CONTRACOSTA COUNTY

EMPLOYMENT & HUMAN SERVICES

M E M O R A N D U M

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To: All Staff, Code 2A Date: February 24, 2022

From: Debora Boutté, Departmental Human Resources Officer II

Subject: Updates to COVID-19 Prevention Program dated February 22, 2022

The revised COVID-19 Prevention Program dated February 22, 2022 is now available and published on the County's COVID-19 Resources page and is attached to this memo. This document supersedes the January 18, 2022 COVID-19 Prevention Program (CPP) and takes the place of the Exposure Guidelines dated November 2, 2020. It is a living document updated as circumstances change.

For Supervisors - Please Note Key Revisions to the CPP (1-5 below):

1. Added responsibility for supervisors to notify and provide an outbreak packet to affected employees when they receive Risk Management outbreak notifications (PDF page 11 of 98)
2. Added physical distancing and testing requirements to Notice of Non-Compliance Form (PDF page 12 of 98)
3. Updated Attachment 10 Exposure Decision Tree (starting on PDF page 74 of 98)
4. Updated Attachment 13 with a new Close Contact Precaution Memo and Handout with notes that the County requires an observed test (not a self-administered and self-read home test) to end isolation or quarantine early (PDF page 92 of 98)
5. Examples of Counting for Isolation and Quarantine (PDF page 95 of 98)

Revised changes are highlighted in **green font** throughout the CPP document. PDF page 90 summarizes the updates in the CPP and are listed below for your reference.

- Added responsibility for supervisors to notify and provide an outbreak packet to affected employees when they receive Risk Management outbreak notifications
- Added physical distancing and testing requirements to Notice of Non-Compliance Form
- Updated requirement for Public Health to conduct contact tracing of only confirmed employee cases
- Updated physical distancing chart to include required face coverings during an outbreak and when a fully vaccinated close contact stays in the workplace

- Added a face covering requirement chart to clarify circumstances when face coverings are required, recommended, or not required
- Updated testing chart to note that tests can't be both self-administered and self-read unless observed by the employer or an authorized telehealth proctor
- Updated the inspection checklist to emphasize compliance with face covering requirements
- Updated the inspection checklist to emphasize the use of the Non-Compliance Form when there is non-compliance with physical distancing, face covering use, or testing requirements
- Updated Attachment 7 regarding face covering requirements
- Updated Attachment 8 with a new Building Entry Poster in English and Spanish
- Updated Attachment 9 to include instructions that the "SPOT" Form should only include positive employee cases, it no longer requires the reporting of close contacts
- Added the updated Decision Tree copies
- Updated Attachment 13 with a new Close Contact Precaution Memo and Handout with notes that the County requires an observed test (not a self-administered and self-read home test) to end isolation or quarantine early

If you have questions about the information in this memo, please contact your assigned Departmental HR Analyst.

Attachment: COVID-19 Prevention Program dated February 22, 2022

DEPARTMENT OF
RISK MANAGEMENT
SAFETY AND
LOSS CONTROL

COVID-19 Prevention Program
Contra Costa County

*Revised **February 22**, 2022*

*Living document updated as circumstances change. This Program supersedes the **January 18, 2022** Program and takes the place of the Exposure Guidelines dated November 2, 2020.*

IMPORTANT!

Due to rapidly changing conditions, check the Risk Management intranet COVID 19 Resources Hot Spot to ensure you are using the most current forms and procedures.

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Attachment 6: Cleaning and Disinfection Procedures

Attachment 7: Face Coverings, Surgical Masks, and Respiratory Protection

Attachment 8: COVID-19 Prevention Posters

Attachment 9: Reporting and Response Procedure for COVID-19 Cases

Attachment 10: Exposure Decision Tree

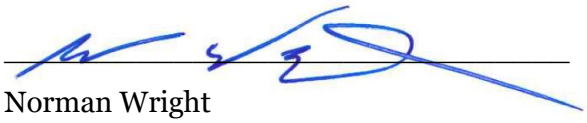
Attachment 11: COVID-19 Safety Training Tailgate

Attachment 12: Program Review and Revisions

Attachment 13: Close Contact Precaution Handout

Approval

This program has been reviewed and approved by the Assistant Risk Manager – Safety and Loss Control.



Norman Wright

February 22, 2022

Date

Scope

Contra Costa County (County) has developed this COVID-19 Prevention Program (Program) in accordance with Title 8 California Code of Regulations (CCR) Section (§) 3205 COVID-19 Prevention to protect employee health during the COVID-19 pandemic.

County employees play an essential role in community disaster response, whether they are performing in their primary roles or as Disaster Service Workers. This document is designed for all County employees to understand COVID-19 symptoms, exposures, and procedures in the workplace including the County's COVID-19 prevention procedures, safety programs, and training for working safely and preventing COVID-19 exposures.

The County will continue to actively monitor and communicate COVID-19 risk, community spread, regulatory requirements, and best practices to protect the health and safety of all employees, contractors, and clients.

This program is based on applicable health orders and guidance from Health Services. The content is based on references from the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), the Division of Occupational Safety and Health (Cal/OSHA), the California Department of Public Health (CDPH) Current Safety Measures for Industry and Business Sectors (December 31, 2021), Guidance for the Use of Face Coverings, State Public Health Officer Orders, other technical guidance sources, and additional laws and regulations related to COVID-19 (Attachment 1).

Each department has unique operations and will be required to review employee work tasks, locations, and potential COVID-19 exposures to develop department-specific procedures and to maintain records as required by this program to reduce employee exposures to COVID-19.

Exceptions

The following County workplaces and operations are exempt from this program:

- Work locations with one employee who does not have contact with other persons
- Employees working from home or other locations not under the control of the County
- Employees with occupational exposure defined by Title 8 CCR §5199 Aerosol Transmissible Disease (ATD). Note that ancillary and administrative employees not included in Departmental ATD Programs are included in this Program
- Emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations are exempt from the Employer Provided Housing requirements in Title 8 CCR §3205.3 because the County is a government entity.
- Emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations are exempt from the "Employer-Provided Transportation To and From Work" requirements in Title 8 CCR §3205.4.

Program Navigation

Program Location

The most current version of this Program resides on the Risk Management intranet site. [https://www.insidecontracosta.org/667/4211/COVID-19-Resources]

If access to intranet-linked documents is unavailable, please email RiskMSafety@riskm.cccounty.us or call (925) 335-1400 and request a copy of the desired document.

COVID-19 Prevention Program Hot Spot

Real-time updates to language and procedures related to this Program and between revised versions will be placed on the Risk Management "**COVID-19 Prevention Program**" page located on the Risk Management intranet site.

Navigation

- You can click on the Table of Contents titles and links directly to your topic of interest within this document.
- The **keyword search** function is available by using the **CTRL + F** keys and typing in the keyword.
- Definitions related to this program are included as Attachment 2.
- Check the Revision History in Attachment 12 for a list of changes in each document version date.
- Updates to this version of the program and highlighted with **bold, green text**.
- Additional **links in the text** lead to topics within the document, intranet sites, and outside websites.

Resource Directory

- A **Frequently Asked Questions (FAQ)** resource for this Program can be found on the Risk Management intranet site.
- Email for **questions and resources** related to this Program to Risk Management Safety and Loss Control: RiskMSafety@riskm.cccounty.us.
- **Email to Report COVID-19 Cases** to Risk Management Worker's Compensation Unit: RepEECOVID@riskm.cccounty.us using this form.
- **Resource Directory (Table 1, Next Page)** for contact information on supplies and services related to COVID-19 prevention.

Table 1: Resource Directory

Resource	Purpose	Contact Information
Department Operations Center – Logistics	Ordering sanitizer, disinfectants, and PPE when unavailable through normal purchasing routes	doc.logistics@cchealth.org
Hospital and Health Centers Infection Prevention and Control	Department Supervisors with exposure and medical questions	InfectionPreventionAndControlProgram@cchealth.org Pager at (925) 346-4122
Public Health Division Contact Tracing Unit	Report COVID-19 employee cases Supervisors with exposure and medical questions	covid.business.tracing@cchealth.org
Public Works Custodial Services	Hand sanitizer and disinfectant sprays, disinfection services, extra cleaning services	Custodial Services Manager, Derrick West at Derrick.West@pw.cccounty.us (925) 313-7052 or (925) 930-3698 after hours
Public Works Print and Mail Services	Order printed safety signage and window or mirror clings	graphics@pw.cccounty.us
Risk Management Safety and Loss Control	Questions, resources, or safety concerns	RiskMSafety@riskm.cccounty.us (925) 335-1400

References

References for regulations, guidelines, programs, and policies related to this program can be found in Attachment 1: References.

Responsibilities

County Administrator's Office

The County Administrator's Office (CAO) is responsible for ensuring Department Management provides adequate resources to effectively implement and maintain the County's safety compliance programs including this program.

Department Head

- Actively supports the directives provided in this Program.
- Provides adequate funding and resources to enable employees to comply with this program.
- Ensures appropriate Department Personnel Contact, site manager, or supervisor maintains screening questions, facility sign-in sheets, and other pandemic-related documents in a temporary COVID-19 file.
- Designates a contact(s) who will receive and maintain proof of employee vaccination in a confidential medical file per applicable Health Orders and County policy.

Departmental Personnel Contacts

- Receives and collates COVID-19 case reports from First Line Supervisors within their Department and follows all the required steps in Attachment 9.
- Conducts contact tracing activities when a COVID-19 case is reported within the Department.
- Immediately reports all COVID-19 cases from County employees, independent contractors, and Non-County employers to:
  - Risk Management:
    - For all COVID-19 cases, complete the COVID-19 Positive Test Report Form and immediately forward it via email to RepEECOVID@riskm.cccounty.us.

      NOTE: Notifications of positive cases must be made within 1 business day of Department knowledge, so these reports must be submitted to Risk Management immediately upon Department knowledge.

    - In addition to completing the Report Form above, for industrial (work-related) COVID-19 cases provide the employee with the DWC-1 Form by First Class mail and complete the Supervisor's First Report of Injury (AK-30) and send the claim to the Workers' Compensation Unit in Risk Management within 24 hours of Department knowledge.
  - Health Services Contact Tracing:
    - Follow the steps in the CC Health guidance for businesses
    - Complete the California Connected SPOT Business Intake Form.
  - Independent Contractors, Volunteers, and Other Employers in the affected workplace.

- May assist departmental Safety Coordinators and First Line Supervisors to immediately investigate possible workplace related factors and conditions using the County Incident Investigation Form to determine what contributed to the risk of COVID-19 exposure and take corrective actions to reduce exposure to COVID-19 hazards.
- Determines when the number of reported COVID-19 cases creates an outbreak (3 cases within 14 days) or a major outbreak (20 cases within 30 days).
- Reports within 48 hours to Public Health and Risk Management when COVID-19 cases have created an outbreak or major outbreak at a workplace.
- Coordinates COVID-19 testing when required due to outbreak conditions, or delegates coordination to Supervisor when appropriate.
- Works with designated site managers or supervisors to gather site attendance information from screening methods for the purposes of reporting COVID-19 cases.
- Maintains records of numbers of employees assigned at each workplace.
- Maintains health information privacy when gathering information about vaccination status, symptoms, COVID-19 cases, contact tracing, and screening.
- Coordinates employee leave and resumption of work duties for COVID-19 cases and identified contacts.
- Provides information on benefits to which employees are entitled when they have been identified as having a potential COVID-19 exposure in the workplace.
- Maintains records of vaccination proof or exemption on all departmental employees and notifies supervisors of their direct report status.
- Confers with Human Resources to address accommodation requests, vaccination exemption requests, or other related concerns.
- Provides staff with information on the Employee Assistance Program.

Departmental Safety Coordinators

- Establishes department-specific COVID-19 prevention procedures, and updates safety programs in accordance with this Program. Departments may contact riskmsafety@riskm.cccounty for assistance.
- Coordinates with First Line Supervisors to immediately investigate possible workplace related factors and conditions using the County Incident Investigation Form to determine what contributed to the risk of COVID-19 exposure and take corrective actions to reduce exposure to COVID-19 hazards.
- Ensures that identified corrective actions are implemented after a COVID-19 case investigation.
- Coordinates or provides and documents training to all staff on site-specific and task-specific COVID-19 prevention procedures.
- Ensures all staff take the Risk Management COVID-19 Safety Training through the available safety topic in Attachment 11 topic or on Vector Solutions with knowledge checks.
- Assists supervisors with periodic inspections of the worksite and work practices are conducted to prevent COVID-19 exposures.

- Coordinates screening activities at the entrances to Department buildings or work areas in accordance with this document or departmental- or site-specific requirements.
- Works with Building Wardens and Building Managers to coordinate screening activities:
  - In single-tenant buildings, determining locations to post screening protocols.
  - In multi-tenant buildings, posting of screening protocols addressing at the common facility entrances and communicating the posting locations with the other County occupants.

First Line Supervisors

- Immediately reports all COVID-19 cases of County employees, independent contractors, and Non-County employers to their Departmental Personnel Contact and follows all required steps in Attachment 9.
- Immediately relays COVID-19 case notifications to independent contractors and other employers if they were on the premises at the same worksite as an identified COVID-19 case.
- **Forwards Risk Management notifications of outbreak conditions to affected employees and provides them with the outbreak packet of information.**
- Immediately investigates possible workplace related factors and conditions using the County Incident Investigation Form to determine what contributed to the risk of COVID-19 exposure and take corrective actions to reduce exposure to COVID-19 hazards.

  Note - departmental safety coordinators can assist with investigation and corrective action implementation while departmental personnel contacts can provide detailed case information
- Performs periodic inspections of the worksite and work practices to ensure compliance with COVID-19 exposure prevention.
- Ensures that identified corrective actions are implemented after a COVID-19 case investigation.
- When appropriate, and delegated by the Departmental Personnel Contact, coordinates COVID-19 testing when required due to outbreak conditions.
- Works with Departmental Personnel Contact to assist with contact tracing activities when COVID-19 cases occur.
- Reviews and documents workgroups/tasks/sites likely to be impacted by COVID-19 exposures, if not already completed.
- Maintains records of vaccination or exemption status of their direct reports.
- Communicates with staff and ensures compliance with COVID-19 prevention work practices.
- Monitors prevention strategies for effectiveness and makes corrections where needed.

- Monitors the workspace for adequate disinfection supplies and voluntary respirators and re-stocks before they are depleted.
- Knows the vaccination status of their employees.
- Ensures new employees who are not fully vaccinated are provided with two face coverings.
- Upon request, provides employees who are not fully vaccinated with a respirator for voluntary use and without retaliation.
- Takes immediate and individual follow-up action with staff that do not comply with face covering**, physical distancing or testing** requirements using the Notice of Non-Compliance with COVID-19 Prevention Program Form.
- Trains staff on this Program and department-specific protocols and documents it on a training roster.
- Allows staff the time to perform cleaning practices and screening activities.
- Responds to staff concerns about this Program and exposures.
- Makes the Program available to staff.
- Knows and follows response procedures if employees report they are ill and instructs the employee to stay home.
- Discuss with employees that are close contacts follow-up procedures, precautions to take during quarantine, and offer testing. (Attachment 13).
- Requests contractor/vendor COVID-19 prevention procedures for review prior to starting work.
- Where applicable, provides contractors and vendors with this program and site-specific work procedures and requires contractors to follow them unless their protocol is more stringent.
- Keeps copies of any shared programs at each job site.

Employees and Volunteers

- Continuously self-monitor for COVID-19 Symptoms, even if you are vaccinated, and especially before going to work.
- Remove yourself from work and stay at home if you develop COVID-19 Symptoms.
- Promptly notify your supervisor if you develop symptoms or illness and inform them you are following precautions due to possible COVID-19.
- Promptly notify your supervisor if you have close contact with a COVID-19 case.
- If instructed to do so, observe Public Health Instructions for Quarantine for COVID-19 Patients and Contacts.
- Complete facility pre-entry screening procedures.
- Use electronic key card systems or complete paper sign-in sheets to register entry into any County facility (owned or leased).
- Will wear face coverings indoors (unless exempt through reasonable accommodation).
- Will provide proof of vaccination to their designated departmental contact.

- Employees that have submitted a Mandatory COVID-19 Vaccination Exemption Form and received an approved exemption will be tested for COVID-19 at least once a week (or twice weekly in healthcare and sensitive locations).
- All employees that wear a face covering when it is not required may do so without retaliation.
- Employees exempt from mandatory vaccination may request a respirator for voluntary use without fear of retaliation and at no cost.
- Follow COVID-19 prevention procedures of cough etiquette, good hand hygiene, and wearing a face covering when required.
- Use disinfection materials frequently throughout the day on your assigned work surfaces, office equipment, tools, and equipment; read the Disinfection and Sanitation section for more information.
- Read and follow the COVID-19 Prevention Program and procedures including symptom monitoring, resuming work, wearing face coverings, precautions recommended for close contacts, and additional preventive actions.
- Read and follow the workplace safety protocols for your assigned work location(s).
- Participate in safety trainings for new protocols and job procedures.
- Report the need to re-stock disinfection materials before they are depleted.
- Report safety concerns or suggestions to your supervisor
- Ask your supervisor if you have questions or need clarification about this document and site-specific protocols.
- Stay informed about COVID-19 safety information and local and state Health Orders using:
  - The Health Services website (https://www.coronavirus.cchealth.org/)
  - The Risk Management intranet site (https://www.insidecontracosta.org/667/4211/COVID-19-Resources)
  - Reading the County Cares COVID-19 Chronicle
  - The State of California COVID-19 website (https://covid19.ca.gov/)

County Health Officer

Provides technical guidance on COVID-19 prevention to departments upon request.

Director of Public Health

Coordinates the Hazardous Materials and Environmental Health Divisions of the Health Services Department to support County sites and workgroups with implementing this Program upon request.

EOC Logistics, contacted by emailing eoc.logistics@cccoes.us, assists departments with procuring cleaning and disinfection materials, hand sanitizer, and personal protective equipment if they cannot be obtained through conventional means.

Public Health Contact Tracing, through the CC Health website, provides COVID-19 resources for businesses that can assist County Departments, including the following guidance for reviewing and reporting confirmed **employee** cases of COVID-19.

- Review the steps in the CC Health guidance for businesses.
- Complete the Connected California SPOT Business Intake Form to report COVID-19 cases.
- For any questions, contact via email at covid.business.tracing@cchealth.org.

Department of Risk Management

Safety and Loss Control

- Monitors pandemic conditions, health order conditions, local, state, and federal guidelines, and best practices for COVID-19 prevention.
- Collaborates with Public Health, Occupational Health, Human Resources, Labor Relations, and County Counsel to update this Program as conditions change.
- Coordinates this program and communicates updates to all departmental Personnel Contacts and Safety Coordinators.
- Sends notifications of potential COVID-19 exposures within one business day to affected employees who were on the premises at the same worksite as identified COVID-19 cases.
- Assists departments with compiling building occupancy data when there is a positive case.
- In the event of an outbreak or major outbreak, sends **an outbreak packet which includes information about** available no-cost COVID-19 testing during work hours **and other required actions** to **be distributed to** affected employees **by Departmental management**.
- Assists departments with technical safety issues, COVID-19 program implementation, incident investigations, and corrective action plans, upon request.
- Assists departments with developing or reviewing updated job hazard analyses for tasks and procedures that require updates related to COVID-19 prevention procedures.
- Develops and provides periodic training on this program's COVID-19 prevention procedures to departments.
- Develops and provides County-wide training on COVID-19 Safety and Prevention hosted on Vector Solutions and maintains records of training completions.
- Creates and distributes the "County Cares" employee COVID-19 Safety communication on a periodic basis, maintaining copies on the Risk Management intranet site.
- Maintains documents and guidelines related to this program on the Risk Management intranet site.
- Reviews and maintains records of all COVID-19 site assessments and COVID-19 prevention procedures.
- Conducts a periodic review of this program.

Worker's Compensation Unit

- Monitors and records department-reported COVID-19 cases and facility/site outbreak potential and assists departments with determining the 45-day look-back period for building occupancy.

Human Resources or Departmental Personnel Unit

- Provides assistance and guidance on County benefits, leave, and labor policies related to this Program.
- Maintains leave and benefits information on the Human Resources intranet page.
- Accommodates employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Reviews COVID-19 vaccine exemption applications from employees.

Labor Relations

- Sends notifications of potential COVID-19 exposures within one business day to the authorized representatives of all of the following:
  - The identified COVID-19 case,
  - Any employees who had a close contact, and
  - Any employee who was on the premises at the same worksite as the COVID-19 case during the high-risk exposure period.

Public Works Department

Custodial Services

- Maintains county buildings with cleaning of high-touch surfaces on at least a daily basis.
- Provides disinfection services when COVID-19 cases are identified.
- Provides hand sanitizers and cleaning sprays to facilities when requested.

Facilities Maintenance

- Maintain a building inventory with heating, ventilation and air conditioning (HVAC) specifications and provide information to departments upon request.
- Respond to building HVAC adjustments or instructions from departments (Contact is (925) 313-7052; afterhours is (925) 977-4316).
- Complete work orders to install barriers, move workstations, or install signage when necessary.
- Provides building occupancy information to Risk Management for reporting and notification purposes.

Real Estate Services

- Maintain a building inventory of leased buildings with HVAC specifications and provide information to departments upon request.
- Coordinate building HVAC adjustments or instructions from departments (Contact is (925) 957-2467).

- Monitors COVID-19 case notifications for leased buildings and forwards notifications to building property management contacts to notify their affected staff if they were on the premises at the same worksite as an identified COVID-19 case.

Fleet Services

- Maintain an inventory of air filtration capabilities in County vehicles used for transport and provide this information to departments upon request. (Contact is (925) 313-7071).
- Communicate to departments the air filtration capabilities of the vehicles that are assigned for their use.

