



COVID-19 PREVENTION PLAN

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COVID-19 PREVENTION PLAN

The purpose of the Mid-Peninsula Water District's (MPWD) COVID-19 Prevention Program (CPP) is to provide employees a healthy and safe workplace as required under the California Occupational Safety and Health Act (Labor Code §§ 6300, *et seq.*) and associated regulations (8 C.C.R. § 3205).

Nothing in this CPP precludes MPWD from complying with federal, state, or local laws or guidance that recommends or requires measures that are more prescriptive and/or restrictive than are provided herein.

AUTHORITY AND RESPONSIBILITY

Tammy Rudock, General Manager, will have overall authority and responsibility for implementing the provisions of this CPP in our workplace.

In addition, all supervisors are responsible for implementing and maintaining the CPP in their work areas and for ensuring employees receive answers to questions about the program. When employees are working offsite, the most senior operations personnel in attendance will be responsible for ensuring that the policies and protocols in this CPP are implemented.

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

SCOPE

This CPP applies to all MPWD employees except for employees who are teleworking and do not come to work.

DEFINITIONS:

For the purposes of the CPP, the following definitions shall apply:

“*COVID-19*” means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

“*COVID-19 case*” means a person who either: (1) Has a positive “COVID-19 test” as defined in this section; (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 pursuant to authority granted under the Health and Safety Code or title 17, California Code of Regulations to CDPH or the local health department.

“*Close contact COVID-19 exposure*” means being within six (6) 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” as defined here. This definition applies regardless of the use of face coverings.

“*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 one of the following: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) 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 both: (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.

“*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 bathrooms, 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.

“*Face covering*” means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

“*High-risk exposure period*” means the following time period: (1) For persons who develop COVID-19 symptoms: from two (2) days before they first develop symptoms until ten (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 (2) days before until ten (10) days after the specimen for their first positive test for COVID-19 was collected.

PROGRAM

SYSTEM FOR COMMUNICATING WITH EMPLOYEES

Reporting COVID-19 Symptoms, Possible COVID-19 Close Contact Exposures, and Possible COVID-19 Hazards at MPWD

MPWD policy requires that MPWD employees immediately report to Tammy Rudock, General Manager, any of the following:

- (1) the employee's presentation of COVID-19 symptoms;
- (2) the employee's possible COVID-19 close contact exposures;
- (3) possible COVID-19 hazards at MPWD.

MPWD will not discriminate or retaliate against any MPWD employee who makes such a report.

Accommodations Process for MPWD Employees with Medical or Other Conditions that put them at Increased Risk of Severe COVID-19 Illness

MPWD policy provides for an accommodation process for employees who have a medical or other condition identified by the Centers for Disease Control and Prevention ("CDC") or the employees' health care provider as placing or potentially placing the employees at increased risk of severe COVID-19 illness.

The CDC identifies the following medical conditions and other conditions as placing or potentially placing individuals at an increased risk of severe COVID-19 illness.

The CDC guidance provides that adults of any age with the following conditions are at increased risk of severe illness from the virus that causes COVID-19:

1. Cancer
2. Chronic kidney disease
3. COPD (chronic obstructive pulmonary disease)
4. Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
5. Immunocompromised state (weakened immune system) from solid organ transplant
6. Obesity (body mass index [BMI] of 30 kg/m² or higher but < 40 kg/m²)
7. Severe Obesity (BMI ≥ 40 kg/m²)
8. Pregnancy

9. Sickle cell disease
10. Smoking
11. Type 2 diabetes mellitus

The CDC guidance also provides that adults of any age with the following conditions might be at an increased risk for severe illness from the virus that causes COVID-19:

1. Asthma (moderate-to-severe)
2. Cerebrovascular disease (affects blood vessels and blood supply to the brain)
3. Cystic fibrosis
4. Hypertension or high blood pressure
5. Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
6. Neurologic conditions, such as dementia
7. Liver disease
8. Overweight (BMI > 25 kg/m², but < 30 kg/m²)
9. Pulmonary fibrosis (having damaged or scarred lung tissues)
10. Thalassemia (a type of blood disorder)
11. Type 1 diabetes mellitus

To request an accommodation under MPWD policy, employees may make a request with Tammy Rudock, General Manager, in accordance with MPWD policy regarding reasonable accommodation.

