

COVID-19 PREVENTION PROGRAM (CPP)



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Administrative Entity

Department of Human Resources(916) 808-5731
humanresources@cityofsacramento.org

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in the workplace.

Authority and Responsibility

The City Manager has overall authority and responsibility for implementing the provisions of this CPP in the workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program. Environmental Health and Safety (EH&S) will provide support in complying with the applicable regulatory requirements.

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

In the event any applicable regulatory orders, including, but not limited to, orders by the California Occupational Safety and Health Administration (Cal/OSHA), the Sacramento County Public Health Department, the Sacramento City Council, the California Department of Public Health (CDPH), the state or federal legislature, and Governor or Presidential mandates, are in conflict with this document, the applicable orders, as amended, shall apply.

Definitions

Close contact – means the following, unless otherwise defined by regulation or order of the CDPH; in which case the CDPH definition shall apply:

- (A) In indoor spaces of 400,000 or fewer cubic feet per floor, a close contact is defined as sharing the same indoor airspace as a COVID-19 case for a cumulative total of fifteen (15) minutes or more over a 24-hour period during the COVID-19 case's infectious period, regardless of the use of face coverings.
- (B) In indoor spaces of 400,000 cubic feet per floor or greater, a close contact is defined as being within six (6) feet of the COVID-19 case for a cumulative total of fifteen (15) minutes or more over a 24-hour period during the COVID-19 case's infectious period, regardless of the use of face coverings.
- (C) Offices, suites, rooms, waiting areas, break or eating areas, bathrooms, or other spaces that are separated by floor-to-ceiling walls shall be considered distinct indoor spaces.

Exception: Employees have not had close contact if they wore a respirator in compliance with the Respiratory Protection Program, such as an N95 filtering facepiece respirator, whenever they would otherwise have had close contact.

COVID-19 case – means a person who any of the following apply to:

- Has a positive COVID-19 test.
- Has a positive COVID-19 diagnosis from a licensed health care provider.
- Is subject to a COVID-19 related order to isolate issued by the local or state health official.
- 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 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) and administered in accordance with the authorized instruction. To meet testing requirements, a COVID-19 test may be both self-administered and self-read only if another means of independent verification of the results can be provided (e.g., a time-stamped photograph of the results).

Exposed group – all employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the infectious period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas.

Exception: *A place where persons momentarily pass through without congregating is not considered a work location, working area, or a common area of work.*

Infectious period - means the following time period, unless otherwise defined by CDPH regulation or order, in which the CDPH definition shall apply:

For COVID-19 cases with COVID-19 symptoms, it is a minimum of twenty-four (24) hours from the day of symptom onset, until twenty-four (24) hours have passed with no fever, without the use of fever-reducing medications, and their symptoms are mild and improving.

For COVID-19 cases with no symptoms, there is no infectious period.

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.

Returned case – a COVID-19 case who returned to work pursuant to the Return-to-Work-Criteria section and did not develop any COVID-19 symptoms after returning. A person shall only be considered a returned case for thirty (30) days after the initial onset of COVID-19 symptoms or, if the person never developed COVID-19 symptoms, for thirty (30) days after the first positive test. If a period of other than thirty (30) days is required by a CDPH regulation or order, that period shall apply.

Worksite – the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the infectious period. It does not apply to buildings, floors, or other locations that the COVID-19 case did not enter.

Identification and Evaluation of COVID-19 Hazards

The following are implemented in the workplace:

- Conduct workplace-specific evaluations using the *Appendix A: Identification of COVID-19 Hazards* form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, the workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in the workplace and the need for different or additional controls.
- Conduct periodic inspections using the *Appendix B: COVID-19 Inspections* form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with COVID-19 policies and procedures.
- When determining measures to prevent COVID-19 transmission and to identify and correct COVID-19 hazards, employees shall be considered to be potentially infectious, regardless of symptoms, vaccination status, or a negative COVID-19 test result(s).

