



COVID-19 PREVENTION PROGRAM DAILY CHECKLIST

1. Start of Day

- Have questionnaire and log sheet ready. A new sheet should be used at the beginning of the work day.
- All employees and site visitors must complete the form. They must provide:
 - Name
 - Company
 - Phone Number
 - Email
- Ensure all employees check for symptoms before coming to work, including nasal congestion, persistent cough, sore throat, loss of taste and/or smell, fever or fatigue.
- Make sure all employees and visitors have minimum a mask that has an adjustable bridge and at least three layers of fabric; neck gaiters are not acceptable. A medical grade surgical masks is better and a KN95 or N95 is the best option.
- Remind all employees, subcontractors and visitors that they must notify the superintendent or his authorized representative immediately if they experience any symptoms, including nasal congestion, persistent cough, sore throat, loss of taste and/or smell, fever or fatigue.

2. During the Day

- Periodically, inspect the site for potential exposure risks. For indoor workspaces, make sure that there is proper ventilation; deploy fans if necessary. Limit number of enclosed spaces; make sure doors remain open whenever possible.
- Employees must wear that mask while indoors or when working in close proximity (less than 6') from other employees, workers or authorized visitors. Enforce mask wearing indoors or in close proximity situations anywhere on site. Masks must be appropriate (see above).
- During breaks, enforce social distancing. Workers must maintain at least 6' distance between themselves while on break. It is recommended that masks should be worn when not eating or drinking. Breaks should be held outdoors in the shade whenever possible.
- Maintain access to drinking water at all times. Individually bottled waters is the safest option.
- Sanitize surfaces that are frequently used at least once a day. These include:
 - Portable restroom door handles.
 - Wash station surfaces.
 - Plan tables.
 - Jobsite office doors, tables, chairs and desks.
- Ask for and inspect all subcontractors' COVID sign-in logs at the end of the day. Make sure subcontractors keep and maintain these logs throughout the project and have them readily available.



**COVID-19
PREVENTION PROGRAM
(V. 2 · REV. 1/21)**

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Overview

This program pertains to COVID-19 coronavirus disease, which is an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) as defined by Cal OSHA. This program applies to all employees and places of employment, with the following exceptions:

- Work locations with one employee who does not have contact with other persons.
- Employees working from home.
- Employees with occupational exposure as defined by section 5199- Aerosol Transmissible Diseases which falls under different regulations.
- Employees teleworking from a location of the employee's choice, which is not under our control as an employer.

Nothing in this program is intended to limit more protective or stringent state or local health department mandates or guidance.

System For Communicating

The elements of our program shall be communicated in a readily understandable manner to all employees. Employees shall be kept informed of the requirements of our program through all of the following:

- We ask all our employees to report without fear of reprisal, COVID-19 symptoms, possible COVID-19 exposures, possible close contacts, and possible COVID-19 hazards at the workplace to their supervisor or designee.
- We will accommodate any employee with medical or other conditions that put them at increased risk of severe COVID-19 illness. The employee needs to let their supervisor/manager know and we will ensure effective decision-making related accommodations (if applicable) by:
 - Having the employee, if possible, stay away from other employees
 - Avoid public areas and public transportation
 - Make sure they have the supplies to clean and disinfect their work area frequently and any high touch surfaces (e.g., phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets)
 - Request they follow company protocols regarding social distancing, proper hand washing techniques, utilize face coverings
 - If their position allows them to work from home, amend their work schedule/change reporting to work times
- Provide information about access to COVID-19 testing as described in in this program when testing is required
- Provide information regarding the possible consequences of a positive test
- We will communicate information about COVID-19 hazards and our COVID-19 policies and procedures to our employees and to other employers, persons, and entities within or in contact with our workplace.

Identification and Evaluation of Hazards

- If requested, we will allow our employees to participate in the identification and evaluation of COVID-19 hazards.
- Employee screening process is as follows:
 - We will ask our employees to prescreen and evaluate their own symptoms prior to leaving for work.

- If an individual in the workplace becomes symptomatic during the workday the following steps will be implemented.
 - Employees who become sick during the day need to contact their supervisor/manager immediately and be separated from other employees, sent home, and given testing facility information and information about testing positive, quarantining etc.
 - Prior to the symptomatic person leaving the premises their supervisor/manager shall determine which employees/individuals may have been exposed - 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” (see definitions).
- Under this circumstance we shall conduct a workplace-specific identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.
 - This shall include identification of places and times when people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, for instance during meetings or trainings and including in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.
 - This shall include an evaluation of employees’ potential workplace exposure 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 stationary work if applicable to the symptomatic employee’s place of work.
 - We will review and evaluate existing COVID-19 prevention controls at the workplace and the need for different or additional controls.
- We will conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 to ensure compliance with program.

