



# COVID-19 Prevention Program ETS (CPP)

---

Approved by Tuolumne County Board of  
Supervisors on 11/9/2021  
Revised 8/18/2021

## Contents

Introduction .....	3
Authority and Responsibility.....	3
Identification and Evaluation of COVID-19 Hazards.....	3
Employee participation.....	3
Employee screening .....	4
Correction of COVID-19 Hazards .....	4
Control of COVID-19 Hazards .....	4
Face Coverings .....	4
Engineering controls.....	5
Cleaning and disinfecting .....	5
Hand sanitizing.....	5
Personal protective equipment (PPE) used to control employees' exposure to COVID-19 .....	6
Testing of symptomatic employees.....	7
Investigating and Responding to COVID-19 Cases.....	7
System for Communicating.....	7
Training and Instruction .....	8
Exclusion of COVID-19 Cases and Employees who had a Close Contact .....	9
Reporting, Recordkeeping, and Access .....	9
Return-to-Work Criteria.....	9
Acknowledgment.....	10
Appendix A: Identification of COVID-19 Hazards .....	11
Appendix B: COVID-19 Inspections.....	12
Appendix C: Investigating COVID-19 Cases.....	14
Appendix D: COVID-19 Training Roster.....	17
Appendix E: Documentation of Employee COVID-19 Vaccination Status - CONFIDENTIAL .....	18
Additional Consideration #1 .....	22
Multiple COVID-19 Infections and COVID-19 Outbreaks.....	22
COVID-19 testing .....	22
COVID-19 investigation, review, and hazard correction .....	22
Buildings or structures with mechanical ventilation.....	23
Additional Consideration #2.....	24
Major COVID-19 Outbreaks .....	24
Additional Consideration #3.....	25
COVID-19 Prevention in Employer-Provided Transportation .....	25
Assignment of transportation .....	25
Face coverings and respirators .....	25

Screening ..... 25

Cleaning and disinfecting ..... 26

Ventilation ..... 26

Hand hygiene ..... 26

## Introduction

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (COVID-19) that may occur in our workplace. This document will be considered a living document that will be updated as the laws and regulations change. Bargaining Units will be provided copies of any modifications to this policy after its adoption, and it shall be the responsibility of the Bargaining Unit to notify the County if it desires to meet and confer.

## Authority and Responsibility

The County Administrative Officer (CAO) has overall authority and responsibility for implementing the provisions of this CPP in our 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 in a language they understand.

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

## Identification and Evaluation of COVID-19 Hazards

We implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Document the vaccination status of our employees by using **Appendix E: Documentation of Employee COVID-19 Vaccination Status**, which is maintained as a confidential medical record.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace.
  - The COVID-19 case should be isolated and,
  - The area should be closed off for 24 hours if possible.
  - Ventilation should be run with as much outdoor air as feasible.
  - The Tuolumne County Cleaning and Disinfection plan should be implemented if the area cannot be closed off for 24 hours.
- 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 our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections** form as needed to identify and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- Departments shall implement additional measures as necessary for their operations.

## Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by reporting conditions or situations that violate the standards set by this CCP and suggesting improvements that may go above and beyond these

standards to their supervisor and/or the Risk Analyst.

## Employee screening

Employee screening shall be done every day the employee is working, including days where scheduled to work at home or out sick. These methods must be compliant with the most recent Health Officer's orders. If no health officer order is in place, the screening form will be in line with the most current guidance from the California Department of Public Health (CDPH). An employee may self-screen by using the online Febrile Respiratory Illness (FRI) system or a paper form. County departments will implement the appropriate screening method for their worksites and facilities. In some situations a supervisor may choose to screen employees upon entry to the worksite or facility. Employees who fail the screening and are unable to work will need to use their own accruals unless they can demonstrate that the reasons qualify for an available COVID-19 leave. Please contact Human Resources / Risk Management with questions about leave.

## Correction of COVID-19 Hazards

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

Any hazard that could result in exposure to the virus should be corrected on the spot and reported as a near miss in the status column on the Inspection Form. A copy of the Inspection form should be submitted to the Risk Analyst and supervisor responsible for the area. These are hazards such as inadequate ventilation, unclean surfaces or damaged barriers. In these situations, temporary repairs such as turning on a fan are acceptable while arrangements can be made for permanent repairs. Less severe hazards should be reported on the form to the supervisor who will assign a responsible individual to remediate. If necessary, the hazard should be removed, or a sign posted so others are aware. Hazards should be investigated to determine the source. Remember that the purpose of the investigation is not to assign blame but is to determine the root cause.

