

# COVID-19 PREVENTION PLAN TEMPLATE

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## COVID-19 PREVENTION PLAN (CPP)

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

Workplace safety and health regulations in California, require employers to take steps to protect workers exposed to infectious diseases like the SARS-CoV-2 virus or COVID-19. Cal/OSHA has determined the steps employers should take to reduce the risk of COVID-19 in the workplace.

On November 19, 2020, Cal/OSHA voted to approve a new Emergency Temporary Standard (ETS) to protect general industry employees. These standards were approved on November 30, 2020 and are effective immediately.

In general terms, the ETS uses the current Illness and Injury Prevention Program (IIPP) regulation, which requires employers to create a written plan for employee protection as a framework. They require California employers to create procedures to identify and evaluate COVID-19 hazards; to control the hazard of exposure; to respond to employees who have been diagnosed with, have symptoms of, or have been exposed to COVID-19; to identify modes of transmission in the workplace and adopt and implement preventive measures to minimize risk; and to institute employee training; among other requirements.

### **Written COVID-19 Prevention Program**

The written COVID-19 Prevention Program (CPP) guidelines are found in an Emergency Temporary Standard in the California Code of Regulations (CCR), Title 8, section 3205.

Section 3205 applies to all employees and places of employment, regardless of size. It does not apply to employees working from home, those at places of employment with one employee who does not have contact with other persons, or those covered by the existing Aerosolized Transmissible Diseases (ATD) standard. It requires covered employers to establish, implement and maintain a written COVID-19 Prevention Program (CPP) which may be integrated into the employer's IIPP.

The written COVID-19 Prevention Program (CPP) addresses the following:

- System for communicating information to employees about COVID-19 prevention procedures, testing, symptoms and illnesses, including a system for employees to report exposures without fear of retaliation.
- Identification and evaluation of hazards – screening employees for symptoms, identifying workplace conditions and practices that could result in potential exposure.
- Investigating and responding to cases in the workplace – responding immediately to potential exposures by following steps to determine who may have been exposed, providing notice within one business day about potential exposures, and offering testing to workers who may have been exposed.
- Correcting COVID-19 hazards – including correcting unsafe conditions and work practices as well as providing effective training and instruction.
- Physical distancing – implementing procedures to ensure workers stay at least six feet apart from other people if possible.
- Face coverings – providing face coverings and ensuring they are worn.
- Adopting site-specific strategies such as changes to the workplace and work schedules

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- and providing personal protective equipment to reduce exposure to the virus.
- Positive COVID-19 case and illness recording requirements and making the COVID-19 Prevention Plan accessible to employees and employee representatives.
- Removal of COVID-19 exposed workers and COVID-19 positive workers from the workplace with measures to protect pay and benefits.
- Criteria for employees to return to work after recovering from COVID-19.
- Requirements for testing and notifying public health departments of workplace outbreaks (three or more cases in a workplace in a 14-day period) and major outbreaks (20 or more cases within a 30-day period).
- Specific requirements for infection prevention in employer-provided housing and transportation to and from work.

Sonoma County and other County/Cities in the State of CA have their own fillable forms that engage site specific protocols with the basics of face coverings & physical distancing. Some require these forms to be posted onsite prior to employees returning to the workplace. [Exhibit A: Social Distancing Protocol & COVID-19 Site-Specific Protection Plan is one form.](#)

## Identification and Evaluation of COVID-19 Hazards

**[Company Name]** includes a process for screening employees and responding to symptomatic employees, evaluation of workplace systems, and conducting periodic inspections to identify unhealthy conditions and practices and ensure compliance with policies and procedures.

## Investigation and Response to COVID-19 Cases

Employers must have procedures to verify COVID-19 case status, and to contact-trace who else at the workplace was exposed during a “high-risk period” (defined as (a) from two days before first symptoms to ten days afterward and 24 hours have passed with no fever for persons who develop COVID-19 symptoms, and (b) from two days before until ten days after the specimen for the first positive COVID-19 test was collected for asymptomatic employees). They are also required by this regulation to give notice of the potential exposure within one business day to all employees and independent contractors who may have been exposed. The employer must offer COVID-19 testing at no cost to those employees who had a potential COVID-19 exposure in the workplace.

## Correction of COVID-19 Hazards

Training and instruction to all employees on COVID-19 and the employer’s policies and procedures to protect employees from COVID-19 hazards.

- Physical distancing of employees by at least six feet, reducing the number of persons in one area at one time, signs and floor markings, staggered work and break hours, and remote work arrangements.
- Employer-provided face coverings, which must be worn at indoor workplaces.
- Other engineering controls, administrative controls, and personal protective equipment (PPE), including cleanable solid partitions between employees where the required physical distance cannot be maintained, cleaning and disinfecting procedures, prohibiting the sharing of PPE and other equipment, time and facilities for handwashing.

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- The reporting, recordkeeping and access are the most controversial components of the requirements for a written COVID-19 prevention plan. It requires exclusion from the workplace of (1) all COVID-19 cases until all return to work criteria are met and (2) all employees with COVID-19 exposure from the workplace for 14 days after the last known exposure. During that time, employers must continue and maintain an employee's earnings, seniority and all rights and benefits of employment, including a right to return to their former position. The regulation provides that employers may require employees to use available sick leave time 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. The regulations also state that these obligations do not apply if an employer establishes that the employee's exposure was not work-related.

### Outbreaks

Sections 3205.1 and 3205.2 set forth additional employer obligations in the case of "outbreaks" and "major outbreaks." For purposes of this regulation, an "outbreak" is defined as either (1) the workplace being identified by a local health department as the location of a COVID-19 outbreak, or (2) when there are three or more COVID-19 cases detected in a workplace within a 14-day period. The obligations Section 3205.1 places on employers apply until there are no new COVID-19 cases detected in a workplace for a 14-day period. The additional obligations include:

- Immediate and weekly testing for all employees exposed, at no cost to the employees and during work hours.
- Investigation, review and hazard correction. In addition to the investigation, response and correction requirements of Section 3205, Section 3205.1 requires employers to review new or unabated COVID-19 hazards, including a review of their leave policies and practices to ascertain whether they discourage employees to remain home when sick. Reviews shall be updated at least every thirty days while the outbreak continues.
- Notifying the local health department.

### Major Outbreaks

This section applies when there are 20 or more COVID-19 cases in a workplace within a 30-day period. In addition to the provisions in Sections 3205 and 3205.1, Section 3205.2 requires:

- Twice-weekly COVID-19 testing to all employees present at the workplace during the relevant 30-day period, at no cost to the employee, and during working hours.
- Hazard correction. Employers are required to take the following additional actions:
  1. In buildings with mechanical ventilation, filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher filters, or the highest compatible filtering efficiency if MERV-13 or higher filters are not compatible.
  2. Determine the need for a respiratory protection program or changes to the employer's existing one.
  3. Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.

### Employer-Provided Travel and Housing

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Sections 3205.3 and 3205.4 describe an employer's COVID-19 prevention obligations if the employer provides employees with housing or transportation. Exceptions are below:

- Section 3205.3 does not apply to housing provided by government entity employers, or if the housing is provided for the purpose of emergency response.
- Section 3205.4 only applies to employer-provided motor vehicle transportation to and from work. It does not apply to employer-provided transportation when necessary for emergency response or if the driver and all the passengers are members of the same household.

In light of the immediate effective date of this standard, Cal-OSHA noted that many of the provisions have already been required under the employer's IIPP, including the requirement to identify and address hazards, the use of face coverings and physical distancing.

Exhibit L: Employee FAQ's notes that, "Cal/OSHA enforcement personnel will consider an employer's good faith efforts in working towards compliance, but some aspects, such as eliminating hazards and implementing testing requirements during an outbreak, are essential." The Division of Occupational Safety and Health (DOSH) has stated that it expects this emergency standard to be effective for between 18 and 21 months and will soon begin a process to develop an ATD permanent standard for general industry.

ICE Safety Solutions has been actively supporting our clientele in developing and implementing such programs, creating and consolidating leading best practices, and forming recommendations on how to open, and safely occupy the workplace.

The continued implications of COVID-19 have been profound and the path to business recovery evolving and fluid. Given the current patchwork of advisories and executive orders, we expect businesses will extend their reopening dates to comply with these regulations. As governmental restrictions determine what must be in place before businesses may open their doors, we must be prepared to implement these programs before returning any employees to the workplace.

## Overview

More than ever, employees and their safety, health and well-being are at the top of the agenda. Employers should prepare for a more discerning workforce that will expect credible assurances that they are provided a safe working environment. A sound COVID-19 Prevention Program shall include clear displays of updated safety, health and wellness information.

Employers are required to establish a program that enables a slow increase of employees into the workplace. Also key is preparing contingency plans in anticipation of relapses or changing government regulations.

Additional considerations for providing safer workplaces will require increased funding. Whether enhanced cleaning, temperature screening, or the increased use of supplies such as hand sanitizers, wipes, gloves and masks, or reconfiguring the work environment. It will all be costly.

Adding barriers and bringing in touchless technologies to the workplace, are critical for the continued safety of employees.



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## The Plan

This document serves as a COVID-19 Prevention Program to help **[Company Name]** navigate this new normal. Although California has mandated that employers remain closed for all but essential work, this program has been written to guide **[Company Name]** through the slow increase of employees into the workplace.

Many employees can be expected to have genuine concerns about their safety and sustainability on their return to the workplace. Expected requirements to comply with physical distancing and wearing of face coverings are now in our daily lives in the workplace. **[Company Name]** requires everyone reporting to work onsite, whether in an office or a jobsite, follow this Program.

If you have any questions about COVID-19 at any time, please contact your Manager, your HR Partner or your Health & Safety Team. To minimize the spread of COVID-19 and to minimize potential exposure to our **[Company Name]** family, colleagues and business partners, we have established the following protocols.

## Authority and Responsibility

**[Name and Job Title]** 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 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.

## COVID Response Protocols

If you or anyone in your family, has any symptoms from the COVID-19 list, stay home. Do not come to work or try to justify being around your teammates.

Your health, the health of your family and of your coworkers depends on you staying home when you or someone in your family feels sick or has been exposed to someone with COVID-19. If you answer 'YES' to any of the 8 questions from the Daily Self-Declaration Form, you must return to/or remain at home. A copy of that form may be found in Exhibit G; COVID-19 Reporting Protocols of this document.

COVID Response teammates assess all cases and determine if there was potential exposure. They create isolation or quarantine timelines, and/or clearance notifications, for the employee to

follow and emails that provide information to the employee's manager for workforce scheduling. Their focus is to support employees throughout the entire COVID Response process.

Employees with symptoms, potential exposure cases, or those who require isolation or quarantine



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timelines, must follow this process.

- Reach out to your immediate manager with a brief description of your case.
- Call or email the Security Response Center (SRC) and answer a few questions.
- The SRC assigns your case to a Health & Safety teammate who focuses on COVID Response.
- Connect in person with a COVID Response teammate via phone, text or email.
- Follow the directions/guidance laid out for you via email by the COVID Response teammate.
- Near the end of your isolation/quarantine period, reach out to the COVID Response teammate for your return to onsite work clearance. A return-to-work clearance is required.

**[Company Name]** requires face coverings while on site with very few exceptions. Face coverings are required to cover the nose and mouth. This is most important because the virus spreads mainly from person to person through respiratory droplets that can be produced when coughing, sneezing, or talking. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Face coverings are meant to slow the spread of the virus by keeping the wearer from transmitting COVID-19 to others. This helps to prevent the spread from people who may unknowingly have the virus.

Social distancing of 6 feet or more should be maintained whenever possible. The space between you and others is one of the best tools there is to avoid being exposed to this virus and slowing its spread between coworkers. Avoid contact with anyone who is sick and report anyone who is sick while at work to your Manager, your HR Partner or your Health & Safety teammate. Your confidentiality will be maintained.

## Identification and Evaluation of COVID-19 Hazards

**[Company Name]** has implemented the following in the workplace:

- We conduct workplace-specific evaluations and audits.
- We evaluate potential workplace exposures for all persons who enter the workplace.
- We review applicable orders, general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- We evaluate existing COVID-19 prevention controls in the workplace and the need for different or additional controls.
- We conduct periodic inspections 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.

## Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards in the workplace.

## Employee Health Screening

We have chosen to implement an Exhibit D - Daily Employee & Visitor Self-Declaration Form for all employees, visitors or anyone entering a **[Company Name]** site. This prevents outbreaks by providing clear guidance to employees/visitors on whether to proceed or go/stay home.

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## Face Coverings and Physical Distancing are MANDATORY @ all Times on all Sites

The health and well-being of our employees & visitors is [Company Name]'s highest priority. As a result of COVID-19, we are requiring all employees & visitors complete a self-declaration form prior to the beginning of every shift. Please answer the questions below prior to entering any [Company Name] site.

SELF-DECLARATION	YES / NO
Are you or anyone you live with currently experiencing, or experienced within the past 14 days, any symptoms of cold or flu that are not due to allergies? Symptoms include fever $\geq 100.4^{\circ}\text{F}$ , chills, repeated shivering, cough, sore throat, shortness of breath, difficulty breathing, feeling unusually weak, lethargic, loss of taste or smell, muscle or back pain, headache, congestion, runny nose, nausea, vomiting, or diarrhea.	
Have you or anyone living in your household, traveled outside of the US or to any state outside of California in the last 14 days? If Yes, all persons arriving in California from other states or countries, including returning California residents, must practice self-quarantine for 14 days after arrival.	
Have you or anyone you live with been diagnosed with COVID-19, or referred for COVID-19 testing, or have results pending?	
Have you or anyone you live with been in direct contact for >15 minutes in a 24-hour period, with someone who has or had symptoms of COVID-19 and was referred by a doctor for testing with results pending?	
Do you live with or provide care for someone who has been in direct contact with someone who has or had COVID-19 within the past 14 days?	
Do you live with, or have you lived with in the past 14 days, someone who provides medical or personal care directly to any individual with COVID-19?	
In the last 14 days have you or anyone you live with attended a gathering of more than 3 households, or participated in any activities that may have violated local health stay-at-home orders or physical distancing orders? Gatherings are defined as social situations that bring together people from different households at the same time in a single space or place.	
Have you been asked by your employer, or a medical professional to self-quarantine until a date later than today?	

**IF YOU RESPOND 'YES' TO ANY OF THESE QUESTIONS, YOU WILL BE UNABLE TO ENTER OUR SITE TODAY. PLEASE CONTACT YOUR MANAGER TO MAKE ALTERNATE ARRANGEMENTS.**

Name		Signature	
Manager		Date	

## Procedures To Follow While Visiting the Site

### Face Coverings and Physical Distancing are MANDATORY @ all Times on all Sites

- Wash hands frequently with soap & water for  $\geq 20$  seconds

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- Avoid touching your face, always wear your face covering when on site.
- Cover coughs and sneezes. Report all symptoms to your Manager.
- Do not share food, drinks, or utensils. Maintain 6 feet or greater distance during meals.
- Use verbal greetings rather than contact greetings (i.e., no handshakes, hugs)

Performing screening or health checks on employees will not be completely effective because individuals with mild non-specific symptoms may not realize they are infected and may pass through screening. Screening and health checks are not a replacement for other protective measures such as social distancing and face coverings.

### Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the Exhibit E: COVID-19 Inspection Forms and findings must be corrected in a timely manner based on the severity of the hazards. The COVID-19 Hazard Severity key is below.

Key	Hazard Assessment
Very Low	Overall risk of transmission and further spread of COVID-19 is considered <b>Very Low</b> .
Low	Overall risk is <b>Low</b> , however recommend checking if mitigation measures can be strengthened.
Moderate	Overall risk is <b>Moderate</b> , recommend <b>significant</b> efforts to improve mitigation measures or reduce risk of transmission should be made.
High	Overall risk of transmission and further spread of COVID-19 is considered <b>High</b> .
Very High	Overall risk of transmission and further spread of COVID-19 is considered <b>Very High</b> .

[Company Name] uses the [NIH Workplace Checklist](#) for Prevention of Exposure to SARS-CoV-2 Virus in Non-Healthcare Industries. This tool helps employers and workers assess the workplace exposures and identify prevention and control measures.

Key risk factors include working within 6 feet of people who are known to be or are potentially infected with the virus and working with equipment, materials, and/or surfaces that are potentially contaminated.

