



**Coastside County Water District**

**COVID-19 Prevention Program (CPP)**

**Revised June 25, 2021**

## **COVID-19 PREVENTION PROGRAM (CPP)**

### **I. PURPOSE:**

The purpose of the **Coastside County Water District (“District”)** 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 District from complying with federal, state, or local laws or public health order or guidance that may recommend or require measures that are more prescriptive and/or restrictive than those that are provided herein.

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

### **II. SCOPE**

Unless one of the exceptions provided below applies, this CPP shall apply to all District employees (hereinafter referred to as “employees” including those who are “fully vaccinated”).

The following employees are exempt from coverage under the CPP: (1) Employees who are teleworking from home or a location of the employee’s choice that is not under control of the District; (2) Employees who working in or at a work location and do not have contact with any other individuals; and (3) Employees that because of their tasks, activities or work location have with occupational exposure defined by the Aerosol Transmissible Diseases (“ATD”) regulation (i.e., 8 C.C.R. § 5199 -)

### **III. DEFINITIONS:**

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

“Close contact COVID-19 exposure” means being six (6) 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” as defined here. This definition applies regardless of the use of face coverings.

“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 either: (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 a positive COVID-19 diagnosis from a licensed health care provider; or (4) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

“COVID-19 hazard” means potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include

airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking, or vocalizing, coughing, or sneezing, or from procedures performed on persons which 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 one of the following: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

“COVID-19 test” means a viral test for SARS-CoV-2 that is both: (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.

“Face covering” means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

“Fully vaccinated” means the District has documented that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Vaccines must be FDA approved; have an emergency use authorization from the FDA; or for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO).

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

“Respirator” means a respiratory protection device approved by the National Institute for Occupational Safety and Health (“NIOSH”) to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator.

“Worksite,” for the limited purposes of COVID-19 prevention regulations only, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not

apply to buildings, floors, or other locations of the District that a COVID-19 case did not enter.

#### IV. **PROGRAM**

##### A. **SYSTEM FOR COMMUNICATING WITH EMPLOYEES**

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

The District requires that employees immediately report to their manager or supervisor or to the Department of Human Resources any of the following: (1) the employee's presentation of COVID-19 symptoms; (2) the employee's possible COVID-19 close contact exposures; (3) possible COVID-19 hazards at District worksites or facilities.

The District has not and will not discriminate or retaliate against any employee who makes such a report.

###### 2. **Accommodations Process for District Employees with Medical or Other Conditions that Put them at Increased Risk of Severe COVID-19 Illness**

The District 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.

For all employees who request such an accommodation, including fully vaccinated employees, the District will require that the employee provide information from the employee's health care provider explaining why the employee requires an accommodation.

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:

1. Cancer
2. Chronic kidney disease
3. COPD (chronic obstructive pulmonary disease)
4. Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
5. Immunocompromised state (weakened immune system) from solid organ transplant
6. Obesity (body mass index [BMI] of 30 kg/m<sup>2</sup> or higher but < 40 kg/m<sup>2</sup>)
7. Severe Obesity (BMI ≥ 40 kg/m<sup>2</sup>)

8. Pregnancy
9. Sickle cell disease
10. Smoking
11. 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:

1. Asthma (moderate-to-severe)
2. Cerebrovascular disease (affects blood vessels and blood supply to the brain)
3. Cystic fibrosis
4. Hypertension or high blood pressure
5. Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
6. Neurologic conditions, such as dementia
7. Liver disease
8. Overweight (BMI > 25 kg/m<sup>2</sup>, but < 30 kg/m<sup>2</sup>)
9. Pulmonary fibrosis (having damaged or scarred lung tissues)
10. Thalassemia (a type of blood disorder)
11. Type 1 diabetes mellitus

The District periodically reviews the following web address in order to account for any additional medical conditions and other conditions that the CDC has identified as placing or potentially placing individuals at an increased risk of severe COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>

District employees are encouraged to review the list of medical conditions and other condition provided above in order to determine whether they have such a condition.

