

Coastline ROP's

COVID-19 Prevention Program

Updated: May 6, 2022

I. POLICY

Coastline Regional Occupational Program (the "ROP") is fully committed to the health and safety of our employees and making sure the workplace is free of any recognizable hazards. As an employer, we are committed to mitigating the spread of the novel coronavirus or "COVID-19," a respiratory disease caused by the SARS-CoV-2 virus at the worksite. In order to be safe and maintain operations, we have developed this COVID-19 Prevention Program ("Program") to be implemented throughout the ROP and at all of our worksites. We have also identified a team of employees to monitor this pandemic and provide updates as necessary.

It is the intent of this ROP to comply with all laws. To do this, we must constantly be aware of conditions in all work areas that can produce exposure to COVID-19. No employee is required to work at a job the employee knows is not safe or healthful. The ROP appreciates your cooperation in detecting hazards and, in turn, controlling them is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.

This Program is based on currently available information from Cal/OSHA, state and local public health authorities, and the Centers for Disease Control available at the time of its development and is subject to change based on further information provided by these agencies, and other State and local public health officials. The ROP may also amend this Program based on operational needs.

II. DESIGNATION OF RESPONSIBILITY

This Program will be administered by Brian Dozer, Superintendent (bdozer@coastlinerop.net, 949-429-2222) who has the overall authority and responsibility for implementation, and his designees.

III. MANAGEMENT AND SUPERVISORS

All managers and supervisors must be familiar with this Program and are responsible for communicating with their employees about COVID-19 and protections in a language that the employees understand. Managers and supervisors must always set a good example by following this Program at all times. Managers and supervisors must ensure the Program is being enforced and observed by all employees.

IV. EMPLOYEE RESPONSIBILITY AND EXPECTATIONS

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment. Employees are also responsible for whole-hearted, genuine compliance with all aspects of this Program while performing their duties to minimize the spread of the virus at our workplace. We are asking our workers to help with our prevention efforts while at work. Specific questions about this Program or COVID-19 should be directed to Brian Dozer.

In addition to those set forth in this Program, employees must adhere to the following expectations:

- Stay at home when sick
- Refrain from shaking hands, hugging, or touching others.
- Wear appropriate face coverings in the workplace, if directed to do so by management consistent with applicable law and public health guidance.
- Avoid touching mouth, nose, and eyes.
- Wash hands with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.

- Wash/sanitize hands multiple times daily, including before and after work; during breaks; before and after eating; after coughing, sneezing, or blowing nose; and before and after going to the restroom.
- Cover mouth and nose with a tissue when coughing or sneezing and immediately discard it after use and wash hands. If no tissues are available, cover mouth with shoulder or elbow and then wash hands.
- Avoid sharing personal items with coworkers (e.g., food, dishes, lunch boxes, gloves, etc.).
- Follow all CDC, State, and local health department guidelines on the use, removal, cleaning, and disinfection of face coverings.

V. SYSTEM FOR COMMUNICATING INFORMATION RELATED TO COVID-19 TO EMPLOYEES

A. Employee Reporting Requirements

All employees are required to notify their supervisor, manager, and/or Human Resources immediately if any of the following occur:

- If they are experiencing any COVID-19 symptoms or had a possible close contact. A complete list of COVID-19 symptoms is available at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
- If they have been exposed to COVID-19 outside of work.
- Any and all unsafe conditions or violations of the ROP's CPP in order to minimize the potential illness to others.
- Any and all possible COVID-19 hazards or possible close contacts in the workplace.

The ROP will not discharge, threaten to discharge, demote, suspend, reduce other employee benefits, or in any manner discriminate or take adverse action against any employee who makes a report pursuant to this requirement.

B. Accommodation Of Employees Who Are At Increased Risk Of COVID-19

Employees who are at an increased risk of COVID-19 are encouraged to speak with Human Resources to discuss any appropriate reasonable accommodations that may be available. The ROP will engage in an interactive process consistent with applicable law to determine if the ROP can reasonably accommodate these individuals so that they can perform the essential functions of a job unless doing so is an undue hardship or causes a direct threat to workplace safety. Please contact Human Resources with any questions and any requests for accommodation.

