INJURY AND ILLNESS PREVENTION PROGRAM

COVID-19
Prevention Plan

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Original Signed by Martin L. Adams

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General Manager and Chief Engineer

Date

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1. Policy

The Los Angeles Department of Water and Power (LADWP) is committed to ensuring a safe and healthful work environment where risk of injury that results from exposure to identified workplace hazards is eliminated, minimized, or controlled.

The policy of the LADWP is to provide an LADWP-wide COVID-19 specific injury and illness prevention written program with facility-specific COVID-19 Prevention Plans.

Note: The standard protocols described below may be temporarily superseded by state, county, or city public health orders, or LADWP policies that are more protective than this Plan. Such temporary changes will be promptly and appropriately implemented in accordance with applicable LADWP written communication. Permanent changes will be reflected in updated versions of this Plan.

2. Purpose and Scope

- Protect employees from hazards by documenting recommended and required actions and behaviors to minimize the likelihood of COVID-19 transmission at LADWP worksites and non-LADWP worksites.
- Comply with federal, state, and local regulation. This plan may be temporarily superseded by state, county, or city public health orders or LADWP policies.
- This COVID-19 Prevention Plan (CPP) replaces the LADWP COVID-19 Exposure Control Plan.

3. Authority

- California Division of Occupational Safety and Health (Cal-OSHA), CCR Title 8 Section 3205 COVID-19 Prevention.
- U.S. Centers for Disease Control and Prevention (CDC), CDC COVID-19 Community Level Matrix.
- California Department of Public Health (CADPH).
- Los Angeles County Department of Public Health (LACDPH), LACDPH Health Officer Order (HOO).

4. Applicability

- This plan is applicable to all employees and, where specified, visitors and contractors.

5. Responsibilities

In addition to what is outlined in the LADWP Administrative Manual, Section 110-01 (Safety Related Roles and Responsibilities), this IIPP addendum includes the following:

- Corporate Health and Safety Responsibilities

  5..1. Review pertinent regulations and update the LADWP IIPP as necessary or on an annual basis.

  5..2. Collaborate with System Safety, Divisions, and COVID-19 Division Compliance Coordinators (CDCCs) on facility specific plans.

  5..3. Perform periodic reviews and audit of facility specific plans.

  5..4. Develop guidelines for awareness training.

  5..5. Report work-related outbreaks and illness as appropriate to the Local Public Health Department and Cal/OSHA.

- Division Responsibilities

  5..1. Ensure development and implementation of facility specific COVID control measures.

  5..2. Ensure employees are properly trained.

  5..3. Designate employee(s) as their CDCC.

- Facility Superintendent or Worksite Manager

  5..1. Identify the individual assigned to the role of CDCC.

  5..2. Ensure the necessary resources for full implementation of this Plan are available.

  5..3. Provide active and visible support for implementation of this Plan.

  5..4. Be familiar with the IIPP Addendum COVID-19 Prevention Plan implemented in their Division and ensure its effective implementation.

- COVID-19 Division Compliance Coordinator Responsibilities

  5..1. Ensure this Plan is current and consistent with LADWP Policies, Guidelines, and Bulletins.

  5..2. Ensure provisions of this Plan are clearly communicated to all on-site managers and supervisors and individuals who enter the worksite.

5..3. Regularly advise the Facility Manager of this Plan's implementation status, compliance issues, resource needs, and issues requiring higher level assistance to resolve.

5..4. Conduct facility walk-throughs/inspections for COVID-19 controls implementation in accordance with the schedule selected in Appendix B.

5..5. Coordinate information with LADWP COVID-19 Resource Office, System Safety, Division Safety, and Corporate Safety.

- Managers and Supervisors

5..1. Be familiar with the IIPP Addendum COVID-19 Prevention Plan implemented in their Division, safety policies, programs, and procedures applicable to their employees.

5..2. Provide applicable safety training to employees prior to assignment of duties and any time new workplace hazards are identified.

5..3. Ensure their employees are aware of and understand the provisions of this Plan.

5..4. Provide necessary resources for their employees to comply with the provisions of this Plan.

5..5. Encourage reporting of illnesses and close contacts to the COVID-19 Resource Office.

5..6. Complete the risk assessment by using Appendix B to evaluate criteria for projects, worksites, equipment, and tasks that present employee risk of occupational exposure for COVID-19.

5..7. Investigate illnesses to determine cause and act to correct identified hazards and prevent repeat exposure.

5..8. Clearly communicate to their employees that failure to comply with applicable provisions of this Plan may result in disciplinary action.

5..9. Follow, and enforce, the primary controls as described in section 7 and listed in Appendix B, Viral Transmission Control section.

5..10. Conduct worksite walk-throughs/inspections for COVID-19 controls implementation in accordance with the schedule defined in Appendix B.

5..11. Immediately initiate appropriate action to correct identified unsafe conditions and work practices, document measures taken, and follow up to determine effectiveness.

- COVID-19 Resource Office Responsibilities

  5..1. Provide up-to-date COVID-19 Public Health Order guidance and recommendations to promote consistent implementation across LADWP's Divisions, facilities and operations.

  5..2. Provide guidance and monitor administration of LADWP Leave, workplace exclusion and work from home policies in response to employee report of COVID-19 positive test results, COVID associated symptoms and close contacts.

  5..3. Conduct contact tracing and provide notifications as appropriate to Corporate Safety, Exposed Groups and Close Contacts when receiving reports of COVID-19 positive cases in the workplace.

  5..4. Respond to and process reported cases (reported illnesses, confirmed positive cases and close contacts) and notify supervisors and close contacts.

  5..5. Generate LADWP bulletins, communications, and reports.

  5..6. Maintain records of COVID-19 contact tracing and employee vaccination status data.

- Employee Responsibilities

  5..1. Comply with all applicable provisions of this Plan.

  5..2. Encourage and remind others to comply with applicable provisions of this Plan.

  5..3. Use appropriate safety equipment and personal protective equipment (PPE) as required.

  5..4. Participate and complete applicable safety training as required.

  5..5. Maintain equipment in good condition.

  5..6. Maintain clean, orderly, and safe work areas.

  5..7. Prior to entering LADWP facilities and vanpool/ridesharing vehicles, complete daily self-screening and stay home if experiencing COVID-19 associated symptoms. Notify supervisor and report symptoms to the RO for follow up actions.

  5..8. Provide feedback to their immediate supervisor/manager regarding possible improvements to this Plan.

  5..9. Report to their supervisor or assigned CDCC regarding the use supplies, tools, and equipment, or observed actions and behaviors that conflict with the provisions of this Plan.

- Contractor and Vendor Responsibilities

  All LADWP Contractors and vendors outside the purview of the specific IIPP for the Division or facility must have their own written COVID-19 Control Plan that conforms with the minimum requirements established by Cal/OSHA, the applicable County Public Health Order, and this Plan.

6. Exposure Risk Assessment

LADWP references the Centers for Disease Control (CDC) COVID-19 Community Level Matrix to assess level of risk and adopt corresponding prevention strategies. The CDC categorizes risk level as "low," "medium," or "high" and is based on a combination of new COVID cases and hospital admissions.

All persons, regardless of symptoms or negative COVID-19 test results, are considered potentially infectious. Particular attention will be paid to communal areas and enclosed locations where people may congregate such as meetings, entrances, bathrooms, elevators, break rooms, cool-down areas and lobbies. Evaluation of potential work-related exposure will consider all persons who enter the workplace including coworkers, the public, contractors, customers, and visitors.

The Facility IIPP and Checklist (Appendix B) is intended to guide identification and evaluation of risk factors with potential to cause occupational exposure for COVID-19. Managers and supervisors are responsible to ensure that workplace hazards are identified, corrected and incorporate the following practices:

- Evaluate and identify jobs that require direct interaction (beyond incidental contact) with members of the public. Use Appendix D for those interactions that occur at an LADWP facility. Follow Appendix E if those interactions occur at non-LADWP facilities, and follow Appendix F for Customer Service Centers.

- Conduct inspections to identify conditions, behaviors, work practices, and work procedures associated with risk of viral transmission are conducted as necessary to ensure full implementation of, and compliance with, this COVID-19 Prevention Plan.