Employee Participation

Employees and recognized employee organizations (REOs) are encouraged to participate in the identification and evaluation of COVID-19 hazards. Employees can report hazards, conduct inspections, review inspection documents, and participate in safety committee meetings. REOs are able to review inspection documents and safety committee minutes.

Employee Screening

Employees shall self-screen at home before reporting to work. If their temperature is 100.4° Fahrenheit or above the employee shall not report to work. Employees shall contact their supervisor and shall not report to work if they are experiencing two (2) or more of the COVID-19 related symptoms listed below. If an employee develops two (2) or more of the symptoms listed below throughout the day, they shall immediately notify their supervisor to determine if they should remove themselves from the physical worksite and seek COVID-19 testing. Pursuant to the Citywide Sick Leave Policy, employees who are exhibiting signs and symptoms of illness and whose presence at work would endanger the health and welfare of other employees, may be sent home on their own sick leave. Employees who are eligible for remote work, and whose assignments support remote work, may be permitted to do so with supervisor authorization. For employees who are testing for COVID-19 and tests negative, it is recommended employees continue to stay out of the workplace and retest in one (1) to two (2) days if testing negative with an antigen test, particularly if initially testing during the first one (1) to two (2) days of symptoms. Employees are encouraged to stay home when ill.

COVID-19 related symptoms:

- 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
- Diarrhea

On-site temperature screening of employees and/or visitors shall be authorized by the Department Director and Director of Human Resources prior to implementation. Temperature screening will be done using a non-contact thermometer. If temperature screening is conducted indoors at the workplace, face coverings shall be worn by screeners and those being screened.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices, or procedures will be documented on the *Appendix B: COVID-19 Inspections* form and corrected in a timely manner based on the severity of the hazards, as follows:

- Managers and supervisors will identify and assess hazards related to COVID-19. The severity of the hazard will be assessed, and correction time frames assigned, accordingly.
- Environmental Health & Safety (EH&S) staff will assist to ensure follow-up measures are taken to ensure timely correction.

Control of COVID-19 Hazards

Face Coverings

The City will provide clean, undamaged face coverings and ensure they are properly worn over the nose and mouth when required by orders from the CDPH or other applicable regulatory orders. When CDPH regulation or order requires face coverings, that includes spaces within vehicles. A face covering is considered a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric be folded to make two layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric. Disposable face masks are available to employees. Face coverings can include clear face coverings or cloth face coverings with a clear plastic panel that, may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

The following exceptions apply when face coverings are required in the workplace:

- Employees who are in an office, room or vehicle alone.
- Workers who are required to wear respiratory protection. Employees who are not actively wearing respiratory protection in the course and scope of employment are not exempted.
- Employees who are actively eating or drinking provided that they are able to maintain a distance of at least six (6) feet away from persons.
- Persons who are specifically exempted from wearing face coverings by other CDPH guidance.
- Persons performing specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.
- Persons exempted from wearing a face covering due to a medical or mental health condition or disability shall wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their medical or mental health condition permits it. If their condition or disability does not permit a non-restrictive alternative.

Some locations, including both public and private facilities, may have implemented stricter COVID-19 safety protocols. On-duty City employees shall comply with the COVID-19 safety protocols of the locations they are visiting/working.

Face coverings and respirators for voluntary use will be provided to employees upon request.

Ventilation

The quantity of outside air for City buildings with mechanical or natural ventilation systems shall be evaluated by working with Public Works – Facilities Maintenance to maximize ventilation with outdoor air. Consideration will be

made in circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat, cold, and wildfire smoke. When possible, the filtration efficiency will be increased to the highest level compatible with the existing ventilation system. Facilities Maintenance will ensure the ventilation system is properly maintained and adjusted. Additionally, the use of portable or mounted High Efficiency Particulate Air (HEPA) units in accordance with manufacturers' recommendations, or other air cleaning systems will be considered as appropriate.

