



COUNTY OF HUMBOLDT

COVID-19 PREVENTION PROGRAM

On November 19, 2020 the Occupational Safety and Health Standards Board (OSHSB) adopted an emergency temporary regulation requiring that employers adopt and implement a COVID-19 Prevention Program (CPP). (See 8 C.C.R. 3205.) The emergency regulation will take effect on November 30, 2020 if the Office of Administrative Law (OAL) approves the regulation, which it is anticipated to do.

The regulation is available at the following web address:
<https://www.dir.ca.gov/oshsb/documents/COVID-19-Prevention-Emergency-txtbrdconsider.pdf>

This COVID-19 Prevention Program (CPP) is implemented pursuant to Cal/OSHA Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)). This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

The County of Humboldt is dedicated to the safety and wellbeing of employees and the community it serves. This CPP, in conjunction with the County of Humboldt Injury & Prevention Program (IIPP) and Aerosol Transmittable Disease (ATD) Program, will be updated and dispersed on an ongoing basis to ensure that the County of Humboldt is maintaining compliance with Cal/OSHA safety standards and providing the most up to date information available.

I. AUTHORITY AND RESPONSIBILITY

The County of Humboldt Human Resources/Risk Management has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all Department Heads, managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive information on and answers to questions about the program in a language they understand.

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

II. PURPOSE

The purpose of the County of Humboldt's ("County") COVID-19 Prevention Program ("CPP") is to provide employees a healthy and safe workplace as required under the California Occupational Safety and Health Act (Labor Code §§ 6300, *et seq.*) and associated regulations (8 C.C.R. § 3205).

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

III. SCOPE

Unless one of the exceptions applies, this CPP applies to all County employees, including those who are vaccinated.

This CPP applies to all County employees except for County employees who are teleworking.

<https://www.dir.ca.gov/title8/5199.html>

IV. DEFINITIONS

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

- **“COVID-19”** means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
- **“COVID-19 case”** means a person who:
 - (1) Has a positive “COVID-19 test” as defined in this section; (2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or (3) 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.

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.

- **“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.
- **“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.
- **“COVID-19 outbreak”**- Public Health identifies a workplace as the location of three or more COVID-19 cases within a 14-day period.
- **“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:
 - (1) 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 (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.
- **“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.

When determining which areas constitute a single “exposed workplace” for purposes of enforcing testing requirements, Cal/OSHA does not expect employers to treat areas where masked workers momentarily pass through the same space without interacting or congregating as an “exposed workplace,” so they may focus on locations where transmission is more likely.

Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the “worksites” of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).

- **“Face covering”** means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.
- **“High-risk exposure period”** means the following time period:
 - (1) 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 (2) For persons who test positive who never develop COVID-19 symptoms: from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.
- **“Major COVID-19 outbreak”**- Public Health identifies a workplace as the location of 20 or more COVID-19 cases within a 30-day period.

V. PROGRAM

A. System for communicating with County Employees

The County's goal is to ensure effective communication with employees in a form they can readily access, understand, and will include the following information:

That employees should report COVID-19 symptoms, potential COVID-19 exposures and possible hazards to their supervisor or onsite safety coordinator.

That employees can report symptoms and hazards without fear of reprisal.

To request an accommodation for a medical or other condition that put an employee at increased risk of severe COVID-19 illness, employees will need to work with their supervisor and/or Human Resources/ Risk Management.

Where testing is not required, employees can access information about COVID-19 testing on the Public Health COVID-19 webpage (<https://humboldt.gov.org/2787/COVID-Test-Registration>).

In the event the County is required to provide testing because of a workplace close contact or outbreak, the County 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, which may include, but is not limited to, a requirement that employees not report to work during the high-risk exposure period and satisfy the minimum criteria to return to work.

Information about COVID-19 hazards employees (including other employers and individuals in contact with the workplace) may be exposed to, what is being done to control those hazards, and the County's COVID-19 policies and procedures.
<https://employees.humboldt.gov.org/632/COVID-19-Information>

1. Reporting COVID-19 Symptoms, Possible COVID-19 Close Contact Exposures, and Possible COVID-19 Hazards at County Worksites and Facilities

County policy requires that County employees immediately report to their manager or supervisor or to the County Human Resources/Risk Management any of the following:

- the employee’s presentation of COVID-19 symptoms;
- the employee’s possible COVID-19 close contact exposures;
- possible COVID-19 hazards at county worksites or facilities.