### Exhibit B: Exposure Prevention Checklist

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COVID-19 Exposure Control Plan	YES	In Progress	NO	N/A
1. Has the employer deployed a safety and health committee or other forum for frontline workers and other key stakeholders to participate in the development of the COVID-19 exposure control plans?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Has the employer developed a written COVID-19 Exposure Control Plan?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Has the employer conducted a Job Hazard/Safety Analysis for each position?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Has the employer put the most effective method(s) for minimizing exposure to SARS CoV-2 in place?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Are employees encouraged to speak up, without fear of retaliation, if they have safety and health concerns or if they observe violations of employer policies and procedures?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Is there a formal process for employees to file complaints and offer suggestions?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Has the employer provided communications and training on the following:				
a. Self-reporting expectations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Safety and health protocols and control measures?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Information on the virus and how it is transmitted in advance of work?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Other? _____				
<b>NOTES</b>				

Measures to Maintain Social Distancing	YES	In Progress	NO	N/A
1. Has the employer placed signage at each entrance of the facility to inform all employees, customers, and visitors of the that they:				
a. Shall not enter the facility if they have a cough or fever?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Shall maintain a minimum six-foot distance from one another?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Shall practice respiratory etiquette when inside?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Is all signage readable, clear, and presented in language(s) consistent with those spoken in the workplace and community?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Are signage or barriers in place inside the building to help maintain 6 feet of separation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Has the organization established a maximum occupancy and enforceable procedure to ensure a minimum of 6 feet distance between employees, customers, and visitors?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Has the employer modified the workplace and work practices to ensure at least 6 feet of physical distancing?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Are markings or barriers in place to establish one-way directional traffic inside facilities to prevent choke points (bottlenecks)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Are there controls in place to prevent congestion in elevators, stairways, restrooms, meeting and training rooms, locker rooms, break rooms, cafeterias, and transport services?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Has the employer notified personnel to avoid carpooling?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Has the employer provided direction to workers on how to protect themselves when 6 feet of physical distancing is not maintained?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Other? _____				
<b>NOTES</b>				

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Engineering Controls	YES	In Progress	NO	N/A
1. Has the employer adjusted the heating ventilation and air conditioning (HVAC) system so that it maximizes ventilation (dilution of air)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Has the employer maximized the use of technology to minimize face to face interactions?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Have select doors been bypassed to decrease touching of push bars and handles, consistent with security and fire safety requirements (e.g., automatic doors or separate entrance and exit)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Has the employer considered eliminating use of time clocks and other devices that cause a gathering of where it is difficult to maintain social distancing of employees?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Have employers with residents such as corrections, nursing, and long-term care, and other institutions, developed procedures for early identification and isolation of people who are suspected or known to have COVID-19 in negative air pressure isolation rooms?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
a. If negative air pressure isolation rooms are not available, have procedures been established to quickly and safely transport people to healthcare facilities that do have them?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Have workers who transport people with suspected or known COVID-19 been trained to do the following:				
a. Open windows for maximum air circulation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Set the vehicle to outside air circulation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Use PPE and respiratory protection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Other? _____				
<b>NOTES</b>				

Work Practices	YES	In Progress	NO	N/A
1. Has the employer ceased all non-essential travel?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Has the employer put a process in place to vet the necessity of travel if it is required?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Has the employer established a policy enabling employees perform their jobs remotely (i.e., telework)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Has the employer implemented zero or minimal customer contact procedures, such as online or telephone ordering and curbside pickup?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Have work shifts and break times been staggered to reduce choke points (bottleneck) and congestion?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Have conference rooms and break area furnishings (tables, chairs, desks) been adjusted to maintain physical distancing?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Have self-service tasks previously performed by customers been discontinued, such as allowing customers to handle lids for cups, food-bars (buffet), and self-checkout?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. If self-checkout is in place, is there a process for surface cleaning/disinfection between each use?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Have contactless payment systems been established, or, if not feasible, procedures established for sanitizing payment equipment between each use?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Has the employer suspended allowing customers to bring their own bags, mugs, or other reusable items?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Has the employer erected physical barriers such as plexiglass or windows, or employed other means to separate customers and employees?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Has the employer banned the sharing of headsets and other objects that are used near the eyes, nose, and mouth?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Are customers and employees required to wear face covering to reduce spread of the SARS-CoV-2 virus?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Other? _____				
<b>NOTES</b>				



# Insert Organization NAME/LOGO

<b>Enhanced Cleaning and Disinfection</b>	YES	In Progress	NO	N/A
<b>1.</b> Are handwashing facilities available to all employees with soap and running water?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>2.</b> Are alcohol-based hand sanitizers available to all employees, at entrances and exits, and field locations and regularly maintained?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>3.</b> Has the organization developed a cleaning and disinfection schedule that includes the following:				
<b>a.</b> A routine enhanced cleaning/disinfection schedule.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>b.</b> Employees trained and assigned to perform cleaning/disinfection tasks, including information on product contact time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>c.</b> Use of PPE and safe work practices to prevent chemical exposures.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>d.</b> Availability of cleaning supplies and EPA-registered disinfectants effective against the SARS CoV-2 virus.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>e.</b> Consideration of less toxic disinfectants that minimize health risks (e.g., green cleaning alternatives).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>f.</b> Identified "high touch" surfaces such as tables, chairs, doorknobs, light switches, handles, desks, toilets for frequent surface cleaning and disinfection.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>g.</b> Identified shared equipment such as phones, pens, keyboards, touch screens, and remote controls and processes for cleaning and disinfection.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>h.</b> Enhanced cleaning and disinfection procedures when there is a suspected or known exposure to a person with COVID-19.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>i.</b> Disinfectants available for customers/visitors near items they touch, such as pre-moistened wipes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>j.</b> Employee(s) assigned to regularly disinfect items touched by customers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>4.</b> Other? _____				
<b>NOTES</b> <div style="background-color: #e6f2ff; height: 40px; border: 1px solid #0056b3;"></div>				

<b>Personal Protective Equipment (PPE) and Respiratory Protection</b>	YES	In Progress	NO	N/A
<b>1.</b> Has the employer conducted a hazard assessment to determine the type of PPE that should be used, and for which job tasks?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>2.</b> Does the employer have a sufficient inventory of PPE, provided at no cost to employees, such as gloves, eye protection, protective clothing, and respirators?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>3.</b> Has the employer conducted a respiratory hazard assessment to determine the nature of and magnitude of respiratory hazards in the workplace?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>4.</b> Has the employer developed a written respiratory protection program that complies with OSHA requirements, including medical clearance, respirator selection, and fit testing?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>5.</b> Has the employer trained workers on the proper use, donning, doffing, disposal and/or decontamination of PPE and respirators?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>6.</b> Does the employer have a process for changing/laundrying work uniforms?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>7.</b> Other? _____				
<b>NOTES</b> <div style="background-color: #e6f2ff; height: 150px; border: 1px solid #0056b3;"></div>				

# Insert Organization NAME/LOGO

Sick Leave, Symptom Screening, and Employee Health	YES	In Progress	NO	N/A
1. Has the organization clearly communicated that employees are not to come to work if sick?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Have all employees been notified to report if they have symptoms of COVID-19 including fever, coughing, shortness of breath, loss of smell, taste or gastrointestinal symptoms (diarrhea and nausea)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Has the employer directed that infected/sick employees should home isolate for 14 days and not return to work until they are symptom free and have had a normal temperature for 3 consecutive days without the use of fever-reducing medication?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Does the employer have a process in place to assess employees that have an ill person in their household?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Are all employees screened for symptoms before entering the workplace?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Has the organization established a paid sick leave policy for all employees as recommended by CDC?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Does the sick leave policy allow employees to stay away from work to provide care to family members?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Has the employer established a policy to protect high-risk employees, including those over 65 years old and with pre-existing/underlying chronic medical conditions?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Other? _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>NOTES</b>				

Exposures and Case Reporting	YES	In Progress	NO	N/A
1. Has the employer established a procedure for employees to report exposures occurring at work or in the community?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Does the exposure procedure include home isolation for 14 days?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Does the exposure procedure include cleaning and disinfection of potentially contaminated areas?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Has the organization developed a return-to-work policy for employees that have tested positive and/or recovered from COVID-19 like illness?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Has the employer suspended the requirement for employees who are in home isolation to provide medical documentation to return to work, as recommended by CDC? <i>Note: This is so that people in home isolation that do not have symptoms or who have low level symptoms DO NOT go to the emergency room or their primary provider.</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Has the employer developed a process for contact tracing when an employee tests positive or becomes symptomatic with COVID-19?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Has the employer established a relationship with the local, county, and state health department to coordinate case reporting and contact tracing?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Has the employer developed a process for informing employees when they have been exposed to a person suspected or confirmed to have COVID-19?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Other? _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>NOTES</b>				



**Insert Organization NAME/LOGO**

Measures to Protect Employee Mental Health and Physical Well-Being		YES	In Progress	NO	N/A
1.	Has the employer developed a program to address the psychological well-being of employees?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	Does the employer provide access to an employee assistance program?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	Does the employer provide adequate mental health benefits?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	Does the employer have a process where employees can confidentially report when they are experiencing job and life stress without fear of retaliation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	Are there work factors that contribute to employee stress and fatigue that should be addressed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	Does the organization help employees to maintain their psychological and physical health?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.	Other? <input type="text"/>				
<b>NOTES</b> <div></div>					

After Checklist completion, the items noted are reviewed, a Risk Exposure Assessment is completed. Then a Risk Reduction Action Plan is developed that lists the item, who is responsible, what needs to be done and by when.

### Exhibit C1: Risk Exposure Assessment Form



exposure-risk-asses  
sment-form (1).docx

## Exhibit C2: Risk Reduction Action Plan

[illegible]

Upon completion, a communication plan is developed to inform employees, visitors, customers, and the public of actions taken by **[Company Name]** to protect workers from exposure. That Plan includes communication verbally through management/staff meetings, nonverbal through posting communication on the company intranet, toolbox talks, safety meetings, emails and on message boards throughout the site to include visual guidance through signage.

# Insert Organization NAME/LOGO

## Control of COVID-19 Hazards

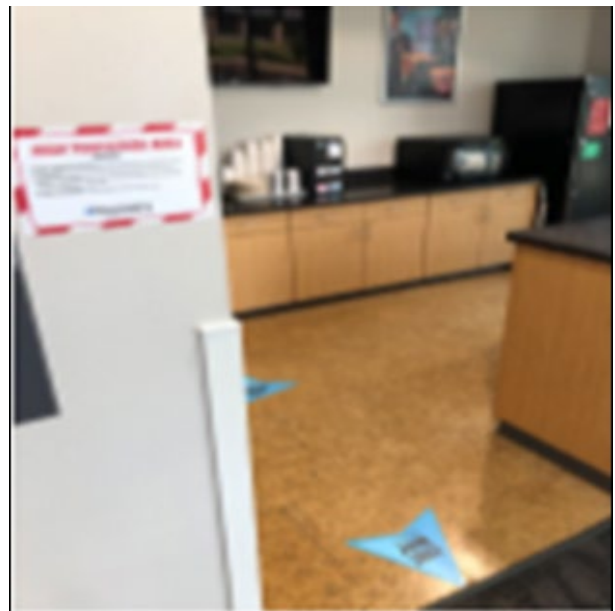
All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, washrooms, 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 consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

## Space Configuration

As the employer, we must make necessary adjustments to the layout of the workplace to allow for proper physical distancing. Such adjustments may include some or all of the following:

- Adding markers "safe distance zones" to the floor for appropriate social distancing.
- Widen high-traffic areas.
- Add Plexiglas screens to areas where employees are seated.
- Reconfigure space to achieve physical distancing including removal of seats.
- Assess configuration of common areas.
- Maintain a "clean desk" policy on all desks to facilitate cleaning.
- Declutter spaces and furniture to facilitate effective cleaning.
- Encourage use of virtual meetings, even in the office.
- Discourage convening in conference rooms.
- Increase availability of sanitation options for desks and conference rooms.



# Insert Organization NAME/LOGO

Physical distancing aims to minimize the physical contact between individuals to reduce the possible transmission of COVID-19. When initially returning to the workplace, physically distancing measures are required. Examples of physical distancing are provided below. In **[Company Name]** buildings, many responsibilities will fall on the landlord for examples such as elevator marking.

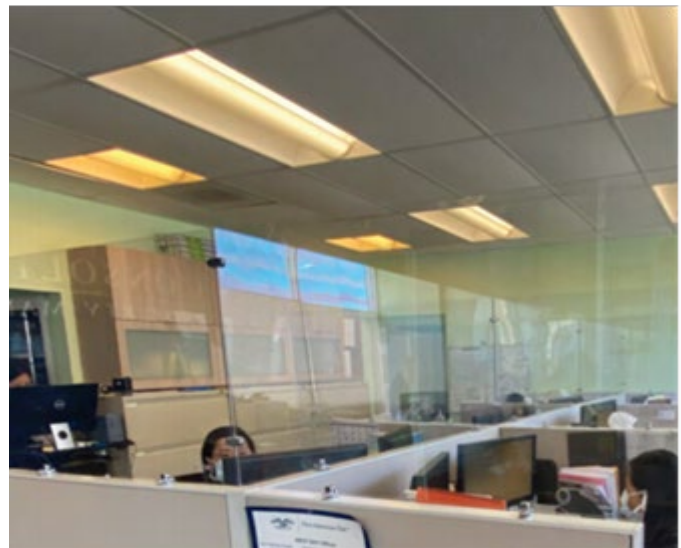


## Elevators

Space markings on the elevator floor. Based on size. Communicate revised maximum capacity and etiquette expectations.

## Workstations

Sit one seat apart and diagonal from the next row of seats. Eliminate face-to-face seating configurations lacking sufficient barriers. Consider implementing assigned desks which will support contact tracing. If physical distancing is not possible, then partitions can be placed between desks.



## Physical Distancing

All employees shall be separated from other persons by at least six feet, except where an employer can demonstrate that six feet of separation is not possible, and except for momentary exposure while persons are in movement.

# Insert Organization NAME/LOGO

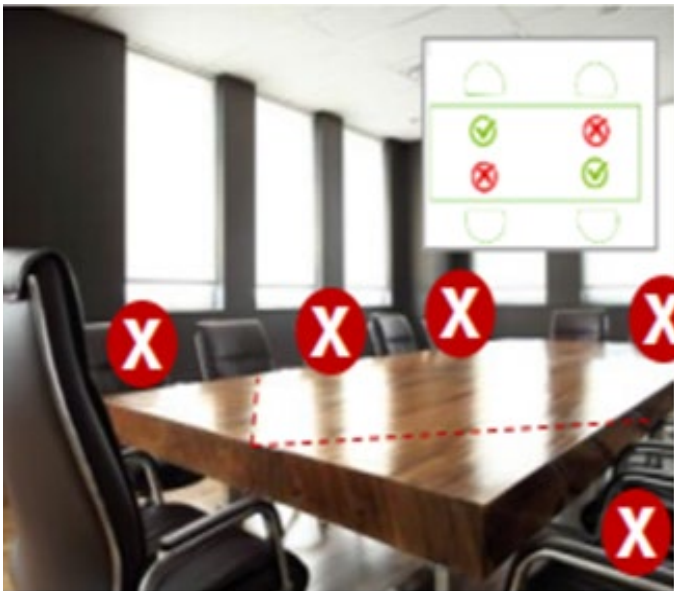
Methods of physical distancing include:

- Telework or other remote work arrangements.
- Reducing the number of persons in an area at one time.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggered arrival, departure, work and break times.
- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved. Many aisles and hallways are now one way in and one way out to facilitate physical distancing. Be aware of and follow new floor markers and signage.

## Conference Rooms

Conference rooms that are used should be disinfected on a daily basis. Disinfectant wipes or spray should be left in each room and employees should be encouraged to wipe down all surfaces and equipment before and after each use (e.g., mouse, keyboard, white board markers, phone, light switch, door handles). Consider limiting in-person meetings to 10 people or less, if virtual meetings are not feasible. If meetings are to occur in person, they should be conducted in a quick manner. Lingering and socializing before and after meetings must be discouraged.



## Elevators

Elevator cab sizes determine the number of elevator riders. Building floors, daily number of tenants and visitors will all affect physical distancing guidelines for elevator riders. Elevator cabs not large enough to accommodate 6-foot spacing between occupants, have limited riders to 4, one in each corner. Signage has been added to elevators on all floors reminding anyone who rides the elevator to wear face coverings and discourage people from talking.



# Insert Organization NAME/LOGO

Elevators have now been delegated for “up” and “down” use to avoid longer ride times. Elevators are also programmed to return to the ground floor for faster loading. We have opened stairwells for foot traffic to ease elevator traffic and wait times. Employees who are physically able to use the stairs are encouraged to do so. Disinfection of stairwell handrails has become more frequent and more thorough. Hand sanitizer is provided outside the elevators on the ground floor.

## Face Coverings

We provide clean, undamaged masks and train all employees on how to properly wear them over the nose and mouth. When indoors or outdoors, anytime and anywhere while on **[Company Name]** property, face coverings are mandatory for everyone. No exceptions. Face covering orders from the California Department of Public Health (CDPH) and/or the local health department, are superseded by **[Company Name]** protocols.

Face shields are not a replacement for face coverings, although they may be worn together for additional protection. The following, are the only exceptions to the face covering requirement:

- When an employee is alone in a locked room that only they use.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supplied to the area. If indoors, the air exchange flow has been maximized to the fullest extent possible.
- Employees wearing respiratory protection.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability.
- Employees who are hearing-impaired or communicating with a hearing-impaired person.
- Specific tasks which cannot feasibly be performed with a face covering.

