



**Los Angeles
Department of
Water & Power**

CORPORATE SAFETY GUIDELINE

Section

COVID-19

Subject

Facility
IIPP Addendum – COVID-19
Exposure Control Plan

In May 2020, the California Division of Occupational Safety and Health (Cal-OSHA) published “Interim General Guidance on Protecting Workers from COVID-19”. This document specified control measures to minimize the likelihood of employee exposure to the COVID-19 virus occurring while at work and required California employers to include these recommended control measures in their Injury and Illness Prevention Plans (IIPP).

On November 30, 2020, Cal-OSHA enacted a COVID-19 Emergency Temporary Standard which places additional requirements on employers to control viral transmission, contact-trace confirmed positive cases, identify and report work-related positive cases, and report outbreaks.

To ensure that LADWP employees are afforded the safest workplace possible, LADWP has implemented multiple layers of controls which, when used together, minimize the likelihood of viral transmission among employees while they are at work.

To facilitate ease of implementation of these controls, the LADWP Corporate Health and Safety Office has developed the attached Facility Specific IIPP Addendum – COVID-19 Exposure Control Plan.

This plan can be attached as an addendum to any IIPP by writing in facility specific information and selecting applicable checkboxes throughout the document to indicate which controls are implemented.

For any organization/facility that chooses to develop their own exposure control plan, this document may serve as a useful content guideline.

Questions regarding this template can be addressed to Corporate Health and Safety:

Telephone (213) 367-8635

Email industrialhygiene@ladwp.com

This Facility Specific IIPP Addendum - COVID-19 Exposure Control Plan is designed to supplement any Facility IIPP.

Facility Managers or their designee can add their facility information in sections 1 and 3, then mark the checkboxes adjacent to applicable information or controls in sections 4, 5, 7, 8, 11 and 12.

For each attachment checkbox marked in section 12, include the associated Corporate Safety Guideline (CS Guide), adding information or marking applicable checkboxes in each Guideline as necessary.

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INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

ADDENDUM

COVID-19 Exposure Control Plan

Original Signed by Martin L. Adams

MARTIN L. ADAMS
General Manager and Chief Engineer

Date

April 14, 2021

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Note

During times of increased virus transmission, the standard protocols described in this plan may be temporarily superseded by State, County or City temporary public health orders that are more protective than this policy.

Such temporary changes will be communicated in bulletins distributed by the General Manager, Chief Administrative Officer, or Chief Safety Officer, and will be promptly and appropriately implemented.

Permanent changes based on newly acquired scientific evidence or updated orders from government agencies with oversight will be reflected in updated versions of this Exposure Control Plan.

1. Scope

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

Worksite Name: _____

Worksite Address: _____

2. Applicability

This Worksite Specific IIPP Addendum COVID-19 Exposure Control Plan applies to all individuals who enter this worksite.

3. Responsibilities

a. Facility/Worksite Manager

The Manager with responsibility for this facility is:

Name: _____

Phone: _____

Email: _____

The Facility/Worksite Manager is responsible for:

- Identifying the individual assigned the role of Exposure Control Plan Coordinator.
- Ensuring the necessary resources for full implementation of this plan are available.
- Providing active and visible support for implementation of this plan.

b. Exposure Control Plan Coordinator (ECPC)

The Exposure Control Plan Coordinator for this facility is:

Name: _____

Phone: _____

Email: _____

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The ECPC is responsible for:

- Ensuring this plan is current and consistent with LADWP Policies, Guidelines and Bulletins.
- Ensuring provisions of this plan are clearly communicated to all:
 - On-site managers and supervisors.
 - Individuals who enter the worksite.
- Regularly advising the Facility Manager of:
 - Plan implementation status.
 - Compliance issues.
 - Resource needs and issues requiring higher level assistance to resolve.
- Conducting facility walk-throughs/inspections for COVID-19 controls implementation in accordance with the schedule defined in §4d Inspections (page 9) of this document.
- Coordinating information with:
 - LADWP COVID-19 Resource Office
 - System, Division and Section Safety
 - Corporate Safety

c. Managers and Supervisors

Managers and supervisors of individuals who are assigned to work at this worksite, or who have employees assigned to work at this site, are responsible for:

- Ensuring their employees are aware of, and understand, the provisions of this plan.
- Providing necessary resources for their employees to comply with the provisions of this plan.
- Setting the expectation for full compliance with all applicable provisions of this plan.
- Clearly communicating to their employees that failure to comply with applicable provisions of this plan may result in disciplinary action.
- Following, and enforcing, the primary controls listed in section 5.
- Conducting work site walk-throughs/inspections for COVID-19 controls implementation in accordance with the schedule defined in §4d (page 9) of the document.

d. Employees

All employees who enter this worksite are responsible for:

- Complying with all applicable provisions of this plan.
- Encouraging and reminding others to comply with applicable provisions of this plan.
- Providing feedback to their immediate supervisor/manager regarding possible improvements to this plan.
- Reporting to Supervision or the ECPC:
 - Supplies, tools and/or equipment necessary to comply with applicable provisions of this plan.
 - Observed actions and behaviors that constitute violation of applicable provisions of this plan.

4. Risk Assessment

LADWP categorizes employee risk of occupational exposure according to criteria established by OSHA (§4.a).

Based on OSHA criteria, LADWP anticipates that no LADWP jobs qualify as Very High Exposure Risk or High Exposure Risk jobs. A limited number of facilities have employees whose work may qualify as Medium Exposure Risk jobs. The significant majority of LADWP employees' jobs will be categorized as Low Exposure Risk jobs.

a. Assessing Level of Job-Related COVID-19 Exposure Risk

LADWP categorizes employee risk of occupational exposure according to criteria established by OSHA.



Very High Exposure Risk Jobs: are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in the category include:

- Healthcare workers performing aerosol-generating procedures on known or suspected COVID-19 patients. Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients.

- ☐ There ARE jobs at this facility with Very High Exposure Risk.
- ☐ There ARE NOT jobs at this facility with Very High Exposure Risk.

High Exposure Risk Jobs: are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

- Healthcare delivery and support staff (e.g., doctors, nurses, and other hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients.
- Medical transport workers (e.g., ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.

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- ☐ There ARE jobs at this facility with High Exposure Risk.
- ☐ There ARE NOT jobs at this facility with High Exposure Risk.

Medium Exposure Risk Jobs: include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with coronavirus, but who are not known or suspected COVID-19 patients. ***This category includes employees who may have contact with the general public in areas where there is ongoing community transmission*** (see §4b below).

- ☐ There ARE jobs at this facility with Medium Exposure Risk.
- ☐ There ARE NOT jobs at this facility with Medium Exposure Risk.

Low Exposure Risk Jobs: are those that do not require close contact with people known to be, or suspected of being, infected with coronavirus, nor frequent close contact with (i.e., within 6 feet of) the general public.

- ☐ There ARE jobs at this facility with Low Exposure Risk.
- ☐ There ARE NOT jobs at this facility with Low Exposure Risk.

b. Interaction with the Public

LADWP employees who work at this location have job related responsibilities that require direct interaction (beyond incidental contact) with members of the public:

- ☐ NO
- ☐ YES

If yes:

- ☐ Those interactions occur at this location.
 - ☐ Attach CS Guide 2G.
- ☐ Those interactions occur away from this location at non-LADWP work sites.
 - ☐ Attach CS Guide 2H.

c. Level of Risk At This Facility

This facility has employees who engage in work that places them in the following Risk Categories (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Very High Exposure Risk | <input type="checkbox"/> High Exposure Risk |
| <input type="checkbox"/> Medium Exposure Risk | <input type="checkbox"/> Low Exposure Risk |

d. Identified COVID-19 Hazards 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
- ☐ Break/Lunch Rooms
- ☐ Restrooms
- ☐ Locker Rooms
- ☐ Control 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: _____

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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 Exposure Control Plan.

Supervisors inspect their work areas and observe behaviors, practices and procedures:

☐ Daily ☐ Weekly ☐ Bi-Weekly

The Exposure Control Plan 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

5. Viral Transmission Controls

Viral Transmission Controls implemented at this facility are as follows (check all that apply):

a. Overview of Controls

- ☐ Sick employees are directed to stay home
- ☐ Employees who develop symptoms consistent with COVID-19 or seasonal influenza while at work are to follow the procedures in §5j below
- ☐ Daily Symptom Check is required of all individuals prior to entering this worksite (§5b below)
- ☐ Social and Physical Distancing (§5c below)
- ☐ Minimizing On-Site Employee Population (§5d below)
- ☐ Face Coverings (§5e below)
- ☐ Good Personal Hygiene (§5g below)
- ☐ Cleaning and Disinfection Protocols (§5h below)
- ☐ Engineering Controls (§5i below)

b. Symptom Screening

All individuals who enter this facility are expected to comply with the following protocols for symptom screening:

- ☐ Body temperature check
 - ☐ On-site - a thermometer is provided at the entrance. No documentation will be retained.
 - ☐ At home before coming to work.