COVID-19 Testing

MPWD possesses authority to require that employees who report to work at MPWD worksites or facilities be tested for COVID-19. Where MPWD requires that MPWD employees be tested, MPWD will inform employees why testing is required.

MPWD will also inform employees of the possible consequences of a positive COVID-19 test, which may include, but is not limited to, a requirement that employees not report to MPWD during the high-risk exposure period and satisfying the minimum criteria to return to work.

Where MPWD requires testing, MPWD has adopted policies and procedures that ensure the confidentiality of employees and comply with the Confidentiality of Medical Information Act

("CMIA"). Specifically, MPWD will keep confidential all personal identifying information of COVID-19 cases or persons with COVID-19 symptoms unless expressly authorized by the employee to disclose such information or as other permitted or required under the law.

Where testing is not required, employees can access COVID-19 testing at multiple sites across the county. For further information regarding the locations of testing sites, please visit: <https://www.smcgov.org/testing>

COVID-19 Hazards

MPWD will notify MPWD employees of any potential COVID-19 exposure at a MPWD worksite or facility where a COVID-19 case and MPWD employees were present on the same day such that MPWD employees may have been potentially exposed to COVID-19. MPWD will notify MPWD employees of such potential exposures within one (1) business day, in a way that does not reveal any personal identifying information of the COVID-19 case.

MPWD will also notify MPWD employees of cleaning and disinfecting measures MPWD is undertaking to ensure the health and safety of MPWD worksite or facility where the potential exposure occurred.

IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS AT MPWD WORKSITES AND FACILITIES

Screening MPWD Employees for COVID-19 Symptoms

Symptom Screening

MPWD requires that employees self-screen for COVID-19 symptoms *before* reporting to work each shift. Employees must not report to work and should seek immediate testing if they are experiencing possible symptoms of COVID-19.

Temperature Screening

MPWD also requires that employees take their temperatures with the thermometer MPWD provided to each employee immediately upon arrival to the workplace for each shift.

Employees must not enter the building until they have taken and received a reading on the thermometer confirming that they are not running a fever.

If the first reading does not show the employee is running a fever, the employee may proceed to enter the facility and have the thermometer reading immediately reviewed and confirmed by Tammy Rudock, General Manager, or by a supervisor.

If the thermometer reading shows that the employee *is* running a fever, the employee may not enter the facility. Instead, the employee should immediately notify Tammy Rudock, General Manager, or a supervisor who is at the facility **via phone from outside of the facility** of the reading. Tammy Rudock, General Manager, or the supervisor will ask the employee to take their temperature a second time. If the second reading does not reflect a fever, Tammy Rudock,

General Manager, or the supervisor will meet the employee outside of the facility to verify the results of the second reading. Only after the results of the second reading have been reviewed and confirmed by Tammy Rudock, General Manager, or by a supervisor can the employee proceed to enter the facility.

If the second reading confirms the first reading (i.e., it also shows that the employee is running a fever) the employee will be asked to immediately return to their home or place of residence and seek testing.

If an on-call employee travels directly to a non-MPWD worksite (i.e., a customer's home or other place of business) the employee must self-screen for COVID-19 symptoms and must confirm that they are not running a fever by checking their temperature *prior* to going to the worksite.

Responding to MPWD Employees with COVID-19 Symptoms

Should a MPWD employee present COVID-19 symptoms, MPWD will instruct the employee to remain at or return to their home or place of residence and not report to work until such time as the employee satisfies the minimum criteria to return to work.

MPWD will advise employees of any benefits and leaves to which they may be entitled during this self-quarantine period.

Further, MPWD has adopted policies and procedures that ensure the confidentiality of employees and will not disclose to other employees the fact that the employees presented COVID-19 symptoms.

