**COVID-19 Prevention Program**

**Instructions**

The following model program is provided to assist you with the preparation and implementation of an effective COVID-19 Prevention Program (CPP).

This template follows the Cal/OSHA COVID-19 Model Prevention Program and has been updated to reflect the changes made due to the emergency order approved on June 17, 2021, by the Division of Occupational Safety and Health Standards Board.

Once completed, we recommend keeping this program separate from your Injury and Illness Prevention Program (IIPP).

There are several areas in the program that will need to be reviewed and customized based on the specific policies and procedures at your entity. We have developed sample processes, indicated by BLUE TEXT, to assist your entity with customizing the CPP. Please review these areas carefully and modify as needed to reflect the practices at your entity. You may need to add or delete information as needed.

Sections in SHADED TEXT indicate other Cal/OSHA programs that may be in effect or practices that may or may not be in place at your entity. Keep or delete these sections as needed for your operations.

Remove the BLUE TEXT and shaded areas and change to black text for the final document.

**Remove this instruction page when completing your program.**

**Name of Entity**

**COVID-19 Prevention Program**

**Date**

**Table of Contents**

[Scope 1](#_Toc75186306)

[Authority and Responsibility 1](#_Toc75186307)

[Identification and Evaluation of COVID-19 Hazards 1](#_Toc75186308)

[Employee Participation 2](#_Toc75186309)

[Employee Screening 2](#_Toc75186310)

[Ventilation and Filtration Efficiency 2](#_Toc75186311)

[Correction of COVID-19 Hazards 2](#_Toc75186312)

[Control of COVID-19 Hazards 2](#_Toc75186313)

[Face Coverings 3](#_Toc75186314)

[Vaccinations 3](#_Toc75186315)

[Engineering Controls 4](#_Toc75186316)

[Cleaning and Disinfecting 4](#_Toc75186317)

[Hand Sanitizing 6](#_Toc75186318)

[Personal Protective Equipment (PPE) Used to Control Employees’ Exposure to COVID-19 6](#_Toc75186319)

[Investigating and Responding to COVID-19 Cases 6](#_Toc75186320)

[System for Communicating 7](#_Toc75186321)

[Training and Instruction 8](#_Toc75186322)

[Exclusion of COVID-19 Cases 9](#_Toc75186323)

[Reporting, Record keeping, and Access 9](#_Toc75186324)

[Return-to-Work Criteria 10](#_Toc75186325)

**Appendices**

1. Identification of COVID-19 Hazards
2. COVID-19 Inspections
3. Employee Self-Screening Checklist
4. Investigating COVID-19 Cases
5. Potential COVID-19 Exposure Contact Tracing
6. COVID-19 Training Roster
7. Definitions
8. COVID Vaccination Self- Attestation Statement

**Additional Considerations**

1. Multiple COVID-19 Infections and COVID-19 Outbreaks
2. Major COVID-19 Outbreaks
3. COVID-19 Prevention in Employer-Provided Housing
4. COVID-19 Prevention in Employer-Provided Transportation to and from Work
5. COVID-19 Prevention in Public Transportation Operations

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

**Date:** insert date of last review

# Scope

This policy applies to all employees with the following exceptions:

* 1. Work locations with one employee who does not have contact with other persons
  2. Employees working from home
  3. Employees with occupational exposure as defined by Cal/OSHA Title 8 Section 5199, when covered by that section
  4. Employees teleworking from a location of the employee’s choice that is not under the control of (Enter Name of Entity)

# Authority and Responsibility

Name of Person/Job Title 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.

# 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
* Enter other identification and evaluation measures you take in your workplace

## Employee Participation

Employees and their authorized employee representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by describe how employees and their representatives, if any, may participate in COVID-19 hazard identification and evaluation, e.g., attending safety committee meetings, reporting hazards anonymously as outlined in the IIPP, assisting in hazard assessments and hazard identification.