Hand Sanitizing

Consider implementing effective hand sanitizing procedures by:

- Evaluating handwashing facilities and take corrective action, if needed.
- Determining the need for additional facilities.
- Encouraging and allowing time for employee handwashing.
- Providing employees with an effective hand sanitizer and prohibiting hand sanitizers that contain methanol (i.e., methyl alcohol).
- Encouraging employees to wash their hands for at least twenty (20) seconds each time.

PPE Used to Control Employee Exposure to COVID-19

Evaluate the need for PPE (such as gloves, goggles, and face shields) as required by California Code of Regulations (CCR) Title 8, section 3380, and provide such PPE as needed.

Upon request, employees shall be provided respirators of correct size for voluntary use and encouraged to use them. Provide and ensure use of eye protection and respiratory protection in compliance with the Respiratory Protection Program when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Investigating and Responding to COVID-19 Cases

Investigating and responding to COVID-19 cases will be accomplished by using the *Appendix C: Investigating COVID-19 Cases form*.

Employees who have potential close contact in the workplace, other than those who are returned cases, will be offered COVID-19 testing during paid time at no cost to the employees and provided information regarding COVID-19 related benefits to which the employee may be entitled under applicable federal, state, or local laws.

Asymptomatic close contact employees – no quarantine required.

- COVID-19 testing will be made available to employee. Returned cases are not required to test unless symptoms develop.
- Employees should wear face coverings around others in the workplace for a total of ten (10) days after close contact.
- If close contact employees develop symptoms, they must test, and stay home.
- If close contact employees receive a positive COVID-19 test, they must follow the isolation requirements in the Return-to-work Criteria section.

System for Communicating

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

- Employees shall report COVID-19 symptoms to their supervisor and possible hazards to their supervisor, EH&S Specialist, or safety committee representative.
- That employees can report symptoms and hazards without fear of reprisal.
- Accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness will be evaluated on a case-by-case basis.
- Where testing is not required, employees can access COVID-19 testing through the [Sacramento County Public Health Department](#) and possibly their healthcare provider.
- In the event the City is required to provide testing because of a workplace exposure or outbreak, the plan for providing testing will be communicated by the EH&S unit, or designee, to the supervisor(s) of the affected employee(s). Affected employees will be informed of the reason for the testing and the possible ramifications of a positive test.
- Information about COVID-19 hazards to which employees may be exposed to in the workplace, what is being done to control those hazards, and the City's COVID-19 policies and procedures.

Training and Instruction

Training and instruction will be provided via prerecorded content, virtual instruction, or in-person training that includes:

- The City's COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick and vaccination leave, if applicable, workers' compensation law, local governmental requirements, leave policies, and leave guaranteed by contract.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although this is less common.
 - An infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six (6) 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 importance of frequent hand washing with soap and water for at least twenty (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. N95s and more protective respirators protect the users from the airborne disease while face coverings primarily protect people around the user.

- COVID-19 symptoms, the importance of obtaining a COVID-19 test, not coming to work if the employee has COVID-19 symptoms, and the importance of vaccination against COVID-19.
- The fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death. Information on how to access COVID-19 testing and vaccination.
- Employees have the right to request a respirator for voluntary use without the fear of retaliation. Respirators are provided at no cost to employees. When respirators are provided for voluntary use, employees are provided information on:
 - How to properly wear the respirator provided.
 - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- The conditions under which face coverings must be worn at the workplace and that employees can request face coverings at no cost and can wear them at work, regardless of vaccination status, without fear of retaliation.

Appendix D: COVID-19 Training Roster or another appropriate alternative will be used to document this training.

