

# **Town of Colma**

## **COVID-19 Prevention Program**

### **(“CPP”)**



**November 2021**

## **Preface**

The COVID-19 pandemic continues to change at a rapid pace. The information and guidelines set in this document are based on information set by Cal/OSHA and other legislative bodies between June 2021 and October 2021. However, when this document was signed, a new variant has surfaced from the African nation and the need of a COVID-19 booster shot is being discussed as a requirement. Human Resources Department, with the assistance of BBK, the Town will published this document as is and will begin reviewing for updates as dictated by Cal/OSHA and CDC.

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This COVID-19 Prevention Program (CPP) is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

## 1.0 Scope

This policy applies to all employees with the following exceptions:

- a. Employees working at a location who does not have contact with other persons;
- b. Employees working from home;
- c. Employees with occupational exposure as defined by Cal/OSHA Title 8 Section 5199, when covered by that section; and
- d. Employees teleworking from a location of the employee's choice that is not under the control of Town of Colma.

## 2.0 Authority and Responsibility

The City Manager has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all department heads, managers, and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

## 3.0 Identification and Evaluation of COVID-19 Hazards

The Town will implement the following in our workplace:

- Conduct workplace-specific evaluations using **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at or who may enter our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using **Appendix B: COVID-19 Inspections** form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

### 3.1 Employee Participation

Employees and their authorized employee representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by immediately contacting their supervisor or Human Resources once they have tested positive for COVID-19, begin experiencing related symptoms, or have been potentially exposed to COVID-19. Given the potential severity of the health risks of exposure to COVID-19, employees may notify their supervisor and/or Human Resources verbally or in writing (i.e., email, note, or text), whichever communication will likely be received the earliest. In notifying the supervisor or

City of the potential exposure, employees are expected to also identify the work location, work area, and/or common areas that may have been exposed to COVID-19.

Employees are also encouraged to identify any possible COVID-19 hazards in the workplace, such as shared tools or equipment, or common areas that have not been properly modified, adjusted, or accommodated to safeguard against potential exposure. Further, employees are further:

- Encouraged to comply with COVID-19 prevention measures.
- Report frequent non-compliance to direct report, Human Resources, and/or City Manager.
- Ensure sufficient COVID-19 prevention supplies, such as PPE and disinfectants.
- Turn on the portable high-efficiency particulate air (HEPA) filtration units when meeting in a conference room.
- Offer suggestions on improvements to this COVID-19 prevention program.

### **3.2 Employee Screening**

The Town possesses the authority to require that employees self-screen for COVID-19 symptoms, according to California Department of Public Health (CDPH) guidelines before reporting to work each day as described in **Appendix C: Employee Self-Screening Checklist**. Additionally, employees will self-screen for COVID-19 symptoms prior to reporting to any Town worksite or facility, including but not limited to temperature check upon first entry to Town worksite or facility. Face coverings must be worn during screening.

### **3.3 Ventilation and Filtration Efficiency**

For indoor locations, Safety Committee will evaluate how to maximize ventilation with outdoor air to the highest level of filtration efficiency compatible with the existing ventilation system and whether the use of portable or mounted high efficiency particulate air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.

Human Resources will review applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention. These orders and guidance are both information of general application, including Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments by the California Department of Public Health (CDPH) and information specific to our industry, location, and operations.

## **4.0 Correction of COVID-19 Hazards**

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

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

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

## **5.0 Control of COVID-19 Hazards**

To control and mitigate the spread COVID-19, the Town ensure there is at least six feet of physical distancing at all times in our workplace, where possible, by:

- Encouraging telework or other remote work arrangements for non-first responders and essential workers;
- Reducing the number of persons in an area at one time, including visitors;
- Requiring all visitors to sign in/out and conduct temperature checks at each Town facility;
- Requiring social distancing to be utilized at all times in the office when possible. Office employees who must work closer than six feet from each other should be limited to work defined as essential;
- Use of visual cues, such as signs and floor markings, to indicate where employees and others should be located or their direction and path of travel; and
- Staggering arrival, departure, work, and break times, as needed.