## Employee Screening

Describe if screening will be conducted indoors at the workplace and how this will be accomplished – i.e., directly screening employees when they come to work or having them self-screen according to California Department of Public Health guidelines. Ensure face coverings are used during screening by both screeners and employees who are not fully vaccinated, and if temperatures are measured, non-contact thermometers are used. (Appendix C: Self-Screening form. The form assumes the employee will self-screen without providing a printed copy of the form each day. If a printed copy is preferred, the form can be modified to include employee information.)

## 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.

# 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:

Describe how the following will be accomplished:

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

# Control of COVID-19 Hazards

## 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 and where required by orders from the CDPH. We will ensure required face coverings are clean and undamaged, and they are worn over the nose and mouth. Describe how face coverings will be provided, replaced, and cleaned, as needed, as well as what your policies are should your unvaccinated employees encounter non-employees who are not wearing face coverings.

Example:

Masks are provided to all unvaccinated employees, and they may ask their department head or manager if additional masks are needed. All unvaccinated employees must wear a face covering when indoors or in vehicles. Supervisors will ensure unvaccinated employees wear face covering when conditions require face coverings.

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

* 1. When an employee is alone in a room or vehicle.
  2. 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.
  3. Employees wearing respirators required by the employer and used in compliance with CCR Title 8 section 5144. Delete if not applicable
  4. 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.
  5. 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. Delete if not applicable

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 (select one and delete the other two):

* Employees will provide proof of COVID vaccination (vaccine card, image of vaccine card or health care document showing vaccination status) to Human Resources, and Human Resources will maintain the information in accordance with HIPAA requirements.
* Employees will present proof of COVID vaccination to Human Resources, and Human Resources will maintain a record of the employees who presented proof but not the vaccine record itself.
* Employees will sign a document to self-attest to their COVID vaccination status and Human Resources will maintain a record of the signed COVID status statements (See Appendix H).

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:

Describe how this will be accomplished, taking into consideration:

* Circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat or wildfire smoke.
* How the ventilation system will be properly maintained and adjusted, whether you own and operate the building or not.
* Whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.

Example:

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: Revise as needed

* 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 [insert frequency] 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 Name of person/job title and all department heads conduct inventory to ensure there are adequate supplies to support cleaning and disinfection practices.
* Disposable gloves are provided to employees who handle items touched by the public.
* Hand sanitizer stations are in place, and employees are encouraged to wash their hands frequently with soap and water for 20 seconds.

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

Deep cleaning will consist of the following procedures:

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

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

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

## Hand Sanitizing

In order to implement effective hand sanitizing procedures, we:

Describe your site-specific procedures, including:

* Evaluating handwashing facilities
* Determining the need for additional facilities
* Encouraging and allowing time for employee handwashing
* Providing employees with an effective hand sanitizer and prohibiting 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. Delete if not applicable to your workplace.

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.

# 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)

# 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 the following employees:
  1. Employees who are fully vaccinated before the close contact and do not have symptoms
  2. 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. If you are required to provide testing because of an employee exposure, have a plan for how this will be accomplished at no cost to the employee during working hours, including when the testing is in response to CCR Title 8 section3205.1, Multiple COVID-19 Infections and COVID-19 Outbreaks, as well as section 3205.2, Major COVID-19 Outbreaks.It is recommended that the plan be developed in advance for large or high-risk workplaces.

Describe other aspects of your system of COVID-19-related communication being implemented in your workplace.

# 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.

Describe other aspects of training being implemented in your workplace.

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

# 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
  + Describe how your workplace will accomplish this, such as by employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, 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.
* 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.

Add any additional measures you are taking.

