

OAKLEY



CALIFORNIA

COVID-19 Prevention Program (CPP)

December 22, 2020

Table of Contents

Authority and Responsibility.....	1
Identification and Evaluation of COVID-19 Hazards	1
Employee Participation	1
Employee screening	2
Control of COVID-19 Hazards.....	2
Physical Distancing	2
Face Coverings	3
Engineering controls.....	4
Cleaning and disinfecting.....	4
Shared tools, equipment and personal protective equipment (PPE).....	6
Hand sanitizing	6
PPE used to control employees' exposure to COVID-19.....	7
Investigating and Responding to COVID-19 Cases	7
System for Communicating	8
Training and Instruction.....	8
Exclusion of COVID-19 Cases.....	9
Reporting, Record keeping, and Access.....	10
Return-to-Work Criteria	11

Appendices

A. Definitions

Additional Considerations

1. Multiple COVID-19 Infections and COVID-19 Outbreaks

To be added in the event of an outbreak (identified by a local health department or three or more COVID-19 cases in the workplace within a 14-day period).

2. Major COVID-19 Outbreaks

To be added in the event of a major outbreak (20 or more COVID-19 cases within a 30-day period)

This COVID-19 Prevention Program (CPP) is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace. The CPP includes the written program requirements outlined in [Title 8, 3205, COVID-19 Emergency Prevention Regulation](#).

AUTHORITY AND RESPONSIBILITY

The City Manager or his designee 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.

IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

We will implement the following in our workplace:

- Conduct workplace-specific evaluations
- 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 to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures

Employee Participation

Employees and their authorized employee representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards. Department heads will encourage participation when conducting workplace specific evaluations and periodic

inspections.

Employee screening

The City of Oakley possesses authority to screen employees or require that employees self-screen for COVID-19 symptoms.

City of Oakley policy provides City employees will self-screen for COVID-19 symptoms prior to their entrance into any City of Oakley worksite or facility.

CORRECTION OF COVID-19 HAZARDS

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

- The severity of the hazard will be assessed, and correction time frames will be assigned accordingly.
- Individuals will be identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.

CONTROL OF COVID-19 HAZARDS

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Encouraging work-at-home arrangements or staggering shifts whenever possible to limit the number of employees at work at one time. Employees who can carry out their work duties from home may be directed to do so.
- Separating desks or individual workstations by at least six feet and have at least a 6-foot high partition between them.
- Installing transparent “sneeze” guards at customer counters.
- Providing contactless payment systems whenever possible.
- Encouraging employees to limit in-person contact and maintain at least a 6-foot distance from other employees and citizens.
- Eliminating non-essential travel.

- Conducting internal meetings by electronic means whenever possible.
- Instructing all employees not to come to work if they are sick.
- Placing tape, or other markings, six feet from employee's workstation as visual reminder to maintain recommended social distancing to prevent COVID-19 spread.
- Posting COVID-19 signage in conspicuous locations at each public entrance informing citizens of physical distancing and other requirements before entering the building.
- Enforcing physical distancing by limiting the number of citizens in the space where feasible.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings (masks) and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Masks are available to all employees. All employees and citizens are required to wear appropriate masks; disposable masks will be provided to any citizen entering a city building while not wearing a mask. Employees are encouraged to report employees and citizens who are not wearing masks to their manager. Employees are responsible for maintaining a clean and undamaged mask.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- 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.
- Employees wearing respiratory protection in accordance with [Title 8, 5144 Respiratory Protection](#) or [Title 8, 5199 Aerosol Transmissible Diseases](#).

- 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.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons.

Engineering controls

We have evaluated situations where we cannot maintain at least six feet between individuals. Where feasible, employees who have frequent interaction with the public will be protected with engineering controls such as Plexiglas screens, tables or other physical barriers, or spatial barriers of at least six feet.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems. We have evaluated whether it is possible to increase filtration efficiency to the highest level compatible with the worksites and facilities' existing ventilation systems. We have taken into consideration circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat or wildfire smoke. All systems will be properly maintained and adjusted as required by the manufacturer's instructions.

Cleaning and disinfecting

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

- Frequent cleaning and disinfection of high touch surfaces, such as touch screens, doorknobs, copy machines, etc.
- Cleaning and disinfecting of conference rooms, offices, restrooms, and other common areas. Conference rooms 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 disinfect their workspace each day, especially

high contact areas such as keyboards, mouse, phones, 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, PPE, concentration, contact time).
- The HR 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 frequently wash their hands with soap and water for 20 seconds.

