19 Prevention Program ("CPP") is to reduce the impact and control exposures to the SARS-CoV-2 virus that may occur at the City of Healdsburg's (the City) worksites. The City's CPP will establish, implement and maintain a program that addresses this work-related hazard in order to provide employees a healthy and safe workplace as required under the California Occupational Safety and Health Act (Lab. Code section 6300, *et seq.*) and associated regulations (California Code of Regulations section 3203 and 3205).

Nothing in this CPP precludes the City from complying with federal, state, or local laws or public health orders or guidance that may recommend or require that the City adopt and implement measures that are more prescriptive and/or restrictive than those that are provided herein.

AUTHORITY AND RESPONSIBILITY

All Healdsburg personnel must follow the approved safe work practices, policies, current directives, and regulatory requirements as authorized by Federal, State and Local jurisdictions. This CPP applies to all employees except for employees who do not have contact with other persons, employees who are solely teleworking, or who are covered under the City's Respiratory Protection Program.

The City Manager and Safety Officer have overall authority and responsibility for implementing the provisions of this CPP. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

The Safety Officer role has been assigned to the Fire Chief and has the authority and responsibility for:

- Implementing the COVID-19 CPP;
- Revising and amending as necessary to respond to changing workplace conditions and regulations;
- Stopping some or all non-emergency City work in cases where health exposure risks are too great.
- Ensure the COVID-19 CPP and procedures are fully implemented, relevant, current and effective;
- Ensure Personal Protective Equipment (PPE) is available for all workers.

Supervising Personnel shall:

- Ensure that a reasonable supply of PPE is available for each employee;
- Inform employees of current exposure risks as instructed by Healdsburg leadership and the Safety Officer;
- Require exposed employees wear assigned PPE as instructed;

- If unable to mitigate COVID-19 exposure risks using PPE or other methods, report the condition(s) to the Department Head and Safety Officer and immediately stop work or move employees to lower risk locations.

Employees must:

- Follow the COVID-19 CPP and current federal, state and local health orders;
- Participate in safety meetings, tailgates/tailboards and all relevant training;
- Ensure a reasonable PPE supply is available in their work area;
- Immediately inform their supervisor, the Safety Officer, or Human Resources:
 - If suffering from any COVID-19 symptoms;
 - If feeling generally ill;
 - Have been exposed to persons confirmed with COVID-19.

Healdsburg shall communicate with employees frequently on COVID-19 related topics using methods that ensure all personnel are provided relevant, understandable safety information, including translation where needed.

EFFECTIVE PERIOD

The CPP shall apply until January 15, 2026.

DEFINITIONS:

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

- **Administrative Controls** – Changes in work policy or procedures to reduce or minimize exposure to a hazard. Require action by the employee or employer.
- **Affected Personnel/Employee** – May work where COVID-19 exposure risks are present.
- **Antigen Test** – A test that detects the presence of a specific viral antigen, which implies current viral infection.
- **Close Contact** – Unless otherwise defined by the CPDH, sharing the same indoor airspace as a COVID-19 case for a cumulative total of fifteen (15) minutes or greater in any twenty-four (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.
 - For indoor spaces of 400,000 or fewer cubic feet per floor, a close contact is defined as sharing the same indoor airspace as a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period, as defined in the regulations, regardless of the use of face coverings.
 - For indoor spaces of greater than 400,000 cubic feet per floor, a close contact is defined as being within six feet of the COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the

COVID-19 case's infectious period, as defined in the regulations, regardless of the use of face coverings.

- Offices, suites, rooms, waiting areas, break or eating areas, bathrooms, or other spaces that are separated by floor-to-ceiling walls shall be considered distinct indoor spaces.

Exception: Employees have not had a close contact if they wore a respirator required by employer and used in compliance with section 5144, whenever they shared the same indoor airspace as the COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the high-risk period.