- CDCC or manager's designee conduct periodic inspections of randomly selected work areas to confirm requirements of this Plan are implemented as frequently as necessary (e.g., daily, weekly, bi-weekly).

7. Viral Transmission Controls

Viral transmission controls are implemented to reduce potential worker risk to occupational exposure to COVID-19.

- All individuals are required to complete a symptom self-screening prior to entering LADWP facilities. Follow Appendix C.

- Members of the public who enter to conduct business (e.g., paying bills) are expected to observe signage that may include a symptom self-screening, social and physical distancing, and wearing a face mask.

- Social and physical distancing are no longer required except under the following conditions.

  7..1. Assessment of workplace hazards and community transmission rates (e.g., CDC COVID-19 Community Level Risk Matrix) indicate distancing is necessary in the workplace;

  7..2. In the event of an Outbreak, an evaluation shall be conducted to determine whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, as much distance between persons as feasible.

  7..3. In the event of a major outbreak;

  7..4. In the event where this Plan is superseded by state, county, or city Public Health Orders or LADWP policies that have more protective requirements.

- All individuals are expected to practice good personal hygiene in accordance with the following guidelines.

  7..1. Cover your coughs and sneezes.

    7..1.1. Use a tissue, paper towel, your elbow, etc. even while wearing a face covering;

    7..1.2. Turn away from nearby individuals;

    7..1.3. Avoid coughing or sneezing directly into your hands;

    7..1.4. Wash your hands or use hand sanitizer at the first opportunity.

  7..2. Practice good personal hygiene.

    7..2.1. Avoid touching your face, especially your eyes, nose, and mouth.

    7..2.2. Routinely Wash hands with soap and water for approximately 20 seconds.

- Signage is used to communicate the viral transmission controls used at the facility. See Appendix B for application and Appendix J for types of signage.

- Implement effective cleaning procedures of shared surfaces and commonly touched surfaces. See Appendix H.

- Implement effective ventilation strategies for buildings with mechanical or natural ventilation, or both, to allow for the maximum quantity of outside air.

  7..1. LADWP Heating, Ventilation, and Air-Conditioning (HVAC) Mechanic's Services evaluate and ensure the HVAC system is operating properly.

  7..2. Increase the introduction of outside air by setting HVAC system to supply maximum amount of outside air that the system will allow.

7..3. Filters are maintained and are utilizing the maximum Minimum Efficiency Reporting Values (MERV) rating that the system will allow.

7..4. Open windows and doors, when weather permits, to increase outdoor air flow.

- LADWP on-site population can be minimized through implementation of emergency telecommuting plans and rotational work assignments during the following conditions:

  7..1. When the CDC COVID-19 Community Level is red;

  7..2. In the event of an outbreak;

  7..3. In the event of a major outbreak;

  7..4. In the event where this Plan is superseded by state, county, or city Public Health Orders or LADWP policies that have more protective requirements.

- Employees who develop symptoms consistent with COVID-19 or seasonal influenza are required, immediately upon recognizing symptoms, to adhere to the guidelines.

  7..1. If you have recognized symptoms while at home:

    7..1.1. Self-isolate from others and do not report to the workplace;

    7..1.2. Notify your supervision;

    7..1.3. Contact the COVID-19 Resource Office at (213) 367-4444;

    7..1.4. Wait for and follow guidance of the COVID-19 Resource Office.

  7..2. If you have recognized symptoms while at work:

    7..2.1. Self-isolate from others;

    7..2.2. If not already wearing a face cover, put one on;

    7..2.3. Notify your supervisor;

    7..2.4. Leave the workplace (when released by supervision/management);

    7..2.5. Contact the COVID-19 Resource Office at (213) 367-4444;

    7..2.6. Wait for and follow guidance of the COVID-19 Resource Office.

8. Personal Protective Equipment (PPE)

Identify and evaluate the need for PPE to prevent exposure to COVID-19 hazards, such as gloves, face shields, face masks, respirators, and provide such PPE as needed. Recommendations and the required use of PPE take into consideration local community transmission rates and guidance incorporated into CDC's COVID-19 Community Level Matrix.

- Wearing gloves (e.g., latex or nitrile gloves) are recommended for personnel engaged in cleaning and disinfecting areas associated with confirmed positive COVID-19 cases or to prevent skin contact with cleaning or other chemicals used during performance of assigned work.

  8..1. Wearing gloves is not a substitute for hand washing and good personal hygiene.

- Face shields may be worn.

- Face masks or respirators are strongly recommended but not required **indoors** at LADWP facilities except for the following conditions:

  8..1. When required by the City of Los Angeles COVID-19 Workplace Safety Standard;

  8..2. Upon employee request, LADWP shall provide face coverings at no cost to the employee. Employees can wear face masks at work, regardless of vaccination status, without fear of retaliation.

  8..3. Employees in an Exposed Group during a major outbreak;

  8..4. Employees wearing respirators as required per CCR Title 8 5144 Respiratory Protection.

  8..5. In the event where 8.3 is superseded by state, county, or city Public Health Orders or LADWP policies that have more protective face mask or respirator requirements.

  8..6. When face masks are required, the following exceptions apply:

    8..6.1. **Office.** While alone in a separate room or space;

    8..6.2. V**ehicle.** While alone in vehicles;

    8..6.3. **Restrooms.** While alone in restrooms;

    8..6.4. **Eating/Drinking.** While actively eating or drinking, provided a physical distance of six (6) or more feet from other individuals is maintained. Face coverings can be removed briefly to eat or drink, after which it must be immediately put back on. finishing your food or drink;

- Face masks or respirators are not required in an **outdoor** setting except for the following conditions:

  8..1. Employees in an Exposed Group during a major outbreak;

  8..2. Upon employee request, LADWP shall provide face coverings at no cost to the employee. Employees can wear face masks at work, regardless of vaccination status, without fear of retaliation.

  8..3. Note: face coverings are recommended while outdoors if not fully vaccinated if the six feet of distance from other individuals cannot be maintained.

8..4. Employees wearing respirators as required per CCR Title 8 5144 Respiratory Protection.

8..5. In the event where 8.4 is superseded by state, county, or city Public Health Orders or LADWP policies that have more protective face mask or respirator requirements.

9. Communication

9.1 General information regarding LADWP policies, procedures, recommended practices, and guidelines regarding COVID-19 in the workplace are communicated through:

9.1.1 Chief Administrative Officer Bulletins;

9.1.2 Chief Safety Officer Bulletins;

9.1.3 COVID-19 Resource Office Update Bulletins;

9.1.4 COVID-19 Resource Office website on MYDWP;

9.1.5 Corporate Health and Safety website on MYDWP;

9.1.5 LADWPEmployeeInfo.com website;

9.1.6 COVID-19 Awareness Training.

9.2 All LADWP employees are to report symptoms of illness, close contact with a confirmed COVID-19 positive case, and COVID-19 positive test results to the COVID-19 Resource Office.

9.2.1 The COVID-19 Resource Office can be contacted at (213) 367-4444 or emailed to c19resource@ladwp.com to report illness or close contact with a confirmed COVID-19 positive case.

9.2.2 To report a COVID-19 positive test result, contact the COVID-19 Resource Office at (213) 367-6888 or email c19positive@ladwp.com.

9.3 LADWP employees are encouraged to share with their immediate supervisor, their System Safety Office, or the Corporate Health and Safety Office any suggested improvements to better control risk of viral transmission in the workplace or any observed high COVID-19 risk hazards associated with work areas, interactions, activities, or equipment.

9.5 LADWP employees shall not experience retribution for reporting symptoms, possible close contacts, and health and safety hazards or concerns.

9.6 For LADWP and City employees entering facilities, managers and supervisors are responsible for ensuring personnel who report to them understand and comply with COVID-19 controls while at the facility.

9.7 Non-LADWP/City employees entering facilities are expected to comply with all applicable viral transmission controls in place at the time of their visit.

9.8 Contractors who work at LADWP facilities shall be provided instruction prior to their arrival regarding viral transmission controls implemented at the facility.

1. Positive Case Investigation, Reporting, and Recordkeeping

1.1. Positive Case Investigation shall be conducted to determine work-relatedness, workplace contacts, and to identify adequacy of viral transmission controls.