MPWD's Response to COVID-19 Cases

Employees who test positive for COVID-19 must immediately notify Tammy Rudock, General Manager, by phone or email.

If MPWD employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, MPWD will instruct the employees to remain at or return to their home or place of residence and not report to work until such time as they satisfy the minimum criteria to return to work. MPWD will advise employees of any leaves to which they may be entitled during this self-isolation period.

MPWD will comply with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and institutions as required based on the individual circumstances: (1) the local health department; (2) Cal/OSHA; (3) employees who were present at a MPWD worksite or facility when the COVID-19 case was present such that they may have been exposed to COVID-19; (4) the employee organizations that represent employees at MPWD worksite or facility; (4) MPWD's workers' compensation plan administrator.

If possible, MPWD will interview the COVID-19 cases to ascertain the nature and circumstances of any contact that the employees may have had with other employees during the high-risk exposure period. If MPWD determines that there were any close contact COVID-19 exposures,

MPWD will instruct those employees to remain at their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work.

MPWD has adopted policies and procedures that ensure the confidentiality of employees. Specifically, MPWD will not disclose to other employees, except for those who need to know, the fact that the employees tested positive for or were diagnosed with COVID-19. Further, MPWD will keep confidential all personal identifying information of COVID-19 cases or persons unless expressly authorized by the employees to disclose such information or as other permitted or required under the law.

Workplace-Specific Identification of COVID-19 Hazards

MPWD conducted a workplace-specific assessment of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.

As part of this process, MPWD identified places and times when employees and individuals congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, including, for example, during meetings or trainings, in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

As part of this process, MPWD identified potential workplace exposure to all persons at MPWD worksites and facilities, including employees, employees of other entities, members of the public, customers or clients, and independent contractors. MPWD considered how employees and other persons enter, leave, and travel through MPWD worksites and facilities, in addition to addressing employees' fixed workspaces or workstations.

Maximization of Outdoor Air and Air Filtration

For indoor MPWD worksites and facilities, MPWD evaluated how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the worksites and facilities' existing ventilation systems.

MPWD Compliance with Applicable State and Local Health Orders

MPWD monitors applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention, including information of general application and information specific to MPWD's location and operations.

MPWD fully and faithfully complies with all applicable orders and guidance from the State of California and the local health department.

Evaluation of Existing COVID-19 Prevention Controls and Adoption of Additional Controls

Periodically, MPWD will evaluate existing COVID-19 prevention controls at the workplace and assess whether there is a need for different and/or additional controls.

This includes evaluation of controls related to the correction of COVID-19 hazards, physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).

Periodic Inspections

MPWD will conduct periodic, but no less than weekly, inspections of MPWD facilities to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with MPWD's COVID-19 policies and procedures.

INVESTIGATING AND RESPONDING TO COVID-19 CASES IN MPWD WORKSITES AND FACILITIES

Procedure to Investigate COVID-19 Cases

MPWD has a procedure for investigating COVID-19 cases. As provided below, the procedure provides for the following: (1) the verification of COVID-19 case status; (2) receiving information regarding COVID-19 test results; (3) receiving information regarding the presentation of COVID-19 symptoms; and (4) identifying and recording all COVID-19 cases.

Response to COVID-19 Cases

If MPWD employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, MPWD will instruct the employees to remain at or return to their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work.

Contact Tracing

If possible, MPWD will interview the COVID-19 cases in order to ascertain the following information: (1) the date on which the employees tested positive, if asymptomatic, or the date on which the employees first presented COVID-19 symptoms, if symptomatic; (2) the COVID-19 cases recent work history, including the day and time they were last present at an MPWD worksite or facility; and (3) the nature and circumstances of the COVID-19 cases' contact with other employees during the high-risk exposure period, including whether there were any close contact COVID-19 exposure.

If MPWD determines that there were any close contact COVID-19 exposures, MPWD will instruct those employees to remain at their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work.