- **COVID-19** – An infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). Common symptoms include fever, cough, loss of taste and smell, and shortness of breath. Muscle pain, sputum production, diarrhea, and sore throat are less common. The name is derived from COronaVirus Disease 2019.
- **COVID-19 case; COVID-19 Confirmed** – A person who:
 - Has a positive “COVID-19 test” as defined in Section 3205;
 - Has a positive COVID-19 diagnosis from a licensed health care provider;
 - Is subject to COVID-19-related order to isolate issued by a local or state health official;
 - Has died due to COVID-19, in determination of a local health department or per inclusion in the COVID-19 statistics of a county.
- **COVID-19 Exposure** – Means being exposed to COVID-19 for a cumulative total of fifteen (15) minutes or greater in any two (2) day period within or overlapping with the “high-risk exposure period” defined by this section. This definition applies regardless of the use of face coverings.
- **COVID-19 Hazard** – 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 or sneezing, or from procedures performed on a person that may aerosolize saliva or respiratory tract fluids. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.
- **COVID-19 symptoms** means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.
- **COVID-19 test** means a viral test for SARS-CoV-2 that is both:

- 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;
 - Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable;
 - Not both self-administered and self-read unless observed by the employer or an authorized telehealth proctor for return-to-work purposes.
- **Disinfectant** – Diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants.
 - **Exposed Group or Workplace** – All employees at a work location, working area, or a common area at work, where an employee was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply;
 - A) For the purposed of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.
 - B) If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.
 - C) If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and all persons were wearing face coverings at the time the COVID-19 case was present, other people at the work location, working area, or common area are not part of the exposed group.

NOTE: An exposed group may include the employees of more than one employer.

- **Face covering** – A surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two (2) layers (i.e., fabrics that do not let light pass through when held up to a light source) 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 (2) 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, despite the non-cloth material allowing light to pass through, 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.

- **High-risk exposure period** – The following time period:
 - For persons who develop COVID-19 symptoms: from two (2) days the date of symptom onset until ten (10) days have passed after symptoms first appeared or through day five (5) if testing negative on day five (5) or later; AND twenty-four (24) hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved.
 - For COVID-19 cases who never develop COVID-19 symptoms: from two (2) days before the positive specimen collection date through ten (10) days (or through day five (5) if testing negative on day five (5) or later) after the date on which the specimen for their first positive test for COVID-19 was collected.
- **Human Resources** – Generally referring to the person or group of people tasked with dealing with human resources issues for the City.
- **Infected** – Being exposed to and becoming ill or contagious with a virus or other infectious agent. The invasion of an organism's body tissues by disease-causing agents, their multiplication, and the reaction of host tissues to the infectious agents and the toxins they produce.
- **Isolation** – Separates persons sick with a contagious disease from people who are not sick. *See Quarantine.*
- **Personnel** – Includes all Healdsburg employees, visitors, contractors (on-site), volunteers, etc.
- **Personal Protective Equipment (PPE)** – Specialized clothing or equipment, such as glasses, goggles, specialized clothing, and gloves, worn or used by personnel for protection against a hazard and ensure personal safety in the workplace.
- **Physical Distancing** – also known as Social Distancing. It is a set of non-pharmaceutical interventions or measures taken to prevent the spread of a contagious disease by maintaining a physical distance between people and reducing the number of times people come into close contact with each other. It involves keeping a distance of six (6) feet or more from others and avoiding gathering together in large groups.
- **Quarantine** – A restriction intended to separate people who were exposed to a contagious disease to see if they become sick. *See Isolation.*
- **Respirator** – A respiratory protection device worn over the mouth and nose as approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matters, such as an N95 filtering facepiece respirator.

- **"Returned case"** A COVID-19 case who was excluded from work but returned pursuant to subsection §3205(c)(5)(A) 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.
- **Safe Work Practices** – Types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard.
- **Worksite** – For the purposes of this COVID-19 prevention plan only, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter, locations where the worker worked by themselves without exposure to other employees, or to a worker's personal residence or alternative work location chosen by the worker when working remotely.

IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

The City of Healdsburg will implement the following at City worksites:

- Conduct worksite-specific evaluations.
- Evaluate employees' potential worksite exposures to all persons at, or who may enter, our worksite.
- Review current 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 at our worksites and the need for different or additional controls.
- Conduct periodic inspections to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Ventilation and Filtration Efficiency

The City will evaluate whether current indoor ventilation is adequate in order to reduce the risk of transmission of COVID-19. Where such indoor ventilation is not adequate, the City will implement changes as necessary to provide adequate ventilation.