# 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.
* 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:

1. 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
2. At least 10 days have passed since the last known close contact; and
3. 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. Delete this bullet and the two bullets below if you do not have health care workers, emergency response, or social service workers who work face-to-face with clients in the child welfare system or in assisted living facilities.
  + 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

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | |  |  |
| Title of owner or top management representative | |  |  |
|  |  |  |  |
|  | |  |  |
| Signature |  |  | Date |

Type title of owner or top management representative formally approving the program and have them sign and date

**Appendices**

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

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

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

**Person conducting the evaluation**: Enter Name(s)

**Date**: Enter Date

**Name(s) of employee and authorized employee representative that participated**: Enter Name(s)

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

**Appendix B: COVID-19 Inspections**

This form is only intended to get you started. Review the information available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/) for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify this form accordingly.

**Date:** Enter date

**Name of person conducting the inspection:** Enter names

**Work location evaluated:** Enter information

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

**Appendix C: Employee Self-Screening Checklist**

|  |  |
| --- | --- |
| Today’s Date: |  |

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

Review the following symptoms and potential COVID-19 exposures:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1.** | **Have you experienced any of the following symptoms in the past 48 hours?** | | | | | |
| Fever or chills | | Y N | Cough | Y N | Shortness of breath | Y N |
| Difficulty breathing | | Y N | Fatigue | Y N | Muscle or body ache | Y N |
| Headache | | Y N | New loss of taste/smell | Y N | Sore throat | Y N |
| Congestion/runny nose | | Y N | Nausea or vomiting | Y N | Diarrhea | Y N |

|  |  |  |  |
| --- | --- | --- | --- |
| **2.** | **Are you isolating or quarantining because you tested positive for COVID-19 or are worried you may be sick with COVID-19?** | Y | N |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3.** | **Are you fully vaccinated OR have you recovered from a documented COVID-19 infection in the last 3 months?** | Y | N | PREFER NOT TO ANSWER |
| To be considered fully vaccinated, you must be 2 or more weeks following receipt of the second dose in a 2-dose series or 2 or more weeks following receipt of one dose of a single-dose vaccine. | | | | |
| **IMPORTANT: IF YOU ANSWERED “YES” TO QUESTION 3 AND “NO” TO QUESTIONS 1 AND 2, PLEASE SKIP TO THE CERTIFICATION STEP BELOW. YOUR ACCESS TO THIS FACILITY IS APPROVED.** | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **4.** | **Have you been in close contact in the last 14 days with:**   * **Anyone who is known to have laboratory-confirmed COVID-19?**   *OR*   * **Anyone who has any symptoms consistent with COVID-19?** | Y | N |
| Close physical contact is defined as being within 6 feet of an infected/symptomatic person for a cumulative total of 15 minutes or more over a 24-hour period starting 48 hours before illness onset (or for asymptomatic individuals, 48 hours prior to test specimen collection). | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **5.** | **Are you currently waiting on the results of a COVID-19 test?**  **IMPORTANT: ANSWER “NO” IF YOU ARE WAITING ON THE RESULTS OF A PRE-TRAVEL OR POST-TRAVEL COVID-19 TEST** | Y | N |

|  |  |
| --- | --- |
| Today’s Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **6.** | **Have you traveled in the past 10 days?** | Y | N |

|  |  |  |
| --- | --- | --- |
| I certify that my responses are true and correct. | 🞏 |  |
| Initial |
| **If you ARE NOT fully vaccinated or prefer not to disclose your vaccination status, did you answer NO to ALL QUESTIONS?** | **Access to this facility is APPROVED.** | |
| **If you ARE NOT fully vaccinated or prefer not to disclose your vaccination status did you answer YES to ANY Question?** | **Access to this facility is NOT APPROVED. Please contact ENTER NAME OR TITLE OF WHO THE EMPLOYEE SHOULD CONTACT** **for further screening and assessment.** | |

*Note: This form was developed based on the* [*CDC screening checklist*](https://www.cdc.gov/screening/paper-version.pdf)*.*