Employees are encouraged to review the list of medical conditions and other condition provided above in order to determine whether they have such a condition.

To request an accommodation, employees may make a request with their manager or supervisor or the Department of Human Resources.

### **3. COVID-19 Testing**

The District possesses authority to require that employees who report to work at District worksites or facilities be tested for COVID-19.

Where the District requires testing, the District has adopted policies and procedures that ensure the confidentiality of employees' medical information and comply with the Confidentiality of Medical Information Act ("CMIA"). Specifically, the District will keep confidential all personal identifying information of COVID-19 cases or persons with COVID-19 symptoms unless expressly authorized by the employee to disclose such information or as otherwise permitted or required under the law.

#### **4. COVID-19 Hazards**

The District will notify employees and subcontracted employees of any potential COVID-19 exposure at a District worksite or facility where a COVID-19 case and employees were present on the same day. The District will notify 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 District will also notify employees of cleaning and disinfecting measures the District is undertaking in order to ensure the health and safety of the District worksite or facility where the potential exposure occurred.

### **B. IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS AT DISTRICT WORKSITES AND FACILITIES**

#### **1. Screening District Employees for COVID-19 Symptoms**

The District possesses authority to screen employees or require that employee self-screen for COVID-19 symptoms.

The District provides that employees will self-screen for COVID-19 symptoms prior to reporting to any District worksite or.

#### **2. Responding to Employees with COVID-19 Symptoms**

Should an employee present COVID-19 symptoms during a self-screen, the employee must remain at or return to their home or place of residence and not report to work until such time as the employee satisfies the minimum criteria in order to return to work (as discussed in Section IV.J. of this CPP).

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

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

#### **3. District's Response 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 District will instruct the employee 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 (as discussed in Section IV.J. of this CPP.).

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

The District complies fully and faithfully 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 entities as required based on the individual circumstances: (1) The local health department (San Mateo County Health Department); (2) Cal/OSHA; (3) Employees who were present at a District worksite or facility when the COVID-19 case was present; (4) Employee organizations that represent employees at the District worksite or facility; (4) Employers of any subcontracted employees who were present at the District worksite or facility; and (5) The District's workers' compensation plan administrator.

If possible, the District will interview the COVID-19 case(s) in order to ascertain the nature and circumstances of any contact that the employee(s) had or may have had with other employees during the high-risk exposure period. If the District determines that there were any close contact COVID-19 exposures, the District 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 (as discussed in Section IV.J. of this CPP).

The District has adopted policies and procedures that will ensure the confidentiality of employees and comply with the CMIA. Specifically, the District will not disclose to other employees, except for those who need to know, the fact that the employee(s) tested positive for or were diagnosed with COVID-19. Further, the District 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 other permitted or required under the law.

#### **4. Workplace-Specific Identification of COVID-19 Hazards**

The District will periodically conduct workplace-specific assessments of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.

As part of this process, the District identified places (work locations, work areas, and common areas) 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.

The District will provide notice of any such potential workplace exposure to all persons at District worksites and facilities, including employees, employees of other entities, members of the public, customers or clients, and independent contractors. The District considered how employees and other persons enter, leave, and travel through District worksites and facilities, in addition to addressing employees' stationary workspaces or workstations.

Further, the District will treat all persons, regardless of the presentation of COVID-19 symptoms or COVID-19 status as potentially infectious.

**5. Maximization of Outdoor Air and Air Filtration**

For indoor **District** worksites and facilities, the **District** evaluates how to maximize the ventilation of outdoor air; provide the highest level of filtration efficiency compatible with the worksites and facilities' existing ventilation systems; and evaluates whether the use of portable or mounted High Efficiency Particulate Air ("HEPA") filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.

**6. District Compliance with Applicable State and Local Health Orders (San Mateo County Health Department)**

The District monitors applicable public health orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention.

The District fully and faithfully complies with all applicable orders and guidance from the State of California and the local health department.

**7. Evaluation of Existing COVID-19 Prevention Controls and Adoption of Additional Controls**

Periodically, the District evaluates existing COVID-19 prevention controls at the workplace and assess whether different and/or additional controls may be needed.