Exclusion of COVID-19 Cases

Where there is a COVID-19 case in the workplace, transmission will be limited by:

- Ensuring that COVID-19 cases are excluded from the workplace until return-to-work requirements are met.
- Excluding employees with close contact from the workplace for the period(s) stated in the Investigating and Responding to COVID-19 Cases section.
- Continuing an employee's earnings, wages, seniority, and all other employee rights and benefits whenever it has been demonstrated that the close contact is work related. 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 City of Sacramento's own leave policies, and leave guaranteed by contract, including the employees' right to their former job status, as if the employees had not been removed from their jobs. The City of Sacramento may require that these employees use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights, and benefits, where permitted by law and when not covered by workers' compensation.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is City policy to:

- Report information about COVID-19 cases and outbreaks at the workplace to the local health department when required by law and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or deaths, as defined under CCR Title 8 section 330(h), of an employee occurring in the place of employment or in connection with any employment.
- Maintain records of the steps taken to implement the City's written CPP in accordance with CCR Title 8 section 3203(b).
- Make the written CPP available at the workplace, including online, to employees, recognized employee organizations, and to representatives of Cal/OSHA immediately upon request.

- Use the *Appendix C: Investigating COVID-19 Cases form* or other effective tracking system(s) to keep a record of and track all COVID-19 cases. The information will be made available to employees, recognized employee organizations, or as otherwise required by law, with personal identifying information removed.
- Report any COVID-19 cases believed to have resulted from exposure in the workplace to the City's Workers' Compensation Unit within 24-hours of knowledge of the illness.

Return-to-Work Criteria

- Exclusion requirements for employees who test positive for COVID-19 (isolation) or who are close contacts in a workplace outbreak and have COVID-19 symptoms but do not take a COVID-19 test. These requirements apply to all employees, regardless of vaccination status, previous infection, or lack of symptoms.
 - Employees who test positive for COVID-19 and have symptoms must be removed from the workplace for at least a minimum of twenty-four (24) hours from the day of symptoms onset. COVID-19 cases may return if twenty-four (24) hours have passed with no fever, without the use of fever-reducing medications, and their symptoms are mild and improving.
 - For COVID-19 cases with no symptoms, there is no infectious period for the purpose of isolation and exclusion. If symptoms develop, follow the return-to-work criteria for COVID-19 cases with symptoms.
 - Employees must wear face coverings around others for a total of ten (10) days.
 - For COVID-19 cases with symptoms, face coverings are required until ten (10) days have passed since COVID-19 symptoms began.
 - For COVID-19 cases without symptoms, face coverings are required until ten (10) days have passed from the date of their first positive COVID-19 test.
 - Day zero (0) is symptom onset date or positive test date.
- If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the return-to-work criteria for COVID-19 cases with COVID-19 symptoms will be used.

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas. Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and contractors. The City will evaluate how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: _____ DATE: _____

Name(s) of employee and authorized employee representative that participated: _____

| Interaction, area, activity, worktask, process, equipment and material that potentially exposes employees to COVID-19 hazards | Places and times | Potential for close contact and employees affected, including members of the public and employees of other employers | Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation |
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Appendix B: COVID-19 Inspections

This form is only intended to get you started. Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.

Person conducting the inspection: _____ DATE: _____

Work location evaluated: _____

| Exposure Controls | Status | Person Assigned to Correct | Date Corrected |
|--|--------|----------------------------|----------------|
| Engineering | | | |
| Barriers/partitions | | | |
| Ventilation (amount of fresh air and filtration maximized) | | | |
| Additional room air filtration | | | |
| [add any additional controls your workplace is using] | | | |
| [add any additional controls your workplace is using] | | | |
| Administrative | | | |
| Physical distancing | | | |
| Surface cleaning and disinfection (frequently enough and adequate supplies) | | | |
| Hand washing facilities (adequate numbers and supplies) | | | |
| Disinfecting and hand sanitizing solutions being used according to manufacturer instructions | | | |
| [add any additional controls your workplace is using] | | | |
| [add any additional controls your workplace is using] | | | |
| PPE (not shared, available and being worn) | | | |
| Face coverings (cleaned sufficiently often) | | | |
| Gloves | | | |
| Face shields/goggles | | | |
| Respiratory protection | | | |
| [add any additional controls your workplace is using] | | | |