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- ☐ Daily Symptom Self-Screening (see CS Guide 2A Attached)
 - ☐ On-site
 - ☐ At home before coming to work
- ☐ 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 maintain appropriate distancing and wear a face covering over their nose and mouth.

c. Social and Physical Distancing

All individuals who enter this worksite are expected to observe social and physical distancing in accordance with the following guidelines:

1. Maintain 6 feet of separation from others (all persons) as much as possible.
 - a. Momentarily being < 6 feet from others does not necessarily equate to exposure to the COVID-19 virus.
 - i. If you momentarily need to be < 6 feet from others (e.g. passing in a hallway):
 - Put on a face covering.
 - Avoid direct physical contact.
 - Do what you need to do, and then resume physical distancing.
2. Do not gather in groups. Unless, otherwise restricted by Public Health Order or LADWP policy, the following limits apply.
 - a. LADWP temporarily restricts employee gatherings such that 6 feet of separation from others can be maintained at all times.
 - b. In-person meetings are limited to the maximum number (including instructor) that the meeting space can accommodate with all participants comfortably maintaining the minimum required social/physical distancing for the duration of the meeting.
 - c. Training classes are limited to the maximum number that the training space can accommodate with all participants comfortably maintaining the minimum required social/physical distancing for the duration of the class.
3. When a work task requires you to be < 6 feet from another person, all individuals involved shall:
 - a. Wash their hands with soap and water or use a hand sanitizer before beginning the task.
 - b. Wear a face mask that covers the nose and mouth in accordance with §5e below.
 - c. Avoid direct physical contact and sharing tools as much as possible.
 - d. Use good personal hygiene practices in accordance with §5g below.
 - e. Repeat hand washing/sanitizing upon completion of the task.

d. Minimizing On-Site Employee Population

1. Emergency Telecommuting Plan (3/19/2020 GM Video Update)

- ☐ Employees at this facility are provided the option of participating in the LADWP Emergency Telecommuting Agreement if:
 - They are able to perform their assigned duties from a home office.

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The Emergency Telecommuting Agreement can be found on the COVID-19 Resource Office website on MYDWP.

LADWP may adjust or end the Emergency Telecommuting Agreement In accordance with State or County Department of Public Health guidance regarding office occupancy.

2. Modified Telecommuting Plan

☐ Employees at this facility are provided the option of participating in the Modified Telecommuting Plan if:

- They are at increased risk of developing a severe illness if they are infected with the coronavirus.
- They are faced with child-care issues due to school closures.

The Modified Telecommuting Plan can be found on the COVID-19 Resource Office website on MYDWP.

LADWP may adjust or end the Modified Telecommuting Agreement In accordance with current State or County Department of Public Health guidance regarding office occupancy.

3. Rotational Work Assignments (GM Bulletin 115 – Rotational Work Assignments)

☐ Employees at this facility provided the option of participating in the Rotational Work Assignment (RWA) Plan if:

- They are not eligible to telecommute and their regular job duties cannot be performed remotely.
- The number of employees required to be present to perform that work on a daily basis can be reduced from normal levels.
- They agree to the terms and details of the plan.
- Their System Head offers the plan.

LADWP may adjust or end the Rotational Work Assignments in accordance with current State or County Department of Public Health guidance regarding workplace occupancy.

e. Face Coverings

1. All individuals who enter this site shall use a face covering over their nose and mouth:
 - AT ALL TIMES while in indoor spaces (see exceptions in §5e 5, below).
 - Within 6 feet of others in outdoor spaces.
2. Face coverings for general indoor and outdoor use should:
 - Fit snugly and cover the nose and mouth.
 - Be made from tightly woven, breathable fabric.
 - Provide two layers of coverage over the nose and mouth.
3. Face coverings that offer arc-flash protection (AR):
 - Are limited to LADWP issued arc-rated face coverings.
 - Are required when employees will be exposed to arc flash hazard.

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- May be used by full-time AR clothing wearers any time face-covers are required, as permitted by organizational leadership.
4. Face coverings should not:
- Fit too loosely with large gaps at the nose or along the cheeks.
 - Be made from loosely woven fabric.
 - Have exhalation valves or vents.
5. Unless otherwise restricted by Public Health Department order or LADWP policy, face covering use is not required when working:
- Alone in room or cubicle.
 - While eating or drinking more than 6 feet from any other person.
 - Employee is exempt due to documented medical limitation (see §5f, below).
 - Alone (minimum 6 feet of separation from others) in an outdoor location.

f. Face Shields

Face shields are not a substitute for face coverings, but may be worn in conjunction with an acceptable face covering.

Employees who qualify for an exemption from wearing a face covering shall wear a face shield in lieu of a face covering, in accordance with §5e1 above.

Face shields worn by employees who qualify for the exemption from wearing a face covering shall:

- Fit snugly against the forehead, and
- Wrap around the face from ear to ear, and
- Be fitted with a drape on the bottom that:
 - Fits snugly under the chin (e.g., with elastic), or
 - Tucks into the top of the wearers' shirt, or
 - Extends a minimum of six (6) inches below the bottom of the shield.

g. Personal Hygiene

All individuals who enter this worksite are expected to use good personal hygiene practices in accordance with the following guidelines:

- Cover Your Coughs and Sneezes
 - With a tissue, paper towel, your elbow, etc. – even while wearing a face covering.
 - Turn away from nearby people.
 - Avoid coughing or sneezing directly into your hands.
 - Wash your hands or use hand sanitizer at the first opportunity.
- Practice Good Personal Hygiene
 - Avoid touching your face, especially your eyes, nose, and mouth.
 - Wash your hands with soap and water, frequently:
 - At least once per hour.
 - Scrub with soap for approximately 20 seconds.

- When you don't have access to soap and water, hand sanitizer may be used as a substitute. Hand sanitizer should contain either:
 - Minimum 70% isopropyl alcohol (isopropanol), or
 - Minimum 60% ethyl alcohol (ethanol).

h. Cleaning and Disinfection Protocols

The following Cleaning and Disinfection Guidelines are fully implemented at this facility and are attached (check all that apply):

- ☐ Cleaning and Disinfection Guideline for Employees' Personal Work Spaces
- ☐ Cleaning and Disinfection Guideline for Custodians
- ☐ Cleaning and Disinfection Guideline for Areas Associated With Confirmed COVID-19 Cases

i. Engineering Controls

The following engineering controls have been implemented at this facility:

- ☐ HVAC Mechanics have evaluated the HVAC System and:
 - ☐ It is set to supply maximum amount of outside air that the system will allow.
 - ☐ Filters are maintained and are maximum MERV rating that the system will allow.
- ☐ Partitions or partition extensions are installed at fixed locations where physical distancing at all times is not possible.

In restrooms with urinals, physical distancing is ensured through installation of:

- ☐ Partitions between urinals elevated to height similar to stall partitions.
- ☐ Barriers on selected urinals to prevent individuals standing side-by-side.

Drinking directly from water fountains is prevented by placement of:

- ☐ Signs indicating drinking from the bubbler is prohibited (filling water bottles is permitted).
- ☐ Bags or other barriers placed over the bubbler or in front of the water fountain.

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).

6. Personal Protective Equipment

a. Respirators

LADWP does not endorse use of N95 respirators as face coverings.

Respirators are personal protective equipment (PPE) that prevent harmful contaminants in the air from contacting the wearer. While some face coverings may offer limited protection to the wearer, their intended function is as engineering controls to prevent potentially harmful contaminants (upper respiratory tract fluids) from being dispersed into the air by blocking them at the source (nose and mouth).

With respect to COVID-19 hazards, respirators are only recommended for personnel engaged in cleaning/disinfecting areas associated with positive COVID-19 cases.

b. Gloves

Wearing latex or nitrile gloves is not a substitute for hand-washing and good personal hygiene and LADWP does not endorse the wide-spread use of latex or nitrile type gloves as a viral transmission control.

With respect to COVID-19 hazards, gloves are only recommended for personnel engaged in cleaning/disinfecting areas associated with positive COVID-19 cases.

Employees who are required to use latex or nitrile gloves to clean/disinfect areas associated with COVID-19 cases or to prevent skin contact with cleaning or other chemicals used during performance of assigned work shall refer to the Glove Removal Guideline (CS Guide 2F attached).

7. Communication

a. General COVID-19 Communications

Information regarding LADWP policies, procedures, recommended practices and guidelines focused on minimizing the risk of exposure to COVID-19 in the work place are communicated through:

- General Manager Bulletins
- Chief Administrative Officer Bulletins
- Chief Safety Officer Bulletins
- The COVID-19 Resource Office website on MYDWP
- The Corporate Health and Safety Website on MYDWP
- Web-based and instructor-led training

Employees are directed to immediately report to the COVID-19 Resource Office any:

- Symptoms of illness
- Close contact with a confirmed positive COVID-19 case
- Positive COVID-19 test results

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The COVID-19 Resource Office can be contacted at

- (213) 367-4444
- c19resource@ladwp.com

Employees are also 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.
- Observed high risk COVID-19 hazards associated with areas, interactions, activities, or equipment.

b. LADWP and City Employees Entering Facilities

Managers and supervisors are responsible for ensuring that personnel who report to them understand and comply with COVID-19 controls while at this facility.