Reporting the Potential Exposure to Other Employees

MPWD will comply with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and institutions as required based on the individual circumstances: (1) employees who were present at a MPWD worksite or facility when the COVID-19 case was present; and (2) subcontracted employees who were present at MPWD worksite or facility.

Free COVID-19 Testing for Close Contact Exposures

MPWD will provide COVID-19 testing at no cost to employees during their working hours to all employees who had potential close contact COVID-19 exposure at a MPWD worksite or facility.

Leave and Compensation Benefits for Close Contact Exposures

MPWD will provide these employees with information regarding COVID-19-related benefits to which the employees may be entitled under applicable federal, state, or local laws.

For employees who remain able and available to work, MPWD will maintain these employees' earnings, seniority, and all other employee rights and benefits, including the employees' right to their former job status, as if the employees had not been removed from their jobs. MPWD may use employee sick leave benefits to maintain these employees' earnings. MPWD will also 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.

Investigation to Determine Whether Workplace Conditions Contributed to COVID-19 Exposure

MPWD will conduct an investigation to determine whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

Confidential Medical Information

MPWD will protect the confidentiality of the COVID-19 cases and will not disclose to other employees the fact that the employees tested positive for or were diagnosed with COVID-19.

MPWD will keep confidential all personal identifying information of COVID-19 cases unless expressly authorized by the employees to disclose such information or as other permitted or required under the law.

CORRECTION OF COVID-19 HAZARDS AT MPWD WORKSITES AND FACILITIES

MPWD will implement effective policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.

This includes, but is not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted related to the identification and evaluation of COVID-19 hazards and investigating and responding to COVID-19 cases in the workplace. This also includes implementing controls related to physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).

TRAINING AND INSTRUCTION OF MPWD EMPLOYEES

COVID-19 Symptoms

MPWD provided employees training and instruction on the COVID-19 symptoms, including advising employees of COVID-19 symptoms, which include the following: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

MPWD provided employees instruction on the importance of not coming to work and obtaining a COVID-19 test if the employees have COVID-19 symptoms.

MPWD's COVID-19 Policies and Procedures

MPWD provides regular updates to employees on MPWD's policies and procedures to prevent COVID-19 hazards at MPWD worksites and facilities and to protect MPWD employees.

COVID-19 Related Benefits

MPWD advised MPWD employees of the benefits and leaves to which the employees may be entitled under applicable federal, state, or local laws.

Spread and Transmission of the Virus that Causes COVID-19

MPWD advised MPWD employees of the that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.

MPWD further advised MPWD employees of the fact that particles containing the virus can travel more than six (6) feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, including hand washing, to be effective.

Methods and Importance of Physical Distancing, Face Coverings, and Hand Hygiene

MPWD advised MPWD employees of the methods and importance of physical distancing, face coverings, and hand hygiene, including hand washing.

Specifically, MPWD trained and instructed MPWD employees on 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.

Further, MPWD trained and instructed MPWD on the proper use of face coverings and the fact that face coverings are not respiratory protective equipment.

PHYSICAL DISTANCING

MPWD requires that all MPWD employees be separated from other persons by at least six (6) feet, except where MPWD can demonstrate that six (6) feet of separation is not possible and where there is momentary exposure while persons are in movement.

MPWD has implemented measures to ensure that social distancing can be maintained including separating desks so that employees are always at least six feet apart. When necessary, MPWD may limit the number of individuals that may enter its workplace to ensure that social distancing can be maintained.

When MPWD employees work offsite, the customers are informed that they must always remain at least six feet from MPWD employees. Customers also have access to several contactless payment methods to reduce the need for face-to-face interaction.

Further, MPWD employees must take separate transportation to each worksite so that no two individuals are sharing the same vehicle.

FACE COVERINGS

Face Covering Requirement

MPWD provides face coverings to MPWD employees and requires that such face coverings be worn by employees and individuals at MPWD worksites and facilities.

MPWD policy adheres to orders and guidance provided by the CDPH and the local health department, including as provided at the following web address:

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

MPWD's policy on the use of face coverings ensures that they are worn over the nose and mouth when indoors, when outdoors and less than six (6) feet away from another person, and where required by orders from the CDPH or local health department.