These exceptions are limited to the time period in which such tasks are actually being performed, and the unmasked employee shall be at least six feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.

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

No employer shall prevent any employee from wearing a face covering, unless it creates a safety hazard, such as interfering with the safe operation of equipment. **[Company Name]** implements their face covering protocol by utilizing the Exhibit D – Daily Employee & Visitor Self-Declaration Form. This communication provides guidance to employees and non-employees on the face covering requirements while onsite.

## California Face Covering Order

Exhibit D mirrors the [CA Face Covering Order](#). When implemented, the Exhibit minimizes exposure to COVID-19 hazards and requires that everyone in California wear a mask or face covering when outside of their home. This order protects everyone from spread through respiratory droplets produced when an infected person sneezes, coughs, or talks. These aerosols can remain suspended in the air for up to three hours and be transmitted up to 26 feet.

# Insert Organization NAME/LOGO

Masks block or at least limit exposure, however we do not rely solely on masks for prevention. Frequent handwashing and maintaining a physical distance of 6 feet from anyone outside of your immediate household also helps. Face masks/coverings are helpful where physical distancing is a challenge.

**[Company Name]** requires all employees and members of the public who enter the site to wear face coverings as provided in the Face Covering Order. If an employee or a member of the public refuses to comply with the Face Covering Order, then **[Company Name]** refuses them entry to the site and requests the individual leave the site immediately.

Employees must wear a face covering while working or walking through common areas such as hallways, stairways, elevators and parking facilities. Masks are also required while working in any room or enclosed area when other people are present or when working in a space other people might use later, even if you're alone (including cubicles, desks, and conference rooms).

Non-employees must continue to be served telephonically or virtually to the greatest extent possible. Otherwise appointments must be scheduled and staggered and the amount of time onsite must be kept to a bare minimum.

As of Nov 19th, 2020, single use face masks with potential or known COVID-19 contamination, shall be managed like any other Municipal Solid Waste (MSW) the business generates. Such waste is not considered hazardous waste or regulated medical waste that needs to be specially handled, managed and disposed. After removing a mask, properly dispose of the contaminated mask and perform hand hygiene immediately.

Encountering an employee or visitor who is not wearing a face covering correctly, can be stressful. Every employee has the right to protect themselves and challenge anyone not wearing a mask properly. If confrontation makes an employee uncomfortable, and reporting on another employee unwanted, there are other ways to report face covering miss use. Confidential reporting is available by voicemail to 888-880-7080. This voice mailbox is monitored by the Security Response Center and information gathered is then shared with the Health & Safety Team at the site.

## Engineering Controls

Implementation of the following measures allow for safety in situations where we cannot maintain at least six feet between individuals. The use of partitions, increased ventilation and other measures are examples of engineering controls.

At fixed workstations where it is not possible to maintain the physical distancing requirement at all times, **[Company Name]** has installed cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons. Additionally antimicrobial film can be applied to hard surfaces to eliminate the COVID-19 virus from attaching itself to the surface.

# Insert Organization NAME/LOGO

## Ventilation

Throughout buildings and workspaces, we have enhanced and optimized ventilation system settings to ensure the adequate flow of fresh air. [Company Name] ensures the building maintenance department executes these options:

- Maximizes fresh air through the ventilation system.
- Ensures washrooms are under negative pressure.
- Ensures that the proper filtration is being used for not only normal office use but also what is recommended to control SARS-CoV-2 transmission.
- Cleaning and disinfecting all HVAC intakes and returns are performed daily.
- Requires employees remove any personal cooling fans from their workspaces to reduce the potential spread of any airborne or aerosolized viruses.
- For buildings with natural ventilation, maximizes the quantity of outside air provided to the extent feasible, except when the EPA Air Quality Index is greater than 100 for any pollutant.
- Maximizes mechanical ventilation by opening windows or letting in outdoor air by other means unless another hazard exists such as excessive heat, cold weather or wildfire smoke.

## Plumbing

California American Water encourages large building owners and operators to adopt a proactive approach that includes proper flushing procedures, adjustment of hot water temperature, and proper maintenance of building plumbing and heating/cooling systems. Proper flushing of plumbing before reoccupying buildings is essential to maintain water quality in the internal plumbing system and should be performed biweekly while buildings are closed, if possible, and again the days immediately prior to opening.

If all or part of the site buildings have been vacant or dormant for any significant period during the Stay-Safe-At-Home Order, the Facility Management Team must ensure plumbing is functioning and that pipes are flushed before use. During low or no occupancy and prior to building re-entry, operate water systems, toilets, faucets, etc. on a regular basis to avoid the accumulation of biofilm and other bacteria which can accumulate in as little as 3-5 days.

Check P-traps to confirm water seals have not dried out due to lack of water flow. Continue to monitor and service all water systems, including hot water heaters, ice machines, filtration systems, etc. Consistent with EPA and industry guidance, California American Water recommends bringing fresh water into the building, and flushing individual fixtures, including:

- Toilets: Flush at least twice.
- Faucets: Run both hot and cold water at full flow for at least 2 minutes. Longer times may be needed depending on location.
- Showers: Run both hot and cold water at full flow for at least 2 minutes. Longer times may be needed depending on location.
- Other Appliances/Apparatus: It is recommended to flush other appliances and apparatus thoroughly, at full flow, bringing fresh water into the system. If you have an appliance such as a refrigerator or ice maker that has a filter, follow manufacturer's instructions to replace water filters after completion of flushing.



# Insert Organization NAME/LOGO

## Common Areas

Entry into common areas must be regulated, stating maximum occupancies with clear signage and visual physical distancing measures. Encourage employees not to linger or socialize in these areas. Increase space between entrance lobby furniture and/or reduce seating to promote and support physical distancing.

Physical barriers are not required if workers and workstations are separated by 6 feet using measures such as floor markings, colored tape, or signage to indicate where others must stand. All in-person meetings must ensure physical distancing of 6 feet. Reconfigure, restrict or close common areas and provide alternative solutions where physical distancing cannot be practiced. Common areas must be cleaned and disinfected on a daily basis. Supplies must be provided for employees to utilize for cleaning contact surfaces during the workday.

Exercise rooms and equipment must remain locked under the Stay-Safe-At-Home Order. Once allowed to re-open, the employer must comply with any industry-specific guidance. To maintain distance between users after exercise rooms are allowed to re-open, increase space between or restrict use of some equipment (e.g. every other stationary bike or treadmill) may occur. Supply hand wipes in fitness facilities for users to disinfect equipment before and after use.

## Kitchen Areas

Employers and employees should not provide communal (potluck style) meals for employees and should not make food available in common areas where employees may congregate. Self-serve food items shall be pick-up only. Dinnerware, drinkware and silverware items shall be removed unless individually packaged, disposable or single-use options.

Kitchen areas shall utilize enhanced disinfection and sanitization methods daily. Kitchen equipment should also be cleaned on a routine basis:

- Coffee machines, refrigerator handles, and the ice machine handles should be disinfected at least three times per day.
- Ice machines that require a handheld scoop should not be used, as it is difficult to control potential contamination.
- Water/beverage faucets that require workers to operate them with their hands should also be disinfected three times per day.

## Washrooms

Doors to multi or single stall washrooms should be able to be opened and closed without touching handles. Place a trash can by the door if the door cannot be opened without touching the handle. Double your efforts to keep washrooms clean and properly disinfected.

Washroom signage should be available indicating that toilet lids (if present) should be closed before flushing and reminding employees to wash their hands before and after using the washroom. Utilizing paper towels versus hot air dryers has become a controversial topic. The WHO states: "To protect yourself you should frequently wash your hands with soap and water. Once your hands are cleaned, you should dry them thoroughly using paper towels or a warm air dryer."

# Insert Organization NAME/LOGO

## Enhanced Cleaning Practices

**[Company Name]** has implemented sanitization requirements, including mandated protocols instructing all employees to wash their hands frequently with soap and water for at least 20 seconds or to use hand sanitizer provided by the employer before and after touching "high-touch" surfaces, such as printers, copy machines or shared office tools, equipment or materials.

Employees are discouraged from sharing equipment. Equipment such as phones, tables, laptops, keyboards or desks should be assigned to one individual employee. Any work furniture, tools or equipment that must be used by more than one individual must be sanitized in a manner that complies with the requirements contained in the Physical Distancing Protocol. If employees share a workspace, such as conference rooms, then the location must be sanitized in a manner that complies with the requirements contained in the Physical Distancing Protocol before and after each use.

Cleaning and disinfecting "high-touch" surfaces in common areas must occur routinely throughout the day and otherwise in accordance with the Physical Distancing Protocols.

Common areas include, but are not limited to lobbies, lounge or seating areas, meeting rooms, entryways, hallways, washrooms, elevators, and stairwells. Clean and disinfect all high touch surfaces and devices found in common areas such as door handles, railings, faucets, toilets, elevator buttons, switches, furniture, computers, telephones and other devices that are touched by many people in a single day.

Cleaning should not commence immediately when a room is vacated. Wait at least one hour after the space is vacated before cleaning the area. Employees should also wait an hour after the space has been cleaned before returning to the workspace.

## Cleaning Products

The U.S. Environmental Protection Agency (EPA) has developed a [list](#) of cleaning products that meet the criteria for effective use against SARS-CoV-2. Review product labels and their Safety Data Sheets and follow all manufacturer specifications for use. Products that leave active ingredients 'wet' on surfaces for a period of time, increase the 'immunity' of the surface to the virus.

Establish a disinfection routine and ensure disinfection protocols follow product instructions for application and contact time. All contact surfaces should be disinfected regularly, including:

- Individual workspaces daily.
- Common area contact surfaces between each use. Commonly touched surfaces in office settings include door handles, elevator buttons, washroom surfaces, kitchen appliances and surfaces, sign-in areas, office electronics (e.g., phone, printer, keyboard, mouse, and personal devices).
- Use disposable products when possible.
- Consider using a checklist or audit system to track when and how cleaning is conducted.

## Insert Organization NAME/LOGO

- Remove items and personal effects from surfaces to facilitate surface cleaning. Implement the “clean desk policy” by having employees remove items from their desks and other surfaces before leaving work each day.
- Ensure employees have access to cleaning supplies so that they can clean surfaces as needed on their own when custodial staff is not available.

Employers shall implement cleaning and disinfecting procedures, which require:

- Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, washroom surfaces, and steering wheels.
- The employer shall inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.
- Prohibiting the sharing of personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools.
- When it is not feasible to prevent sharing, sharing shall be minimized and such items and equipment shall be disinfected between uses by different people.
- Sharing of vehicles shall be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.

We implemented the following cleaning and disinfection measures for frequently touched surfaces:

- Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.
- Cleaning and disinfecting must be done in a manner that does not create a hazard to employees.

To protect employees from COVID-19 hazards, the employer shall evaluate its handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. Employers shall encourage employees to wash their hands for at least 20 seconds each time.

Cleaning supplies are located in the locked janitorial closets in each building, on each floor. See Site Management for closet access.

**[Company Name]** has trusted partners that maintain the highest cleaning standards in our office and production areas. In the case of Covid-19, we communicate and consult with our partners to receive the most up-to-date advice on cleaning products, processes and procedures – what works, what doesn't, what others are doing, what's available and how best to prevent and control the spread of the virus. Should we have a COVID-19 case in our workplace, we will implement the following procedures.

# Insert Organization NAME/LOGO

## Day Porter/Roaming Cleaning Protocol

On an hourly basis, cleaning staff wipe down high-use/high-contact surfaces such as kitchen

points, touch buttons in elevators, door handles, and railings using recommended products/disinfectants with appropriate active ingredients leaving high-contact surfaces 'wet' for at least five minutes afterwards to increase the potency of the products.

Regularly clean washrooms and surfaces – stalls, sinks, faucets, surfaces, doors and door handles, inside and out. Replenish hand sanitizers, hand soap, hand wipes.

Nightly cleaning staff deep clean/treat all desk areas throughout all open or closed areas of the office including monitor screens, keyboards, mouse, desktop surfaces, docking stations and chairs. Cleaning staff also thoroughly clean all shared/multi-use areas such as meeting rooms, lounges, break-out areas, kitchens/pantries, lobbies and corridors. High contact areas such as handles, buttons and whiteboards. Thorough vacuuming of all carpeted areas and mopping of floors using recommended disinfectants.

## Area Disinfection Protocol

Following the notice of a suspected or confirmed infection, employees shall be vacated from the area and the area will be closed for disinfection. Three different methods may be employed, depending upon availability.

Manual Cleaning operatives deep clean all areas that are addressed in both the Day Porter/Roaming and Nightly Cleaning Protocols. Disinfectants containing active ingredients are applied manually via cleaning cloths. All hard surfaces must be 'wet' for at least 10 minutes afterwards to increase the potency of the products.

Disinfectant Fogging carried out by specialized cleaning companies is also an option. They deep clean all areas of the office that are addressed in both the Day Porter/Roaming and Nightly Cleaning Protocols. Disinfectants containing active ingredients are made specifically for application via a fogging machine.

Electrostatic Disinfection carried out by specialized cleaning companies is the final option. They deep clean all areas that are addressed in both the Day Porter/Roaming and Nightly Cleaning Protocols. Electrostatic spray surface cleaning is the process of spraying an electrostatically charged mist onto surfaces and objects. Subsequently, the spray contains positively charged particles that are able to aggressively adhere to surfaces and objects. This is the fastest and most effective method.

## Employee Administrative Guidance

**[Company Name]** relies on employees to implement the following measures while at work.

- Always wear a mask.

# Insert Organization NAME/LOGO

- Avoid touching your face with unwashed hands.
- Use available hand sanitizers upon entering the workplace.
- Always Physical Distance, keep a 6-foot distance between yourself and others.
- Use wet wipes to regularly clean high-use personal belongings (e.g. phone, desk).
- Use tissues to catch sneezes or use a sleeve if a tissue is not available.
- Avoid crowded places & public transportation where the virus can more easily spread.
- At the end of each workday, ensure your desk and office surfaces are as clear as possible to allow cleaners to effectively clean and disinfect surfaces.
- Wash hands using soap and hot water for 20 seconds when in washrooms and kitchens.
- Stay away from the workplace if you feel unwell for a period of 14 days.
- Daily verify via the Self-Declaration Form, that all answers are "No". A "Yes" answer will have you leaving the site due to risk, feeling ill or concerned you may have potential exposure to someone with the virus or you receive a positive test result.
- Work from home when advised or necessary to reduce the spread of the virus.
- Stay up-to-date and informed on the latest information and guidance.

## Personal Protective Equipment (PPE)

PPE is used to control employee exposure to COVID-19. We have evaluated the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provided PPE as needed.

Employers shall provide and ensure use of eye protection and respiratory protection when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Employers shall evaluate the need for respiratory protection when the physical distancing requirements are not feasible or are not maintained. Employers shall provide and ensure use of respirators when deemed necessary.

PPE must not be shared.

## Investigating and Responding to COVID-19 Cases

Employees who have potential COVID-19 exposure in the workplace, will be:

- Offered COVID-19 testing at no cost to them.
- Paid their average wage for all time spent in isolation or quarantine.

## What To Do If An Employee Tests COVID Positive

- Check with your employee and see how they are doing.
- Ask if they had symptoms while they were either at work, or within 48 hours after leaving work.
- The symptoms of COVID-19 include fever over 100.4°F, chills, or repeated shaking/shivering, cough, sore throat, shortness of breath, difficulty breathing, feeling unusually weak or

fatigued, loss of taste or smell, muscle and back pain, severe headache, congestion, runny

# Insert Organization NAME/LOGO

nose, nausea, vomiting, or diarrhea.

- If the employee did not have symptoms of COVID-19 at work or within 48 hours after leaving work, you are not required to notify your staff.
- Your employee should follow their healthcare provider's instructions.
- For expedient COVID-19 testing, reach out to your nearest Public Health Agency, as they provide a 48-hour turnaround versus a medical practitioner where tests can take up to 7 days for results.
- If 3 or more employees test positive in a 2-week period, notify the COVID 19 Information Line: 1-833-4CA4ALL (1-833-422-4255)

## Inform Your Employees

Maintaining employee privacy as you inform employees can be difficult. Remember this is considered Personal Medical Information. Do not name anyone who is COVID positive unless they give you permission.

- Determine the last day that the person with COVID-19 was in the workplace.
- Determine who had close contact with that person, within 48 hours of that person feeling sick. (Close contact is defined as being within 6 feet for longer than 15 minutes or having direct contact with their body fluids or secretions while they were not wearing a facemask or gloves. Close contact also includes people who live with, take care of, or are taken care of by a person with COVID-19.)
- Close contacts must quarantine for 14 days from the last date of exposure to the ill person. A negative test for COVID-19, will not clear an employee for an earlier return-to-work. They must finish the entire 14-day quarantine. If during the "self-quarantine", the employee develops COVID-19, they will transition from quarantine to isolation protocols.
- Employees should self-monitor for symptoms for 14 days after the last day of potential exposure in the workplace. They should contact a healthcare provider if they develop symptoms.

