



CITY OF REDLANDS

COVID-19 Prevention Program

December 2020

Revised July 2021

Revised January 2022

Revised April 2023

COVID-19 Prevention Program (CPP)

This CPP is designed to control employees' exposures to the SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace. We developed this program to reduce our workers' risk of catching and spreading this virus. We will investigate all workplace illnesses and correct hazards that are identified. We will stay informed on the virus presence in our community as well as recommendations made by national and local health agencies, including guidance from the California Department of Public Health ("CDPH"). The City of Redlands ("City") will regularly review the latest regulations and guidance and will update this plan as necessary.

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

Date: April 2023

Authority and Responsibility

Tommi Ng, Assistant Director, HR/Risk Management has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

Definitions

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

"COVID-19" (Coronavirus Disease 2019) means the disease caused by SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2).

"COVID-19 case" means a person who: (1) Has a positive "COVID-19 test" as defined in this section; (2) Has a positive COVID-19 diagnosis from a licensed healthcare provider; or (3) Is subject to COVID-19-related order to isolate issued by a local or state health official; or (3) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

"Close Contact" means the following, unless otherwise defined by regulation or order of the (CDPH), in which case the CDPH definition shall apply: (1) In Indoor spaces of 400,000 or fewer cubic feet per floor, a close contact is defined as sharing the same indoor space as a COVID-19 case for a cumulative total of 15 minutes or more over a 24- hour period during the COVID-19 case's infectious period, as defined by this section, regardless of the use of face coverings; or (2) In indoor spaces of greater than 400,000 cubic feet per floor, a close contact is defined as being within six feet of the COVID-19 case for a cumulative of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period, as defined by this section, regardless of the use of face coverings..

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

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

"COVID-19 Test" means a test for SARS-CoV-2 that is: (1) Cleared, approved, or authorized, including in an Emergency

Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g. a viral test); (2) Administered in accordance with the authorized instructions; and (3) To meet the return to work criteria set forth in subsection 3205(c)(5), a COVID-19 test may be both self-administered and self-read only if another means of independent verification of the results can be provided (e.g., a time-stamped photograph of the results).

“Exposed Group” means all employees at a work location, working area, or a common area at work, within employer-provided transportation covered by section 3205.3, or residing within housing covered by section 3205.2, where an employee COVID-19 case was present at any time during the infectious period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply: (1) For the purpose of determining an exposed group, a place where persons momentarily pass through, without congregating, is not a work location, working area, or a common area at work; (2) If the COVID-19 case was a part of a distinct group of employees who are not present at the workplace at the same time as other employees; (3) If the COVID-18 case visited a work location, work area, or common area at work for less than 15 minutes during the infectious period, and the COVID-19 case was wearing a face covering the entire visit, other people at the work location, work area, or common area are not part of the exposed group.

“Face Covering” means 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 that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric. This definition includes clear face coverings or cloth face coverings with a clear plastic panel that otherwise meet this definition, and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker’s mouth or facial expression to understand speech or sign language respectively.

“Infectious Period” means the following time period, unless otherwise defined by CHPD regulation or order, in which case the CDPH definition shall apply: (1) For COVID-19 cases who develop COVID-19 symptoms: from two (2) days before the date of symptom onset until (10) days have passed after symptoms first appeared or through day five if testing negative on day five or later, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or (2) For COVID-19 cases who never develop COVID-19 symptoms: from two (2) days before the positive specimen collection date through ten (10) days (or through day five if testing negative on day five or later) after the date on which the specimen for their first positive test for COVID-19 was collected.

“Returned Case” means a COVID-19 case who was excluded from work but returned pursuant to subsection 3205 (c)(5)(a) and did not develop any COVID-19 symptoms after returning. A person shall only be considered a return case for 30 days after the initial onset of COVID-19 symptoms, or if the person never developed COVID-19 symptoms, for 30 days after the first positive test. If a period other than 30 days is required by CDPH regulation or order, that period shall apply.

“Worksite” for the limited purposes of section 3205 and 3205.1, means the building, store, facility, agricultural field, or other location where the COVID-19 case was present during the infectious period. It does not apply to buildings, floors, or other locations of the employer that the COVID-19 case did not enter.

