

Construction Industry COVID-19 Exposure Response & Prevention Plan



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POLICY

It is the policy of the company to provide a safe and healthy work environment for all employees and to abide by all federal, state, and local regulations as they pertain to our operations. Safety is part of each employee's job. Active participation and adherence to this Construction COVID-19 Prevention Program (program) is a condition of each employee's employment. No employee is required to work at a job that he or she knows is unsafe. Therefore, we must work to make every workplace safe by detecting and correcting unsafe working conditions, as well as the detection of unsafe work practices.

Our policy is that safety has equal importance with the company's policies of providing the best quality and most productive service in our industry. The individual with responsibility and authority to implement this program is our Safety Director.

The purpose of this plan is to outline an effective response to a potential exposure event, and to promote preventative workplace habits in order to mitigate transmission of the virus between employees, contractors, etc. This program shall provide direction to implement safety requirements of the company and achieve compliance with [Cal/OSHA COVID-19 Prevention Emergency Regulation](#), the Centers for Disease Control and Prevention (CDC) and other federal, state and local recommendations for COVID-19 response and prevention. This plan will be updated, as necessary.

SCOPE

This program applies to all workplaces, employees (office and field), subcontractors, vendors and visitors. This program is effective as of 11/30/2020, and in effect until 10/02/2021.

DEFINITIONS

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

"COVID-19 case" means a person who:

- (1) Has a positive "COVID-19 test" as defined in this section;
- (2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or
- (3) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county. A person is no longer a "COVID-19 case" in this section when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or title 17, California Code of Regulations to CDPH or the local health department.

"COVID-19 exposure" means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period" defined by this section. This definition applies regardless of the use of face coverings.

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

aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

“COVID-19 symptoms” means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

“COVID-19 test” means a viral test for SARS-CoV-2 that is:

- (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and
- (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.
- (3) Viral (nucleic acid or antigen) testing should be used to diagnose acute infection.

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

Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the “worksite” of the COVID-19 case as defined by Labor Code section 6409.6(d)(5) in [AB 685](#).

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

“High-risk exposure period” means the following time period:

- (1) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or
- (2) For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

“Low-risk exposure period” means the following time period:

- (1) For persons who develop COVID-19 symptoms: from four days before they first develop symptoms until 2 days before they first develop symptoms, which is when they enter the **“High-risk exposure period”**.
- (2) For persons who test positive who never develop COVID-19 symptoms: from four days before until two days before the specimen for their first positive test for COVID-19 was collected.

“Minor COVID-19 Outbreak” means a place of employment if it has been identified by a local health department as the location of a COVID-19 outbreak or when there are three or more COVID-19 cases in an exposed workplace within a 14-day period.

“Major COVID-19 Outbreak” means a place of employment when there are 20 or more COVID-19 cases in an exposed workplace within a 30-day period.

“Potential COVID-19 exposure” means having one or more of the following conditions:

- (1) Being in within 6 feet proximity of a COVID-19 case for a cumulative total of less than 15 minutes in any 24-hour period within or overlapping with the “high-risk exposure period” and/or the “low-risk exposure period defined by this section.
- (2) 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 “low-risk exposure period” defined by this section. This definition applies regardless of the use of face coverings.
- (3) Being exposed to a COVID-19 case during the “high-risk exposure period” when either the COVID-19 case or the potentially exposed individual was not using face coverings for any amount of time.

RESPONSIBILITY

Management

The management team of the Company must demonstrate a positive attitude toward the achievement of a strong program, with the objective of reducing illness and disruption to operations. To create a strong program, management will:

- Effect an attitude that safety is important
- Create a safe work environment for all employees
- Make the necessary appropriations to meet the requirements of an effective program
- Include the discussion of safety issues at staff meetings and other appropriate occasions
- Carry out and enforce the program
- Assure development of policies and programs to meet the legal requirements of the Federal Occupational Safety and Health Act and applicable state/local regulations
- Use personal protective equipment where necessary, obey all applicable safety rules, and demand the same of all members of management
- Delegate responsibility for safety to supervisory personnel
- Authorize all employees to stop work that would place employees in imminent danger, and ensure that all unsafe conditions are corrected
- Oversee the actions of the Safety Director

Safety Director

The Safety Director is responsible for the development and implementation of a thorough, practical, and effective program.

- Manage the administration of the program, and coordinate all safety activities as a representative of management
- Monitor the performance of the program to be aware of trends, potential problems, predominant loss types and overall progress of the program.
- Assist management with solving persistent illnesses and other non-routine difficulties
- Direct the investigation of all illnesses and exposures, and if necessary, visit the scene of the exposure to assure that measures are undertaken to prevent their reoccurrence
- Prepare necessary accident records. Assure prompt filing of required reports with the insurance carrier, state and/or local authorities
- Process injury/illness reports, medical bills, and record keeping according to OSHA and state requirements
- Monitor medical reports and progress with employee and workers’ compensation carrier, and make recommendations on return-to-work program or appropriate alternative actions