The Facility ECPC ensures all employees, vendors, contractors, and other non-LADWP employees who enter this site:

- Are familiar with the viral transmission controls implemented at this site.
- Are aware of the expectation of compliance with all recommended and required behaviors and actions.
- Are provided a copy of this IIPP Addendum.

c. Non-LADWP/City Employees Entering Facilities

Visitors

All non-employee visitors to this facility shall be:

- ☐ Announced to the ECPC prior to their arrival.
- ☐ Provided instruction, prior to their arrival, regarding viral transmission controls implemented at this facility.
- ☐ Met by an LADWP employee at a location agreed upon by the ECPC.
- ☐ Escorted by an LADWP employee at all times.

Non-employee visitors are expected to comply with all applicable viral transmission controls in place at the time of their visit.

Contractors

Contractors who have work at this facility shall be provided instruction, prior to their arrival, regarding viral transmission controls implemented at this facility and shall (check one):

- ☐ Have a COVID-19 Exposure Control Plan that is reviewed by the ECPC and is at least as protective as this Facility Exposure Control Plan.
- ☐ Comply with this Facility Exposure Control Plan.

8. Positive Case Investigation and Reporting

a. Investigation

Positive COVID-19 cases are investigated as follows to determine work-relatedness, if there are work-place close contacts, and to identify failures in viral transmission controls.

Contact Tracing - Resource Office

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

Work-Related Cases - Corporate Safety

Cases identified through contact tracing as having a possible work-related 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.

Viral Transmission Control Failures - Division Investigation

Cases determined by the COVID-19 Resource Office and Corporate Health and Safety to be work-related are investigated by the Organization/Facility to identify failures in viral transmission controls and initiate necessary corrective actions.

b. Reporting

Cases and Close Contacts Reports to COVID-19 Resource Office

The following are reported to the LADWP COVID-19 Resource Office as soon as practicable after first knowledge:

- Positive COVID-19 Cases.
- Suspected COVID-19 Cases.
- Employees who call in sick and report symptoms that are consistent with COVID-19 or seasonal flu.
- Employees who, while at work, report newly developed symptoms that are consistent with COVID-19 or seasonal flu.

LADWP COVID-19 Resource Office – (213) 367-4444

Notification to Close Contacts – Resource Office

Within 24 hours of learning through contact tracing that an employee is identified as a close contact with a confirmed positive COVID-19 case, the close contact is notified as follows:

- The COVID-19 Resource Office provides the employee's supervisor the following information by phone and by email:
 - Date of close contact
 - Dates of Quarantine
 - Advise the employee to schedule a COVID-19 test and provide the results to the COVID-19 Resource Office at c19resource@ladwp.com
 - Tentative return to work date
- The employee's supervisor immediately relays the above information to the employee.

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- The supervisor then initiates Paid Administrative Leave paperwork and emails the completed and signed form to the COVID-19 Resource Office.

Notification of Potential Workplace Exposure

Within one business day of becoming aware of a possible workplace exposure, the following notifications will be made:

The COVID-19 Resource Office will notify Operations/Facility Management with jurisdiction over the affected workplace of the possible exposure and provide the following information:

- The date the Resource Office became aware of the positive case.
- The dates that the identified positive case was in the workplace while they were in their infectious period.
- Affected worksites within the workplace.

Operations/Facility Management will distribute that information in a copy of the NOTICE OF POTENTIAL WORKPLACE EXPOSURE TO COVID-19 (attached CS Guide – 8) to following:

- Employees on the premises at the same time as the confirmed positive case or within the infectious period of the confirmed positive case.
- Authorized representatives of employees who were on the premises at the same time as the confirmed positive case or within the infectious period of the confirmed positive case.
- Contractors on the premises at the same time as the confirmed positive case or within the infectious period of the confirmed positive case.

This notification advises individuals only that they were in the workplace at the same time as someone as a confirmed positive COVID-19 case while they were in their infectious period.

This notification is not 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.

Work-Related Cases – Resource Office

COVID-19 Resource Office notifies Corporate Health and Safety and the Workers Compensation Office when contact tracing indicates:

- A possible workplace transmission.
- A possible Outbreak.
- A possible Major Outbreak.

Agency – Corporate Health and Safety

Corporate Health and Safety makes agency notifications as follows:

- Work-related exposure – Notification to Cal-OSHA
- Workplace Outbreak – Notification to Los Angeles County Department of Public Health (DPH) within 48 hours of confirming an Outbreak or a Major Outbreak.

c. Outbreaks and Major Outbreaks

Outbreak

When three (3) 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 upon activation of this section.
 - One week later.
 - Once per week thereafter until this section no longer applies.
 - At no cost to the employee.
 - During working hours.

Exception: Employees who were not present during the period of the outbreak or the relevant 14-day period(s).

- ☐ Investigation of positive cases will be carried out in accordance with §8a Investigation above.
- ☐ Positive cases will be required to isolate at home for a minimum of 14 days beginning on:
 - The first day symptoms developed.
 - The day the specimen was collected for the positive test (if the individual remains asymptomatic through entire isolation period).
- ☐ Close-contacts to a positive case will be required to self-quarantine for a minimum of 14 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 §9 Return to Work have been satisfied.
- ☐ During an outbreak all relevant COVID-19 policies, procedures, and controls will be reviewed and changed as necessary:
 - Immediately after activation of this section.
 - Every 30 days thereafter until this section no longer applies.
- ☐ Corporate Health and Safety will make Agency notification described in §8b Reporting.

Major Outbreak

When twenty (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.

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- ☐ 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):
 - Twice per week until this section no longer applies.
 - 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.

9. Return to Work

a. Confirmed COVID-19 Cases – Isolation at Home

Employees who have COVID-19 ILLNESS WITH SYMPTOMS are required to Isolate at Home and will be permitted to return to work after the following conditions are met:

- Completion of a home isolation, as prescribed by the Resource Office, that begins on the first day of symptoms.
- At least 24 hours have passed with no fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms persist.
- Other symptoms are improving.

Employees who TEST POSITIVE FOR COVID-19 BUT NEVER DEVELOP SYMPTOMS (asymptomatic case) will be permitted to return to work after the following conditions are met:

- Completion of a home isolation, as prescribed by the Resource Office, that begins on the day the test was administered.

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

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 14 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective

b. Close Contact with a Confirmed COVID-19 Case - Quarantine

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 14-day Quarantine and will be permitted to return to work after the following conditions are met:

- Completing the 14-day Quarantine period.
- No symptoms developed during the Quarantine period.
- Employee diligently complies with distancing and face covering requirements.

NOTE: A negative test result does not shorten the duration of the quarantine period.

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

Employees who report a close contact and the identified positive case lives in the same home as the employee will be permitted to return to work when the applicable conditions below are met:

1. If the **infected person can be isolated and close contact can be avoided:**
 - The employee is directed to Quarantine for 14 days beginning on the date the infected person started their Isolation (last day of close contact).
2. If there is **further close contact with the infected person after Isolation has begun:**
 - The employees' Quarantine period is extended for an additional 14 days beginning on date of the last close contact.
3. If **additional people in the home are infected:**
 - The employees' Quarantine period is extended for 14 days beginning on the date the last person who became infected started their Isolation (last day of close contact).
4. If **close contact with infected individuals cannot avoided:**
 - The employees' Quarantine period begins on the date the first infected person in the home started their Isolation and extends for 14 days after the last infected person in the home ended their Isolation period or was told that they are "cleared" to stop isolation.

d. Illness Other than COVID-19

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

Employees who are away from work due to flu-like symptoms are given an Isolate at Home directive and are not permitted to return to work or enter any Department facility until all of the following conditions are met:

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- Completion of the Isolate at Home period prescribed by the Resource Office.
- There are no remaining symptoms of illness.

NOTE: For more information on RTW after an illness that is not COVID-19 and administration of Paid Administrative Leave (PAL), refer to the March 12, 2020 General Manager Memorandum (Temporary Modification of PAL Policy) and the February 18, 2021 General Manager Bulletin (2021-068) Important COVID-19 Return-To-Work-Update.

NOTE: If more than 14 days are necessary for resolution of illness symptoms 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.

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

Employees who receive an HOO to isolate or quarantine, but have not received any directive from the LADWP COVID-19 Resource Office, are not permitted to return to work until the period of isolation or quarantine specified on the HOO is completed, or the order is lifted. If no period is specified on the HOO, the period will be minimum of 14 days from the date the HOO was issued.

If an employee receives an HOO (Isolate at Home or Quarantine) that conflicts with a previously issued COVID-19 Resource Office Isolate at Home directive, the COVID-19 Resource Office directive applies.

If an employee receives an HOO to (Isolate at Home or Quarantine) that conflicts with a previously issued COVID-19 Resource Office Quarantine directive, the employee shall contact the Resource Office for clarification of which directive applies.