### **5.1 Face Coverings**

All employees must comply with Federal, State, and local mandates as pertaining to face coverings. The Town will provide face coverings for all employees as required by the CDPH. We will ensure required face coverings are clean and undamaged, and they are worn over the nose and mouth.

Until otherwise directed by the CDPH, all employees must wear face coverings when indoors or in vehicles, unless outlined as an exception below. Supervisors will ensure employees wear face coverings when conditions are required. Employees may ask their department head or manager if additional masks are needed.

Reusable face coverings, including fabric masks, should be cleaned after each use, in accordance with the manufacture's guidelines. Single-use face coverings, such as KN95, surgical masks, and other non-N95 masks should be responsibly disposed of after use. Single-use face coverings are available at Town entries and Town vehicles. Employees are responsible for monitoring and informing the proper authority when the supply is low. Respiratory masks (N95 masks) will be available for the unvaccinated and upon request.

Employees are required to wear face coverings unless one of the following exceptions apply:

- a. When an employee is alone in a room or vehicle.
- b. While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
- c. Employees wearing respirators required by the employer and used in compliance with CCR Title 8 section 5144.

- d. Employees who cannot wear face coverings due to a medical or mental health condition or disability or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis. Please notify Human Resources immediately on reasonable accommodations.
- e. Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed and limited to activities deemed as infeasible for the CPHD, CDC, and Cal/OSHA.

## **5.2 Vaccinations**

Human Resources will document vaccinations in the following manner:

- Employees will sign a self-certification form to document their COVID vaccination status and Human Resources will maintain a record of the signed COVID status statements (See **Appendix G: COVID Vaccination Self-Certification Statement**).
- Employees who choose not to reveal their vaccination status will be treated as if unvaccinated in accordance with Cal/OSHA requirements.
- Human Resources will provide supervisors and managers with a list of which employees are fully vaccinated, so they are able to enforce the face-covering requirements for unvaccinated employees as specified in this plan.

## **5.3 Engineering Controls**

The Town will maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by evaluating whether it is possible to increase filtration efficiency to the highest level compatible with the worksites' and facilities' existing ventilation systems. When the amount of outside air needs to be minimized due to other hazards, such as heat or wildfire smoke, the Town will be providing HEPA filtration units in each facility upon request. All systems will be properly maintained and adjusted as required by the manufacturer's instructions.

## **5.4 Cleaning and Disinfecting**

The following cleaning and disinfection measures for frequently touched surfaces have been implemented:

- Frequent cleaning of high touch surfaces, such as credit card machines, touch screens, doorknobs, copy machines, counters, etc.
- Cleaning and disinfecting of conference rooms, offices, restrooms, and other common areas daily by a professional cleaning crew.
- Conference rooms, kitchen, restrooms, and other common areas are also disinfected after each use by employees.
- Each department is provided with EPA-approved disinfecting cleaning supplies and wipes designed for use against COVID-19. Supplies are readily available to all employees.
- Employees have been instructed to clean their workspace each day, especially high contact areas such as keyboard, mouse, phones, headsets, door handles, light

switches, and desktops.

- Employees have been instructed to follow the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, personal protective equipment, concentration, contact time).
- The Public Works department and all department heads conduct inventory to ensure there are adequate supplies to support cleaning and disinfection practices.
- Disposable gloves are provided to employees who handle items touched by the public.
- Hand sanitizer stations are in place, and employees are encouraged to wash their hands frequently with soap and water for 20 seconds.

Should we have a COVID-19 case during the high-risk exposure period, and disinfection of the area, material or equipment is indoors and will be used by another employee within 24 hours of the COVID-19 case, employees will not be allowed in the area where a COVID-19 confirmed or suspected employee/person worked until the area has been deep cleaned and disinfected.