## Control of COVID-19 Hazards

### Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees that are not fully vaccinated when they are indoors or in vehicles, and where required by orders from the California Department of Public Health (CDPH) or when directed by the Board of Supervisors. Supervisors will be responsible for ensuring vaccinated and unvaccinated staff wear their face covering when required.

Employees required to wear face coverings in our workplace may remove them under the following conditions:

- When an employee is alone in a room or a vehicle.
- While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
- Employees are required to wear respirators in accordance with our respirator program that meets Title 8 CCR Section 5144 requirements.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their

condition permits it.

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

Any employee not wearing a required face covering or allowed non-restrictive alternative, will be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19.

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

## Engineering controls

For indoor locations, using Appendix B, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission by:

Each Department will work with the Risk Analyst and Facilities Management to determine to what extent the outdoor air can be increased or if HEPA filtration units will be used. Items that will need to be considered at each facility are:

- Circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat, wildfire smoke, or when the EPA Air Quality Index is greater than 100 for any pollutant.
- How the ventilation system will be properly maintained and adjusted, whether you own and operate the building, or not.
- How to maximize, to the extent feasible, the amount of outside air and increase filtration efficiency to the highest level compatible with the existing ventilation system.
- How to implement use of portable or mounted HEPA filtration if we determine such use would reduce the risk of COVID-19 transmission.
- Applicable orders and guidance from the State of California and your local health department related to COVID-19 hazards and prevention, including CDPH's Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments.
- Information specific to your industry, location, and operations.

## Cleaning and disinfecting

The Tuolumne County Cleaning and Disinfecting Plan has been created to address cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels. Should we have a COVID-19 case in our workplace, the Cleaning and Disinfecting Plan details the procedures that shall be implemented.

## Hand sanitizing

To implement effective hand sanitizing procedures, each department will work with the Risk Analyst to:

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

## Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by Title 8 CCR section 3380, and provide and ensure use of such PPE as needed.

Upon request, we provide N95 respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. Employees must review this section before they can don an N95 respirator.

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

- The wearer of a respirator shall inspect it prior to donning to ensure proper working condition.
- Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
- Choose respirators certified for use to protect against the contaminant of concern, SARS-CoV-2. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
- Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designated to protect against. For example, a respirator designed to filter dust particles, such as N95, will not protect you against gases, vapors or very small solid particles of fumes or smoke.
- Keep track of your respirator so that you do not mistakenly use someone else's respirator. An N95 can be stored in a Tupperware container labeled with your name.
- Do not fold your N95 respirator or store it in your pocket.
- Facial Hair may interfere the effectiveness.
- Do a seal check each time the N95 is donned.

We provide and ensure use of respirators in compliance with Title 8 CCR Section 5144 when deemed necessary by Cal/OSHA.

We also provide and ensure use of eye and respiratory protection when employees are exposed to

procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

## Testing of symptomatic employees

We make COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employees' paid time.

## Investigating and Responding to COVID-19 Cases

We have developed effective procedure to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

The Departments will work with the Risk Analyst to ensure:

- Employees that had a close contact are offered COVID-19 testing at no cost during their working hours, excluding:
  - Employees who were fully vaccinated before the close contact and do not have symptoms.
  - COVID-19 cases who were allowed to return to work per our return-to-work criteria and have remained free of symptoms for 90 days after the initial onset of symptoms, or for cases who never developed symptoms, for 90 days after the first positive test.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to employees.
- Written notice within 1 day of your knowledge of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to all employees (and their authorized representative), independent contractors and other employers at the worksite during the high-risk exposure period. These notifications meet the requirements of Title 8 CCR Section 3205(c)(3)(B) and Labor Code sections 6409.6(a)(4); (a)(2); and (c), and in a form readily understandable by employees and can be anticipated to be received by the employee.

Non-excluded employees who had potential COVID-19 exposure in our workplace will be allowed to schedule and get tested for COVID-19 during their working hours at the free State testing site found at [www.lhi.care/covidtesting](http://www.lhi.care/covidtesting) or another free testing site of their choice. Non-excluded employees with potential exposure to the virus that causes COVID-19 should contact their supervisor and the Human Resources Department. Their supervisor will conduct an investigation to determine if any other employees may have been exposed. The Human Resources Department will provide the employee with the correct benefits documents. All information provided by the employee to Human Resources and their supervisor will be confidential.