Application of the COVID-19 Prevention Plan

1. When determining measures to prevent COVID-19 transmission and identifying correcting COVID-19 hazards at workplaces:
 - a) All employees in City workplaces are treated as potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.
 - b) COVID-19 is treated as an airborne infectious disease. Applicable CDPH and San Bernardino Department of Public Health (“SBDPH”) orders and guidance will be reviewed when determining measures to prevent transmission and identifying and correcting COVID-19 hazards. **Appendix A: Identification of COVID-19 Hazards** will be used to determine this information. COVID-19 prevention controls include:

- i. Remote work
 - ii. Physical distancing
 - iii. Reducing population density indoors
 - iv. Moving indoor tasks outside
 - v. Implementing separate shifts and/or break times
 - vi. Restricting access to work areas
2. Procedures to investigate COVID-19 illnesses at the workplace include:
- a) Determining the day and time a COVID-19 case was last present, the date of the positive COVID-19 test or diagnosis; and the date the COVID-19 case first had one or more COVID-19 symptoms. **Appendix C: Investigating COVID-19 Cases** will be used to document this information.
 - b) Effectively identifying and responding to employees with COVID-19 symptoms at the workplace. The City will investigate to determine whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to hazards. The City will comply with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to employees or subcontracted employees who were present at a City worksite or facility when the COVID-19 case was present.
 - c) Reviewing current CDPH guidance for persons who had close contacts, including guidance regarding quarantine or other measures to reduce transmission.
3. Ensuring that COVID-19 cases or those who had close contact are excluded from the workplace until our return-to-work requirements are met.
- a) The City shall demonstrate that the applicable requirements have been met:
 - i. COVID-19 cases who do not develop COVID-19 symptoms shall not return to work during the infectious period
 - i. COVID-19 cases who develop COVID-19 symptoms shall not return to work during the shorter of the following: the infectious period; or through day 10 after the onset of symptoms and at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication
 - ii. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the case did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.

The requirements in section(3)(a)(i) and (3)(a)(ii) apply regardless of whether an employee has previously been excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.

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 complete or the order is lifted.

If no violations of local or state health official orders for isolation, quarantine, or exclusion would result, the Division may, upon request, allow employees to return to work on the basis that the removal of an employee would create undue risk to a community's health and safety. In such cases, the City shall develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employee at the workplace and, if isolation is not feasible, the use of respirators in the workplace.

We will continue and maintain 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 employer -provided sick leave and/or workers compensation disability payments. When an exposure is not work related, employees may utilize employer provided leave benefits or other available leave as provided by law.

Testing of Close Contacts

COVID-19 tests are available, at no cost, during paid time, regardless of vaccination status, to all employees who had close contact in the workplace. Testing shall be available on a weekly basis to all employees in the exposed group who remain at the workplace. Employees who had close contact shall have a negative COVID-19 test taken within three to five days after the close contact or shall be excluded and follow the return-to-work requirements outlined in (3)(a).

Exceptions are returned cases as defined in CCR, Title 8, section 3205(b)(11).

Notice of COVID-19 cases

Employees and independent contractors who had a close contact, as well as any employer with an employee who had a close contact, will be notified as soon as possible, and in no case longer than the time required to ensure that the exclusion requirements of paragraph (3)(a) above, are met.

When Labor Code section 6409.6 or any successor law is in effect, The City will:

- a) Provide notice of a COVID-19 case in a form readily understandable to employees. Notice shall be given to all employees, employers, and independent contractors at the worksite in accordance with the applicable law.
- b) Provide the notice to the authorized representative if any of:
 - i. The COVID-19 case and of any employee who had close contact.
 - ii. All employees on the premises at the same worksite as the COVID-19 case within the infectious period.

Communication Systems

We ask all employees to confidentially report, without fear of discrimination or retaliation, any symptoms, potential exposures, and possible hazards relating to COVID-19 at the workplace. Employees should make these reports to their manager and/or the Human Resources department.

We communicate information about COVID-19 hazards and our COVID-19 policies and procedures to employees and other employers, persons, and entities that encounter our workplace. Other employers must ensure their employees follow our plan or equivalent to ensure protection of both their and our employees. When our employees are at another worksite, we will verify that procedures at the other worksite are protective of our employees, such as adequate ventilation and excluding COVID-19 cases.

Employees requesting accommodation with medical or other conditions that put them at increased risk of severe COVID-19 illness must contact the Office of Human Resources to initiate the reasonable accommodation process. Employees can obtain voluntary testing at various locations including through the County at the University of Redlands, your personal medical provider, or other urgent care locations. Testing sites within the county can be found at www.sbcovid19.com/testing-sites/.