Deep cleaning will consist of the following procedures:

- Waiting for 24 hours, if possible, before cleaning and sanitizing to minimize the potential for exposure to respiratory droplets.
- Opening outside doors and windows to increase air circulation in the area.
- Using a disinfectant that is approved for use against SARS-CoV-2, the coronavirus that causes COVID-19.
- Disinfecting all touch points, not just the frequently touched surfaces.
- Making sure the custodial staff are properly trained and wear appropriate personal protective equipment.
- Removing any visible soil with a detergent-based cleaner before applying a disinfectant and following instructions on the product label for effective disinfecting. Some disinfectants are also cleaners and, therefore, can be used for both steps.
- Ensuring surfaces remain visibly wet for the contact time specified on the product label.

To minimize cross contamination, additional considerations when disinfecting surfaces may include:

- Disinfecting surfaces from clean areas to dirty areas. For example, restrooms being one of the highly contaminated areas should be cleaned last.
- Disinfecting surfaces from high areas to low areas, so any dirt or dust that may contain germs dislodged from above are removed when you clean the lower surfaces.
- Disinfecting last after other activities (including emptying trash, removing visible soil, and vacuuming) are complete, so any potentially contaminated dirt or dust do not re-contaminate already disinfected surfaces.



## 5.5 Hand Sanitizing

In order to implement effective hand sanitizing procedures, proper handwashing, the Town have placed hand sanitizer at entries to Town facilities and proper handwashing is advised:

The Town provides employees with information regarding the importance of frequent hand washing, that hand washing is most effective when soap and water are used and the employee washes their hands for at least 20 seconds. The Town instructs employees to use hand sanitizer when employees do not have immediate access to a handwashing facility (*i.e.*, a sink) and that hand sanitizer will not be effective if the employee's hands are soiled.

## 5.6 Personal Protective Equipment (PPE) Used to Control Employees' Exposure to COVID-19

The Town evaluates the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed. PPE must not be shared between employees.

Upon request, the Town will provide respirators for voluntary use, in compliance with subsection 5144 (c)(2) to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. We will encourage their use and ensure employees are provided with a respirator of the correct size.

Additional measures will be utilized as required by state and local health departments.

The Town will make COVID-19 testing available, during employee paid time, at no cost to employees with COVID-19 symptoms.

## 6.0 Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix D: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure\* in our workplace will be:

- Required to complete and submit **Appendix E: Potential COVID-19 Exposure Contact Tracing** form to Human Resources.
- Informed of their possible exposure to COVID-19 in the workplace while maintaining confidentiality.
- Offered COVID-19 testing through their healthcare provider or if not covered by insurance offered testing through another provider at no cost during their working hours.
- Provided information on benefits as outlined in the Training and Instruction section.
- Advised of the temporary closing of the general area where the infected employee(s) worked until cleaning is completed.
- Advised of the deep cleaning of the entire area where the infected employee(s) worked and may have been.

\*COVID exposure definition (**Appendix F: Definitions**): Employee who was within six feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from two days before illness onset (or, for asymptomatic patients, two days prior to test specimen collection).

## 7.0 System for Communicating

Our goal is to ensure we have effective two-way communication with our employees in a form they can readily understand. To that end, employees have been provided with email notifications, as well as a link to the Town's website, informing them of how to properly report symptoms and possible hazards, which has included the following information:

