

## **COVID-19 Prevention Program (CPP) for the City of Red Bluff**

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

**Date Last Updated: 10/12/2021**

### **1. Scope**

This policy applies to all employees with the following exceptions:

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

### **2. Authority and Responsibility**

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

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

### **3. Identification and Evaluation of COVID-19 Hazards**

We will implement the following in our workplace:

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

## **Employee Participation**

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by submitting any observations or recommendations to Human Resources or their Department Head for consideration.

## **Employee Screening**

Employees can self-screen according to California Department of Public Health guidelines if they choose. We provide face coverings to be used during screening by both screeners and employees who are not fully vaccinated, and if temperatures are measured, non-contact thermometers are used.

## **Ventilation and Filtration Efficiency**

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

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

## **4. Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices, or procedures will be documented on the Appendix B: COVID-19 Inspection's 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 assigned, accordingly. Individuals will be identified as being responsible for timely correction. Follow-up measures will be taken to ensure timely correction.

## **5. Control of COVID-19 Hazards**

### **Face Coverings**

Each entity is advised to check with their local health department and follow whichever orders are the most stringent.

Face coverings or masks are required for all individuals in the following indoor settings, regardless of vaccination status:

- On public transit (examples: airplanes, ships, ferries, trains, subways, buses, taxis, and ride-shares) and in transportation hubs (examples: airport, marina, train station, seaport, or other port station, or any other area that provides transportation)
- Indoors in K-12 schools, childcare
- Emergency shelters and cooling centers

Face coverings or masks are required for all individuals in the following indoor settings, regardless of vaccination status (and surgical masks are recommended):

- Healthcare settings
- State and local correctional facilities and detention centers
- Homeless shelters
- Long-term care settings and adult and senior care facilities

Additionally, face coverings/masks are required for unvaccinated individuals in indoor public settings and businesses (examples: retail, restaurants, theater, family entertainment centers, state and local government offices serving the public).

For all employees who are not fully vaccinated, we will provide face coverings and ensure they are worn when indoors or in vehicles and where required by orders from the CDPH. As required by the CDPH Health Order of July 26, 2021, all facilities identified in the Health Order must strictly adhere to current CDPH masking guidance. To the extent they are already applicable, these facilities must also continue to adhere to Cal/OSHA's standards for aerosol transmissible diseases (ATD), which require respirator use in areas where suspected and confirmed COVID-19 cases may be present and the Emergency Temporary Standard (ETS) that requires all unvaccinated workers be provided a respirator upon request.

#### **Acute Health Care and Long-Term Care Settings**

In addition to respirators required under Title 8 of the California Code of Regulations, facilities must provide respirators to all unvaccinated and incompletely vaccinated workers who work in indoor work settings where (1) care is provided to patients or residents, or (2) to which patients or residents have access for any purpose. Workers are strongly encouraged to wear respirators in all such settings. The facility must provide the respirators at no cost, and workers must be instructed on how to properly wear the respirator and how to perform a seal check according to the manufacturer's instructions.

#### **High-Risk Congregate Settings and Other Health Care Settings**

Where Title 8 does not require the use of respirators, facilities shall provide all unvaccinated or incompletely vaccinated workers with **FDA-cleared surgical masks**. Workers are required to wear FDA-cleared surgical masks in indoor settings anywhere they are working with another person.

When employees are required to wear face coverings under this section 3205 or sections 3205.1 through 3205.4, the following exceptions apply:

- a. When an employee is alone in a room or vehicle.
- b. While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
- c. Employees 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.

- d. Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

Any employee not wearing a face covering, pursuant to the exceptions listed in items (d) and (e) above, and not wearing a non-restrictive alternative when allowed by Section 3205 (c)(6)(E) 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 employee paid time and at no cost to the employee.

When face coverings are not required by this section, section 3205, or sections 3205.1 through 3205.4, we will provide face coverings to employees upon request, regardless of vaccination status.

### **Vaccinations**

We will document vaccinations in the following manner:

- Employees will self-attest to their COVID vaccination status and Human Resources will maintain a record of the COVID status statements.

Employees who choose not to reveal their vaccination status will be treated as if unvaccinated in accordance with Cal/OSHA requirements.

Human Resources will provide supervisors and managers with a list of which employees are fully vaccinated, so they are able to enforce the face covering requirements for unvaccinated employees as specified in this plan.

### **Engineering Controls**

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Evaluating circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke.
- Properly maintaining the ventilation system and adjusted on a routine basis.
- Increasing filtration efficiency to the highest level compatible with the existing ventilation system.

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.

### **6. Cleaning and Disinfecting**

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

- Frequent cleaning of high touch surfaces, such as credit card machines, touch screens,

doorknobs, copy machines, etc.

