Plumas County

COVID-19 Prevention Program (CPP)

COVID-19 PREVENTION PROGRAM (CPP)

I. PURPOSE:

The purpose of the Plumas County's COVID-19 Prevention Program ("CPP") is to provide employees a healthy and safe workplace as required under the California Occupational Safety and Health Act (Labor Code §§ 6300, *et seq.*) and associated regulations (8 C.C.R. § 3205).

Nothing in this CPP precludes the Plumas County from complying with federal, state, or local laws or guidance that recommends or requires measures that are more prescriptive and/or restrictive than are provided herein.

II. SCOPE

This CPP applies to all Plumas County employees except for County employees who are teleworking.

III. DEFINITIONS:

For the purposes of the CPP, the following definitions shall apply:

"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 either: (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" 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.

"Close contact COVID-19 exposure" means being within six (6) 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" as defined here. 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 one of the following: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty

breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) 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 both: (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

"Exposed workplace" 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. This can also include an offsite field location.

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).

"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 (2) days before they first develop symptoms until ten (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 (2) days before until ten (10) days after the specimen for their first positive test for COVID-19 was collected.

IV. PROGRAM

A. SYSTEM FOR COMMUNICATING WITH PLUMAS COUNTY EMPLOYEES

1. Reporting COVID-19 Symptoms, Possible COVID-19 Close Contact Exposures, and Possible COVID-19 Hazards at County Worksites and Facilities

This policy requires that **Plumas County** employees immediately report to their manager or supervisor and to Risk Management any of the following: (1) the employee's presentation of COVID-19 symptoms; (2) the employee's possible COVID-19 close contact exposures; (3) possible COVID-19 hazards at County worksites or facilities.

Plumas County will not discriminate or retaliate against any **County** employee who makes such a report.

2. Accommodations Process for Plumas County Employees with Medical or Other Conditions that put them at Increased Risk of Severe COVID-19 Illness

Plumas County policy provides for an accommodation process for employees who have a medical or other condition identified by the Centers for Disease Control and Prevention ("CDC") or the employees' health care provider as placing or potentially placing the employees at increased risk of severe COVID-19 illness.

The CDC identifies the following medical conditions and other conditions as placing or potentially placing individuals at an increased risk of severe COVID-19 illness.

The CDC guidance provides that adults of any age with the following conditions are at increased risk of severe illness from the virus that causes COVID-19:

1. Cancer
2. Chronic kidney disease
3. COPD (chronic obstructive pulmonary disease)
4. Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
5. Immunocompromised state (weakened immune system) from solid organ transplant
6. Obesity (body mass index [BMI] of 30 kg/m2 or higher but < 40 kg/m2)
7. Severe Obesity (BMI ≥ 40 kg/m2)
8. Pregnancy
9. Sickle cell disease
10. Smoking
11. Type 2 diabetes mellitus

The CDC guidance also provides that adults of any age with the following conditions might be at an increased risk for severe illness from the virus that causes COVID-19:

1. Asthma (moderate-to-severe)
2. Cerebrovascular disease (affects blood vessels and blood supply to the brain)
3. Cystic fibrosis
4. Hypertension or high blood pressure
5. Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines

6. Neurologic conditions, such as dementia
7. Liver disease
8. Overweight (BMI > 25 kg/m2, but < 30 kg/m2)
9. Pulmonary fibrosis (having damaged or scarred lung tissues)
10. Thalassemia (a type of blood disorder)
11. Type 1 diabetes mellitus

The **County** will periodically review the following web address in order to account for any additional medical conditions and other conditions that the CDC has identified as placing or potentially placing individuals at an increased risk of severe COVID-19: https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html

County employees are encouraged to review the list of medical conditions and other conditions provided above in order to determine whether they have such a condition.

To request a reasonable accommodation under the County's policy, employees may make a request with their manager or supervisor. Risk Management or the Human Resources Department will be contacted to assist with the request.

Note: CDC provides that the risk for severe illness from COVID-19 increases with age, with older adults at highest risk. See CDC guidance at the following web address: *https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/older-adults.html*

3. COVID-19 Testing

Plumas County possesses authority to require that employees who report to work at **their individual** worksites or facilities be tested for COVID-19.

Where the **County** requires that employees be tested, the **County** will inform employees for the reason that testing is required.