- Requiring employees to report COVID-19 symptoms and possible hazards to their manager or supervisor, and to Human Resources.
- Instructing employees not to report to work when sick.
- Informing employees, they can report symptoms and hazards without fear of reprisal.
- Providing reasonable accommodations for employees with medical or other conditions that put them at increased risk of severe COVID-19 illness when possible.
- Where testing is not required, advising employees to contact their personal physician, or the county health department for information on where they can access COVID-19 testing. In the event the entity is required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- COVID-19 testing is not required for employees who are fully vaccinated before the close contact and do not have symptoms, and for COVID-19 cases who have returned to work pursuant to subsection 3205(c)(11)(A) or (B) and have remained symptom free of COVID--19, for 10 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 10 days after their first positive test.
- Providing information about COVID-19 hazards to employees (and other employers and individuals in contact with our workplace) who may be exposed, what is being done to control those hazards, and our COVID-19 policies and procedures.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. Employees may schedule a test through the San Mateo County provided testing site or seek reimbursement from the Town for the cost of testing. Please work with Human Resources on the available testing options.

## 8.0 Training and Instruction

Human Resources will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick and vaccination leave, if applicable, workers' compensation law, local governmental requirements, our leave policies, and leave guaranteed by contract, and Section 3205.

- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Our policy for providing respirators, and the right of employees who are not fully vaccinated to request a respirator for voluntary use as stated in this program, without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use under this section or section 3205.1 through 3205.4, training will be provided on how to properly wear the respirator, and how to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with the seal.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 but are most effective when used in combination.
- The importance of frequent handwashing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or handwashing facility and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. COVID-19 is an airborne disease. N95s and more protective respirators and protect the users from airborne disease while face coverings are intended to primarily protect people around the user.
- COVID-19 symptoms and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policy, how to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- The conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained. Employees can request face coverings from the Town at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

## **9.0 Exclusion of COVID-19 Cases**

Where we have a COVID-19 case in our workplace and employees who had a close contact, the Town will limit transmission by:

- Ensuring COVID-19 cases are excluded from the workplace until our return-to-work requirements are met, with the following exceptions:
  - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms; and

- COVID-19 cases who returned to work pursuant to the aforementioned requirements and have remained free of COVID-19 symptoms for 10 days after the initial onset of COVID-19 symptoms or for COVID-19 cases who never developed COVID-19 symptoms for 10 days after the first positive test.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by:
  - Allowing employees to work remotely when they can fulfill their duties from home;
  - Allowing employees to use personal leaves to the extent permitted by the State of California or Federal Government, or
  - Through the Town's Workers Compensation program.
- Providing employees at the time of exclusion with information on available benefits.

## 10.0 Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the county health department whenever required by law, and provide any related information requested by the county health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, to authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use **Appendix D: Investigating COVID-19 Cases** to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

## 11.0 Potential Exposure to COVID-19

Employees experiencing COVID-19 symptoms or has been tested positive shall:

1. Notify their direct supervisor and Human Resource immediately by phone and email; and
2. Complete **Appendix E: Potential COVID-19 Exposure Contact Tracing** form and return to Human Resources for contact tracing purposes.

Employees are responsible to contact their healthcare provider or county health department and get COVID-19 testing as directed.

Symptoms include but not limited to:

- Fever or 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.
- Diarrhea.

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

Employees experiencing COVID-19 symptoms will not return to work until **all** the following have occurred:

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

Prior to returning to work, the Town may request employees to:

- Obtain a negative test result for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; or
- Receive a clearance report from their healthcare provider or county health department.

Employees who tested positive but never developed COVID-19 symptoms cannot return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

### **Vaccinated employees who have close contact may return to work as follows:**

- Persons who had close contact and did not develop COVID-19 symptoms may return to work immediately and self-monitor for 10 days.
- Persons who developed any COVID-19 symptoms within the monitoring period cannot return to work until the requirements listed above have been met.

### **Unvaccinated persons who have close contact may return to work as follows:**

- Persons who had close contact but never developed any COVID-19 symptoms may return to work when 10 days have passed since the last contact.
- Persons who had a close contact and developed any COVID-19 symptoms cannot return to work until the requirements listed above have been met.

During critical staffing shortages when there are not enough staff to provide safe patient care, essential critical infrastructure workers in the following categories may return after Day 7 from the date of last exposure if they have received a negative PCR COVID-19 test result from a specimen collected after Day 5.