## System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards to their direct supervisor or the Human Resources Department.
- Employees can report symptoms, possible close contacts and hazards to their supervisor or the Human Resources Department without fear of reprisal.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations by contacting the Human Resources Department or their



supervisor.

- Employees can access COVID-19 testing even if testing is not required. There are several clinics that offer appointment-based testing that employees can utilize. Free State testing can be found and scheduled through [lhi.care/covidtesting](https://lhi.care/covidtesting). It is best that employees reach out to the Public Health Department to get the latest information about the tests offered by each site and help ensure that employees are scheduling the appropriate test(s).
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. Because this is a rural community with limited testing capabilities, the County will work the surrounding testing sites to have the employee tested at the earliest available time. The employee will be asked to schedule a second appointment at the free State testing site ([lhi.care/covidtesting](https://lhi.care/covidtesting)) 5 days after exposure.
- The County shall have available information about COVID-19 hazards employees, other employers and individuals in contact with our workplace may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

## Training and Instruction

We provide effective employee training and instruction that includes:

- Our 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 (including mandated 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.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- 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 and are most effective when used in combination.
- The right of employees that are not fully vaccinated to request a N95 respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to Title 8 CCR Section 5144(c)(2) requirements which includes:
  - How to properly wear them.
  - 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 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. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
  - The conditions where face coverings must be worn at the workplace.
  - That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
  - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the

employee has COVID-19 symptoms.

- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

**Appendix D: COVID-19 Training Roster** will be used to document this training if done in person.

## **Exclusion of COVID-19 Cases and Employees who had a Close Contact**

Where we have a COVID-19 case or close contact in our workplace, we limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees that had a close contact from the workplace until our return-to-work criteria have been met, with the following exceptions:
  - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms.
  - COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we have demonstrated that the COVID-19 exposure is work related. This will be accomplished by ensuring the employee receives the proper payment of wages using available emergency leave pays (e.g. COVID-County, Emergency Sick Leave Pay, etc.), uses accrued sick leave or up to 24 hours of PTO, or other available leave such as worker's compensation, etc.
- Providing employees at the time of exclusion with information on available benefits.

## **Reporting, Recordkeeping, and Access**

It is our policy to:

- Report information about COVID-19 cases and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases.

## **Return-to-Work Criteria**

- **COVID-19 cases with symptoms** will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 °F. or higher has resolved without the use of fever-reducing medications, and
  - COVID-19 symptoms have improved, and
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- **COVID-19 cases who tested positive but never developed symptoms** will not return to work until a

minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

- A negative COVID-19 test will not be required for an employee to return to work once the requirements for “cases with symptoms” or “cases who tested positive but never developed symptoms” (above) have been met.
- Persons who had a close contact may return to work as follows:
  - Close contact but never developed symptoms: when 10 days have passed since the last known close contact.
  - Close contact with symptoms: when the “cases with symptoms” criteria (above) have been met, unless the following are true:
    - The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
    - At least 10 days have passed since the last known close contact, and
    - The person has been symptom-free for at least 24 hours, without using fever-reducing medications.
- During critical staffing shortages, when there are not enough staff to provide safe patient care, essential critical infrastructure workers in the following categories may return after Day 7 from the date of last exposure if they have received a negative PCR COVID-19 test result from a specimen collected after Day 5:
  - Health care workers who did not develop COVID-19 symptoms.
  - Emergency response workers who did not develop COVID-19 symptoms.
  - Social service workers who did not develop COVID-19 symptoms and who work face to face with clients in child welfare or assisted living.
- 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.

## **Acknowledgment**

I certify that I have read and understand the County of Tuolumne’s COVID-19 Prevention Program ETS (CPP), including my responsibilities with respect to the policy and procedures outlined therein. I further agree to comply with the policy.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

## 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, trainings, 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 independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing stationary work.