Independent Contractors

- Participate in symptom screening and occupancy screening steps by using electronic key card readers or paper sign-in methods at facility entrances AND the entrances to suites and floors.
- Will wear face coverings indoors (unless exempt through reasonable accommodation).
- Will provide proof of vaccination to their designated departmental contact.
- Contractors that have submitted a Mandatory COVID-19 Vaccination Exemption Form and received an approved exemption will be tested for COVID-19 at least once a week and must wear a face covering at all times while working indoors with others.
- Follow the County and departmental COVID-19 prevention procedures while in County facilities and within proximity of County employees.
- Notify their County point of contact (at least at the Supervisor level) of a COVID-19 case or screening outcome and take appropriate action to stay out or remove themselves from the workplace. Information to be provided to the County employee contact includes:
  - Dates onsite at a County worksite during the infectious period.
  - Date of symptom onset.
  - Date of positive COVID-19 test.
  - The name of the individual will **not** be supplied in the communication for confidentiality purposes.

Other Non-County Employees

- Are expected to adhere to COVID-19 prevention procedures while in County facilities and within proximity of County employees conducting County business.
- Will wear face coverings indoors (unless exempt through reasonable accommodation).
- Will provide proof of vaccination or an approved vaccination exemption document from their employer to their County contract administrator.

Visitors

- Will adhere to COVID-19 prevention procedures while in County facilities and within proximity of County employees conducting County business.

Program Topics

Identification, Evaluation, and Correction of COVID-19 Hazards

The following sources will be used to identify and evaluate potential COVID-19 hazards:

- Periodic COVID-19 worksite inspections
- Conducting workplace and work task-specific job hazard analyses
- Investigating all COVID-19 cases in the workplace
- Evaluating information, complaints, and suggestions provided by employees and their representatives

Workplace Inspections

Departments and Risk Management use the COVID-19 Inspection Checklist (Attachment 3) for periodically inspecting, evaluating, and documenting worksite hazards, corrections, controls and safe work practices. The inspection process includes evaluation of the building physical layout, custodial cleaning schedule, maintenance, and the heating, ventilation and air conditioning systems (HVAC), among other exposure prevention methods.

Workplace and Work Task-Specific Hazards

All departments, divisions, units, or specific worksites are required to evaluate their facilities, work sites, and work practices, implement appropriate hazard controls to prevent COVID-19 exposures. Departments should document the hazard controls.

All departments, divisions, or units will review job positions, interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards. These evaluations are documented on the Job Hazard Analysis Form available in the County's Injury and Illness Prevention Program (IIPP). Risk Management is available to assist departments with these required program elements, including job hazard assessments.

Correction of COVID-19 Hazards

Worksites, facilities, hazard analyses, and work practices are periodically reviewed and inspected for changes and applicable COVID-19 prevention procedures are updated as pandemic conditions change.

Departments will monitor COVID-19 exposures and the effectiveness of their prevention methods and implement corrections where needed. Corrective actions and updated procedures will be documented in COVID-19 prevention procedures, additional COVID-19 site inspections, or job hazard analyses.

Control of COVID-19 Hazards

The County implements COVID-19 prevention procedures using the hierarchy of controls: implementing engineering controls first, adding administrative controls, and, as a last level of safety protection, adopting the use of personal protective equipment controls. The following are example controls; some will apply only when there are multiple COVID-19 cases, outbreaks, or major outbreaks in the workplace. These controls are discussed further in Attachment 4.

Engineering Controls

Barriers

Barriers are cleanable solid partitions that can be used to reduce COVID-19 transmission when physical distancing can't be maintained.

Barrier needs have been identified and installed through the County's COVID-19 inspection process. Existing barriers should be maintained in place; in the event of an outbreak condition or other operational requirements for physical distancing, barriers are an indicated control measure.

Ventilation

The County will follow CDPH's Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments. County buildings with mechanical and natural ventilation systems will maximize the quantity of outside air and use the highest filtration efficiency level compatible with the existing ventilation system.

All County-owned buildings with compatible ventilation systems are equipped with minimum efficiency reporting value (MERV)-13 filters or higher, which are inspected and changed on a quarterly basis. For leased buildings and County-owned buildings that do not have MERV-13 compatible ventilation systems, the systems will be modified to include the highest MERV level compatible with the system.

Exceptions to the maximized outside air ventilation occur when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

Administrative Controls

Remote Working

Remote work arrangements and services, when allowed by business need, reduce the occupancy in facilities for COVID-19 prevention.

Physical Distancing

Physical distancing is a COVID-19 prevention method used to keep people separated from others by at least six feet except for momentary encounters while individuals

are in movement. Physical distancing may be required or recommended based on the following conditions:

Condition	Implementation
Outbreak	**Required**
Major outbreak	Required
Not fully vaccinated individuals while eating or drinking	Required
While outdoors when not wearing a face covering.	Recommended
When an asymptomatic employee with a close contact returns early from quarantine or isolation with a negative test, they wear a face covering for at least 10 days from date of last contact (follow Decision Tree instructions or Department policy).	Recommended
When a fully vaccinated employee with a close contact stays in the work place and does not take a test on day 5 or later, they must wear a face covering for at least 14 days from date of last contact (follow Decision Tree instructions or Department policy).	**Required**

Physical distancing protocols, where implemented, will be documented and include, but are not limited to, the following strategies:

- Reducing the number of persons in an area at one time, including visitors
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel
- Staggered arrival, departure, work, and break times
- Adjusted work processes or procedures

Building Entry and Screening

All County employees will self-monitor for symptoms before each work shift and prior to entering the worksite or facility. Screening procedures are used by employees to conduct a self-assessment for symptoms related to COVID-19 or if they are a close contact of a COVID-19 case and need to take appropriate action. Employees experiencing symptoms must stay out of the workplace or leave the workplace immediately if they occur during the work shift.

Screening for symptoms of COVID-19 is an important and required process that prevents sick individuals from entering or remaining in the workplace. To comply with regulatory reporting requirements and to aid Risk Management in calculating

facility occupancy numbers, screening will be conducted by all employees and contractors at building or facility entrances.

- Departments may implement additional methods of screening and attestations for symptoms.
- Departments will document their screening systems in their COVID-19 prevention procedures and train staff on the use of the screening tools.
- All County employees will participate in screening activities prior to entry to a County facility.
- Staff are on work time when completing facility screening activities.
- County inside service providers will conduct screening activities at the beginning of their work shifts at their assigned locations and will participate in screening activities any time they enter a County facility for service.
- For vendors and contractors conducting deliveries or performing quick transactions that require them to be onsite for less than 15 minutes, the attestation and sign-in requirement is not in effect but may be implemented if departmental procedures require it.
- Screening measures should have disinfection methods readily available such as hand sanitizer, disinfectant wipes, or separate “clean” and “used” pen holders.

The COVID-19 Building Entry and Symptom Screening Poster (Attachment 5) provides uniform screening questions for facility entrants.

- The Screening Poster will be posted at facility entrances and above all key card portals.
- For paper sign-in methods using Sign-in Sheets (Attachment 5) the COVID-19 Building Entry and Symptom Screening Poster should be placed near the sign-in sheet.
- Departments should be prepared to work with Risk Management to conduct contact tracing activities and calculate building occupancy for COVID-19 reporting and SB 1159 purposes.
- Building entry points:
  - Buildings equipped with electronic key card readers use a required card-swipe procedure for all employees and contractors with electronic key cards to swipe in at building entrances.
  - Buildings not equipped with electronic key card systems use individual division or suite paper sign-in sheets.
  - At some facilities, employees and contractors may need to key card swipe or sign-in at multiple points to accomplish both the symptom screening and to establish facility occupancy. For example, key card swipe at the facility entrance AND at the suite or floor entrance.

Where temperature screening is implemented, non-contact thermometers will be used, and face coverings will be worn by the screener and not fully vaccinated employees.

Some locations may require proof of vaccination, booster, or evidence of a negative COVID-19 test prior to entry.

COVID-19 Mandatory Vaccination Policy

The County requires all employees (full, part-time, and as-needed employees of the County and Special Districts, paid or unpaid volunteers, interns, contractors, and student workers) to be vaccinated for COVID-19. Employees will provide proof of vaccination to their designated departmental contact.

- Employees are considered fully vaccinated if it has been two weeks since the second dose of Pfizer or Moderna or first dose of Johnson & Johnson
- Employees are considered fully vaccinated and up-to-date on vaccination if they are eligible for a booster dose and have received it.

Employees in some County locations or occupations are required to provide proof of COVID-19 booster (up-to-date vaccination), if eligible, to be considered fully vaccinated and up-to-date on COVID-19 vaccination based on local health orders.

Vaccine and booster eligibility information:
https://www.coronavirus.cchealth.org/get-vaccinated
https://www.coronavirus.cchealth.org/get-vaccinated

Employees with qualifying religious or medical reasons that prevent COVID-19 vaccination or booster will submit a Mandatory COVID-19 Vaccination Exemption Form for review to their departmental contact.

- Employees with an approved exemption will be tested for COVID-19 at least once a week and must wear a face covering at all times while working indoors with others.
- Employees eligible for but with an approved exemption for the COVID-19 booster will:
    - Test twice weekly in acute care, long-term healthcare settings, and detention facilities.
    - Test weekly in other health settings, homeless shelters, or if they are considered first responders
    - In addition to the testing above, workers in adult care, direct care, detention facility, and healthcare will wear a surgical mask or higher-level respirator approved by NIOSH, such as an N95 filtering facepiece respirator, at all times while in the affected facilities.

Hand Hygiene

Hand hygiene should be adhered to with proper handwashing or use of sanitizing gel:

- Frequently and throughout the day.

- After using the restroom.
- Before and after eating.
- Before putting gloves on.
- After removing soiled gloves.
- Before and after handling a soiled respirator.
- After putting on and performing a user seal check on a used N95.
- Carefully remove gloves using proper technique to prevent hand contamination.

Cleaning and Disinfection

The County maintains all work sites in a sanitary fashion by cleaning high-touch surfaces frequently and arranging for disinfection services when a COVID-19 case is identified. Cleaning and disinfectant materials are included on the EPA List N, proven effective for COVID-19, and safe for use. Cleaning and disinfection protocols, materials, and the methods for ordering re-supply are documented by each Department.

All facilities and employees are provided with handwashing facilities, hand sanitizer*, cleaning supplies, personal protective equipment, and the time they need to perform hand hygiene, disinfect work surfaces, equipment, and tools periodically and between users.

***NOTE** – Hand sanitizers with methyl alcohol are not approved for use.

Cleaning and disinfection requirements and recommendations are included as a step in the COVID-19 case response and outlined in Attachment 6.

Vehicle Transport

To protect vehicle drivers and occupants, the County has developed the following vehicle transportation protocols:

Shared Vehicles

- Departments will document and implement protocols for shared vehicle use by two or more County employees at the same time for County business:
  - Employees will notify their supervisors when they will be sharing a vehicle.
  - All employees in the vehicle are required to wear a face covering.
  - Employees that are exempt from vaccination will be provided with a respirator such as an N95 for voluntary use upon request.
- Pool vehicles shared between users shall be disinfected between users.

Transport Vehicles

- When County employees transport clients, they will follow the vehicle transport procedures prescribed under department aerosol transmissible disease (ATD) programs (Cal/OSHA Title 8 §5199 (c)(5)(C)).

- Does not apply to transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations.
- When transporting clients not subject to the ATD, employees exempt from vaccination will be required to wear an N95 respirator authorized by the Respiratory Protection Program.

Business Travel Considerations

- Travel restrictions and return quarantine time periods are dynamic, so careful consideration should be given to travel destinations, methods of transportation, and return procedures.
- If travel is within the United States, review CDC Domestic Travel Recommendations.
- If travel is outside the United States, review CDC International Travel Recommendations for the latest guidance and recommendations.

Workplace Violence Prevention Associated with COVID-19 Program

Departments should evaluate and develop strategies to limit violence towards County workers that may occur when implementing policies and practices designed to minimize the spread of COVID-19 among staff, clients, and visitors. Workplace violence prevention resources include the following:

- The County's Workplace Violence Prevention Policy and Report Form, Administrative Bulletin 434.
- A Workplace Violence Do's and Don'ts sign available on the CDC website, on the Risk Management intranet, and in the posters listed in Attachment 8.
- The Office of the Sheriff has also issued a guidance document "COVID-19 Best Practices for Handling the Public" that includes a non-emergency Sheriff contact phone number.

Personal Protective Equipment

Personal protective equipment (PPE) including gloves, eye and face protection, and respiratory protection will be implemented when necessary to prevent exposures to COVID-19.

Face Coverings and Respirators

Face Coverings

Face covering requirements, safe use, care, and exemptions are discussed extensively in Attachment 7. Face covering requirement posters are included in Attachment 8,

posted at worksites, and used to communicate to employees, contractors, and the public the County's requirement for face covering use.

Summary of Face Covering Requirements and Recommendations	
Circumstance	**Requirement**
In indoor locations at the County, as posted and required.	**Required**
By vaccination exempt employees in indoor locations at the County.	
When employees are inside a vehicle with another employee (not fully vaccinated employees are required to wear an N95 when in a vehicle with a client or patient).	
For 10 days after an asymptomatic employee has a close contact and tests negative for COVID-19 to return to work with a shorter quarantine period.	
For 10 days after an asymptomatic employee tests negative for COVID-19 to return to work with a shorter isolation period.	
For 14 days after an asymptomatic, fully vaccinated and up to date employee has a close contact and tests negative for COVID-19 to return to work with a shorter quarantine period (will also physically distance).	
Outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained.	**Recommended**
• **When an employee is alone in a room or vehicle.** • **When actively eating or drinking, although individuals should stay 6 feet from others while they have their face covering removed.** • **When employees have an approved ADA exemption, although they will maintain at least six feet apart from all other persons and will take a COVID-19 test weekly.** • **At the department's discretion, fully vaccinated individuals may forego wearing a face covering indoors.**	**Not Required**

The County provided every employee with two face coverings. New employees are provided with two face coverings upon hire. Supervisors will ensure that employees wear face coverings, keep them clean, undamaged, and properly positioned over the nose and mouth.

When employees are exempted from wearing a face covering due to a medical condition, mental health condition, or disability, they may use a face shield with a drape on the bottom if their condition or disability permits it.

When employees are exempted from wearing a face covering and unable to wear a face shield with a drape on the bottom, they will maintain at least six feet of physical distance from all other persons or test **at least** weekly for COVID-19 during paid time and at no cost. COVID-19 testing will not be used as an alternative to face coverings.

The County has established a procedure to minimize employee exposure to COVID-19 hazards originating from any person not wearing a face covering, including a member of the public.

- Where there is employee non-compliance with face-covering**, testing, or physical distancing** requirements, **Supervisors will** provide a Notice of Non-Compliance With COVID-19 Prevention Program Form to inform the employee of the requirements and document the incident, including the directive to leave the workplace and take personal leave until compliance is maintained.
- When the public interacts with County employees, the face covering requirement is communicated prior to the appointment, entry to facility, and during the interaction. If the member of the public refuses to wear a face covering, County employees will distance themselves, disengage with the contact, and ask the member of the public to leave the facility or worksite.

Eye Protection Guidance

Departments will assess, document, and implement workplace- and task-specific protocols for eye protection as needed.

Glove Guidance

Gloves are not a substitute for hand hygiene. Gloves pose a cross-contamination risk when worn improperly for long durations or between work areas. Gloves should be reserved for direct patient care, food preparation, or when using chemicals that could harm the skin.

Additional PPE Guidance

Some departments may have additional PPE requirements; follow department- or task-specific requirements. Contact Risk Management for assistance with other PPE evaluation and implementation protocols.

Investigating, Responding, and Reporting COVID-19 Cases

The County has developed comprehensive investigation, response, and reporting protocols and tools for COVID-19 cases and exposures in the workplace to reduce the risk of transmission of COVID-19.

Identifying COVID-19 Cases

COVID-19 Symptoms

During the COVID-19 pandemic and response, all employees should monitor themselves for symptoms of illness. The most common symptoms of COVID-19 are ***fever or chills, cough, shortness of breath, or difficulty breathing.*** Some patients may experience symptoms such as ***fatigue, muscle or body aches, headache, new loss of sense of taste or smell, sore throat, congestion or***

runny nose, nausea or vomiting, or diarrhea. If you have fever, cough, and difficulty breathing, remove yourself from the workplace, stay at home, isolate from others, and seek medical attention if needed, by calling your healthcare provider. See the Exposure Decision Tree (Attachment 10).

Unsure what your symptoms may mean? Review the following resources to further evaluate symptoms:

- COVID-19 Symptom Comparison available on the Health Services website.
- CDC Covid-19 Symptoms and Self-Checker

Notification of a COVID-19 Case or Close Contact

The County may receive information about COVID-19 cases in several ways:

- From an employee that is sick or receives a COVID-19 test. These employees are advised to notify their supervisor of their condition or test result with the assurance of confidentiality.
- From an employee that is identified through contact tracing as a "close contact" with a COVID-19 individual. These employees are advised to notify their supervisor with the assurance of confidentiality.
- From an independent contractor or from Non-County employers.
- **Note**: Rumors and social media reports of employee illness and contact exposures should be treated with care; work directly with the employee to identify status.

Reporting, Recordkeeping, and Access

The County will report and respond to COVID-19 cases in the workplace following the reporting procedures listed in Attachment 9.

The Department of Risk Management will maintain confidential records of 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.

Medical information shall be kept confidential. The information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Exclusion of COVID-19 Cases

The County will ensure that COVID-19 cases and COVID-19 close contacts are excluded from the workplace when appropriate. Return to work criteria in this program will automatically update to CDPH guidelines pursuant to the Governor's executive order or local health orders change.

Employees with symptom or exposure concerns will review the County Exposure Decision Tree scenarios with their Departmental Personnel Contact and complete the appropriate isolation and quarantine times (Attachment 10).

Denying Facility Entrance Based on Screening Results

- Employees that report positive COVID-19 test results **or** symptoms will not report to work and will not be admitted to the workplace.
- Employees with a close contact will not report to work and will not be admitted to the workplace; they should contact their supervisor by phone or email to confirm that quarantine and return to work requirements have been met.
- Employees that are currently waiting on the results of a COVID-19 test (other than an asymptomatic surveillance test) will not be admitted to the workplace.
- Employees that refuse to participate in screening protocols will not be admitted to the workplace.

Isolation

Isolation is the period when sick, symptomatic, or positive test individuals must stay home, out of the workplace, and away from others. If the employee tests positive, regardless of vaccination status, previous infection, or lack of symptoms, they must isolate for at least 5 days.

- The isolation may end after day 5 if the employee is asymptomatic or symptoms are resolving, and a diagnostic specimen collected on day 5 or later tests negative for the virus that causes COVID-19.
- If the employee is symptomatic, the isolation period is 10 days; if a fever is present, the employee will isolate until the fever resolves.
- If the employee does not get tested, and is asymptomatic or symptoms are improving, isolation can end after day 10.
- If the employee returns to work early from isolation with a negative test, they will wear a face covering around others for a total of 10 days after the first positive test (follow Decision Tree instructions or Department policy).

Quarantine

Quarantine is the period when individuals that have had close contact with a COVID-19 case must stay home, out of the workplace, and away from others.

- Employees with a close contact that are fully vaccinated, received a booster dose for which they are eligible (up-to-date vaccination status), or are not yet eligible for a booster, and are asymptomatic will:
  - Continue to work and monitor for symptoms.
  - Get tested on day 5 after the last date of close contact.

    - If the test is positive, follow isolation instructions.
    - If the test is negative, wear a face covering in the worksite for 10 days after the last contact.
  - If the employee is unable to test on day 5, they will wear a face covering in the for 10 days following the close contact (follow Decision Tree instructions or Department policy).
- Employees with a close contact that are not fully vaccinated or who are fully vaccinated but have not received a booster dose for which they are eligible will:
  - Quarantine for at least 5 days after the last contact with the COVID-19 case, and
  - Get tested on day 5 after the last contact:
    - If asymptomatic and the test taken on Day 5 or later is negative, quarantine can end on day 6. The employee can return to work if they wear a face covering for 10 days after the last contact.
    - If the employee did not get tested and they do not have symptoms, quarantine can end on day 11.
    - If the employee tests positive or develops symptoms, they will stay home and out of the workplace for 10 days from the positive test or until symptoms are resolving, following isolation instructions.
- All employees with a worksite close contact will:
  - Receive precautions information (Appendix 13) from their supervisor.
  - Be offered testing at no cost and on their work time.

Isolation and Quarantine for Healthcare Personnel and Sensitive Locations

Healthcare workers and workers in sensitive locations such as detention centers, homeless shelters, and other congregate living environments will follow different quarantine and isolation times and testing protocols based on risk assessment, job position, staffing levels, and operational need. A supplemental Exposure Decision Tree for Healthcare Workers and Sensitive Locations has been added to Attachment 10.

The Health Services Department will also implement additional infection prevention and control strategies and follow additional CDPH guidance when it is necessary to further adjust return to work requirements to mitigate staffing shortages.

Isolation for Critically Ill and Immunocompromised

A minimum 20-day isolation period, starting after symptoms begin, is required for the following:

- Individuals hospitalized with a severe or critical illness caused by COVID-19 illness
- Individuals severely immunocompromised that test positive for COVID-19 (with or without symptoms)
- After 20 days, continue isolation until 24 hours after fever ends and symptoms resolve.

Benefits

When employees are excluded from the workplace, they will be provided information on leave and benefits available to them by the Supervisor or Personnel Contact.

County employees excluded from work and otherwise able and available to work, will continue and maintain earnings, seniority, and all other rights and benefits, including the employee's right to their former job status, as if they had not been removed from their job.