The **County** will also inform employees of the possible consequences of a positive COVID-19 test, which may include, but is not limited to, a requirement that employees not report to work during the high-risk exposure period and satisfying the minimum criteria to return to work.

Where the **County** requires testing, the **County** has adopted policies and procedures that ensure the confidentiality of employees and comply with the Confidentiality of Medical Information Act ("CMIA"). Specifically, Plumas County will keep confidential all personal identifying information of COVID-19 cases or persons with COVID-19 symptoms unless expressly authorized by the employee to disclose such information or as otherwise permitted or required under the law.

4. COVID-19 Hazards

The **Risk Management Team** will notify **County** employees and subcontracted employees of any potential COVID-19 exposure at a **County** worksite or facility where a COVID-19 case and County employees were present on the same day. Risk Management will notify **County** employees of such potential exposures within one (1) business day, in a way that does not reveal any personal identifying information of the COVID-19 case.

Risk Management Team will also notify **County** employees of cleaning and disinfecting measures the **County** is undertaking in order to ensure the health and safety of the **Plumas County** worksite or facility where the potential exposure occurred.

B. IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS AT PLUMAS COUNTY WORKSITES AND FACILITIES

1. Screening Plumas County Employees for COVID-19 Symptoms

Plumas County possesses authority to **screen employees or require that employee self-screen** for COVID-19 symptoms. County employees will be required to acknowledge that they are symptom free through the self-screening process.

Plumas County's policy provides that **certain departments** will screen **County employees for COVID-19 symptoms prior to entering County worksites and facilities. These departments include Public Health Administration and the Public Health Clinic. All other departments require County employees to self-screen for COVID-19 symptoms prior to reporting to any Plumas County worksite or facility.**

2. Responding to Plumas County Employees with COVID-19 Symptoms

Should a **County** employee present COVID-19 symptoms during a **County administered screening or a self-screen**, the **Department Head or Supervisor** will instruct the employee to stay at or return to their home or place of residence and not report to work until such time as the employee satisfies the minimum criteria to return to work.

The **Human Resources Department** will advise employees of any leaves to which they may be entitled during this self-quarantine period.

Further, Plumas County has adopted policies and procedures that ensure the confidentiality of employees and comply with the CMIA, and will not disclose to other employees the fact that the employees presented COVID-19 symptoms.

In the event that **County** employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, the **Department Head or Supervisor will** instruct the employees stay at or return to their home or place of residence and not report to work until such time as they satisfy the minimum criteria to return to work.

The **Human Resources Department** will advise employees of any leaves to which they may be entitled during this self-isolation period.

Plumas County Risk Management Team, will comply with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and institutions as required based on the individual circumstances: (1) the local health department; (2) Cal/OSHA; (3) employees who were present at a worksite or facility when the COVID-19 case was present; (4) the employee organizations that represent employees at the worksite or facility; (4) the employers of subcontracted employees who were present at the County worksite or facility; and (5) the **Plumas County**'s workers' compensation plan administrator (Trindel).

If possible, the **Risk Management team** will interview the COVID-19 cases in order to ascertain the nature and circumstances of any contact that the employees may have had with other employees during the high-risk exposure period. If the **Risk Management team** determines that there were any close contact COVID-19 exposures, they will instruct those employees to remain at their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work. The Risk Management Team will conduct their investigation and document the results using Appendix C: Investigation COVID-19 Cases.

Plumas County has adopted policies and procedures that ensure the confidentiality of employees and comply with the CMIA. Specifically, the **County representatives** will not disclose to other employees, except for those who need to know, the fact that the employees tested positive for or were diagnosed with COVID-19. Further, the County will keep confidential all personal identifying information of COVID-19 cases or persons unless expressly authorized by the employees to disclose such information or as other permitted or required under the law.

3. Workplace-Specific Identification of COVID-19 Hazards

To date, Plumas County has conducted risk assessments for all departments on July 1 and 2, 2020. A small group of Department Safety Risk (DSR) representatives has provided instruction and guidance on assessing each County Department COVID-19 safety protocols and potential COVID-19 hazards. This group conducted a workplace-specific assessment of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.