## Clean/Disinfect Thoroughly Before Reopening

Cleaning includes:

- If possible, open outside doors and windows to increase air circulation in the area,
- Clean and disinfect all areas used by the employee, such as offices, washrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
- Disinfect frequently touched surfaces including doorknobs, tabletops, counters, phones, keyboards, and fixtures.

## Allowing a Recovered Employee to Return to Work

The employee who tested COVID positive must isolate themselves away from work. They must stay home and not go to work until all of the following are true:

- Their temperature has gone under 100.4° Fahrenheit for the past 48 hours, without taking fever reducing medication like Tylenol, Acetaminophen, Advil, Ibuprofen, Aleve, or Naproxen.



# Insert Organization NAME/LOGO

- Their other symptoms must be improved. Cough and lethargy can extend past the 14 -day period. Loss of taste and smell may also linger.
- Post 14-day isolation, an employee is no longer contagious however they may not be “fit for duty”. Time off past the 14-day period will require a medical waiver for fit for duty.
- It's been at least 14 days after their first symptoms, even if they tested negative for COVID.
- A medical note is not required to return to work but may be required for fitness of duty.
- Assure employees that as their employer, you will not fire, discipline or reduce their hours for staying home if they test positive, or if asked to quarantine or isolate for COVID-19.

## Handling Unwell Employees

**[Company Name]** is required to maintain a safe and healthy workplace for employees. If an employee becomes sick during the day, they should immediately be separated from other employees. An employee should be sent home immediately if they have:

- A temperature of 100.4 degrees or higher
- Are exhibiting any of the COVID symptoms
- Are complaining of congestion, a cold or allergies (you cannot distinguish the symptoms of a cold or flu from COVID-19).

Move employees exhibiting signs of sickness to an isolation room if they cannot leave the premises immediately. Gather information from the employee as to where they were sitting and working.

Evacuate the workplace, clean and disinfect those locations 24 hours after the possible contamination. Waiting minimizes the potential for other employees being exposed to respiratory droplets. If waiting 24 hours it is not feasible, wait as long as possible.

## Communications

**[Company Name]** must communicate with and encourage employees to report COVID-19 symptoms, and possible exposures. 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 shall report COVID-19 symptoms and possible exposures to their immediate manager or directly to the Safety Response Center by phone or email.
- The SRC assigns each case to a Health & Safety Team member who follows up with the employee. This can be done via cellphone, text, email or by Microsoft Teams.
- The employees can report symptoms and hazards without fear of reprisal.
- **[Company Name]** does not require testing. Testing is at the discretion of the employee. Employees who wish to be tested can go through their healthcare provider or through the county website or local Public Health Department testing sites nearest them.
- Symptomatic employees are encouraged to test because a negative test result can clear the symptomatic employees for an earlier return to work.
- 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.



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This testing is at no cost to the employees.

## Covid-19 Training and Instruction

We provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  1. COVID-19 is an infectious disease that can be spread through the air.
  2. COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  3. An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- 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.
- Face Coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of not coming to work if the employee is symptomatic or has been in close contact with anyone having COVID-19 symptoms.
- Exhibit J: Training Attendance Record shall be used to document COVID training.

## Exclusion of COVID-19 Cases

Where we have a COVID-19 case in the workplace, we will limit transmission by:

- Excluding COVID-19 positive cases from the workplace until our return-to-work requirements are met and clearance provided by a member of the Health & Safety Team.
- Excluding employees with potential exposure from the workplace for 14 days after the last known exposure to a COVID-19 case.
- Continuing and maintaining the employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the exposure is work related. Employee benefits are provided through our HR Partner. These may be employer provided sick leave, payments from short term disability, or from the CA State Employment Office.
- Providing employees with a date, their timelines for isolation and quarantine, return to work information and clearance information.
- Providing website links for county resources and testing locations, coding options for pay and inclusion of the company HR Partner on their communication emails.

# Insert Organization NAME/LOGO

## Reporting and Recordkeeping

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever 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 death, as defined under CCR Title 8 section 330(h).
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- 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 COVID-19 Tracker document shown below on Microsoft Teams to keep a record of and track all COVID-19 cases at **[Company Name]**. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

COVID-19 Response																												
Employee Information				Contacted		Notified		Work Location		Last @ Work		Symptomatic		Status			Ee Test Results			CC Test Result								
Name	Manager	Email	Phone #	Text Phone	Date	Mgr	Site Mgr	SR C	Ee	City	Job Title	Day	Date	Y/N	Symptoms	Exposure symptom onset date	Days	End Date	SD	SI	Class	Y/N/A	Pos/Neg	Date Tested	Y/N/A	Pos/Neg	Date	More Information on Case
Sonia E	Cynthia B	sesa@yahoo.com	717-652-9944	Y	Y	12/22/20	Y	Jenny	Y	Y	Hershey, CA	Manufacturing Tech	Fri	12/18/20	Y	Congestion, Cough, Headache, Body Aches	12/18/20	14	12/20	Y	N	Y	Pos	12/21/20	Y/N/A	Pos	12/21/20	Ee attended family birthday party 12/16. Became symptomatic 12/18, tested 12/21, CV+ 12/24.

## Return-to-Work Criteria

COVID-19 cases with symptoms will not return to work until all the following have occurred:

- At least 14 days have passed since COVID-19 symptoms first appeared.
- At least 48 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
- COVID-19 symptoms have improved.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 14 days have passed since the date of specimen collection of their first positive COVID-19 test.

## Transportation To/From the Workplace

The CDC's latest guidance suggests that avoiding public transportation is your best bet when it comes to preventing the transmission of COVID-19. Their guidance uses biking, walking, and driving a personal vehicle as examples of suggested safe ways to commute. Other ideas to keep risk down can be accomplished by arranging for pickup and transportation by rideshare.

## Visitor & Travel Policies

Establishing a Visitor Policy is important. At some point, visitors will be returning to the workplace.

# Insert Organization NAME/LOGO

At that time, visitors must adhere to the same policy as employees. At the beginning of every shift, everyone who enters a **[Company Name]** site, is required to sign the same Daily Self-Declaration Form and answer the same COVID related questions as any other employee.

Visitors must do the following:

- Provide their home phone numbers as well as an after-hours contact number for follow up contact tracing if needed. This shall be kept by Security personnel to minimize privacy concerns.
- Fill out and sign the Daily Self-Declaration Health Screening Form in its entirety.
- Pass a temperature check station reading.
- Wear a face mask or covering at all times (except when eating).
- Refrain from handshakes, hugs or touching.
- Cover your mouth when sneezing or coughing into your elbow.
- Wash your hands frequently with soap & water for 20 seconds or more.
- Maintain physical distancing of 6 or more feet throughout the entire day.

The State of CA continues to revise its guidance for all non-essential travel. The latest advisory states COVID-19 is increasing and persons arriving in California from other states or Californians returning from other states shall practice a 14-day self-quarantine after arrival home. Travel increases the risk of COVID-19 spread. These persons should limit their interactions to their immediate household during their quarantines.

## Vendors & Contractors

Vendors and Contractors must adhere to the same policy as employees. At the beginning of every shift, everyone who enters a **[Company Name]** site, is required to sign the same Daily Self-Declaration Form and answer the same COVID related questions as any other employee. Ask vendors working on site to share their company CPP in advance of their scheduled work.

Establish procedures to protect the safety of your vendors and contractors, such as check in/check out, use of PPE and other protective gear and limiting access to assigned work areas, Do not permit vendors to send staff to **[Company Name]** property who may be showing signs of illness or have been in contact with a confirmed case of COVID-19. Make it very clear that these ill employees will be turned away and not allowed back onsite for a 30-day period.

## Workforce Training

**[Company Name]** must follow CDC guidelines and provide employees with the equipment and training necessary to perform their jobs safely, including the use of PPE. Employee awareness training helps prevent initial or future exposure to the virus. Always keep detailed records of when trainings are provided. Utilize Exhibit J: Training Attendance Record for the training sign-in sheet.

Employers must notify employees of new workplace policies and changes prior to reopening and upon resuming operations. Employees must be trained on new or modified working schedules,

# Insert Organization NAME/LOGO

how they can stay up to date on new scheduling requirements, and how to make requests for schedule changes if a need arises.

At a minimum, employees should receive awareness training on cleaning and disinfection products used in the workplace following OSHA's Hazard Communication Standard. For employees who use disinfectants and cleaners, training shall include proper use and disposal of PPE and other precautionary measures.

The Daily Self-Declaration Form reporting requirements for individuals with symptoms of infection with COVID-19, should be explained to employees prior to reopening and again once operations have resumed. Employees must evaluate their health constantly if they are sick, have symptoms, or someone at home is sick. If Yes, they must return or remain at home.

Employees should wash their hands upon arrival to work, after touching their face or mask or any common contact surfaces, and when leaving work. Employees must learn all control measures including maintaining physical distancing. Compliance with any local, state or federal guideline is required including the use of face coverings, gloves and hand sanitizer.

## Emergency Preparedness, Evacuation and Response

**[Company Name]** has a plan in place should there be a resurgence of the virus throughout the first 2 quarters of 2021. Medical experts have warned us that the COVID-19 virus will continue to mutate and evolve until a majority of the general population have received the vaccine and become immune. Adjusting the emergency preparedness plan may be required to include the appropriate pandemic response.

We utilize existing emergency preparedness team members to communicate with other building tenants and document how the building has responded to pandemic emergencies. Tenant expectations are likely to change and increase. We continue monitoring federal, state and local changes or mandates and adjust the pandemic plan as required.

We continue working with ICE Safety Solutions to determine best practices for emergency response. Holding fire drills while physical distancing measures are in place is challenging and impractical. Currently we do not require physical distancing be maintained when moving people rapidly to safety. Upon reaching the Assembly Area, physical distancing is once again implemented. We have trained all employees on these new relocation protocols.

Continuous monitoring of federal, state, and local changes or mandates and adjusting the pandemic plan regularly occurs. Checking with the CDC and WHO for the most up to date COVID-19 guidelines has also been implemented.

## Risk Management

Meeting with **[Company Name]**'s insurance broker **[Insurer Name]**, and reviewing policies, reassessing liability and reviewing preventative steps taken, keeps our employees safe. We have

# Insert Organization NAME/LOGO

verified all procedures for making and filing COVID-19 claims, including required forms and backup materials. We keep an accurate record of any income losses that may be covered and any expenses related to mitigating potential claims for an insured loss.

If the building manager or property owner becomes aware that an individual tested positive for COVID-19 while in the **[Company Name]** space, there may be a duty to warn other tenants and employees and/or prevent access to certain areas in the building. Protecting the identity of the infected person is critical. Announcing the floor or area of the building where that person worked or visited is sufficient.

## Financial Considerations

Reopening the **[Company Name]** sites will require planning for increased expenses. On the operating side, you will see added costs for enhanced cleaning, installing barriers, increased signage, hand sanitizer, PPE, screening services and increased communications. Capital will be needed for space reconfiguration, changes to furniture, fixtures and technology components to support your post-COVID workplace.

## Procurement Planning Checklist

If supply chain disruption persists, allow additional time for deliveries and be prepared to accept substitutes and handle bulk quantities. Tailor your checklist using the following starting points.

## Signage – Examples

<p>Personal Items:</p> <ul style="list-style-type: none"><li>▪ Hand Sanitizer</li><li>▪ Sanitizing Wipes</li><li>▪ Face Coverings/Masks</li><li>▪ Gloves</li><li>▪ Anti-microbial Spray</li></ul> <p>Communications</p> <ul style="list-style-type: none"><li>▪ Posters</li><li>▪ HealthCheck App</li><li>▪ Email Alerts</li><li>▪ Texts</li><li>▪ Floor Marking Tape</li></ul>	<p>Supplier Items:</p> <ul style="list-style-type: none"><li>▪ Temperature Screening Services</li><li>▪ Facilities Management</li><li>▪ Janitorial Services</li><li>▪ Food Services/Vending</li><li>▪ Mail Handling</li><li>▪ Courier Services</li><li>▪ Day Porters</li><li>▪ Amenity Providers</li></ul>	<p>Furniture, Fixtures, Equipment</p> <ul style="list-style-type: none"><li>▪ Inter-desk Panels</li><li>▪ Cubicles</li><li>▪ Dedicated Computer Peripherals (e.g. keyboards, mice, headsets)</li><li>▪ Tracking Technologies</li><li>▪ Package Lockers</li><li>▪ Touchless Technology</li></ul>
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# Insert Organization NAME/LOGO



## Required Signage

<p><b>Exterior of Entrance Doors</b></p> <ul style="list-style-type: none"> <li>This Area Is Regularly Disinfected</li> <li>For Your Safety, This Facility Is Disinfected at (List Interval)</li> <li>Physical Distancing Reminder</li> <li>Temperature Check Point</li> <li>Visitors Pre-screened /Approved &amp; Limited Each Day</li> <li>Sanitation Station</li> <li>Mask Usage Tips</li> <li>Safe Disposal Tips</li> </ul> <p><b>Exits</b></p> <ul style="list-style-type: none"> <li>Thank You for Working Safely Today</li> <li>Safely Dispose of Your Mask &amp; Gloves</li> <li>Safe Disposal Tips</li> </ul>	<p><b>Kitchen Area</b></p> <ul style="list-style-type: none"> <li>This Area Is Regularly Disinfected</li> <li>For Your Safety, This Facility Is Disinfected at (List Interval)</li> <li>Disinfect Area After Each Use</li> </ul> <p><b>Washrooms</b></p> <ul style="list-style-type: none"> <li>This Washroom is Regularly Disinfected</li> <li>Handwashing Instructions</li> <li>Distancing Reminders</li> </ul> <p><b>Common Areas</b></p> <ul style="list-style-type: none"> <li>Personal Hygiene Tips</li> <li>Please Practice Social Distancing</li> </ul> <p><b>Special Spaces</b></p> <ul style="list-style-type: none"> <li>Quarantine Area</li> <li>Unwell Room – DO NOT ENTER</li> </ul>
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# Insert Organization NAME/LOGO

## EXHIBIT D: DAILY EMPLOYEE/VISITOR SELF-DECLARATION FORM

The health and well-being of our employees & visitors is **[Company Name]**'s highest priority. As a result of COVID-19, we are requiring all employees & visitors complete a self-declaration form prior to the beginning of every shift. Please answer the questions below prior to entering any **[Company Name]** site.

SELF-DECLARATION	YES / NO
Are you or anyone you live with currently experiencing, or have you or anyone you live with experienced within the past 14 days, any symptoms of cold or flu that are not due to allergies? Symptoms include fever $\geq 100.4^{\circ}\text{F}$ , chills, repeated shivering, cough, sore throat, shortness of breath, difficulty breathing, feeling unusually weak, loss of taste or smell, muscle or back pain, headache, runny or congested nose, nausea, vomiting, or diarrhea.	
Have you or anyone living in your household, traveled outside of the US or to any US state or area known to be a COVID-19 hotspot in the last 14 days? If Yes, have you been quarantined for 14 days?	
Have you or anyone you live with been diagnosed with COVID-19, or referred for COVID-19 testing, or have results pending?	
Have you or anyone you live with been in direct contact for $>15$ minutes in a 24-hour period, with someone who has or had symptoms of COVID-19 and was referred by a doctor for testing with results pending?	
Do you live with or provide care for someone who has been in direct contact with someone who has or had COVID-19 within the past 14 days?	
Do you live with, or have you lived with in the past 14 days, someone who provides medical or personal care directly to any individual with COVID-19?	
In the last 14 days have you or anyone you live with attended a gathering of $> 20$ people, or participated in any activities that may have violated local health stay-at-home orders or physical distancing orders?	
Have you been asked by your employer, or a medical professional to self-quarantine until a date later than today?	

IF YOU RESPOND 'YES' TO ANY OF THESE QUESTIONS, YOU WILL BE **UNABLE TO ENTER** OUR SITE TODAY. PLEASE CONTACT YOUR MANAGER TO MAKE ALTERNATE ARRANGEMENTS.

Name		Signature	
Manager		Date	

### PROCEDURES TO FOLLOW WHILE VISITING OUR SITE

- Wash hands frequently with soap & water for  $\geq 20$  seconds
- Avoid touching your face, always wear your mask when on site.
- Cover coughs and sneezes. Report all symptoms to your Manager.
- Do not share food, drinks, or utensils. Maintain 6 feet or greater distance during meals.
- Use verbal greetings rather than contact greetings (i.e., no handshakes, hugs)
- Maintain physical distancing (6 feet or more) as established by site management.



# Insert Organization NAME/LOGO

## Exhibit E: COVID-19 Inspections



Covid\_19\_Inspection Checklist\_121020.pdf

Please print the linked document above for use in COVID-19 Workplace Inspections.