MPWD's policy provides for the following exceptions to the face coverings requirement:

1. When an employee is alone in a room.
2. While eating and drinking at the workplace, provided employees are at least six (6) feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
3. Employees wearing respiratory protection.

4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
5. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are being performed, and the unmasked employee shall be at least six (6) feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.

Required Use of Effective Non-Restrictive Alternative for Employees Exempted from Face Covering Requirement

MPWD's policy requires that MPWD employees who exempted from wearing face coverings due to a medical condition, mental health condition, or disability wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

Physical Distancing Required If Employee Is Not Wearing Face Covering or Non-Restrictive Alternative

MPWD's policy requires that any employees not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six (6) feet apart from all other persons unless the unmasked employees are tested at least twice (2x) weekly for COVID-19.

However, MPWD does not use COVID-19 testing as an alternative to face coverings when face coverings are otherwise required by this section.

Prohibition on Preventing Employees from Wearing Face Covering

MPWD does not prevent any MPWD employee from wearing a face covering when wearing a face covering is not required by this section, unless not wearing a face covering would create a safety hazard, such as interfering with the safe operation of equipment.

Communication to Non-Employees Regarding Face Covering Requirement

MPWD posts signage to inform non-employees that MPWD requires the use of face coverings at its worksites. Non-employees will not be permitted to enter MPWD's workplace without wearing a proper face covering.

When MPWD employees work offsite, the customers are informed that they must always remain at least six feet from MPWD employees and wear face coverings when interacting with MPWD employees.

Policies to Reduce COVID-19 Hazards Originating from Persons Not Wearing Face Coverings

MPWD has developed COVID-19 policies and procedures to minimize employees' exposure to COVID-19 hazards originating from any person not wearing a face covering, including a member of the public.

These policies include requiring that employees and non-employees wear face coverings at MPWD worksites and facilities, maintaining physical distance from persons not wearing a face covering.

DISINFECTION AFTER A CONFIRMED COVID-19 CASE AT A WORKSITE

MPWD will immediately disinfect all areas where an infected individual has been within the infectious period. These areas will be closed to employees until the cleaning is completed. If possible, MPWD will open windows to increase air flow in these locations for 24 hours. All common areas where the COVID-19 case was during the infectious period will also be immediately disinfected.

Any person cleaning the area where a COVID-19 Case has been detected will be equipped with the proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products.

Employees will be provided with EPA approved cleaning agents to use for all routine cleaning.

Employees will be trained regarding the safely using cleaners and disinfectants, including, the hazards of the cleaners and disinfectants used at the worksite, wearing PPE (such as gloves), ensuring cleaners and disinfectants are used in a manner that does not endanger employees.

ROUTINE CLEANING AND SANITIZATION

All employees are required by MPWD policy, to conduct at least daily routine cleaning of their individual workspaces and equipment.

Areas that must be cleaned include, but are not limited to, desks, keyboard, mouse, tablet, office equipment, phones, tools, tables, benches, chairs, radios, helmets etc. If workspaces or equipment is shared between employees, the workspace or piece of equipment must be cleaned each time that an employee finishes using and begins using the workspace or the piece of equipment.

Employees will be provided with EPA approved cleaning agents to use for all routine cleaning.

Employees will be trained regarding the safely using cleaners and disinfectants, including, the hazards of the cleaners and disinfectants used at the worksite, wearing PPE (such as gloves), ensuring cleaners and disinfectants are used in a manner that does not endanger employees.

OTHER ENGINEERING CONTROLS, ADMINISTRATIVE CONTROLS AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

Maximization of Outdoor Air

For indoor MPWD worksites and facilities, MPWD evaluated how to maximize the quantity of outdoor air.

Further, for MPWD worksites and facilities with mechanical or natural ventilation, or both, MPWD has maximized the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (“EPA”) Air Quality Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to MPWD employees, for instance from excessive heat or cold.