Appendix C: Investigating COVID-19 Cases (COVID-19 Case Investigation)

Experiencing Symptoms Exposure to COVID-19 Case Positive Test Result

Date/Time Reported to EH&S: _____ / _____ Notified By: _____

Employee's Name: _____ Employee's Phone Number: _____

Title: _____ Dept: _____

Employee ID: _____ PAR Contact: _____

Work Location: _____ Supervisor's Name: _____

Employee's Initial Report Date and Time to Supervisor: _____ / _____

Employee's Last Day/Time at Work: _____ / _____

Employee's Workdays Prior to Last Day of Work: _____

Start and End of Quarantine or Isolation Period: _____ / _____

Symptoms (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Fever or chills | <input type="checkbox"/> Muscle or body aches |
| <input type="checkbox"/> Cough | <input type="checkbox"/> Headache |
| <input type="checkbox"/> Shortness of breath or difficulty breathing | <input type="checkbox"/> New loss of taste or smell |
| <input type="checkbox"/> Fatigue | <input type="checkbox"/> Sore throat |
| <input type="checkbox"/> Congestion or runny nose | <input type="checkbox"/> Nausea or vomiting |
| <input type="checkbox"/> Diarrhea | |

Date Symptoms Started: _____ COVID-19 Test Offered Y N

Date Tested: _____ Test Results: _____

Suspected Transmission Settings (Locations employee accessed 48 hours prior to experiencing symptoms or testing positive): _____

Area(s) Disinfected: _____

Disinfection Method: _____

Were there any workplace conditions (all interactions, areas, activities, processes, equipment, and material) that could have contributed to the exposure?

Y N

If Yes, please specify: _____

If Yes, please identify the employees and their union representative(s) that participated in identifying the workplace condition: _____

If Yes, please specify controls implemented: _____

If Yes, was the ventilation system set to maximize the flow of outdoor air and whether the system operates at the highest efficiency?

Y N

Notes: _____

Contact Tracing: *List all employees that meet the definition of "close contact".*

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Start Date of Quarantine: _____

End Date of Quarantine: _____

Has the employee been recently exposed to a COVID-19 case or a person with COVID-19 symptoms outside of work? Y N

Notes: _____

EH&S Name: _____

Appendix D: COVID-19 Training Roster

Person(s) conducting the training: _____

Date: _____

| Employee Name | Signature |
|---------------|-----------|
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Appendix E: Site Specific COVID-19 Prevention Measures

Listed below are specific measures implemented by this site to protect employees by reducing the risk of COVID-19 transmission.

Disinfecting wipes are available to all employees at the following location(s):

Hand sanitizer with at least 60% alcohol is available to all employees at the following location(s):

Soap and water are available to all employees at the following location(s):

Breakrooms, bathrooms, and other common areas are being cleaned frequently, on the following schedule:

- Breakrooms: _____
- Bathrooms: _____
- Other: _____

A ventilation system evaluation has been completed to include the following adjustment(s) to improve indoor air quality:

- Maximum amount of outside air is provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant including wildfire smoke 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.
- Filtration efficiency has been increased to the highest level compatible with the existing ventilation system.
- Other measure(s) to improve indoor air: _____

Appendix F: Notice of COVID-19 Exposure

(This notice is intended for any employee(s) that have been identified to have had a close contact.)

Dear _____,

This notice is to inform you about your close contact to a person who has tested positive in our workplace. The City cannot disclose the name of the employee who may have been the source of the exposure and must maintain confidentiality as required by the Americans with Disabilities Act (ADA).

Infectious period means the following time period:

In indoor spaces of 400,000 or fewer cubic feet per floor, a close contact is defined as sharing the same indoor airspace as a COVID-19 case for a cumulative total of fifteen (15) minutes or more over a 24-hour period during the COVID-19 case's infectious period, regardless of the use of face coverings.