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 discussed at Section VI, subsections D and F-H of this CPP).

**8. Periodic Inspections**

The District conducts periodic inspections of District worksites and facilities as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the District's COVID-19 policies and procedures, including, but not limited to this CPP.

**C. INVESTIGATING AND RESPONDING TO COVID-19 CASES IN DISTRICT WORKSITES AND FACILITIES**

**1. Procedure to Investigate COVID-19 Cases**

The District developed a procedure for investigating COVID-19 cases in the workplace which provides for the following: (1) requesting information from employees regarding COVID-19 cases; (2) contact tracing of employees who may have had a close contact COVID-19 exposure; (3) requesting COVID-19 test results from employees who may have had a close contact COVID-19 exposure; (4) requesting information from employees regarding the presentation of COVID-19 symptoms; and (5) identifying and recording all COVID-19 cases.

## **2. Response to COVID-19 Cases**

As provided above at Section IV.B.3., in the event that an employee tests positive for COVID-19 or is diagnosed with COVID-19 by a health care provider, the District will instruct the employee to remain at or return to their home or place of residence and not report to a District worksite or facility until such time as the employees satisfy the minimum criteria to return to work (as discussed in Section IV.J. of this CPP).

### **a. Contact Tracing**

If possible, the District will interview the COVID-19 case(s) in order to ascertain the following information: (1) the date on which the employee(s) tested positive, if asymptomatic, or the date on which the employee(s) first presented COVID-19 symptoms, if symptomatic; (2) the COVID-19 case(s) recent work history, including the day and time they were last present at a District worksite or facility; and (3) the nature and circumstances of the COVID-19 case(s)' contact with other employees during the high-risk exposure period, including whether any such contact qualifies as a close contact COVID-19 exposure.

If the District determines that there were any close contact COVID-19 exposures, the District 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 (as discussed in Section IV.J. of this CPP). Further, the District will instruct those employees to be tested for COVID-19, and that the District will provide for such testing during paid time, as discussed in subsection c. below.

### **b. Reporting the Potential Exposure to Other Employees**

The District fully and faithfully complies with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the individuals and entities described below.

Within one (1) business day of the time the District knew or should have known of a COVID-19 case, the District will give written notice of a potential workplace exposure to the following individuals: (1) All employees at the worksite or facility during the COVID-19 case's high-risk exposure period; (2) Independent contractors at the worksite or facility during the COVID-19 case's high-risk exposure period. The District will provide notice by either personal service, email, or text message.

The District's notice(s) will not reveal any personal identifying information of the COVID-19 case. The notice will include information about the District's disinfection plan.

Within one (1) business day of the time the District knew or should have known of the COVID-19 case, the District will also provide the notice of the potential workplace exposure to the authorized representative of any employee at the worksite or facility during the COVID-19 case's high-risk exposure period.

### **c. Offer of Free COVID-19 Testing Following a Close Contact COVID-19 Exposure**

The District makes COVID-19 testing available at no cost to employees to all employees who had a close contact COVID-19 exposure at a District worksite or facility. The District will offer employees COVID-19 testing during paid time, whether during the employee's regular work schedule or otherwise, and will provide compensation for the time that the employee spends waiting for and being tested.

**d. Leave and Compensation Benefits for Close Contact Exposures**

The District provides employees that had a close contact COVID-19 exposure with information regarding COVID-19-related benefits to which the employees may be entitled under applicable federal, state, or local laws, the District's own leave policies, and leave guaranteed by contract.

The District will continue and maintain these employees' earnings, seniority, and all other employee rights and benefits, including the employees' right to their former job status, as if the employees had not been removed from their jobs.

The District may require that these employees use District 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.

**e. Investigation to Determine Whether Workplace Conditions Contributed to COVID-19 Exposure**

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

**3. Confidential Medical Information**

The District will protect the confidentiality of the COVID-19 cases and will not disclose to other employees the fact that the employee(s) tested positive for or were diagnosed with COVID-19.