10.1.1 Contact tracing of confirmed COVID-19 positive cases are performed by the COVID-19 Resource Office.

10.1.2 Work-related cases identified through contact tracing as having a possible source of contagion are further investigated by Corporate Health and Safety to verify that the identified work-related close contact was the likely source of contagion.

10.1.3 Cases determined by the COVID-19 Resource Office and Corporate Health and Safety to be work-related are investigated by the organization and facility to identify the adequacy of viral transmission controls and initiate necessary corrective actions.

1.2. LADWP employees shall report the following to the COVID-19 Resource Office as soon as practicable after first knowledge to (213) 367-4444.

10.2.1 Positive COVID -19 cases (Contact (213) 367-6888 or email c19positive@ladwp.com).

10.2.2 Suspected COVID-19 cases.

10.2.3 Employees who call in sick and report symptoms that are consistent with COVID-19 or seasonal flu/cold.

10.2.3 Employees who, while at work, report newly developed symptoms that are consistent with COVID-19 or seasonal flu/cold.

10.3 Notification to close contacts shall be conducted by the COVID-19 Resource Office through contact tracing and provides the employee's supervisor the following information by phone and email.

10.3.1 Date of close contact.

10.3.2 Dates of quarantine.

10.3.3 Advise exposed employee (EE) to schedule a polymerase chain reaction (PCR) COVID-19 test and provide results to the COVID-19 Resource Office at

c19resource@ladwp.com (for negative result) or c19positive@ladwp.com (for positive result).

10.3.4 Tentative return to work date.

10.3.5 The employee's supervisor immediately relays the above information to the employee and initiates Paid Administrative Leave Memo (PAL).

10.3.6 The employee's supervisor emails the completed and signed PAL to the COVID-19 Resource Office.

10.4 Notification of Potential Workplace Exposure will be conducted by the COVID-19 Resource Office to affected Operations/Facility Management with jurisdiction over the affected workplace of the possible exposure and provide the following information:

10.4.1. The COVID-19 Resource Office Update Bulletin will be provided to LADWP employees daily via email.

10.4.2 This is not an indication of confirmed exposure. Individuals identified through contact tracing as close contacts to the confirmed positive COVID-19 case will be directly notified by either the COVID-19 Resource Office, their supervisor, or both.

10.5 The COVID-19 Resource Office shall report work-related cases to Corporate Health and Safety and the Workers' Compensation Office when contract tracing indicates:

10.5.1 Possible workplace transmission;

10.5.2 Possible outbreak;

10.5.3 Possible major outbreak.

10.6 Reporting to agencies shall be conducted by Corporate Health and Safety.

10.6.1 LADWP shall report work related outbreak notifications to LA County Department of Public Health whenever required by law, and provide any related information requested by LA County Department of Public Health.

10.6.2 LADWP shall report COVID-19-related serious illnesses or death of an employee occurring in a place of employment immediately to the Department of Industrial Relations/CAL-OSHA.

10.7 The COVID-19 Prevention Plan shall be made available upon request to all employees, authorized employee representatives, and representatives of the Department of Industrial Relations/CAL-OSHA.

10.8 When an outbreak investigation (three or more laboratory-confirmed cases within a 14-day period at a single exposed workplace) occurs, the following actions will be taken:

10.8.1 COVID-19 testing will be made available to all employees in the exposed workplace immediately upon activation of this section. (This will remain in effect until this section no longer applies.)

10.8.2 COVID-19 testing will be made available at no cost to the employee.

10.8.3 COVID-19 testing will be made available during working hours.

10.8.4 COVID-19 testing kits are available through the LADWP Emergency Preparedness Group, (213) 367-2242.

10.8.5 Employees who were not present during the period of the outbreak or the relevant 14-day period(s) do not require COVID-19 testing.

10.8.6 Positive cases will be required to isolate at home for a minimum of 10 days beginning on the first day symptoms developed or the date the specimen was collected for the positive test if the individual remains asymptomatic through entire isolation period. The number of days is subject to change.

10.8.7 Close-contacts to a positive case will be required to self-quarantine for a minimum of 10 days beginning on the last day of close contact with a confirmed positive case.

10.8.8 All employees required to isolate at home or self-quarantine will not be permitted to the workplace until the applicable requirements of the Return to Work Criteria section have been satisfied.

10.8.9 During an outbreak, all relevant COVID-19 policies, procedures, and controls shall be reviewed and revised as necessary.

10.8.10 Corporate Health and Safety will make agency notifications as described in section 10.6.

10.9 When a major outbreak investigation (20 or more positive cases are reported within a 30-day period at a single exposed workplace) occurs, the following actions will be taken and remain in place in addition to the actions prescribed under outbreak above until there are no new positive cases reported for a 14-day period.

10.9.1 COVID-19 testing will be made available to all employees present and who remain in the exposed workplace for the duration of the relevant 30-day period(s).

10.9.2 COVID-19 testing will be made available at no cost to the employee.

10.9.3 COVID-19 testing will be made available during working hours.

10.9.4 COVID-19 testing kits are available through the LADWP Emergency Preparedness Group, (213) 367-2242.

2. Return to Work After Confirmed Positive or Close Contact

2.1. Confirmed COVID-19 Cases – Isolation at Home

2.1.1. Employees who experienced symptoms and isolated at home shall be permitted to return to work after the following conditions are met:

2.1.1.1. Completion of a 10-day home isolation that begins on the day of sample or test collection date.

2.1.1.2. At least 24 hours have passed with no fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms persist.

2.1.1.3. Improvement of other symptoms.

2.1.2. Employees who test positive but never developed symptoms (asymptomatic case) will be permitted to return to work at the completion of isolation at home prescribed by the COVID-19 Resource Office, that begins on the day the test was administered;

2.1.3. Neither a negative COVID-19 test nor a note from a doctor is required for an employee to return to work;

2.1.4. If an order to isolate or quarantine is issued to an employee by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be at least 10 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine was effective.

2.2. Close Contact with a Confirmed COVID-19 Case – Quarantine

2.2.1. Employees who self-report, or who are identified through contact tracing as a close contact with a confirmed COVID-19 case, are placed on a 10-day quarantine if they are symptomatic or are not vaccinated.

2.2.2. They will be permitted to return to work after completion of the 10-day quarantine period. A negative test result does not shorten the duration of the quarantine period.

2.3. Close Contact with a Confirmed Positive Case in the Home

2.3.1. In the case of a confirmed positive case in the home, contact RO. Vaccination status and symptoms will be considered to determine isolation recommendations.

2.3.2. RO will make the proper recommendation based on vaccination status and if symptoms are present/not present.

2.4. Illness Other than COVID-19

2.4.1. Employees are reminded that they are not to report to work with symptoms or while contagious with any illness.

2.4.2. For return to work after an illness that is not COVID-19, Paid Administrative Leave (PAL) will be offered in accordance with the March 12, 2020 General Manager Memorandum (Temporary Modification of PAL Policy).

2.4.3. If more than 10 days are necessary for resolution of illness sufficient for return to work without risk of spreading the illness, Workers' Compensation (workplace cases) or Disability (non-work-related cases) may be available, otherwise use of personal time (SK, AU, VA, etc.) may be required.