The County will not discriminate or retaliate against any employee who makes such a report.

2. Accommodations Process for County Employees with Medical or Other Conditions that put them at Increased Risk of Severe COVID-19 Illness

County policy provides for an accommodation process for employees who have a medical or other condition identified by the Centers for Disease Control and Prevention (“CDC”) or the employees’ health care provider as placing or potentially placing the employees at increased risk of severe COVID-19 illness.

The CDC identifies the following medical conditions and other conditions as placing or potentially placing individuals at an increased risk of severe COVID-19 illness; the CDC guidance provides that adults of any age with the following conditions are at increased risk of severe illness from the virus that causes COVID-19:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 kg/m² or higher but < 40 kg/m²) Severe Obesity (BMI ≥ 40 kg/m²)
- Pregnancy
- Sickle cell disease Smoking
- Type 2 diabetes mellitus

The CDC guidance also provides that adults of any age with the following conditions might be at an increased risk for severe illness from the virus that causes COVID-19:

- Asthma (moderate-to-severe)
- Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- Cystic fibrosis
- Hypertension or high blood pressure

- Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- Neurologic conditions, such as dementia
- Liver disease
- Overweight (BMI > 25 kg/m², but < 30 kg/m²)
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Thalassemia (a type of blood disorder)
- Type 1 diabetes mellitus

The County will periodically review CDC guidance for medical conditions identified as placing or potentially placing individuals at an increased risk of severe COVID-19:

County employees are encouraged to review the list above and ongoing CDC guidance in order to determine whether they have such a condition.

To request an accommodation under the County policy, employees may make a request with their manager or supervisor or the County Human Resources/Risk Management. County Human Resources/Risk Management must be notified of accommodation and provide approval.

3. COVID-19 Hazards

The County will notify County employees and/or subcontracted employees of any potential COVID-19 exposure at a County worksite or facility where a COVID-19 case and County employees were present on the same day. The County will notify County employees and/or subcontracted employees of such potential exposures within one (1) business day, in a way that does not reveal any personal identifying information of the COVID-19 case.

The County will also notify County employees of cleaning and disinfecting measures the County is undertaking in order to ensure the health and safety of the County worksite or facility where the potential exposure occurred. The County has a crew that is cleaning and disinfecting areas, materials, and equipment used by a COVID-19 case during the high-risk exposure period.

B. Identification and Evaluation of COVID-19 Hazards

1. Screening County Employees for COVID19 Symptoms

County policy provides that the County employees will self-screen for COVID-19 symptoms prior to reporting to any County worksite or facility. In an effort to ensure the safety of all employees, the County has developed the following method of self-screening:

- All staff must either take their temperature from home (preferred) or at the designated Health Screening Station at the beginning of each workday.
- If temperature is taken at home and is below 100.4, staff are expected to be at work and to complete the Health Screening Check In daily via the website: <https://employees.humboldt.gov/> or by using the building specific log-in process.
- If temperature is taken at home and is above 100.4, staff are expected to contact their supervisor and to follow-up with their healthcare provider as appropriate.
- If temperature is taken using the Health Screening Station, follow the same guidelines as described for staff who are taking their temperature at home.
- The Health Screening Station will consist of a thermometer, hand sanitizer, disinfectant and an instruction sheet.
- If someone is using the Health Screening Station please wait patiently, maintain 6' distance, wear a mask and look away from the person taking their temperature until the person has completed their health screen and the station is available for your use.

In addition, please note that the County is not asking for any confidential health information, only that staff confirm that they have completed the basic health screening. For more information please refer to the COVID-19 Employee Resources webpage <https://employees.humboldt.gov/632/COVID-19-Information> also found on HumNet in addition to contacting your supervisor or Human Resources if you have questions.