- Assure prompt filing of required reports with the insurance carrier, state, or local authorities
- Be familiar with applicable safety codes and construction industry safety standards and keep abreast of information on new and existing regulations
- Conduct periodic inspections of project jobsites for recognition and correction of COVID-19 hazards
- Conduct inspections and evaluate operations when new substances, processes, procedures, or equipment are introduced to the workplace that present an occupational safety and health hazard(s)
- Review and advise personnel on new equipment, procedures, or operations as they relate to the prevention and control of hazards
- Develop and coordinate employee safety training programs
- Maintain injury and illness statistics
- Consult with safety representatives of insurance companies to coordinate their services with the program
- Undertake prompt corrective action on any safety recommendation. If any unsafe condition is out of the control of the company, issue written notification of the unsafe condition to the appropriate party
- Assist in the selection, procurement and distribution of appropriate personal protective equipment and ensure enforcement regarding the use of same
- Assure that new employees receive proper orientation ensuring consistency of information to all new employees regarding safety policies, procedures, and related information
- Assure that safety meetings are held with all employees, and that the proceedings are recorded according to the recordkeeping requirements of Cal/OSHA
- Establish and maintain a record-keeping system that meets all regulatory requirements (i.e., safety meetings, periodic inspections, disciplinary action, training, etc.)

Project Supervisor

The project supervisor is designated as the COVID-19 Safety Compliance Officer (SCO) to the jobsite. The SCO must:

- Ensure implementation of all recommended safety and sanitation requirements regarding the COVID-19 virus at the jobsite.
- Compile daily verification that each jobsite is compliant with the components of this program. Each verification form must be copied, stored, and made immediately available upon request by any County official.
- Establish a daily screening protocol for arriving staff, to ensure that potentially infected staff do not enter the construction site. If workers leave the jobsite and return the same day, establish a cleaning and decontamination protocol prior to entry and exit of the jobsite.
- Post the daily screening protocol at all entrances and exit to the jobsite. More information on screening can be found online at: <https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>
- Conduct daily briefings in person or by teleconference that must cover the following topics:
 - New jobsite rules and pre-job site travel restrictions for the prevention of COVID-19
 - community spread.
 - Review of sanitation and hygiene procedures.
 - Solicitation of worker feedback on improving safety and sanitation.
 - Coordination of construction site daily cleaning/sanitation requirements.

Employees (all employees and subcontractors)

Employees are reminded that safety is an integral part of the operations of the company, their safety responsibilities are as follows:

- Do not report to work if you are feeling ill. Report illness to your supervisor and await directions
- Use and maintain all Personal Protective Equipment (PPE) and safety devices provided and replace when necessary
- Report all illness and/or exposures to their supervisor immediately, regardless of the seriousness

- Work safely in such a manner as to ensure your own safety, as well as that of co-workers and others
- Observe and comply with the program and all applicable regulations
- Request assistance when unsure about how to perform any task safely
- Correct unsafe acts or conditions within the scope of your position
- Report any uncorrected unsafe acts or conditions to their supervisor
- Actively participate in safety activities such as Weekly safety meetings

COMMUNICATION

See *Training and Instruction Section* for further information on requirements regarding communication. In accordance with the Cal/OSHA regulations, the company will ensure the following is communicated to employees and authorized employee representatives (if applicable and requested):

- They must report to the company, without fear of reprisal, COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards at the workplace.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Information about access to COVID-19 testing (if required), the reason for the testing and the possible consequences of a positive test.
- Potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
 - All employees who may have had COVID-19 exposure and their authorized representatives.
 - Independent contractors and other employers present at the workplace during the high-risk exposure period.
 - Including information about COVID-19 hazards and the policies and procedures to employees and to other employers, persons, and entities within or in contact with the employer's workplace.
- Cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.
- Place posters that encourage employee(s) stay home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in other workplace areas where they are likely to be seen.

IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

The company will allow for employee and authorized employee representative participation in the identification and evaluation of COVID-19 hazards.

Procedures for Identifying and Evaluating Workplace Hazards

It is the policy of the company that all employees report all workplace hazards to their immediate supervisor. All supervisory personnel shall consider safety of the highest importance when planning work. Conditions that have the potential to cause harm shall be evaluated for seriousness of injury or illness possible as well as likelihood of occurrence.

Correcting Unsafe or Unhealthy Conditions, Work Practices or Procedures

When observed or discovered, and in a timely manner based on the severity of the hazard, the highest jobsite authority has the responsibility to initiate corrective actions necessary. Documentation of the hazard and corrective action must be kept on the Jobsite Audit.

When an immediate hazard exists and cannot be immediately abated without endangering employees or property, any employee may remove all employees from the area except those needed to correct the situation. Employees necessary to correct the situation shall be provided all the necessary safeguards. All such actions taken and dates they were completed shall be documented on the appropriate forms.

Procedures for Hazard Correction

In the event that a workplace hazard that is immediately dangerous to life or health shall occur:

- All personnel shall be immediately removed from the situation, everyone has the ability to stop work.
- The area shall be barricaded, and or access controlled to prevent ANY person from entering if applicable.
- The Safety Manager shall be immediately notified and summoned.
- Owners of the company shall be immediately notified.
- No personnel will be allowed back into the area until management and worker agree the danger has been nullified.

Inspection of Workplace by the Project Supervisor

Inspection of the workplace is our primary tool to identify unsafe conditions and practices. The supervisor or his/her designee will conduct an inspection of the workplace on a daily basis and documented on a weekly basis on the Jobsite Audit. Office areas, which present special safety hazards, will also be inspected. Copies of the inspections are to be maintained for a period of one year.