Investigating Cases in the Workplace

We will investigate COVID-19 cases in the workplace. This includes procedures seeking information from employees regarding COVID-19 cases and close contacts, COVID-19 test results, and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases. We will also take the following actions when there has been a case at the place of employment:

- Determine the day and time the case was last present to the extent possible, the date of the positive test(s) and/or diagnosis, the date the individual first had one or more symptoms, if any were experienced.
- Determine who may have had a close contact. This requires an evaluation of the activities of the case and all locations at the workplace which may have been visited by the case during the high-risk exposure period.

Responding to Cases in the Workplace

Within one business day of the time, we know or should have known of a COVID-19 case, we shall give written notice, in a form readily understandable by employees, that people at the worksite may have been exposed to COVID-19. The notice shall be written in a way that does not reveal any personal identifying information of the COVID-19 case and, in the manner, we normally use to communicate employment-related information. Written notice may include, but is not limited to, personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one business day of

sending. The notice shall include the cleaning and disinfection plan required by Labor Code and the notice must be sent to the following:

- All employees who were on the premises at the same worksite as the COVID-19 case during the high-risk exposure period. If we should reasonably know that an employee has not received the notice or has limited literacy in the language used in the notice, we shall provide verbal notice, as soon as practicable, in a language understandable by the employee.
- Independent contractors and other employers on the premises at the same worksite as the COVID-19 case during the high-risk exposure period
- Within one business day of the time we knew or should have known of the COVID-19 case, we shall provide the notice required by Labor Code to the authorized representative if any, of the COVID-19 case and of any employee who had a close contact; and provide the notice required by Labor Code to the authorized representative, if any, of any employee who was on the premises at the same worksite as the COVID-19 case during the high-risk exposure period.
 - Make COVID-19 testing available at no cost, during paid time, to all employees who had a close contact in the workplace and provide them with the information on benefits described.
 - COVID-19 cases who returned to work and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 90 days after the first positive test.
- Investigate whether workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
- Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms and any employee medical records required shall be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases shall be provided to the local health department, CDPH, the Division, and NIOSH immediately upon request, and when required by law.

Correction of COVID-19 Hazards

All unsafe or unhealthy work conditions or work practices identified will be evaluated and corrected in a timely manner, as determined by the severity of the hazard. This includes, but is not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted for physical distancing, face coverings, other engineering controls, administration controls and PPE (personal protective equipment), identification and evaluation of COVID-19 hazards.

Problems that cannot be corrected immediately will be assigned to Brett Padelford in order to ensure completion of any corrective action. Once corrected, written documentation of the action taken will be obtained by Brett Padelford.

Engineering controls will be used first to eliminate or minimize unsafe or unhealthy work conditions. If engineering controls are impractical or infeasible, administrative controls will be used. If engineering controls alone, or in combination with administrative controls cannot adequately minimize the hazard, personal protective equipment shall be used.

Training and Instruction

All employees shall receive training and instruction in the following areas:

- 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, 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 according to the Cal OSHA Regulations.
- 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 own leave policies, leave guaranteed by contract, and this program.
 - The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.
 - Any methods of physical distancing implemented and the importance of face coverings. The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
 - Whenever respirators are provided for voluntary use.
 - How to properly wear the respirator provided.
 - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
 - The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
 - Proper use of face coverings and the fact that face coverings are not respiratory protective equipment, and that COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.
 - COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms and the importance of vaccination against COVID-19.
 - Information on our COVID-19 policies; 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 between people cannot be maintained. Employees can request face coverings at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

Face Coverings

For all employees who are not fully vaccinated, we will provide face coverings and ensure they are worn when indoors or in vehicles. We will provide face coverings and ensure they are worn by employees when required by orders from the CDPH. We will ensure face coverings are clean and undamaged, and that they are worn over the nose and mouth. Face shields are not a replacement for face coverings, although they may be worn together for additional protection.

When employees are required to wear face coverings under the following exceptions apply:

- When an employee is alone in a room or vehicle.
- 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.
- Employees wearing respirators required by us and used in compliance with section 5144.
- 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.

- Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.
- Employees exempted from wearing face coverings pursuant to the regulations due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it. If their condition or disability does not permit a non-restrictive alternative, the employee shall be at least six feet apart from all other persons and either fully vaccinated or tested at least weekly for COVID-19 during paid time and at no cost to the employee.
- Any employee not wearing a face covering, pursuant to the exception shall be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19 during paid time and at no cost to the employee. This is not an alternative to face coverings when face coverings are otherwise required.
- We will not prevent any employee from wearing a face covering when not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.
- When face coverings are not required, we will provide face coverings to employees upon request, regardless of vaccination status.
- We will implement measures to communicate to non-employees the facecovering requirements on our premises.

Other Engineering Controls, Administrative Controls, and Personal Protective Equipment

For buildings with mechanical or natural ventilation, or both, we will maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold. We will implement cleaning and disinfecting procedures, which require:

- Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels.
- We will inform our employees and authorized employee representatives (once requested in writing) of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.
- Cleaning of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period, and disinfection if the area, material, or equipment is indoors and will be used by another employee within 24 hours of the COVID-19 case.
- Cleaning and disinfecting will be done in a manner that does not create a hazard to employees.
- To protect employees from COVID-19 hazards, we will evaluate the handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer.
- We will encourage employees to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.

Personal Protective Equipment

- We will evaluate the need for personal protective equipment to prevent exposure to COVID-19 hazards such as gloves, goggles, and face shields, and provide such personal protective equipment as

needed.

- Upon request, we will provide respirators for voluntary use in compliance with the regulations to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person
- Whenever we provide respirators for voluntary use under this program, we shall encourage their use and shall ensure that employees are provided with a respirator of the correct size.
- We will provide and ensure use of respirators when deemed necessary by Cal OSHA through the Issuance of Order to Take Special Action, in accordance with the regulations.
- We will provide and ensure the use of eye protection and respiratory protection when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.
- Testing of symptomatic employees. We shall make COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employees' paid time.

Reporting, Recordkeeping and Access

- We will report information about COVID-19 cases and outbreaks at the workplace to the local health department whenever required by law and shall provide any related information requested by the local health department and we shall report all information to the local health department as required.
- We shall maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with the regulations.
- The written COVID-19 Prevention Program shall be made available at the workplace to employees, authorized employee representatives (when request is received in writing by our employee), and to representatives of Cal OSHA immediately upon request.
- We will keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test.

Exclusion of COVID-19 Cases

Exclusion of COVID-19 cases and employees who had a close contact. The purpose of this is to limit transmission of COVID-19 in the workplace.

- We will ensure that COVID-19 cases are excluded from the workplace until the return-to-work requirements are met.
- We will exclude from the workplace employees who had a close contact until the return-to-work requirements are met unless one of the exceptions applies.
 - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms do not need to be excluded if they wear a face covering and maintain six feet of distance from others at the workplace for 14 days following the last date of close contact.
 - COVID-19 cases who returned to work pursuant to the regulations and have remained free of COVID-19 symptoms do not need to be excluded from the workplace, for 90 days after the initial onset of COVID-19 symptoms. This exception only applies if these employees wear a face covering and maintain six feet of distance from others while at the workplace for 14 days following the last date of close contact.
 - COVID-19 cases who returned to work pursuant to this section who never developed COVID-19 symptoms do not need to be excluded from the workplace for 90 days after the first positive test.

This exception only applies if these employees wear a face covering and maintain six feet of distance from others while at the workplace for 14 days following the last date of close contact.

- If we do not exclude an employee who had a close contact as permitted by exceptions, we shall provide the employee with information about any applicable precautions recommended by CDPH for persons with close contact.
- For employees excluded from work, we shall continue and maintain an employee's earnings, wages, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job. We may use employer-provided employee sick leave for this purpose to the extent permitted by law. Wages due under this subsection are subject to existing wage payment obligations and must be paid at the employee's regular rate of pay no later than the regular pay day for the pay period(s) in which the employee is excluded. Unpaid wages owed under this subsection are subject to enforcement through procedures available in existing law. If we determine that one of the exceptions below applies, we shall inform our employee of the denial and the applicable exception.
 - EXCEPTION 1: Does not apply where the employee received disability payments or was covered by workers' compensation and received temporary disability.
 - EXCEPTION 2: Does not apply where we demonstrate that the close contact is not work related.
- This does not limit any other applicable law, our policy, or collective bargaining agreement that provides for greater protections.
- At the time of exclusion, we shall provide the employee the information on benefits as required.