The City will require that employees who use vehicles for work-related purposes maximize the supply of outside air inside the vehicle to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.

In the event of a workplace COVID-19 outbreak, the City will comply with the ventilation requirements below, which are set forth at §3205.1.

For the purpose of determining whether there exists an "outbreak," the City will consider an "outbreak" to mean three (3) or more employee COVID-19 Cases within an exposed group who have visited the Worksite during their Infectious Period during any 14-day period. The City will use this definition unless a CDPH regulation or order defines the term "outbreak" using a different number of COVID-19 Cases or a different time period for determining the existence of a workplace COVID-19 outbreak.

In buildings or structures with mechanical ventilation, the City will 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, employers shall use filters with the highest compatible filtering efficiency.

Where ventilation is inadequate to reduce the risk of COVID-19 transmission, the City will use High Efficiency Particulate Air ("HEPA") air filtration units in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods.

The City will monitor and review applicable orders and guidance from the State of California and the local health department related to current COVID-19 hazards and prevention. These orders and guidance are both information of general application, including, but not limited to, the "Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments."

CORRECTION OF COVID-19 HAZARDS

The City will implement effective policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.

This includes, but is not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted related to the identification and evaluation of COVID-19 hazards and investigating and responding to COVID-19 cases at City worksites.

CONTROL MEASURES FOR COVID-19 HAZARDS

Face Coverings

The City shall provide face coverings and ensure they are worn over the nose and mouth by employees. Face coverings shall be worn in accordance with current CDPH and Cal/OSHA guidelines.

Face coverings shall be worn as required by current CDPH and Cal/OSHA guidelines, which may include:

- At all times when indoors;
- Outdoors when less than six (6) feet away from another person when following applicable quarantine guidance;
- When riding in a vehicle with another person;

The following exceptions apply to the face covering requirement:

- A. When an employee is alone in a room or vehicle.
- B. While eating or drinking at the workplace, provided employees are at least six (6) feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
- C. Employees wearing respirators required by the employer and used in compliance with CCR Title 8 section 5144 or other safety orders.
- D. 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.
- E. Specific tasks that cannot feasibly be performed with a face covering and would create a risk to the person related to their work. This exception is limited to the time period in which such tasks are actually being performed.

Any employee not wearing a face covering, pursuant to the exceptions listed in items (d) and (e) above, the City will assess COVID-19 Hazards and take action as necessary based on General Industry Safety Orders, including section 3205 and 3203.

Healdsburg shall not prevent or discourage any employee from wearing a face covering when not required by this section, unless it would create a safety hazard such as interfering with the safe operation of equipment. The City shall communicate to non-employees the face covering requirements at the workplace premises using effective means.

Cleaning and disinfecting

The City shall implement cleaning and disinfecting procedures that include, but are not limited to, the following:

- Cleaning frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels.

- Prohibiting 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. 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.
- Cleaning of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.

Handwashing and sanitizing

Healdsburg shall ensure that adequate handwashing facilities and sanitizer stations are available to protect employees from COVID-19 hazards. The City encourages and allows time for employee handwashing and provides employees with an effective hand sanitizer. Employees are encouraged to wash their hands for at least twenty (20) seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited

Personal protective equipment (PPE)

The City will evaluate the need for PPE to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields as required by CCR Title 8, section 3380, and provide such PPE as needed.

Upon request, the City will provide respirators for voluntary use. The City will provide a respirator of the correct size, and ensure that the employee is trained how to properly wear the Respirator provided, that the employee knows how to perform a seal check according to the manufacturer’s instructions each time a Respirator is worn, and that the employee understands that facial hair interferes with a seal.

The City shall provide eye protection and respiratory protection in accordance with section 5144 when 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.

Exclusion of COVID-19 Cases

Healdsburg will limit transmission of COVID-19 in the workplace by keeping active COVID-19 cases out of the workplace. Exclusion requirements will follow current isolation and quarantine guidelines set by Cal/OSHA, CDPH, CDC and Sonoma County health officials.

- The City will ensure COVID-19 exposures and cases are excluded from the workplace until applicable return-to-work requirements are met including:
 - Any applicable quarantine or isolation period recommended by the CDPH;
 - Any applicable quarantine or isolation period recommended or ordered by a local health officer who has jurisdiction over the workplace.