The jobsite inspection is of no value unless immediate action is taken to eliminate or control the identified unsafe condition or correct the unsafe act that was taking place.

If any unsafe conditions that are identified cannot be immediately abated or are out of the control of the company, the Safety Director, project manager, or superintendent/foreman shall notify the appropriate party of the unsafe condition.

Inspection of Workplace by Safety Director

The Safety Director will conduct inspections of the jobsite as required. Periodic inspections will be performed when new substances, processes, procedures, or equipment presents potential new hazards or whenever workplace conditions warrant an inspection. An inspection will occur when new previously unidentified hazards are recognized and/or when we hire or reassign permanent or intermittent workers to processes, operations or tasks for which a hazard evaluation has not previously been conducted. The inspection findings are to be documented on the Jobsite Audit form and filed by the Safety Director for a period of one year. Abatement of hazards must be identified on the Jobsite Audit.

Employee Health Screening

- To protect personnel seeking access to the workplace, all will need to undergo temperature screening each day before being allowed to report to work. Screening will seek to discover signs of possible COVID-19 infection by way of “fever” as defined by a temperature greater than 100° F [37.8° C]. The CSO or their designee shall conduct temperature screening of all employees prohibiting employees with a temperature of 100 degrees or more from entering the workplace.

- Screener must avoid close contact with others to the extent possible.
- Both screeners and employees should wear face coverings for the screening.
- The screening process includes quickly having your temperature taken by an IR(Infrared) non-contact thermometer. If an employee temperature is below 100° F [37.8° C] they will be cleared for access to the site. Temperature screening is “Pass or Fail” and no temperature(s) resulting in a designation of “no fever” will be recorder or documented. Only in the event of a positive “fever” reading will that be documented as the reason for the denial to work.

Exception: Symptom screening (prohibiting employees from entering if they have a cough, shortness of breath or trouble breathing or at least two of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat or new loss of taste or smell) may be used only when a thermometer is not available.

Temperature Screening Protocol

Temperature screening will take place at designated staff entrances that will be site specific. Those awaiting the temperature screening must continue to practice social distancing measures which maintains a distance of 6 feet from all other personnel. Screener will be donning necessary PPE to protect themselves, as well as the personnel they are screening. PPE shall include but is not limited to the following:

- Facial Covering that covers both the nose and mouth
- Gloves
- Eye protection

Personnel who screen positive for “fever” (having a temperature of 100.4° F [37.8° C] or greater) will be checked a second time after a 5-minute grace period in a separate designated isolation area in order to eliminate the possibility of a false positive. The digital IR no-touch thermometer will have a margin of error of +/- 0.1° in both Fahrenheit and Celsius.

- If both 1st and 2nd temperature readings record a temperature of 100° F [37.8° C] or greater the employee will be sent home while the Exposure Control Plan will begin to be implemented. The employee is also responsible for reporting their status to their managers or lead. Employee is also responsible to report positive screening to their own HR department.
- Employees who have symptoms of illness must stay home and not come to work until seven days have passed since the onset of symptoms, and they are free of fever (defined as 100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants).
- Employees who, in the last 14 days, have had close contact with a COVID-19 patient or who have traveled to an area with an outbreak or sustained transmission must stay home and not come to work for 14 days since the last exposure and they are symptom free for 72 hours without medication.
- Employees should notify their supervisor and stay home if they are sick.
- Do not require a healthcare provider’s note for employees who are sick with illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.

Separate Sick Employee (s)

- CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover

their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

- Employees are permitted to stay home to care for a sick family member. Be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.
- The company shall develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission of COVID-19 in the workplace.
- The company will conduct a workplace-specific identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.
- The Company shall treat all persons, regardless of symptoms or negative COVID-19 test results, as potentially contagious and/or infected.
- This shall include identification of places and times when people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, for instance during meetings or trainings and including in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.
- This shall include an evaluation of employees' potential workplace exposure to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. Employers shall consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.
- For indoor locations, the company shall evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.

INVESTIGATING AND RESPONDING TO COVID-19 CASES IN THE WORKPLACE

In order to conduct a proper investigation, the investigator(s) will collect and verify the information by interviewing the individual(s) reporting the exposure, that is, they must speak directly to the person who is reporting a confirmed case.

The investigation is to be limited only to the person who has self-disclosed information that indicates such person is a "potentially infected person." The Investigation team needs to decide on remedial measures to be taken in the workplace or the jobsite, including partial or total temporary suspension of the workplace or project. Remember the following:

- Remain calm and objective.
- Limit the potentially infected employee's contact with other individuals while information is being gathered.
- Focus on obtaining facts, make only factual statements.

If a potential exposure incident occurs while the employee is in a work setting or while working, the following steps should be taken:

- Employees shall notify their supervisor (as applicable) as soon as possible following a potential exposure incident.
- The supervisor shall immediately notify the Safety Manager and/or Human Resources Manager and members of the company's management team in accordance with the incident response

procedure.

- In the event of a Confirmed or Symptomatic / Presumed COVID-19 case in the work environment refer to the Sanitation Section for further information regarding cleaning.

Identify Worker Cases & Close Contacts to Control Further Spread in the Workplace

The employer shall take the following actions when there has been a COVID-19 case at the place of employment:

- Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
- Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.