2. Responding to County Employees with COVID-19 Symptoms

Should a County employee present COVID-19 symptoms during a County administered screening or a self-screen, the County will instruct the employee to remain at home or return to their home or place of residence and not report to work until such time as the employee satisfies the minimum criteria to return to work.

The County will advise employees of any leaves to which they may be entitled during this self-quarantine period.

Further, the County has adopted policies and procedures that ensure the confidentiality of employees and comply with the CMIA, and will not disclose to other employees the fact that the employees presented COVID-19 symptoms.

3. County's Response to COVID-19 Cases

In the event that County employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, the County will instruct the employees to remain at or return to their home or place of residence and not report to work until such time as they satisfy the minimum criteria to return to work.

The County will advise employees of any leaves to which they may be entitled during this self-isolation period.

The County will comply with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and institutions as required based on the individual circumstances: (1) the local health department; (2) Cal/OSHA; (3) employees who were present at a County worksite or facility when the COVID-19 case was present; (4) the employee organizations that represent employees at the County worksite or facility; (5) the employers of subcontracted employees who were present at the County worksite or facility; and (6) the County's Workers' Compensation Plan administrator.

If possible, the County will interview the COVID-19 cases in order to ascertain the nature and circumstances of any contact that the employees may have had with other employees during the high-risk exposure period. If the County determines that there were any close contact COVID-19 exposures, the County will instruct those employees to remain at their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work.

The County will ensure the confidentiality of employees and comply with the CMIA. Specifically, the County will not disclose to other employees, except for those who need to know, the fact that the employees tested positive for or were diagnosed with COVID-19. Further, the County will keep confidential all personal identifying information of COVID-19 cases or persons unless expressly authorized by the employees to disclose such information or as otherwise permitted or required under the law.

4. The County has implemented and will continue to implement the following measures in the workplace:
 - Conducted workplace-specific assessment of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards. As part of this process, the County identified places and times when employees and individuals congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, including, for example, during meetings or trainings, in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas. In performing this assessment, the County treated all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious.
 - Evaluated employees' potential workplace exposures to all persons at, or who may enter, the workplace.
 - Reviewed 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.
 - Evaluated existing COVID-19 prevention controls in the workplace and the need for different or additional controls. This includes evaluation of controls related to the correction of COVID-19 hazards, physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).
 - As needed, conducted periodic inspections, to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and for compliance with our COVID-19 guidance and procedures.

- For indoor County worksites and facilities, evaluated how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the worksites and facilities' existing ventilation systems.
- Monitored applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention, including information of general application and information specific to the County's location and operations.
- Will continue to meet and confer with the local public health office regarding mitigation of site-specific hazards.
- Complied with all applicable orders and guidance from the State of California and the local health department.

VI. CORRECTION AND CONTROL OF COVID-19 HAZARDS

A. Physical Distancing

1. Employees instructed to maintain at least six feet distance from customers and from each other to the extent possible.
2. Signs posted throughout County workplaces and facilities reminding employees and visitors to physically distance and to wear facial coverings.
3. Eliminating the need for workers to be in the workplace by allowing telework on a wide-spread basis, including by temporarily relaxing telework policy requirements to allow employees to work from home that would not otherwise be permitted to do so.
4. Reducing the number of persons in an area at one time, including visitors, by limiting lobby hours and requiring appointments to receive County services, when possible.
5. Providing visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
6. Adopting staggered arrival, departure, work, and break times as outlined in the re-opening county facilities memorandum located on <https://employees.humboldt.gov/632/COVID-19-Information>.

7. Modification of processes including the use of telephone interviews and appointments, significantly fewer clients being seen in person and use of Teleconferencing techniques and software.
8. Setting up breakrooms to follow proper social distance guidelines.