Contact Tracing and Notification

- Interviewing the COVID-19 case to determine their activities and locations visited during their high-risk exposure period, including:
  - The day and time a COVID-19 case was last present in the workplace.
  - The date the COVID-19 case received their positive COVID-19 test or diagnosis.
  - The date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
- Within one business day, and while maintaining the COVID-19 case's confidentiality, notifications will be sent to all employees, their authorized representatives, independent contractors, and other employers present at the workplace during the potential exposure.
  - Notification will be through the County's Emergency Notification System.
  - Notification will include:
    - Details on the location and dates of the potential exposure
    - COVID-19 related benefits related to sick leave and pay
    - COVID-19 symptoms
    - COVID-19 prevention methods
    - Access to COVID-19 testing
    - Facility disinfection and safety plan
    - The County's COVID-19 Prevention Plan
    - The County's anti-retaliation policy
    - A separate notification will be sent to the exposed group when there are outbreaks and major outbreaks

Investigating COVID-19 Case Transmission

When a COVID-19 case is identified, the Supervisor will immediately investigate and document possible workplace related factors and conditions using the County Incident Investigation Form to determine what contributed to the risk of COVID-19 exposure and take corrective actions to reduce exposure to COVID-19 hazards.

Confidentiality

Strict confidentiality will be maintained when investigating COVID-19 cases and notifying potentially exposed employees and contractors.

Medical records related to this Program will be kept confidential and not be disclosed without the employee's express written consent. Exceptions to the written consent requirement include providing medical records to Public Health, CDPH, Cal/OSHA, the National Industrial and Occupational Institute of Health (NIOSH), or as required by law.

Resuming Work After Quarantine or Isolation

Deciding when employees are well and can return to the workplace will depend on their symptoms and occupation. Supervisors and Department Personnel Contact will work with employees using the Exposure Decision Tree to coordinate time off and how to resume work.

Medical Notes

- Medical notes are not required to resume work after isolation or quarantine.
- Medical notes will be required from a healthcare provider for those employees requesting an accommodation who are severely immunocompromised or with medical or other conditions that put them at increased risk of severe COVID-19 illness.

COVID-19 Testing

COVID-19 testing may be suggested or required in several different workplace circumstances. See below for a summary table and discussion of testing circumstances and types:

Testing Purpose	Test Type	Frequency
Symptomatic	Viral test that is FDA approved; PCR preferred	As needed
Asymptomatic surveillance	PCR or Antigen	As needed
Asymptomatic testing for close contacts to reduce quarantine and isolation times	Antigen	Varies based on position and work location – see Decision Trees
Outbreak and Major Outbreak	Viral test that is FDA approved	Weekly

Testing Purpose	Test Type	Frequency
Exemption from Vaccination or Not Up-to-Date with Booster when required	PCR or Antigen	Weekly or Twice-Weekly (specified settings healthcare and sensitive locations)
Exemption from Face Covering	Viral test that is FDA approved	Weekly
Close contact exposures	Antigen	Offered to all exposed employees
Sources: T 8 CCR Section 3205, CDPH - Updated COVID-19 Testing Guidance (ca.gov) ***Note***: The County only accepts lab-processed test results; test results from home kits will not be accepted. ***Note:* Tests cannot be both self-administered and self-read unless observed by the employer or an authorized telehealth proctor.** ***Note***: Employees that take in-home tests when symptomatic will stay home and report the illness or positive test to their supervisors; they are encouraged to get a PCR confirmation test for follow-up.		

Community Testing

Community testing is widely available and is encouraged; contact the COVID-Testing Phone Line 1-844-421-0804 or visit the Health Services testing resources website for recommendations on when to get tested (https://www.coronavirus.cchealth.org/get-tested).

Multiple COVID-19 Infections and COVID-19 Outbreaks

When three (3) or more employee* COVID-19 cases visited a County facility during the high-risk exposure period within a 14-day period, the worksite is determined to be in outbreak status.

***Note**: this case count may include contractors, subcontractors, and employees of other businesses or agencies.

The County will provide COVID-19 testing to all employees in the exposed group (present in the identified workplace during the 14-day outbreak period). For this purpose, the County defines the workplace as a work location, working area, or common area 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 County testing protocol will:

- Be provided at no cost to employees during employees' paid time.
- Be conducted as an initial testing after the outbreak is identified.
- Scheduled for retesting one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine period required by, or orders issued by, the local health department.

- After the first two COVID-19 testing rounds, testing will be conducted continuously for the employees who remain at the workplace at least once per week, or more frequently if recommended by the Public Health, until there are no new cases detected in the workplace for a 14-day period.
- Will not be performed for employees that tested positive or developed symptoms for COVID-19 within the past 90 days.

After each COVID-19 case is identified and after an outbreak is identified:

- The Supervisor and Personnel Contact will investigate to determine the workplace related factors that could have contributed to the COVID-19 case transmission (Attachment 9).
  - This review shall be updated every 30 days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
  - Corrective actions will be identified and implemented to reduce the risk of further COVID-19 exposure.
- During the outbreak period, employees in the exposed group (regardless of vaccination status) will wear face coverings when indoors, or when outdoors and less than six feet from another person.
- Departments experiencing outbreaks will implement COVID-19 prevention procedures identified through the investigation process such as the examples in the Control of COVID-19 Hazards section of this program.
- The County will notify employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.

Major COVID-19 Outbreaks

When a County facility or worksite is determined to be in major outbreak status with 20 or more COVID-19 cases in a 30-day period, and until there are no new cases detected for 14 days, the County will provide testing to all employees, regardless of vaccination status, in the exposed group. For this purpose, the County defines the workplace as a work location, working area, or common area 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 County testing protocol will:

- Be provided at no cost to employees during employees' paid time.
- Provided twice a week, or more frequently if recommended by the Public Health, until there are no new cases detected in the workplace for a 14-day period.
- Will not be performed for employees that tested positive or developed symptoms for COVID-19 within the past 90 days.

After a major outbreak is identified:

- The Supervisor and Personnel Contact will perform an investigation and evaluation of workplace factors and corrective actions for every COVID-19 case, outbreak, and for major outbreaks (Attachment 9).
- The following actions will be implemented by Departments during a major outbreak:
  - Provide a respirator for voluntary use to employees in the exposed group.
  - Determine the need to change or establish a respiratory protection program to address COVID-19 hazards.
  - Separate employees by at least six feet, where feasible, if they are not wearing a respirator as an authorized user in the Department's respiratory protection program.
  - Install MERV-13 filters to the HVAC system if compatible, or the highest MERV rated filters compatible with the existing system.
  - Evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and shall implement their use to the degree feasible.
  - Determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
  - Implement COVID-19 prevention procedures identified through the investigation process such as the examples in the Control of COVID-19 Hazards section of this program.
  - Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.

Exemption from Vaccinations and Boosters

When a County employee submits and receives approval for COVID-19 vaccination exemption, the County will provide testing. The County testing protocol will:

- Be provided at no cost to employees during employees' paid time.
- Be provided weekly or twice-weekly for sensitive locations.
- Will not be performed for employees that tested positive or developed symptoms for COVID-19 within the past 90 days.
- County testing sites and policy are available on the Risk Management intranet site.

Employee Communication

This Program provides information on the County's COVID-19 policies, response, and prevention procedures that affect all County employees, other employers, and contractors. COVID-19 prevention procedures have been customized and documented for Department- and site-specific requirements to prevent COVID-19 exposures. COVID-19 Building Industrial Hygiene Assessments have been conducted to evaluate workplace safety and work practices.

This Program will be posted on the Risk Management intranet site and made available to employees and authorized employee representatives.

Departmental COVID-19 prevention procedures will be made readily available to employees (e.g. posting in the workplace, maintaining a copy on departmental share drives, distributing via email).

Accommodations

The Human Resources Americans with Disabilities Act (ADA) Manager and departmental ADA Coordinators follow County procedures for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.

- Medical Notes will be required from a healthcare provider for those employees who are severely immunocompromised or with medical or other conditions that put them at increased risk of severe COVID-19 illness and are requesting an accommodation for the return to work process.
- Questions or concerns about the return to work and accommodation process will be directed to the Department Personnel Contact for clarification.

The ADA Manager and departmental ADA Coordinators work with employees requesting an exemption from wearing a face covering, a face shield with a drape, or respiratory protection due to a medical condition, mental health condition, or disability. Employees that are granted an exemption from wearing a face covering or face shield with a drape will maintain at least six feet apart from all other persons unless the employee not wearing a face covering is fully vaccinated or takes a COVID-19 test once a week, providing proof of negative results to their Supervisor. COVID-19 testing will not be used as an alternative to face coverings.

Access to County-Sponsored COVID-19 Testing

The County will provide COVID-19 testing to employees at no cost and during paid time in the following circumstances:

- Required for employees that have applied and been granted an exemption from vaccination.
- Required for employees that are eligible and are required to have a booster and are not up-to-date with vaccination.
- Available for all employees after close contact with a COVID-19 case.
- Available for all employees in the exposed group during outbreak conditions.

- When surveillance testing at covered locations is indicated.
- All employees are highly encouraged to participate in testing if they are not sick or symptomatic.
- NOTE - symptomatic employees should test at a community or healthcare setting at the County-sponsored testing locations.

The County will notify employees of the reason for the COVID-19 testing, the results of the test, and the potential outcomes of a positive test.

Access to Community COVID-19 Testing

Health Services also provides free community testing; information is available by calling the COVID-Testing Phone Line 1-833-829-2626 or on their website (https://www.coronavirus.cchealth.org/get-tested) which includes testing locations and instructions.

Benefits

Employees are offered County's benefits and additional entitlements to benefits under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract.

Human Resources maintains a website on the Human Resources intranet page.

County Cares Chronicle

Risk Management distributes a County Cares COVID-19 Chronicle to educate employees on COVID-19 risks and prevention strategies, provide updates to COVID-19 initiatives and developments, and give employees resources for Risk Management safety contacts, Employee Assistance Program support, and more information available through the Health Services website.

Notifications

Employees will receive notifications of COVID-19 cases in the workplace in three ways:

- Departments will provide a notice to employees that are identified as close contacts of a positive COVID-19 case as soon as possible.
- Departments will provide notice to affected employees of an outbreak or major outbreak condition in the workplace.
- Risk Management will send a notice of a positive COVID-19 case to affected building occupants using the emergency alert system within one business day.
- Risk Management will send a notification of an outbreak or major outbreak condition to the appropriate Departmental Personnel Contact and Safety Coordinator.

Participation

Employees and their authorized representatives are encouraged to identify and report COVID-19 hazards, safety concerns related to these procedures, availability of

disinfection and cleaning supplies, and updated job tasks. Employees are encouraged to provide safety suggestions and report concerns:

- Directly to their Supervisors or Safety Coordinators
- Completing the County's Hazard Report Form, or
- Sending an email to the Department of Risk Management Safety and Loss Control at RiskMSafety@riskm.cccounty.us.

Employees can report, without fear of reprisal, COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards in the workplace.

Postings

Posters to prevent the spread of COVID-19 are included in Attachment 8. These resources are intended to be posted at worksites and used to communicate to employees, contractors, and the public the County's requirement for COVID-19 prevention methods in the workplace. Not all postings will be required at every facility but will be available for required locations and in outbreak events.

Proof of Vaccination Status

All employees will provide proof of vaccination to their designated Departmental contact. Employees in facilities and job positions that require COVID-19 vaccine boosters to maintain up-to-date vaccination status will provide proof to their designated Departmental contact. Proof of vaccination will be maintained by the department in a confidential medical file.

Training and Instruction

The County will provide all employees with effective training and instruction on this Program. All training will be documented on a training roster.

Training Types

- Required County COVID-19 trainings are available on Vector Solutions:
  - CCC COVID-19 Training Tailgate: or,
  - CCC COVID-19 Online Training.
- The CCC COVID-19 Training Tailgate is also included as an attachment to this program (Attachment 11) and can be delivered in person as long as it is documented.
- COVID-19 Field Safety Training is available on Vector Solutions for staff that perform field work including inspections, home visits, client transport, etc.
- Department-Specific Trainings are required and may include:
  - COVID-19 prevention procedures for specific departments and sites.
  - Any new procedures implemented to control COVID-19 exposure risks.
  - Any new equipment, tools, or personal protective equipment implemented to control COVID-19 exposure risks.
- Optional COVID-19 training resources are also available on Vector Solutions:
  - Courses - Coronavirus 101 – What You Need to Know (Newest Version)
  - Courses - Coronavirus 102 – Preparing Your Household
  - Courses - Coronavirus 103 – Managing Stress and Anxiety
  - Courses - Coronavirus 104 – Transitioning to a Remote Workforce
  - Courses - Coronavirus 105 – Cleaning and Disinfecting Your Workplace

Training Frequency

- The CCC COVID-19 Training tailgate or online training is required for all County employees
- The training will be provided to all new employees upon hire
- Refresher COVID-19 training will be conducted annually thereafter

Required Training Topics

- This COVID-19 Prevention Program
- Department COVID-19 prevention procedures
- COVID-19-related benefits, including sick and vaccination leave, to which the employee may be entitled under applicable federal, state, or local laws
- 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, and respiratory protection decrease the spread of COVID-19 but are most effective when used in combination.
- The department's policy for providing respirators to employees that are not fully vaccinated for voluntary use, when requested, without fear of retaliation and at no cost.
- When respirators are provided for voluntary use, employees will complete the online training "*CCC Filtering Facepiece Respirator (N95) Use*" available on Vector Solutions.
- 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.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment.
- COVID-19 is an airborne disease and N95 respirators and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.
- COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.
- How to access COVID-19 testing and vaccination and that vaccination is effective at preventing COVID-19.
- When and where face coverings are required.

Recordkeeping

The following program-related documents must be retained, by whom, and for how long:

Group	Document	Retention Time
Department of Risk Management	Reports of exposures	Time of employment plus 30 years
	Records of steps taken to implement this Program	1 Year
	Notification records	3 Years
Risk Management – Vector Solutions	Online Training Completions	3 Years
Departments	Records of steps taken to implement this Program	1 Year
	Completed Rosters for Unit-Specific Training	3 Years
Supervisors	COVID-19 Safety Files	1 Year

Program Review

Risk Management – Safety and Loss Control will conduct a periodic review of this program and document the review in the table in Attachment 12.

Departmental Safety Coordinators will perform a periodic review of their COVID-19 prevention procedures.

Attachment 1: References

Title 8, California Code of Regulations

- § 3203 Injury and Illness Prevention
- § 3205 COVID-19 Prevention
- § 5144 Respiratory Protection
- § 5199 Aerosol Transmissible Disease

Cal/OSHA COVID-19 Resources website related to this program:
https://www.dir.ca.gov/dosh/coronavirus/

California Current Safety Measures
https://covid19.ca.gov/safely-reopening/

California Department of Public Health Orders

https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx#ctl00_ctl49_g_67fdcb83_ec1a_4ed3_83d2_02cd3730bc5e_csr1_tab

California Department of Public Health Guidance for the Use of Face Coverings

https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx

Contra Costa County Health Services Coronavirus Information and Health Orders
https://www.coronavirus.cchealth.org/
https://www.coronavirus.cchealth.org/health-orders

County programs and policies related to this program and available on the Risk Management intranet:

- All County Safety Programs:
  http://www.insidecontracosta.org/478/County-Safety-Programs
- County Aerosol Transmissible Disease Program:
  http://www.insidecontracosta.org/DocumentCenter/View/8572/CCC-ATD-Program-20210914
- County Injury and Illness Prevention Program:
  http://insidecontracosta.org/480/Injury-and-Illness-Prevention-Program
- County Respiratory Protection Program:
  http://insidecontracosta.org/485/Respiratory-Protection-Program

Department- and Unit-specific COVID-19 prevention protocols and Respiratory Protection Programs available by request from your Supervisor or Safety Coordinator

Attachment 2: Definitions

Term	Definition
Asymptomatic	A person that is well or a person infected with COVID-19 but is neither experiencing nor demonstrating symptoms. Persons with COVID-19 can infect others for up to two days before they become symptomatic.
Asymptomatic Surveillance Test	Routine, periodic COVID-19 testing used to gauge the prevalence of a disease within a community or to screen non-symptomatic individuals prior to entry to a building (as business needs require).
Close Contact	Someone who was within six feet of a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the high-risk period, regardless of the use of face coverings. Individuals wearing a respirator in compliance with T8 CCR §5144 are not considered to have close contact.
Contact Tracing Activity	A method that Department Personnel Contacts will use to interview presumed or confirmed positive employees to determine if they had any close contacts within the workplace and to follow-up with those identified close contacts, if any.
COVID-19 (Coronavirus Disease 2019)	The disease caused by SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2).
COVID-19 Case	A person who: 1. Has a positive "COVID-19 test"; or 2. Has a positive COVID-19 diagnosis from a licensed healthcare provider; or 3. Is subject to a COVID-19-related order to isolate issued by a local or state health official; 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	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. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

Term	Definition
COVID-19 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, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19
COVID-19 Test	A test for SARS-CoV-2 that is: • Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test); Administered in accordance with the authorized instructions; and • For exemption requirements, tests cannot be both self-administered and self-read unless observed by the employer or an authorized telehealth proctor. NOTE – Employees that take in-home tests when symptomatic will stay home and report the illness or positive test to their supervisors; they are encouraged to get a PCR test for follow-up.
Employee	For vaccination requirement only, the term "employees" includes all full, part-time, and as-needed employees of the County and Special Districts under the administration of the Board of Supervisors regardless of appointment type, as well as paid or unpaid volunteers, interns, contractors, and student workers.
Essential Government Functions	The critical activities that are performed by governments that enable them to provide vital services, exercise civil authority, and maintain safety of the general public during a disruption of normal activities.
Exposed Group	Means all employees at a work location, working area, or common area at work where a COVID019 case was present at any time during the high-risk exposure period. A common work area includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. Except: • A place where persons momentarily pass through while everyone is wearing face coverings. • If the case was not present at the workplace at the same time as other employees. • If the case visited the work location for less than 15 minutes during the high-risk period and all persons present were wearing face coverings. Note: the exposed group may include employees of other employers.

Term	Definition
Face Covering	A surgical mask, medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. A face covering has no visible holes or openings and must cover the nose and mouth. is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric. *Note – the term face covering used in this document aligns with terminology used by CDPH and Cal/OSHA.*

Fully Vaccinated	The County has documented:
	• A person's status two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses in accordance with the approval, authorization, or listing that is:
	  ○ Approved or authorized for emergency use by the FDA;
	  ○ Listed for emergency use by the World Health Organization (WHO); or
	  ○ Administered as part of a clinical trial at a U.S. site, if the recipient is documented to have primary vaccination with the active (not placebo) COVID-19 vaccine candidate, for which vaccine efficacy has been independently confirmed (e.g., by a data and safety monitoring board) or if the clinical trial participant at U.S. sites had received a COVID-19 vaccine that is neither approved nor authorized for use by FDA but is listed for emergency use by WHO; or
	• A person's status two weeks after receiving the second dose of any combination of two doses of a COVID-19 vaccine that is approved or authorized by the FDA, or listed as a two-dose series by the WHO (i.e., a heterologous primary series of such vaccines, receiving doses of different COVID-19 vaccines as part of one primary series). The second dose of the series must not be received earlier than 17 days (21 days with a 4- day grace period) after the first dose.
	
	To be considered "up to date" in vaccination, an eligible person's status immediately after getting a booster.

Term	Definition
Fully Vaccinated and Up-To-Date on Vaccination	Applies to health care workers, detention centers, direct care workers, homeless shelter operators, and first responders (law enforcement, fire protection, emergency medical response and non-emergency medical response The County has documented: • An employee's status two weeks after completing primary vaccination with a COVID-19 vaccine, and • When an eligible employee has received their booster dose. Booster eligibility can be found on the Health Services Website: https://www.coronavirus.cchealth.org/get-vaccinated
High-risk Exposure Period	The following time period: • For COVID-19 cases 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 • 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.
Isolation	The time period that a person is symptomatic with or diagnosed with COVID-19 and must be separated from people who are not infected. Isolation is also used to describe the time when asymptomatic contacts living with a presumed or positive case must stay home.
Major Outbreak	Exists if there are 20 or more COVID-19 cases within 30 days in a specific place of employment.
Outbreak	Exists if three or more COVID-19 cases occur within 14 days in a specific place of employment.
Presumptive Positive	An individual that has not been tested for COVID-19 but is presumed to be positive for COVID-19 because they are living with a positive case that, due to living circumstances, can't isolate away from them.
Proof of Vaccination	• A photocopy of the CDC Card or WHO Yellow Card. • A photocopy of a COVID-19 Vaccine record obtained through the following portal: https://myvaccinerecord.cdph.ca.gov/. All other medical information that may appear, such as other vaccinations received, should be redacted before submittal.
Respirator	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.
Quarantine	The time period that a person identified as a "close contact with a COVID-19 case" is separated from other people.
Self-monitoring	Monitoring yourself for fever (100.0 degrees Fahrenheit or greater) by taking your temperature with an oral thermometer each morning or prior to shift and remaining alert for respiratory symptoms (e.g., cough, shortness of breath, sore throat).

Term	Definition
Severe or Critical Illness	As defined by the CDC, definition available at this hyperlink.
Severely Immunocompromised	As defined by the CDC, definition available at this hyperlink.
Worksite	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 County that a COVID-19 case did not enter, locations where the worker worked by themselves without exposure to other employees, or to a worker's personal residence or alternative work location chosen by the worker when working remotely.