**Appendix D: Investigating COVID-19 Cases**

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

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

**Date:** Enter date

**Name of person conducting the investigation**: Enter name(s)

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

| **Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:** | | | |
| --- | --- | --- | --- |
| All employees who may have had a close contact with a COVID-19 case and their authorized representatives. | Date: |  | |
| Names of employees that were notified: |  | |
| Independent contractors and other employers present at the workplace during the high-risk exposure period. | Date: |  | |
| Names of individuals that were notified: |  | |
| What were the workplace conditions that could have contributed to the risk of COVID-19 exposure? |  | What could be done to reduce exposure to COVID-19? |  |
| Was local health department notified? |  | Date: |  |

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

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

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

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

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

**Appendix F: COVID-19 Training Roster**

**Date:** Enter date

**Person that conducted the training**: Enter name(s)

| **Employee Name** | **Signature** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Appendix G: Definitions**

|  |  |
| --- | --- |
| Close Contact | 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 section 5144, whenever they were within six feet of the COVID-19 case during the high-risk period. |
| COVID-19 | 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 Section 3205 2. Has a positive COVID-19 diagnosis from a licensed health care provider; or 3. Is subject to COVID-19-related order to isolate issued by a local or state health official; or 4. Has died due to COVID-19, in determination of a local health department or per inclusion in the COVID-19 statistics of a county. |
| COVID-19 Hazard | Exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing or sneezing, or from procedures performed on a person that may aerosolize saliva or respiratory tract fluids. This also includes objects or surfaces that may be contaminated with SARS-CoV-2. |
| COVID-19 Symptoms | Fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed 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 FDA Emergency Use Authorization as applicable. |
| Exposed Group | All employees at a work location, working area, or a common area at work, where an employee was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply;  A) For the purposed 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.  B) If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.  C) If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and all persons were wearing face coverings at the time the COVID-19 case was present, other people at the work location, working area, or common area are not part of the exposed group.  NOTE: An exposed group may include the employees of more than one employer. See Labor Code sections 6303 and 64304.1. |
| Face Covering | A surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric. |
| Fully Vaccinated | The employer has documented that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single dose COVID-19 vaccine. Vaccines must be FDA approved; or have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO). |
| High-Risk Exposure Period | The following time period:   1. For COVID-19 cases who develop COVID-19 symptoms: from 2 days before they first develop symptoms until all of the following are true; it has been 10 days since symptoms first appeared, 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved 2. For COVID-19 cases who never develop COVID-19 symptoms: from 2 days before until 10 days after the specimen for their first positive test for COVID-19 was collected. |
| Respirator | A respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matters, such as an N95 filtering facepiece respirator. |
| Worksite | For the limited purposes of COVID-19 prevention regulations only, it is a building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter. |

**Appendix H: COVID Vaccination Self-** **Attestation Statement**

**Entity Name**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, attest that I have:

❑ Have been fully vaccinated for COVID-19

❑ Have not been fully vaccinated for COVID-19

❑ Choose not to disclose my vaccination status

I understand that:

* if I am unvaccinated or choose not to disclose my vaccination status, that Cal/OSHA requires that I wear face coverings when indoors or in a vehicle, and/or when required by CDPH.
* [enter name of entity] will provide me with face coverings that are clean and undamaged, and that I may contact my supervisor for replacements.
* [enter name of entity] will provide a respirator if I request one and that it is my responsibility to wear it properly and ensure I have a proper seal when I wear it.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Employee Date

**Additional Considerations**

**Additional Consideration #1**

**Multiple COVID-19 Infections and COVID-19 Outbreaks**

This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases within an exposed workgroup and they visited the workplace during the high-risk exposure period at any time during a 14-day period. Reference section 3205.1 for details.

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

**COVID-19 testing**

* We will make COVID-19 testing available at no cost to all employees within the exposed group except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period, or employees who were fully vaccinated before section 3205.1 became applicable and who do not have COVID-19 symptoms; and for COVID-19 cases who did not develop symptoms after returning to work pursuant to subsections 3205(c)(11)(A) or (B), no testing is required for 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. COVID-19 testing will be provided at no cost to employees during employees’ working hours.
* COVID-19 testing consists of the following:
  + Testing shall be made available to all employees in the exposed group and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  + After the first two COVID-19 tests, we will continue to make COVID-19 testing available once a week at no cost to all employees in the exposed group who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until this section no longer applies, pursuant to more protective stringent state or local health department mandates or guidance. Any employees in the exposed group who are not wearing respirators required by the this policy and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where it can be demonstrated that six feet of separation is not feasible, and except for momentary exposure while persons are in movement. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.