Return To Work

- COVID-19 cases with COVID-19 symptoms shall not return to work until:
 - At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit 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.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- Once a COVID-19 case has met the requirements of subsection (c)(10)(A) or (B), as applicable, a negative COVID-19 test shall not be required for an employee to return to work.
- Persons who had a close contact may return to work as follows:
 - Persons who had a close contact but never developed any COVID-19 symptoms may return to work after 14 days have passed since the last known close contact unless either of the exceptions applies:
 - Ten days have passed since the last known close contact and the person wears a face covering and maintains six feet of distance from others while at the workplace for 14 days following the last date of close contact.
 - Seven days have passed since the last known close contact; the person tested negative for COVID-19 using a COVID-19 test with the specimen taken at least five days after the last known close contact; and the person wears a face covering and maintains six feet of distance from others while at the workplace for 14 days following the last date of close contact.
- Persons who had a close contact and developed any COVID-19 symptom cannot return to work until the requirements have been met.
- If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the

employee shall 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 periods as applicable.

- If no violations of local or state health officer 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, we will 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.

Definitions per Cal OSHA

- **“Close contact”** means 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.
 - EXCEPTION: Employees have not had a close contact if they wore a respirator required by employer and used in compliance with the respiratory regulations, whenever they were within six feet of the COVID-19 case during the high-risk exposure period.
- **“COVID-19”** (Coronavirus Disease 2019) the disease caused by SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2).
- **“COVID-19 case”** means a person who:
 - Has a positive “COVID-19 test” as defined in this section; or
 - Has a positive COVID-19 diagnosis from a licensed health care provider; or
 - Is subject to a COVID-19-related order to isolate issued by a local or state health official; or
 - 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.
- **“COVID-19 hazard”** means 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 persons which may aerosolize saliva or respiratory tract fluids. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.
- **“COVID-19 symptoms”** means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.
- **“COVID-19 test”** means a test for SARS-CoV-2 that is:
 - Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test).
 - Administered in accordance with the authorized instructions; and
 - Not both self-administered and self-read unless observed by the employer or an authorized telehealth proctor. Examples of tests that satisfy this requirement include tests with specimens that are processed by a laboratory (including home or on-site collected specimens which are processed

either individually or as pooled specimens), proctored over-the-counter tests, point of care tests, and tests where specimen collection and processing is either done or observed by an employer.

- **“Exposed group”** means all employees at a work location, working area, or a common area at work, where an employee COVID-19 case 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:
 - For the purpose of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.
 - If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.
 - If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure 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.

NOTE: An exposed group may include the employees of more than one employer.

- **“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 (i.e., fabrics that do not let light pass through when held up to a light source) 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.
- **“Fully vaccinated”** means the employer has documented:
 - A person’s status two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses in accordance with the approval, authorization, or listing that is:
 - Approved or authorized for emergency use by the FDA.
 - Listed for emergency use by the World Health Organization (WHO); or
 - Administered as part of a clinical trial at a U.S. site, if the recipient is documented to have primary vaccination with the active (not placebo) COVID-19 vaccine candidate, for which vaccine efficacy has been independently confirmed (e.g., by a data and safety monitoring board) or if the clinical trial participant at U.S. sites had received a COVID-19 vaccine that is neither approved nor authorized for use by FDA but is listed for emergency use by WHO; or
 - A person’s status two weeks after receiving the second dose of any combination of two doses of a COVID-19 vaccine that is approved or authorized by the FDA or listed as a two-dose series by the WHO (i.e., a heterologous primary series of such vaccines, receiving doses of different COVID-19 vaccines as part of one primary series). The second dose of the series must not be received earlier than 17 days (21 days with a 4- day grace period) after the first dose.
- **“High-risk exposure period”** means the following time period:
 - For COVID-19 cases who develop COVID-19 symptoms, from two days before they first develop symptoms until all of the following are true: it has been 10 days since symptoms first appeared; 24

hours have passed with no fever, without the use of fever-reducing medications; and symptoms have improved.

- For COVID-19 cases who never develop COVID-19 symptoms, from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.
- **“Outdoor mega event”** means an event that includes over 10,000 participants or spectators outdoors and may include conventions, shows, outdoor nightclubs, concerts, sporting events, theme parks, fairs, festivals, large races, and parades.
- **“Respirator”** means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator.
- **“Worksite,”** for the limited purposes of COVID-19 prevention regulations only, means the 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, locations where the worker worked by themselves without exposure to other employees, or to a worker's personal residence or alternative work location chosen by the worker when working remotely. NOTE: The term worksite is used for the purpose of notice requirements in only.

in conflict with other sections.