B. Face Coverings

1. The County has provided and continues to provide clean, undamaged face coverings and requires that 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 California Department of Public Health (CDPH) or local health department. Employees are encouraged to contact their supervisor if they need additional face coverings.
2. The following are exceptions to the use of face coverings in County workplaces:
 - 2.1 When an employee is alone in a room with the door closed.
 - 2.2 While eating and drinking at the workplace, provided employees are at least six feet apart and there is an outside air supply to the area, if indoors, has been maximized to the extent possible.
3. Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
4. Employees who cannot wear face coverings due to a medical or mental health condition or disability documented by a medical provider, or who are hearing-impaired or communicating with a hearing-impaired person.
5. Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.
6. The County's policy requires that employees who are exempted from wearing face coverings due to a medical condition, mental health condition, or disability wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it. Alternatives will be considered on a case by case basis. In order to be exempted from wearing a face covering, the employee must provide a medical note from health care provider confirming it is not advisable for the employee to wear a face covering due to a medical condition, mental health condition, or disability.

7. The County does not prevent any employee from wearing a face covering when wearing a face covering is not required by this section, unless not wearing a face covering would create a safety hazard, such as interfering with the safe operation of equipment.
8. The County has posted signage to inform non-employees that the County requires the use of face coverings at all county facilities. Signs are posted at all facility entrances and throughout the interior of the facilities.
9. Any employee not 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.

C. Engineering Controls

The County continues to implement the following measures for situations where the County cannot maintain at least six feet between individuals:

1. Installation of plexiglass, plastic sheeting or other physical barriers to separate employees from the public and from other employees at fixed work locations where it is not possible to maintain the physical distancing requirement.
2. To the extent possible, the quantity of outside air is maximized and provided with mechanical or natural ventilation systems 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 county employees, for instance from excessive heat or cold. The County takes all reasonable precautions to prevent the distribution of unhealthy air circulating through County facility air distribution systems. These precautions include performing regular preventive maintenance and filter changes, exclusive use of high efficiency air filters, and maximizing outside fresh air intake in the operation of the County’s buildings’ air distribution systems wherever possible (weather permitting).

D. Cleaning and Disinfecting

The County's cleaning and disinfecting protocol includes the following:

1. Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels.
2. Employees are responsible for regularly cleaning and disinfecting office equipment and tools used by them.
3. Providing adequate cleaning supplies for County buildings and facilities.
4. Prohibiting 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. When it is not feasible to prevent sharing, sharing will be minimized, and such items and equipment shall be disinfected between uses by different people. Sharing of vehicles will be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.
5. Enhanced cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.
6. Providing employees with cleaning supplies and disinfectant wipes with which to wipe desks, computer keyboards, phones, headsets and cabinets.
7. Custodial staff working after-hours on a daily basis or as additionally requested to provide a second cleaning of all public lobbies and restrooms or other identified areas.

E. Hand Sanitizing

The County has implemented effective hand sanitizing procedures by:

1. Evaluating handwashing facilities, determining the need for and installing additional handwashing facilities throughout county worksites.
2. Encouraging and allowing time for employee handwashing.
3. Providing employees with effective hand sanitizer in addition to providing employees with proper hand washing and hand sanitizing techniques as hand sanitizer is not the most effective on soiled hands employees.
4. Encouraging employees to wash their hands for at least 20 seconds each time.

F. Personal Protective Equipment (PPE) used to control employees' exposure to COVID-19

1. Continuously evaluating the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provided such PPE as needed.
2. The County provides 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.

VII. INVESTIGATING AND RESPONDING TO COVID-19 CASES

A. Response to COVID-19 Cases

If County employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, the County will instruct the employees to remain at or return to their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work.

- 1. Investigation:** When possible, the County will interview the COVID-19 cases in order to ascertain the following information: (1) the date of the positive COVID-19 test, if asymptomatic, or the date the COVID-19 case first had one or more COVID-19 symptoms, if symptomatic; (2) day and time the COVID-19 cases were last present; and (3) the nature and circumstances of the COVID-19 cases' contact with other employees during the high-risk exposure period.
- 2. Reporting:** The County will report potential COVID-19 exposure to: employees who have had a potential COVID-19 exposure (close contact) and their authorized representatives; and (b) independent contractor's employees who were present at the worksite.
- 3. COVID-19 Exposure:** Employees who have a potential (close contact) COVID-19 exposure will be:
 - (a) Instructed to remain at or return to their home or place of residence and not return until the employees satisfy the return to work criteria (see Section X). Telework may be available time; (b) Offered COVID-19 testing at no cost during their working hours; and (c) Provided with information on benefits available continuation.