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 next steps after a positive test.

Outbreak and Major Outbreak Protocol

If there are three or more COVID-19 cases within an exposed group that visited the workplace during their infectious period at any time during their 14-day period, the sections within this plan for COVID-19 testing, face coverings, respirators, ventilation, and COVID-19 investigation, review, and hazard correction, shall be implemented until there are one or fewer COVID-19 cases detected in the exposed group for a 14-day period.

If 20 or more employee COVID-19 cases in an exposed group, as defined by subsection 3205(b)(7), visited the worksite during their infectious period within a 30-day period, the City shall do the following while section 3205.1 applies:

- a) The COVID-19 testing described in subsection 3205.1(b) shall be required of all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by the local health

department with jurisdiction over the workplace. Employees in the exposed group shall be tested or shall be excluded and follow the return-to-work requirements of subsection 3205(c)(5)

- b) The City shall report the outbreak to the Division. This subsection does not limit the City's obligation to report employee deaths, serious injuries, or serious illnesses when required by subsection 342(a)
- c) The City shall provide respirators for voluntary use in compliance with subsection 5144(c)(2) to employees in the exposed group, shall encourage their use, and shall train employees provided respirators for voluntary use, as set forth in subsection 3205(g)

Any employees in the exposed group who are not wearing respirators required by the City and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where the City can demonstrate that at least six feet of separation is not feasible, and except for 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.

Training and Instruction

Training and instruction are provided:

- a) When this CPP is first established
- b) To new employees
- c) To employees given a new job assignment involving COVID-19 hazards and they have not been previously trained
- d) When new COVID-19 hazards are introduced
- e) When the City is aware of new or previously unrecognized COVID-19 hazards
- f) For supervisors to familiarize themselves with the COVID-19 hazards to which employees under their immediate direction and control may be exposed.

Training will be documented either by the online training system or a training roster.

Face Coverings

Employees will be provided face coverings and required to wear them: (1) When required by orders from CDPH; (2) During outbreaks and major outbreaks; (3) When employees return to work after having COVID-19 until 10 days have passed since the date that COVID-19 symptoms have begun, or if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test, or after a close contact. Face coverings will be clean, undamaged, and worn over the nose and mouth.

The following exceptions apply:

- a) When an employee is alone in a room or vehicle.
- b) While eating and 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 possible.
- c) Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- d) Employees who cannot wear face coverings due to a medical or mental health condition or disability as determined by the reasonable accommodation process, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees shall wear an effective non-restrictive alternative, such as a face shield with a drape at the bottom, if the condition or disability permits it.
- e) During specific tasks that cannot feasibly be performed with a face covering. The exception is limited to the time- period in which such tasks are being performed.

If an employee is not wearing a face covering pursuant to the exceptions (c) and (d) above, the City shall assess COVID-

19 hazards and act as necessary.

The City shall not prevent an employee from wearing a face covering, including a respirator, when not required by this section, unless it creates a safety hazard. Face coverings are not respiratory protection against hazardous chemicals or dust.

Respirators

Respirators will be provided for voluntary use to employees who request them and who are working indoors or in vehicles with more than one person. Employees who request respirators for voluntary use will be:

- a) Encouraged to use them.
- b) Provided with a respirator of the correct size.
- c) Trained on:
 - i. How to properly wear the respirator provided.
 - ii. How to perform a user seal check according to the manufacturer's instructions each time a respirator is worn.
 - iii. The fact that facial hair interferes with a seal.

The requirements of CCR, Title 8 section 5144(c)(2) will be complied with according to the type of respirator (disposable filtering face piece or elastomeric re-usable) provided to employees.

Ventilation

For our indoor workplaces we will:

- a) Review CDPH and Cal/OSHA guidance regarding ventilation, including the CDPH Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments. The City will develop, implement, and maintain effective methods to prevent transmission of COVID-19, including one or more of the following actions to improve ventilation:
- b) Maximize the supply of outside air to the extent feasible, except when the Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
- c) In buildings and structures with mechanical ventilation, filter circulated air through filters at least as protective as Minimum Efficiency Reporting Value (MERV) -13 or the highest level of filtration efficiency compatible with the existing mechanical ventilation system. Where possible, doors and windows will remain open to allow for maximization of outside air flow, ensuring most of the City's HVAC systems incorporate outside air into the buildings via manual dampers or economizers.
- d) Use High Efficiency Particulate Air (HEPA) filtration units in accordance with manufacturer's recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.
- e) Determine if our workplace is subject to CCR, Title 8 section 5142 Mechanically Driven Heating, Ventilating and Air Conditioning (HVAC) Systems to Provide Minimum Building Ventilation, or section 5143 General Requirements of Mechanical Ventilation Systems, and comply as required.
- f) In vehicles, the City will maximize the supply of outside air to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.