Attachment 3: COVID-19 Inspection Checklist

CONTRA COSTA COUNTY COVID-19 ASSESSMENT CHECKLIST

Facility: _____ Inspected by: _____

Date: _____

	Inspection Point	OK	No	N/A
1.0	**Screening Procedures and Vaccination Status**			
1.1	Department/unit/facility has identified required screening methods applicable to their operation or facility.			
1.2	Procedures for temperature checks have been established, where required.			
1.3	Procedures for symptom screening have been established.			
1.4	Methods for self-monitoring symptoms are communicated.			
1.5	Supervisors/Managers are aware of vaccination status of employees within their unit for face covering and weekly testing requirements.			
2.0	**Cleaning and Disinfecting Workspace**			
2.1	Procedures for frequent cleaning and disinfecting of personal and shared use work areas have been established.			
2.2	Procedures for frequent cleaning and disinfecting of common use surfaces have been established.			
2.3	Adequate EPA-approved cleaning and disinfecting materials are readily available and stocked.			
2.4	Handwashing facilities, including soap and paper towels, are readily available.			
2.5	Hand sanitizer is available for use by public and staff.			
2.6	Shared use appliances such as microwaves, toasters, and coffee machines are disinfected before and after use.			
2.7	Restrooms are maintained in a clean and sanitary condition.			
2.8	Disposable gloves are provided for cleaning and disinfection activities, if required.			
2.9	Adequate time for workers to implement cleaning practices has been provided.			
3.0	**COVID-19 Prevention in the Office (For use in outbreak events; Maintain barriers where already installed)**			
3.1	Measures such as physical barriers or visual cues used for maintaining 6-foot physical distance are implemented.			
3.2	Choke points, or spaces where gatherings may occur, have been modified to promote a 6-foot physical distance.			
3.3	Hallways and aisleways for foot traffic have been limited or made one-direction.			
3.4	Separate routes for entry and exit into office spaces, lobbies, or other shared locations are designated.			
3.5	Workspaces are reconfigured or alternate work areas are provided and posted to promote 6-foot physical distancing.			
3.6	Shared spaces such as meeting rooms, break rooms, and training rooms have furniture adjusted or removed to enable 6 feet of physical distance.			
3.7	In-person meetings and gatherings are limited to ensure a 6-foot physical distance is maintained.			
3.8	Face coverings are properly worn when required.			
3.9	Entry procedures that promote a 6-foot physical distance and limit gatherings into controlled access locations have been established			
3.9	Procedures for staggering shifts or increasing the number of shifts have been established.			
4.0	**COVID-19 Prevention in the Field**			
4.1	Adequate EPA-approved cleaning and disinfecting materials are readily available inside county vehicle.			
4.2	Hand sanitizer is available for use when inside county vehicle or in the field.			
4.3	Face coverings or respirators are properly worn as required.			
4.4	Face coverings or respirators are worn as required when employees enter a home environment, share a vehicle, or transport clients, patients, or detainees.			
5.0	**Signage Posted**			
5.1	To encourage self monitoring for symptoms before and during shifts.			
5.2	To encourage employees to stay home if they are sick.			
5.3	Requiring face coverings to be worn, where and when applicable.			
5.4	Encouraging frequent hand washing			
5.5	Other signage for COVID-19 prevention.			
6.0	**Training and Communication**			
6.1	Communicate the County COVID-19 Prevention Program to staff, contractors, and volunteers.			
6.2	Train staff on unit, facility, and task specific COVID-19 prevention procedures.			
6.3	Staff that are wearing respirators for voluntary use are trained and have signed a Voluntary Use Form.			
6.3	COVID-19 prevention procedures are documented by Department and specialized for each site, where applicable.			
6.4	COVID-19 prevention procedures are reviewed and updated periodically, as needed and conditions change.			
6.5	Exchange COVID-19 Prevention Programs with contractors.			
7.0	**Miscellaneous**			
7.1	Miscellaneous conditions that could impact COVID-19 prevention efforts.			
7.2	COVID-19 cases are investigated and documented on the Incident Investigation Form.			
7.3	The heating, ventilation, and air conditioning (HVAC) system is functional, maximizing fresh air intake and filtration to the system's capability.			
7.4	All fans in the workplace are removed, disabled, or positioned in a manner to ensure that air is not blown from one occupant to another.			
7.5	Face coverings are worn as required by vaccination-exempt employees and employees returning to work early from isolation or quarantine with a negative test.			
7.6	Non-compliance Forms are completed when employees are not following face covering, physical distancing, or testing requirements.			

CCC COVID-19 Assessment Checklist **Revised 2/21/22**

Attachment 4: COVID-19 Prevention Strategies for Outbreaks and Major Outbreaks

Departments will establish, document, and train staff on COVID-19 prevention procedures specific to current working conditions, stationary locations, and field operations as outlined in this program. This Attachment includes examples of prevention strategies that may be implemented in the workplace during outbreak and major outbreak conditions.

Physical Distancing

Physical distancing strategies are designed to prevent close contact with others to reduce the spread of COVID-19. These measures may include steps such as:

- Maintaining a six-foot physical distance at all times, except when required to complete essential business activities and wearing a face covering or respiratory protection.
- Requiring face coverings to be worn at indoor County facilities.
- Prohibiting gatherings of any size, including for exercising, breaks, or eating.
- Posting signage on rooms related to maximum occupancy to assure that six feet or more distance between occupants is always maintained.
- Posting markings on the floor with at least six feet distance to help maintain distance between customers and clients as they queue up in line.
- Strictly controlling “choke points” and “high-risk areas” where workers or the public may be likely to congregate, queue, or are unable to maintain six-foot physical distancing.
- Arranging facility furniture and workspaces to maintain six-foot distancing.
- Additional steps may be considered:
  - Converting facility fixtures to hands-free activators where feasible.
  - Alternate or staggered shifts, rotational remote work to reduce the number of employees working in proximity to one another.
  - Alternating break schedules as needed.
  - Changing work procedures to video, teleconferencing, and “touchless” methods where possible.
  - Assigning remote work to staff.

Signage

Signage is an important tool to communicate safety information to employees and the public related to COVID-19 prevention procedures.

- Locations that are appropriate for posting signage include:
  - Public entrance(s)
  - Employee entrance(s)
  - Lobbies, reception desks
  - Meeting rooms, training rooms, conference rooms, interview rooms, offices
  - Hallways
  - Stairwells
  - Elevators and elevator lobbies
  - Restrooms
  - Sinks – handwashing reminders
- Standardized signs from Health Services, OSHA, or the CDC can be used throughout the County:
  - Exterior door signs have already been created and distributed to Safety Coordinators
  - Prevention protocols (don't touch face, cough etiquette, handwashing, physical distancing, face covering)
  - Self-monitoring for symptoms of COVID-19
  - Reminders to wear face coverings when necessary
  - How to wear, handle, and dispose of a face covering
  - Handwashing and sanitizing techniques
  - Glove hygiene
  - Elevator protocols
  - Signage placed on all disabled items advising the item is temporarily out of service and should not be used.

See Signage Examples in Attachment 8 for thumbnails, hyperlinks, and instructions for printing, ordering, or receiving electronic files. Signage is also available on the Risk Management intranet site (http://insidecontracosta.org/DocumentCenter/Index/267); check back frequently for updated resources. Some signage is available in Spanish.

Room Occupancy Limits, Calculations, and Posting

When needed, departments should establish room occupancy limits to provide physical distancing. The room size and configuration will have to be assessed on a case-by-case basis. Once evaluated for maximum occupancy, the limits should be posted on the room and communicated to all affected staff and visitors.

Employee Workspace Configuration

- Evaluate and post occupancy limits on offices and enclosed workspaces designed to maintain six-foot physical distancing.
- A separate, enclosed office with a design occupancy of one person is considered appropriate for physical distancing. A separate, enclosed office designed to provide seating for six at a desk and task table may need to reduce the number of people in the room to allow physical distancing, depending on the size and configuration of the room.
- For occupants of open floor plans and cubicles, face coverings are required. Other considerations:
  - Stagger or re-orient desks and workstations to give at least a six-foot distance between occupants.
  - Cubicles with or without walls of any height are considered open workspaces and require at least a six-foot distance between occupants while wearing a face covering when required.
  - Occupants of cubicles with doors require may require a face covering unless the walls extend all the way to the ceiling creating a separate workspace.
- Encourage disinfection frequently throughout the day of work surfaces and office equipment.
- Implement disinfection procedures between users of shared workstations and equipment.
- Discourage employees from using other employees' phones, desks, offices, or work tools and equipment, when possible. If necessary, clean and disinfect them before and after each use.
- Follow the County Ergonomics Program and department-specific procedures for preventive measures, evaluations, training, and equipment ordering, tracking, and handling.

Lobby, Reception, and Waiting Areas

- Post occupancy limits designed to maintain six-foot physical distancing for public lobby, reception, and waiting areas.
- Place markings or other indicators where visitors may line up or accumulate that enforces physical distancing.
- Remove or mark seating to maintain distancing.
- Ensure reception windows are opened in a manner that maintains physical distancing; for example, every other window can serve clients if the arrangement maintains proper distancing.
- Screens, barriers, signage, and alternate communication methods (e.g., telephone, intercom) can be used to encourage proper distancing.
- Self-service kiosks:
  - Disable or separate self-service computer kiosks to maintain distancing.
  - Disinfect kiosks between users or provide disinfectant materials to users.

  - Post signage on kiosks taken out of service.
- Provide wastebaskets and tissues for cough hygiene.
- Provide hand-sanitizing stations.
- Consider installing temporary barriers at customer service counters (plastic type or plexiglass).

Break Rooms, Kitchens, and Kitchenettes

- Limit the number of staff that can occupy shared break and kitchen areas. Post reminders of the maximum occupancy of these rooms based on size and layout to allow six-foot physical distancing.
- Post signage encouraging handwashing before and after preparing food.
- Shared water bottles or filtering water dispensers should be avoided. Filling glasses, mugs, and other reusable bottles, which may cause cross-contamination, is discouraged. If dispensers are used, prevent cross-contamination by avoiding contact with the spigot and disinfecting the controls after each use.
- Shared mugs, glasses, dishes, and utensils should be avoided.
- Shared appliances such as microwaves, refrigerators, toasters, vending machines, and "single serve pod" coffee machines should be disinfected before and after each use or at least daily.
- Disinfect tables, counters, and fixtures at least daily.
- Sharing of any food or beverage is strictly prohibited unless it is provided in single-serve sealed wrapper or container.
- Avoid use of shared towels and sponges; paper toweling can be used to wash/scrub dishes.
- Create schedules that allow employees set times to access break rooms for meal preparation and eating.
- Stagger table seating to maintain six-foot distancing. Where distancing can be maintained, employees may eat in the break room or kitchen without a face covering.
- Where it is not possible to maintain six-foot distancing, employees should adhere to break room schedules or eat in separate areas such as vacant offices, conference rooms, personal vehicles, or at their desks with proper disinfection.
- Outdoor eating environments are better than eating indoors.
- Break rooms and lunchrooms should not be used for social gatherings or meetings with eating and drinking, even if following physical distance guidelines and staying within occupancy limits.

Restrooms

- Face covering must be worn while in public restrooms.
- Allow for physical distancing between occupied stalls, sinks, and urinals.
- Ensure ADA accessible stalls, sinks, and urinals remain accessible.
- Wash hands with soap and water for at least 20 seconds.

- Use a paper towel to operate door handles.
- Post signage that encourages handwashing and physical distancing.
- Monitor restrooms for natural physical distancing etiquette, and if not sufficient, consider limiting occupancy and post room occupancy limits.

Conference Rooms

- Refer to the room occupancy section above to calculate the maximum safe occupancy that maintains six-foot physical distancing.
- Post occupancy limits designed to maintain six-foot physical distancing.
- Remove or mark seating and tables to maintain six-foot physical distancing.
- Disinfect the surfaces, computer and monitor equipment, and conference phones before and after each use.
- Post disinfection protocols in conference rooms.
- Conference rooms should not be used for social gatherings or meetings with eating and drinking, even if following physical distance guidelines and staying within occupancy limits.

Elevators

- Where possible, limit elevator occupancy to provide six-foot physical distancing.
- Post signage inside elevators at elevator lobbies and landings with these guidelines.
- For example, elevators that normally have enough space to accommodate 10 people would need to be evaluated and limited so that the occupants can maintain distance between themselves as much as possible by each standing in a corner.
- Occupants should avoid reaching across each other to activate buttons; it is ideal for the individual closest to the controls to operate them for all occupants.
- Employees and visitors are encouraged to use touchless means of activating buttons such as using a tissue or paper towel.
- For multi-tenant or leased facilities, coordinate these postings through the Building Warden.

Hallways, Aisleways, and Stairwells

- Evaluate walkways for foot-traffic patterns to reduce areas that create chokepoints:
- Discourage employees from stopping and congregating in the hallways.
- When encountering another person in a hall or aisle, stop briefly and allow them to pass.
- Some hallways or aisleways may be converted to one-way traffic (train staff and post signage).

Field Work

- Determine if field work is necessary or if it can be postponed or conducted virtually.

- Conduct a job hazard assessment and document procedures for COVID-19 field conditions.
- For home visits, employees that are not fully vaccinated shall wear an N95 respirator without a valve that they are authorized to use (see Respiratory Protection Section).
- Ensure that personal protective equipment (PPE), face covering, or N95 without a valve, disinfectants, and hand hygiene measures are considered and supplied in a portable kit ("go kit") for use in the field.
- If cool down areas are used when heat illness protection plans are activated, adequate spacing may be required to ensure six-foot distancing is maintained.

Meeting Procedures

- Temporarily suspend congregate meetings or trainings; continue to do this work virtually.
- Limit meetings to only those required for essential work, compliance, or other mandatory reasons if they can be conducted in a manner that maintains physical distancing.
- Consider using video or teleconferencing when possible for work-related meetings and gatherings.
- Consider canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person.
- When video or teleconferencing is not possible, hold meetings in open, well-ventilated spaces.
- Ensure a six-foot distance is maintained when entering and exiting the meeting room.
- Face coverings shall be worn by all not fully vaccinated participants or all participants in an outbreak condition.
- The person responsible for organizing the meeting should take care to disinfect any work surfaces before and after use.
- The meeting organizer will communicate the new procedures to students, host department(s), and instructor(s).
- Meetings should not incorporate meals or refreshments.

Training Procedures

- The County encourages virtual meetings or trainings whenever possible.
- Limit trainings to only those required for essential work, compliance, or other mandatory reasons if they can be conducted in a manner that maintains physical distancing.
- Evaluate each training delivery and document the procedures for physical distancing and disinfection of any work surfaces or hands-on materials.
- The training organizer will communicate the new procedures to students, host department(s), and instructor(s).

- Ensure a six-foot distance is maintained when entering, exiting, and participating in the training room or area.
- Face coverings shall be worn by all not fully vaccinated participants or all participants in an outbreak condition.

Attachment 5: COVID-19 Building Entry and Symptom Screening

COVID-19 BUILDING ENTRY AND SYMPTOM SCREENING

PLEASE READ EACH QUESTION CAREFULLY AND MUST USE KEY CARD BEFORE ENTERING THE FACILITY

If you answer **NO** to **ALL QUESTIONS**	Access to this facility is **APPROVED.** Entry CONFIRMS that you have answered all four questions NO. Thank you for helping us protect you and others during this time.
If you answer **YES** to **ANY OF THE FOUR QUESTIONS BELOW**	Access to this facility is **NOT APPROVED.** **DO NOT ENTER FACILITY.** **PHONE OR EMAIL YOUR SUPERVISOR.**

1. **Have you experienced any new, unusual, or unexplained symptoms in the past 48 hours:**

Fever or chills	New loss of taste or smell
Cough	Sore throat
Shortness of breath or difficulty breathing	Congestion or runny nose
Fatigue	Nausea or vomiting
Muscle or body aches	Diarrhea
Headache	

2. **Have you been identified as a close contact (within 6 feet for a total of 15 minutes or more over a 24-hour period) with a positive COVID-19 case?**
   * **CONTACT YOUR SUPERVISOR PRIOR TO ENTRY – regardless of vaccination status, confirm you have fulfilled your quarantine requirements prior to entry.**

3. **Are you isolating because you may be sick with or have a confirmed positive test for COVID-19?**

4. **Are you currently waiting on the results of a COVID-19 test?** (Other than tests for asymptomatic surveillance)

Revised January 10, 2022

<Building/Department/Unit> <Address>

**By signing in below, I attest that I have reviewed the symptom screening questions and all of my answers are NO.

Date	Time In	Name	Representing: Department or Company	Reason for Visit

Attachment 6: Cleaning and Disinfection Procedures

Cleaning and Disinfection Procedures

Departments should confirm cleaning schedules and available supplies to maintain the cleanliness of the workspace are stocked and available. Confirming cleaning and disinfection schedules with Public Works Custodial Services, or for leased buildings, contacting Public Works Real Estate Services can determine the assigned custodial support and schedule.

County buildings and operations are using enhanced cleaning and disinfection routines that include more frequent cleaning and special attention to “high-touch” surfaces such as doorknobs, door push bars, public phones, etc. This enhanced cleaning is provided by various County custodial services units and other cleaning services provided through leased facility agreements and supplemental contracts. In addition, staff have access to disinfection and cleaning materials for cleaning around the office as needed. This includes:

- Clean and sanitize breakrooms, handwashing facilities, and restroom areas daily with disinfectants effective against COVID-19.
- All high-touch areas, including entry and exit areas, high traffic areas, elevator buttons, etc. are cleaned frequently and at least daily.
- Trash receptacles:
  - Use no-touch trash receptacles prevents cross-contamination of surfaces.
  - Provide near areas where staff and the public are using disinfection materials.
  - Line with plastic to avoid cross-contamination and aide in disposal techniques.
  - When emptying trash receptacles, remove the liner and all contents at once, and replace with a clean liner.
  - Avoid picking up or shaking the trash contents to dispose in a larger container.
- Handwashing facilities, soap, and paper toweling are available to all staff.
- Hand sanitizer is available to staff and visitors.
- Disinfection materials such as cleaners and wipes are provided throughout the workplace.
- Staff should be encouraged to use disinfection materials frequently throughout the day on their work surfaces, office equipment, and shared equipment.
- Time is built into tasks and the workday to perform cleaning practices.
- The following services are available through Public Works by completing a Corrigo work order to Public Works; follow up the work order with an email to the Custodial Services Manager, Derrick West at Derrick.West@pw.cccounty.us:

  - Hand sanitizers that can be wall mounted or placed on a stand
  - Disinfectant sprays and tabletop toweling dispensers
  - Supplemental cleaning services
  - Deep cleaning and disinfection services
- If unavailable through normal purchasing routes, hand sanitizers, sanitizing wipes, and cleaning materials can be requested by emailing doc.logistics@cchealth.org.

Deep Cleaning

In cases where further cleaning or disinfection may be needed after an employee is identified as a COVID-19 case, the following guidelines apply:

For Areas Impacted by employees or visitors that have tested positive or are considered presumed positive:

- Close off and do not enter areas used by the ill employee and wait as long as practical before cleaning and disinfecting.
- Open outside doors and windows to increase air circulation to area, if possible.

For Cleaning:

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, use Products with Environmental Protection Agency approved emerging viral pathogens and follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time).
- For porous surfaces and examples of products suitable for cleaning them, see American Chemistry Council Novel Coronavirus (COVID-19) Fighting Products.
- If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely. Do not shake dirty laundry.
- Clean and disinfect hampers or other carts transporting laundry.
- Cleaning staff should wear disposable gloves and gowns that are compatible with the disinfectant products being used for all tasks in the cleaning process, including handling trash. Additional PPE maybe required based on cleaning/disinfectant product. Follow the recommended PPE for the products to assess if need for further PPE.
- Cleaning staff should immediately wash hands after removal of gloves.

***If custodial staff are unable to clean site, request specialty cleaning services through Public Works Facilities Service Center (925) 313-7052 or after hours (925) 930-3698**. County-owned office and non-office buildings – contract specialty cleaning service.

- County-leased buildings – confer with Public Works Real Estate Services to get confirmation from the property owner if cleaning staff have proper training,

materials, and equipment, or if there is a need to contract specialty cleaning service.

- Health Services – healthcare settings can use trained environmental services staff, if properly equipped and trained.
- Sheriff detention settings evaluate if detention services workers can conduct the cleaning with guidance, if properly equipped and trained or contract for specialty cleaning.
- Probation institution settings evaluate if institutional services workers can conduct the cleaning with guidance if properly equipped and trained or contract for specialty cleaning.

Attachment 7: Face Coverings, Surgical Masks, and Respiratory Protection

This section describes cloth face covering, surgical mask, and respirators used to control exposures during COVID-19 conditions, the general job tasks or conditions where they are recommended or required, and the steps needed to ensure that county users are safe and compliant while wearing them. It is important to understand the differences between a cloth face covering, surgical mask, and a respirator:

- A cloth face covering is designed and effective to protect others from the user.
- A surgical mask is a loose-fitting face covering that protects others from the user.
- A respirator is designed and effective to protect the user from others.

Exceptions to the guidance in this Attachment:

- This section requiring respiratory protection does not apply to direct patient-care activities in the hospital, health centers, alternate care facilities, public health division, or detention services as long as each of these divisions conducts a separate, documented risk assessment and completes a respiratory protection program, if indicated.
- The direct patient-care activities in the hospital, health centers, alternate care facilities, public health division, or detention services listed above will also follow the CDPH Guidance for Face Coverings.
- This section does not cover respiratory protection for air contaminants other than COVID-19.

Definitions

Face covering means a covering made of tightly woven cloth or fabric of at least two layers, without holes or exhalation valves, that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. Surgical masks and medical procedure masks are also considered face coverings.

A face covering has no visible holes or openings and must cover the nose and mouth. is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face.

If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

Surgical masks and medical procedure masks are loose-fitting face coverings made of non-woven material intended to be worn by health professionals to prevent large droplets and sprays from entering the user's mouth and respiratory tract and to protect others from the user's exhaled breath that may contain liquid droplets and aerosols. Surgical masks may also be provided to sick individuals to protect others from their exhaled breath, coughs, and sneezes that may contain disease particles. Surgical masks are not designed to protect the wearer from inhaling disease particles.

A respirator is designed to protect the wearer from inhaling disease particles. There are a variety of makes and models available for use. All respirators must be approved by the National Institute of Occupational Safety and Health (NIOSH) or a similar certifying international agency.

An N95 respirator is commonly used to control exposures to COVID-19. It is a tight-fitting, filtering facepiece that can be worn over the face to protect the user by removing 95% of particles that are 0.3 microns and greater in size. The filtration material on the respirator is a non-woven polypropylene fiber and may include additional layers. Some N95 respirators have an exhalation valve which reduces the resistance to exhalation; these valves are not filtered. The use of respirators with exhalation valves are not suitable as a face covering in the workplace. Examples:

X Note – N95s or other face coverings with valves should not be worn around others as they do not act as a protective face covering.