C. Access to COVID-19 Testing

1. Employee Experiencing Recognized COVID-19 Symptoms

Employees who are exhibiting symptoms of COVID-19 are instructed to not report to work. A COVID-19 test, for purposes of the Program, may be both self-administered and self-read, only if another means of independent verification of the results can be provided (such as, e.g., a time-stamped photograph of the results).

2. Employee Who Had Close Contact

The ROP will make COVID-19 testing available at no cost, during paid time, to all employees who had close contact in the workplace, regardless of vaccination status, excluding:

- a. "Returned cases," meaning employees who had COVID-19, returned to work pursuant to the return to work criteria, 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, then that period shall apply.

Upon receiving the test results, employees should immediately notify Human Resources and advise them of the test result.

For purposes of this Program, “close contact” 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 COVID-19 case’s infectious period, regardless of the use of face coverings, unless “close contact” is defined by regulation or order of the CDPH, in which case, the CDPH definition shall apply.

3. COVID-19 Testing In The Event Of COVID-19 Outbreak Or Multiple COVID-19 Infections

In the event that the local health department identifies a workplace as the location of a COVID-19 outbreak or when there are three or more COVID-19 cases in a workplace within a 14-day period, the ROP shall immediately provide COVID-19 testing to all employees who were within the exposed group during the period of an outbreak identified by the local health department or the relevant 14-day period. The COVID-19 testing shall be provided at no cost to employees with pay for the time spent obtaining the test, except:

(A) Employees who were not present at the workplace during the relevant 14-day period(s) and

(B) Returned cases who did not develop COVID-19 symptoms after returning to work pursuant to the return to work criteria.

COVID-19 testing shall consist of the following:

- All employees in the exposed group shall be offered testing and once again be offered testing one week later, regardless of vaccination status.
- After the first two COVID-19 tests, the ROP shall provide continuous COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department until such time that the COVID-19 testing is no longer required.
- Continuous COVID-19 testing of employees will end once there are no new COVID-19 cases detected in the exposed group in a 14-day period.

Employees who had close contacts during the outbreak period shall have a negative COVID-19 test taken within three and five days after the close contact or shall be excluded and follow the return to work criteria for COVID-19 cases starting from the date of the last known close contact.

4. COVID-19 Testing In The Event Of Major COVID-19 Outbreak

In the event that there is a major COVID-19 outbreak at the workplace, the ROP shall **require** COVID-19 testing of all employees who were within the exposed group during the period of an outbreak identified by the local health department or the relevant 30-day period. The COVID-19 testing shall be provided at no cost to employees with pay for the employee’s time spent obtaining the test.

COVID-19 testing shall consist of the following:

- All employees in the exposed group, regardless of vaccination status, shall be tested twice a week, or more frequently if recommended by the local health department until such time that the COVID-19 testing is no longer required.

Employees in the exposed group shall be tested or shall be excluded and follow the return to work criteria, starting from the date the outbreak begins.

5. Investigation Of Workplace COVID-19 Illness in Event of Outbreak

Immediately following notice of multiple COVID-19 infections, a COVID-19 outbreak, and/or a major COVID-19 outbreak, the ROP shall investigate and determine possible workplace-related factors that

contributed to the COVID-19 outbreak following the procedures set forth in **Investigating And Responding To Covid-19 Cases In The Workplace** (below)

6. COVID-19 Investigation, Review, And Hazard Correction in Event of Outbreak

Immediately following notice of a COVID-19 infection and/or a COVID-19 outbreak, the ROP shall:

- Review potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.
- Investigate whether any new or unabated COVID-19 hazards exist in the workplace including, but not limited to:
 - The ROP's leave policies and practices and whether employees are discouraged from remaining home when sick;
 - The ROP's COVID-19 testing policies;
 - Insufficient outdoor air;
 - Insufficient air filtration; and
 - Lack of physical distancing
- Conduct workplace-specific evaluations.

This review shall be updated every thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.

Based on the findings of this investigation and review, the ROP shall implement changes to reduce the transmission of COVID-19. Among the changes the ROP will consider are:

- Moving indoor tasks outdoors or having them performed remotely, or increasing outdoor air supply when work is done indoors;
- Improving air filtration;
- Increasing physical distancing as much as feasible; and
- Other applicable controls.