Evaluation of Handwashing Facilities

To protect MPWD employees, MPWD evaluated its handwashing facilities to determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer.

MPWD encourages MPWD employees to wash their hands for at least 20 seconds each time.

Personal Protective Equipment (PPE)

MPWD policy provides for PPE.

MPWD evaluates the need for PPE, such as gloves, goggles, and face shields, to prevent exposure to COVID-19 hazards and provide such PPE as needed.

In accordance with applicable law, MPWD evaluates the need for respiratory protection when the physical distancing requirements, as provided herein, are not feasible or are not maintained.

In accordance with applicable law, MPWD will provide and ensure use of respirators in accordance when deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action.

In accordance with applicable law, MPWD will provide and ensure use of eye protection and respiratory protection when MPWD employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Reporting COVID-19 Cases to the Local Health Department

In accordance with applicable law, MPWD will report information about COVID-19 cases at the workplace to the local health department.

Further, MPWD will provide any related information requested by the local health department.

Reporting and Recording Serious COVID-19 Illnesses and Deaths

In accordance with applicable law, MPWD must report to Cal/OSHA any serious illness, serious injury or death of an employee that occurred at work or in connection with work within eight hours of when they knew or should have known of the illness. This includes a COVID-19 illness if it meets the definition of serious illness.

A "serious injury or illness" includes, among other things, any illness occurring in a place of employment or in connection with any employment that result in death or requires inpatient hospitalization for purposes other than medical observation or diagnostic testing. This means that if a worker becomes ill while at work and is admitted as in-patient at a hospital — regardless of the duration of the hospitalization — the illness occurred in a place of employment, so the employer must report this illness to the nearest Cal/OSHA office. Reportable illnesses, however, are not limited to instances when the employee becomes ill at work. Serious illnesses include illnesses contracted “in connection with any employment,” which can include those contracted in connection with work but with symptoms that begin to appear outside of work.

Reports must be made immediately, but not longer **than eight (8) hours** after the employer knows or with diligent inquiry would have known of the serious illness.

Note that even if a suspected COVID-19 case has not been diagnosed by a licensed health professional, MPWD will report it to Cal/OSHA if the illness occurred in connection to any employment as described above and if it resulted in death or in-patient hospitalization.

Further, in accordance with applicable law, MPWD will record any serious work-related COVID-19-related illnesses or deaths on its Log 300. To be recordable, an illness must be work-related and result in one of the following:

- ❖ Death.
- ❖ Days away from work (except for time spent in quarantine).
- ❖ Restricted work or transfer to another job.
- ❖ Medical treatment beyond first aid.
- ❖ Loss of consciousness.
- ❖ A significant injury or illness diagnosed by a physician or other licensed health care professional.

Note that a positive test result is not necessary to trigger Cal/OSHA recording requirements.

Maintenance of Records Related to the Adoption of the CPP

In accordance with applicable law, MPWD will maintain records of the steps taken to implement this CPP.

Availability of the CPP for Inspection

MPWD will make this written CPP available to employees at MPWD worksites or facilities.

Further, MPWD will make this written CPP available to Cal/OSHA representatives immediately upon request.

Records Related to COVID-19 Cases

MPWD will keep a record of and track all COVID-19 cases with the following information: (1) employee's name; (2) contact information; (3) occupation; (4) location where the employee worked; (5) the date of the last day at the workplace; and (6) the date of a positive COVID-19 test.

In accordance with the Confidentiality of Medical Information Act (CMIA) and applicable law, MPWD will keep the employees' medical information confidential.

In accordance with applicable law, MPWD will make this information available to employees and employee organizations with personal identifying information removed. MPWD will also make this information available as otherwise required by law.

EXCLUSION OF COVID-19 CASES

Exclusion of COVID-19 Cases from MPWD Worksites and Facilities

MPWD will ensure that COVID-19 cases are excluded from the workplace until the individual satisfies the minimum return to work criteria below.