10. Company Provided Vehicles and Sponsored Ride Sharing

a. Shared Vehicles

Employees at this worksite who have access to, and are required to use, vehicles that are not assigned specifically to them but are shared by multiple employees (e.g. pool sedans and SUVs, work trucks, etc.) during the course and scope of performing their assigned work are advised of the requirements specified in CS Guide 5 - Viral Transmission Controls for Multiple Employees in Vehicles, attached to this document.

b. Multiple Employees in Vehicles

Employees at this worksite who ride with other employees in any company-provided or sponsored vehicle are advised of the requirements specified in CS Guide 5 - Viral Transmission Controls for Shared Vehicles and Multiple Employees in Vehicles, attached to this document.

LADWP provided or sponsored vehicles where the requirements specified in CS Guide 5 apply include:

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- LADWP provided vehicles (e.g. sedans, work trucks, vans, etc.) used during the scope and course of performing assigned work.
- LADWP sponsored Vanpools used for commuting between home and reporting location.
- LADWP sponsored carpools (private vehicles) used for commuting between home and reporting location.

11. Training

Employees at this worksite are provided training on the following topics:

- General description of COVID-19 symptoms.
- General description of how the SARS CoV2 virus that causes COVID-19 is spread.
- General description of how to prevent viral transmission (spread).
- Primary viral transmission controls that can help prevent spread of COVID-19.
- Specific viral transmission controls implemented at this facility.
- Tools and resources provided by LADWP.

Training at this facility is (check all that apply):

- ☐ Web-based (Use Link) [Return to Work - COVID-19 Guidelines](#)
- ☐ Instructor-led

Instructor-led training can be scheduled through the ECPC.

12. Attachments

The following attachments are included as part of the IIPP Addendum (check all that apply):

- ☐ CS Guide – IIPP Addendum Definitions
- ☐ CS Guide 2A – Daily Symptom Self-Check
- ☐ CS Guide 2B– Cleaning and Disinfection Guideline for Employees’ Personal Work Spaces
- ☐ CS Guide 2C – Cleaning and Disinfection Guideline for Custodian
- ☐ CS Guide 2D – Cleaning and Disinfection Guideline for Areas Associated With Suspected or Confirmed COVID-19 Cases
- ☐ CS Guide 2E – Non-DWP Employee Visitor/Contractor COVID-19 Viral Transmission Control Notification
- ☐ CS Guide 2F – Latex Glove Removal
- ☐ CS Guide 2G – Interaction With The Public, LADWP Facilities
- ☐ CS Guide 2H – Interaction With The Public Outside LADWP Facilities
- ☐ CS Guide 3 – Restrooms
- ☐ CS Guide 5 – Viral Transmission Controls for Shared Vehicles and Multiple Employees in Vehicles
- ☐ CS Guide 8 – Notification of Potential Worksite Exposure to COVID-19

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Record of Revisions

Revision Date	Revised By	Description of Revision	Reason for Revision	Page
12/14/2020	R. Jackson	Added paragraph 2 to Introduction	Reference the Cal-OSHA ETS for COVID-19	Intro
12/14/2020	R. Jackson	Changed Title to IIPP Addendum – COVID-19 Exposure Control Plan		Title Page
12/14/2020	R. Jackson	Added last bullet to §3c Responsibilities - Managers and Supervisors	Need more emphasis on diligently using primary controls	5 of 20
12/14/2020	R. Jackson	Added 4d Identification of COVID-19 Hazards at this Facility	Comply with 8 CCR 3205(c)(2)	8 of 20
12/14/2020	R. Jackson	Made the following changes to §5 Viral Transmission Controls		
12/14/2020	R. Jackson	- Added §5a Overview of Controls		9 of 20
12/14/2020	R. Jackson	- Added §5b Symptom Screening		9 of 20
12/14/2020	R. Jackson	- Moved §5a Social and Physical Distancing to §5c		10 of 20
12/14/2020	R. Jackson	- In §5c, limited in person meeting size and training class size	Comply with DWP GM Bulletin	10 of 20
12/14/2020	R. Jackson	- In §5d expanded description of acceptable and unacceptable face covers	Clarification	10 of 20 11 of 20
12/14/2020	R. Jackson	- Added §5e Face Shields	Comply with 8 CCR 3205(c)(7)	11 of 20
12/14/2020	R. Jackson	- Moved §5d Personal Hygiene to §5f		11 of 20
12/14/2020	R. Jackson	- Moved §5e Cleaning and Disinfecting Protocols to §5g		12 of 20
12/14/2020	R. Jackson	- Added §5h Engineering Controls	Comply with 8 CCR 3205(c)(8)	12 of 20
12/14/2020	R. Jackson	- Added §5i Response to Employees with Symptoms	Comply with 8 CCR 3205(c)(2)	12 of 20
12/14/2020	R. Jackson	- Added §5j Emergency Telecommuting Plan	Comply with DWP GM Bulletin	12 of 20
12/14/2020	R. Jackson	- Added §5k Modified Telecommuting Plan	Comply with 8 CCR 3205(c)(1) and DWP GM Bulletin	13 of 20
12/14/2020	R. Jackson	Added §6 Personal Protective Equipment		13 of 20
12/14/2020	R. Jackson	Added §7a General COVID-19 Communications	Comply with 8 CCR 3205(c)(1)	14 of 20
12/14/2020	R. Jackson	Added §8a Investigation to §8 Positive Case Investigation and Reporting	Comply with 8 CCR 3205(c)(3)	15 of 20
12/14/2020	R. Jackson	Expanded §8b Reporting	Comply with 8 CCR 3205(c)(3), 3205(c)(9), 3205.1(f) and 3205.2(f)	16 of 20
12/14/2020	R. Jackson	Added §8c Outbreaks and Major Outbreaks	Comply with 8 CCR 3205.1 and 3205.2	17 of 20
12/14/2020	R. Jackson	Added §9 Return to Work	Comply with 8 CCR 3205(c) (11)	18 of 20
12/14/2020	R. Jackson	Added §10 Company Provided Vehicles	Comply with 8 CCR 3205.4	19 of 20
12/14/2020	R. Jackson	Added reference to Corp. Safety Guideline (CSG) – 5 Shared Vehicles and Multiple Employees in Vehicles	Comply with 8 CCR 3205.4	20 of 20
12/14/2020	R. Jackson	Changes in Appendices		
12/14/2020	R. Jackson	- CS-2C changed indoor face covering requirement to at all times unless alone in a room	Comply with 8 CCR 3205(c)(7)	1 of 2
12/14/2020	R. Jackson	- CS-2E Contractors - added Failure to comply may result in removal from the facility		1 of 3
12/14/2020	R. Jackson	- CS-2E Contractors – expanded description of acceptable and unacceptable face	Consistency with requirements for DWP employees	2 of 3

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		coverings		
12/14/2020	R. Jackson	- CSG-2H changed instruction if customer refuses to use controls	Better protection of DWP employees	1 of 3
12/14/2020	R. Jackson	- Added CSG-5 Shared Vehicles and Multiple Employees in Vehicles	Comply with 8 CCR 32054	4 pages Attachments
12/16/2020	R. Jackson	Added Rotational Work Assignments to §5d Minimizing Onsite Employee Population		7 of 22
12/16/2020	R. Jackson	Added reference to CS Guide 8 – Notification of Potential Workplace Exposure to §12 Attachments	Update	21 of 21
12/16/2020	R. Jackson	Added Notification of Potential Workplace Exposure to §8b Positive Case Investigation and Reporting	Comply with CA Labor Code §6409.6, CA Assembly Bill 685 and 8 CCR 3205	14 of 21
12/16/2020	R. Jackson	Added CSG 8 – Notification of Potential Exposure to COVID-19	Comply with CA Labor Code §6409.6, CA Assembly Bill 685 and 8 CCR 3205	3 pages Attachments
12/22/2020	R. Jackson	Revised §8b – Notification of Potential Workplace Exposure	Provided more detailed instructions for making notification	17 of 24
12/22/2020	R. Jackson	Revised §8c - changed Quarantine period from 14 days to 10 days	Consistency with CDC, CDPH, LACDPH and Gov. EO N-84-20	18 of 24
12/22/2020	R. Jackson	Revised §9a RTW – Isolate at Home, Removed requirement for RO clearance for RTW	Streamlining process and consistency with agency guidance	19 of 24
12/22/2020	R. Jackson	Revised §9b RTW – Quarantine, Removed requirement for RO clearance for RTW	Streamlining process and consistency with agency guidance	19 of 24
12/22/2020	R. Jackson	Revised §9b - changed Quarantine period from 14 days to 10 days	Consistency with CDC, CDPH, LACDPH and Gov. EO N-84-20	19 of 24
12/22/2020	R. Jackson	Added §9c – RTW, Close Contact - Positive Case in the Home	Consistency with agency guidelines	20 of 24
12/22/2020	R. Jackson	Added §9d – RTW, Illness Other than COVID-19		20 of 24
12/22/2020	R. Jackson	Added §9e – RTW, Health Officer Order	Consistency with agency guidelines	21 of 24
12/22/2020	R. Jackson	Added reference to CS Guide 3 – Restrooms to §12 Attachments	Recommendation from LACDPH during investigation of Outbreak	22 of 24
12/22/2020	R. Jackson	Added reference to CS Guide 3 – Restrooms	Recommendation from LACDPH during investigation of Outbreak	1 page Attachments
1/8/2021	R. Jackson	Added reference to CS Guide – IIPP Addendum Definitions		24 of 24
1/8/2021	R. Jackson	Added Definitions Attachment		2 page Attachments
1/12/2021	R. Jackson	Amended §5e3 to include AR face covers	Permits use of one-layer AR face covers by full-time AR clothing wearers	11 of 24
2/24/2021	R. Jackson	Updated CS Guide 5 Viral Transmission Controls Required for Multiple Employees in Vehicles to reflect current DWP Admin. Policy.	Maintain consistency with CAO Bulletin 2021-074 distributed Feb. 24, 2021	2 pages Attachments
4/7/2021	R. Jackson	Updated §5c2b – change limit on number on in-person meeting attendance.	Align with relative risk and account for inconsistencies in CACDPH Guidelines	10 of 24
4/7/2021	R. Jackson	Updated §5c2b – change limit on training class attendance.	Align with relative risk and account for inconsistencies in CACDPH Guidelines	10 of 24
4/7/2021	R. Jackson	Updated § 5d3 – added ability to make changes to RWA	Maintain consistency with changing Agency Guidelines	12 of 24
4/7/2021	R. Jackson	Changed §7b and §7c – corrected VTCC to ECPC	Reflect earlier change of title	17 of 24