7. COVID-19 Investigation, Review, And Hazard Correction in Event of Major Outbreak

Immediately following notice of a major COVID-19 outbreak, the ROP shall take the following actions:

- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by the Division through the Issuance of Order to Take Special Action.
- Conduct workplace-specific evaluations.

8. Notifications To The Local Health Department

The ROP shall contact the local health department immediately but no later than 48 hours after the ROP knows of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.

The ROP shall provide the local health department with the following information:

- The total number of COVID-19 cases, and

- For each COVID-19 case — the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department.

The employer shall continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.

Starting January 1, 2021, the ROP shall provide all information to the local health department required by Labor Code section 6409.6.

D. Employees Who Test Positive For COVID-19

Employees who test positive for COVID-19 must stay home and not come to work until the return to work criteria for COVID-19 cases (below) are met. Employees may be required to provide a release from their healthcare provider before they can return to work consistent with applicable law.

E. COVID-19 Policies and Procedures

The ROP has implemented the below-listed policies and procedures as a means to mitigate the risk of exposure to COVID-19 at each workplace. These policies and procedures have been provided to employees via e-mail and have been placed on internal shared drives.

- COVID-19 Employee Training
- Daily COVID-19 Self-Assessment Policy
- COVID-19 Face Covering Policy
- Daily Employee Wellness Check-In Sheet
- Reporting Monitoring Employee Illness Protocol

If you have any questions regarding these policies and procedures, please contact your supervisor and/or Human Resources.

F. Employee Health Screening Process

The ROP has developed and implemented the following process to screen employees for COVID-19 symptoms and to prevent an employee who is exhibiting COVID-19 symptoms from entering the workplace:

The ROP has employees self-screen for COVID-19 symptoms before reporting to work.

1. Employee At-Home Self Evaluation

To keep you and all our employees safe, the ROP is following local and State health department recommendations. Unless employees are screened at work, they should self-screen by taking a short self-assessment for COVID-19 symptoms and risk factors before reporting to work each day by asking themselves the following questions:

- Have I had any signs or symptoms of a fever in the past 24 hours such as chills, sweats, felt “feverish” or had a temperature that is elevated for me/100.4° F or greater?
- If you are feeling “feverish,” please take your temperature.
- Do I currently have (or, in the last 24 hours, have I had) any of the following symptoms:

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.

- Within the last 14 days, have I been in contact with someone with a confirmed diagnosis of COVID-19?
- Do I currently have any of the following possible emergency symptoms?
- Struggling to breathe or fighting for breath even while inactive or when resting?
- Feeling about to collapse every time you stand or sit up?

If your response is yes to any of the above questions, **please do not report to work** and immediately contact your supervisor for further instruction.

2. On-Site Screening

If the ROP conducts screening indoors at the workplace, the ROP shall ensure that face coverings are used during screening by both screeners and employees and, if temperatures are measured, that non-contact thermometers are used.

G. If An Employee Becomes Sick At Work

1. Sick Employee

If an employee starts feeling sick and/or experiencing symptoms of COVID-19 during the workday, the employee is required to immediately report the symptoms to their supervisor and/or to Human Resources.

NOTE: If an employee is experiencing severe symptoms and requires urgent medical attention, the employee should advise their supervisor and/or Human Resources so that they can call 911.

If Human Resources is informed that an employee is feeling sick and/or experiencing symptoms of illness associated with the COVID-19, Human Resources will:

- Ask the employee for the employee's most recent contact information, including home or mobile telephone numbers.
- **NOTE:** If the employee is experiencing severe symptoms and requires urgent medical attention, call 911 and notify the dispatcher that the distressed employee may have COVID-19 symptoms, so that emergency medical service responders may use appropriate precautions.
- Instruct the employee to leave work immediately and to avoid close contact with other employees when leaving the workplace.
- Instruct the employee to follow the CDC-recommended steps for individuals to follow if they are sick ("What To Do If You Are Sick" available here: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>.)
- Inform the employee that the employee cannot return to work until the employee meets the applicable return to work criteria.
- Contact the employee's supervisor and advise the supervisor that the employee was sent home because the employee was ill.