The District will keep confidential all personal identifying information of COVID-19 cases unless expressly authorized by the employee(s) to disclose such information or as other permitted or required under the law.

**D. CORRECTION OF COVID-19 HAZARDS AT DISTRICT WORKSITES AND FACILITIES**

The District 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 in the workplace. This also includes implementing controls related to physical distancing, face

coverings, engineering controls, administrative controls, and personal protective equipment (“PPE”).

## **E. TRAINING AND INSTRUCTION OF EMPLOYEES**

### **1. COVID-19 Symptoms**

The District provides employees training and instruction on COVID-19 symptoms, including advising employees of COVID-19 symptoms, which include the following: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

The District monitors and adheres to guidance issued by the CDC concerning COVID-19 symptoms, including guidance provided at the following web address:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

The District will advise employees in the event that the CDC revises the symptoms that it associates with COVID-19.

In addition to providing training and instruction on COVID-19 symptoms, the District provides information and instruction on the importance of employees not coming to work if they have any COVID-19 symptoms. As discussed below, the District provides information on paid leaves to which employees may be entitled if they are experiencing a COVID-19 symptom and would like to be tested for COVID-19.

### **2. COVID-19 Vaccinations**

The District provides employees information and instruction on the fact that COVID-19 vaccines are effective at both preventing the transmission of the virus that causes COVID-19 and preventing serious illness or death, and how employees may receive paid leaves for reasons related to COVID-19 vaccinations.

As discussed below, the District provides information on paid leaves to which employees may be entitled in order for them to be vaccinated and in the event that they experience any illness or adverse effects as a result of such vaccination.

### **3. District’s COVID-19 Policies and Procedures**

The District provides regular updates to employees on the District’s policies and procedures adopted in order to prevent COVID-19 hazards at District worksites and facilities; how such policies and procedures are intended to protect the health and safety of employees and District worksites and facilities; and how employees may

participate in the identification and evaluation of COVID-19 hazards in order to make such worksites and facilities healthier and safer for themselves and others.

#### **4. COVID-19 Related Benefits**

The District advises and provides updates to employees on the leaves to which employees may be entitled under applicable federal, state, or local laws as well as the District's own leave policies

Further, when employees require leave in order to receive a COVID-19 test or to be vaccinated or are directed not to report to work by the District for reasons related to the presentation of COVID-19 symptoms, a COVID-19 case, or close contact COVID-19 exposure, the District will advise the employees of the leaves to which the employees may be entitled for that specific reason.

#### **5. Spread and Transmission of the Virus that Causes COVID-19**

The District advises and provides updates to employees about the known spread and transmission of COVID-19. The District specifically advises employees of the following: (1) that COVID-19 is an infectious respiratory disease; (2) that the virus that causes COVID-19 can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; (3) that particles containing the virus can travel more than six (6) feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, including hand washing, in order to be effective; (4) that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and (5) that an infectious person may have present no COVID-19 symptoms or be pre-symptomatic.

#### **6. Hand Hygiene and Face Coverings and Respirators**

The District advises employees of the importance of physical distancing, face coverings, and hand hygiene, including hand washing and instructs employees that the combination of physical distancing, face coverings, increased ventilation indoors, and respiratory protection make such preventative measures most effective.

With respect to hand hygiene, the District provides employees information regarding the importance of frequent hand washing, that hand washing is most effective when soap and water are used and the employee washes for at least 20 seconds. The District instructs employees to use hand sanitizer when employees do not have immediate access to a hand washing facility (i.e., a sink), and that hand sanitizer will not be effective if the employee's hands are soiled.

With respect to face coverings and respirators, the District provides employees information on the benefits of face coverings, both to themselves and to others. The District also provides employee instructions on the proper use of face coverings and the differences between face coverings and respirators.

The District will provide certain employees respirators for their use in certain circumstances, including to individuals who are not fully vaccinated, who are working indoors or in a vehicle with more than one person, and who request the devices for their

use at work. At such time as the District provides respirators to employees for their use, it will provide such employees training on the proper use of such respirators, including, but not limited to, the method by which employees may check the seal of such respirator in conformance with the manufacturer's instructions.