In indoor spaces of 400,000 cubic feet per floor or greater, a close contact is defined as being within six (6) feet of the COVID-19 case for a cumulative total of fifteen (15) minutes or more over a 24-hour period during the COVID-19 case's infectious period, regardless of the use of face coverings.

For COVID-19 cases who develop COVID-19 symptoms, it is a minimum of twenty-four (24) hours from the day of symptom onset until twenty-four (24) hours have passed with no fever, without the use of fever-reducing medications, and their symptoms are mild and improving.

For COVID-19 cases with no symptoms, there is no infectious period.

COVID-19 testing is available to you through [Sacramento County Public Health](#) at no cost. You can receive this testing during paid time.

EXPOSURE INFORMATION:

Date of exposure: _____

Location of exposure: _____

Cleaning and Disinfecting Procedures: _____

We are continuing to conduct contact tracing to determine if anyone else is affected.

If you, or someone in your household, exhibits COVID-19 related symptoms, please notify your supervisor so that we may track any potential outbreaks within our workplace. All such personal information will be maintained confidentially.

You may be entitled to the following COVID-19 benefits under applicable federal, state, and/or local laws, including, but not limited to, COVID-19 related leave, sick leave, state mandated leave, negotiated leave provisions, and workers' compensation Family Medical Leave Act/California Family Rights Act Leave is referenced in the City's Leave Administration Policy and outlines employees leave rights.

The Citywide Sick Leave Policy encompasses California sick leave requirements. Note: Due to COVID-19, employees may utilize sick leave for COVID-19 related issues, which will not be counted against employees for sick leave verification purposes.

Leave Pursuant to the Collective Bargaining Agreement.

Workers' Compensation Benefits: If you believe you contracted a COVID-19-related illness as a result of your employment, you may be entitled to workers' compensation benefits. If it is determined the COVID-19-related illness arose out of and in the course of employment, you may be entitled to compensation including full hospital, surgical, and medical treatment, disability indemnity, and death benefits. To file a workers' compensation claim, please notify your supervisor if you believe your COVID-19-related illness is work-related and file a DWC 1 Claim Form pursuant to Labor Code Section 5401.

If you have any questions or need further information, please ask your supervisor.

Your health and safety remain our priority. We are immediately assessing this situation and will contact you with any/all relevant updates.

Sincerely,

Appendix G: Notice of Potential Workplace Exposure to COVID-19

(This notice is intended for any employee(s) at an exposed worksite that have not had close contact.)

Date: _____

To: All Staff

Subject: Notification of Positive COVID-19 Case

We have been notified that an individual infected with COVID-19 was recently present at the workplace. Therefore, you may have been exposed.

Location: Insert site address and specific building number(s) or floor(s)

Period of potential exposure: _____

You may be entitled to the following COVID-19 benefits under applicable federal, state, and/or local laws, including, but not limited to, COVID-19 related leave, sick leave, state mandated leave, negotiated leave provisions, and workers' compensation:

Family Medical Leave Act/California Family Rights Act Leave is referenced in the City's Leave Administration Policy and outlines employees leave rights.

The Citywide Sick Leave Policy encompasses California sick leave requirements. Note: Due to COVID-19, employees may utilize sick leave for COVID-19 related issues, which will not be counted against employees for sick leave verification purposes.

Leave Pursuant to the Collective Bargaining Agreement.

Workers' Compensation Benefits. If you believe you contracted a COVID-19-related illness as a result of your employment, you may be entitled to workers' compensation benefits. If it is determined the COVID-19-related illness arose out of and in the course of employment, you may be entitled to compensation including full hospital, surgical, and medical treatment, disability indemnity, and death benefits. To file a workers' compensation claim, please notify your supervisor if you believe your COVID-19-related illness is work-related and file a DWC 1 Claim Form pursuant to Labor Code Section 5401.

The City of Sacramento has developed a COVID-19 Prevention Program (CPP) that outlines the measures taken to keep all employees safe from COVID-19 hazards. The CPP includes details on the cleaning and disinfection measures at your specific worksite (Appendix E: Site Specific COVID-19 Prevention Measures). This program is available to you through your supervisor or Environmental Health and Safety (EH&S).