This section does not apply to those whose exposure did not occur in the workplace.

- 4. Leave and Compensation:** The County will maintain an employee's earnings, seniority, and all other employee rights and benefits whenever the County has demonstrated that the COVID-19 exposure is work related.

The County may require that these employees use 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.

- 5. Investigation to determine whether workplace conditions contributed to COVID-19 exposure:** The County will review COVID-19 exposures to determine 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.

B. Confidentiality

In order to maintain employee confidentiality, the County will:

1. Protect the confidentiality of COVID-19 cases and will not disclose to other employees the fact that a particular employee tested positive for or was diagnosed with COVID-19.
2. 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.

VIII. TRAINING AND INSTRUCTION

A. The County will provide required training to all employees which will include:

1. We continue to provide effective training and instruction that includes: COVID-19 policies and procedures, including regular updates, to prevent COVID-19 hazards at county worksites and protect employees from COVID-19 hazards. The training can be located in the counties learn management system.
2. Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
3. The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
4. Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
5. The fact that 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.

6. The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
7. Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
8. COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

B. Exclusion of COVID-19 Cases

To ensure the safety of all employees, when a COVID-19 case is identified in a County workplace, the County will:

1. Ensure that COVID-19 cases are excluded from the workplace until return-to work criteria are met.
2. Exclude employees with potential (close contact) COVID-19 exposure from the workplace for the proper time frame according to the most up to date guidance by CDC, CDPH and local Public Health department 10 days after the last known COVID-19 exposure to a COVID-19 case.
3. Provide employees at the time of exclusion with information on available benefits.
4. Continue and maintain an employee's earnings, seniority, and all other employee rights and benefits whenever the County has demonstrated that the COVID-19 exposure is work related. The County will require that these employees use 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.
 - Employees who are approved by their supervisor and are able to, may telework during the isolation or quarantine period. The County will provide these employees their normal compensation for the work that they perform at the County's direction, during the isolation or quarantine period.

- The provision of benefits described above does not apply to either: (1) employees with a potential (close contact) COVID-19 exposure that was not work-related; and (2) employees who are unable to work for reasons other than protecting employees and non-employees county worksites and facilities from possible COVID-19 transmission. Such employees may still use paid sick leave for the purpose of receiving compensation during the isolation or quarantine period if they elect to do so.
- The County may consider benefit payments from public sources, including under the FFCRA and Labor Code section 248.1 (until December 31, 2020 or longer if FFCRA leave and/or Labor Code section 248.1 leave is extended), in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation. The County has elected to continue FFCRA leave coverages until March 31, 2021.

IX. RETURN TO WORK CRITERIA AFTER DIAGNOSIS OR EXPOSURE

A. Minimum Criteria to Return to Work for test POSITIVE Symptomatic COVID-19 Cases

County policy requires that COVID-19 cases with COVID-19 symptoms remain at their home or place of residence and not report to any County worksite or facility until they satisfy each of the following conditions:

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

B. Minimum Criteria to Return to Work for test POSITIVE Asymptomatic COVID-19 Cases

County policy requires that COVID-19 cases who tested positive but never developed COVID-19 symptoms not report to any County worksite or facility until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

C. COVID-19 Testing Not Required in Order to Return to Work

In accordance with CDC guidance concerning symptom-based strategies for the discontinuation of isolation, the County does not require employees submit to a COVID-19 test, or produce a negative COVID-19 test result, in order to return to work.

D. Minimum Criteria to Return to Work for Employees Directed to Self-Quarantine or Isolate by a State or Local Health Official

1. If employees are subject to an isolation or quarantine order issued by a state or local health official, County policy requires that the employees not report to any County worksite or facility until the period of isolation or quarantine is completed or the order is lifted.
2. If the order did not specify a definite isolation or quarantine period, then the period shall be 10 days from the time the order to isolate was effective.

X. REPORTING, RECORDKEEPING, AND ACCESS

It is County policy to maintain compliance, the County will:

- A. Report information about COVID-19 cases at the workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- B. 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 the workplace or in connection with any employment.
- C. Maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- D. Make the written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- E. 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.