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Definitions

The following definitions are for terms used in the LADWP IIPP Addendum – Covid-19 Exposure Control Plan

CLOSE CONTACT – (See EXPOSURE) Someone who was within 6 feet of a confirmed positive COVID-19 case for a cumulative 15 minutes or more over a 24-hour period starting from two days before onset of the positive case's symptoms (or for asymptomatic individuals confirmed positive through testing, two days prior to test specimen collection) until the time the positive case is isolated. This without regard to use of face coverings or other personal protective equipment.

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 – Flu-like symptoms that include, but are not limited to: 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.


COVID-19 TEST – Antigen or RT/PCR test with U.S. FDA approval or emergency use authorization.

EXPOSED WORKPLACE – Any work location, working area, or common area at work used or accessed by a confirmed positive COVID-19 case during their high-risk period. This does not include facilities, buildings or floors within multi-floor buildings not entered by the case employee.

EXPOSURE – (See CLOSE CONTACT) Being within 6 feet of a confirmed positive COVID-19 case for a cumulative 15 minutes or more over a 24-hour period starting from two days before onset of the positive case's symptoms (or for asymptomatic individuals confirmed positive through testing, two days prior to test specimen collection) until the time the positive case is isolated. This without regard to use of face coverings or other personal protective equipment.

FACE COVERING – Two layers of tightly woven fabric that completely and snugly covers the nose and mouth. Exception to the two layers rule: AR/FR rated face covers approved by Power System Safety and provided by LADWP.

HIGH-RISK PERIOD – The period beginning two days before onset of symptoms until 10 days after symptoms first appeared. For individuals who never develop symptoms the period is from two days before until 10 days after the date the specimen was collected for their first positive test.

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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 onset of symptoms or, in employees who test positive but remain asymptomatic, 14 days from the date the test specimen was collected.

MAJOR OUTBREAK – Twenty or more COVID-19 cases in an exposed workplace within a 30-day period.

SOCIAL/PHYSICAL DISTANCING – Maintaining a minimum of 6 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 to COVID-19 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.



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Daily Symptom Self -Check

One of the most effective controls to prevent the spread of the virus responsible for COVID-19 among employees is to keep the virus out of the work place.

Toward that goal, DWP asks every employee to use the check list below screen themselves for symptoms every day before coming to work.

In addition to daily self-screening, some facilities may require a pre-entry body temperature check. The process implemented may vary among facilities however; any Individual whose body temperature exceeds the identified threshold temperature of 100°F) will not be permitted to enter the facility.

All individuals are required to cooperate with the specific requirements, guidelines and procedures at the facility they are entering.

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 LADWP COVID-19 Resource Office at (213) 367-4444 for further instructions. The Resource Office will advise your supervisor of your status.



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Cleaning & Disinfection Guide For
Employee Personal Work Spaces

This document provides guidance for all LADWP employees in cleaning and disinfecting items and surfaces in their immediate personal workspace.

Keeping items clean that are touched and handled frequently is a proven method of controlling viral spread. Each individual who assumes responsibility for keeping her/his own personal work space clean makes a significant contribution to the overall effort to prevent viral spread in the work place.

While the latest information from the U.S. Centers for Disease Control is that transmission of the virus that causes COVID-19 illness from surface to persons is difficult, evidence does suggest that it may remain viable for hours to days on some surfaces.

Regularly cleaning surfaces in your immediate personal workspace (office, cubicle, etc.) limits the opportunity for viral transfer to occur through this pathway by ensuring that any virus that may have been deposited onto a surface is promptly removed.

All employees are advised to clean frequently used or touched items in their immediate workspace:

- At the beginning and end of their shift each day.
- After guests have been in their workspace (if they touched/handled anything).
- At the end of their shift each day.

Supplies

- Consumer disinfectant sprays or wipes
- Paper towels
- Designated trash bag or container

Workspace Cleaning/Disinfection

1. Each employee should take the time to wipe down the following surfaces in their personal workspace at the beginning and end of each shift.
 - a. Keyboards
 - b. Input devices (mouse, trackball, etc.)
 - c. Document holders
 - d. Telephones
 - i. Touch pad
 - ii. Hand set
 - iii. Head set



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- e. Chair arm rests
 - f. Guest chair arm rests
 - g. Desk top
 - h. Stapler, tape dispenser, etc.
 - i. Drawer and file cabinet handles
 - j. Light switches (if not touchless)
 - k. Any other items they regularly touch
2. After a guest has been in the workspace, any items the guest contacted should be wiped down, including but not limited to:
 - a. Guest chair arm rests
 - b. Top of cubicle partitions
 - c. Office door handle
 - d. Desk surface
 - e. Pens, pencils, etc.
3. Paper towels or disinfectant wipes may be disposed of as regular trash.
4. Gloves are not recommended for regular cleaning and disinfecting immediate personal workspace.

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



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Cleaning & Disinfection Guide For
Custodians

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

Keeping items clean that are touched and handled frequently is a proven method of controlling viral spread. Custodial staff cleans and disinfects frequently touched items and surfaces in common/shared work spaces every day making a significant contribution to the overall effort to prevent viral spread in the work place.

While the latest information from the U.S. Centers for Disease Control is that transmission of the virus that causes COVID-19 illness from surface to persons is difficult, evidence does suggest that the virus may remain viable for hours to days on some surfaces.

Regularly cleaning surfaces that are touched by many individuals limits the opportunity for viral transfer to occur through this pathway by ensuring that any virus that may have been deposited onto those surfaces is promptly removed.

Note

These standard protocols implemented during the COVID-19 Pandemic may be temporarily superseded by State, County or City public health orders during times of increased virus transmission.

Such temporary changes will be communicated in bulletins distributed by the General Manager, Chief Administrative Officer or Chief Safety Officer.

Permanent changes based on newly acquired scientific evidence or updated orders from government agencies with oversight, will be reflected in updated versions of this guideline.

Training

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

- Respiratory Protection Training
- Bloodborne Pathogens Training
- Hazard Communication Training (including review of the attached CDC document titled “What you need to know about coronavirus disease 2019 [COVID-19]”)

Social/Physical Distancing

In the course of performing regular daily tasks, custodial employees shall maintain 6 feet of separation from other individuals to the extent possible.



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Face Covering

Face coverings over the nose and mouth are required at all times while indoors unless alone in a room or eating/drinking.

Personal Protective Equipment

Employees performing regular, daily custodial cleaning tasks shall continue using protective clothing, gloves, eye protection and, respiratory protection (e.g. N-95 respirators) as required to prevent exposure to cleaning chemicals they are using.

Personal Hygiene

Employees performing custodial tasks should be encouraged to:

- Wash their hands frequently (at least hourly) with soap and water.
- Refrain from touching their face, especially their eyes, nose and mouth.

Cleaning High Use/Touch Surfaces

Items and surfaces in high-traffic shared spaces that require frequent cleaning and disinfection include, but are limited to:

- Door handles
- Stairway handrails
- Elevator Buttons (inside elevator and in elevator bay)
- Vending machine buttons, change dispensers, and output tray covers
- ATM Machine 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 drawers



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- Kitchen
 - Faucets
 - Counter and table tops
 - Refrigerator and microwave handles
 - Coffee maker controls and carafe handles
 - Chair arm rests
 - Waste can covers

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



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Cleaning & Disinfection Guide For Areas
Associated With Suspected Or
Confirmed COVID-19 Cases

The Los Angeles Department of Water and Power (LADWP) is committed to providing a safe and healthy workplace during the COVID-19 outbreak.