Note: See Exclusion Requirements for employees with COVID-19 exposure.

- Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
 - All employees who may have had COVID-19 exposure and their authorized representatives.
 - Independent contractors and other employers present at the workplace during the high-risk exposure period.
- Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits as required.
- Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
- Interview workers with laboratory-confirmed COVID-19 by phone to determine when their symptoms began, the shifts they worked during their infectious period, and to identify other workers with whom they had close contact during their infectious period.
- Use employment records to verify shifts worked during the infectious period and other workers who may have worked closely with them during that time period.
- While at home, close contacts should self-monitor daily for COVID-19 symptoms (e.g., subjective or measured fever (>100.4°F or 38°C), chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea).
- Consider whether to temporarily suspend operations due to COVID-19 infection in the workplace.
- Businesses may elect to voluntarily suspend operations when a case of COVID-19, exposure to COVID-19, or an outbreak has occurred in the workplace. This would allow investigation of the exposure and thorough cleaning and disinfection. Businesses may elect to do this if the exposure is in a worker, customer, or visitor of the workplace. To understand more about if this decision is right, contact your local health department (LHD) for guidance.
- The LHD in the jurisdiction where the workplace is located has the authority to close business operations while an exposure is being investigated or an outbreak is being managed. Cal/OSHA also has authority to prohibit use and access of affected areas of a workplace if it identifies an imminent hazard to workers.
- Criteria for deciding for closure may include the size of the workforce, the number or percentage of the workforce impacted, the vulnerability of consumers who visit the business to severe COVID-19 infection, or many other local factors, including the epidemiology of disease spread in the community at large.
- LHDs may vary in their specific requirements for workplace outbreak investigations, reporting, and suspension of operations.

Privacy Protection for COVID-19 Case(s)

Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the company shall be provided in a manner that ensures the confidentiality of employees.

EXCEPTION to subsection (c)(3)(C): Unredacted information on COVID-19 cases shall be provided to the local health department, CDPH, the Division, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.

The employer shall ensure that all employee medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace.

EXCEPTION 1: Unredacted medical records shall be provided to the local health department, CDPH, the Division, NIOSH, or as otherwise required by law immediately upon request.

EXCEPTION 2: This provision does not apply to records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Notify and Provide Instruction to Workers.

- Employers must maintain confidentiality of workers with suspected or confirmed COVID-19 infection when communicating with other workers.
- Employers should notify all workers who were potentially exposed to the individuals with COVID-19. Employers should provide any healthcare consultations needed to advise workers regarding their exposure, which may be especially important for those with high-risk medical conditions (e.g., immune compromise or pregnancy).
- Close contacts of cases should be given instructions on home quarantine, symptom monitoring, and COVID-19 testing.
- Provide any workers who are sent home before or during a shift with information about what to expect after they are sent home (e.g., instructions about testing, sick leave rights under federal, state, and local laws and company policies, return-to-work requirements, etc.).
- In some outbreaks, but not all, workers who were never symptomatic and did not have close contact with any of the laboratory confirmed cases may continue to work, as long as the employer has implemented all control measures as recommended by public health authorities, Cal/OSHA, or other regulatory bodies. The LHD may make this determination based on strategies being used to control the outbreak and identify new cases.

Incident Reporting

A potential exposure incident must be immediately reported. Each essential business and reopened business shall take all the following actions if an employer becomes aware that an employee is diagnosed with COVID-19:

- Promptly notify the Local Health Department (LHD) that there is an employee diagnosed with COVID-19, together with the name, date of birth, and contact information of the employee. ([Link to California LHDs](#))
- Cooperate with the County Department of Public Health's COVID-19 response team to identify and provide contact information for any persons exposed by the employee at the workplace.
- County Department of Public Health and Cal/OSHA require employers to report cases of COVID-19 to the LHD in the jurisdiction in which they are located and the LHD where the infected workers reside. Employers must use the reporting threshold of three or more laboratory-confirmed cases

of COVID-19 among workers who live in different households within a two-week period to notify the LHDs.

- Employers should be proactive and keep in mind that identification of even a single positive case among workers may quickly develop into a large outbreak. As outbreak circumstances and work practices vary, employers may need assistance from their LHD to plan and coordinate a response that meets the needs of the workplace.
- Communicate with the LHD on how frequently the LHD expects updates from the employer on newly identified cases and symptomatic workers in the workplace.
- Determine how this information will be shared (e.g., telephone, fax directed to a specified person, secure e-mail).

Reporting Worker Cases to Cal/OSHA.

Any serious injury, illness, or death occurring in any place of employment or in connection with any employment must be reported by the employer to the local Cal/OSHA district office immediately but not longer than 8 hours after the employer knows. For COVID-19, this includes inpatient hospitalizations and deaths among workers.

Employers must report serious injury, illness, and death, including hospitalization and death from COVID-19, even if work-relatedness is uncertain.

Cal/OSHA prefers calls by phone but will also accept email reports (caloshaaccidentreport@tel-us.com). Details on reporting www.dir.ca.gov/dosh/coronavirus/Reporting-Requirements-COVID-19.html contact information for district offices www.dir.ca.gov/dosh/districtoffices.htm and the Title 8 section 342 requirement www.dir.ca.gov/title8/342.html are available online.