In addition to the information included in the program the City of Sacramento ensures the safety of everyone in the workplace by promptly responding to COVID-19 cases by conducting contact tracing to notify individuals who may have had close contact and following Cal/OSHA and the local health department requirements to exclude COVID-19 cases and anyone with close contact from the workplace for the prescribed times.

Appendix H: Notice of Potential Workplace Exposure to COVID-19

(This notice is intended for employers of contractors at an exposed worksite.)

Date: _____

Subject: Notification of Positive COVID-19 Case

We have been notified that an individual infected with COVID-19 was recently present at the workplace. Therefore, your employee(s) may have been exposed.

Insert site address and specific building number(s) or floor(s)

Location: _____

Period of potential exposure: Insert date of potential exposure (consult with EH&S Special) _____

The City of Sacramento is committed to take the necessary measures to prevent and control possible COVID-19 hazards in the workplace. We have developed a COVID-19 Prevention Program that outlines efforts in identifying, evaluating, and correcting COVID-19 hazards. Where appropriate, we also take the necessary steps to prevent the spread of COVID-19 through the use of face coverings, physical distancing, the use of barriers, ventilation improvements, and promoting good hand hygiene. Beyond these measures each facility has implemented specific cleaning and/or disinfection practices to protect everyone in the workplace.

In addition to the information included in the program the City of Sacramento ensures the safety of everyone in the workplace by promptly responding to COVID-19 cases by conducting contact tracing to notify individuals that may have had close contact and following Cal/OSHA and the local health department requirements to exclude COVID-19 cases and anyone with close contact from the workplace for the prescribed times.

Appendix I: Notice of COVID-19 Testing for Workplace Outbreak

(This notice is intended for employees being tested during a COVID-19 outbreak in the workplace.)

Date: _____

Subject: Notification of Positive COVID-19 Case

We would like to make you aware of a recent workplace COVID-19 outbreak that occurred in our workplace. Cal/OSHA defines an outbreak as having three (3) or more positive cases within a seven (7) day period. To help identify any other possible cases, we are required to make a test available to each employee who is a part of the exposed group with the COVID-19 case within the applicable fourteen (14) day period(s) of an outbreak, until there are one (1) or fewer new COVID-19 cases detected in the exposed group for a fourteen (14) day period. The City of Sacramento is working to provide testing during working hours to all affected employees at no cost. If onsite testing is done, we will work with you to obtain the necessary information required so the COVID-19 testing vendor is able to create a secure account for you in their system. This information may include a personal email address and phone number that will be used to send information regarding your test directly to you. The information will be kept confidential.

If you receive a positive test, the COVID-19 testing vendor will likely contact you directly to provide information regarding your result. The positive result will also be shared with designated Environmental Health & Safety (EH&S) staff who will be working with us to conduct contact tracing and provide required notifications. Cal/OSHA and California Department of Public Health have outlined very specific isolation and quarantine requirements for employees who have tested positive or have been in close contact with a person who has tested positive. We will be working with EH&S staff to determine the appropriate isolation/quarantine period(s), also referred to as exclusion from work period.

If you are required to isolate or quarantine you will be provided information regarding COVID-19-related benefits to which you may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the City's leave policies, and leave guaranteed by contract.

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section applies if three (3) or more employee COVID-19 cases within an exposed group visited the workplace during their infectious period, within a seven (7) day period, unless a CDPH regulation or order defines outbreak using a different number of COVID-19 cases and/or a different time period, in which case this section applies when the number of cases at the worksite constitutes an outbreak under the CDPH's definition.

Exposed group means all employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the infectious period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas.