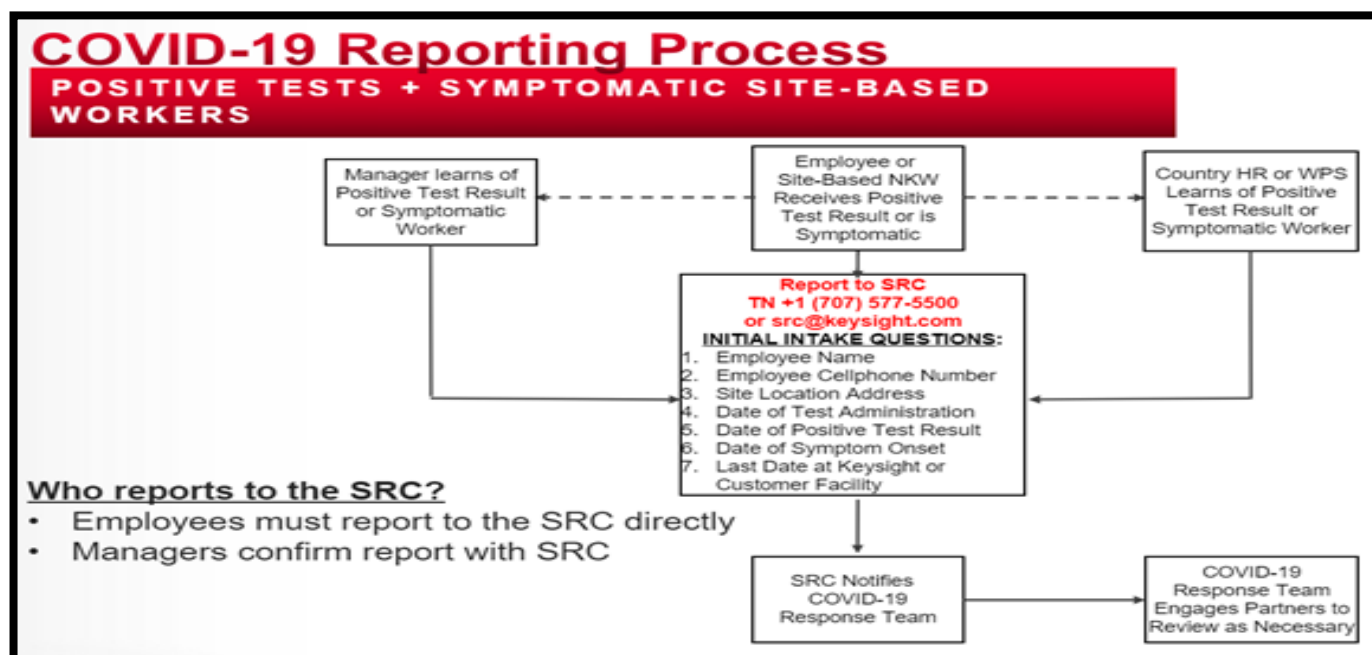
## Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health.

## Exhibit F: Covid-19 Case Tracker

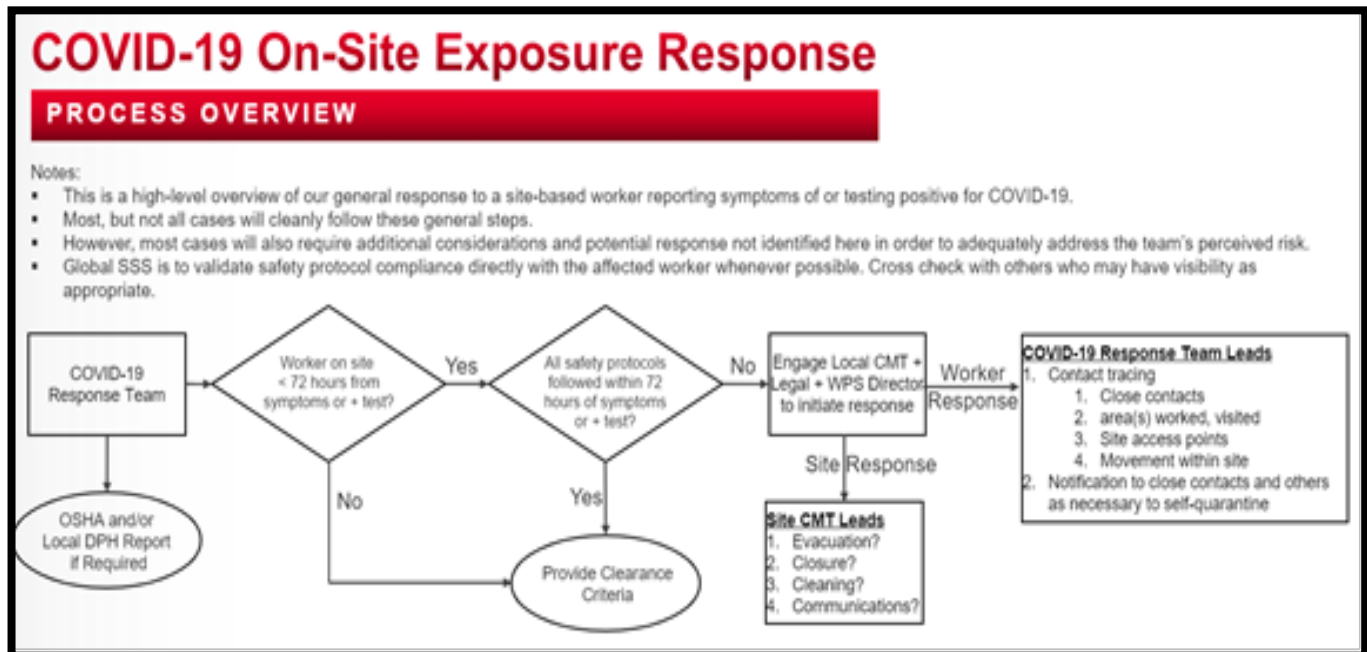
COVID-19 Response Tracker																													
Employee Information				Contacted		Notified			Work Location			Last @ Work		Symptomatic		Status				Ee Test Results			CC Test Result			Comments			
Name	Manager	Email	Phone #	Text	Phone	Date	Msg	Site Mgr	SRC	Ev	City/State	Job Title	Day	Date	Y/N	Symptoms	Exposure Date	Days	End Date	SO	SI	Close	Y/N	Part/Msg	Date Tested	Y/N	Part/Msg	Date	Case Description

## Exhibit G: COVID-19 Reporting Protocols

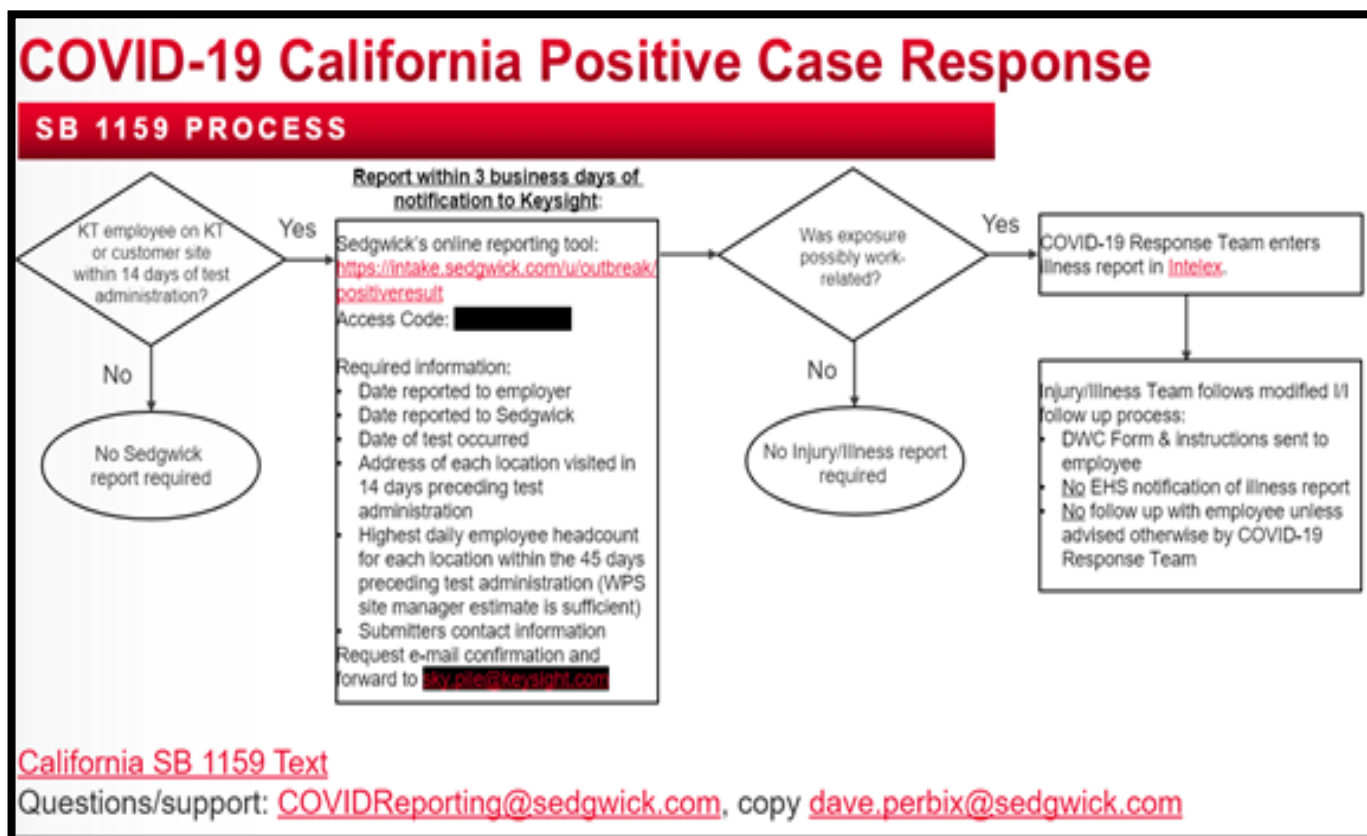


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## COVID-19 On-Site Exposure Response

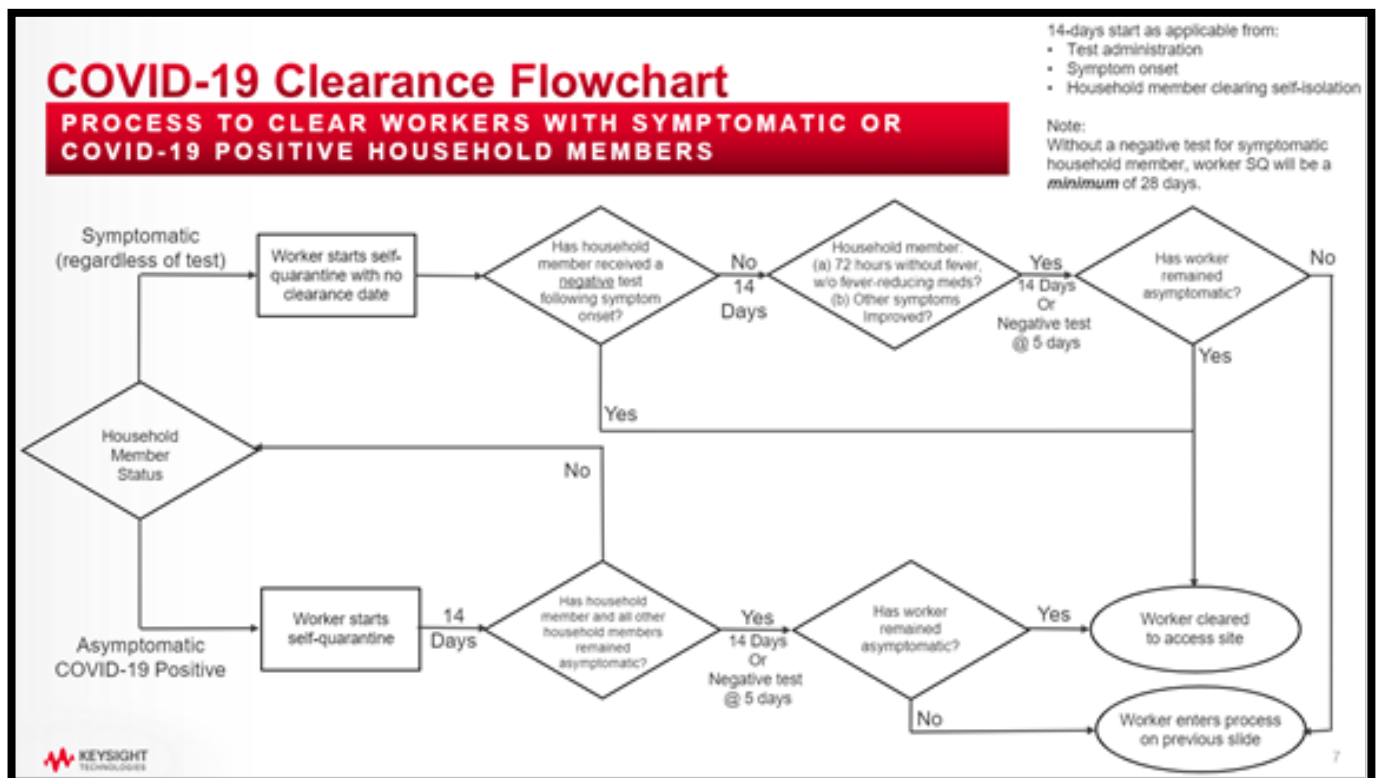
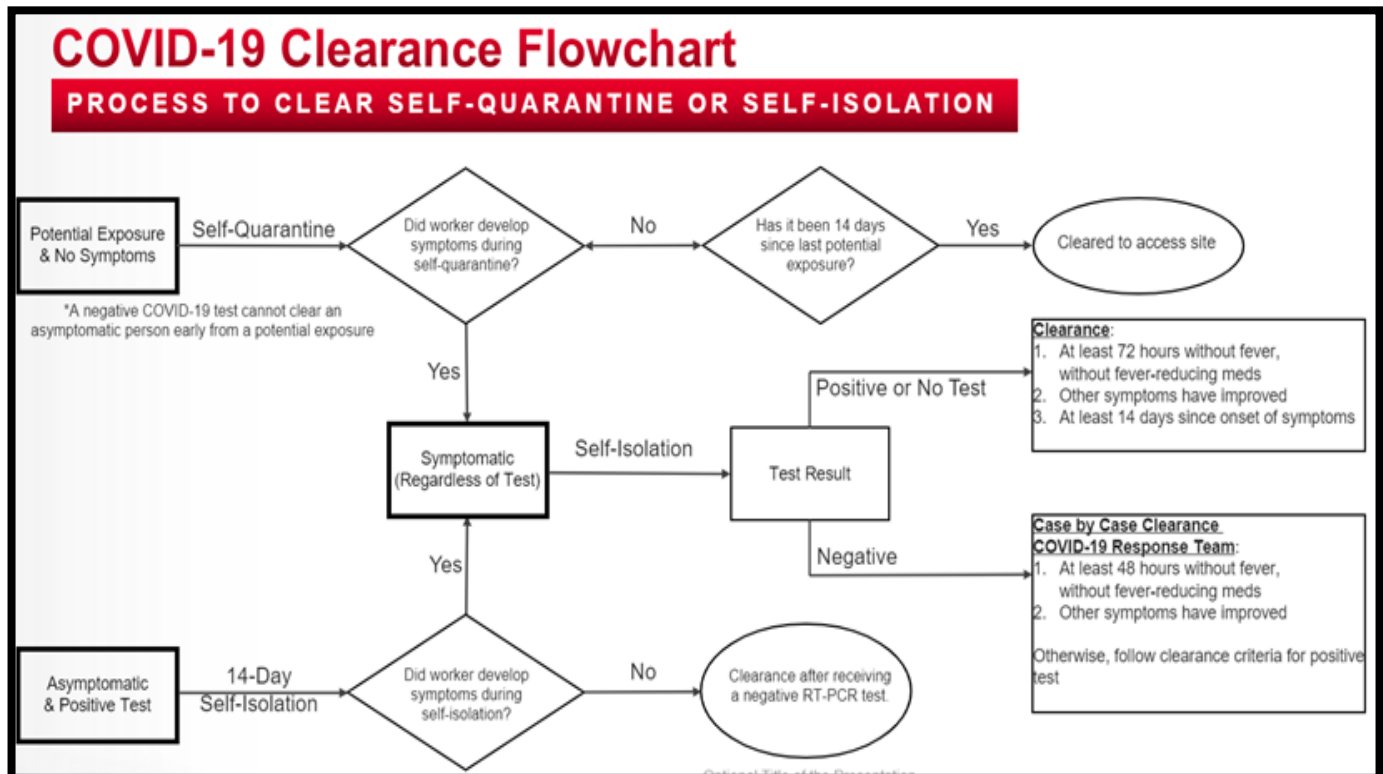