CORRECTION OF COVID-19 HAZARDS

Employers shall implement effective policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard. This includes, but is not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted and implementing the controls required by this program.

TRAINING AND INSTRUCTION

The company will provide training and instruction to employees that includes the following:

- The COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract.
- The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.

- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment.
- COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.

EXPOSURE PREVENTION

Physical Distancing

All employees shall be separated from other persons by at least six feet, except where an employer can demonstrate that six feet of separation is not possible, and except for momentary exposure while persons are in movement.

Methods of physical distancing include telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

When it is not possible to maintain a distance of at least six feet, individuals shall be as far apart as possible.

All workers must adhere to all social distancing guidelines while at work and take personal responsibility in managing themselves and reporting all violations immediately to management.

Note the following:

- Maintain minimum of six feet of distance, when practicable.
- Supervisors and employees should identify ahead of time work activities that cannot maintain six feet of distance. In instances where work cannot be performed with distancing, all workers will be required to have cloth facial covering, mask, gloves and/or safety glasses/shields as required for their task until they can return to being more than 6 ft. apart.
- Do not make physical contact (handshaking, knuckle/elbow bumping or hugging)
- Stagger start and stop-time for shift schedules to reduce the quantity of workers at the jobsite at any one time to the extent feasible.
- Stagger trade-specific work to minimize the quantity of workers at the jobsite at any one time.
- Daily pre-work safety meetings / tailgate meetings / pre-shift meetings will still be conducted but only with proper social distancing implemented.
- Strictly control “choke points” and “high-risk areas” where workers are unable to maintain minimum six-foot social distancing and prohibit or limit use to ensure that minimum six-foot distancing can easily be maintained between workers.
- Offices will not conduct any meeting or gatherings when practicable.
- All project meetings that can be completed via telephone, telephone conference, or video conference will shift to those platforms immediately.

- If a meeting is required with 2 or more individuals, social distancing requires a minimum of six feet distance between all parties involved.
- Prohibit gatherings of any size on the jobsite, except for safety meetings or as strictly necessary to carry out a task associated with the project.
- Maintain a daily attendance log of all workers and visitors that includes contact information, including name and phone number.

Face Coverings

All persons shall have possession of a face covering and shall wear the face covering whenever they are within six feet of another person who is not a member of their family or household. *Proper use of face coverings, including:*

- Face coverings do not protect the wearer and are not personal protective equipment (PPE).
- Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
- Employees should wash or sanitize hands before and after using or adjusting face coverings.
- Avoid touching eyes, nose, and mouth.
- Face coverings should be washed after each shift.
- Face covering must be worn over the nose and mouth when indoors, when outdoors and less than six feet away from another person, and where required by orders from the CDPH or local health department.
- Face coverings must be kept clean and undamaged.
- Face shields are not a replacement for face coverings, although they may be worn together for additional protection.
- The following are exceptions to the face coverings requirement:
 - When an employee is alone in a room.
 - While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
 - Employees wearing respiratory protection in accordance with section 5144 or other title 8 safety orders.
 - Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
 - Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are actually being performed, and the unmasked employee shall be at least six feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.
NOTE: CDPH has issued guidance for employers that identifies examples when wearing a face covering is likely not feasible.
 - Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.
 - Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19. Employers may not use COVID-19 testing as an alternative to face coverings when face coverings are otherwise required by this section.
- Do not prevent any employee from wearing a face covering when not required by this section, unless it would create a safety hazard, such as interfering with the safe operation of equipment.

- Supervisors shall implement measures to communicate to non-employees the face coverings requirements on their project or premises.
- The supervisor shall develop COVID-19 policies and procedures to minimize employee exposure to COVID-19 hazards originating from any person not wearing a face covering, including a member of the public.

Personal Hygiene Procedures

- Promote employee(s) practice good personal hygiene.
- Employee(s) should avoid physical contact with others (such as hand shaking).
- Employer to provide soap and water and alcohol-based hand sanitizer and/or wipes in the workplace. Ensure that adequate supplies are maintained and place in multiple locations to encourage hand hygiene.
- To protect employees from COVID-19 hazards, the company shall evaluate its handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. Supervisors shall encourage employees to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.
- Instruct employees in the following hand hygiene tips:
 - Wash your hands often with soap and water for at least 20 seconds especially after you have been in a restroom or public place, or after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, use a hand sanitizer that contains at least 60% ethanol or 70% isopropanol. Cover all surfaces of your hands and rub them together until they feel dry.

General Workplace Control Measures

These guidelines (engineering controls, administrative controls, and personal protective equipment) have been developed collaboratively by construction industry professional organizations, contractors, and workers' representatives in response to the need for work on construction projects to continue as they have been deemed essential. These guidelines are not all encompassing and may need to be tailored to for certain situations and/ or individual construction sites (will be updated as the COVID-19 pandemic evolves):

Review documentation available from California Department of Public Health (CDPH) and CAL/OSHA Links

- [Cal/OSHA COVID-19 Prevention Emergency Regulation](#) (effective 11/30/2020 – 10/02/2021)
- [Construction Industry Guidance](#)
- [Checklist for Construction Industry](#)

Employee(s) / Worker(s)