- For employees excluded from work and otherwise able and available to work, the City shall continue and maintain an employee's earnings, seniority, and all other employee rights and benefits whenever it is demonstrated that the COVID-19 exposure is work related.

INVESTIGATING AND RESPONDING TO COVID-19 CASES

In the event that an employee tests positive for COVID-19 or is diagnosed with COVID-19 by a health care provider, the City will instruct the employee to isolate in accordance with current CDPH, Cal/OSHA and Sonoma County guidance, and not return to the workplace until the employee satisfies the minimum criteria to return to work. An investigation will be conducted to identify any employees who may have had close contact with COVID-19.

All employees identified as having a potential COVID-19 exposure in the workplace will be:

- Informed of their possible exposure to COVID-19 in the workplace while maintaining confidentiality of the confirmed case;
- Placed on any applicable quarantine based on current guidance established by federal, state and/or local health officials;
- Offered COVID-19 testing through their health provider or if not covered by insurance offered testing through another provider at no cost during their working hours;

The City will protect the confidentiality of all COVID-19 cases. Healdsburg will keep confidential all personal identifying information of COVID-19 cases unless expressly authorized by the employees to disclose such information or as other permitted or required under the law.

Contact Tracing

The City will collect the following information as part of its investigation:

1. The date on which the employee(s) tested positive, if asymptomatic, or the date on which the employee(s) first presented with COVID-19 symptoms, if symptomatic;
2. The COVID-19 cases recent work history, including the day and time they were last present at a City worksite; and
3. The nature and circumstances of the COVID-19 cases' contact with other employees during the high-risk exposure period, including whether there were any COVID-19 close contacts.

If the City identifies any COVID-19 close contacts, the City will review and follow current CDPH guidance for quarantine and other measures to reduce transmission.

Reporting the Potential Exposure to Other Employees

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) employees who were present at a worksite when the COVID-19 case was present; and (2) subcontracted employees who were present at the worksite.

The City will provide COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 close contact at a worksite.

Investigation to Determine Whether Workplace Conditions Contributed to COVID-19 Exposure

The City will conduct an investigation in order to determine whether any worksite conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

SYSTEM FOR COMMUNICATING

The City's goal is to ensure there is effective two-way communication with employees, in a form that can be readily understood, and that includes the following information:

- The CPP requires that employees immediately report to their supervisor, Department Head, or to Human Resources any of the following: (1) the employee's presentation of COVID-19 symptoms; (2) potential close contact to a person with COVID-19; (3) possible COVID-19 hazards at worksites. Any employee making such a report can do so without fear of reprisal.
- The CPP provides for the Americans with Disabilities Act (ADA) interactive 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.
 - To request an accommodation under the CCP, employees may make a request to engage in the interactive process with Human Resources.
- Where testing is not required, how employees can access COVID-19 testing.
- In the event the City of Healdsburg is required to provide testing because of a worksite exposure or outbreak, the City will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible quarantine timeline of a positive test.
- Information about COVID-19 hazards employees, subcontractors, and visitors may be exposed to, what is being done to control those hazards, and the City's COVID-19 policies and procedures.

TRAINING AND INSTRUCTION OF EMPLOYEES

The City will provide training and instruction under the following circumstances:

- When the CPP is adopted or updated;
- To all new employees;
- To all employees given new job assignments for which training has not previously been received;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard'
- Whenever the City is made aware of a new or previously unrecognized hazard; and
- For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

REPORTING, RECORDKEEPING, AND ACCESS

It is the City of Healdsburg's policy to:

- Report information about COVID-19 cases at a City worksite to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of COVID-19 cases and close contact investigations for two (2) years beyond the period in which the record is necessary to meet the requirements of CCR Title 8 section 3205 and 3205.3.
- Make the written COVID-19 Prevention Program available at the worksite to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- The City will retain the notices that the City provides to employees, the employers of independent contractors, and employee organization in the event of a workplace COVID-19 exposure for three (3) years in accordance with Labor Code section 6409.6(k) or any successor law.