## COVID-19 California Positive Case Response

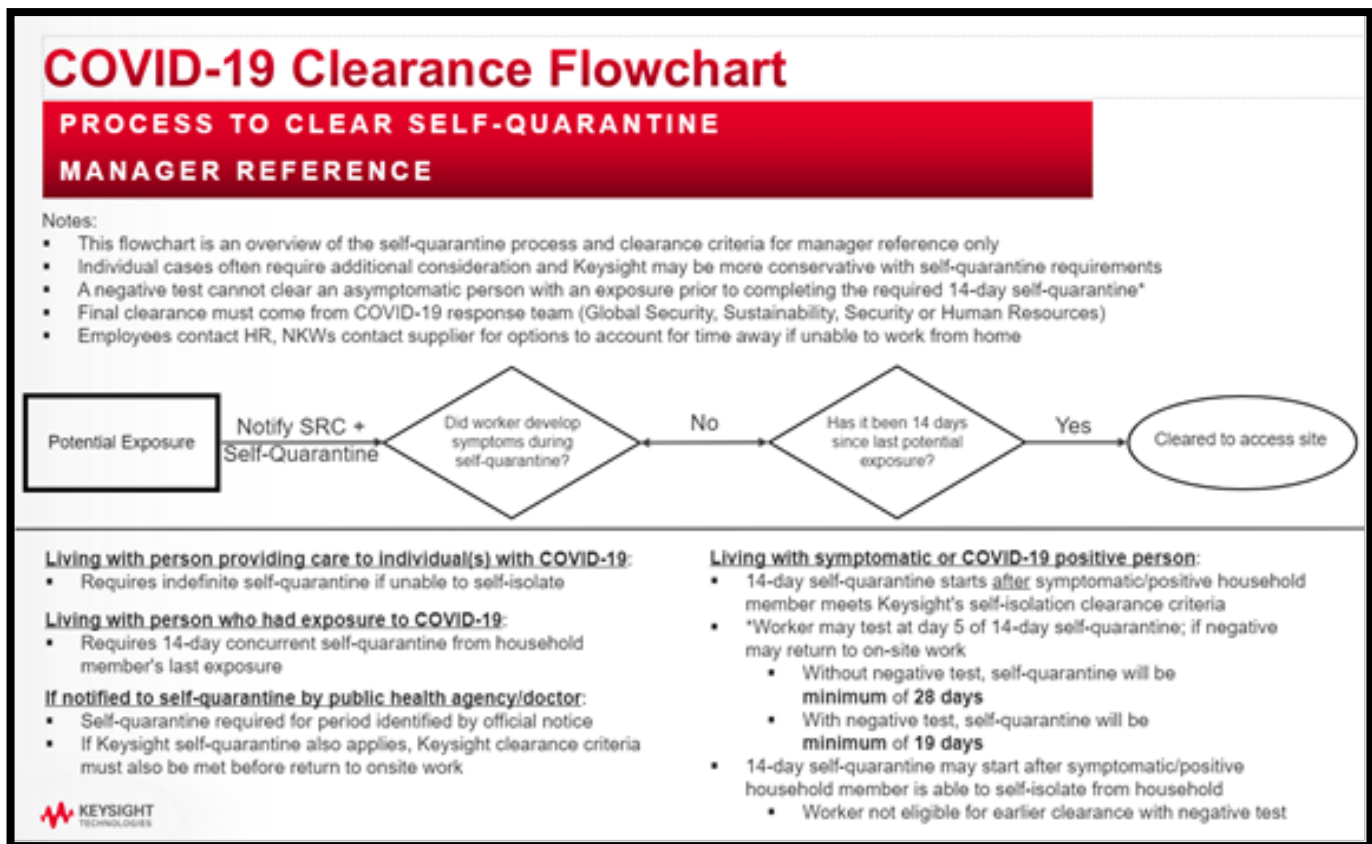


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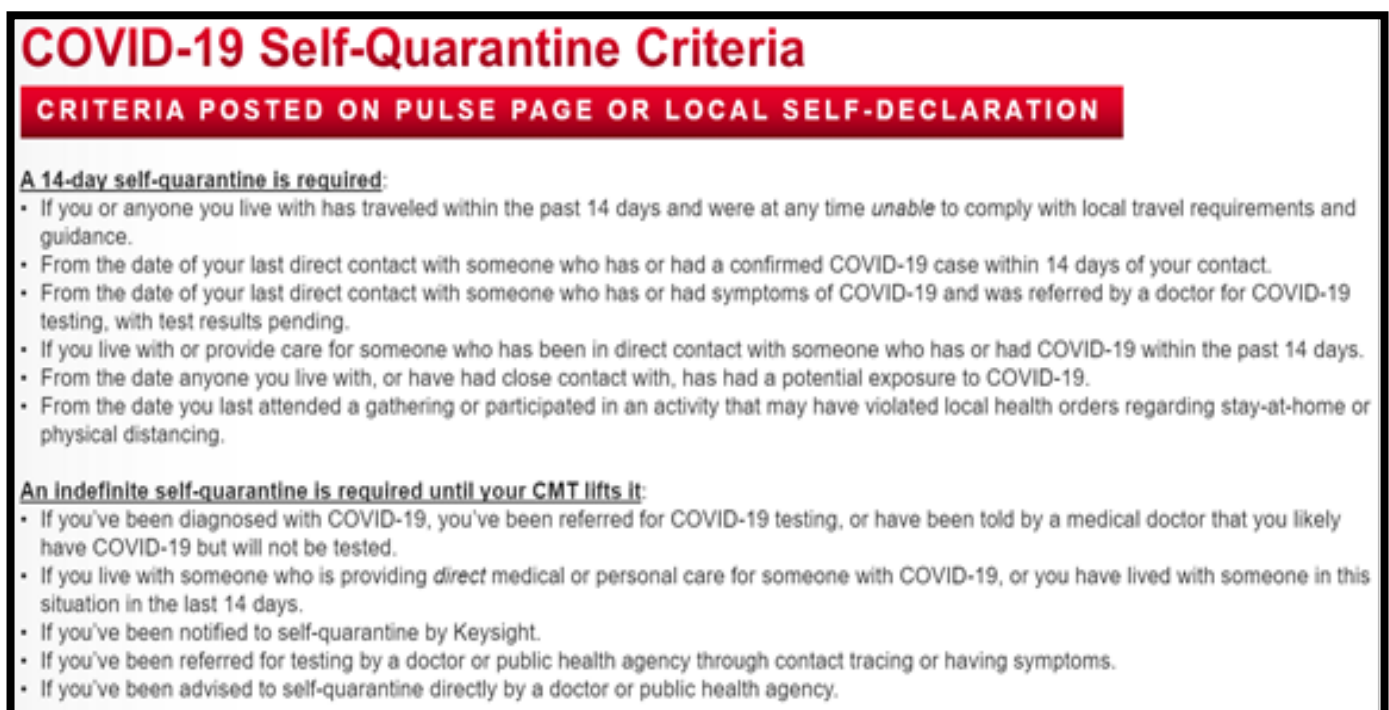
## COVID-19 Clearance Flowchart



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## COVID-19 Self-Quarantine Criteria



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## Initial Employee Interview

### Initial Employee Interview

**(POTENTIAL EXPOSURE OR SYMPTOMATIC)**

Employee interview:

1. Have you been on site or with other Keysight workers in the 72 hours (3 days) before developing symptoms (or testing positive)?
2. While on site or with other Keysight workers, have you complied with site safety protocols at all times?
  1. Maintaining 6 ft / 2 m physical distance at all times
  2. Wearing a face covering over your nose and mouth except with eating, drinking, or while outside where physical distancing was maintain
  3. Washing hands frequently
  4. Wiping down shared work surfaces with a disinfecting wipe before and after each operator change

If worker has been on site and did not follow safety protocols, initiate contact tracing:

1. In what areas, and on which days did you work during the three days before developing symptoms (or testing positive)?
2. Where did you travel where you did not maintain physical distance or wear a face covering?
3. Who did you have contact closer than 6 ft / 2 m with?
4. Were you wearing a face covering during these close contacts?
5. Were your contacts wearing a face covering?
6. Do you have any COVID-19 symptoms?

Regarding message shared with personal details:

- We understand you got a message from X, this is private & confidential. Did you forward or talk to anyone else? If yes, who?

## Exhibit H: Response Timeline Communications

### Symptomatic Employee

Employees with symptom(s) from the list for Covid-19, must be isolated for 14 days from symptom onset. In this case, the symptom onset was Thursday 12/17.

They had a COVID test on Monday and have agreed to share their results with us. If these results are negative, there is a chance they may be cleared from self-isolation earlier than 14 days.

Their isolation timeline is from symptom onset Thursday 12/17 + 14 days through 12/31. On 1/1, they will be clear to return to onsite work unless testing clears them earlier.

If they have a negative test result for COVID, they can return when the following are met:

- 48 hours without a fever and without taking fever reducing medications
- Other symptoms have improved.

If they have a positive test result for COVID, they will need to remain off work the full 14 days. At that point, they must meet these 2 items:

- 72 hours without a fever and without taking fever reducing medications
- Other symptoms have improved.

Clearance for an earlier return to onsite work, must go through the Global Health & Safety Team.



# Insert Organization NAME/LOGO

## 28 Day Quarantine

For this situation, the employee has a family member living with them full-time who tested COVID positive. This will require one of the 3 quarantine options below.

Option 1 - If the CV+ family member is unable to isolate from the remaining family and has continuous exposure to the Ee, they will need to quarantine for 14 days after the CV+ person is through their 14 day isolation period. This would be a 28 day quarantine.

The CV+ family member started their isolation on the date they became symptomatic which was Sat 12/19 + 14 day isolation = 1/2. Then the Ee would start their 14 day self-quarantine which would be from 1/2 + 14 day quarantine = 1/16. The Ee would be eligible to return to onsite work on Sun 1/17.

- There is a "test out" option for the Ee on day 19, which is Thurs 1/7. If the Ee's test results are negative on day 19, they could be clear for an earlier return to onsite work. This is basically a 21 day quarantine with the Day 19 test out option.

Option 2 - If the Ee becomes ill and symptomatic, they will be required to self-isolate for 14 days from their symptom onset. If multiple family members become symptomatic or CV+, it may affect their timeline. If they become symptomatic, it will reset their timeline to the symptom start + 14 days.

Option 3 - If the Ee is able to isolate from their CV+ family member (separate bedroom, separate washroom, no sharing of living or dining spaces) then the Ee would be subject to a full 14 day quarantine period. They will have no test out option with this path. This path is 14 days past their CV+ family members isolation start date 12/19 + 14 = 1/2. This is an option because the continuous exposure from the CV+ family member is eliminated by the Ee choosing to be isolated.

I recommend the Ee reaches out to their company HR Manager for eligibility of up to two weeks of supplemental company paid sick leave per California Executive Order N-51-20.

## Exhibit I: Contact Tracing Worksheet

Employee / Initials / FTE or NKW	Details	Area (s) Worked	Symptoms If Any	Last Date Worked Date Tested & Results	Safety Protocol Followed? (if yes, typically can return to work)	People in direct contact	Employee action needed & Owner of that action.
Employee #1							
Employee #2							
Employee #3							
Employee #4							
Employee #5							
Employee #6							



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## Exhibit J: Training Attendance Record

## Training Attendance Record

**Topic:** “COVID-19 in the Workplace”

**Location:** ZOOM Call

**Date | Time:** 12/15/20 Noon – 2 PM PST

[illegible]

**Instructor:** Cynthia Becker

HSE Director

## ICE Safety Solutions

2315 Thompson Rd | Langley, WA 98260

C 253 255 1758

[cynthia@getice.com](mailto:cynthia@getice.com)

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## Additional Consideration #1

### SB 1159, AB 685, Multiple Infections & Outbreaks

California Gov. Gavin Newsom signed SB 1159 and AB 685 into law on September 17, 2020. These two COVID-19-related laws affect reporting requirements in CA.

**SB 1159 – Workers' Compensation Presumption and Reporting of Positive Tests** requires employees who test positive, notify their employers to record with their claims administrator, whenever the employer knows or reasonably should know that an employee has tested positive for COVID-19. The notice must occur within three business days via email and must include the date the employee tested positive, the address(es) of employment the employee worked at in the past 14 days, and the highest number of employees who reported to workplace in the past 45 days.

**AB 685 – Reporting Workplace Outbreaks** requires employers to notify employees of a potential workplace exposure to COVID-19 and notify local health authorities of a COVID-19 outbreak. For this Bill, only cases determined to be work-related must be reported. During the investigation is when the employer determines work relatedness. The same process occurs when determining work relatedness for Health & Safety related incidents.

When multiple work-related COVID infections occur in the same workplace, then this section applies. Determining how employees were exposed to COVID-19 is important and tracking information critical. If the workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period, this reporting will remain in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period. Reference section 3205.1 for details.

### COVID-19 Testing

- The employer shall provide COVID-19 testing to all employees in the exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing is provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  1. All employees in the exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  2. After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in the workplace for a 14-day period.
  3. We will provide additional testing when deemed necessary by Cal/OSHA.

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## COVID-19 Investigation, Review & Hazard Correction

In addition to our Investigating, Evaluation and Correction of COVID-19 Cases, we will 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 will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  1. Leave policies and practices and whether employees are discouraged from remaining home when sick.
  2. Adherences to Health & Safety protocols.
  3. COVID-19 testing policies.
  4. Insufficient air circulation.
  5. Insufficient air filtration.
  6. Lack of physical distancing.
- Updating the review:
  1. Every thirty days that the outbreak continues.
  2. In response to new information or to new or previously unrecognized COVID-19 hazards.
  3. When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  1. Moving indoor tasks outdoors or having them performed remotely.
  2. Increasing outdoor air supply when work is done indoors.
  3. Improving air filtration.
  4. Increasing physical distancing as much as possible.
  5. Respiratory protection.
  6. [describe other applicable controls].

## Notifications To The Local Public Health Department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in the workplace, **[Company Name]** will contact the Local Public Health Department for guidance on preventing the further spread of COVID-19 within the workplace.
- The employer will provide to the Local Public Health Department, the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the Local Public Health Department.
- **[Company Name]** will continue to give notice to the Local Public Health Department of any subsequent COVID-19 cases at our workplace.

# Insert Organization NAME/LOGO

## Additional Consideration #2

### Major COVID-19 Outbreaks

AB 685 goes into effect January 1, 2021 and outlines requirements regarding an employer's obligations upon reaching the threshold of 20 or more COVID-19 positive cases within a 30-day period,

The first obligation is triggered when the employer "receives notice" of potential exposure of COVID-19 in the workplace. The employer is notified by definition when an employee:

- Tests positive for COVID
- Is diagnosed with COVID
- Died from COVID-19
- Or when a Public Health Official notifies the employer of an exposure to COVID-19

Upon receiving such notice, **[Company Name]** must take the following steps within one business day:

- Provide written notice to all employees and employers of subcontracted employees who were at the same worksite as the individual with COVID-19.
- Provide employees and employers of subcontractors with the disinfection and safety plan the employer plans to implement.
- Provide the potentially exposed employees with information about COVID-19-related benefits to which the employees may be entitled.

When the employer learns of a COVID-19 "outbreak," the employer shall notify the Local Public Health Agency of the following:

- Employee name
- Phone number
- Occupation
- Workplace address

of qualified individuals within 48 hours.

Unlike SB 1159, AB 685 follows the State Department of Public Health's definition of "outbreak" which is currently defined as 3 or more laboratory confirmed cases of COVID-19 in a two-week period among employees from different households. In case there is an "outbreak," the employer must provide notice to the union bargaining unit representative, and the notice must contain the same information required in a Cal OSHA Form 300 injury and illness log.

Qualified individuals include anyone who has a confirmed case of COVID-19 via a positive test or diagnosis by a healthcare provider, has been ordered to isolate by a Public Health Official, or died of COVID-19. This will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period.

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## COVID-19 Testing

[Company Name] will provide twice a week COVID-19 testing, or more frequently if recommended by the Local Health Department, to all employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during normal working hours.

## COVID-19 Hazard Correction

In addition to the requirements of this CPP for correcting COVID-19 hazards, we will take the following actions:

- In 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 with the ventilation system, 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 implement their use to the degree feasible.
- We will 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.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected.
- We will implement any other control measures deemed necessary by Cal/OSHA.

## Notifications to the Local Health Department

We will comply with the requirements of the **Multiple COVID-19 Infections** for notifications to the Local Health Department.

## Additional Consideration #3

### COVID-19 Prevention in Employer Provided Housing

At this time, [Company Name] has no workers in employer provided housing. Employer provided housing is any place or area of land, any portion of any housing accommodation, or property upon which a housing accommodation is located, consisting of:

- living quarters
- dwelling
- boardinghouse
- tent
- bunkhouse
- maintenance of way railroad cars (track mobiles)
- manufactured home
- recreational vehicle

# Insert Organization NAME/LOGO

The employer provided housing may be maintained in one or more buildings or one or more sites, including hotels and motels, and the premises upon which they are situated, or the area set aside and provided for parking of mobile homes or camping.