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

This guideline provides controls to minimize the risk of employees being infected and to prevent the spread of the COVID-19. These controls include understanding how viral transmission occurs and is prevented, proper selection and use of personal protective equipment, safe work practices, and good personal hygiene.

While the latest information from the U.S. Centers for Disease Control is that transmission of the virus that causes COVID-19 illness from surface to persons is difficult, evidence does suggest that the virus may remain viable for hours to days on some surfaces.

Note

These standard protocols implemented during the COVID-19 Pandemic may be temporarily superseded by State, County or City public health orders during times of increased virus transmission.

Such temporary changes will be communicated in bulletins distributed by the General Manager, Chief Administrative Officer or Chief Safety Officer.

Permanent changes based on newly acquired scientific evidence or updated orders from government agencies with oversight, will be reflected in updated versions of this guideline.

Training

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

- Respiratory Protection Training
- Bloodborne Pathogens Training
- Hazard Communication Training (including review of the attached CDC document titled "What you need to know about coronavirus disease 2019 [COVID-19]")

Personal Protective Equipment

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:



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- Nitrile rubber 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

- Employees shall inspect and don (put on) appropriate PPE.
- 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.
- Disinfectant solution shall be one of the following:
 - Diluted household bleach solutions
 - 5 tablespoons (1/3rd cup) bleach per gallon of water, or
 - 4 teaspoons bleach per quart of water
 - Alcohol solutions with at least 60% ethyl alcohol or 70% isopropyl alcohol
 - Any household disinfectant products with EPA-approved emerging viral pathogens claims. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- For soft (porous) surfaces such as carpeted floors, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. Otherwise, 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) that are suitable for porous surfaces.
- If surfaces are visibly dirty, they should be cleaned using detergent or soap and water prior to disinfection.



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Cleaning & Disinfection Guide For Areas
Associated With Suspected Or
Confirmed COVID-19 Cases

10. For disinfection, wipe down surfaces with the appropriate disinfectant.
11. 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.
12. Personal items belonging to the suspected/confirmed case employee such as clothing, that cannot be wiped down shall be placed into a plastic bag and sealed. Management will decide how to handle these items.
13. PPE removal shall be according to the following sequence:
 - a. Disposable full-body protective clothing
 - b. Safety glasses/goggles
 - c. Gloves
 - d. Respirator.
14. PPE may be disposed of in designated waste bag or container as regular trash.
15. 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 further information, please refer to the attachments listed below. For questions regarding worker protection and training, please contact Dean Elliott, Sr. Industrial Hygienist, at (213) 792-4849. For questions regarding symptoms and health effects, please contact Occupational Health Services at ext. 72001.

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



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Non-LADWP Visitor/Contractor
Exposure Control Notification

In accordance with General Manager's Bulletin 2020-GM03 dated March 16, 2020, individuals who are not employees of LADWP or any other Los Angeles City department will be permitted access to this facility only under restrictions specified in this document.

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

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

- ☐ Escorted by a LADWP employee at all times.
- ☐ Advised of, and agree to comply with, the controls implemented at this facility.

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-Check

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

- ☐ Body Temperature Scan (scanner and instructions are provided)
- ☐ Symptom Self-Check (form is provided)

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.

☐ Physical/Social Distancing

Minimum separation of 6 feet from any other individual shall be maintained at all times.

- When breaching 6 feet of separation is unavoidable face coverings are required.

Physical contact (e.g., hand shaking) is discouraged.



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Non-LADWP Visitor/Contractor
Exposure Control Notification

Tool and equipment sharing is discouraged

- When this is unavoidable the following controls are advised to prevent possible viral transmission via hand contamination:
 - Before contacting the shared items(s), wash your hands with soap and water (or sanitize).
 - Avoid touching your face, especially your eyes, nose and mouth until you have re-washed or sanitized your hands.
 - As soon as possible after contacting/handling the shared item(s), wash or sanitize your hands.
 - Clean the shared tool/equipment with a disinfectant wipe before and after use.



Face Coverings

Face coverings which snugly cover both the nose and mouth are required:

- INDOORS – At all times unless you are alone in a room
- OUTDOORS – Any time you are within 6 feet of any other individual.

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

EXCEPTION: Employees who are exempted from wearing a face covering 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 employees 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.



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Non-LADWP Visitor/Contractor
Exposure Control Notification



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
- Avoid touching your face, especially your eyes, nose and mouth.

If you have any questions regarding implementation of these controls, please contact the Facility ECPC:

ECPC Name: _____ Telephone: _____



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Latex Glove Removal

Latex and nitrile gloves are personal protective equipment that, used properly, protect workers from sustaining hand injuries, or systemic injuries as a result of absorption of harmful substances through the skin of the hands.

Many LADWP employees use gloves to protect their hands during performance of tasks with associated risk to their hands.

LADWP does not endorse widespread use of latex, nitrile or any other gloves for widespread use by employees as a method of limiting what they contact with their hands. Gloves are not a substitute for frequent hand washing.

The exterior of used latex gloves should be considered contaminated. To prevent contaminant transfer from gloves to skin, latex gloves should be removed in a manner consistent with this guide.





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Interaction With The Public
LADWP Facilities

Members of the public entering LADWP facilities 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.

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 Exposure Control Plan.

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

- ☐ Social/Physical Distancing is encouraged.
 - ☐ Occupancy inside the building is limited to facilitate 6 feet of separation between all individuals at all times.
 - ☐ Signs posted at entrance indicating maximum occupancy and when members of the public should wait outside.
 - ☐ Occupancy is monitored by employee(s) who will politely remind members of the public of the maximum occupancy and request they wait outside, as necessary.
 - ☐ Encourage maintaining 6 feet of separation from others while on LADWP property
 - ☐ Signs posted at entrance and inside the facility encouraging maintaining 6 feet of separation from all others.
 - ☐ Markings placed on the floor indicating where to stand to facilitate social/physical distancing.
 - ☐ Cooperation is monitored and encouraged by employees(s).
- ☐ All members of the public are required to use face coverings over their nose and mouth at all times while on LADWP property
 - ☐ Signs posted at entrance as a reminder to put on a face covering
 - ☐ Cooperation is monitored and encouraged by employee(s)



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- ☐ Hand-sanitizer for customer use is provided at various locations inside the facility.
- ☐ “High-touch” items and surfaces that are cleaned regularly include, but are not limited to:
 - Door handles
 - Counter and desk tops
 - Arms of chairs
 - Pens



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Interactions With The Public
Outside LADWP Facilities

LADWP employees, in the course of performing assigned duties, may engage in direct interactions with members of the public. Each interaction between an employee and a member of the public presents a risk of viral spread.

This document provides viral transmission control guidelines for LADWP employees to minimize the risk of viral spread during these interactions.

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:

- ☐ The employees are instructed, and expected, to comply with all viral transmission controls implemented by the customer at their facility.
- ☐ Where viral transmission controls are not implemented at a customer's facility, LADWP employees shall respond to each absent control as follows:
 - ☐ Social/Physical Distancing – Politely request 6 feet of separation be maintained to the extent possible
 - ☐ Face Coverings – Politely request use of face coverings indoors and, when 6 feet of separation cannot be maintained when outdoors.
- ☐ If customer refuses to use requested controls, employee is instructed to:
 - ☐ Politely explain that, per LADWP policy, they are required to leave the meeting and reschedule as necessary.
- ☐ LADWP employees who go to a customer's facility to conduct business will be provided:
 - ☐ A face covering
 - ☐ Hand Sanitizer
 - ☐ Disinfectant wipes



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Outside LADWP Facilities

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 14 days has anyone in the household:
 - Traveled by air?
 - Been ill with a suspected or positively diagnosed case of COVID-19?
 - Been in close contact (less than 6 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
 - Wear a face covering (disposable if available)
 - Maintain social/physical distancing and avoid physical contact
 - Refrain from touching items/surfaces unnecessarily
 - Conduct business as efficiently as possible
 - Refrain from touching your face until after washing/sanitizing your hands
 - 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:
 - ☐ A face covering
 - ☐ Face Shield
 - ☐ 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 as appropriate:
 - ☐ Face covering
 - ☐ Face shield



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Interaction With The Public
Outside LADWP Facilities

C. Outdoor Location

1. When planned or unplanned interactions with members of the public occur in outdoor locations, employees are shall:

☐ Use the following viral transmission controls:

- Wear a face covering
- Observe social/physical distancing as much as possible
- Refrain from direct physical contact
- Avoid touching your face
- If any items such as paperwork, pens, tools, etc. were shared, wash or sanitize hands as soon as possible after the interaction has ended

2. At the conclusion of the interaction, employees shall

☐ Wash or sanitize hands as soon as possible.



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Restrooms

This document provides guidance for all individuals on the basic viral transmission controls that are required and recommended in public restrooms to prevent the spread of the COVID-19 illness.