EXCLUSION OF COVID-19 CASES

Following knowledge of a confirmed COVID-19 case in the workplace, the City will limit transmission by ensuring COVID-19 cases are excluded from the workplace until

applicable return-to-work requirements are met. The City will utilize Appendix A: Current CDPH Quarantine Guidelines.

RETURN-TO-WORK CRITERIA

The City will ensure that COVID-19 cases are excluded from the worksite until the employee satisfies the minimum return to work criteria as applicable under current CDC, CDPH, Cal/OSHA or local county health orders. The City will utilize Appendix A: Current CDPH Quarantine Guidelines.

Employees identified as a close contact and exposed to COVID-19 are excluded from the worksite until the employee satisfies the minimum return criteria as applicable under current CDPH, Cal/OSHA or local county health orders. The City will utilize Appendix A: Current CDPH Quarantine Guidelines.

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

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

In such cases, the City would implement effective control measures to prevent transmission of COVID-19 in the workplace, including providing isolation for the employees at the worksite and, if isolation is not possible, the use of respiratory protection in the workplace.

MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS

In the event of three (3) or more COVID-19 cases within a fourteen (14) day period or a worksite is identified by the local health department as the location of an outbreak, this section of CPP will stay in effect until there are no new COVID-19 cases detected at that worksite for a fourteen (14) day period.

COVID-19 testing

The City will provide COVID-19 testing at no cost to all employees within the exposed group except for employees who were not present during the period of an outbreak identified by a local health department or the relevant fourteen (14) day period, or for COVID-19 cases who did not develop symptoms after returning to work, no testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test. COVID-19 testing will be provided at no cost to employees during employees' working hours.

COVID-19 testing consists of the following:

- Testing shall be made available to all employees in the exposed group and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
- After the first two (2) COVID-19 tests, the City will continue to make COVID-19 testing available once a week at no cost to all employees in the exposed group 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, pursuant to more protective stringent state or local health department mandates or guidance. Any employees in the exposed group who are not wearing respirators required by this policy and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where it can be demonstrated that six feet of separation is not feasible, and except for momentary exposure while persons are in movement. When it is not feasible to maintain a distance of at least six (6) feet, individuals shall be as far apart as feasible.

All employees in the exposed group shall wear face coverings when indoors or when outdoors six (6) feet of distance from another person cannot be maintained.

Notice shall be given to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.

An evaluation of the worksite will be completed to determine whether to implement physical distancing of at least six (6) feet between persons or, where six (6) feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

Exclusion of COVID-19 cases

The City will ensure that COVID-19 cases and employees exposed to COVID-19 are excluded from the worksite in accordance with the City’s CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

COVID-19 investigation, review and hazard correction

In addition to the CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, the City will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Leave policies and practices and whether employees are discouraged from remaining home when sick;

- COVID-19 testing policies;
 - Insufficient outdoor air;
 - Insufficient air filtration;
 - Insufficient physical distancing.
- Updating the review:
 - Every thirty (30) days that the outbreak continues;
 - In response to new information or to new or previously unrecognized COVID-19 hazards;
 - When otherwise necessary.
 - Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. The City will consider:
 - Moving indoor tasks outdoors or increasing/implementing remote work;
 - Increasing outdoor air supply when work is done indoors;
 - Improving air filtration;
 - Increasing physical distancing as much as possible;
 - Respiratory protection.

In buildings or structures with mechanical ventilation, the City will 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, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable mounted high efficiency particulate air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, will implement their use to the degree feasible.

MAJOR COVID-19 OUTBREAKS

If there are twenty (20) or more COVID-19 cases within a thirty (30) day period, this section of the CPP will stay in effect until there are no new COVID-19 cases detected at that worksite for a fourteen (14) day period.

COVID-19 testing

In addition to outbreak testing requirements, COVID-19 testing will be made available to all employees in the exposed group, regardless of vaccination status twice a week, or more frequently if recommended by the local health department. COVID-19 testing will be provided at no cost to employees during employees' working hours. Employees in the exposed group shall be tested or shall be excluded and follow the return to work requirements of section 3205 starting from the date that the outbreak begins.

The City shall report the outbreak to Cal/OSHA as required.

The City will provide a respirator for voluntary use in compliance with subsection 5144(c)(2) to employees in the exposed groups and will determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.