**Person conducting the evaluation:**

**Date:**

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

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls

## Appendix B: COVID-19 Inspections

**Date:**

**Name of person conducting the inspection:**

**Work location evaluated:**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Ventilation* (amount of fresh air and filtration maximized)			
Additional room air filtration*			
<b>Administrative</b>			
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			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

\*Identify and evaluate how to maximize ventilation with outdoor air; the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted HEPA filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission. Review applicable orders and guidance from the State of California and local health departments related to COVID-19 hazards and prevention have been reviewed, including the CDPH Interim Guidance for Ventilation, Filtrations, and Air Quality in Indoor Environments and information specific to your industry, location, and operations. We maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

## Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Un-redacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

See “Fillable COVID-19 Employee Case Report.pdf”

Date of Case Investigation: \_\_\_\_\_

**Tuolumne County  
COVID-19 Employee Case Record**

Please provide COVID-19 case information for Tuolumne County employees and contract employees.

Employee Name: \_\_\_\_\_

Employee Phone Number: \_\_\_\_\_ Date & Shift Last Worked: \_\_\_\_\_

Symptom Start Date: \_\_\_\_\_ Test Date: \_\_\_\_\_

Estimated Return to Work Date: \_\_\_\_\_

Department Where Employee Works: \_\_\_\_\_ Title: \_\_\_\_\_

List any County departments, buildings, facilities, etc. the case visited during their infectious period.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any County employees and contract employees that were exposed to SARS-CoV-2 by the case above while working for the County.

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date & Time: \_\_\_\_\_

Location of Close Contact: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date & Time: \_\_\_\_\_

Location of Close Contact: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date & Time: \_\_\_\_\_

Location of Close Contact: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date & Time: \_\_\_\_\_

Location of Close Contact: \_\_\_\_\_

If there are additional close contacts please attach an additional Case Record as Page 2.

Submit via email to Nathan Birwhistle & Barbi Plowman, cc Ann Fremd.

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:

1. All employees who were in close contact
2. Their authorized representatives (If applicable, the notice required by Labor Code section 6409.6(a) (2) and (c))

Names of employees that were notified:	Names of their authorized representatives:	Date

Independent contractors and other employers present at the workplace during the high-risk exposure period.

Names of individuals that were notified:	Date



**What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?**

**What could be done to reduce exposure to COVID-19?**

**Was local health department notified? Date?**

## Appendix D: COVID-19 Training Roster

Date:


Person that conducted the training:

Employee Name	Signature

## Appendix E: Documentation of Employee COVID-19 Vaccination Status - CONFIDENTIAL

See “Cal OSHA Self-Attestation of Vaccination Status.pdf”

### Cal/OSHA Self-Attestation of Vaccination Status



Under the latest Cal/OSHA mandates, fully vaccinated employees do not need to wear face coverings in the workplace, except in limited situations. The mandates also require that employers maintain a documented record of fully vaccinated employees who wish to take advantage of this new exemption. Fully vaccinated employees are also exempt from workplace exclusion and COVID testing requirements following a COVID-19 close contact in most cases. Cal/OSHA permits employees to self-attest to their vaccination status. In light of this requirement, we are asking fully vaccinated employees who wish to qualify for these exemptions to “Self-Attest” to their vaccination status below.

Please note that if you decline to provide information about your vaccination status, we will be required to assume you are unvaccinated for purposes of rules or requirements in the workplace that are different for vaccinated or unvaccinated employees. This means that you will continue to be required to wear a face covering or respirator in most indoor settings and in vehicles, and will remain subject to workplace exclusion procedures and COVID testing requirements following a COVID-19 close contact.

I understand that: 1. This is voluntary. 2. Being fully vaccinated against COVID-19 means that at least 14 days ago, I received a second vaccination in a two-dose regimen (like Pfizer/BioNTech or Moderna) or a single vaccination in a one-dose regimen (like Janssen/J&J).

Please initial below if true and you wish to self-attest:

I am fully vaccinated.

I decline to state and understand that I will be required to wear a face covering.

I am not fully vaccinated and understand that I will be required to wear a face covering.