Maintaining social and physical distancing in public restrooms can be challenging. Use of multiple controls is especially important when 6 feet of separation cannot be maintained.

Occupancy

Limit restroom occupancy to facilitate individuals maintaining appropriate social/physical distancing as much as practicable. A sign can be posted at the entrance to wait outside if occupancy is at the maximum.

Individuals entering public restrooms are responsible for determining if their presence causes recommended occupancy to be exceeded or appropriate social/physical distancing to be breached and, wait outside as necessary.

Advisory Signs

Post signs outside the entrance to communicate the viral transmission controls in place inside the restroom and the expectation of cooperative behaviors from all individuals entering.

Face Coverings

Face coverings over the nose and mouth are required at all times in restrooms (even when alone in a stall).

Social/Physical Distancing

To facilitate maintaining social/physical distancing, selected urinals and sinks may be barricaded with caution tape, covered with plastic waste bags, or posted "Out of Service – Do Not Use".

Cleanable partitions extending out from the wall and above the tallest users head sufficient to "isolate" the user can be installed between urinals and/or between sinks as an alternative to barricading them to prevent use.

Personal Hygiene

All individuals using public restrooms are expected to wash their hands with soap and water before exiting the restroom.

To minimize direct contact with the exit door handle, a paper towel should be used to grasp the handle.

A waste basket should be placed at the exit for deposit of paper towels used to open the door.



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**Viral Transmission Controls Required
for Multiple Employees in Vehicles**

For employees riding together in a vehicle, implementation of multiple layers of controls reduces the possibility viral spread occurring as a result of any single point of failure. In keeping with that concept, the Los Angeles Department of Water and Power (LADWP) provides the following guidance for employees who riding together in vehicles during performance of assigned work. Information in this Guideline is in alignment with the 2/24/2021 CAO Bulletin 2021-074, Vehicle Occupancy, and the 12/07/2020 Office of Safety Bulletin, COVID-19 Updates – New Guidelines.

A. General Requirements

Multiple occupants in vehicles are permitted only when no additional Department provided transportation is available. Use of personal vehicles on mileage shall be considered per GM Bulletin 2020-GM24.

The following controls shall be implemented anytime multiple employees ride together in a vehicle:

- Each employee shall wash their hands with soap and water before each entry into the vehicle. If soap and water are not available, hand sanitizer may be used.
- Minimum of three (3) feet of separation must be maintained between all vehicle occupants at all times.
- All occupants shall wear face coverings over the nose and mouth at all times.
- Intentional direct physical contact between occupants is prohibited.
- All vehicle occupants shall practice good personal hygiene
 - Turn away from others and cover coughs and sneezes – even while using a face covering
 - Refrain from touching their face – especially eyes, nose and mouth
- At least two windows shall be lowered a minimum of two (2) inches to create air flow unless:
 - Inclement weather (rain, temperature above 90 °F or below 60 °F) prohibits it.
 - EPA Air Quality Index (AQI) for any pollutant > 100
- If air conditioning or heater is used, it shall be adjusted to supplying outside air, only (recirculation is prohibited).
- One employee shall be designated to adjust radio and air conditioning controls.
- Each employee shall occupy the same seat in the vehicle throughout the duration of the trip.

B. Cleaning and Disinfecting High Contact Surfaces

High contact surfaces such as, but not limited to door handles, seatbelt buckles, armrests, dashboard and controls for radio, heater, air conditioner) shall be cleaned and disinfected before:

- Each trip
 - Vehicles returned to the JFB Fleet pool are cleaned by Fleet personnel before they are entered into the queue to be checked out again.
 - Users of any other shared vehicle shall use disinfectant spray/wipes to clean interior and exterior touched surfaces before and after each use.
- Changing drivers (all vehicle controls used by the driver)



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Viral Transmission Controls Required
for Multiple Employees in Vehicles

B. Vanpools

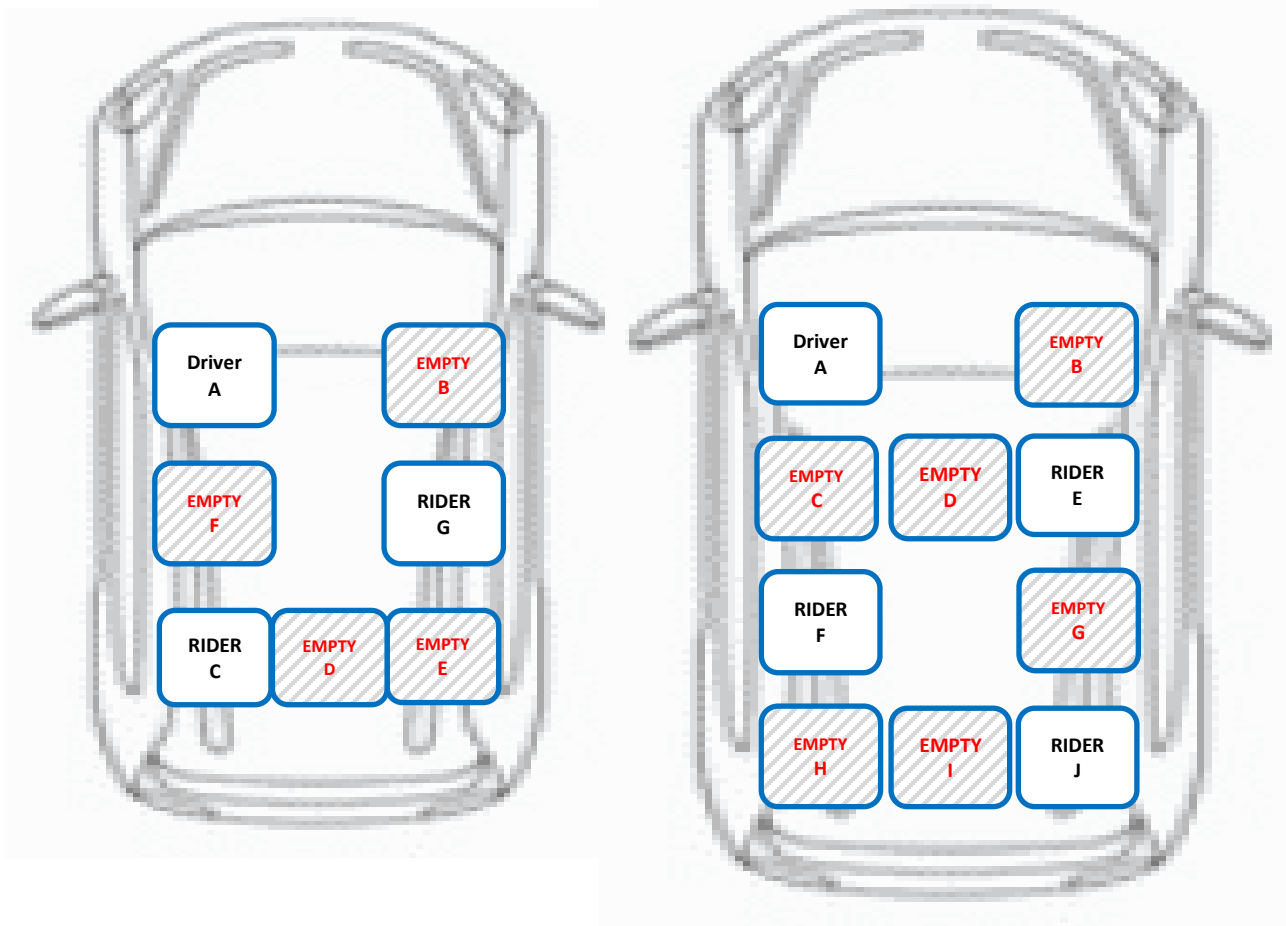
- All Vanpool members must sign and submit to the Commuter and Reservations Services (CARS) Office, a Temporary Vanpool Agreement (attached below).
- Vanpool occupancy is limited as follows (recommended seating arrangements are below):

6 Passenger Van - Max 3 Passengers Permitted	9-Passenger Van - Max 4 Passengers Permitted
7 Passenger Van - Max 3 Passengers Permitted	10-Passenger Van - Max 4 Passengers Permitted

- All controls specified in the section A. General Requirements of this document are required in vanpools