The District will provide training on the conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained. Employees can request face coverings from the District at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

## **F. FACE COVERINGS**

### **1. General Face Covering Requirements**

The District provides face coverings to all employees who are not fully vaccinated. The District requires that such face coverings be worn by employees who are not fully vaccinated when indoors or in vehicles, or outdoors when not 6 feet of distance between people cannot be maintained unless certain conditions are satisfied, as explained below.

The District adheres to the most restrictive or prescriptive public health order provided by the CDC, CDPH or the local health department (San Mateo County Health Department) and will provide face coverings and ensure they are worn by employees when required by orders from the CDPH.

The District requires that employee face coverings be clean and undamaged. The District allows employees to use face shields to supplement, not supplant face coverings.

### **2. Limited Exceptions**

The District provides for the following exceptions to the face coverings requirement:

1. When an employee is alone in a room (e.g., alone in an office or another space with walls that extend from the floor to the ceiling and a door that may be closed in order to close the space to others) or vehicle;
2. While eating and 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.
3. Employees wearing respirators required by the District and being used in compliance with regulator requirements for the use of such respirators..
4. 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.

5. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed

3. **Required Use of Effective Non-Restrictive Alternative for Employees Exempted from Face Covering Requirement**

The District requires that its 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.

4. **Physical Distancing Required If Employee Is Not Wearing Face Covering or Non-Restrictive Alternative**

The District requires that any employees not wearing a face covering due to either excepting number 4 or 5, identified in Subsection 2 above, and not wearing a face shield with a drape or other effective alternative as described in Subsection 3 above shall be at least six (6) feet apart from all other persons unless the unmasked employees **are fully vaccinated** or are tested at least weekly for COVID-19 during paid time and at no cost to the employee.

In situations where a face covering is otherwise required, face coverings must be worn, and the exceptions to face coverings contained in this section no longer apply.

However, the District does not use COVID-19 testing as an alternative to face coverings when face coverings are otherwise required by this section.

5. **Prohibition on Preventing Employees from Wearing Face Covering**

The District 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.

6. **Communication to Non-Employees Regarding Face Covering Requirement**

The District posts signage to inform non-employees that the District requires the use of face coverings at District worksites and facilities.

- G. **OTHER ENGINEERING CONTROLS, ADMINISTRATIVE CONTROLS AND PERSONAL PROTECTIVE EQUIPMENT (PPE)**

1. **Maximization of Outdoor Air**

As provided above at Section IV.B.5., for indoor District worksites and facilities, the District evaluated how to maximize the quantity of outdoor air.

Further, for District worksites and facilities with mechanical or natural ventilation, or both, the District maximizes the quantity of outside air provided to the extent feasible, except when the Environmental Protection Agency (“EPA”) Air Quality Index (“AQI”) is

greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to District employees, for instance from excessive heat or cold.

## **2. Cleaning and Disinfecting Procedures**

The District undertakes the following cleaning measures:

1. Identify and regularly clean frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels;
2. The District informs employees and authorized employee representatives of the District's cleaning and disinfection protocols, including the planned frequency and scope of cleaning and disinfection; and
3. Clean areas, material, and equipment used by a COVID-19 case during the high-risk exposure period and disinfection if the area, material, or equipment is indoors and will be used by another employee within 24 hours of the COVID-19 case.

Further, the District requires that cleaning must be done in a manner that does not create a hazard to employees or subcontracted employees who do the cleaning and disinfecting.

## **3. Evaluation of Handwashing Facilities**

In order to protect employees, the District evaluates its handwashing facilities in order to determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer.

The District encourages District employees to wash their hands with soap and water for at least 20 seconds each time.

The District does not provide hand sanitizers with methyl alcohol.

## **4. Personal Protective Equipment (PPE)**

### **a. Evaluation of the Need for PPE.**

The **District** evaluates the need for PPE in order to prevent employees from being exposed to COVID-19 hazards.