Any employees in the exposed group who are not wearing respirators required by this policy and used in compliance with section 5144 shall be separated from other persons by at least six (6) feet, except where it can be demonstrated that six (6) feet of separation is not feasible, and except momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six (6) feet, individuals shall be as far apart as feasible.

Exclusion of COVID-19 cases

The City will ensure that COVID-19 cases and employees with COVID-19 exposures are excluded from the worksite in accordance with the CPP and any relevant CDPH, Cal/OSHA and local health department orders.

Investigation of workplace COVID-19 illnesses

The City will comply with the requirements of the CPP **Investigating and Responding to COVID-19 Cases**.

APPENDIX A: CURRENT CDPH QUARANTINE GUIDANCE (11/09/2022)

IMPORTANT!

When establishing when COVID-19 exposed/presumed/confirmed workers may return to the workplace, always review guidance by the CDC/CDPH/Cal/OSHA and Sonoma County Department of Health Services as the current return-to-work criteria/guidance for establishing when it is safe for a worker to return to work.

For employees who had a close contact, employers must review CDPH guidance and implement quarantine and other measures to prevent COVID-19 transmission in the workplace. Please refer to table 2 and table 3 below for CDPH quarantine guidance after close contact. Where the tables refer to action to be taken on a specified day (e.g. "day 5" or "day 10"), day 1 is the first day following the onset of symptoms or, if no symptoms develop, the day following the first positive test.

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

<p>Requirements apply to all employees, regardless of vaccination status, previous infection, or lack of symptoms.</p>	<ul style="list-style-type: none"> • Employees who test positive for COVID-19 must be excluded from the workplace for at least 5 days after start of symptoms or after date of first positive test if no symptoms. • Isolation can end and employees may return to the workplace after day 5 if symptoms are not present or are resolving, and a diagnostic specimen* collected on day 5 or later tests negative. • If an employee's test on day 5 (or later) is positive, isolation can end and the employee may return to the workplace after day 10 if they are fever-free for 24 hours without the use of fever reducing medications. • If an employee is unable or choosing not to test, isolation can end and the employee may return to the workplace after day 10 if they are fever-free for 24 hours without the use of fever reducing medications. • If an employee has a fever, isolation must continue, and the employee may not return to work until 24 hours after the fever resolves without the use of fever reducing medications. • If an employee's symptoms other than fever are not resolving, they may not return to work until their symptoms are resolving or until after day 10. • Employees must wear face coverings around others for a total of 10 days.
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**Antigen test preferred.*

Table 2: Employees Who Are Exposed to Someone with COVID-19 – Asymptomatic

<p>For employees who are asymptomatic.</p> <p>Applies to all employees, regardless of vaccination status.</p>	<ul style="list-style-type: none">· Exposed employees must test within 3 to 5 days after their last close contact. Persons infected within the prior 90 days do not need to be tested unless symptoms develop.· Employees must wear face coverings around others for a total of 10 days after exposure· If an exposed employee develops symptoms, they must be excluded pending the results of a test.· If an exposed employee who develops symptoms is unable to test or choosing not to test, they must be excluded until 10 days after the date of symptom onset.· If an exposed employee tests positive for COVID- 19, they must follow the isolation requirements above in Table 1.· Employees are strongly encouraged to get vaccinated and boosted. <p style="text-align: right;"><i>*Antigen test preferred.</i></p>
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Table 3: Employees Who Are Exposed to Someone with COVID-19 - Symptomatic

<p>For employees who are symptomatic.</p> <p>Applies to all employees, regardless of vaccination status.</p>	<ul style="list-style-type: none">· Symptomatic employees must be excluded and test as soon as possible. Exclusion must continue until test results are obtained.· If the employee is unable to test or choosing not to test, exclusion must continue for 10 days.· If the employee tests negative and returns to work earlier than 10 days after the close contact, the employee must wear a face covering around others for 10 days following the close contact.· CDPH recommends continuing exclusion and retesting in 1-2 days if testing negative with an antigen test, particularly if tested during the first 1-2 days of symptoms.· For symptomatic employees who have tested positive within the previous 90 days, using an antigen test is preferred.
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