- Cleaning and disinfecting of conference rooms, offices, restrooms, and other common areas daily by a professional cleaning crew.
- 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 clean their workspace each day, especially high contact areas such as keyboard, mouse, phones, headsets, door handles, light switches, and desktops.
- Employees have been instructed to follow the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, personal protective equipment, concentration, contact time).
- The City Manager and all department heads conduct inventory to ensure there are adequate supplies to support cleaning and disinfection practices.
- Disposable gloves are provided to employees who handle items touched by the public.
- Hand sanitizer stations are in place, and employees are encouraged to wash their hands frequently with soap and water for 20 seconds.

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

Deep cleaning will consist of the following procedures:

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

### **Hand Sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Encourage and allow time for employee handwashing.
- Providing employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging employees to wash their hands for at least 20 seconds each time.

## **Personal Protective Equipment (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.

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

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.

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

We will make COVID-19 testing available, during employee paid time, at no cost to employees with COVID-19 symptoms who are not fully vaccinated.

## **7. Investigating and Responding to COVID-19 Cases**

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

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

- Informed of their possible exposure to COVID-19 in the workplace while maintaining confidentiality
- Offered COVID-19 testing through their health provider or if not covered by insurance offered testing through another provider at no cost during their working hours
- Provided information on benefits as outlined in the Training and Instruction section
- Advised of the temporary closing of the general area where the infected employee(s) worked until cleaning is completed
- Advised of the deep cleaning of the entire area where the infected employee(s) worked and may have been

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

## **8. 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 Department.

- Instructing employees not to report to work when sick.
- Informing employees, they can report symptoms and hazards without fear of reprisal.
- Providing reasonable accommodations for employees with medical or other conditions that put them at increased risk of severe COVID-19 illness when possible.
- Where testing is not required, advising employees to contact their personal physician, or the county health department for information on where they can access COVID-19 testing. In the event the entity is required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- COVID-19 testing is not required for employees who are fully vaccinated before the close contact and do not have symptoms, and for COVID-19 cases who have returned to work pursuant to subsection 3205(c)(11)(A) or (B) and have remained 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 their first positive test.
- Providing information about COVID-19 hazards to employees (and other employers and individuals in contact with our workplace) who may be exposed, what is being done to control those hazards, and our COVID-19 policies and procedures.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.

## 9. 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, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick and vaccination leave, if applicable, workers' compensation law, local governmental requirements, our leave policies, and leave guaranteed by contract, and Section 3205.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Our policy for providing respirators, and the right of employees who are not fully vaccinated to request a respirator for voluntary use as stated in this program, without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use under this section or section 3205.1 through 3205.4, training will be provided on how to properly wear the respirator, and how to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with the seal.

- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 but are most effective when used in combination.
- The importance of frequent handwashing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or handwashing facility and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings are intended to primarily protect people around the user.
- COVID-19 symptoms and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policy, how to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- The conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained. Employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

Appendix F: COVID-19 Training Roster will be used to document this training.

## **10. Exclusion of COVID-19 Cases**

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

- Ensuring COVID-19 cases are excluded from the workplace until our return-to-work requirements are met, with the following exceptions:
  - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms; and
  - COVID-19 cases who returned to work pursuant to the aforementioned requirements and have remained free of COVID-19 symptoms for 90 days after the initial onset of COVID-19 symptoms or for COVID-19 cases who never developed COVID-19 symptoms for 90 days after the first positive test.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by:
  - Allowing them to work remotely when they can fulfill their duties from home
  - Paying employees their normal wages as Mandatory Leave that have been excluded from work due to a work related exposure.
- Providing employees at the time of exclusion with information on available benefits.

## 11. 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.
- 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.

## 12. 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.

Once a COVID-19 case has met the return to work requirements outlined above as applicable, a negative COVID-19 test will not be required for an employee to return to work.

- Persons who have 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 when 10 days have passed since the last contact without testing. OR:
  - Quarantine can end after Day 7 if a diagnostic specimen is collected on Day 5 or later from the date of last exposure and tests negative.
  - Persons who had a close contact and developed any COVID-19 symptom cannot return to work until the requirements listed above have been met, unless all of the following are true:
    - a. The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
    - b. At least 10 days have passed since the last known close contact; and
    - c. The person has been symptom-free for at least 24 hours, without using

fever-reducing medications.

- During critical staffing shortages when there are not enough staff to provide safe patient care, essential critical infrastructure workers in the following categories may return after Day 7 from the date of last exposure if they have received a negative PCR COVID-19 test result from a specimen collected after Day 5.
  - Health care workers who did not develop COVID-19 symptoms;
  - Emergency response workers who did not develop COVID-19 symptoms; and
  - Social services workers who did not develop COVID-19 symptoms and work face-to-face with clients in the child welfare system or in assisted living facilities
  
- In addition, to discontinue quarantine before 14 days following the last known exposure, asymptomatic close contacts should:
  - Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND:
  - Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds, and staying at least 6 feet from others) through Day 14 from last known exposure.

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

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Rick Crabtree,  
City Manager

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Date