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

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

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

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

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

The investigation and review will be documented and include:

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

Describe other applicable controls.

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

**Additional Consideration #2**

**Major COVID-19 Outbreaks**

This section will need to be added to your CPP should your workplace experience 20 or more employee COVID-19 cases within a 30-day period. Reference section 3205.2 for details.

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

**COVID-19 testing**

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

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

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

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

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

**Additional Consideration #3**

**COVID-19 Prevention in Employer-Provided Housing**

This section will need to be added to your CPP if you have workers in employer-provided housing. Reference section 3205.3 for details. Employer-provided housing is any place or area of land, any portion of any housing accommodation, or property upon which a housing accommodation is located, consisting of: living quarters, dwelling, boardinghouse, tent, bunkhouse, maintenance-of-way car, mobile home, manufactured home, recreational vehicle, travel trailer, or other housing accommodations. Employer-provided housing includes a “labor camp” as that term is used in Title 8 of the California Code of Regulations or other regulations or codes. The employer-provided housing may be maintained in one or more buildings or one or more sites, including hotels and motels, and the premises upon which they are situated, or the area set aside and provided for parking of mobile homes or camping. Employer-provided housing is housing that is arranged for or provided by an employer, other person, or entity to workers, and in some cases to workers and persons in their households, in connection with the worker’s employment, whether or not rent or fees are paid or collected.

* This section does not apply to housing provided for the purpose of emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations, if:
  + The employer is a government entity; or
  + The housing is provided temporarily by a private employer and is necessary to conduct the emergency response operations.
* The requirements below for physical distancing and controls, face coverings, cleaning and disinfecting, screening, and isolation of COVID-19 cases and persons with COVID-19 exposure do not apply to occupants, such as family members, who maintained a household together prior to residing in employer-provided housing, but only when no other persons outside the household are present.
* This section does not apply to employees with occupational exposure as defined by section 5199, when covered by that section.
* This section does not apply to employer provided housing used exclusively to house COVID-19 cases or where a housing unit houses one employee.
* This section does not apply to housing in which all employees are fully vaccinated.

**Assignment of housing units**

We will ensure shared housing unit assignments are prioritized in the following order:

* Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
* Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
* Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

**Ventilation**

In housing units, employers shall maximize the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system. If there is not a Minimum Efficiency Reporting Value (MERV) 13 or higher filter in use, portable or mounted high efficiency particulate air (HEPA) filtration units shall be used, to the extent feasible, in all sleeping areas in which there are two or more residents who are not fully vaccinated.

**Face coverings**

We will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

**Cleaning and disinfection**

We will ensure:

* Housing units, kitchens, bathrooms, and common areas are effectively cleaned at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
* Residents will be instructed not to share unwashed dishes, drinking glasses, cups, eating utensils, and similar items.
* Housing units, kitchens, bathrooms, and indoor common areas shall be cleaned and disinfected after a COVID-19 case was present during the high-risk exposure period, if another resident will be there within 24 hours of the COVID-19 case.

**Screening**

We will encourage residents to report COVID-19 symptoms to enter name of individual, position, or office.

**COVID-19 testing**

We will establish, implement, and maintain effective policies and procedures for COVID-19 testing of residents who had a close contact or COVID-19 symptoms. These policies will be communicated to the residents.