- Non-essential employees should not report to work
- Essential employees who can work remotely, should
- Limit crew size in congested areas in compliance with established public health guidelines or orders. Jobsites will manage scheduling to reduce and/or eliminate the best of their ability the stacking of trades.
- Provide soap and water and alcohol-based hand sanitizer in the workplace. Hand sanitizer should contain a minimum 60% ethanol or 70% isopropanol. Ensure that adequate supplies are maintained.
- Utilize Personal Protective Equipment
 - Face coverings that are appropriate to tasks being performed

- Safety Glasses and/or face shields
- Nitrile Gloves
- Evaluate the need for respiratory protection in accordance with Cal/OSHA Regulations when the physical distancing requirements are not feasible or are not maintained.
- Sharing of PPE is Prohibited
- Do not allow the sharing of tools, water coolers, water bottles, hand towels, disposable gloves or masks, rags, bandanas, masks, personal protection equipment (PPE), food, snacks, or cigarettes.
- Prohibit workers from using others' phones (electronic devices) or desks.
- Any work tools or equipment that must be used by more than one worker must be cleaned with disinfectants that are effective against COVID-19 before use by a new worker.
- Breaks and lunch breaks will be staggered to limit the large groups in common break areas.
- Workers are encouraged to remain outdoors in safe, hazard-free zones and continue to practice social distancing guidelines.
- Workers are encouraged to bring food from home and eliminate communal food use.
- Discourage employees from using communal watering containers, encourage single use water containers and/or employees to bring clean, personal-use beverage containers from home.
- If water coolers are used, provide hand sanitizer and/or disinfectant wipes to maintain cleanliness.
- Transportation of workers to and from work zones/floors will be performed in stages; personnel hoists and elevators must limit the number of workers and must operate in a manner that allows for proper social distancing.
- When parking, park as close onsite as possible to your area of concentration utilizing dedicated parking areas.
- Eliminate Carpools, one worker per vehicle if possible. Refer to the section on Employer-Provided Transportation in this program.
- Workers should change out of work clothes prior to arriving at home, do not shake out clothing.
- Keep clothing separated from other laundry, wash with sanitizing detergent and warm water.
- To protect employees from COVID-19 hazards, the supervisor shall evaluate its handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. Employees should be encouraged to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.

Visitors

No visitors are allowed on the jobsite or in the project offices at any time. This includes sales calls, job seekers, and any personal visitors for workers/field crews. This does not prohibit deliveries/pick-up, inspection by state or local officials or law enforcement, inspections by the owner's personnel, company management or their designees. All visitors will be subject to screening protocols and must not enter if they do not have the appropriate PPE or have any symptoms associated with COVID-19.

Meetings

In person meetings should be suspended or conducted using available technology if possible. If meetings or trainings are held in person, please follow these measures:

- There will NOT be a sign-in sheet, pen, pencil, or any materials passed around to attendees. All attendance will be taken by the shift lead/supervisor.
- Have employees maintain 6' of separation
- Minimize attendees to less than 10, when practicable.
- Hold meetings outside in a well-ventilated area
- Have hand washing stations nearby or hand-sanitizer available
- Utilize respiratory protection, if necessary
- Do not make physical contact (handshaking, knuckle/elbow bumping or hugging)

Equipment

- Require that employer-owned and controlled equipment, such as hard hats and any face shields, be sanitized at the end of each shift. Clean and disinfect the inside of the equipment, then the outside, then wash hands.
- Encourage workers who own their own PPE to follow the same cleaning protocol and provide the proper cleaning and sanitation products. Allow paid work time to complete such cleaning.
- For buildings with mechanical or natural ventilation, or both, employers shall maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

SANITATION PROCEDURES

All personnel should frequently sanitize commonly touched surfaces (for example, tool handles, ladders and railings, doorknobs, steering wheels, keyboards, remote controls, and tables/desks) before each use. The following should be adhered to:

- Avoid cleaning techniques, such as using pressurized air or water sprays that may result in the generation of bioaerosols
- If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 60% alcohol, and most common EPA- registered household disinfectants should be effective.
- Diluted household bleach solutions can be used if appropriate for the surface.
 - Follow manufacturer's instructions for application and proper ventilation.
 - Check to ensure the product is not past its expiration date.
 - Never mix household bleach with ammonia or any other cleanser.
- Products with EPA-approved emerging viral pathogens claims are expected to be effective against COVID-19 based on data for harder to kill viruses.
- Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
 - Otherwise, use products with the EPA-approved emerging viral pathogens claims (examples at this link) that are suitable for porous surfaces
- Cleaning staff should wear disposable gloves and gowns if needed (to protect clothing) for all tasks in the cleaning process, including handling trash.
- Request or assign staff to provide additional/increased sanitation of portable toilets and the hand-wash stations

Sanitation After Suspected Exposure Event

In the event of a Confirmed or Symptomatic/Presumed COVID-19 case in the work environment, the following environmental disinfection protocols shall be followed. Employees performing clean up procedures shall either be contracted specialists, or properly trained employees.