Signature: \_\_\_\_\_ Employee Name: \_\_\_\_\_  
Date: \_\_\_\_\_

1. My attestation that I am fully vaccinated against COVID-19 may be shared confidentially on an as needed basis within the County, including with my department’s management and supervisors, in order to ensure compliance with local, state and federal laws, regulations, and guidance related to COVID-19. 2.– This waiver is effective one year from the date it is signed. By signing below, I acknowledge that I understand and agree with the above statements.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_



## *Verification of Employee COVID-19 Vaccine Status*

The California Department of Public Health ("CDPH") has issued a July 26, 2021, Order that require employers, including the County of Tuolumne to verify the vaccination status of certain employees. As a result the County has established this verification form in order to implement the State Order. See:

- <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Order-of-the-State-Public-Health-Officer-Unvaccinated-Workers-In-High-Risk-Settings.aspx>

### **Answers to some questions you may have . . .**

- **Is it legal for the County to require employees to provide information about their vaccination status?** Yes. The U.S. Equal Employment Opportunity Commission and the California Department of Fair Housing and Employment have confirmed that an employer may legally require its employees to disclose their vaccination status.
- **How will the County use this information?** The County uses this information to enforce workplace health and safety requirements. For example, those who do not verify they are fully vaccinated will be required to follow stricter preventative measures such as regular testing.
- **How will the County protect this information?** The County will maintain information about vaccination status in the same manner that it maintains your confidential personnel record. Only you and individuals authorized to view your medical information will have access to your vaccination status.
- **What if am not yet vaccinated but plan to be?** All you need to do is update your file by filling out the form and following the directions for those who are vaccinated.

**All employees that fall under the CDPH Orders are required to provide the County with accurate information about their vaccination status by filling out the form below and submitting it to Human Resources / Risk Management. If you are already vaccinated, you must provide a copy of your documentation to Human Resources/Risk Management for verification.** Pursuant to the CDPH Guidance for Vaccine Records Guidelines & Standards, the County will accept a photo or scanned copy of any of the following records of vaccination:



## *Verification of Employee COVID-19 Vaccine Status*

- a. COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered); OR
- b. a photo of a Vaccination Record Card as a separate document; OR
- c. a photo of the client's Vaccination Record Card stored on a phone or electronic device; OR
- d. documentation of COVID-19 vaccination from a health care provider; OR
- e. digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type [i]; OR
- f. documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.

In the absence of knowledge to the contrary, the County may accept the documentation presented as valid.



## Verification of Employee COVID-19 Vaccine Status

Type of Vaccine Received: <input type="checkbox"/> Pfizer <input checked="" type="checkbox"/> Moderna <input type="checkbox"/> Johnson & Johnson/Janssen
I received the first dose of Pfizer or Moderna on _____ I received the second dose of Pfizer or Moderna on _____ I received the single dose of Johnson & Johnson/Janssen on _____
<input type="checkbox"/> I am not vaccinated.

**Employee Attestation:** *I understand that I am required to provide the County with accurate information about my vaccination status and that failure to be truthful can subject me to discipline, up to and including termination of employment. I hereby certify that I have provided accurate and truthful information about my vaccination status in my answer to the questions above.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

EID Number: \_\_\_\_\_

Department: \_\_\_\_\_

### Human Resource / Risk Management Certification

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Additional Consideration #1

### Multiple COVID-19 Infections and COVID-19 Outbreaks

**This addendum will need to be added to your site CPP if three or more employee COVID-19 cases within an exposed group visited the workplace during their high-risk exposure period at any time during a 14-day period. Reference Title 8 CCR Section [3205.1](#) for details.**

This addendum will stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

### COVID-19 testing

- We provide COVID-19 testing at no cost to all employees, during paid time, in our exposed group except for:
  - Employees who were not present during the relevant 14-day period.
  - Employees who were fully vaccinated before the multiple infections or outbreak and who do not have symptoms.
  - COVID-19 cases who did not develop symptoms after returning to work pursuant to our return-to-work criteria, no testing is required for 90 days after the initial onset of symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.
- COVID-19 testing consists of the following:
  - All employees in our exposed group are immediately tested and then again one 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 COVID-19 tests, we continue to provide COVID-19 testing once a week of employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We provide additional testing when deemed necessary by Cal/OSHA.

We continue to comply with the applicable elements of our CPP, as well as the following:

1. Employees in the exposed group wear face coverings when indoors, or when outdoors and less than six feet apart (unless one of the face-covering exceptions indicated in our CPP apply).
2. We give notice to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.
3. We evaluate whether to implement physical distancing of at least six feet between persons, or where six feet of physical distancing is not feasible, the need for use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

### COVID-19 investigation, review, and hazard correction

We immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review is documented and includes:

- Investigation of new or unabated COVID-19 hazards including:

- Our leave policies and practices and whether employees are discouraged from remaining home when sick.
- Our COVID-19 testing policies.
- Insufficient outdoor air.
- Insufficient air filtration.
- Lack of physical distancing
- Updating the review:
  - Every thirty days that the outbreak continues.
  - 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.  
We consider:
  - 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 section 5144.
  -

### Buildings or structures with mechanical ventilation

We will filter recirculated air 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, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, implement their use to the degree feasible.