2.5. Health Officer Order (HOO) To Quarantine or Isolate

2.5.1. Employees who receive a HOO to isolate or quarantine shall contact the LADWP COVID-19 Resource Office.

2.5.2. If no period is specified on the HOO, the period will be a minimum of 10 days from the date the HOO was issued.

2.5.3. LADWP COVID-19 Resource Office supersedes the HOO to isolate or quarantine.

3. Training

3.1. Training shall include the following topics:

3.1.1. General description of COVID-19 symptoms.

3.1.2. General description of how the SARS CoV2 virus that causes COVID-19 is spread.

3.1.3. General description of how to prevent viral transmission.

3.1.4. Primary viral transmission controls that can help prevent spread of COVID-19 at LADWP.

3.1.5. Specific viral transmission controls at LADWP.

3.1.6. Tools and resources provided by the LADWP.

4. Appendices

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APPENDIX C: Daily Self Screening

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DOCUMENT REVISION INFORMATION

Version	Date	Amendment	Author
2.0	3/18/2022 – 3/22/2022	Complete Revision – Separated checklist items from main body. Created Facility Specific Checklist appendix to accompany COVID-19 Prevention Plan. Added Policy, Purpose, Authority Sections. Added Corporate Health and Safety, Division, and COVID-19 Division Compliance Coordinator to Responsibilities' section. Added Facility IIPP and Checklist, Public Interaction at Customer Service Centers, List of Supplies, List of Signage appendices. Rewrote Risk Assessment, Viral Transmission Controls, Personal Protective Equipment, Communications, Positive Case Investigation and Reporting, Return to Work sections. Change face covering to face mask. Updated face mask, social distancing language. Implemented Los Angeles County's use of CDC's COVID-19 Community Level Matrix for determining viral control measures. Rewrote entire body to follow numbered outline from narrative/checkbox format. Used the RO COVID-19 Daily Update Bulletin as the Notification of Potential Worksite Exposure to COVID-19. Renamed Positive Case Investigation and Reporting to Positive Case Investigation, Reporting, and Recordkeeping. Adding Recordkeeping subsection. Rename Return to Work to Return to Work After Confirmed Positive or Close Contact. Deleted preambles.	CHSS Group – Donald Louie, Erika Centeno, Ryan Asanuma, Leonardo Wong, Anthony Lipikorn, Leland Gong
2.0	04/26/2022	Modified definitions to conform to CCR 3205.	Donald Louie

Appendix A - Definitions

1. **CLOSE CONTACT** – Is defined by the appropriate State or Local Public Health Order as adopted by Cal/OSHA. Unless an alternative definition is adopted by Cal/OSHA, the current definition of "Close Contact" is as follows

   - In indoor spaces 400,000 or fewer cubic feet per floor (such as home, clinic waiting room, airplane), a close contact is defined as sharing the same indoor airspace for a cumulative total of 15 minutes or more over a 24-hour period (for example, three separate 5-minute exposures) during an infected person's infectious period.

   - In large indoor spaces greater than 400,000 cubic feet per floor (such as open-floor-plan offices, warehouses, large retail stores, manufacturing, or food processing facilities), a close contact is defined as being within 6 feet of the infected person for a cumulative total of 15 minutes or more over a 24-hour period during the infected person's infectious period.

   - Spaces that are separated by floor-to-ceiling walls (e.g., offices, suites, rooms, waiting areas, bathrooms, or break or eating areas that are separated by floor-to-ceiling walls) are considered distinct indoor airspaces.

CONTACT TRACING – A process to identify, monitor, and support individuals who may have been exposed to a person with a communicable disease – in this case, COVID-19.

COVID-19 – The flu-like illness that is caused by the SARS Coronavirus II virus.

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

COVID-19 TEST – A test for SARS-CoV-2 that is cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test).

EXPOSED GROUP – All employees at a work location, working area, or common area at work, where a confirmed positive COVID-19 case was present at any time during the Infectious Period. A common area at work includes bathrooms, walkways, hallway aisles, break or eating areas, and waiting areas. The following exceptions apply:

- For the purpose of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.

- If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.
- If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure infectious period, and the COVID-19 case was wearing a face covering during the entire visit, other people at the work location, working area, or common area are not part of the exposed group.

FACE MASK – Medical grade or surgical grade mask with an adjustable nose bridge that is made of at least three layers of non-woven material and has been approved by the American Society of Testing and Materials (ASTM).

INFECTIOUS PERIOD – means the following time period, unless otherwise defined by CDPH regulation or order, in which case the CDPH definition shall apply:

- For COVID-19 cases **who develop** COVID-19 **symptoms**, from two days before they first develop symptoms until all of the following are true: it has been 10 days since symptoms first appeared; 24 hours have passed with no fever, without the use of fever-reducing medications; and symptoms have improved.
- For COVID-19 cases **who never develop** COVID-19 **symptoms**, from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

ISOLATE AT HOME (ISOLATION) – The strategy to separate people infected with SARS-CoV-2 virus (both with and without symptoms) from people who are not infected. The LADWP prescribed Isolation period is 14 days from the onset of symptoms, or in employees who test positive but remain asymptomatic, 14 days from the date the test specimen was collected.

OUTBREAK - three or more employee COVID-19 cases within an Exposed Group during their Infectious Period at any time during a 14-day period.

MAJOR OUTBREAK – Twenty or more COVID-19 cases in an Exposed Group during their Infectious Period within a 30-day period.

SOCIAL/PHYSICAL DISTANCING – Maintaining a minimum of six feet of separation from all other individuals at all times and avoiding direct physical contact.

OCCUPATIONAL EXPOSURE – Close contact that occurs in the workplace. This does not include exposure that occurs in a home office setting.

OUTBREAK – Three or more COVID-19 cases in an exposed workplace within a 14-day period.

POSITIVE (CONFIRMED) COVID-19 CASE – An individual who has a positive COVID-19 test, or who is subject COVID-19 to related order to isolate issued by a state or local health officer.

QUARANTINE – The strategy to keep someone who may have been infected, but is not yet a confirmed positive COVID-19 case, away from others who are not infected.

WORK-RELATEDNESS – Any injury or illness caused by an event or exposure in the work environment. Consideration is given to the type, extent, and duration of employee contact with others in the work environment (including the public), implementation of physical distancing and other controls, and confirmation of close contact through contact tracing.

FACILITY COVID-19 PREVENTION PLAN – APPENDIX B

This Facility Specific IIPP Addendum COVID-19 Prevention Plan specifies recommended and required actions and behaviors to minimize the likelihood of viral transmission at this worksite.

Worksite Name: _____

Worksite Address: _____

The Manager with responsibility for this facility is:

Name: _____

Phone: _____

Email: _____

The COVID-19 Division Compliance Coordinator for this facility is:

Name: _____

Phone: _____

Email: _____

Use CDC's Community Level Matrix* to determine applicability of each check box item below:

Low	Medium	High
• Stay up to date with COVID-19 vaccines • Get tested if you have symptoms	• If you are at high risk for severe illness, talk to your healthcare provider about whether you need to wear a mask and take other precautions • Stay up to date with COVID-19 vaccines • Get tested if you have symptoms	• Wear a mask indoors in public • Stay up to date with COVID-19 vaccines • Get tested if you have symptoms • Additional precautions may be needed for people at high risk for severe illness
People may choose to mask at any time. People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask. Masks are required on public transportation and may be required in other places by local or state authorities.		

Depending on the level of low, medium, or high, check yes or no for that checklist item. Any green or low-level item must be completed for all levels.

YES	NO	Item	*
		LADWP employees who work at this location have job related responsibilities that require direct interaction (beyond incidental contact) with members of the public.	
Identified COVID-19 Exposure Risk Areas at This Facility COVID-19 Hazards identified at this facility include			
Interactions			
		Meetings (including tailgates)	
		Training classes	
		Interactions with customers	
		Other:_____	
Areas			
		Rooms with multiple workstations/cubicles	
		Security checkpoints/counters at entrances to the facility	
		Hallways and aisles	
		Stairwells	
		Break/Lunch Rooms	
		Restrooms	
		Locker Rooms	
		Control Rooms	
		Conference Rooms	
		Elevators and elevator bays	
		Water fountains	
		Other: _____	
Activities			
		Gathering for morning tailgates	
		Job-walks	
		Riding in vehicles with others	
		Work tasks that require employees to be within 6 feet of each other	
		Other: _____	
Equipment			
		Pool vehicles	
		Electric carts	
		Bicycles	
		Common/shared tools and equipment	
		Shared computer workstations	
		Common/shared copiers and printers	
		Other: _____	
Inspections			
Inspections to identify unhealthy conditions, personnel behaviors, work practices, and work procedures are conducted as necessary to ensure full implementation of, and compliance with, this COVID-19 Prevention Plan. Supervisors inspect their work areas and observe behaviors, practices and procedures: ☐ Daily ☐ Weekly ☐ Bi-Weekly			