7-Passenger Van Recommended Seating

10-Passenger Van Recommended Seating





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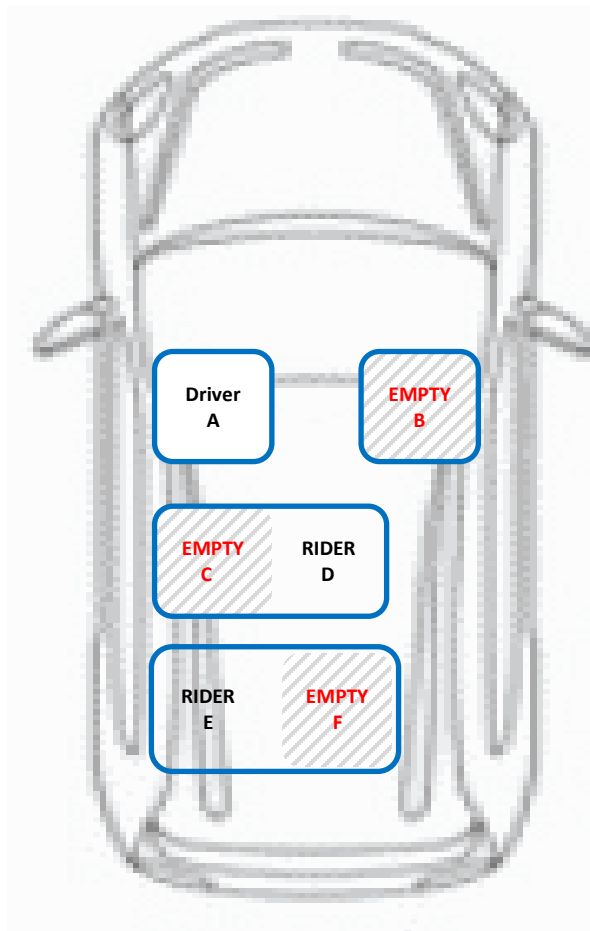
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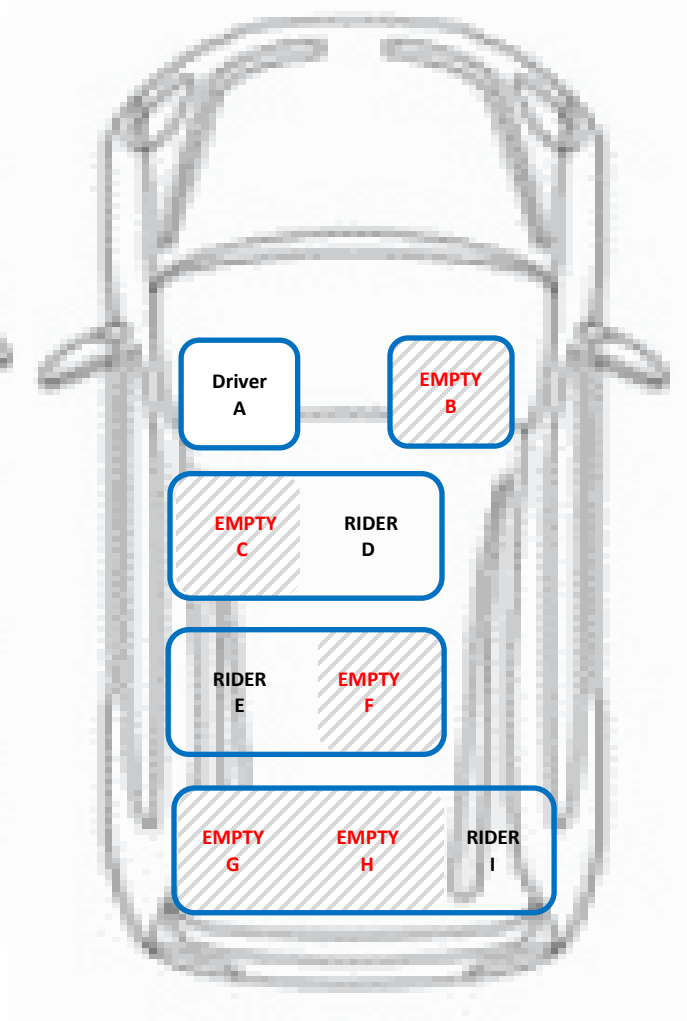
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Viral Transmission Controls Required
for Multiple Employees in Vehicles

6-Passenger Van Recommended Seating



9-Passenger Van Recommended Seating



C. Carpools

- Employees commuting in carpools and receiving LADWP Carpool benefits are required to implement all of the controls specified in section A. General Requirements, above.

If there are questions or for additional guidance, please contact Corporate Safety at (213) 367-8635.



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for Multiple Employees in Vehicles



C.A.R.S

Los Angeles Department of Water and Power
Commuter & Reservation Services
Phone (213) 367-3150 ♦ Fax (213) 367-4206
email CARS2@ladwp.com

Temporary Vanpool Agreement

****Must be completed and turned in by July 10, 2020 for Vanpool to resume****

In accordance with the Temporary Commuter Policy dated July 13, 2020, members of Vanpool No ____ agree to the following requirements and schedule:

- Members must self-certify before each ride.
- Minimum 2 members per vanpool ride (1-driver and 1-passenger).
- Maximum 3 members for 7-passenger vans or 5 members for 10-passenger vans per vanpool ride.
- Members must wear a face covering that covers the mouth and nose at all times while riding the van, unless there is more than 6 ft social distancing.
- Members must sit apart from each other.
- Members should wash hands before entering the van.
- Members will be responsible for keeping the van clean.
- Members should wipe down their area before/after use.
- Members should ride back home in the same seat s/he rode in on the commute to work.
- Only approved drivers may drive the van.

Week 1					
	Monday	Tuesday	Wednesday	Thursday	Friday
Driver					
Passenger 1					
Passenger 2					
Passenger 3					
Passenger 4					
Week 2					
	Monday	Tuesday	Wednesday	Thursday	Friday
Driver					
Passenger 1					
Passenger 2					
Passenger 3					
Passenger 4					

My signature below indicates agreement with the requirements and schedule aforementioned.

Member 1	_____	Member 6	_____
Member 2	_____	Member 7	_____
Member 3	_____	Member 8	_____
Member 4	_____	Member 9	_____
Member 5	_____	Member 10	_____

Any vanpool members not opting into the agreement, should contact the CARS Office for other options. Parking rules will be enforced starting July 13, 2020.

Revised 06/24/2020



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**Notification of Potential Worksite
Exposure to COVID-19**

Per California Labor Code §6409.6, LADWP is required to make notification to all individuals in the workplace at the same time as, or during the infectious period of, a confirmed positive COVID-19 case.

This notification only advises individuals that they were present in the workplace at a time when another individual – who later became a confirmed positive COVID-19 case – was present and in their infectious period.

This is NOT notification of exposure or close contact with a confirmed positive COVID-19 case as identified through contact tracing.

Local (facility) management, upon receiving notification from the COVID-19 Resource Office that an employee who has become a confirmed positive COVID-19 case was at their worksite,

Intro should be brief and to the point of purpose, scope and application of the Guideline

This is a template for LADWP to use when required to provide written notification to affected employees and contractors who were on the premises at the same worksite as a COVID-19 positive case (qualifying/source individual) within the infectious period of potential exposure.

This letter must be hand delivered or emailed within one business day of the Department having knowledge that a confirmed positive case was in the workplace.

A copy of the letter shall be provided to the Labor representative(s) of the affected employees.



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**Notification of Potential Worksite
Exposure to COVID-19**

NOTICE OF POTENTIAL WORKPLACE EXPOSURE TO COVID-19 EMPLOYEES AND LABOR REPRESENTATIVES

[Date]

SUBJECT: NOTICE OF POTENTIAL WORKPLACE EXPOSURE TO COVID-19

In accordance with California Labor Code §6409.6, Assembly Bill (AB) 685 and the Cal/OSHA Emergency COVID-19 Regulations, this communication is sent to inform that LADWP received notice of a confirmed positive COVID-19 case in the workplace. You are receiving this notification because you were reportedly present at the worksite below at the same time as someone who was later determined to be a confirmed positive COVID-19 case and was in their infectious period. While you MAY have been potentially exposed, this letter is NOT confirmation of exposure to COVID-19. If you are identified through contact tracing has a close contact (exposed) to the confirmed positive case, you will receive direct notification from the COVID-19 Resource Office, your supervisor, or both. Due to privacy laws, the identity of the individual(s) who tested positive for the virus cannot be revealed. However, we provide the following information:

Worksite	Potential Exposure Period
<u>[Name and address]</u>	<u>[From and to dates]</u>

If you develop COVID-19-like symptoms or other respiratory illness (e.g., fever, coughing or shortness of breath), contact your healthcare provider. If you are a LADWP employee, contact the COVID-19 Resource Office at (213) 367-4444 or c19resource@ladwp.com for guidance, and notify your supervisor. Do NOT come to work with symptoms.

LADWP has implemented the procedures outlined in the IIPP Addendum – COVID-19 Exposure Control Plan to protect employees from COVID-19 hazards. The IIPP Addendum contains cleaning and disinfection protocols as well as procedures for identifying and controlling COVID-19 hazards in the workplace.

- ☐ Link to LADWP IIPP Addendum – COVID-19 Exposure Control Plan
- ☐ Link to LADWP Cleaning and Decontamination Procedures

You may be entitled to Paid Administrative Leave (PAL) or other COVID-19 benefits under applicable federal, state, and/ or local laws, including, but not limited to, COVID-19 related leave, sick leave, state-mandated leave, supplemental sick leave, negotiated leave provisions, and workers compensation:

- ☐ Link to www.LADWPemployeeinfo.com

If you have questions about this notice please contact your immediate supervisor.