Employer provided housing is housing that is arranged for or provided by an employer, other person, or entity to workers, and in some cases to workers and persons in their households, in connection with the worker's employment, whether or not rent or fees are paid or collected.

## Additional Consideration #4

### COVID Prevention in Employer Provided Transportation to/from Work

At this time, **[Company Name]** does not provide workers with motor vehicle transportation to or from work, which is any transportation of an employee, during the course and scope of employment, provided, arranged for, or secured by an employer including ride-share vans or shuttle vehicles, car-pools, and private charter buses, regardless of the travel distance or duration involved. This segment does not apply:

- If the driver and all passengers are from the same household outside of work, such as family members.
- 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.

Physical distancing and face covering requirements must be followed for employees waiting for transportation.

Vehicle operators and any passengers must be separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle.

All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip. All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers. **[Company Name]** provides sanitizing materials for each vehicle, trains employees and employers on how to use them properly, and ensures they are kept in adequate supply.

## Ventilation

**[Company Name]** ensures that vehicle windows are kept open, and the ventilation system 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 the outside temperature is greater than 90 degrees Fahrenheit.



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- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- 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

Hand sanitizer is provided in each vehicle and [Company Name] ensures that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

## Exhibit K: Definitions

The following definitions apply to this COVID-19 Prevention Program.

**Asymptomatic:** A person who does not report or appear to have any symptoms or signs of illness.

**Close Contact:** Someone who was within 6 feet of an infected person for at least 15 minutes within a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated.

**Contact Tracing:** Fundamental activities that involve working with a patient who has been diagnosed with an infectious disease to identify and provide support to people (contacts) who may have been infected through exposure to the patient. This process prevents further transmission of disease by separating people who have (or may have) an infectious disease from people who do not.

**COVID-19:** Means an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

**COVID-19 Case:** Means a person who: (1) Has a positive COVID-19 test; (2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or (3) 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.

A person is no longer a **COVID-19 case** when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department.

**COVID-19 Exposure:** See definition of Close Contact. Means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period". This definition applies regardless of the use of face coverings.

## Insert Organization NAME/LOGO

**COVID-19 Hazard:** Means exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

**COVID-19 Symptoms:** Means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

**COVID-19 Test:** Means a viral test for SARS-CoV-2 that is: (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

**COVID-19 Test – Viral Type:** Viral tests check samples from your respiratory system, such as a swab from the inside of your nose, to tell you if you currently have an active infection with SARS-CoV-2, the virus that causes COVID-19. When testing negative is required as clearance to return to work – it must be a viral test. Please note: There are two types of viral tests available and it's important to understand the key differences between them.

**Viral Type “PCR”:** This is the most effective type of viral test. It looks for pieces of the actual virus that causes COVID-19 in the sample taken. This type of test is sent to a laboratory to be analyzed and the process may take several days once received by the lab based upon demand.

**Viral Type “Antigen”:** An antigen test can quickly confirm a positive infection by looking for certain proteins in a sample. However, a negative test does not necessarily rule out an infection. This type of test can provide “rapid results” at the testing site in less than an hour – but negative tests should be treated as presumptive only because the test is less sensitive. This means that a “false negative” may result. If an antigen test is used as clearance to return to work – results from two separate negative antigen tests, taken at least 24 hours apart, must be provided. If there is still a concern that a person has COVID-19 after a negative antigen test (because of symptoms or other factors) then that person should be tested again with a PCR test.

**COVID-19 Test – Antibody Type:** Antibody tests check your blood by looking for antibodies, which may tell you if you had a past infection with the virus that causes COVID-19. Antibodies are disease specific proteins that help fight off infections and can provide protection against getting that disease again. Except in instances in which viral testing is delayed, antibody tests should not be used to diagnose a current COVID-19 infection. An antibody test may not show if you have a current COVID-19 infection because it can take 1–3 weeks after infection for your body to make antibodies. To see if you are currently infected, you need a viral test. Please note: People who recover from COVID-19 can get infected again. Scientists believe people have a 3-month immunity period.

**Deep Cleaning:** See definition of High-level Disinfection (HLD) and Level 3 Cleaning.

# Insert Organization NAME/LOGO

**Exposure (Person):** Someone who has been in close contact with an infected/ symptomatic person – within 48 hours of the onset of symptoms. See definition for “Close Contact”.

**Exposure (Jobsite/Office):** When an infected/ symptomatic person is on the jobsite or in the office either while symptomatic or in the 48 hours prior to the onset of their symptoms. Also consider factors such as close contact with others, social distancing, face covers and hygiene protocols when determining level of exposure to the jobsite or office. Other considerations include duration of time and exposure to bodily secretions (through cough or sneeze primarily) of the infected person.

**Exposure Assessment:** The process of characterizing, estimating, measuring, and modeling the magnitude, frequency, and duration of contact with an agent as well as the number and characteristics of the population exposed (See COVID-19 Exposure Risk Assessment Guide).

**Exposed Workplace:** Means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including washrooms, walkways, hallways, aisles, break or eating areas, and waiting areas.

The exposed workplace does not include buildings or facilities not entered by a COVID-19 case. Effective January 1, 2021, the “Exposed Workplace” also includes but is not limited to the “Worksite” of the COVID-19 case.

**Face Covering:** Means a tightly woven fabric or non-woven material that is well secured to the face with no visible holes or openings, which covers the full nose and mouth. More on cloth face coverings [here](#).

**High-Level Disinfection (HLD):** See definition of Deep Cleaning and Level 3 Cleaning: The highest of the three levels of disinfection recognized by the Centers for Disease Control and Prevention (CDC). High-level disinfection is effected with a chemical germicide that has been cleared by the Food and Drug Administration (FDA) to be marketed as a sterilant. The HLD process kills all vegetative microorganisms, mycobacteria, lipid and nonlipid viruses, fungal spores, and some bacterial spores.

**High-Risk Exposure Period:** Means the following time period: (1) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or (2) For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

**Isolation:** The separation of a person or group of people known or reasonably believed to be infected with a communicable disease and potentially infectious from those who are not infected to prevent spread of the communicable disease. [Isolation](#) for public health purposes may be voluntary or compelled by federal, state, or local public health order. Isolation separates sick people, quarantine separates potentially sick people.

# Insert Organization NAME/LOGO

**People at Increased Risk:** Persons with [underlying medical conditions](#) or [characteristics](#) that may put them at increased risk for severe illness from COVID-19 and who should take extra precaution to prevent exposure to the virus.

**Program:** Refers to this COVID-19 Prevention Program CPP developed and published for **[Company Name]** by **ICE SAFETY SOLUTIONS**. The COVID-19 Prevention Program was published on December 4, 2020 with revisions made and 2.0 version published on December 14, 2020. The current Program is version 2.0.

**Prolonged Period of Time:** Data are insufficient to precisely define the duration of time that constitutes a prolonged exposure. Recommendations vary on the length of time of exposure, but 15 minutes of close exposure can be used as an operational definition.

**Quarantine:** The separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic from others who have not been so exposed to prevent the possible spread of the communicable disease. Quarantine may be voluntary or compelled by federal, state, or local public health order.

**Reopening Plans:** Refers to **ICE SAFETY SOLUTIONS** specific Return to Office/Reopening Plans developed and published September 24, 2020 for clientele office locations in California. Each plan identifies specific Return to Office/Reopening guidelines for each location.

**Social Distancing:** See the CDC's COVID-19 [Social Distancing Tips](#) on keeping a safe distance to slow the spread.

**Symptoms:** Any indication of disease perceived by the patient.

**Travel (Domestic):** Any travel outside of your home state but within the United States of America. Please be aware that some states (such as Hawaii and Washington) have specific restrictions on travel for workers from outside of the state and, in the case of Hawaii, inter-island travel has restriction. Please be aware of any local orders that may impact or restrict your travel or trigger a quarantine period.

California's [Regional Stay Home Order](#), announced December 3, 2020, will go into effect at 11:59 PM the day after a region has been announced to have less than 15% ICU availability. It prohibits private gatherings of any size, closes sector operations except for critical infrastructure and retail, and requires 100% masking and physical distancing in all others.

Once triggered, the order will remain in effect for at least 3 weeks. After that period, it will be lifted when a region's projected ICU capacity meets or exceeds 15%. This will be assessed on a weekly basis after the initial 3-week period.

**Travel (International):** Any travel from outside of the United States of America. Note: This does not include normal commute in areas where you normally cross a border to go to work.

# Insert Organization NAME/LOGO

## Exhibit L: Employee FAQ's

**Important Notice:** COVID-19 related materials, including this document, have been developed based on information from the CDC, WHO and public health experts. The measures are the guidance of health authorities at the time of drafting, but guidance is evolving because much is still unknown about COVID-19. The overall situation is and will remain very fluid.

Q: If state/local governments lift stay-at-home orders, will this trigger our reopening in [City]?

A: No. The lifting of state/local orders is important but not the only consideration.

Q: May I continue to work from home if I prefer?

A: We will initially encourage employees to continue working from home if their roles allow them to do so. HR will designate "on-site personnel" before our office reopens.

Q: How will [Company Name] create social distancing in the office?

A: We will limit the number of people in the office. Employees will be expected to practice six-foot social distancing. To facilitate this, we will set maximum capacity limits in shared and common areas and will clearly mark these maximums with signage. We will take some desks offline, ensuring that there is a 6-foot distance between workstations. We will install signage throughout the office to direct traffic and note social distancing parameters.

Q: Am I required to wear a mask in the office?

A: Yes. [Company Name] requires all employees and members of the public who enter the office to wear face coverings as mandated in [City]'s 'Face Covering Order'. It is mandatory to wear a face covering at all times when in the office.

Masks are **required** while working in any room or enclosed area when other people are present or when working in a space other people might use later, even if you're alone (including cubicles, desks, and conference rooms). Employees are **required** to wear a mask when moving through common spaces in the office, including hallways, stairwells, elevators, kitchen, washrooms, mail and copy rooms, etc. Employees must also adhere to mask usage requirements as established by the building landlord.

Q: Is there any place in the office where masks are not required?

A: Face Coverings are **not required** when working alone in your own private office with the door closed (as long as you can don a face covering quickly if someone enters) or in an isolated area not regularly used by others.

Q: What types of masks are appropriate for the office?

A: If you are not in a client-facing role, you will generally be permitted to wear face coverings of your choosing. While you are encouraged to express your individual style, face coverings must be professional and appropriate to a business environment. A face covering can be made of cloth, fabric, or other permeable material.

Q: Will our office exercise room, equipment and showers be available for use?

A: No. This area will be locked down until Gov. Gavin Newsom releases detailed rules on [City] [County]'s re-opening of exercise rooms.

# Insert Organization NAME/LOGO

Q: What enhanced cleaning protocols will [Company Name] put into place?

A: We will have day porters in our offices who will clean shared/common areas, including doorknobs, elevator buttons, washroom soap dispensers, etc., multiple times each day. We will arrange nightly, thorough office cleaning by a janitorial service using EPA-registered products. Cleaning will include all surfaces in both shared spaces and individual workstations.

All desks will be marked with a placard. At the end of the day, each occupant will flip the placard to alert janitorial staff that it requires cleaning before its next use. We will ask employees with no assigned seat to "self-assign" one for the day. Workstations will be thoroughly cleaned at night and employees can select a desk for the day when they return the following morning.

Q: Will [Company Name] give me ample notice for childcare and other personal considerations?

A: Yes. [Company Name] will provide at least two weeks' notice to employee's for return-to-office work.

Q: How will equipment like desk phones, keyboards and copy machines be cleaned?

A: All equipment will be thoroughly cleaned each night. In addition, [Company Name] will provide employees ample access to cleaning products and employees are encouraged to conduct point-of-use cleaning throughout the day.

Q: Can I use conference rooms, huddle rooms and call rooms when I need to have a meeting?

A: You are encouraged to hold meetings, including internal meetings, by Zoom if at all practical. For in-person meetings in the office, we will limit areas designed for group work/meetings to a capacity that allows for adequate social distancing. Huddle rooms and call rooms must be reserved for the entire day to avoid sharing workspace between cleanings. If you need a huddle room or a call room, plan to use that as your designated work area for the entire day and wipe down all surfaces when arriving and before leaving.

Q: Is there a limit on the number of people who can attend an in-person meeting in the office?

A: Yes. We will limit in-person meetings to no more than 10 people. In addition, employees should only hold in-person meetings if 6-feet social distancing can be maintained. Meetings of larger groups should be conducted using Zoom, even when in the office.

Q: Will kitchenettes be open and available for meals?

A: Much like restaurants, kitchenettes will have no seating to achieve social distancing requirements. Only pre-packaged snack foods and "grab and go" items are available. Employees will be asked to enter & exit this area quickly and to eat at their desks. We expect employees to keep their work areas clean and to be respectful of their co-workers.

Q: What precautions will be taken for mail services (both receiving and sending)?

A: Employees should redirect personal mail or packages to their home address and only send business-related mail from the office (no personal shipments). This will reduce the overall volume coming through the office and prioritize critical mail. All mail should be stored for 24 hours before distributing to employees. Additionally, employees should wear disposable masks and gloves when handling and delivering mail to employees. Mail drop-off and pick-up processes must meet social distancing guidelines.



## Insert Organization NAME/LOGO

Q: Will we still use shared appliances such as refrigerators and microwaves?

A: Refrigerators, microwaves and coffee machines will be available for use. It is important to maintain firm practices to mitigate exposure in these areas, with the highest probability of human touch. We will also provide disposable cups, plates and utensils. For the safety of everyone, leaving the office to eat will be discouraged (though not prohibited). We are considering having food delivered for employees. We will revisit this policy every 30 days.

Q: Am I required to have my temperature taken when I get to the office?

A: One of the important new safety and well-being measures we are implementing is a daily health check-in. All employees must conduct a health check-in for fever and/or any other symptoms associated with COVID-19 each day that they plan to go to the office. This must be done every day, at home, within four hours of leaving for work. On days that employees work from home, screening is not required. If the building Landlord requires temperature screenings; we will communicate those protocols as we get closer to re-opening.

Q: What if I have symptoms?

A: DO NOT PROCEED TO WORK. If you are feeling well enough, you are encouraged to work from home if you can do so productively. If you decide you would like to be tested, call your nearest public health department. They usually provide a 48-hour turn-around for test results while most Doctor offices still take 10-14 days for results. If you are having symptoms, assume you are infected and self-isolate for 14 days.

Q: Will [Company Name] provide hand sanitizer, masks and other personal protective items?

A: We will have sanitizer stations set up throughout our offices, particularly in common areas. We will also have ample supplies of hand soap and disinfecting wipes and spray. For masks, we encourage employees to bring their own face coverings. A small supply will be available if an employee loses or must dispose of their mask while at work.

Q: If I am considered "at risk" due to age or underlying conditions, do I still come to the office?

A: In the first phases of return, we encourage all employees, especially those who are considered "at risk" due to age or underlying conditions, to continue working from home if they can do so productively. Employees with special circumstances or concerns should speak with their HR Manager.

Q: Can I have any visitors (including clients) to the office for in-person meetings?

A: No. For at least the first 30 days after reopening, all offices will have a strict no-visitor policy. We will review this policy after an initial period and make updates as appropriate when it is safe to do so. We will require that all food delivery be handled in the building lobby, not in the office. Employees should consider increased elevator wait times and try to schedule food delivery at non-peak hours.

Q: Can we hold social events in the office (birthday celebrations, potluck meals, etc.)?

A: No. We must limit any activities that require people to gather. For the foreseeable future, we will prohibit any social events or large meetings either inside or outside the office.