Cleaning crews shall wear:

- Disposable nitrile gloves, or reusable rubber gloves
- Eye protection

- Disposable or elastomeric N95 respirators
- Gowns or Tyvek clothing

Exposure Event Clean-up Procedures are as follows:

- Close off areas used by the person who is sick. It is not necessary need to close operations if it is possible to close off affected areas.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as tools, vehicles, controls, offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
- If carpeted, vacuum the space if needed. Use a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
- Wear disposable gloves to clean and disinfect. For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label.
- After cleaning, disinfect with an appropriate [EPA-registered disinfectant](#). Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces.
- Follow the disinfectant manufacturer's safety instructions (such as wearing gloves and ensuring adequate ventilation), concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces.
- Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
- Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use.
- Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.
- All contaminated cleaning material and disposable PPE shall be placed in a plastic bag, double bagged, and sealed prior to disposal.
- If reusable gloves are used, gloves must be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Reusable gloves must be disinfected after each use.
- Clean-up crews shall thoroughly wash hands with soap and water immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.

REPORTING, RECORDKEEPING, AND ACCESS

- The company shall report information about COVID-19 cases at the workplace to the local health department whenever required by law and shall provide any related information requested by the local health department.
- The company will report immediately to the Division any COVID-19-related serious illnesses or death, as defined under section 330(h), of an employee occurring in a place of employment or in connection with any employment.
- The company shall maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with section 3203(b).
- This written COVID-19 Prevention Program shall be made available at the workplace to employees, authorized employee representatives, and to representatives of the Division immediately upon request.
- The Safety Director shall keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information shall be kept confidential. The information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- This does not alter the right of employees or their representatives to request and obtain an employer's Log of Work-Related Injuries and Illnesses (Log 300), without redaction, or to request and obtain information as otherwise allowed by law.
- The employer shall maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with the COVID-19 Prevention Program Standard.

EXCLUSION OF COVID-19 CASES

The purpose of this section is to limit transmission of COVID-19 in the workplace when an employee is infected with COVID-19.

- The company shall ensure that COVID-19 cases are excluded from the workplace until the return-to-work requirements of subsection Return to Work Criteria are met.
- The company shall exclude employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.
- The company may exclude employees with potential COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case. The company may also follow a testing strategy to prevent the spread of COVID-19 in the workplace found in the Section of this program titled Resumption of Work Criteria.
- For employees excluded from work and otherwise able and available to work, employers shall continue and maintain an employee's earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job. Employers may use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

EXCEPTION 1: This does not apply to any period of time during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission.

EXCEPTION 2: This does not apply where the company demonstrates that the COVID-19 exposure is not work related.

- This does not limit any other applicable law, employer policy, or collective bargaining agreement that provides for greater protections.
- At the time of exclusion, the employer shall provide the employee the information on benefits described in this section.

EXCEPTION: Employees who have not been excluded or isolated by the local health department need not be excluded by the employer, if they are temporarily reassigned to work where they do not have contact with other persons until the requirements of the Return to Work Criteria (below) are met.

RETURN TO WORK CRITERIA AFTER EXCLUSION

- COVID-19 cases with COVID-19 symptoms shall not return to work until:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
 - COVID-19 symptoms have improved; and
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test shall not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
- If there are no violations of local or state health officer orders for isolation or quarantine, the Division may, upon request, allow employees to return to work on the basis that the removal of an employee would create undue risk to a community's health and safety. In such cases, the employer shall develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employee at the workplace and, if isolation is not possible, the use of respiratory protection in the workplace.

TESTING CRITERIA AFTER POTENTIAL COVID-19 EXPOSURE

These recommendations will prevent most, but cannot prevent all, instances of secondary spread.

- These strategies augment and do not replace existing guidance on exclusion of COVID-19 cases and employees with COVID-19 exposure.
- Viral (nucleic acid or antigen) testing should be used to diagnose acute infection.
- Positive test results indicate the need for exclusion from work and isolation at home.
- These strategies do not replace the testing requirements of Minor and Major Outbreaks, they will be considered as warranted by the situation where exposure is potential.

Testing Strategy for Potential COVID-19 Exposure

3-day Quarantine

- This includes baseline testing with initial 3-day quarantine and serial testing (i.e. re-testing) every 3 days until there are no more new cases detected in the cohort or the Minor or Major Outbreak threshold is reached. Individual workers in who remain asymptomatic and have negative tests at baseline and Day 3 can return to work and should continue to be tested every 3 days after returning to work until there are no more new cases in the worker cohort. With this strategy some workers who are infected and return to work may begin to shed virus after Day 3. Infection in

these workers could be missed without serial testing resulting in potential workplace transmission. Workers who test positive or become symptomatic during quarantine or after returning from work should be excluded from the workplace as described in this program.

No Quarantine

- During critical staffing shortages, another strategy to facilitate early return to work is to allow asymptomatic workers who were potentially exposed to return to work after a baseline test is obtained. Under this strategy, it is recommended that return to work would follow a negative test result, but could occur while results were pending, provided other protections are in place. In this case, this worker cohort should continue to be tested every 3 days after returning to work until there are no more new cases detected in the cohort or the Minor or Major Outbreak threshold is reached. Workers who test positive or become symptomatic should be excluded from the workplace as described in this program.

MINOR COVID-19 OUTBREAKS

This section applies to a place of employment if it has been identified by a local health department as the location of a COVID-19 outbreak or when there are three or more COVID-19 cases in an exposed workplace within a 14-day period. This section shall apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

COVID-19 Testing

- The company will provide COVID-19 testing to all employees at the exposed workplace 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(s), as applicable. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing shall consist of the following:
 - Immediately upon being covered by this section, all employees in the exposed workplace shall be tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall 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, employers shall provide continuous COVID-19 testing of employees 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.
 - Employers shall provide additional testing when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with Cal/OSHA title 8, [§332.3](#).