Should we have a COVID-19 case in our workplace, 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 (PPE).
- 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 that 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 that any potentially contaminated dirt and dust don't re-contaminate already disinfected surfaces.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields between employees. Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses, as outlined above, and hand sanitizer will be made available. Employees are provided with the materials and training to disinfect between uses.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Evaluate handwashing facilities
- Determine the need for additional facilities
- Encourage and allowing time for employee handwashing
- Provide employees with an effective hand sanitizer and prohibiting hand sanitizers that contain methanol (i.e., methyl alcohol)
- Encourage employees to wash their hands for at least 20 seconds each time

PPE used to control employees' exposure to COVID-19

We evaluate 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. When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

The City will also incorporate additional measures required by [Contra Costa County](#) as warranted.

INVESTIGATING AND RESPONDING TO COVID-19 CASES

We will investigate COVID-19 Cases.

Employees who had potential COVID-19 exposure, meaning someone who was within six (6) feet of an infected person for a cumulative total of fifteen (15) minutes or more over a twenty-four (24) hour period starting from two (2) days before illness onset (or, for asymptomatic patients, two (2) days prior to test specimen collection), in our workplace will be:

- Informed of their possible exposure to COVID-19 in the workplace while maintaining confidentiality as required by the American with Disabilities ACT (ADA) and the California Department of Fair Employment and Housing.
- Offered COVID-19 testing through their health provider or if not covered by insurance would be 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.

SYSTEM FOR COMMUNICATING

Our goal is to ensure we have effective two-way communication with our employees in a form they can readily understand, and it includes the following information:

- Requiring employees to report COVID-19 symptoms and possible hazards to their manager, supervisor, or Human Resources Division.
- 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 on where they can access COVID-19 testing. In the event the city 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.
- Providing information about COVID-19 hazards to employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

TRAINING AND INSTRUCTION

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.

- 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.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing 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.
- 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 - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

EXCLUSION OF COVID-19 CASES

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding asymptomatic employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case with or without testing.
- During critical staffing shortages when there are not enough staff to support City operations, essential critical infrastructure workers may return after Day 7 from the date of last exposure if they have received a negative PCR test result from a specimen collected after day 5:
- All exposed asymptomatic employees permitted to reduce the quarantine period to less than 14 days must:

- Adhere strictly to all recommend non-pharmaceutical interventions, including wear face coverings at all times, maintaining a distance of at least 6 feet from others and the interventions that follow through Day 14.
- Use surgical face masks at all times during work for those returning from Day 7 and continue to use face coverings when outside their home through Day 14 after last exposure.
- Self-monitor for COVID-19 symptoms through Day 14 and if symptoms occur, immediately self-isolate and contact the local public health department or healthcare provider and seek testing.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- 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 them to work remotely when they can fulfill their duties from home and/or continuing and maintaining employer provided sick leave benefits during required quarantine due to exposure at work or other means of maintaining earning, rights and benefits, where permitted by law and when not covered by workers’ compensation.
- Providing employees at the time of exclusion with information on available benefits.

REPORTING, RECORD KEEPING, AND ACCESS

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- 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 the Appendix D: Investigating COVID-19 Cases form 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.

RETURN-TO-WORK CRITERIA

- COVID-19 cases with 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.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will 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.
 - Exception: During critical staffing shortages as stated in the Exclusion of COVID-19 Cases section of this document.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine 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 will be 10 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine was effective.

Definitions

The following definitions apply to Title 8 Sections 3205 and 3205.1-3205.4

COVID-19 - a coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

COVID-19 Case - a person who

- 1) Has a positive “COVID-19 test” as defined in this section;
- 2) 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.

A person is no longer a “COVID-19 case” in this section when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or title 17, California Code of Regulations to CDPH or the local health department.

COVID-19 Exposure - 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.

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, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. 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 health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

COVID-19 Test - A viral test for SARS-CoV-2 that is

- 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
- 2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

Exposed Workplace - any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case.

Effective January 1, 2021, the "exposed workplace" also includes but is not limited to the "worksite" of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).

"Worksite means the building, store, facility, agricultural field, or other location where a worker worked during the infectious period. It does not apply to buildings, floors, or other locations of the employer that a qualified individual did not enter. In a multiworksite environment, the employer need only notify employees who were at the same worksite as the qualified individual".

Face Covering - a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

High-Risk Exposure Period - means the following time period:

1. For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or

2. For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.