YES	NO	Item	*
The COVID-19 Division Compliance Coordinator conducts periodic inspections of randomly selected work areas within the facility to confirm requirements of this Exposure Control Plan are implemented by all personnel on site. ☐ Daily ☐ Weekly ☐ Bi-Weekly			
Viral Transmission Controls			
		Sick employees are directed to stay home.	
		Proper signage. See below and see Appendix L.	
		On-site population is minimized through implementation of Emergency Telecommuting Plans and Rotational Work Assignments	
		Daily Symptom self-screen is required of all individuals prior to entering this worksite. (See Appendix C)	
		Employees who develop symptoms consistent with COVID-19 or seasonal influenza while at work are instructed to leave.	
		Face masks are required in accordance with PPE Section.	
		Face masks are strongly recommended.	
		Good personal hygiene practices in accordance with Viral Transmission Section are encouraged.	
		Hand sanitizer and disinfectant	
		Cleaning and disinfection protocols	
		Procure and maintain adequate supplies. (See Appendix M)	
Engineering Controls			
		HVAC Mechanics have evaluated the HVAC System	
		HVAC system will supply maximum amount of outside air that the system will allow	
		Filters are maintained and are maximum MERV rating that the system will allow	
Signage (Appendix G)			
		Face Masks or Respirators Recommended	
		Face Masks or Respirators Required	
		Social or Physical Distancing Recommended	
		Social or Physical Distancing Required	
		Wash your hands/Hand Sanitizer	
		Disinfection	
Symptom Screening			
		Body temperature check	
		Daily symptom self-screening (use Appendix C)	
		Members of the public who enter to conduct business (e.g. paying bills) are not required to complete a symptom self-check form, but are expected to wear a face covering over their nose and mouth. (Subject to change)	
Minimizing On-Site Employee Population			
		Employees at this facility are provided the option of participating in the LADWP Emergency Telecommuting Agreement.	
		Employees at this facility provided the option of participating in the Rotational Work Assignment (RWA).	
		Face masks	
		Face shields	
		Personal hygiene	
Cleaning and Disinfection Protocols			

YES	NO	Item	*
		Employee Cleaning & Disinfection Guide for Common Use Spaces, Tools and Equipment (Appendix H)	
		Standard Cleaning & Disinfection Guide for Custodians (Appendix I)	
		Cleaning & Disinfection Guide for Areas with Suspected or Confirmed COVID-19 Cases (Appendix J)	
Response to Employees with Symptoms			
		Employees who develop symptoms consistent with COVID-19 or seasonal influenza are required, immediately upon recognizing symptoms, to: • Self-isolate from others. • If not already wearing a face covering, put one on. • Call the COVID-19 Resource Office (213) 367-4444. • Notify their supervisor. • Leave the workplace (when released by supervision/management).	
Face Mask/Respirators/PPE			
		Medical Grade Masks (ASTM) required	
		Surgical Grade Masks (ASTM) required	
		N95s required	
		Gloves required	
Non-LADWP/City Employees Entering Facilities - Visitors			
		Instructions are provided, prior to their arrival, regarding viral transmission controls implemented at this facility.	
		Signage is posted at the entrance to the facility in a location clearly visitors advising visitors to not enter if they have any symptoms of illness.	
		Signage is posted at the entrance to the facility in a location clearly visible advising visitors that individuals are strongly recommended to wear a face mask.	
		Non-employee visitors are expected to comply with all applicable viral transmission controls in place at the time of their visit.	
Non-LADWP/City Employees Entering Facilities - Contractors			
		Contractors work at this facility shall be provided instruction, prior to their arrival, regarding viral transmission controls implemented at this facility.	
		Contractors must have a COVID-19 Prevention Plan that is reviewed by the CDCC and is at least as protective as this Plan.	
		Contractors must follow this Plan if they do not have their own COVID-19 Prevention Plan.	
Outbreaks (Only Complete If Condition Below is Met)			
When three or more positive cases are reported within a 14-day period at a single exposed workplace, the following actions will be taken and remain in place until there are no new positive cases reported for a 14-day period.			
		COVID-19 testing will be made available to all employees in the exposed workplace: • Immediately • At no cost to the employee • During working hours	
		Investigation of positive cases will be carried out in accordance with section 8 of the Plan	
		Positive cases will be required to isolate at home for a minimum of 10 days • The first day symptoms developed. • The day the specimen was collected for the positive test (if the individual remains asymptomatic through entire isolation period).	

YES	NO	Item	*
		Close-contacts to a positive case will be required to self-quarantine for a minimum of 10 days beginning on the last day of close contact with a confirmed positive case.	
		All employees required to isolate at home or self-quarantine will not be permitted back into the workplace until the applicable requirements of section 9 of this Plan have been satisfied.	
		During an outbreak all relevant COVID-19 policies, procedures, and controls will be reviewed and changed as necessary.	
		Ensure Corporate Health and Safety will make Agency notification described in section 9 of this Plan.	
Major Outbreak (Only Complete If Condition Below is Met)			
When 20 or more positive cases are reported within a 30-day period at a single exposed workplace, the following actions will be taken and remain in place in addition to the actions described under the heading Outbreak above, until there are no new positive cases reported for a 14-day period.			
		COVID-19 testing will be made available to all employees present and who remain in the exposed workplace for the duration of the relevant 30-day period(s): • At no cost to the employee. • During working hours.	
		Building HVAC system (if present) shall be equipped with filters with the highest compatible filtering efficiency (MERV rating).	
		Portable High Efficiency Particulate Air (HEPA) filtration units shall be considered and used to the degree feasible.	
		Respiratory protection shall be considered.	
		Consideration shall be given to halting some or all operations at the specified workplace until COVID-19 hazards have been corrected.	
LADWP Provided Vehicles and LADWP Sponsored Ride Sharing			
		Social distancing in shared vehicles	
		Social distancing for multiple employees in vehicles	
Training			
		Employees are provided COVID-19 awareness training by instructor.	
		Employees are provided COVID-19 awareness training by Cornerstone.	
		Employees are provided COVID-19 awareness training by supervisor.	

Daily Symptom Self Screening – Appendix C

For the symptom self-check process to be effective, all individuals must actively participate every day. Please complete the following self-check every day before coming to work.

Check any of the following symptoms that cannot be attributed to another health condition that you have experienced since your last day of work:

- ☐ Fever of 100.4 °F or higher or a sense of having a fever (feeling warm or chills).
- ☐ Persistent cough.
- ☐ Shortness of breath or difficulty breathing.
- ☐ Chills.
- ☐ Muscle aches (myalgia).
- ☐ Sore throat.
- ☐ Loss of taste or smell.

If you are experiencing any of these symptoms, do NOT report to work until you have contacted the DWP COVID-19 Resource Office at (213) 367-4444 for further instructions. The Resource Office will advise your supervisor of your status.

Non-LADWP Visitor/Contractor Exposure Control Notification – Appendix D

This document serves as notification to non-LADWP and non-City employee visitors and contractors of viral transmission control requirements and guidelines implemented at this facility. LADWP expects full cooperation to prevent spread of the COVID-19 illness at this facility.

Visitors/Customers

Non-LADWP and non-LA City employee visitors shall be (check all that apply):

- ☐ Advised of any requirements before entering into the facility by advanced notice or by signage placed at the entrance.
- ☐ Advised of, and agree to comply with, the controls implemented at this facility by advance notice or by signage placed at the entrance.

Contractors

Contractors who have work at this facility shall (check all that apply):

- ☐ Be advised of, and agree to comply with, the controls implemented at this facility.
- ☐ Have a COVID-19 Exposure Control Plan implemented that is at least as protective as this facility's plan, reviewed by the Facility Manager or Facility ECPC.

The viral transmission controls marked below are implemented at this facility. Failure to comply may result in removal from the facility:

☐ Daily Symptom Self Screening

All individuals are required to perform the following symptom self-check prior to entering:

- ☐ Body Temperature Scan (if required)
- ☐ Symptom Self Screening

If your body temperature is ≥ 100.4 °F or you check "Yes" on any of the symptoms listed on the Self-Check Form, you may not enter this facility.

☐ Face Masks

Individuals are strongly recommended to use a face mask which snugly covers both the nose and mouth at all times while indoors unless alone in a room, or eating/drinking six feet from all others.