Exclusion of COVID-19 cases

The company will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with this program and follow this program's Return to Work Criteria and local health officer orders if applicable.

Investigation of Workplace COVID-19 Illness

The company will immediately investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak.

COVID-19 Investigation, Review and Hazard Correction

In addition to the investigation procedures previously described in this program, the company 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 shall be documented and include:

- Investigation of new or unabated COVID-19 hazards including the company's leave policies and practices and whether employees are discouraged from remaining home when sick; the employer's COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.
- The review shall be updated every thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
- The company will implement changes to reduce the transmission of COVID-19 based on the investigation. The company shall consider moving indoor tasks outdoors or having them performed remotely, increasing outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing as much as possible, respiratory protection, and other applicable controls.

Notifications to the Local Health Department.

- The company shall contact the local health department immediately but no longer than 48 hours after knowledge, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.
- The company shall provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. The company shall continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.
- Effective January 1, 2021, the employer shall provide all information to the local health department required by Labor Code section 6409.6 in accordance with [AB 685](#).

MAJOR COVID-19 OUTBREAKS

This section applies to any place of employment when there are 20 or more COVID-19 cases in an exposed workplace within a 30-day period. This section shall apply until there are no new COVID-19 cases detected in a workplace for a 14-day period. Notifications to the local health department will comply with this program.

COVID-19 Testing

The company shall provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing shall be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 Cases

The company will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace.

Investigation of Workplace COVID-19 Illnesses

The company will investigate outbreaks in accordance with this program.

COVID-19 Hazard Correction

The following controls will take place after a major outbreak:

- In buildings or structures with mechanical ventilation, employers shall 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, employers shall use filters with the highest compatible filtering efficiency. The company will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and shall implement their use to the degree feasible.
- Determine the need for a respiratory protection program or changes to an existing respiratory protection program under Cal/OSHA title 8, [§5144](#) to address COVID-19 hazards.
- Evaluation of whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Any other control measures deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with Cal/OSHA title 8, [§332.3](#).

COMPANY-PROVIDED HOUSING

This section applies to provided housing, which is housing in 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. 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. The following exceptions apply:

- This section does not apply to housing provided for the purpose of emergency response and support activities directly aiding response such as utilities, communications, and medical operations, if the housing is provided temporarily by the company and is necessary to conduct the emergency response operations.

Assignment of Housing Units

Employers shall ensure that shared housing unit assignments are prioritized in the following order:

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

Physical Distancing and Controls

The company shall:

- Ensure the premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.
- Ensure beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers’ heads. For beds positioned next to each other, i.e. side by side, the beds shall be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e. end to end, the beds shall be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds shall not be used.
- In housing units, maximize the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system.

Face Coverings

The company 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 Disinfecting.

Employers shall ensure that housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected 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.

Unwashed dishes, drinking glasses, cups, eating utensils, and similar items must not be shared.

Screening

All employees must report COVID-19 symptoms to the employer in accordance with this program.

COVID-19 Testing

The employer shall establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

Isolation of COVID-19 Cases and Persons with COVID-19 Exposure

- Employers shall effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation shall include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Employers shall effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation shall include housing COVID-19 cases only with other COVID-19 cases, and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19 case occupants.
- Personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms shall be kept confidential in accordance with subsections 3205(c)(3)(C) and 3205(c)(3)(D). (4) Employers shall end isolation in accordance with subsections 3205(c)(10) and Return to Work Criteria and any applicable local or state health officer orders.
- Note: Authority cited: Section 142.3, Labor Code, Section 1708, Health and Safety Code. Reference: Sections 142.3 and 144.6, Labor Code.

EMPLOYER-PROVIDED TRANSPORTATION

This section applies to employer-provided motor vehicle transportation to and from work, which is any transportation of an employee, during the course and scope of employment, provided, arranged for, or secured by an employer including ride-share vans or shuttle vehicles, car-pools, and private charter buses, regardless of the travel distance or duration involved. Subsections (b) through (g) apply to employer-provided transportation. The following exceptions apply:

- This section does not apply if the driver and all passengers are from the same household outside of work, such as family members.
- This section does not apply 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.

Assignment of Transportation

Employers shall prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit shall be transported in the same vehicle.
- Employees working in the same crew or worksite shall be transported in the same vehicle
- Employees who do not share the same household, work crew or worksite shall be transported in the same vehicle only when no other transportation alternatives are possible.

Physical Distancing and Face Coverings

The company requires that:

- Physical distancing and face covering requirements are followed for employees waiting for transportation.
- The vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity
- The vehicle operator and any passengers are provided and wear a face covering in the vehicle.

Screening

Prior to boarding shared transportation, screening and excluding drivers and riders with COVID-19 symptoms is required.

Cleaning and Disinfecting

The Driver shall ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, shall be cleaned and disinfected between different drivers.
- The company will provide sanitizing materials and the driver will ensure they are kept in adequate supply.

Ventilation

Drivers shall 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 the outside temperature is greater than 90 degrees Fahrenheit.

- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- 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

The company 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.