**Isolation of COVID-19 cases and close contacts**

We will:

* Effectively quarantine residents who have had a close contact from all other residents. Effective quarantine will include providing residents who had a close contact with a private bathroom and sleeping area.
* The following residents are exempt from this requirement:
* Fully vaccinated residents who do not have COVID-19 symptoms; and
* COVID-19 cases who have met the requirements of subsection 3205(c)(10)(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 COVID-19 symptoms, for 90 days after the first positive test.
* Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP *Investigating and Responding to COVID-19 Cases*.
* End isolation in accordance with our CPP *Exclusion of COVID-19 Cases* and *Return to Work Criteria*, and any applicable local or state health officer orders.

**Additional Consideration #4**

**COVID-19 Prevention in Employer-Provided Transportation**

This section will need to be added to your CPP if there is employer-provided motor vehicle transportation , which is any transportation of an employee, during the course and scope of employment, including transportation to and from different workplaces, jobsites, delivery sites, buildings, stores, facilities, and agricultural fields, provided, arranged for, or secured by an regardless of the travel distance or duration involved. Reference section 3205.4 for details.

This section does not apply:

* If the driver and all passengers are from the same household outside of work, such as family members, or if the driver is alone in the vehicle.
* To employer-provided transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications and medical operations.
* This section does not apply to employees with occupational exposure as defined by section 5199, when covered by this section.
* This section does not apply to vehicles in which all employees are fully vaccinated.
* This section does not apply to public transportation.

**Assignment of transportation**

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

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

**Face coverings and respirators**

We will ensure that the:

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

**Screening**

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

**Cleaning and disinfecting**

We will ensure that:

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

**Ventilation**

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

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

**Hand hygiene**

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

This section shall take precedence when in conflict with 3205.

**COVID-19 Prevention in Transportation Operations**

[Delete this section if your entity does not provide public transportation services]

This entity will operate its modes of public transportation in accordance with the Federal Transportation Administration (FTA) and the Centers for Disease Control.

The Centers for Disease Control and Prevention (CDC) issued an Order on January 29, 2021, requiring the wearing of masks by travelers to prevent spread of the virus that causes COVID-19. Conveyance operators must require all persons to wear masks when boarding and disembarking and for the duration of travel. Operators of transportation hubs must require all persons to wear a mask when entering or on the premises of a transportation hub.

The CDC Order applies to all recipients and subrecipients of federal funding under 49 U.S.C. Chapter 53 that own, operate, or maintain a public transportation system, including an entity that receives federal financial assistance only under the formula grants for enhanced mobility of seniors and individuals with disabilities (49 U.S.C. §5310).

The CDC Order must be followed by all passengers on public conveyances (e.g., airplanes, ships, ferries, trains, subways, buses, taxis, rideshares) traveling into, within, or out of the United States as well as conveyance operators (e.g., crew, drivers, conductors, and other workers involved in the operation of conveyances) and operators of transportation hubs (e.g., airports, bus or ferry terminals, train or subway stations, seaports, ports of entry) or any other area that provides transportation in the United States.

People must wear masks that cover both the mouth and nose when awaiting, boarding, traveling on, or disembarking public conveyances. People must also wear masks when entering or on the premises of a transportation hub in the United States.

The CDC Order applies to administrative facilities that are housed within transportation hubs. Administrative facilities include, for example, executive offices, training facilities, and construction field offices. Transit employees must wear masks while on public transportation conveyances, and on the premises of a transportation hub unless they are the only person in the work area, such as in a private office.

Per the CDC Order, persons for whom a mask would create a risk to workplace health, safety, or job duty as determined by the relevant workplace safety guidelines or federal regulations are not required to wear a mask. A narrow subset of employees with disabilities also are exempt from the mask requirement under CDC Order because it would be unsafe for them to wear a mask due to their disability. The CDC states it will issue additional guidance regarding persons who cannot wear a mask under this exemption.