### **b. Provision of PPE When Necessary**

The District provides PPE, including, but not limited to, face coverings, respirators, gloves, goggles, and face shields, to and for employees who require such equipment in order to perform their job duties in a health and safe manner, including where employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Upon request, the District shall provide respirators to employees for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with

more than one person. Whenever the District makes respirators available for voluntary use, the District will ensure that employees receive a respirator of the correct size and will provide such employees training on the proper use of such respirators, including, but not limited to, the method by which employees may check the seal of such respirator in conformance with the manufacturer's instructions, as discussed in Section IV.E.6.

**5. Testing of Symptomatic Employees Who Are Not Fully Vaccinated**

The District makes COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated. This testing will be made available during the employees' paid time.

## H. REPORTING, RECORDKEEPING AND ACCESS

### 1. Reporting COVID-19 Cases to the Local Health Department (San Mateo County Health Department)

The District reports COVID-19 cases and COVID-19 outbreaks at District worksites and facilities to the local health department.

Further, the District provides any related information requested by the local health department.

### 2. Maintenance of Records Related to the Adoption of the CPP

The District maintains records of the steps it has taken to implement the provisions described in this this CPP.

### 3. Availability of the CPP for Inspection

The District makes this written CPP available to employees and employee organizations at District worksites or facilities.

Further, the District makes this written CPP available to Cal/OSHA representatives immediately upon request.

### 4. Records Related to COVID-19 Cases

The District keeps a record of and tracks all COVID-19 cases with the following information: (1) employee's name; (2) contact information; (3) occupation; (4) location where the employee worked; (5) the date of the last day at the workplace; and (6) the date of a positive COVID-19 test.

The District keeps employees' medical information confidential.

## I. EXCLUSION OF COVID-19 CASES AND EMPLOYEES WHO HAD A CLOSE CONTACT COVID-19 EXPOSURE

### 1. Exclusion of COVID-19 Cases from District Worksites and Facilities

The District ensures that COVID-19 cases are excluded from District worksites and facilities until the employee satisfies the minimum return to work criteria as provided for in Section IV.J.

### 2. Exclusion of Employees with Close Contact COVID-19 Exposures from District Worksites and Facilities

The District ensures that employees who had a close contact COVID-19 exposure are excluded from the District's worksites and facilities until the employee satisfies the minimum return to work criteria, as provided in Section IV.J.

The District may allow the follow employees to continue to report to the District's worksites and facilities: **(1) Employees who were fully vaccinated before the close contact COVID-19 exposure and who have not developed COVID-19 symptoms since such exposure;** and

(2) COVID-19 cases who returned to work pursuant to the return-to-work criteria, as provided in Section IV.J. and have remained free of COVID-19 symptoms for 90 days after the initial onset of COVID-19 symptoms, or, for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive COVID-19 test.

**3. Provision of Benefits to Employees Excluded from Work as a Result of a Positive COVID-19 Test or Diagnosis or a Close Contact COVID-19 Exposure**

**a. Employees Who Are Able to Telework During Isolation or Quarantine Period**

The District allows employees who are able to telework to telework during the isolation or quarantine period. The District will provide these employees their normal compensation for the work that they perform for the District during the isolation or quarantine period.

The District continues and maintains such an employee's earnings, wages, 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.

**b. Employees Who Are Unable to Telework During Isolation or Quarantine Period**

The following employees are not entitled to benefits described below: (1) Employees for whom the District can demonstrate that the close contact COVID-19 exposure was not work-related; and (2) Employees who received disability payments or were covered by workers' compensation and received temporary disability. 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.

For other employees, the **District** requires that employees who are unable to telework, but are otherwise able and available to work, to use paid sick leave in order to receive compensation during the isolation or quarantine period. **District** employees retain their entitlement to elect not to use other earned or accrued paid leave during this time. The **District** may provide such employees who are unable to telework, but who do not have any paid sick leave available, alternative paid leave arrangements in order to receive compensation during the isolation or quarantine period.

For all employees who are subject to an isolation or quarantine because of a COVID-19 case or a close contact COVID-19 exposure, the **District** will maintain the employees' seniority and all other employee rights and benefits, including the employees' right to their former job status, during the isolation or quarantine period.