Face Covering User Guide

Face Covering Requirements

Please note that any time you remove your face covering, it creates a risk of disease transmission. Face coverings should be worn according to **local health orders,** the California Department of Public Health Guidance for the Use of Face Coverings, this program, or an ADA exemption.

A face covering is required:

- In indoor locations at the County**, as posted and required**.

- **By vaccination exempt employees:**
  - **In all indoor locations at the County.**
  - When inside a vehicle with another person.
- For 10 days after an asymptomatic employee has a close contact and tests negative for COVID-19 to return to work with a shorter quarantine period.
- **For 10 days after an asymptomatic employee tests negative for COVID-19 to return to work with a shorter isolation period.**
- **For 14 days after an asymptomatic, fully vaccinated and up to date employee has a close contact and tests negative for COVID-19 to return to work with a shorter quarantine period.**

A face covering is recommended:

- Outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained.

A face covering is not required:

- When an employee is alone in a room or vehicle.
- When actively eating or drinking, although individuals should stay 6 feet from others while they have their face covering removed.
- When employees are exempted from wearing a face covering, a face shield with a drape, or respiratory protection due to a medical condition, mental health condition, or disability, they will maintain at least six feet apart from all other persons and will take a COVID-19 test weekly, providing proof of negative results to their Supervisor. COVID-19 testing will not be used as an alternative to face coverings.
- At the department's discretion, fully vaccinated individuals may choose to remove face covering in accordance with current State and Local Health orders. Employees should check with departmental personnel contact or designee for current face covering protocol.

Special Circumstances

- A face covering with a clear window is preferable for use when required for communicating with an individual with hearing impairment and other assistive technologies or communication methods are not available.
- A face shield with a drape is allowed when required for communicating.
- When required by a doctor's note.
- In the above special circumstances and only if work conditions permit, provided the face shield and drape do not pose an additional work hazard (i.e., when operating moving equipment that poses an entanglement hazard).

Face Covering Care

When putting on, wearing, and removing face coverings, users should:

- Wash their hands before applying the face covering securely.
- Avoid touching the face covering while wearing.
- Remove the face covering by touching only the straps of the face covering.
- Not touch their eyes, nose, or mouth when removing the face covering.
- Immediately after removing the face covering, place it in a temporary storage container (paper sack, plastic container, etc.).
- Wash hands after handling or removing a face covering.
- Launder and machine dry the face covering daily.
- Avoid cross-contamination between the face covering and other surfaces or individuals.

Respirator Use – Required and Voluntary

Required respirator use describes when an employee must be protected from a potential airborne exposure based on monitoring data, exposure calculations, safety data sheet requirements, best practice, etc. Required users must fulfill all required elements of the Contra Costa County Respiratory Protection Program including:

- An annual medical evaluation.
- Annual training on respiratory protection.
- An annual fit test on each make and model of respirator that will be used.

Voluntary respirator use describes when an employee is not required to wear a respirator, but they are allowed or even encouraged to use one if desired. Voluntary users:

- Take the Vector Solutions CCC Filtering Facepiece Respirator (N95) Use training online; and
- Sign a §5144 Appendix D Voluntary Use Form that describes safe respirator use and return it to their supervisor.

Tasks Requiring Respiratory Protection

- Entering medical treatment or housing areas for known or presumed positive COVID-19 cases.
- Other tasks as required by department or County respiratory protection programs.

Tasks Requiring Respiratory Protection for Not Fully Vaccinated Employees

Complete medical evaluation, training, and fit testing to wear an N95 or other respirator if not fully vaccinated employees are assigned tasks such as:

- Transporting individuals that are not fully vaccinated or their vaccination status is unknown.

- Conducting home visits and entering home environments in which the vaccination status of the occupant(s) is not known.

Respiratory Protection Training

Respiratory protection training is required for all respirator users and can be provided by these methods:

- Vector Solutions online class *CCC Respiratory Protection* (self-assign available). This training is one hour and covers all respirator types.
- Vector Solutions online class *CCC Filtering Facepiece Respirator (N95) Use* (self-assign available). This training is 15 minutes and is suitable for employees wearing only an N95 filtering facepiece respirator on a required or voluntary basis only.
- Classroom Respiratory Protection Training (general or custom class can be requested from by Risk Management).
- Tailgate safety training topic Respiratory Protection (request from Risk Management).

N95 Storage and Extended Use/Re-Use Procedures

The following methods for putting on, taking off, and storing an N95 respirator for re-use and extended use during COVID-19 operations is listed below:

Filtering Facepiece N95 Respirator Guidelines for Re-use During COVID-19 Operations	
CDC guidelines for extending the use of N95 respirators during COVID-19 response https://www.cdc.gov/coronavirus/2019-ncov/hcp/healthcare-supply-ppe.html and https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/decontamination-reuse-respirators.html CDC guidelines for proper methods to put on and take off an N95 respirator: https://www.cdc.gov/niosh/docs/2010-133/pdfs/2010-133.pdf	
Putting on	• Use a pair of clean gloves when putting on a new or used N95 respirator and performing a user seal check. • Discard the gloves after putting on a used N95 respirator and any adjustments are made to ensure the respirator is sitting comfortably on your face with a good seal.
Usage Times	The following conditions for N95 use, reuse, storage, and disposal can be followed: • Recommend using an N95 no longer than 8 hours of use • Dispose of respirator sooner than 8 hours of use if: – It becomes damaged or malfunctions – If breathing through the respirator becomes restricted or difficult – It becomes contaminated with blood or bodily fluid – There are more than 5 uses/re-uses – It is used with a presumed or confirmed positive COVID-19 client – It is exposed to an aerosol generating procedure (policy is for Behavioral Health staff NOT to be present during this type of medical procedure)
Taking Off for Re-Use	• In between uses, keep N95s in a clean, breathable container such as a paper bag that is labeled with the employee's name.

Filtering Facepiece N95 Respirator Guidelines for Re-use During COVID-19 Operations	
	• Perform proper hand hygiene with sanitizer or soap and water (or put on clean gloves if supply is available) BEFORE touching the N95 to remove it and place it in the storage bag. • Use the straps to remove the respirator. Avoid touching the outside OR inside of the respirator. If inadvertent contact is made with the inside of the respirator, discard the respirator, and perform hand hygiene as described above. • Perform hand hygiene AFTER placing the N95 in the storage bag and closing it. • Dispose of storage bag after 5 uses/re-uses.
Taking Off for Disposal	• Perform hand hygiene (or put on clean gloves) BEFORE touching the N95 to remove it or handle. • Avoid touching the outside of the respirator during disposal and only touch the elastic straps. • Lean over the trash receptacle, remove the elastic straps, and let the N95 drop into the trash. • Perform hand hygiene AFTER removing and disposing of the N95.
Strategies to Prolong N95 Use	• Wearing barriers such as face shields to prevent droplet spray contamination can prolong the N95 usage time, although this equipment is not readily available at this time.
Reminders for N95 Users	• Always perform a physical inspection and user seal check when putting on and taking off the N95. • Always minimize unnecessary contact with the respirator surface. • Maintain strict adherence to hand hygiene practices. • Remember to keep your hands away from your eyes, face, and mouth. • Use proper technique when putting on and taking off PPE.

Attachment 8: COVID-19 Prevention Posters

CONTRA COSTA COUNTY PUBLIC POSTING
February 15, 2022

INSERT BUILDING ADDRESS HERE

PER CALIFORNIA DEPARTMENT OF PUBLIC HEALTH GUIDELINES, FACE COVERINGS ARE REQUIRED UPON ENTRY FOR ALL MEMBERS OF THE PUBLIC REGARDLESS OF VACCINATION STATUS UNLESS OTHERWISE ADVISED BY A MEDICAL PROFESSIONAL FOR HEALTH-RELATED REASONS OR DISABILITY.

LOCAL PUBLIC HEALTH INDICATES VACCINATION AND OTHER HEALTHY HABITS OFFER THE BEST PROTECTION FROM COVID-19. CONSIDER VACCINATION. FOR MORE INFORMATION ON WHERE TO GET VACCINATED, SCAN THE CODE BELOW.

OR, CALL 1-833-829-2626 TO SCHEDULE AN APPOINTMENT

THANK YOU FOR YOUR COOPERATION

Building Entry and Face Covering
Poster: Visit Risk Management intranet site

Available in Spanish.

Face Covering Required Sign: https://813dcad3-2b07-4f3f-a25e-23c48c566922.filesusr.com/ugd/ee8930_4443141b3736489a890250f304c0982f.pdf

In Spanish: https://813dcad3-2b07-4f3f-a25e-23c48c566922.filesusr.com/ugd/ee8930_7681f94aaefe4d72aa5b497fe4a7e453.pdf

Stay Home When You Are Sick Poster:

https://www.cdc.gov/coronavirus/2019-ncov/downloads/communication/print-resources/StayHomeFromWork-card.pdf

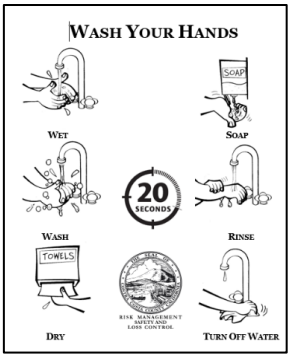
In Spanish:
https://www.cdc.gov/coronavirus/2019-ncov/downloads/316129-A-StayHomeFromWork_ESP.pdf

Prevention Protocols (don't touch face, cough etiquette, handwashing, physical distancing, face covering):

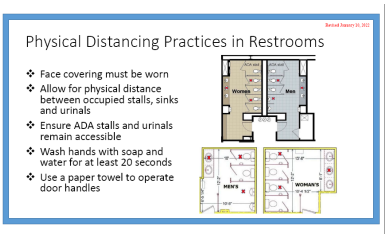
https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf.

In Spanish:

https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-sp.pdf

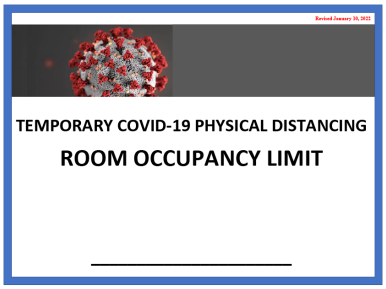


Handwashing and sanitizing techniques: Visit Risk Management intranet site or email graphics@pw.cccounty.us to request printed window and mirror clings



Elevator Occupancy and Face Covering Poster: Visit Risk Management intranet site

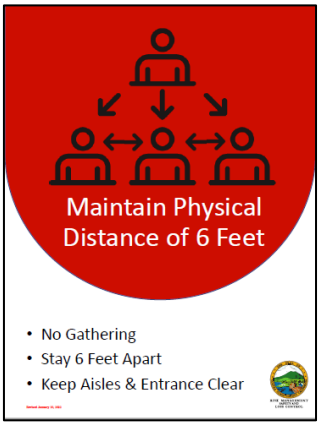
For Use in Outbreak Conditions



Room Occupancy Limit Poster.

Visit Risk Management intranet site

**For Use in Outbreak Conditions*

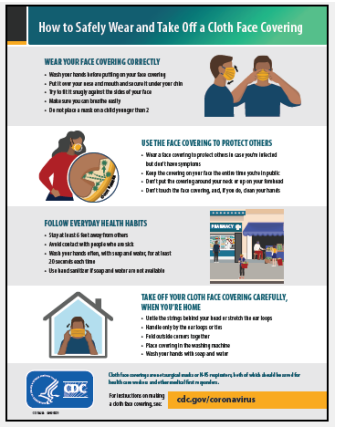


Physical Distancing Reminder Poster:

Visit Risk Management intranet site

**For Use in Outbreak Conditions*

**For Use in Break Rooms and Lunchrooms when Not Fully Vaccinated Employees are present and eating*



How to Safely Wear and Take Off a Face Covering:

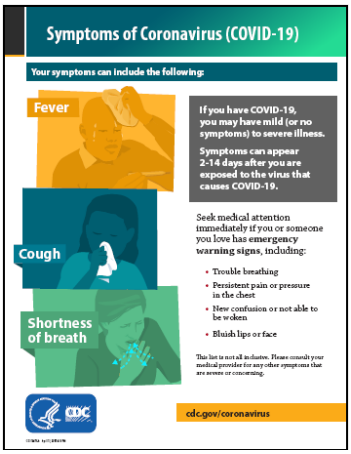
https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf.

In Spanish:

https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-sp.pdf

Water Dispenser Hygiene Poster

Visit Risk Management intranet site



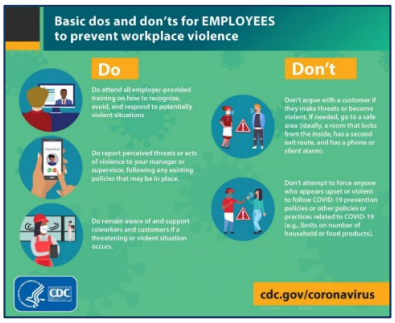
Self-Monitoring for Symptoms Of COVID-19

Visit:

https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf

In Spanish:

https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms-sp.pdf

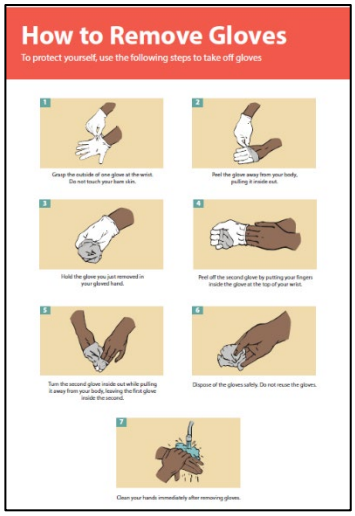


Do's and Don'ts to Prevent Workplace Violence:

https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/WorkplaceViolence_DoDont_WebGraphic_Letter_F.pdf

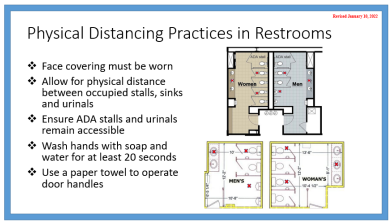
In Spanish:

https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/workplace-violence-dodont-spanish.pdf



How to Remove Gloves:

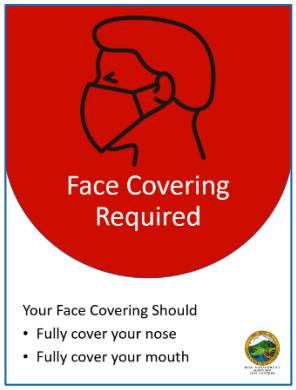
https://www.cdc.gov/vhf/ebola/pdf/poster-how-to-remove-gloves.pdf



Restroom Poster

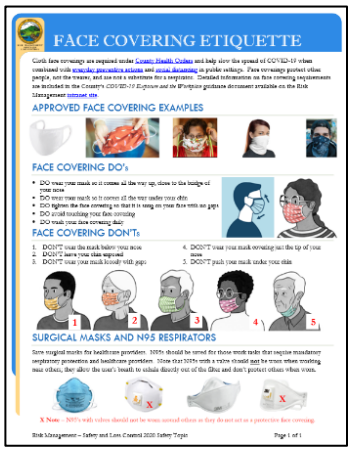
Visit Risk Management intranet site

**For Use in Outbreak Conditions*



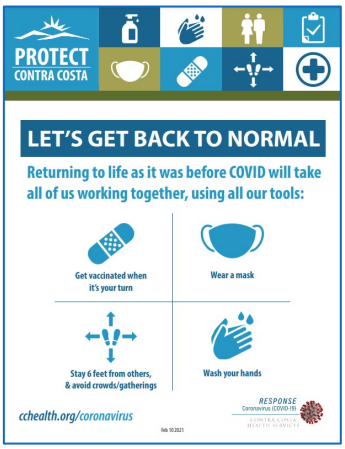
Face Covering Required Poster

Visit Risk Management intranet site



Face Covering Etiquette Poster

Visit Risk Management intranet site



Vaccination Poster

Visit: https://813dcad3-2b07-4f3f-a25e-23c48c566922.filesusr.com/ugd/84606e_64ecf46eb0fc4e77aaf10559c15b829d.pdf

In Spanish:

https://813dcad3-2b07-4f3f-a25e-23c48c566922.filesusr.com/ugd/84606e_33b55b4ccd6c439f8f53f63df44fcda6.pdf

Face Covering Required Poster

English and Spanish

Visit Risk Management intranet site

When available in Spanish, these posters are on the Risk Management intranet site.

Attachment 9: Reporting and Response Procedure for COVID-19 Cases

1) Supervisors with knowledge of a "positive COVID-19 test" or "close contact" must **IMMEDIATELY** notify:
   a) Their appropriate Department Personnel Contact (or designee), and
   b) The departmental Safety Coordinator
2) The Department Personnel Contact (or designee) will take the following actions:
   a) **STEP 1** - Contact the positive employee:
      i) Instruct the employee to stay at home and follow any instructions/orders from their healthcare provider or Public Health for isolation.
      ii) Request a copy of the positive test results from the employee (store in temporary COVID-19 file).
      iii) Interview employee to gather key information for *immediate* reporting:
         (1) The day the positive test was administered
         (2) Where the test was administered
         (3) The type of test that was administered (confirm it was viral/PCR)
         (4) The date of the onset of symptoms (if applicable)
         (5) Their specific address of employment
         (6) Specific locations the employee was present for the following time periods:
            (a) **14 days** prior to the positive testing date (*for SB 1159 purposes*)
            (b) **48 hours** prior to symptom onset or the date of the positive test (*Cal/OSHA purposes*)
         (7) Their last day at work at each specific location listed above
         (8) If the employee is fully vaccinated and if they have had a booster

> **IMPORTANT!**
>
> To meet notification timelines, send positive case report forms with as much information as you can gather **IMMEDIATELY** to Risk Management. You can add additional information as it becomes available.

      iv) Identify any individuals that may have been in close contact (see Attachment 2 Definitions) with the infected employee.
      v) Identify the facility areas and equipment that the infected employee occupied and used prior to reporting the case.
      vi) Provide this document to the ill or close contact employee to review the Exposure Decision Tree.
      vii) If the case is work related, provide the employee with the DWC-1 within 24 hours and complete an AK30 form.

b) **STEP 2** - Report ALL positive cases to:
   i) Risk Management – Worker's Compensation Unit:
      (1) Complete the COVID-19 Report Form and forward it via email ***immediately*** to RepEECOVID@riskm.cccounty.us.

      (http://insidecontracosta.org/DocumentCenter/View/6010/COVID-19-Postive-Test-Report-Form-SB1159-20201009).

      (2) For industrial (work-related) positive cases, **also**:
         (a) Provide the Worker's Compensation Claim Form (DWC-1) to the employee via First Class mail,
         (b) Complete the Supervisor's First Report of Injury (AK-30), and
         (c) Send the claim to the Workers' Compensation Unit in Risk Management within 24 hours.
         (d) For questions about this process, contact RM Worker's Compensation Unit by telephone at (925) 335-1499.

   ii) Monitor for Serious Illness and Injury - for positive cases that are hospitalized:
      (1) Follow departmental procedures for reporting to Cal/OSHA within 8 hours using the Serious Injury and Illness Report Form (SIIR) and procedure.
      (2) Send a copy of the completed SIIR Form to Risk Management at riskmsafety@riskm.cccounty.us.

   iii) Health Services Contact Tracing Unit:
      (1) Review the steps in the CC Health guidance for businesses.
      (2) Complete the California Connected SPOT Business Intake Form, if required.
         (a) Report positive employee cases only on the SPOT form
         (b) There is no longer a need to use the SPOT form for reporting close contacts
      (3) For any questions, contact covid.business.tracing@cchealth.org via email.
      (4) Respond accordingly should Public Health become directly and actively involved with the worksite.

c) **STEP 3** – Perform contact tracing to identify close contacts with the infected employee:
   i) Use Screening Sign-In Sheets, rosters, work schedules, electronic methods, and other information to identify potential close contacts at work with the infected employee.
   ii) Use the information above to calculate building occupancy count and send that information to Risk Management – Worker's Compensation email to RepEECOVID@riskm.cccounty.us.
      (1) The building occupancy count must be provided within 3 business days.
      (2) *DON'T* hold up the positive case Report Form to gather this information.

d) **STEP 4** – Inform close contacts of the exposure:
   i) Departments will notify close contact individuals that may have had an exposure with an infected employee.
   ii) Inform close contacts of the steps they need to take, including appropriate quarantine.

IMPORTANT!

Make sure you have the most current version of the Report Form

iii) Provide this document to the close contact employee(s) to review the Exposure Decision Tree.

iv) Provide close contacts with the precautions handout (Attachment 13).

v) Provide close contact employees with County-sponsored testing available to them at no cost and during their work time.

(1) See the outbreak and multiple case event sections for testing information.

Note: *Risk Management will send a notice of the positive case to the building occupants using the emergency alert system. This is a wider and different notice than the departmental notice sent only to the identified close contacts.*

e) **STEP 5** – Arrange for cleaning and disinfection of areas and equipment used by the infected employee.

f) **STEP 6** – Assist infected employees and close contacts with resuming work when they have completed their isolation or quarantine time periods:

i) Resuming work may require special procedures or precautions, depending on the occupation or work setting; see the Exposure Decision Tree.

ii) A doctor's note clearing the employee to resume work is not needed.