## Additional Consideration #2

### Major COVID-19 Outbreaks

**This addendum will need to be added to your site CPP should 20 or more employee COVID-19 cases in an exposed group visit your workplace during the high-risk exposure period within a 30-day period. Reference Title 8 CCR Section [3205.2](#) for details.**

This addendum will stay in effect until there are fewer than three COVID-19 cases detected in our exposed group for a 14-day period.

We continue to comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, except that the COVID-19 testing, regardless of vaccination status, is made available to all employees in the exposed group twice a week, or more frequently if recommended by the local health department.

In addition to complying with our CPP and Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, we also:

- Provide employees in the exposed group with respirators for voluntary use in compliance with Title 8 CCR Section 5144(c)(2) and determine the need for a respiratory protection program or changes to an existing respiratory protection program under Title 8 CCR Section 5144 to address COVID-19 hazards.
- Separate by six feet (except where we can demonstrate that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employees in the exposed group who are not wearing respirators required by us and used in compliance with Title 8 CCR Section 5144. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible.
- Departments will determine the appropriate measures to increase physical distancing, such as remote work, partitions, etc.
- Install cleanable solid partitions that effectively reduce transmission between the employee and other persons at workstations where an employee in the exposed group is assigned to work for an extended period, such as cash registers, desks, and production line stations, and where the physical distancing requirement (described above) is not always maintained.
- 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.

## Additional Consideration #3

### COVID-19 Prevention in Employer-Provided Transportation

This addendum will need to be added to your site CPP if there is employer-provided motor vehicle transportation, which is any transportation of an employee, during the course and scope of employment, including transportation to and from different workplaces, jobsites, delivery sites, buildings, stores, facilities, and agricultural fields provided, arranged for, or secured by an employer, regardless of the travel distance or duration involved. Reference Title 8 CCR Section [3205.4](#) for details.

This addendum does not apply:

- If the driver and all passengers are from the same household outside of work, such as family members, or if the driver is alone in the vehicle.
- To employer-provided transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications and medical operations.
- To employees with occupational exposure as defined by Title 8 CCR Section 5199.
- To vehicles in which all employees are fully vaccinated.
- To public transportation

### Assignment of transportation

To the extent feasible, we reduce exposure to COVID-19 hazards by assigning employees sharing vehicles to distinct groups and ensuring that each group remains separate from other such groups during transportation, during work activities, and in employer-provided housing. We prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit are transported in the same vehicle.
- Employees working in the same crew or workplace are transported in the same vehicle.
- Employees who do not share the same household, work crew or workplace are transported in the same vehicle only when no other transportation alternatives are feasible.

### Face coverings and respirators

We ensure that the:

- Face covering requirements of our CPP **Face Coverings** are followed for employees waiting for transportation, if applicable.
- All employees who are not fully vaccinated are provided with a face covering, which must be worn unless an exception under our CPP Face Coverings applies.
- Upon request, we provide respirators for voluntary use in compliance with Title 8 CCR Section 5144(c)(2) to all employees in the vehicle who are not fully vaccinated.

### Screening

We develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation. All employees screen for symptoms and exposure before starting work.

## Cleaning and disinfecting

We ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned to prevent the spread of COVID-19 and are cleaned and disinfected if used by a COVID-19 case during the high-risk exposure period, when the surface will be used by another employee within 24 hours of the COVID-19 case. The supervisor will be responsible for ensuring the vehicle is properly cleaned and disinfected between uses.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned to prevent the spread of COVID-19 between different driver and are disinfected after use by a COVID-19 case during the high-risk exposure period, if the surface will be used by another employee within 24 hours of the COVID-19 case. The supervisor will be responsible for ensuring the vehicle is properly cleaned and disinfected between uses.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

## Ventilation

We ensure that vehicle windows are kept open, and the ventilation system is set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and excessive outdoor heat would create a hazard to employees.
- The vehicle has functioning heating in use and excessive outdoor cold would create a hazard to employees.
- Protection is needed from weather conditions; such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

## Hand hygiene

We provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.