2. Sick Coworker

If an employee believes that one of their coworkers may be exhibiting symptoms of illness associated with the COVID-19 virus, they should contact Human Resources. Human Resources will follow the procedure above.

H. Supervisor Duties

If a supervisor is informed that an employee is feeling sick and/or experiencing symptoms of illness associated with the COVID-19, the supervisor is required to immediately report the employee's illness to Human Resources, which will follow the steps above.

VI. INVESTIGATING AND RESPONDING TO COVID-19 CASES IN THE WORKPLACE

A. Procedure for Investigating COVID-19 Cases, Multiple COVID-19 Infections, COVID-19 Outbreaks, and/or Major COVID-19 Outbreaks in the Workplace

Upon learning that there has been a COVID-19 incident at an ROP workplace, the ROP will take all of the following actions in order to determine if other employees may have been exposed to COVID-19 in the workplace by the sick individual(s). The following action items will be logged using the **Appendix A: Investigating COVID-19 Cases form**. A COVID-19 incident is defined to include all COVID-19 Cases, Multiple COVID-19 Infections, COVID-19 Outbreaks, and/or Major COVID-19 Outbreaks in a workplace.

- Determine the day and time the sick individual(s) was last present at any ROP workplace and, to the extent feasible:
 - the date of the sick individual's positive COVID-19 test(s) and/or diagnosis, and
 - the date the sick individual first had one or more COVID-19 symptoms if any were experienced.
- Determine which employees at the workplace may have had a close contact. This determination will be made by evaluating (1) the activities of the sick individual(s) while at the workplace and (2) all locations at the workplace which may have been visited by the sick individual(s) during the infectious period. For purposes of this Program, the "infectious period" means the following, unless otherwise defined by CDPH regulation or order, in which case the CDPH definition shall apply: (1) for COVID-19 cases who develop symptoms, from two days before they first develop symptoms until all of the following are true: it has been 10 days since symptoms first appeared; 24 hours have passed with no fever, without the use of fever-reducing medications; and symptoms have improved; and (2) for COVID-19 cases 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.
- Give notice of the exposure, within **one business day**, in a way that does not reveal any personal identifying information of the sick individual(s), to the following individuals:
 - All employees (and their authorized representative) who may have had close contacts;
 - Any independent contractors, employees (and their authorized representative), and other employers present at the same workplace as the COVID-19 case during the infectious period; and
 - The authorized representative of the COVID-19 case.

Written notice may include, but is not limited to, personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one business day of sending.

- If the ROP reasonably knows that an employee has not received the notice, or has limited literacy in the language used in the notice, the ROP will provide verbal notice, as soon as practicable, in a language understandable by the employee.
- Offer COVID-19 testing at no cost to employees with pay for the time spent obtaining the test to all employees who had close contact in the workplace during working hours, regardless of vaccination status, excluding returned cases.
- Provide all employees who had close contact in the workplace with the information on any COVID-19-related benefits to which the employee may be entitled under applicable federal, State, or local laws (e.g. benefits that may be available under workers' compensation law, statutory paid sick leave benefits, State and/or local COVID-19 supplemental paid sick or vaccine leave benefits, the ROP's leave policies, and leave guaranteed by contract, if any apply).

- Investigate whether any workplace conditions could have contributed to the risk of close contacts and determine what could be done to reduce exposure to COVID-19 hazards in the future.

B. Confidentiality of Employee Medical Information

The ROP will keep all personal identifying information relating to individuals with confirmed COVID-19 cases and/or individuals who are experiencing COVID-19 symptoms confidential. In addition, all COVID-19 testing or related medical services provided by the ROP will be administered in a manner that ensures the confidentiality of identity of employees receiving these services.

Please be advised that the ROP is required by law to provide unredacted information on COVID-19 cases to the local health department, CDPH, and the National Institute for Occupational Safety and Health (NIOSH) immediately upon request. Except as required by law, this information will not be disclosed or reported by the ROP without the employee's express written consent to any person within or outside the workplace.