- Emergency response workers who did not develop COVID-19 symptoms; and
- Social services workers who did not develop COVID-19 symptoms and work face-to-face with clients in the child welfare system or in assisted living facilities.

If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be in accordance with the return to work period as listed in the return to work criteria in this program.

COVID-19 Prevention Program Approved By:

**Brian Dossey**

City Manager

DocuSigned by:  
*Brian Dossey*  
62513BB730B84EF...  
Signature

11/30/2021

Date

## **Appendices**



### Appendix A: Identification of COVID-19 Hazards

All persons regardless of symptoms or negative COVID-19 test results will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: [Enter Name\(s\)](#)

Date: [Enter Date](#)

Name(s) of employee and authorized employee representative that participated: [Enter Name\(s\)](#)

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

**Appendix B: COVID-19 Inspections**Date: [Enter date](#)Name of person conducting the inspection: [Enter names](#)Work location evaluated: [Enter information](#)

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>Administrative</b>			
Respiratory protection			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
<b>PPE</b> (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			

## Appendix C: Employee Self-Screening Checklist

For your safety and the safety of our staff and the community, all employees are required to complete a COVID-19 self-screening just prior to the start of each workday.

Review the following symptoms and potential COVID-19 exposures:

- If your response is “no” to all of the listed symptoms within the past 48 hours and you answered “no” to the three exposures questions you are approved to come to the workplace.
- If your response is “yes” to any of the listed symptoms within the past 48 hours and/or “yes” to any of the three exposure questions, then you must contact Gioia Perez, HR Analyst for further screening and assessment.

Have you experienced any of the following symptoms in the past 48 hours?					
Fever or chills	Y N	Cough	Y N	Shortness of breath	Y N
Difficulty breathing	Y N	Fatigue	Y N	Muscle or body ache	Y N
Headache	Y N	New loss of taste/smell	Y N	Sore throat	Y N
Congestion/runny nose	Y N	Nausea or vomiting	Y N	Diarrhea	Y N

Potential COVID-19 Exposure	
Within the past 14 days, have you been in close physical contact (6 feet or closer for a cumulative total of 15 minutes) with anyone who is known to have laboratory-confirmed COVID-19 or anyone who has any symptoms consistent with COVID-19?	Y N
Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?	Y N
Are you currently waiting on the results of a COVID-19 test?	Y N

*Note: This form was developed based on the [CDC screening checklist](#).*

## Appendix D: Investigating COVID-19 Cases

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

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:** [Enter date](#)

**Name of person conducting the investigation:** [Enter name\(s\)](#)

COVID-19 Case Investigation Information			
Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during			

the high-risk exposure period and who may have been exposed (attach additional information):	
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**Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:**

All employees who may have had a close contact with a COVID-19 case and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

\*Should an employer be made aware of a non-employee infection source COVID-19 status.

### Appendix E: Potential COVID-19 Exposure Contact Tracing

Name/Title of Person Being Traced: \_\_\_\_\_

Date Form was Completed: \_\_\_\_\_

<b>Date I was within 6 feet (with or without a mask) of this person</b>	<b>Duration (Total number of minutes during a 24-hour period)</b>	<b>Name/Title of the Person Involved</b>	<b>Location/Task Where Contact was Made</b>