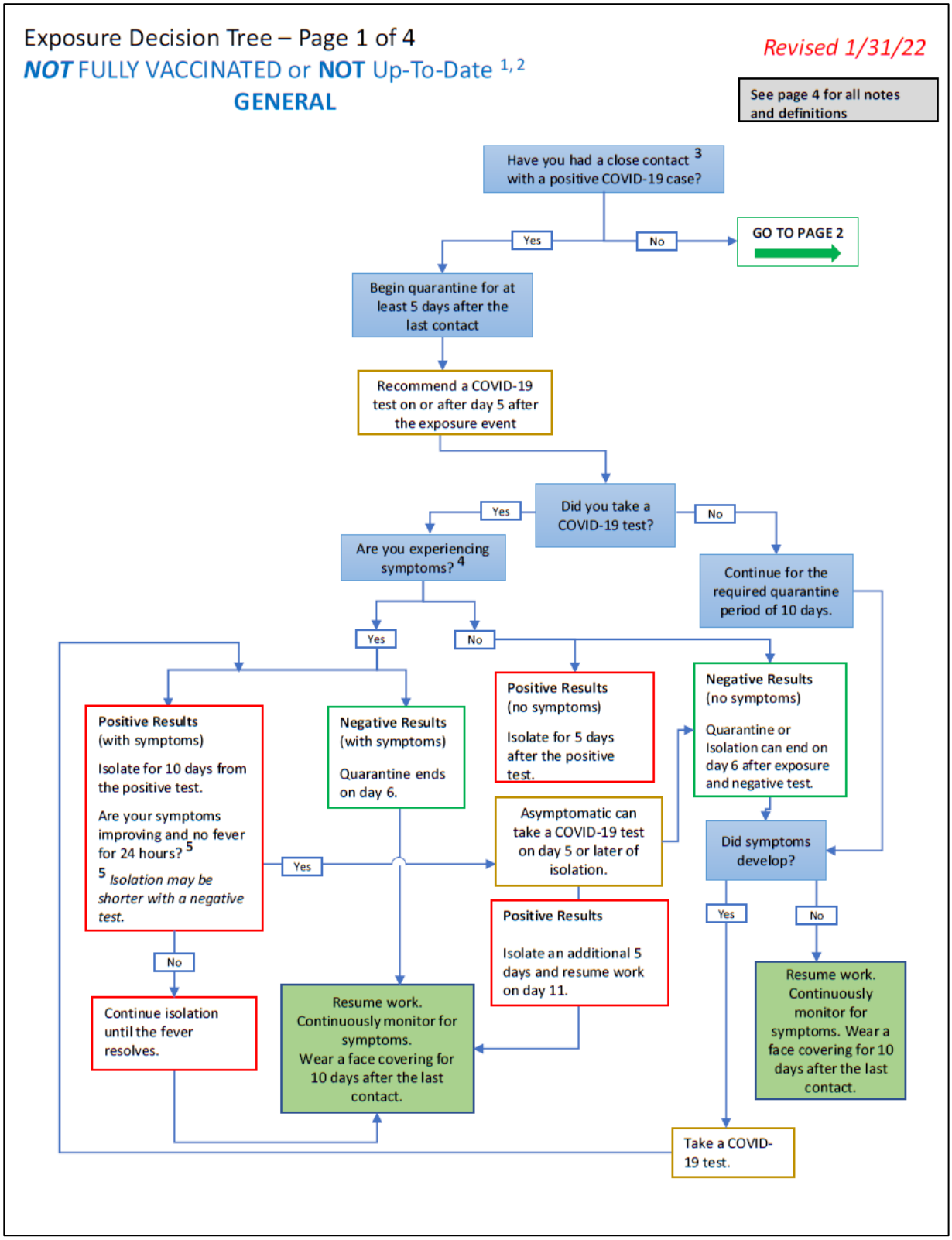
g) **STEP 7** – Immediately investigate possible workplace related factors and conditions using the County Incident Investigation Form to determine what contributed to the COVID-19 exposure and take corrective actions to reduce further COVID-19 exposures.

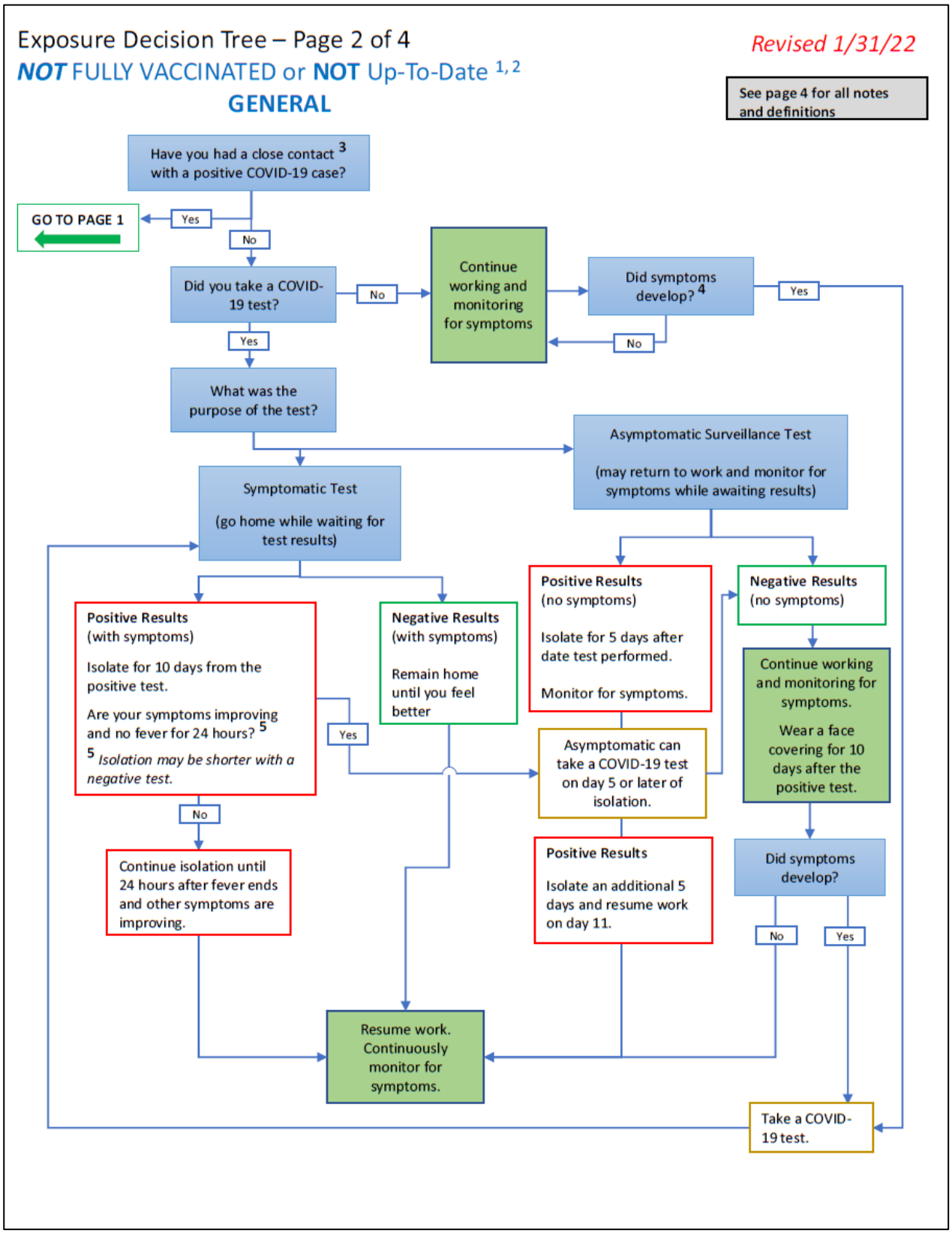
i) This investigation will be initiated by the First Line Supervisor and may include the Safety Coordinator and the Department Personnel Contact if needed.

ii) Forward a copy of the completed investigation report to Risk Management via email to RiskMSafety@riskm.cccounty.us.

Attachment 10: Exposure Decision Tree

- Exposure Decision Tree for General County Employees
- Exposure Decision Tree for Healthcare Workers and Sensitive Locations


Exposure Decision Tree – Page 1 of 4
NOT FULLY VACCINATED or NOT Up-To-Date 1, 2
GENERAL
Revised 1/31/22
See page 4 for all notes and definitions
Have you had a close contact 3 with a positive COVID-19 case?
Yes
No
GO TO PAGE 2
Begin quarantine for at least 5 days after the last contact
Recommend a COVID-19 test on or after day 5 after the exposure event
Did you take a COVID-19 test?
Yes
No
Are you experiencing symptoms? 4
Continue for the required quarantine period of 10 days.
Yes
No
Positive Results (with symptoms)
Isolate for 10 days from the positive test.
Are your symptoms improving and no fever for 24 hours? 5
5 Isolation may be shorter with a negative test.
Negative Results (with symptoms)
Quarantine ends on day 6.
Positive Results (no symptoms)
Isolate for 5 days after the positive test.
Negative Results (no symptoms)
Quarantine or Isolation can end on day 6 after exposure and negative test.
Yes
Asymptomatic can take a COVID-19 test on day 5 or later of isolation.
Did symptoms develop?
Positive Results
Isolate an additional 5 days and resume work on day 11.
Yes
No
No
Continue isolation until the fever resolves.
Resume work. Continuously monitor for symptoms. Wear a face covering for 10 days after the last contact.
Resume work. Continuously monitor for symptoms. Wear a face covering for 10 days after the last contact.
Take a COVID-19 test.


Exposure Decision Tree – Page 2 of 4
Revised 1/31/22
NOT FULLY VACCINATED or NOT Up-To-Date 1, 2
GENERAL
See page 4 for all notes and definitions
Have you had a close contact 3 with a positive COVID-19 case?
GO TO PAGE 1
Yes
No
Did you take a COVID-19 test?
No
Continue working and monitoring for symptoms
Did symptoms develop? 4
Yes
No
Yes
What was the purpose of the test?
Asymptomatic Surveillance Test
(may return to work and monitor for symptoms while awaiting results)
Symptomatic Test
(go home while waiting for test results)
Positive Results
(with symptoms)
Isolate for 10 days from the positive test.
Are your symptoms improving and no fever for 24 hours? 5
5 Isolation may be shorter with a negative test.
Negative Results
(with symptoms)
Remain home until you feel better
Yes
No
Continue isolation until 24 hours after fever ends and other symptoms are improving.
Positive Results
(no symptoms)
Isolate for 5 days after date test performed.
Monitor for symptoms.
Negative Results
(no symptoms)
Continue working and monitoring for symptoms.
Wear a face covering for 10 days after the positive test.
Asymptomatic can take a COVID-19 test on day 5 or later of isolation.
Positive Results
Isolate an additional 5 days and resume work on day 11.
Did symptoms develop?
No
Yes
Resume work. Continuously monitor for symptoms.
Take a COVID-19 test.

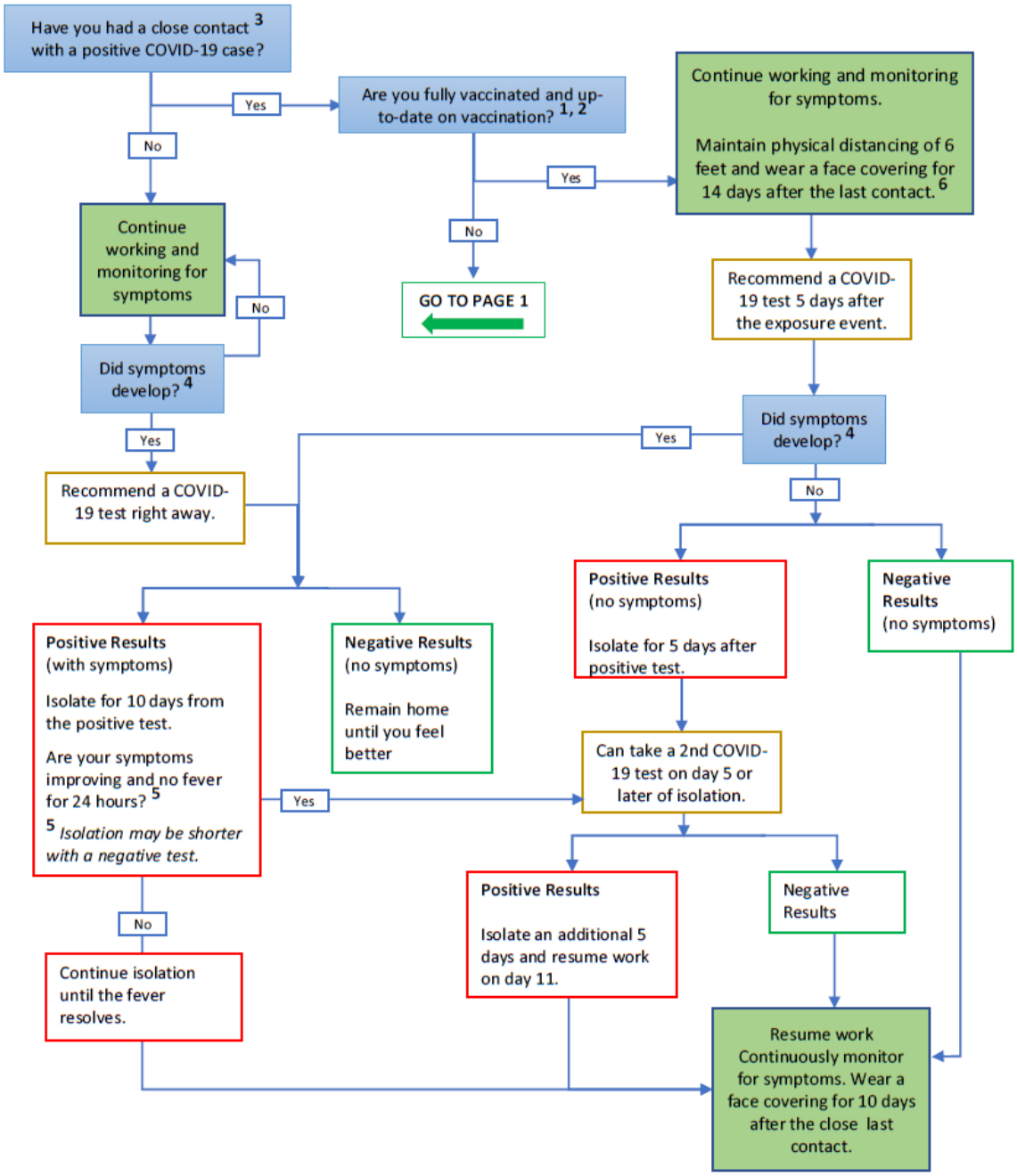
Exposure Decision Tree – Page 3 of 4

Revised 1/31/22

FULLY VACCINATED and UP-TO-DATE Vaccination [1, 2]

GENERAL

See page 4 for all notes and definitions



Exposure Decision Tree – Page 4 of 4

Revised 1/31/22

GENERAL

Notes and Definitions

DEFINITIONS

1. **Fully Vaccinated** means it has been two weeks since the second dose of Pfizer or Moderna or first dose of Johnson & Johnson COVID-19 vaccines.
2. **Up-To-Date Vaccination** means that individuals that are eligible for a booster dose have received it.
3. **Close Contact** is defined as:
   - Being within 6 feet of someone with a confirmed case of COVID-19 (tested positive) for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset.
   - Living with someone who is a presumed or a positive test-confirmed COVID-19 individual.
4. **Symptoms of COVID-19** include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of sense of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea See: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html
5. **Reduced isolation** is when asymptomatic cases can return to work with a negative test on or after Day 5 of isolation. Symptomatic cases can return to work if symptoms are improved, there is no fever, with negative test on Day 5 or after.
6. **Vaccinated close contacts** that don't take a test on Day 5 may continue working and monitoring symptoms but must wear a face covering and maintain six feet of distance for 14 days following the close contact.

NOTES:

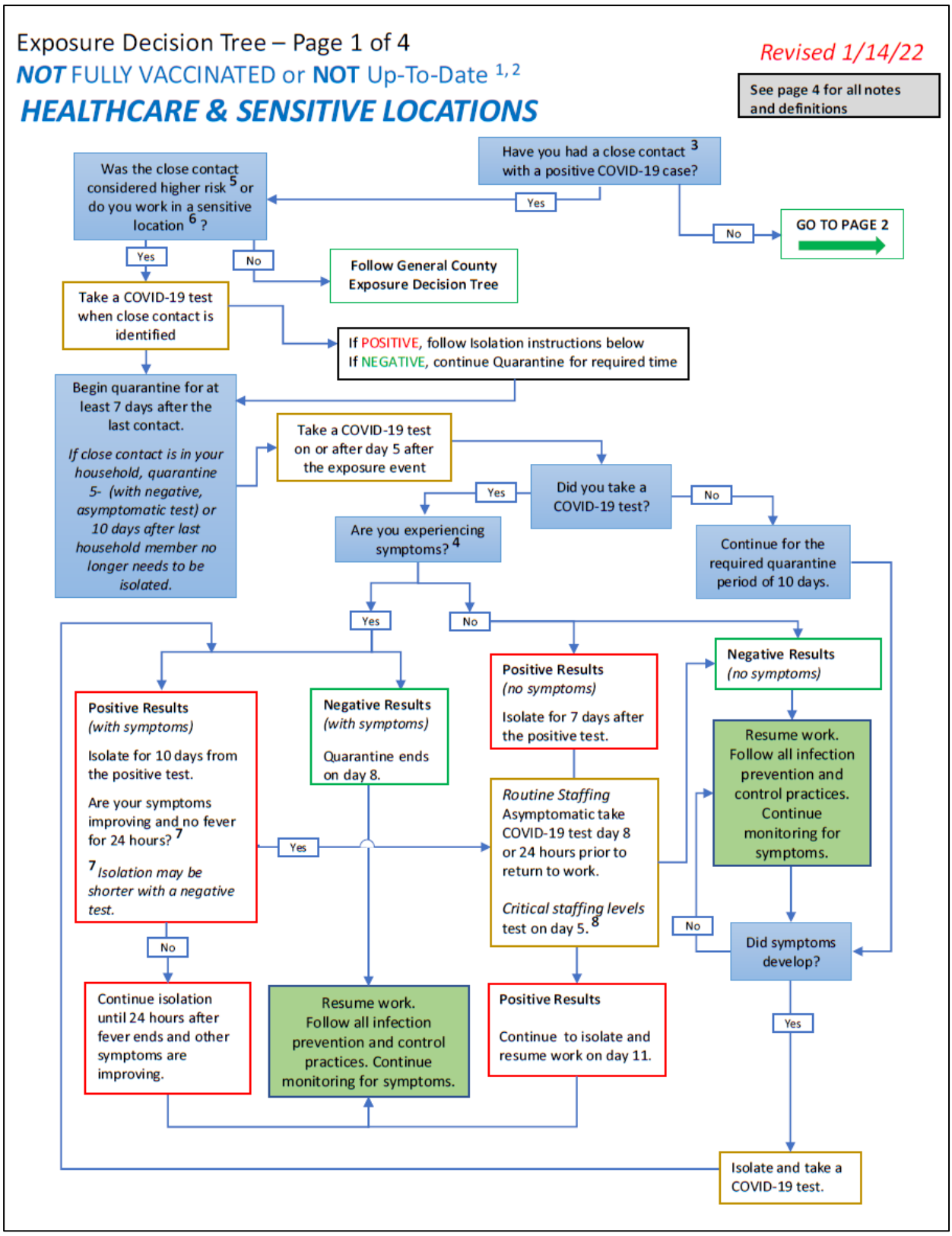
1. If you are well and have had no close contact, or are awaiting results from asymptomatic surveillance testing, you do not need to isolate or quarantine and can continue normal activities.
2. Hospital and Health Center and detention health employees can contact Infection Prevention and Control by pager at (925) 346-4122 or email InfectionPreventionAndControlProgram@cchealth.org for instructions and help with exposure risk level. Supervisors from Health Services Divisions other than the Hospital or Health Centers and other County Departments may consult with the Health Services Contact Tracing Unit via email at covid.business.tracing@cchealth.org
3. A minimum 20-day isolation period, starting after symptoms begin, is required for the following:
   - Individuals hospitalized with a severe or critical illness caused by COVID-19 illness
   - Individuals severely immunocompromised that test positive for COVID-19 (with or without symptoms)
   - After 20 days, continue isolation until 24 hours after fever ends and symptoms are improving.