# Insert Organization NAME/LOGO

## Exhibit M: Resources

Federal Emergency Management Agency  
[www.fema.gov/coronavirus](http://www.fema.gov/coronavirus)

Occupational Safety & Health Administration  
[www.osha.gov/coronavirus](http://www.osha.gov/coronavirus)

White House  
[www.whitehouse.gov/openingamerica](http://www.whitehouse.gov/openingamerica)

World Health Organization  
[www.who.int/coronavirus](http://www.who.int/coronavirus)

American Society of Heating, Refrigerating, and Air Conditioning Engineers  
[www.ashrae.org/technical-resources/resources](http://www.ashrae.org/technical-resources/resources)

BOMA International  
[www.boma.org/coronavirus](http://www.boma.org/coronavirus)

California ALL COVID State Site  
<https://covid19.ca.gov/>

Centers for Disease Control  
[www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)

Coronavirus (COVID-19) Resource Center  
[www.coronavirus.gov](http://www.coronavirus.gov)

Equal Employment Opportunity Commission  
[www.eeoc.gov](http://www.eeoc.gov)

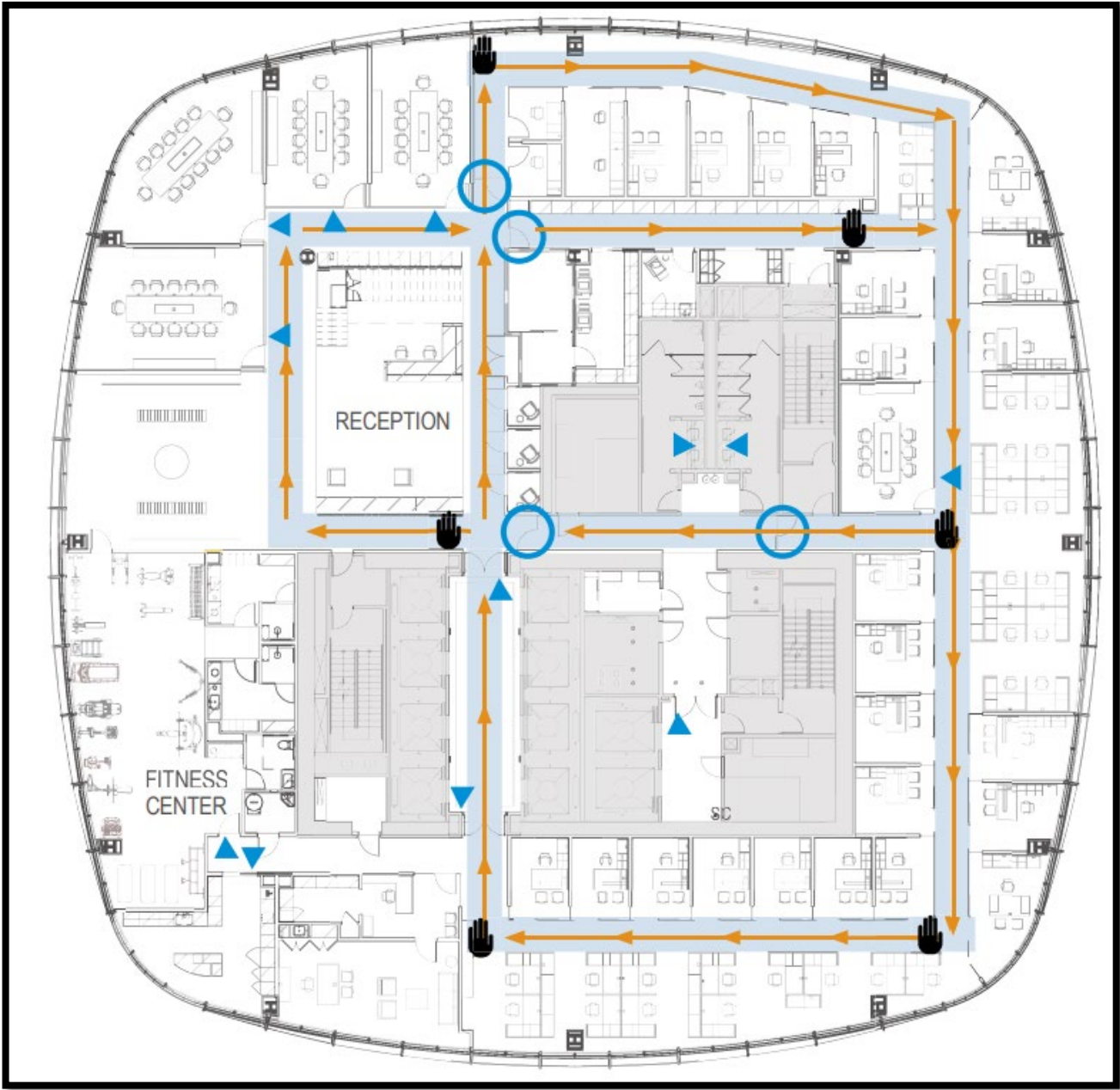
CDA Cares  
[http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/Reopening\\_SocialDistancing.pdf](http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/Reopening_SocialDistancing.pdf)

EPA resource containing link to list of disinfectants against COVID-19  
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

UK-Specific info for Workplaces  
<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-foremployers-and-businesses-on-covid-19>

Insert Organization NAME/LOGO

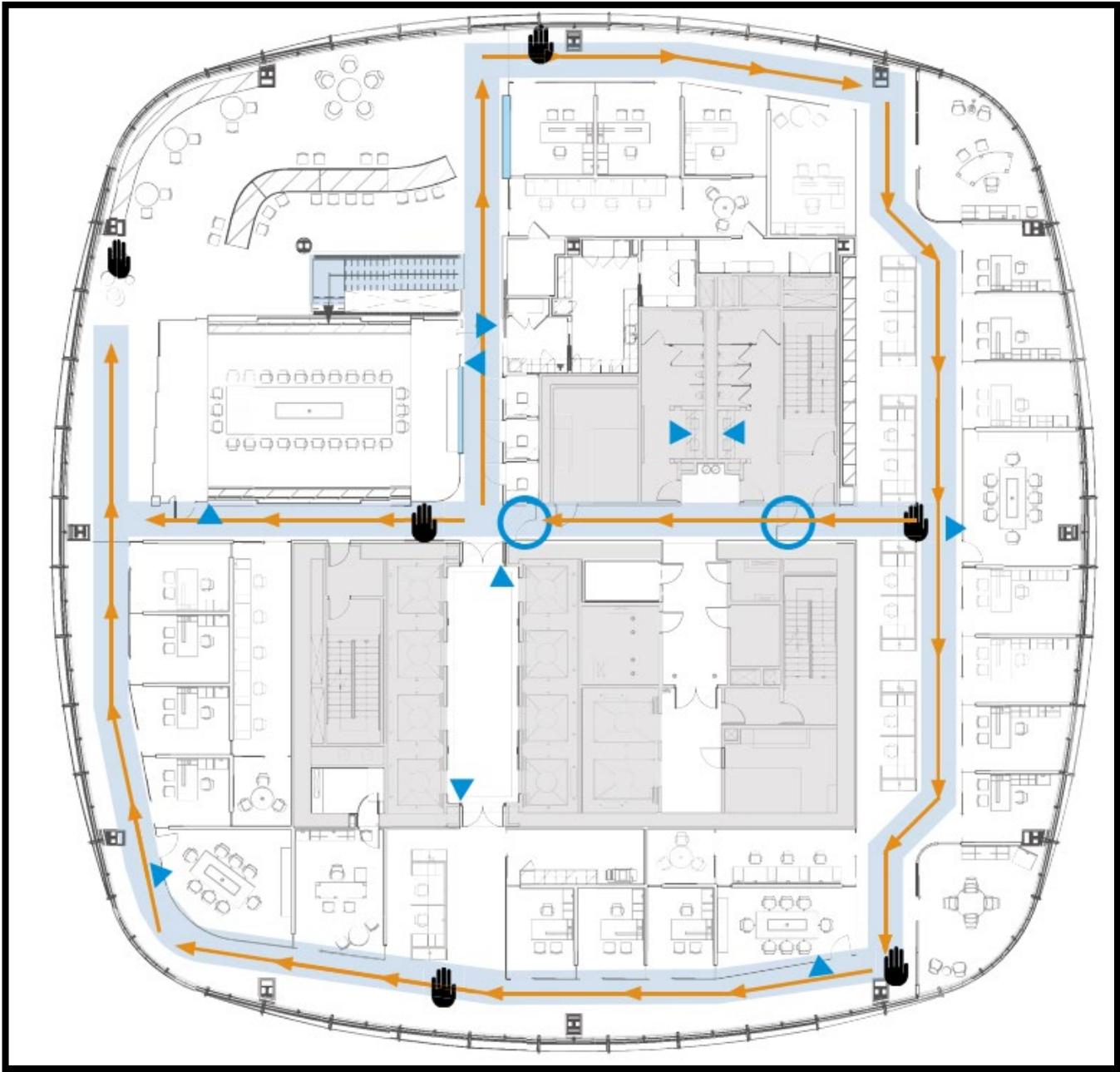
Exhibit N: Circulation Directional Markers Floor 57



<b>LEGEND</b> DOOR ON HOLD-OPEN 	PPE   HAND SANITIZING 	ONE-WAY CIRCULATION 	NEW SIGNAGE 
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Insert Organization NAME/LOGO

Exhibit O: Circulation Directional Markers Floor 58



<b>LEGEND</b> DOOR ON HOLD-OPEN 	<b>PPE   HAND SANITIZING</b> 	<b>ONE-WAY CIRCULATION</b> 	<b>NEW SIGNAGE</b> 
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# Insert Organization NAME/LOGO

## Exhibit P: Entry Door Signage



ENTRY SIGNAGE - 17" W x 11" H

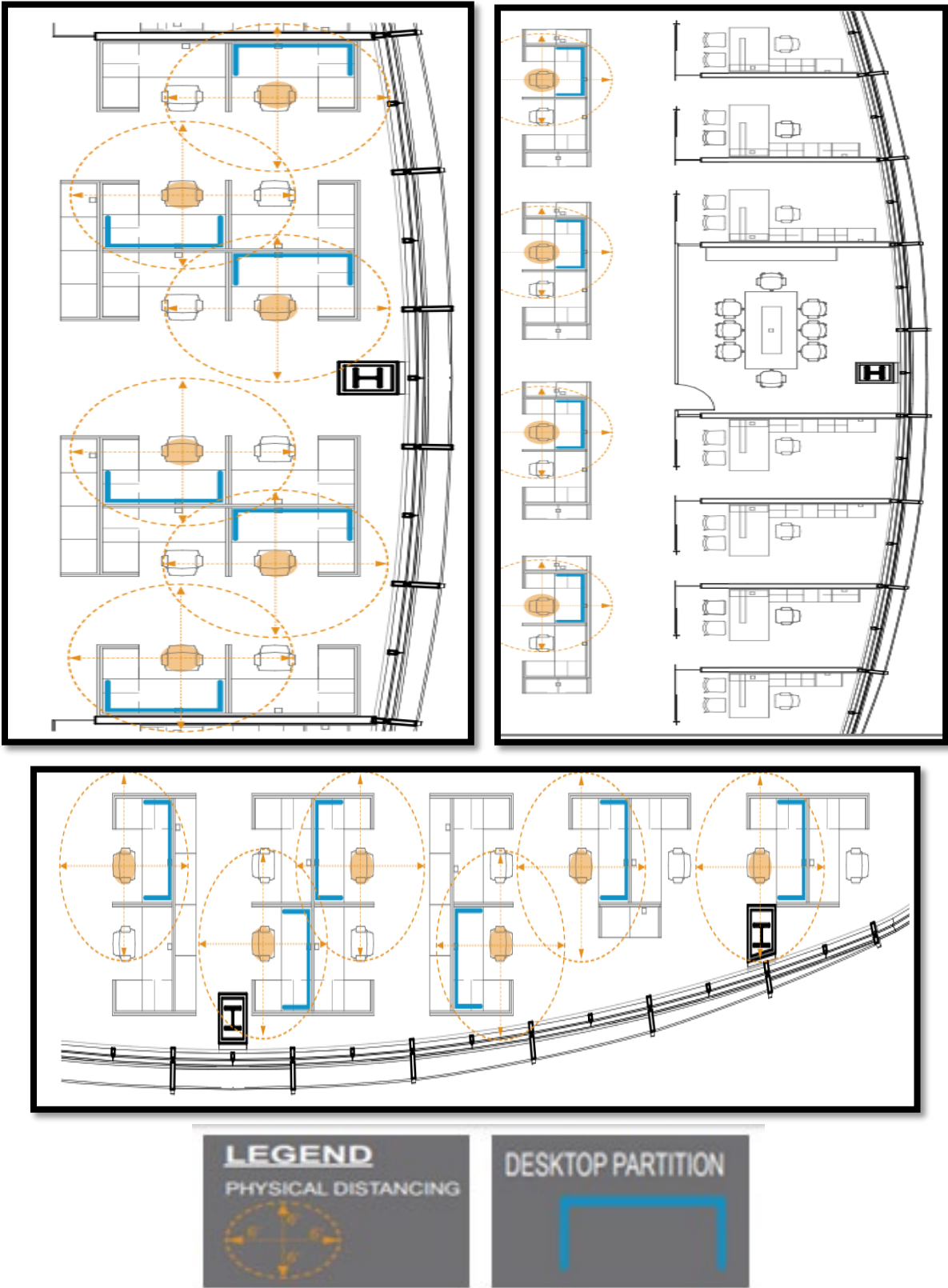


CONFERENCE SIGNAGE - 17" W x 11" H



Insert Organization NAME/LOGO

Exhibit Q: Layout Floors 57 & 58 Open Workstation

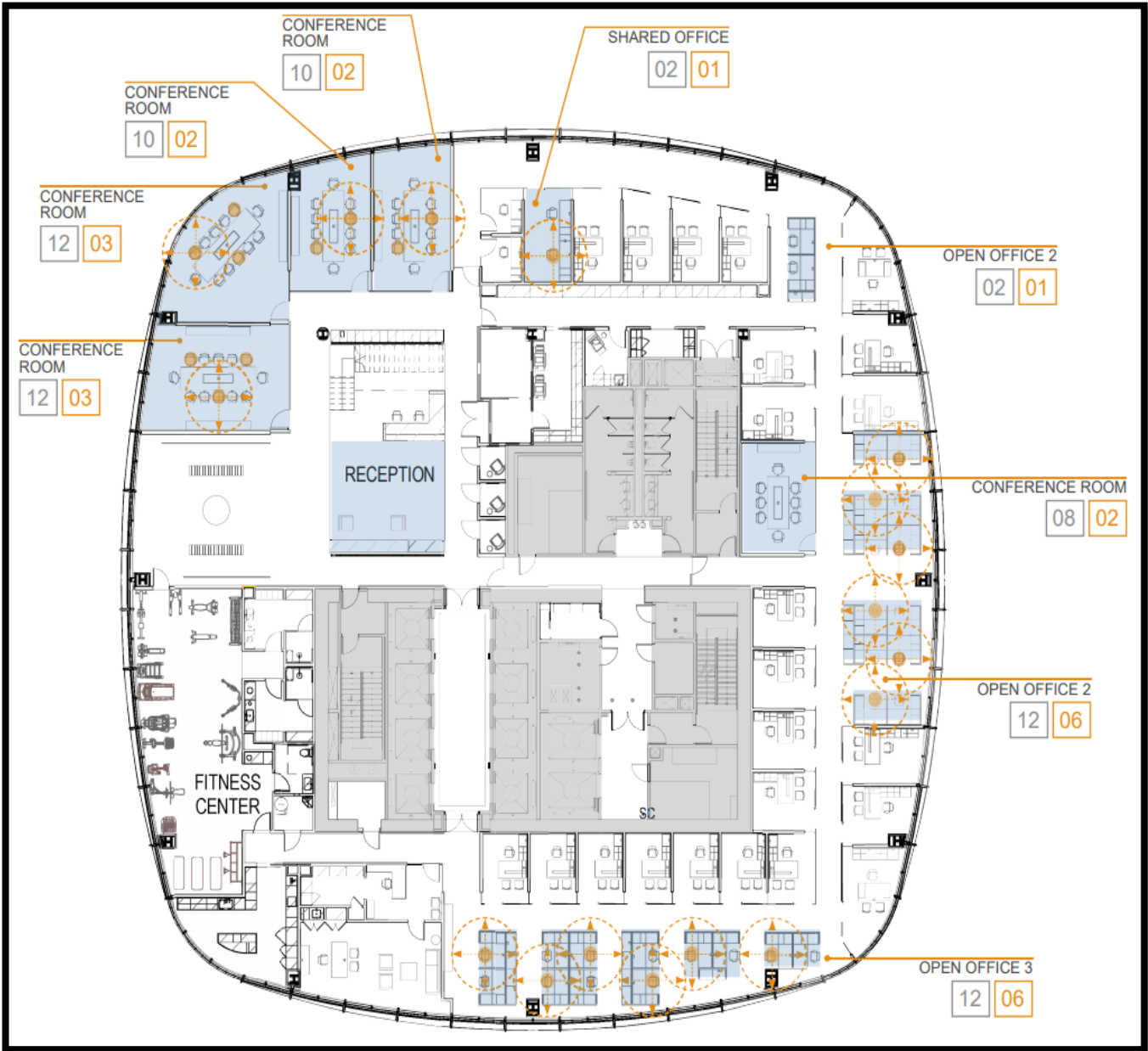




# Insert Organization NAME/LOGO

## Exhibit R: Occupancy Diagrams Floor 57

Pre-COVID-19 Max Occupancy = 408 Occupants (White #'s)  
Recalculated Max Occupancy = 81 Occupants (Orange #'s)  
Physical Distancing shown in Orange Circles



# Insert Organization NAME/LOGO

## Exhibit S: Occupancy Diagrams Floor 58

Pre-COVID-19 Max Occupancy = 412 Occupants (White #'s)  
Recalculated Max Occupancy = 82 Occupants (Orange #'s)  
Physical Distancing shown in Orange Circles