## Appendix F: Definitions

CDC	(Abbrev.) Center for Disease Control
CDPH	(Abbrev.) California Department of Public Health
Close Contact	<p>Being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” defined by this section. This definition applies regardless of the use of face coverings.</p> <p>Exception: Employees have not had a close contact if they wore a respirator required by employer and used in compliance with section 5144, whenever they were within six feet of the COVID-19 case during the high-risk period.</p>
COVID-19	Coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)
COVID-19 Case	<p>A person who:</p> <ol style="list-style-type: none"> <li>(1) Has a positive “COVID-19 test” as defined in Section 3205</li> <li>(2) Has a positive COVID-19 diagnosis from a licensed health care provider; or</li> <li>(3) Is subject to COVID-19-related order to isolate issued by a local or state health official; or</li> <li>(4) Has died due to COVID-19, in determination of a local health department or per inclusion in the COVID-19 statistics of a county.</li> </ol>
COVID-19 Hazard	Exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing or sneezing, or from procedures performed on a person that may aerosolize saliva or respiratory tract fluids. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.
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 healthcare professional determines the person’s symptoms were caused by a known condition other than COVID-19.

COVID-19 Test	<p>A viral test for SARS-CoV-2 that is:</p> <p>(1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and</p> <p>(2) Administered in accordance with the FDA approval or FDA Emergency Use Authorization as applicable.</p>
CPP	(Abbrev.) COVID-19 Prevention Plan
Exposed Group	<p>All employees at a work location, working area, or a common area at work, where an employee was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply;</p> <p>A) 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.</p> <p>B) 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.</p> <p>C) 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 period, and all persons were wearing face coverings at the time the COVID-19 case was present, other people at the work location, working area, or common area are not part of the exposed group.</p> <p>NOTE: An exposed group may include the employees of more than one employer. See Labor Code sections 6303 and 64304.1.</p>
Face Covering	<p>A surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.</p>
FDA	(abbrev.) Food and Drug Administration



Fully Vaccinated	The employer has documented that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single dose COVID-19 vaccine. Vaccines must be FDA approved; or have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO).
High-Risk Exposure Period	The following time period: <p>(1) For COVID-19 cases who develop COVID-19 symptoms: from 2 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</p> <p>(2) For COVID-19 cases who never develop COVID-19 symptoms: from 2 days before until 10 days after the specimen for their first positive test for COVID-19 was collected.</p>
NIOSH	(Abbrev.) National Institute for Occupational Safety and Health
Respirator	A respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matters, such as an N95 filtering facepiece respirator.
WHO	World Health Organization
Worksite	For the limited purposes of COVID-19 prevention regulations only, it is a building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter.

## Appendix G: COVID Vaccination Self- Certification Statement

### Town of Colma COVID-19 Self-Certification of Vaccination Status

As pandemic restrictions begin to ease, the Town is preparing to reopen all facilities while following the June 17, 2021 Cal/OSHA's Covid-19 Emergency Temporary Standards (ETS). Here's the link to the Cal/OSHA's ETS:

[https://www.dir.ca.gov/dosh/dosh\\_publications/06-16-21-ETS-Revisions.pdf](https://www.dir.ca.gov/dosh/dosh_publications/06-16-21-ETS-Revisions.pdf)

In order for the Town to lift certain face-covering and social distancing restrictions, please complete the following Self-Certification of Vaccination Status. The information collected is confidential and be used for safety protocols. Please note that you are required to provide accurate information about your vaccination status, or alternatively you may decline to provide your vaccination status. If you decline to provide information about your vaccination status, we will be required to assume you are unvaccinated and you will be required to follow the rules and requirements pertaining to unvaccinated employees.

For purposes of this certification, you are considered "fully vaccinated" two weeks after completing the second dose of a two-dose COVID-19 vaccine (e.g., Pfizer or Moderna) or two weeks after receiving a single dose of a one-dose vaccine (e.g., Johnson & Johnson/Janssen), or completing the required course for any other COVID-19 vaccine that may subsequently receive emergency use authorization or full approval by the Federal Drug Administration.

Finally, if you decline to answer or if you answer that you are not fully vaccinated at the time you complete this form, and your status later changes, please contact Gioia Perez at 650-997-8306 to obtain a new self-certification form.