VII. EMPLOYEE TRAINING AND INSTRUCTION

Management and supervisors ensure employees, prior to beginning of work assignment and regularly thereafter, participate in COVID-19 training in a language that is readily understandable by all employees that covers the following topics using interactive methods that are easy to understand including verbal, visual, audiovisual and picture-centered handouts and other resources:

- The COVID-19 policies and procedures the ROP has adopted to protect employees from COVID-19 hazards and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, State, or local laws (e.g. any benefits available under workers' compensation law, statutory paid sick leave benefits, State and/or local COVID-19 supplemental paid sick or vaccination leave benefits, the ROP's leave policies, and leave guaranteed by contract, if any apply).
- Information regarding COVID-19, including the fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; 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 that an infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, hand hygiene, and respiratory protection decrease the spread of COVID-19, but are most effective when used in combination.
- 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 workplace, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.
- Information regarding COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.

- Information on the ROP's COVID-19 policies; how to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- The conditions under which face coverings must be worn at the workplace and that employees can request face coverings from the ROP at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

VIII. FACE COVERINGS

A. Employees

All employees are to wear an appropriate face covering in the workplace, if directed by management to do so consistent with applicable law and public health guidance. The ROP shall provide face coverings and ensure they are worn by employees when required by orders from Cal OSHA, the CDPH, or local health department.

“Face covering” means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings; must completely cover the nose and mouth; must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and is secured to the head with ties, ear loops, or elastic bands that go behind the head. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric. Face coverings with a clear plastic panel that otherwise meets these requirements may be worn to facilitate communication with individuals who are deaf, hard-of-hearing, or who need to see a speaker's mouth or facial expressions to understand communications.

The ROP shall ensure that face coverings, if required to be worn by employees per applicable law or public health guidance, are clean and undamaged and that they are worn over the nose and mouth as described above. Face shields are not a replacement for face coverings, although they may be worn together for additional protection.

When employees are required to wear face coverings, the following exceptions and requirements apply, unless otherwise provided by applicable State and/or local requirements:

1. When an employee is alone in a room or vehicle.
2. While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
3. Employees wearing respirators required by the ROP and used in compliance with section 5144.
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.

Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

Any employee not wearing a face covering pursuant to the exception 4 above and unable to wear a non-restrictive alternative, or an employee not wearing a face covering pursuant to exception 5 above, must be tested at least weekly for COVID-19 with pay for the employee's time spent obtaining the test and at no cost to the employee.

The ROP shall not prevent 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 ROP shall provide face coverings to employees upon request, regardless of vaccination status.

B. Documentation of Vaccination Employee Status

The ROP collects proof of employees' vaccination and/or booster status to the extent necessary to comply with applicable public health guidance. Going forward, acceptable forms of proof include the employee's vaccine card, an image of their vaccine card, or a health care document showing the vaccination status. The ROP will maintain a copy of the record presented. All records of vaccination status will be kept confidential.

C. Visitors

The ROP shall implement measures to communicate to non-employees the face covering requirements on ROP premises.

IX. REPORTING, RECORDKEEPING, AND ACCESS.

The ROP shall report information about COVID-19 cases at the workplace to the local health department whenever required by law, and shall provide any related information requested by the local health department.

The employer shall report all information to the local health department as required by Labor Code section 6409.6.

The ROP shall maintain records of the steps taken to implement the written CPP. The ROP's written CPP has been distributed to all employees and shall be made available at the workplace to employees, and to representatives of Cal/OSHA immediately upon request.

The ROP shall keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test using the **Appendix A: Investigating COVID-19 Cases form**. Medical information shall be kept confidential. The information shall be made available to employees, or as otherwise required by law, with any and all personal identifying information removed.

The ROP will record information as required on its Log of Work-Related Injuries and Illnesses (Log 300)

X. EXCLUSION OF COVID-19 CASES FROM THE WORKPLACE AND INSTRUCTIONS FOR EMPLOYEES WHO HAD CLOSE CONTACT OR HAVE COVID-19 SYMPTOMS

The purpose of this subsection is to limit transmission of COVID-19 in the workplace.

A. Exclusion of Employees Who Are Considered COVID-19 Cases

Employees who are considered to be COVID-19 cases, regardless of vaccination status or prior infection, will be excluded from the workplace until the return to work criteria below is met, except as otherwise provided by applicable law.