Face shields are NOT a replacement for face masks, but may be used in conjunction with a face covering.

EXCEPTION: Employees who are exempted from wearing a face mask due to one (or more) of the following:

- Medical condition
- Mental health condition
- Disability

Employees in this excepted group will be required to wear an effective non-restrictive alternative such as a face-shield with a drape on the bottom, provided their condition/disability permits it.

To qualify for this exception individuals will have to provide written documentation of the restriction/limitation from their doctor.

NOTE: Only a description of the restriction/limitation is required. Information about the condition shall not be required or provided.

☐ Good Personal Hygiene

The following personal hygiene practices are strongly encouraged:

- Coughs and Sneezes – turn away from nearby individuals and cover with tissue, paper towel, or your elbow (even if you are wearing a face covering).
- Frequent hand washing with soap and water.

Interaction with The Public at LADWP Facilities – Appendix E

LADWP employees are expected to comply with all viral transmission controls implemented at this facility as specified in the applicable Facility IIPP Addendum - COVID-19 Prevention Plan.

The following viral transmission controls are implemented in areas where members of the public have access:

- ☐ Signage is posted at the entrance in a location clearly visible to all who enter stating they are strongly recommended to use a face covering.
- ☐ All members of the public are strongly recommended to use face coverings over their nose and mouth at all times while on LADWP property.
- ☐ Signage posted at entrance.
- ☐ Cooperation is monitored and encouraged by employee(s).
- ☐ Hand-sanitizer for customer use is provided at various locations inside the facility.

Interaction with The Public Outside LADWP Facilities – Appendix F

The following guidelines are provided for employees who, during performance of assigned duties, will have direct interaction with members of the public outside of LADWP facilities.

A. Customer Place of Business

1. When LADWP employees enter a customer's facility:
   - ☐ LADWP employees are required to use a face mask over their nose and mouth at all times while indoors unless alone in a room, or eating/drinking and six feet from all others. Subject to change based on Los Angeles County Department of Public Health Health Officer Orders. (Yellow/Red Only)
   - ☐ LADWP employees must be informed of all viral transmission controls implemented by the customer at their facility.
   - ☐ LADWP employees who go to a customer's facility to conduct business will be provided:
     - ☐ Face Mask
     - ☐ Hand Sanitizer
     - ☐ Disinfectant wipes

B. Customer Residence

1. When scheduling an appointment that will involve entering a customer's residence, employees shall ask the following questions:
   - ☐ Is anyone in the household ill right now (any illness)?
   - ☐ During the last 10 days has anyone in the household:
     - Been ill with a suspected or positively diagnosed case of COVID-19?
     - Been in close contact (less than six feet for more than 15 minutes) with a person who was ill with a suspected or positively diagnosed case of COVID-19?

   a. If any responses are "yes", employees shall reschedule a follow-up call in 14 days.
   b. If all responses are "no", employees may schedule the appointment.

2. Prior to entering a customer's residence, LADWP employees shall:
   - ☐ Confirm that all answers to questions listed in B1 above are still "no".

   a. If any answers are now "yes", employees shall leave and reschedule in no fewer than 14 days.
   b. If all answers are still "no", employees may enter and complete planned work using the following controls to the extent possible:
      - Sanitize hands prior to entering.
      - When Required by Cal/OSHA or local public health order, employees shall use a face mask at all times while indoors.
      - Conduct business as efficiently as possible.

- Wash or sanitize hands as soon as possible after leaving.

3. LADWP employees who go to a customer's residence to conduct business will be provided:
   - ☐ Face Mask
   - ☐ Hand Sanitizer
   - ☐ Disinfectant wipes

4. Upon leaving the customer's residence, employees shall:
   - ☐ Wash or sanitize their hands as soon as possible.
   - ☐ Dispose of or disinfect their face mask.

C. <u>Outdoor Location</u>

1. When planned or unplanned interactions with members of the public occur in outdoor locations, it is recommended that employees use a face mask.

Interaction with Customers at LADWP Branch Offices – Appendix G

Customers entering LADWP Branch Offices to conduct business will engage in direct interaction with LADWP employees, as well as other members of the public. To minimize the risk of viral spread during these interactions, LADWP will establish and communicate expectations regarding use by both employees and the public of appropriate viral transmission controls on LADWP property.

This document provides viral transmission control guidelines for use in LADWP facilities where members of the general public are able to enter, unescorted, to conduct business. These guidelines are subject to change.

LADWP employees are expected to comply with all viral transmission controls implemented at this facility as specified in the Facility IIPP Addendum COVID-19 Prevention Plan.

The following viral transmission controls are implemented in areas where members of the public have access:

- ☐ Customers will be allowed to enter payment facilities by appointment only. **Subject to change based on Los Angeles County Department of Public Health, Health Officer Orders. (Yellow/Red Only)**
  - ☐ Appointments are limited to one customer per Customer Service Representative no less than every 15 minutes.
- ☐ Customers must observe symptom self-screening signage posted outside or on entrance windows.

- ☐ Security Services will verify customer vaccination or negative COVID-19 test result from no more than one day before customer's appointment. **Subject to change based on Los Angeles County Department of Public Health, Health Officer Orders. (Yellow/Red Only)**
  - ☐ Verify customer appointment time. **(Yellow/Red Only)**
  - ☐ Encourage appropriate face mask use
  - ☐ Direct customer to the available Customer Service Representative.

- ☐ Social/Physical Distancing is encouraged.
  - ☐ Occupancy inside the building is limited to facilitate six feet of separation between all individuals at all times. **(Yellow/Red Only)**
    - ☐ Signage posted at entrance indicating maximum occupancy and customers shall wait outside if maximum is exceeded.
    - ☐ Occupancy is monitored by Security Services who will politely remind customers to wait outside, as necessary.

  - ☐ Encourage maintaining six feet of separation from others while on LADWP property.
    - ☐ Signage posted at entrance and inside the facility encouraging maintaining six feet of separation from all others.

- ☐ Markings placed on the floor indicating where to stand to facilitate social/physical distancing.
- ☐ Markings on the floor and/or barriers (e.g., stanchion retractable belt barrier) to direct customer path of travel to facilitate social/physical distancing.
- ☐ Cooperation is monitored and encouraged by employee(s).

☐ Plexiglass barriers between customers at the service windows.

☐ All customers are encouraged to use face masks over their nose and mouth at all times while at LADWP facilities.
- ☐ Signs posted at entrance as a reminder to put on a face mask.
- ☐ Cooperation is monitored and encouraged by employee(s).

☐ Hand-sanitizer for customer use is provided at various locations inside the facility.

☐ Disinfecting wipe stations for customer use are provided at various locations inside the facility.

Employee Cleaning and Disinfection Guide for Common Use Spaces, Tools, and Equipment
Appendix H

This document provides guidance for all LADWP employees in cleaning and disinfecting items and surfaces that are in common use spaces or are shared equipment and tools. Examples include: shared computer terminals, work stations, shop equipment, copy machine areas, conference rooms, break rooms, etc.

All employees are advised to clean and disinfect common use equipment, tools, and workspaces:

- Before and after use.
- After guests have been in their workspace (if they touched/handled anything).

Supplies

- Consumer disinfectant sprays or wipes.
- Paper towels.

Workspace Cleaning/Disinfection

The following contains examples of common use spaces, tools, and equipment where employees are recommended to clean before and after each use.

1. Conference rooms include: chairs, tables, telephones, monitor, remote, etc.
2. Shop areas include: common use tools and machines (including control switches), tool handles, tables, etc.
3. Unassigned workstations include: table tops, chairs, phones, keyboard, mouse, etc.
4. Copy machine areas include: copy machine surfaces and controls, staplers, etc.
5. Break rooms include: table tops, chairs, refrigerator and door handles, etc.
6. After a guest has been in the workspace, any items the guest contacted should be wiped down, including; chairs, desk surfaces, pens, etc.

Disposal and Personal Protective Equipment

1. Paper towels or disinfectant wipes may be disposed of as regular trash.
2. Gloves are not required for regular cleaning and disinfecting.