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Select the Status below that accurately describes your vaccination Status:

- I am fully vaccinated as of the following date, which is two weeks after I completed the full protocol (2 shots or 1 shot) for the vaccine I received: \_\_\_\_\_.
- I am not fully vaccinated.
- I decline to answer and understand that the Town will presume that I am unvaccinated.

*I understand that I am required to provide accurate information in response to the question above. I hereby affirm that I have accurately and truthfully answered the question above. I also understand that if I stated that I am fully vaccinated, my employer may request documentation of my vaccination status (e.g., a copy of my vaccine card or other similar official document confirming vaccination status). Additionally, I understand that if I answer that I am fully vaccinated without being so, I am subject to disciplinary action, up to and including termination of my employment.*

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

Print Full Name: \_\_\_\_\_

## **Additional Procedures #1: Multiple COVID-19 Infections and COVID-19 Outbreaks**

This section of the CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### **COVID-19 testing**

- We will make COVID-19 testing available at no cost to all employees within the exposed group except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period, or employees who were fully vaccinated before section 3205.1 became applicable and who do not have COVID-19 symptoms; and for COVID-19 cases who did not develop symptoms after returning to work pursuant to subsections 3205(c)(11)(A) or (B), no testing is required for 10 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 10 days after the first positive test. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - Testing shall be made available to all employees in the exposed group and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to make COVID-19 testing available once a week at no cost to all employees in the exposed group who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until this section no longer applies, pursuant to more protective stringent state or local health department mandates or guidance. Any employees in the exposed group who are not wearing respirators required by the this policy and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where it can be demonstrated that six feet of separation is not feasible, and except for momentary exposure while persons are in movement. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.

All employees in the exposed group shall wear face coverings when indoors or when outdoors and less than six feet from another person, unless one of the exceptions in subsection 3205 (c)(6) (D) applies.

Notice shall be given to employees in the exposed group of their right to request a respirator for voluntary use under subsection 3205(c)(7)(D)2., if they are not fully vaccinated.

An evaluation of the worksite will be completed to determine whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

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

In addition to our *CPP Identification and Evaluation of COVID-19 Hazards and Correction of*

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

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.

In buildings or structures with mechanical ventilation, we will filter recirculated air with minimum efficiency reporting value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable mounted high efficiency particulate air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, will implement their use to the degree feasible.

## **Additional Procedures: Major COVID-19 Outbreaks**

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

### **COVID-19 testing**

We will continue to comply with Section 3205.1 and Additional Consideration #1, except that COVID-19 testing described in section 3205.1(b) shall be made available to all employees in the exposed group, regardless of vaccination status twice a week, or more frequently if recommended by the local health department. COVID-19 testing will be provided at no cost to employees during employees' working hours.

We will provide a respirator for voluntary use in compliance with subsection 5144 (c)(2) to employees in the exposed groups and will determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.

Any employees in the exposed group who are not wearing respirators required by this policy and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where it can be demonstrated that six feet of separation is not feasible, and except momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.

At workstations where an employee in the exposed group is assigned to work for an extended period of time, such as cash registers, desks, and production line stations, and where physical distancing requirements in this policy is not maintained at all times, the employer shall install cleanable solid partitions that effectively reduce transmission between the employee and other persons.

We will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.

## **Additional Procedures: COVID-19 Prevention in Employer-Provided Transportation**

### **Assignment of transportation**

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

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

### **Face coverings and respirators**

We will ensure that the:

- Face covering requirements of subsection 3205 (c)(6) if applicable, are followed for employees waiting for transportation.
- All employees who are not fully vaccinated are provided with a face covering, which must be worn unless an exception under subsection 3205 (c)(6)(d) applies.
- Upon request, we shall provide respirators for voluntary use in compliance with subsection 5144 (c)(2) to all employees in the vehicle who are not fully vaccinated.

### **Screening**

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

### **Cleaning and disinfecting**

We will ensure that:

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

### **Ventilation**

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

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

### **Hand hygiene**

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

This section shall take precedence when in conflict with 3205.