Exclusion of Employees with Close Contact COVID-19 Exposures from MPWD Worksites and Facilities

MPWD will exclude asymptomatic employees with close contact COVID-19 exposure from the workplace for 10 days after the last known close contact COVID-19 exposure unless that time period is extended under any applicable quarantine or isolation period recommended or ordered by a local health officer.

Asymptomatic employees with close contact COVID-19 exposure who return to work after ten 10 days must follow additional safeguards and protocols including:

- ❖ Employees must adhere strictly to all non-pharmaceutical interventions, including always wearing face coverings, maintaining a distance of at least six feet from others, through Day 14.
- ❖ Employees must always use face coverings during work for those returning after Day 7 and continue to use face coverings when outside the home through Day 14 after last exposure.

- ❖ Employees must self-monitor for COVID-19 symptoms through Day 14 and, if symptoms occur, immediately self-isolate and contact their local public health department or healthcare provider and seek testing.

Provision of Benefits to MPWD Employees Excluded from Work as a Result of a Positive COVID-19 Test or Diagnosis or a Close Contact COVID-19 Exposure

MPWD will allow employees who are able to telework, and are able and available to work, to telework during the isolation or quarantine period. MPWD will provide these employees their normal compensation for the work that they perform for MPWD during the isolation or quarantine period.

For all employees who are subject to an isolation or quarantine because of a COVID-19 case or a close contact COVID-19 exposure and who cannot telework but are otherwise able and available to work, MPWD will maintain the employees' seniority and all other employee rights and benefits, including the employees' right to their former job status, during the isolation or quarantine period.

The provision of benefits described above does not apply to:

- (1) MPWD employees who MPWD can demonstrate that the close contact COVID-19 exposure was not work-related; and
- (2) MPWD employees who are unable to work for reasons other than protecting employees and non-employees at MPWD worksites and facilities from possible COVID-19 transmission.

Such employees may still use paid sick leave for the purpose of receiving compensation during the isolation or quarantine period if they elect to do so.

MPWD may 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.

Adherence with Laws, Policies, and/or Agreements Providing Excluded Employees Greater Protections

The obligations set forth in this section do not limit any other applicable law, MPWD policy, or collective bargaining agreement that provides MPWD employees with greater protections or benefits.

Provision of Information Concerning Benefits to Excluded Employees

At the time of exclusion, MPWD will provide the excluded employees the information on benefits to which the employees may be entitled under applicable federal, state, or local laws.

RETURN TO WORK CRITERIA

Minimum Criteria to Return to Work for Symptomatic COVID-19 Cases

MPWD policy requires that COVID-19 cases with COVID-19 symptoms remain at their home or place of residence and not report to any MPWD worksite or facility until they satisfy each of the following conditions:

1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
2. COVID-19 symptoms have improved; and
3. At least 10 days have passed since COVID-19 symptoms first appeared.

Minimum Criteria to Return to Work for Asymptomatic COVID-19 Cases

MPWD policy requires that COVID-19 cases who tested positive but never developed COVID-19 symptoms not report to any MPWD worksite or facility until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

COVID-19 Testing Not Required in Order to Return to Work

In accordance with CDC guidance concerning symptom-based strategies for the discontinuation of isolation, MPWD does not require employees submit to a COVID-19 test, or produce a negative COVID-19 test result, to return to work.

Minimum Criteria to Return to Work for Employees Directed to Self-Quarantine or Isolate by a State or Local Health Official

If employees are subject to an isolation or quarantine order issued by a state or local health official, MPWD policy requires that the employees not report to any MPWD worksite or facility until the period of isolation or quarantine is completed or the order is lifted.

If the order did not specify a definite isolation or quarantine period, then the period shall be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Allowance by Cal/OSHA for an Employee to Return to Work

If there are no violations of state or local health officer orders for isolation or quarantine, Cal/OSHA may, upon request, allow employees to return to work on the basis that the removal of employees would create undue risk to a community's health and safety.

In such cases, MPWD will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employees at MPWD worksite or facility and, if isolation is not possible, the use of respiratory protection in the workplace.