Additional Support

If you have questions, please contact one of the following resources:

1. Your immediate supervisor/manager
2. Your System, Division, or Section Safety Office
3. Corporate Health and Safety

Standard Cleaning & Disinfection Guide for Custodians – Appendix I

This document provides guidance for LADWP custodial staff who perform daily cleaning and disinfecting tasks in common or shared work spaces, tools, and equipment.

These procedures are subject to change based on the CDC COVID-19 Community Levels where more viral transmission control measures are required.

Training

Before performing any cleaning and disinfection procedures, assigned custodial staff shall be trained on standard custodial cleaning procedures including Hazard Communications for the cleaners and disinfectants being used. Respiratory protection is assigned consistent with manufacturer recommendations.

Face Masks

Face masks are strongly recommended for cleaning and disinfection. Requirements are subject to change.

Personal Protective Equipment

Custodial staff will NOT need any additional personal protective equipment other than what is normally used for assigned custodial work.

Personal Hygiene

Employees are encouraged to use normal personal hygiene when performing work.

- Wash their hands frequently with soap and water.
- Refrain from touching their face, especially their eyes, nose, and mouth when performing cleaning work.

Cleaning High Use/Touch Surfaces

Items and surfaces in high-traffic shared spaces that require frequent cleaning and disinfection include, but are not limited to:

- Door handles
- Stairway handrails
- Elevator buttons (inside elevator and in elevator bay)
- Vending machine buttons, change dispensers, and output tray covers
- Automated Teller Machine (ATM) buttons, and output trays and covers
- Water fountain controls
- Light Switches
- Restroom
    - Faucets
    - Toilet/urinal flush handles
    - Stall doors
- Copier and Printer
    - Controls

  - Output Tray
  - Paper drawer
- Kitchen
  - Faucets
  - Counter and table tops
  - Refrigerator and microwave handles
  - Coffee maker controls and carafe handles
  - Chair arm rests
  - Waste can cover

Additional Support

If you have questions, please contact one of the following resources:

1. Your immediate supervisor/manager
2. Your System, Division or Section Safety Office
3. Corporate Health and Safety

Cleaning & Disinfection Guide For Areas With Suspected Or Confirmed COVID-19 Cases – Appendix J

This document provides guidance for LADWP employees tasked with cleaning and disinfecting workplace are associated with persons suspected or confirmed to have COVID-19.

Training

Before performing any cleaning and disinfection procedures, assigned employees shall receive thefollowing:

- Respiratory Protection Training and Fit Testing (medical clearance required for respirator usage)
- Hazard Communication Training
- Cal/OSHA Title 8 Section 3205 COVID-19 Prevention

Personal Protective Equipment

- When recommended by the Centers for Disease Control (CDC), Cleaning staff shall wear full-body disposable protective clothing, gloves, and a minimum of N-95 respiratory protection for all tasks in the cleaning process, including handling of trash. PPE shall be compatible with the disinfectant product being used. Compatibility is verified by reviewing Safety Data Sheets for associated disinfectants. Examples of PPE include the following:
  - Nitrile rubber or equivalent gloves (e.g Ansell TouchNTuff);
  - Disposable coverall (e.g. Tyvek or Kleenguard coveralls).

Additional PPE may be required to control risk of harmful exposure to the cleaning/disinfectant products being used (e.g., inhalation hazard, skin contact hazard, splash hazard). Examples of PPE include the following:

- Safety glasses or chemical splash goggles
- NIOSH approved N95 respirator

Supplies

- Freshly prepared bleach solution (reference Safe Work Procedures for concentration) or products with Environmental Protection Agency (EPA) approved emerging viral pathogens claims.
- 60% ethanol alcohol or 70% isopropanol alcohol-based hand sanitizer (if hand washing facilities are not available).
- Designated trash bag or container.

Safe Work Procedure

1. Employees shall inspect and don (put on) appropriate PPE.

2. Areas targeted for cleaning/disinfection shall be closed off. Available exterior doors and windows shall be opened to increase air circulation up to 24 hours before beginning cleaning/disinfection, if possible.
3. Use products with the EPA-approved emerging viral pathogens claims: examples at this link: https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2- list_03-03-2020.pdf)
4. If surfaces are visibly dirty, they should be cleaned using detergent or soap and water prior to disinfection.
5. All areas (e.g., offices, bathrooms, and common areas) identified as used by the person suspected or confirmed to have COVID-19 shall be cleaned/disinfected with emphasis on frequently touched surfaces such as workstations, countertops, and doorknobs.
6. Personal items belonging to the suspected/confirmed case employee such as clothing, that cannot be cleaned shall be placed into a plastic bag and sealed.
7. PPE removal shall be according to the following sequence:
    a. Disposable full-body protective clothing;
    b. Safety glasses/goggles;
    c. Gloves;
    d. Respirator.
8. PPE may be disposed of in designated waste bag or container as regular trash.
9. Immediately wash hands for 20 seconds with soap and water. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer (minimum 60% ethanol alcohol or 70% isopropanol alcohol) may be used. However, if hands are visibly dirty, always wash hands with soap and water.

For questions regarding worker protection and training, please contact Corporate Health and Safety at (213) 367-8635.

Additional Support

If you have questions, please contact one of the following resources:

1. Your immediate supervisor/manager
2. Your System, Division, or Section Safety Office

Notification of Potential Worksite Exposure to COVID-19 – Appendix K

This LADWP COVID- 19 Resource Office daily update bulletin serves as the Notification of Potential Worksite Exposure to COVID-19. Example of the bulletin is below:

Bulletin

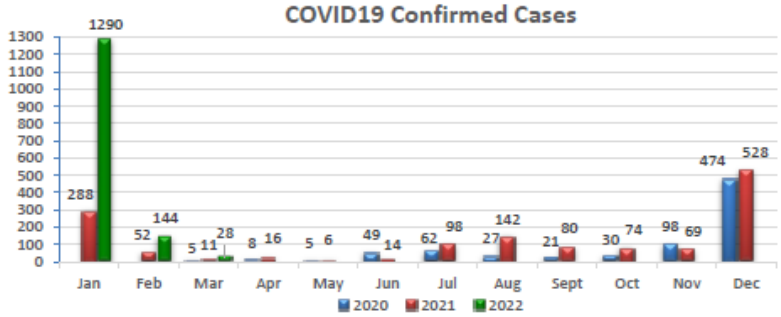
Los Angeles Department of Water & Power

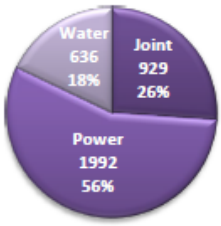
COVID-19 Resource Office Update

March 21, 2022

Take Steps to Reduce Your Risk and the Risk to Others
Help Prevent the Spread of Coronavirus (COVID-19)

♦Get Vaccinated♦Wear Face Coverings♦Clean and Sanitize Your Hands Often♦Cover Coughs and Sneezes
♦Maintain Social Distancing (Minimum 6 Feet Apart)♦Stay Home If You Feel Sick





Total LADWP positive cases to date: 3,619 (3,377 employees + 180 exempts + 62 contractors)

Positive cases currently in isolation: 17
Close contacts to positive cases currently in quarantine: 2

Location of last cases reported this weekend (3/18/22 – 3/20/22):

900 E. Lomita Blvd. (1 contact identified)
950 W. 1st St. (0 contacts identified)
13201 Sepulveda Blvd. (0 contacts identified)

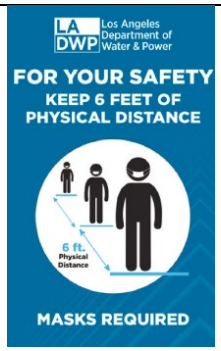
SUPERVISORS: PLEASE POST

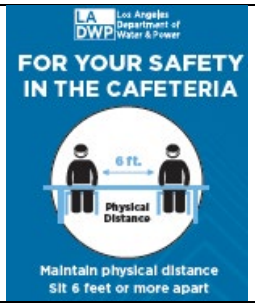
Employee Notices:

All LADWP employees must continue to follow our infection prevention protocols in the workplace despite changes in L.A. County's guidelines. Until further notice, all employees, contractors, and visitors are required to wear masks and maintain social distancing when indoors unless alone in an office space.