**4. Adherence with Laws, Policies, and/or Agreements Providing Excluded Employees Greater Protections**

The obligations set forth in this section do not limit any other applicable law, **District** policy, or collective bargaining agreement that provides employees with greater protections or benefits.

**5. Provision of Information Concerning Benefits to Excluded Employees**

At the time of exclusion, the District provides the excluded employees the information on paid leave benefits to which the employees may be entitled under applicable federal, state, or local laws.

This includes any paid leave benefits available under workers' compensation law, Labor Code sections 3212.86 through 3212.88, any other applicable local governmental requirements, the District's own leave policies, and leave guaranteed by contract.

**J. RETURN TO WORK CRITERIA**

**1. Minimum Criteria to Return to Work for Symptomatic COVID-19 Cases**

The District requires that a COVID-19 case with one or more COVID-19 symptoms remain at their home or place of residence and not report to any District worksite or facility until they satisfy each of the following conditions:

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

**2. Minimum Criteria to Return to Work for Asymptomatic COVID-19 Cases**

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

**3. 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, once an employee has satisfied the criteria to return to work, as provided in this section, the **District** will not require that the employee submit to a COVID-19 test, or produce a negative COVID-19 test result, in order to return to District worksites or facilities.

**4. Minimum Criteria to Return to Work for Close Contacts**

**a. Asymptomatic Employees**

An employee who has a close contact COVID-19 exposure, but never developed COVID-19 symptoms may return to District worksites or facilities 10 days following the last known close contact COVID-19 exposure.

**b. Symptomatic Employees**

An employee who has a close contact COVID-19 exposure and developed one or more COVID-19 symptoms may not return to District worksites or facilities until they satisfy each of the following conditions: (1) At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medications; (2) COVID-19 symptoms have improved; and (3) At least 10 days have passed since COVID-19 symptoms first appeared.

An employee who had a close contact COVID-19 exposure and developed one or more COVID-19 symptoms may return earlier if they satisfy each of the following conditions: (1) The employee tested negative for COVID-19 using a polymerase chain reaction (“PC”) COVID-19 test with a specimen taken after the onset of symptoms; (2) At least 10 days have passed since the last known close contact COVID-19 exposure; and (3) The employee has been symptom-free for at least 24 hours without using fever reducing medications.

**c. Critical Staffing Shortages**

During critical staffing shortages when there is an insufficient number of emergency response workers, employees may return to the District worksites or facilities seven (7) days following the last known close contact COVID-19 exposure if they have received a negative PCR COVID-19 test result from a specimen collected five (5) days after the close contact COVID-19 exposure.

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

If employees are subject to an isolation or quarantine order issued by a state or local health official, the District requires that the employees not report to any **District** worksite or facility until the period of isolation or quarantine is completed or the order is lifted.

If the relevant order did not specify a definite isolation or quarantine period, then the District will require that employees isolate or quarantine according to the applicable periods and criteria provided for in this Section or as otherwise instructed by the District.

**6. Allowance by Cal/OSHA for an Employee to Return to Work**

If no violations of state or local health officer orders for isolation or quarantine, or exclusion would result, the District may request that Cal/OSHA waive the quarantine or isolation requirement for essential employees and allow such employees to return to work on the basis that the removal of employees would create undue risk to a community’s health and safety.

Where the absence of an essential employee from the District’s worksite would cause a staffing shortage that would have an adverse effect on a community’s health and safety and pose an undue risk to the community’s health and safety as a result, Cal/OSHA may grant such waiver.

In order to request a waiver under such circumstances, the District will submit the written request to [rs@dir.ca.gov](mailto:rs@dir.ca.gov). In the event of an emergency, the District may request a provisional waiver by contacting the local Cal/OSHA office while the District prepares the written waiver request.

The written waiver request must provide the following information:

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

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

The COVID-19 Prevention Plan is incorporated as an appendix to the District's Injury and Illness Prevention Plan and the District's COVID-19 Response and Risk Mitigation Plan.