Multiple COVID-19 Infection/Outbreak

This section applies to a workplace covered by section 3205 if three or more employee COVID-19 cases within an exposed group, as defined by section 3205(b), visited the workplace during their high-risk exposure period at any time during a 14-day period. This section shall apply until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

COVID-19 testing

We shall make COVID-19 testing available at no cost to its employees within the exposed group, during employees' paid time, except:

- Employees who were not present at the workplace during the relevant 14-day period(s).
- For COVID-19 cases who did not develop COVID-19 symptoms after returning to work, no testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.

We shall make additional testing available at no cost to employees, during employees' paid time, when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance the regulations. We shall continue to comply with all applicable provisions of the regulations, and shall also do the following:

- 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 applies.
- We shall give notice to employees in the exposed group of their right to request a respirator for voluntary use under the regulations, if they are not fully vaccinated.
- We shall evaluate 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.

We shall 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 shall 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; and lack of physical distancing.
- The review shall be updated every 30 days that this section continues to apply, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.

We shall implement changes to reduce the transmission of COVID-19 based on the investigation and review required. We shall 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 feasible, requiring respiratory protection in compliance with the regulations, and other applicable controls.

Major COVID-19 Outbreak

This section applies to any workplace defined by the regulation if 20 or more employee COVID-19 cases in an exposed group, as defined by the regulation, visited the workplace during their high-risk exposure period within a 30-day period. This shall apply until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period. We shall continue to comply with the regulation, except that the 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.

In addition to the requirements, we shall take the following actions:

- We shall provide a respirator for voluntary use in compliance with the regulation to employees in the exposed group and shall determine the need for a respiratory protection program or changes to an existing respiratory protection program under the regulation to address COVID-19 hazards.
- Any employees in the exposed group who are not wearing respirators required by our company and used in compliance with the regulation shall be separated from other persons by at least six feet, except where we can demonstrate that 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.

- 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 the physical distancing requirement is not maintained at all times, we 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.
- Any other control measures deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with the regulation.

COVID-19 Case Hazard Evaluation/Correction Report

All hazards should be evaluated/corrected as soon as possible, based on the severity of the hazard. If a serious imminent hazard cannot be immediately corrected, remove personnel from the area and restrict access until the hazard can be addressed.

This includes, but is not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted for physical distancing, face coverings, other engineering controls, administration controls and PPE (personal protective equipment), identification and evaluation of COVID-19 hazards.

Evaluators Name: _____ **Initials:** _____ **Date:** _____

Description and Location Area Evaluated	Date Case Occurred	Actions, Changes, Corrections	Completion Date	
			Projected	Actual

Submit to _____ **Reviewed by (Name):** _____

Initials: _____ **Date:** _____

COVID-19 Cases Identifying & Recording Form

Investigation/Response Information		
Preparer's Name and Title		Date and Time Case Presented
Notice given within one business day <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> All employees who may have been exposed (and their authorized representatives if written request on file) <input type="checkbox"/> Independent contractors/other employers present during exposure <input type="checkbox"/> Other _____		Date first symptoms experienced (if any) reported: _____ Were others exposed (evaluation must be completed) <input type="checkbox"/> Yes <input type="checkbox"/> No
Testing offered at no cost <input type="checkbox"/> Yes <input type="checkbox"/> No Benefit information provided <input type="checkbox"/> Yes <input type="checkbox"/> No	Hazard Evaluation/Correction of workplace conditions completed <input type="checkbox"/> Yes <input type="checkbox"/> No	Personal identifying information of employee kept confidential <input type="checkbox"/> Yes <input type="checkbox"/> No
Medical records kept confidential <input type="checkbox"/> Yes <input type="checkbox"/> No If no written consent from employee to disclose <input type="checkbox"/> Yes <input type="checkbox"/> No	Workers Comp Carrier Notified of positive test (within three days) <input type="checkbox"/> Yes <input type="checkbox"/> No	Cal OSHA contacted: <input type="checkbox"/> Yes <input type="checkbox"/> No Health Department Contacted: <input type="checkbox"/> Yes <input type="checkbox"/> No Workers Comp Carrier Contacted: <input type="checkbox"/> Yes <input type="checkbox"/> No
Incident Information		
(The employee's name or other personal information should <u>not</u> be provided on this form.)		
Employee ID (Not SSN, DL#, etc.)	Last Day Worked	Date Positive Covid-19 Test and/or Diagnosis Reported
Is the employee claiming exposure at work? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Workers Compensation Insurance Company Information		
Contact Name	Phone Number	
Contacted <input type="checkbox"/> Yes <input type="checkbox"/> No		Date & time contacted: _____
Name of person contacted: _____		
Additional Comments/Information:		