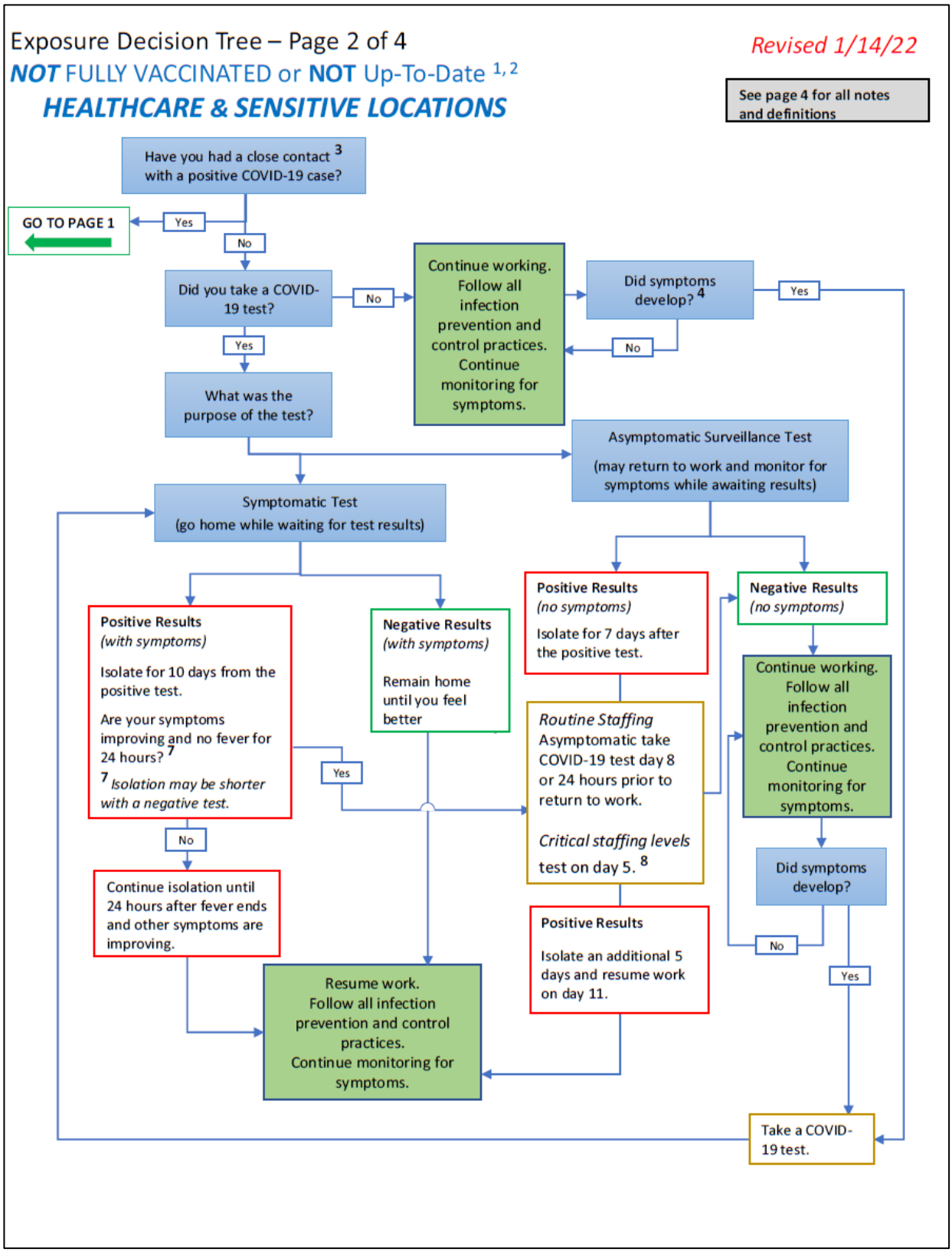
REFERENCES:

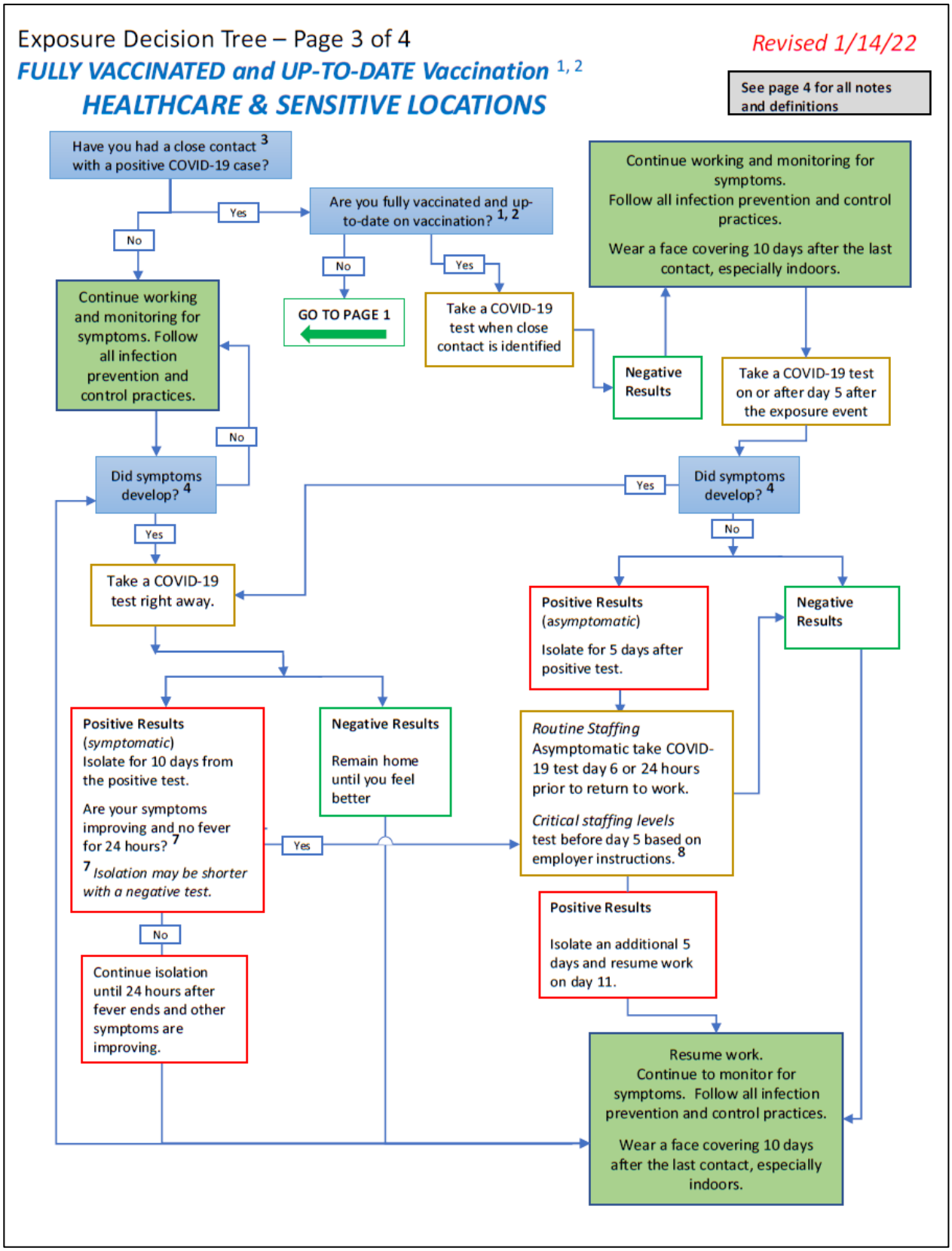
Health Services – Home Isolation Instructions
https://cchealth.org/covid19/providers/pdf/2020-self-iso-instructions.pdf

Health Services – Home Quarantine Instructions
https://cchealth.org/covid19/providers/pdf/Home-Quarantine-Instructions-for-Close-Contact.pdf

Health Services – Instructions for Healthcare and Front Line Workers
https://cchealth.org/covid19/providers/pdf/Instructions-for-Healthcare-Workers-with-Close-Contacts-to-COVID-19-Case.pdf


Exposure Decision Tree – Page 1 of 4
NOT FULLY VACCINATED or NOT Up-To-Date [1, 2]
HEALTHCARE & SENSITIVE LOCATIONS
Revised 1/14/22
See page 4 for all notes and definitions
Have you had a close contact [3] with a positive COVID-19 case?
Yes
No
GO TO PAGE 2
Was the close contact considered higher risk [5] or do you work in a sensitive location [6] ?
Yes
No
Follow General County Exposure Decision Tree
Take a COVID-19 test when close contact is identified
If POSITIVE, follow Isolation instructions below
If NEGATIVE, continue Quarantine for required time
Begin quarantine for at least 7 days after the last contact.
If close contact is in your household, quarantine 5- (with negative, asymptomatic test) or 10 days after last household member no longer needs to be isolated.
Take a COVID-19 test on or after day 5 after the exposure event
Did you take a COVID-19 test?
Yes
No
Continue for the required quarantine period of 10 days.
Are you experiencing symptoms? [4]
Yes
No
Positive Results (with symptoms)
Isolate for 10 days from the positive test.
Are your symptoms improving and no fever for 24 hours? [7]
[7] Isolation may be shorter with a negative test.
Yes
No
Continue isolation until 24 hours after fever ends and other symptoms are improving.
Negative Results (with symptoms)
Quarantine ends on day 8.
Resume work. Follow all infection prevention and control practices. Continue monitoring for symptoms.
Positive Results (no symptoms)
Isolate for 7 days after the positive test.
Routine Staffing
Asymptomatic take COVID-19 test day 8 or 24 hours prior to return to work.
Critical staffing levels test on day 5. [8]
Positive Results
Continue to isolate and resume work on day 11.
Negative Results (no symptoms)
Resume work. Follow all infection prevention and control practices. Continue monitoring for symptoms.
No
Did symptoms develop?
Yes
Isolate and take a COVID-19 test.


Exposure Decision Tree – Page 2 of 4
Revised 1/14/22
NOT FULLY VACCINATED or NOT Up-To-Date 1, 2
HEALTHCARE & SENSITIVE LOCATIONS
See page 4 for all notes and definitions
Have you had a close contact 3 with a positive COVID-19 case?
GO TO PAGE 1
Yes
No
Did you take a COVID-19 test?
No
Continue working. Follow all infection prevention and control practices. Continue monitoring for symptoms.
Did symptoms develop? 4
Yes
No
Yes
What was the purpose of the test?
Asymptomatic Surveillance Test
(may return to work and monitor for symptoms while awaiting results)
Symptomatic Test
(go home while waiting for test results)
Positive Results
(with symptoms)
Isolate for 10 days from the positive test.
Are your symptoms improving and no fever for 24 hours? 7
7 Isolation may be shorter with a negative test.
Negative Results
(with symptoms)
Remain home until you feel better
Positive Results
(no symptoms)
Isolate for 7 days after the positive test.
Negative Results
(no symptoms)
Yes
No
Continue isolation until 24 hours after fever ends and other symptoms are improving.
Routine Staffing
Asymptomatic take COVID-19 test day 8 or 24 hours prior to return to work.
Critical staffing levels test on day 5. 8
Continue working. Follow all infection prevention and control practices. Continue monitoring for symptoms.
Did symptoms develop?
Positive Results
Isolate an additional 5 days and resume work on day 11.
No
Yes
Resume work. Follow all infection prevention and control practices. Continue monitoring for symptoms.
Take a COVID-19 test.


Exposure Decision Tree – Page 3 of 4
Revised 1/14/22
FULLY VACCINATED and UP-TO-DATE Vaccination 1, 2
HEALTHCARE & SENSITIVE LOCATIONS
See page 4 for all notes and definitions
Have you had a close contact 3 with a positive COVID-19 case?
Yes
No
Are you fully vaccinated and up-to-date on vaccination? 1, 2
No
Yes
GO TO PAGE 1
Take a COVID-19 test when close contact is identified
Negative Results
Continue working and monitoring for symptoms.
Follow all infection prevention and control practices.
Wear a face covering 10 days after the last contact, especially indoors.
Take a COVID-19 test on or after day 5 after the exposure event
Continue working and monitoring for symptoms. Follow all infection prevention and control practices.
No
Did symptoms develop? 4
Yes
Take a COVID-19 test right away.
Yes
Did symptoms develop? 4
No
Positive Results (asymptomatic)
Isolate for 5 days after positive test.
Negative Results
Positive Results (symptomatic)
Isolate for 10 days from the positive test.
Are your symptoms improving and no fever for 24 hours? 7
7 Isolation may be shorter with a negative test.
Negative Results
Remain home until you feel better
Yes
Routine Staffing
Asymptomatic take COVID-19 test day 6 or 24 hours prior to return to work.
Critical staffing levels
test before day 5 based on employer instructions. 8
Positive Results
Isolate an additional 5 days and resume work on day 11.
No
Continue isolation until 24 hours after fever ends and other symptoms are improving.
Resume work.
Continue to monitor for symptoms. Follow all infection prevention and control practices.
Wear a face covering 10 days after the last contact, especially indoors.

Exposure Decision Tree – Page 4 of 4

Revised 1/14/22

HEALTHCARE & SENSITIVE LOCATIONS

Notes and Definitions

DEFINITIONS

1. **Fully Vaccinated** means it has been two weeks since the second dose of Pfizer or Moderna or first dose of Johnson & Johnson COVID-19 vaccines.
2. **Up-To-Date Vaccination** means that individuals that are eligible for a booster dose have received it.
3. **Close Contact** is defined as:
   - Being within 6 feet of someone with a confirmed case of COVID-19 (tested positive) for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset.
   - Living with someone who is a presumed or a positive test-confirmed COVID-19 individual.
4. **Symptoms of COVID-19** include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of sense of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea See: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html
5. **Higher Risk Close Contact** for healthcare personnel (HCP) means prolonged contact with a patient, visitor, or healthcare provider with a confirmed COVID-19 case and:
   - HCP not wearing a respirator (or if wearing a facemask, the person with SARS-CoV-2 infection was not wearing a cloth face covering or facemask)
   - HCP not wearing eye protection if the person with SARS-CoV-2 infection was not wearing a cloth mask or facemask
   - HCP not wearing all recommended PPE (i.e., gown, gloves, eye protection, respirator) while performing an aerosol-generating procedure
6. **Sensitive location** includes acute care hospital, skilled nursing facilities, and other congregate settings including detention centers, drug treatment residential centers, and homeless shelters.
7. **Reduced isolation** is when asymptomatic cases can return to work with a negative test on or after Day 5 of isolation. Symptomatic cases can return to work if symptoms are improved, there is no fever, with negative test on Day 5 or after.
8. **Staffing shortage** it when it becomes necessary to further adjust return to work requirements to mitigate staffing shortages, Health Services will follow CDPH guidance and implement additional infection prevention and control strategies.

NOTES:

1. If you are well and have had no close contact, or are awaiting results from asymptomatic surveillance testing, you do not need to isolate or quarantine and can continue normal activities.
2. Hospital and Health Center and detention health employees can contact Infection Prevention and Control by pager at (925) 346-4122 or email InfectionPreventionAndControlProgram@cchealth.org for instructions and help with exposure risk level or cohorting strategies during critical staffing shortages. Supervisors from Health Services Divisions other than the Hospital or Health Centers and other County Departments may consult with the Health Services Contact Tracing Unit via email at covid.business.tracing@cchealth.org
3. A minimum 20-day isolation period, starting after symptoms begin, is required for the following:
   - Individuals hospitalized with a severe or critical illness caused by COVID-19 illness
   - Individuals severely immunocompromised that test positive for COVID-19 (with or without symptoms)
   - After 20 days, continue isolation until 24 hours after fever ends and symptoms are improving.
   - When critical
4. When it is necessary to further adjust return to work requirements to mitigate staffing shortages, Health Services will follow CDPH guidance and implement additional infection prevention and control strategies.

REFERENCES:

Health Services – Home Isolation Instructions
https://cchealth.org/covid19/providers/pdf/2020-self-iso-instructions.pdf

Health Services – Home Quarantine Instructions
https://cchealth.org/covid19/providers/pdf/Home-Quarantine-Instructions-for-Close-Contact.pdf

Health Services – Instructions for Healthcare and Front Line Workers
https://cchealth.org/covid19/providers/pdf/Instructions-for-Healthcare-Workers-with-Close-Contacts-to-COVID-19-Case.pdf

CDPH guidance: https://www.cdph.ca.gov/Programs/CHCQ/LCP/Pages/AFL-21-08.aspx

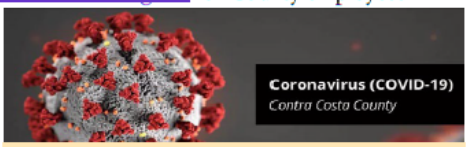
Attachment 11: COVID-19 Safety Training Tailgate

Revised October 5, 2021

COVID-19 SAFETY TRAINING

This training contains information on the County's COVID-19 Prevention Program for County employees:

- COVID-19 (*novel coronavirus*) symptoms and how it spreads
- How to stay safe and prevent COVID-19 exposures
- Department-specific COVID-19 prevention procedures
- Face covering and respirator use
- When to return to the workplace after illness or exposure
- Employee rights and benefits related to COVID-19



Stay informed by checking the Health Services website and the living guidance document on the Risk Management intranet site.

HOW THE COVID-19 VIRUS SPREADS

COVID-19 is an infectious disease that spreads very easily from person to person, mainly when people are in close contact with one another (within about 6 feet). The Centers for Disease Control and Prevention maintains the latest information on how COVID-19 spreads, including:

- It can spread through the air when an infected person talks or vocalizes, sneezes, coughs, or exhales.
- It may be spread when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - — Exhaled virus particles from infected people can travel more than six feet, especially indoors
  - — These particles can be inhaled into the nose, mouth, airways, and lungs and cause infection in others
  - — Droplets can also land on surfaces and objects

BASIC COVID-19 PREVENTION STEPS

The best prevention for serious illness, hospitalization and death from COVID-19 is to get vaccinated.

- Vaccination is mandatory for all employees of Contra Costa County unless they receive an exemption approved by the Human Resources Department.
- Vaccination is free and readily available in Contra Costa County.
- Physical distancing, face coverings, increased ventilation indoors, hand hygiene, and respiratory protection also decrease the spread of COVID-19 and are most effective when used in combination.

PROTECT YOURSELF

- Get vaccinated.
- Wash your hands often for at least 20 seconds with soap and water or use hand sanitizer.
- Avoid touching your eyes, nose, and mouth.
- Avoid close contact with people who are sick.
- Stay six feet away from others when possible.

PROTECT OTHERS

- STAY HOME IF YOU ARE SICK.
- Cover your cough or sneeze with a tissue.
- Wear a face covering over your nose and mouth when required.
- Clean and disinfect frequently touched objects and surfaces.

Hand sanitizer can be used in the field or when there are no sink facilities. Sanitizer doesn't work on soiled hands, so wipe your hands to remove surface dirt before use.

DEPARTMENT-SPECIFIC COVID-19 PREVENTION PROCEDURES

In addition to the requirements of the County's COVID-19 Prevention Program, Departments have established COVID-19 prevention procedures for specific facilities, work environments, and job tasks.

- Prevention procedures will be documented and updated as conditions change.
- Training and communication will be provided on new job tasks and procedures.
- Ask your supervisor if you have any questions about this training or COVID-19 prevention procedures.
- Report your safety concerns and COVID-19 hazards to your supervisor.

FACE COVERINGS

Face coverings are not respiratory protection. Respirators protect the user from airborne disease while face coverings primarily protect people around the user. The County provides two face coverings to every employee.

- A face covering is required for everyone indoors or inside a vehicle with another person.
- A face covering **is not** required for:
  - An employee alone in a single-occupancy room or vehicle.
  - When actively eating or drinking (it is best practice to stay six feet from others while your face covering is removed).
- Face coverings are recommended outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained.

RESPIRATORS

- **Required** respirator use describes when an employee must be protected from an airborne exposure. These respirators are distributed and used in accordance with the County Respiratory Protection Program. COVID-19 related tasks that require a respirator include:
  - Entering medical treatment or housing areas for known or presumed positive COVID-19 cases.
  - Other tasks as required by department or County respiratory protection programs.
  - Employees that are not fully vaccinated when:
    - Transporting individuals that are not fully vaccinated or their vaccination status is unknown.
    - Conducting home visits and entering home environments in which the vaccination status of the occupant(s) is not known.
- **Voluntary** respirator use describes when an employee is not required to wear a respirator, but they are allowed or encouraged to use one if desired. The County will provide respirators to not fully vaccinated employees upon request. Fully vaccinated employees may bring and wear their own respirators. All voluntary respirator users must:
  - Take the Vector Solutions CCC Filtering Facepiece Respirator (N95) Use training online.
  - Sign a Title 8 CCR §5144 Appendix D Voluntary Use Form that describes safe respirator use and return it to their supervisor.
- Employee Rights:
  - All employees may wear a face covering when it is not required and without retaliation.
  - Employees that are not fully vaccinated may request a respirator for voluntary use without fear of retaliation and at no cost.

SYMPTOMS OF COVID-19

All employees should self-monitor for symptoms of illness at least daily and before coming to work. The most common symptoms of COVID-19 are **fever or chills, cough, shortness of breath or difficulty breathing**. Some patients may experience symptoms such as **fatigue, muscle or body aches, headache, new loss of sense of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea**. If you have fever, cough, and difficulty breathing, remove yourself from the workplace, stay at home, and isolate from others. Seek medical attention, if needed, by calling your healthcare provider. Unsure what your symptoms may mean? Review "Symptoms of COVID-19?" or the CDC Covid-19 Symptoms and Self-Checker. Note that an infectious person may show no symptoms.

HOW TO SELF-MONITOR FOR SYMPTOMS

- Participate in building entry screening procedures and self-monitor at least daily for COVID-19 symptoms.
- Check in with yourself on your overall health, any new symptoms you may be feeling, and take your temperature at home before coming to work.
- Remove yourself from work or stay at home if you develop symptoms.

- Get a COVID-19 test if you develop symptoms. Community testing information is available on the Health Services website.
- Promptly notify your supervisor of your COVID-19 symptoms if you leave work or stay home.
- Inform your supervisor if you experience COVID-19 symptoms or receive a positive COVID-19 test result.

SELF-ISOLATION, QUARANTINE, AND RESUMING WORK

- If you are sick or a close contact with a COVID-19 case, observe the Public Health Instructions for Home Isolation and Quarantine.
- Work with your supervisor and departmental personnel unit to review the County's COVID-19 Prevention Program Exposure Decision Tree to understand how long to stay out of work and how to resume work.
- If you have symptoms or a positive COVID-19 test, stay at home for at least 10 days after your symptoms such as cough, body aches, and sore throat began and 24 hours after all symptoms (including fever without the use of fever-reducing medication) have resolved.
- If you are symptom-free and do not have a documented close contact with a COVID-19 case, you do not need to isolate or quarantine. Continue to work and self-monitor for symptoms.
- Fully vaccinated employees do not need to quarantine after a close contact with a COVID-19 case but should continue to monitor for symptoms and take a test 3 – 5 days after the exposure event.

EMPLOYEE SAFETY STEPS

- Follow your job safety protocols and training.
- Wear personal protective equipment (PPE) when required.
- Wear your face covering properly when and where required. Keep your face covering clean and undamaged. For more information, see the ***Face Covering Etiquette Tailgate***.
- Read and follow the safety signage in your workplace.
- Review the County COVID-19 Prevention Program.
- If you are assigned a work task that requires respiratory protection or use a respirator on a voluntary basis:
  - Wear your respirator in accordance with the County's Respiratory Protection Program.
  - Wear your respirator properly and perform a user seal check each time you wear it.
  - Note that facial hair interferes with the respirator seal and reduces its effectiveness.
- Use appropriate disinfection materials frequently on your assigned work surfaces, tools, and equipment.
- Report the need to re-stock PPE and disinfection materials before they are depleted.
- Report safety concerns, hazards, and suggestions to your supervisor, Safety Coordinator, or Risk Management at RiskmSafety@riskm.cccounty.us.
- Read the *County Cares COVID-19 Chronicle* for employee-related information on the County's COVID-19 response and prevention procedures.