For the latest information on COVID-19 response, please visit www.ladwpemployeeinfo.com and sign up for text alerts on personal devices by clicking here.

Appendix L - List of Signage

Signage	Category	Usage Level
	Symptom Screening	Low
	Symptom Screening Physical Distancing Personal Hygiene	Medium High
	Personal Hygiene	Low
	Physical Distancing	Medium High
	Disinfection	Low

Signage	Category	Usage Level
	Physical Distancing	Medium High
	Personal Hygiene	Low
	Physical Distancing	Medium High
	Physical Distancing	Medium High

Appendix M – List of Supplies

Item	Description	Storeroom
8797480	ALCOHOL, ISOPROPYL, 99%, GALLON(128-OUNCES), CV002	002
8797066	ALCOHOL, ISOPROPYL, RUBBING, PINT, CV002	002
9325249	BLEACH, CONCENTRATED , GERMICIDAL REGULAR, 121 OZ. BOTTLE, CV002, CL OROX # 30966	002
9325251	BLEACH, LIQUID, CONCENTRATED, 30- OUNCE (QUART) PLASTIC CONTAINERS, CV002, CLOROX #30768	002
9325149	CLEANER HAND SANITIZER, 4-OUNCE 00890, CV002, STOKO GEL #10089024	002
9325403	CLEANER, DISINFECTANT, 32-OZ SPRAY BOTTLE, CV002, FORMULA 409	002
9325407	CLEANER, DISINFECTANT, BLEACH GERMICIDAL, 32- OUNCE, TRIGGER SPRAY BOTTLE, CLOROX # 68970, CV002	002
9325404	CLEANER, DISINFECTANT, DEODORIZER, READY-TO- USE, QUART SPRAY BOTTLE, CV002, SPARTAN CHEMICAL COMPANY # 170739	002
9325413	CLEANER, DISINFECTANT, LIQUID, FOR USE IN CLOROX 360 DISINFECTING SYS TEMS, CV002, CLOROX # 31650	002
9325198	CLEANER, FOAMING, DISINFECTANT, FURNISHED IN 17 TO 20 OUNCE AEROSO L CANS, CV002	002
9325180	CLEANER, HAND SANITIZER, BOTTLE, 12- 16 OUNCE SIZE, SQUEEZE OR PUMP, CV002	002
9325150	CLEANER, HAND, GEL, 16- OUNCE, NO RINSE WITH 62% ALCOHOL, HEALTHCARE AND LABORATORY GRA DE, CV002, DECON LABS, INC. # 7106	002
6702153	CLEANER, LIQUID, BODY WASH AND SHAMPOO, FURNISHED IN 1 GALLON CO NTAINERS, CV002	002
6702151	CLEANER, LIQUID, BODY WASH, CV002	002
9325155	CLEANER, LIQUID, DISINFECTANT, 1- GALLON, CV002, ''FORMULA 409'' ''CLO'' 35300	002
9325208	CLEANER, PLEXIGLASS, ANTI- STATIC, QUART SIZE BOTTLE, CV002, WAXIE SANITARY SUPPLY # 870040	002
9325411	DISINFECTANT, BOTANICAL, THYMOL, LEMON SCENT, GALLON SIZE BOTTLE, C V002, BIOESQUE SOLUTIONS	002
9325409	DISINFECTANT, BOTANICAL, THYMOL, LEMON SCENT, QUART SIZE BOTTLE, CV 002, BIOESQUE SOLUTIONS	002
9325410	DISINFECTANT, CLEANER, PINE SOL, DEODORIZES, 144- OUNCE BOTTLE, KILLS CORONAVIRUS AND 99 PERCENT OF OTHER GERMS, CV 002, CLOROX # 158-35418	002
9325196	DISINFECTANT, LIQUID AEROSOL, CLEANS AND DISINFECTS, ALL PURPOSE, CV 002	002
9325148	DISPENSER HAND SANITIZER UNIVERSAL, NO-TOUCH, CV002, MODUM # M-X11	002
5360324	FACESHIELD, CLEAR PLASTIC, DISPOSABLE, 12-INCHES X 8.5-INCHES, CV002	002

9374269	GLOVES DISPOSABLE, NITRILE, 5MIL SIZE LARGE 8-9.5, CV002	002
9374268	GLOVES DISPOSABLE, NITRILE, 5MIL SIZE MEDIUM 7.5-8, CV002	002
9374267	GLOVES DISPOSABLE, NITRILE, 5MIL SIZE SMALL 6.5-7, CV002	002
9374262	GLOVES DISPOSABLE, NITRILE, 5MIL SIZE XLARGE 10-11, CV002	002
9374288	GLOVES DISPOSABLE, NITRILE, BLUE, 4MIL SIZE LARGE 9.5-10-INCH, CV002, WAXIE # 791260	002
9374287	GLOVES DISPOSABLE, NITRILE, BLUE, 4MIL SIZE MEDIUM 8.5-9-INCH, CV002, WAXIE # 791255	002
9374283	GLOVES DISPOSABLE, NITRILE, BLUE, 4MIL SIZE SMALL 7-8-INCH, CV002, WAXIE # 791250	002
9374290	GLOVES DISPOSABLE, NITRILE, BLUE, 4MIL SIZE X-LARGE 10.5-11-INCH, CV002, WAXIE # 791265	002
5360087	MASK, PROTECTIVE DISPOSABLE, FABRIC, 3-PLY, CV002, SWYLE # KZ02	002
3135657	PLASTIC, ACRYLIC, PLEXIGLASS, 1/4-IN X 48-IN X 96-IN, CV002	002
3135661	PLASTIC, ACRYLIC, PLEXIGLASS, 3/16-IN X 48-IN X 96-IN, CV002	002
5360056	RESPIRATOR, DISPOSABLE, DUST/MIST, LOW PROFILE HALF MASK FACE SEAL RING, ADJUSTABLE METAL NOSEBRIDGE, CV002, 3M" #8210-N95	002
9325194	SANITIZER, HAND INSTANT, 2-LITER/67.6-OUNCE GEL PUMP BOTTLE, 70% ALCOHOL VOLUME PER VOLUME, CV002, GO JO / PURELL # 9625-04	002
9325147	SANITIZER, HAND INSTANT, 8-OUNCE GEL PUMP PLASTIC BOTTLE, 70% ALCOHOL VOLUME PER VOLUME, CV 002, GOJO / PURELL # 9652-12	002
9325151	SOAP BAR, ANTIBACTERIAL, 5 OUNCES, CV002, DIAL GOLD	002
6702152	SOAP, LIQUID, HAND, 1 GALLON, CV002, ZEP-VELVET #095824	002
9325154	SOAP, LIQUID, HAND, 1 QUART, CV002, ZEP-VELVET #099924	002
9325146	STAND FOR HAND SANITIZER UNIVERSAL DISPENSER CV002	002
9380207	WIPE, BLEACH GERMICIDAL, REFILL, 110-COUNT, READY-TO-USE, 12-INCH BY 12-INCH, CV002, LAGASSE INC / CLOROX CLO30359CT	002
9380208	WIPE, DISINFECTING, 7-INCH X 8-INCH SIZE SHEET, 75-80 WIPES PER CANISTER, LEMON SCENT, KILLS 99.9% BACTERIA AND VIRUSES ON HARD SURFACES, CV002	002
9380236	WIPE, HAND SANITIZING, 100J WIPES PER CANISTER, KILLS 99.9% OF MOST ILL NESS CAUSING GERMS, CV002	002
9380214	WIPE, INSTANT HAND SANITIZING PACKET, 100 INDIVIDUAL PACKETS PER BOX , 70% ETHYL ALCOHOL, KILLS 99.9% OF GERMS, CV002, PDI/SANI HANDS D436 00	002
9380215	WIPE, INSTANT HAND SANITIZING, 135 WIPES PER CANISTER, 70% ETHYL ALC OHOL, KILLS 99.9% OF GERMS, CV002, PDI/SANI HANDS P13472	002
9380216	WIPE, INSTANT HAND SANITIZING, 220 WIPES PER CANISTER, 70% ETHYL ALC OHOL, KILLS 99.9% OF GERMS, CV002, PDI/SANI HANDS P15984	002