COVID-19 Prevention in Employer-Provided Transportation

The requirements of this CPP will be complied with within any City vehicle, including how a COVID-19 case will be responded to.

To the extent feasible:

- a) Transportation will be assigned such that cohorts travel and work together, separate from other workers.

- b) Employees who usually maintain a household together shall travel together

Reporting, Recordkeeping, and Access

The Human Resources/Risk Management department will report to Adminsure when an employee has tested positive for COVID-19. This report will be made within three days of knowledge of an employee's positive test result.

We will record on our 300 log all work-related COVID-19 cases that meet one of the following criteria: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, significant injury or illness diagnoses by a physician or other licensed health care professional.

We will report any serious COVID-19 illness that required inpatient hospitalization or resulted in death to our local Cal/OSHA office as soon as possible, but in no case more than eight hours after knowledge.

These case records will be kept by the Human Resources Department and retained for two years beyond the period in which it is necessary to meet the requirements of CCR, Title 8, section 3205, 3205.1, 3205.2 and 3205.3. The notices required by 3205(e) will be kept in accordance with labor code section 6409.6 or any successor law.

The City maintains records of the steps taken to implement this written program. These records include but are not limited to training, inspections (Appendix B: COVID-19 Inspections), and hazard identification (Appendix A: Identification of COVID-19 Hazards) these records will be retained for at least the duration of the regulation (through Feb 3, 2025).

We keep a record of and track all COVID-19 cases. These records will be retained for at least two (2) years and include the employee's:

- Name
- Contact information
- Occupation
- Location where the employee worked
- Date of the last day at the workplace
- Date of positive COVID-19 test or diagnosis

We keep records of all employee and contractor notifications of COVID-19 close contacts for at least three (3) years. We will not reveal any personally identifiable information or employee medical information to any person or entity unless required by law (such as Cal/OSHA, local health department, and local law enforcement).

This program will be made available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA.

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:

- a) Investigation of new or unabated COVID-19 hazards including:
 - i. Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - ii. Our COVID-19 testing policies.
 - iii. Insufficient supply of outdoor air to indoor workplaces
 - iv. Insufficient air filtration.
 - v. Insufficient physical distancing.
- c) Updating the review:
 - i. Every thirty days that this section continues to apply
 - ii. In response to new information or to new or previously unrecognized COVID-19 hazards.
 - iii. When otherwise necessary.
- d) Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will

consider:

- i. Moving indoor tasks outdoors or having them performed remotely.
- ii. Increasing outdoor air supply when work is done indoors.
- iii. Improving air filtration.
- iv. Increasing physical distancing to the extent feasible
- v. Respiratory protection in compliance with section 5144 and other applicable controls.

Appendix B: COVID-19 Inspections

This form is to be utilized to inspect City worksites and facilities to identify unhealthy conditions, work practices, and work procedures related to COVID-19. Please refer to www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of work and add additional controls as necessary.

Date: _____

Name of person conducting the inspection: _____

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Additional Controls:			
Administrative			
Physical distancing			
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			
Additional Controls:			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

Date COVID-19 case (suspect or confirmed) became known: **[enter information]**

Date investigation was initiated: **[enter information]**

Name of person(s) conducting the investigation: **[enter name(s)]**

COVID-19 Case Summary

Name	Contact Info	Occupation	Location	Last day and time present	Date of positive test and/or diagnosis	Date of first symptoms

Summary of employees, independent contractors, and employees of other employers that came in close contact **[CCR Title 8, section 3205 does not require recordkeeping for close contacts. These tables are included to assist employers in keeping track of which close contacts they have notified to meet the notice requirements.]**

Name	Contact Info		Date notified	Date offered COVID-19 testing (employees only)

Summary notice of a COVID-19 case (employees, employers, independent contractors) – during the infectious period and regardless of a close contact occurring.

Name	Date notified

Summary notice of a COVID-19 case (authorized representative of the COVID-19 case and employee who had close contact).

Name	Date notified

What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?
[enter information]

What could be done to reduce exposure to COVID-19?

[enter information]

Was the local health department notified? Date?

[enter information]