COVID-19 RELATED BENEFITS

Benefits are available, if applicable, for worker's compensation, leave, and accommodations related to COVID-19. Up to date benefit information is maintained on the Human Resources intranet page.

Attachment 12: Program Review and Revisions

DATE	CHANGES
December 11, 2020	• Created program • Incorporated the document "COVID-19 Exposures in the Workplace Guidelines" established on March 24, 2020, last revised on November 2, 2020, into the program
March 23, 2021	• Updated Departmental Personnel Contact responsibilities • Updated Supervisor responsibilities • Updated Real Estate Services responsibilities • Updated quarantine period for vaccinated individuals • Clarified reporting procedures • Updated Decision Tree • Removed Critical Infrastructure Workers quarantine time language and definition • Updated Screening Questionnaire to accommodate vaccinated individuals
May 10, 2021	• Edited Decision Tree to assess for fever on the 10th day of isolation; returning to work on the 11th day if there is no fever or staying isolated until fever-free for 24 hours. • Removed reference for local health order Social Distancing Template Appendix A posting. The local health order for social distancing protocol was rescinded March 25, 2021 and will now defer to the California Blueprint for a Safer Economy. COVID-19 prevention safety controls have been incorporated into this COVID-19 Prevention Program. • Updated reference to the California Blueprint for a Safer Economy • Updated face covering reference to the CDPH guidance for California • Added doctor's note required for a reasonable accommodation due to medical restrictions. • Added reference for CDPH Essential Workforce Guidance • Added Sheriff workplace violence prevention tip sheet • Updated the Non-Compliance Form to reference the County's COVID-19 Prevention Program, not local health orders. • Updated building poster, face covering poster and added vaccination poster • Updated the safety inspection checklist to clarify additional prevention methods and add a miscellaneous category.
July 7, 2021	• Removed reference to the Blueprint for a Safer Economy and updated with the Beyond the Blueprint reference • Added the reference for the CDPH Guidance for Use of Face Coverings • Added reference and additional requirement • Aligned program face covering requirements to match the new CDPH guidance and Cal/OSHA regulation • Updated respiratory protection requirement language to discuss the program and training requirements for required use and voluntary use of respirators • Updated references from social distancing to physical distancing to align with the Cal/OSHA regulation • Added the Employee Self-Attestation of Vaccination Status form and process.

DATE	CHANGES
	• Further emphasized the need for Departments to conduct Incident Investigations for positive cases • Added language that employees may wear a face covering when it is not required and without retaliation • Added language and process for not fully vaccinated employees to request and wear a respirator on a voluntary basis • Removed references to Social Distancing Protocols and the template; changes to Departmental COVID-19 prevention procedures • Updated responsibilities for Independent Contractors and Volunteers • Updated responsibilities for Visitors and Contractors • Deleted Attachments 4 and 6 and renumbered remaining Attachments. • Updated ventilation strategies language and referenced the CDPH guidance • Removed universal precautions and insider service provider language • Updated vehicle transport language • Updated home visit language and respiratory protection requirements • Updated screening and testing procedures for fully vaccinated employees • Updated benefits language to add vaccination leave • Updated the Contact Notification message language • Defined that outbreak counts may include contractors, subcontractors, and employees of other businesses or agencies • Added that employees that tested positive or developed COVID-19 symptoms within 90 days will not be tested in an outbreak event • Added procedures for wearing face coverings, using physical distancing strategies and other prevention methods for outbreak events • Added a procedure where physical distancing will be implemented, and respirators will be provided to exposed employees in a major outbreak event • Updated the training section to clarify the difference between required and optional COVID-19 training • Clarified that all COVID-19 training should be documented on a training record form and that Departments should maintain the training records for 3 years • Updated the training topic requirements to align with the Cal/OSHA regulation • Updated definitions to align with the Cal/OSHA regulation • Updated the Employee Non-Compliance form. • Updated the COVID-19 Assessment Checklist • Updated the Building Entry and Symptom Screening poster. • Updated the Building Entry and Face Covering Poster and the Room Occupancy Limit Poster • Updated the COVID-19 case response checklist to add the investigation process • Updated the COVID-19 Prevention Training Tailgate
October 12, 2021	• Added indoor face covering requirements. • Added language for mandatory vaccination policy, vaccination exemption applications, and treatment of confidential medical files. • Updated definition of employee for vaccination policy purposes only • Removed the Employee Self-Attestation of Vaccination Status form and procedure • Updated language for case reporting and Attachment 9, reporting procedures • Updated responsibilities for investigating COVID-19 cases and implementing corrective actions. • Removed references to COVID-19 leave.

DATE	CHANGES
	• Updated responsibilities and process for conducting periodic COVID-19 site inspections. • Updated inspection checklist • Clarified employee carpooling and transport face covering and respiratory protection requirements. • Updated Exposure Decision Tree • Updated COVID-19 Training Tailgate • Added reference to new, custom County COVID-19 Training online at Vector Solutions • Updated COVID-19 testing protocols for all circumstances • Updated case notification language • Added new face covering required poster • Added information allowing workplaces meeting all health order requirements to forego occupant face coverings and document compliance
January 11, 2022	• Added notes to remind users to ensure they are using the most current CPP and forms. • Added Supervisor responsibility to provide close contacts with information on precautions to take. Added employee responsibility to read and follow precautions recommended for close contacts. Added the precautions as a link and as an Attachment 13: Close Contact Precaution Handout. • Updated Supervisor responsibility to know the vaccination status of their assigned employees. • Clarified Labor Relations notifications to representatives of positive cases, close contacts, and anyone on the premises during the high-risk exposure period. • Aligned barrier description with Cal/OSHA language. • Updated conditions when physical distancing is used as a COVID-19 prevention method. • Aligned language to include the health orders that require vaccination booster, request for exemption, and testing for approved exemptions. Added language that affected employees will provide proof of booster when required. • Updated Building Screening language and Attachment 5: Building Screening Poster to ensure that employees returning to work earlier than standard isolation and quarantine times contact their supervisor prior to entry to ensure they are following proper precautions. • Updated return to work guidance for isolation and quarantine times to automatically update to CDPH. Added updated language for isolation and quarantine procedures for healthcare personnel and sensitive locations. • Updated return to work language to include requiring employees to wear a face covering for 10 days after a close contact if they shorten isolation or quarantine times after an asymptomatic, negative test (follow Decision Tree or Department policy). • Updated Attachment 10: Exposure Decision Tree and added a Decision Tree for healthcare and sensitive locations. • Updated testing circumstances and types to include early return to work with negative test, exemption from boosters, and close contact exposure testing. • Updated the phone line for community COVID-19 testing to 1-833-421-0804. • Provided language on the types and circumstances in which the County will sponsor testing or employees on a required or available basis. • Removed all remaining language and updated Attachment 8: Posters referencing “social distance” and replaced with “physical distance.”

DATE	CHANGES
	• Updated training section to include new Field Safety Training on Vector Solutions. • Added link to all CDPH health orders to Attachment 1: References • Updated Attachment 2: Definitions to align with Cal/OSHA regulation update for COVID-19, COVID-19 test, face covering, fully vaccinated, up-to-date vaccination (boosters) and worksite • Updated language regarding Face Coverings in Attachment 7 to align with Cal/OSHA. • Updated Attachment 9: Reporting and Response to include gathering vaccine and booster types and dates on the report form, test type(s) and date(s), and providing close contacts with precaution information and offering County-sponsored testing.
February 22, 2022	• **Added responsibility for supervisors to notify and provide an outbreak packet to affected employees when they receive Risk Management outbreak notifications** • **Added physical distancing and testing requirements to Notice of Non-Compliance Form** • **Updated requirement for Public Health to conduct contact tracing of only confirmed employee cases** • **Updated physical distancing chart to include required face coverings during an outbreak and when a fully vaccinated close contact stays in the workplace** • **Added a face covering requirement chart to clarify circumstances when face coverings are required, recommended, or not required** • **Updated testing chart to note that tests can't be both self-administered and self-read unless observed by the employer or an authorized telehealth proctor** • **Updated the inspection checklist to emphasize compliance with face covering requirements** • **Updated the inspection checklist to emphasize the use of the Non-Compliance Form when there is non-compliance with physical distancing, face covering use, or testing requirements** • **Updated Attachment 7 regarding face covering requirements** • **Updated Attachment 8 with a new Building Entry Poster in English and Spanish** • **Updated Attachment 9 to include instructions that the "SPOT" Form should only include positive employee cases, it no longer requires the reporting of close contacts** • **Added the updated Decision Tree copies** • **Updated Attachment 13 with a new Close Contact Precaution Memo and Handout with notes that the County requires an observed test (not a self-administered and self-read home test) to end isolation or quarantine early**

Attachment 13: Close Contact Precaution Handout

Contra Costa County Risk Management
2530 Arnold Drive, Suite 140
Martinez, CA 94553
(925) 335-1400

Date:	February 22, 2022
To:	Contra Costa County Managers and Supervisors
CC:	Department Safety Coordinators Karen Caoile, Director of Risk Management Shanon Winston, Risk Management Safety Specialist – Safety and Loss Control
From:	Norman Wright, Assistant Risk Manager – Safety and Loss Control
Subject:	COVID-19 Close Contact Precautions Counseling Instructions

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One of the new requirements in the Cal/OSHA Emergency Temporary Standard for COVID-19 and the County's COVID-19 Prevention Program (*version February 22, 2022*) is that supervisors and managers need to provide employees that have been identified as close contacts to a positive COVID-19 case with information on precautions that they should take.

Departments will conduct further contact tracing with the ill employee to determine if there were any close contacts (within 6 feet for more than 15 minutes over a 24 hour period) and notify them separately that they are close contacts.

Managers and Supervisors will provide COVID-19 follow-up procedures and precautions information to their employees that were identified as a close contact.

DISCUSSION WITH CLOSE CONTACTS

Supervisors and Managers will discuss follow-up procedures, offer testing, and provide their employees that have had a close contact with a positive COVID-19 case at the worksite with the following information:

1. **INFORM** the employee they have been identified as a close contact with a positive COVID-19 case at the worksite. Provide the date(s) and location(s) of the close contact, but not the identity of the ill employee.
2. **ADVISE** the employee that the County will provide them COVID-19 testing at no cost and on their work time if they wish to get tested. Testing is available:
    - Asymptomatic employees can test at County-sponsored testing sites on a drop-in basis. Testing locations and schedules can be found on the Mandatory Vaccination Policy Onsite Testing website

(https://docs.google.com/spreadsheets/d/1dveFcfJCVDItp_VOnWUqoRS6xQb7BThBmHOq9D76aGg/edit#gid=o)

- Health Services provides free community testing by appointment, available by calling the COVID-Testing Phone Line 1-833-829-2626 or on their website (https://www.coronavirus.cchealth.org/get-tested) which includes testing locations and instructions.
- *NOTE - symptomatic employees should test at a community or healthcare setting, not at the County-sponsored employee testing locations.*

3. **REVIEW** the County's Exposure Decision Tree with the employee to determine how long they may be excluded from the workplace. You can also use the calendar examples in Attachment 1 to calculate the required follow-up procedures, quarantine times, and testing, when applicable.
4. **CALCULATE** the date(s) that the employee is expected to return, including the options for:
   - Fully vaccinated staff do not need to be excluded from the workplace, they can continue to work and monitor for symptoms
   - Not fully vaccinated employees need to leave the workplace immediately after the precautions counseling; these employees can return after:
     - Completing a full 10-day quarantine period without testing, returning on day 11
     - Completing a shortened quarantine period with an asymptomatic negative test taken on day 5 or after of quarantine, returning one day after the negative test (day 6 or later)
5. **REQUIRE** follow-up procedures for all employees that return early from quarantine with an asymptomatic negative test:
   - Unvaccinated or not fully vaccinated staff that return to work early must wear a face covering around others for 10 days from the date of the last close contact.
   - Fully vaccinated staff that stay at work monitoring symptoms and don't take a test on day 5 or after must wear a face covering **and** physically distance from others in the workplace for **14 days** from the last close contact.

Thank you very much for your continued attention to the County's COVID-19 prevention procedures to maintain employee safety. If you have any questions or concerns about this procedure, contact your Department Personnel Contact or send an email to Risk Management Safety and Loss Control at riskmsafety@riskm.cccounty.us.

Attachment 1

Quarantine Calendar Scenarios

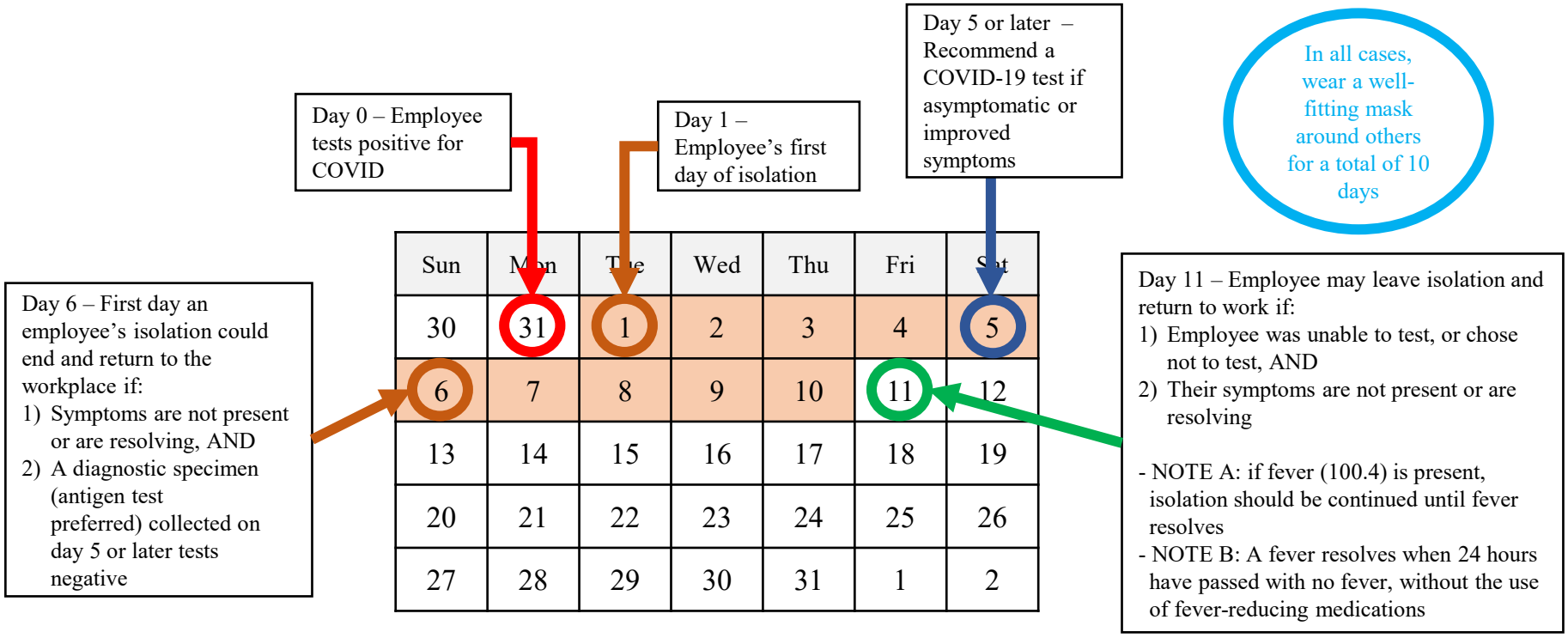
DEPARTMENT OF
RISK MANAGEMENT
SAFETY AND
LOSS CONTROL

Examples of Counting for Isolation and Quarantine

February 22, 2022

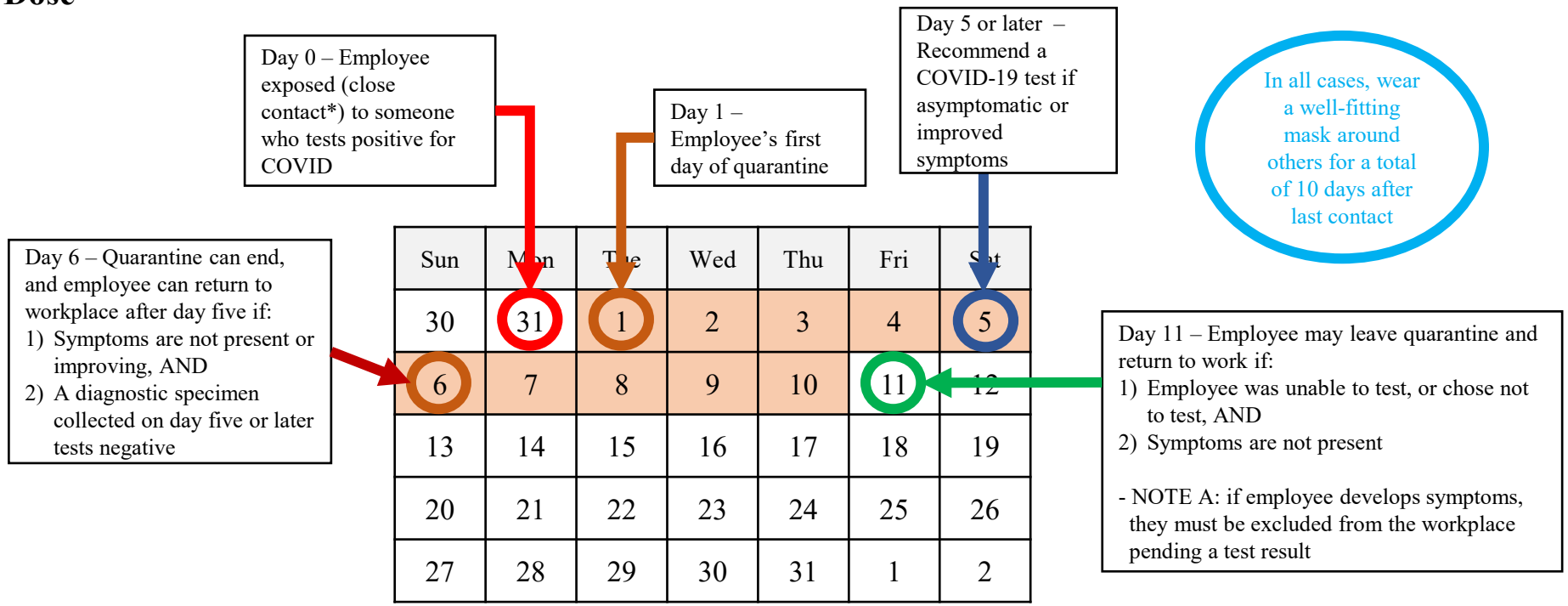
EXAMPLE 1: Isolation Requirements For Employees Who Test Positive For COVID-19

Requirements apply to **all** employees, regardless of vaccination status, previous infection, or lack of symptoms.



Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

EXAMPLE 2: Quarantine Requirements For Employees Who Are Exposed To Someone With Covid-19; And Are Unvaccinated, Or Vaccinated And Booster-Eligible But Have Not Yet Received Their Booster Dose



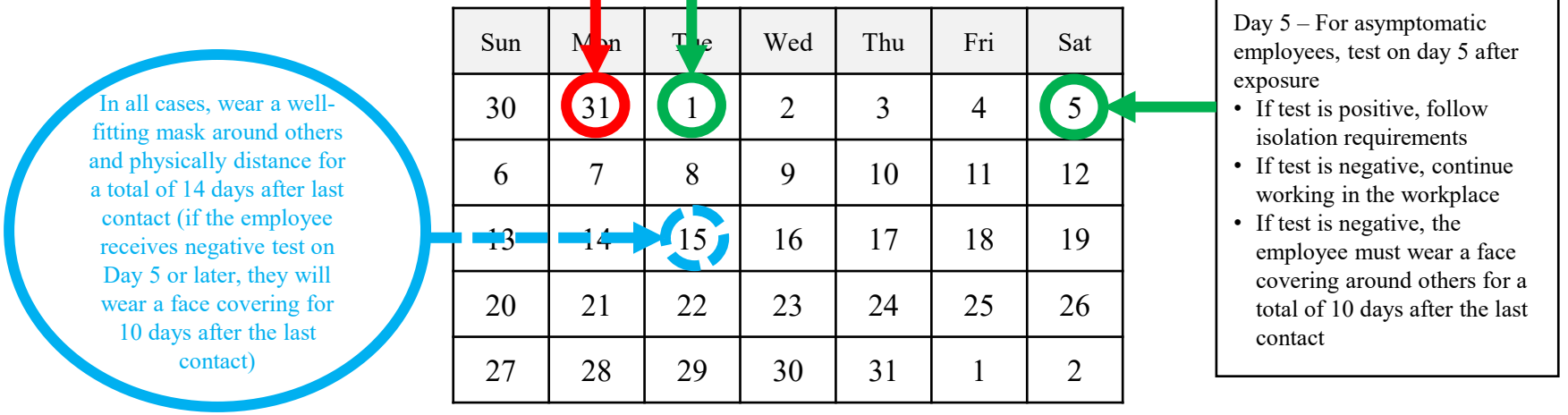
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

* **Close Contact** is defined as:
- Being within 6 feet of someone with a confirmed case of COVID-19 (tested positive) for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset.
- Living with someone who is a presumed or a positive test-confirmed COVID-19 individual.

EXAMPLE 3: No Quarantine Needed For Employees Who Are Exposed To Someone With Covid-19; If They're Boosted, Or Vaccinated But Not Yet Booster Eligible

Day 0 – Employee exposed (close contact*) to someone who tests positive for COVID

Day 1 – Employee can continue to work in the workplace if asymptomatic; no quarantine needed
- If employee develops symptoms, they must be excluded from the workplace pending the results of a test taken as soon as possible



Day 5 – For asymptomatic employees, test on day 5 after exposure
- If test is positive, follow isolation requirements
- If test is negative, continue working in the workplace
- If test is negative, the employee must wear a face covering around others for a total of 10 days after the last contact

* **Close Contact** is defined as:
- Being within 6 feet of someone with a confirmed case of COVID-19 (tested positive) for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset.
- Living with someone who is a presumed or a positive test-confirmed COVID-19 individual.