The following exceptions apply:

- For the purpose of determining the exposed group, a place where persons momentarily pass through, without congregating, is not a work location, working area, or a common area at work.
- If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.
- If the COVID-19 case visited a work location, working area, or a common area at work for less than fifteen (15) minutes during the infectious period, and the COVID-19 case was wearing a face covering during the entire visit, other people at the work location, working area, or common area are not part of the exposed group.

NOTE: An exposed group may include the employees of more than one employer. See Labor Code sections 6303 and 6304.1.

Reference section 3205.1 for further details.

This section of the CPP remains in effect until there are one (1) or fewer new COVID-19 cases detected in the exposed group for a fourteen (14) day period.

COVID-19 Testing

- The City will make COVID-19 testing available to all employees in the exposed group, during paid time at no cost to employees, except for:
 - Employees who were not present during the relevant fourteen (14) day period.
 - Employees who were returned cases and remain free of COVID-19 symptoms.
- COVID-19 testing consists of the following:
 - Testing will be made available to all employees in the exposed group immediately and then again one (1) week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
 - After the first two (2) COVID-19 tests, COVID-19 testing will continue to be made available once a week during paid time at no cost to all employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until there are one (1) or fewer new COVID-19 cases detected in the exposed group for fourteen (14) days.
 - Employees who had close contacts and have symptoms must take a COVID-19 test or shall be excluded and follow the requirements in Return-to-Work Criteria section starting from the date of

the last known close contact.

- The City will provide additional testing during paid time at no cost to employees when deemed necessary by Cal/OSHA.

COVID-19 Investigation, Review and Hazard Correction

All applicable provisions of the CPP will continue to be implemented, in addition to all of the following:

- Employees in the exposed group will be required to wear face coverings when indoors, or when outdoors and less than six (6) feet from another person, unless one of the exemptions under face coverings within the CPP applies.
- Employees in the exposed group will be given notice of their right to request a respirator for voluntary use.
- An evaluation will be performed to determine whether to implement physical distancing of at least six (6) feet between persons or, where six (6) feet of physical distancing is not feasible, as much distance between person as feasible.

In addition to the requirements above, a review will immediately be performed of potentially relevant COVID-19 policies, procedures, and controls. Changes will be implemented as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigating new or unabated COVID-19 hazards including:
 - Leave policies and practices and whether employees are discouraged from remaining home when sick.
 - COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty (30) days that this section applies.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. The following will be considered:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as feasible.
 - Requiring respiratory protection in compliance with the Respiratory Protection Program.
- In buildings or structures with mechanical ventilation, recirculated air will be filtered with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, filters with the highest compatible filtering efficiency will be used. High Efficiency Particulate Air (HEPA) air filtration units shall be used in accordance with manufacturer's recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.

Additional Consideration #2

Major COVID-19 Outbreaks

This section applies if the workplace experiences twenty (20) or more employee COVID-19 cases in an exposed group who visited the workplace during their infectious period within a thirty (30) day period. Reference section 3205.1 for details.

This section of CPP will remain in effect until there are one (1) or fewer new COVID-19 cases detected in the exposed group for a fourteen (14) day period.

All measures listed in Additional Considerations #1: Multiple COVID-19 Infections and COVID-19 Outbreaks must be implemented, except that COVID-19 testing will be required of all employees in the exposed group twice a week, or more frequently if recommended by the local health department. Employees in the exposed group shall be tested or shall be excluded and follow the requirements in Return-to-Work Criteria section starting from the date that the outbreak begins.

In addition to the requirements of Additional Considerations #1: Multiple COVID-19 Infections and COVID-19 Outbreaks, the following actions will be taken:

- Provide a respirator for voluntary use to employees in the exposed group.
- Determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- Any employees in the exposed group who are not required to wear respirators shall be separated from the persons by at least six (6) feet, except when it can be demonstrated that six (6) feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and other should be located or their direction and path of travel; staggered arrival, departure, work, and break time; and adjusted work processes or procedures, such as reducing speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six (6) feet, individuals shall be as far apart as feasible.
- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.
- Report outbreak to Cal/OSHA.