To meet CDC requirements, this entity will take the following precautions:

**Passenger Face Mask Requirements**

* Passengers are required to wear a face mask/covering at all times when embarking, disembarking or traveling on means of public conveyance, and/or when in a transportation hub. Exceptions include:
  + When in an outdoor area of the transportation hub.
  + A child under the age of 2 years.
  + A person with a disability who cannot wear a mask or cannot safely wear a mask because of the disability as defined by the Americans with Disabilities Act (42 U.S.C. § 12101 *et seq*.).
  + While communicating with a person who is hearing impaired when the ability to see the mouth is essential for communication.
  + If unconscious (for reasons other than sleeping), incapacitated, unable to be awakened, or otherwise unable to remove the mask without assistance.
  + When necessary to temporarily remove the mask to verify one’s identity, such as when asked to do so by a ticket or gate agent or any law enforcement official.
* Passengers will be informed of the requirement to wear face mask/covering in the following manner:
  + Face mask requirement information and wearing instructions posted on our website.
  + Face mask requirement information and wearing instructions posted in transit centers.
  + Face mask requirement information and wearing instructions posted at each entry door and at other locations throughout our revenue vehicles.
* Face masks will be provided to those riders who do not have one. [remove this bullet if it does not apply]

**Transit Employees Face Mask Requirements on Public Conveyances**

* When embarking, disembarking, riding on and/or operating a transit revenue vehicle or working at a transportation hub, employees regardless of job position must wear a face mask or respirator at all times. Exceptions:
  + Employees in outdoor areas of the public conveyance, such as bus stops and transfer points.
  + A person with a disability who cannot wear a mask, or cannot safely wear a mask, because of the disability as defined by the Americans with Disabilities Act (42 U.S.C. § 12101 *et seq*.)
  + While communicating with a person who is hearing impaired when the ability to see the mouth is essential for communication
  + If unconscious (for reasons other than sleeping), incapacitated, unable to be awakened, or otherwise unable to remove the mask without assistance
  + When necessary to temporarily remove the mask to verify one’s identity, such as when asked to do so by a ticket or gate agent or any law enforcement official.
* Employees must ensure the face mask/respirator covers both their nose and mouth. Employees should contact \_\_\_\_\_\_\_\_\_\_\_\_ to obtain a better fitting face mask/respirator if their current face mask/respirator does not cover both their nose and mouth at all times, including when they are talking to others.
* Employees be provided face masks, and upon request, N-95 respirators for voluntary respirator use.

**Transit Employees Face Mask Requirements In Administrative Offices**

**Administrative Offices within Transportation Hubs**

The CDC Order applies to administrative facilities that are housed within transportation hubs. Administrative facilities include, for example, executive offices, training facilities, and construction field offices. Transit employees must wear masks while on public transportation conveyances, and on the premises of a transportation hub unless they are the only person in the work area, such as in a private office.

**Transit Definitions:**

| **Term** | **Definition** |
| --- | --- |
| Administrative Facilities | Administrative facilities include executive offices, training facilities, and construction field office. |
| Conveyance Operators | Conveyance operators include crew, drivers, conductors, and other workers involved in the operation of conveyances. |
| Mask | Mask means a material covering the nose and mouth of the wearer, excluding face shields. CDC guidance for acceptable masks in the context of this Order is available [here](https://www.cdc.gov/quarantine/masks/mask-travel-guidance.html). |
| Outdoor | Any open-air area. |
| Public Conveyance | As applied to transit, public transportation conveyances are transit vehicles being used in revenue service., i.e. airplanes, ships, ferries, trains, subways, buses, taxis, trolleys, cable cars, school buses, and rideshares traveling into, within, or out of the United States. |
| Transportation Hub – CDC definition | A transportation hub is any location, indoors or outdoors, where people await, board, or disembark public transportation conveyances. These include but are not limited to commercial airports, general aviation airport buildings with commercial flights, bus terminals, all commercial vessel terminals, train and subway stations, seaports, U.S. ports of entry, and dedicated ride-share pick-up locations. |
| Transportation Hub – CDPH definition | Transportation hub examples: airport, bus terminal, marina, train station, seaport or other port, subway station, or any other area that provides transportation. |