COVID-19 cases who do not develop symptoms or whose COVID-19 symptoms are resolving, shall not return to work until:

- (1) At least five days have passed from the date that COVID-19 symptoms began or, if

the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test;

- (2) At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medications; and
- (3) A negative COVID-19 test from a specimen collected on the fifth day or later is obtained; or if unable to test or the employer chooses not to require a test, 10 days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test.

COVID-19 cases, regardless of vaccination status or previous infection, whose COVID-19 symptoms are not resolving, may not return to work until:

- (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 medication; and
- (2) Symptoms are resolving or 10 days have passed from when the symptoms began.

Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.

The above requirements apply regardless of whether an employee has previously been excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.

B. Employees who had Close Contact

The ROP shall review CDPH guidance for persons who had close contact, including any guidance regarding quarantine or other measures to reduce transmission. The ROP shall develop, implement, and maintain effective policies to prevent transmission of COVID-19 by persons who had close contacts.

Except as otherwise provided by updated guidance or orders of Cal/OSHA, the CDPH, or local health department, employees who are asymptomatic close contacts generally do not need to quarantine, but should:

- (1) Test within 3-5 following their last exposure to the COVID-19 case;
- (2) Wear a well-fitting mask around others for a total of 10 days;
- (3) Test and stay home if symptoms develop; and
- (4) If test results are positive, follow the isolation recommendations for COVID-19 cases above.

However, asymptomatic employees infected with COVID-19 within the prior 90 days do not need to be tested, quarantined, or excluded from work, unless symptoms develop.

In addition, as described previously, employees who had close contacts in the event of a COVID-19 outbreak shall have a negative COVID-19 test taken within three and five days after the close contact or shall be excluded and follow the return to work criteria for COVID-19 cases starting from the date of the last known close contact. Further, employees in the exposed group of a major outbreak shall be tested or shall be excluded and follow the return to work criteria, starting from the date the outbreak begins.

C. Employees with COVID-19 Symptoms

Except as otherwise provided by updated guidance or orders of Cal/OSHA, the CDPH, or local health department, all employees with COVID-19 symptoms, regardless of vaccination status or prior infection, should:

- (1) Self-isolate and test as soon as possible to determine infection status. For symptomatic persons who have tested positive within the previous 90 days, using an antigen test is preferred;
- (2) Remain in isolation while waiting for testing results. If not tested, they should continue isolating for 10 days after the day of symptom onset;

- (3) Continue self-isolation and retesting in 1-2 days if testing negative with an antigen test, particularly if tested during the first 1-2 days of symptoms; and
- (4) Continue to self-isolate if the test result is positive until the return to work criteria is met.

D. Pay and Benefits for Employees Excluded From Work

For employees excluded from work, the ROP shall continue and maintain 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. If the ROP determines that one of the exceptions below applies, it shall inform the employee of the denial and the applicable exception:

EXCEPTION 1: Exclusion pay does not apply where the employee received disability payments or was covered by workers' compensation and received temporary disability.

EXCEPTION 2: Exclusion pay does not apply where the ROP demonstrates that the close contact is not work related.

E. Order to isolate, quarantine, or exclude an employee is issued by a local or state health official

If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be in accordance with the return to work periods above, as applicable.

F. Information Regarding COVID-19-Related Benefits

At the time an employee is excluded from the workplace for reasons related to COVID-19, the ROP will provide the affected employee with information regarding any COVID-19-related benefits to which the employee may be entitled under applicable federal, State, or local laws (e.g. any benefits available under workers' compensation law, statutory paid sick leave benefits, State and/or local COVID-19 supplemental paid sick or vaccination leave benefits, the ROP's leave policies, and leave guaranteed by contract, if any apply).

XI. PROGRAM COMPLIANCE

The ROP:

- Conducts daily workplace inspections to ensure COVID-19 procedures are followed.
- Takes corrective action to address any deficiencies discovered.
- Documents corrective actions.
- Ensures CDC, State and local health departments, and other applicable authorities' guidelines are incorporated into this Program and followed.



May 6, 2022

Brian K. Dozer, Superintendent

Date