As part of this process, the County representatives identified places and times when employees and individuals congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, including, for example, during meetings or trainings, in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

This group made recommendations for additional safety measures and provided signage for reinforcing safety mandates. Each Department's assessment of safety needs provided beneficial assistance to maintain and reinforce employee safety. Having the DSR team assess COVID-19 safety protocol needs provided an objective

overview and appropriate safety recommendations and resources for each department.

Second round of COVID-19 hazards assessment will include Risk Management team, DSR team, union stewards, and other identified employees who would like to participate in the County's hazard evaluation team. The group will be oriented to the goals outlined in Appendix A: Identification of COVID-19 Hazard's form. This form will be used to document the process and will be maintained in the Risk Management Department's file system.

COVID-19 hazards will remain a topic for DSR meetings and regular County staff meetings. Scheduled follow-up for identifying Countywide COVID-19 hazards will continue. Plumas County encourages concerned employees to report COVID-19 concerns to the Risk Management, Human Resources Department, or County Counsel.

As part of this process, the **COVID-19 evaluation team** treated all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious.

4. Maximization of Outdoor Air and Air Filtration

For indoor **County** worksites and facilities, the **Facility Services Department** evaluated how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the worksites and facilities' existing ventilation systems.

5. Plumas County's Compliance with Applicable State and Local Health Orders

The County Counsel, Human Resources, and Risk Management monitors' applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention, including information of general application and information specific to the **County**'s location and operations.

Plumas County fully and faithfully complies with all applicable orders and guidance from the State of California and the local health department.

6. Evaluation of Existing COVID-19 Prevention Controls and Adoption of Additional Controls

Periodically, the **county representatives** will evaluate existing COVID-19 prevention controls at the workplace and assess whether there is a need for different and/or additional controls.

This includes evaluation of controls related to the correction of COVID-19 hazards, physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).

7. Periodic Inspections

As outlined above under Workplace-Specific Identification of COVID-19 Hazards, Plumas County will conduct periodic inspections of County worksites and facilities as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with Plumas County's COVID-19 policies and procedures.

Plumas County will also investigate any COVID-19 issues that may be reported.

C. INVESTIGATING AND RESPONDING TO COVID-19 CASES IN PLUMAS COUNTY WORKSITES AND FACILITIES

1. Procedure to Investigate COVID-19 Cases

Plumas County has a procedure for investigating COVID-19 cases in the workplace. As provided below, the procedure provides for the following: (1) the verification of COVID-19 case status; (2) receiving information regarding COVID-19 test results; (3) receiving information regarding the presentation of COVID-19 symptoms; and (4) identifying and recording all COVID-19 cases.

Appendix C: Investigating COVID-19 Cases is the form the County will use to investigate COVID-19 cases.

2. Response to COVID-19 Cases

As provided above at Section IV.B.3., in the event that **County** employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, the **County** will instruct the employees to remain at or return to their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work.

a. Contact Tracing

If possible, the **Risk Management Team** will interview the COVID-19 cases in order to ascertain the following information: (1) the date on which the employees tested positive, if asymptomatic, or the date on which the employees first presented COVID-19 symptoms, if symptomatic; (2) the COVID-19 cases recent work history, including the day and time they were last present at an **County** worksite or facility; and (3) the nature and circumstances of the COVID-19 cases' contact with other employees during the high-risk exposure period, including whether there were any close contact COVID-19 exposure.

If the **Risk Management Team** determines that there were any close contact COVID-19 exposures, they will instruct those employees to remain at their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work.

b. Reporting the Potential Exposure to Other Employees

The **Risk Management Team** will comply with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and institutions as required based on the individual circumstances:

(1) employees who were present at a **County** worksite or facility when the COVID-19 case was present; and (2) subcontracted employees who were present at the County's worksite or facility.

c. Free COVID-19 Testing for Close Contact Exposures

The County will provide COVID-19 testing at no cost to employees during their working hours to all employees who had potential close contact COVID-19 exposure at a **County** worksite or facility. Contact Risk Management for a self-test and the accompanying instructions. Employees can also be tested at local hospitals at no cost (through insurance). If an employee is billed for the test they must contact Risk Management immediately to help resolve the issue.

COVID-19 testing consists of the following:

- All employees in our exposed workplace will be immediately tested and then tested 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 provide 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 there are no new COVID-19 cases detected in our workplace for a 14-day period.

- We will provide additional testing when deemed necessary by Cal/OSHA.

d. Leave and Compensation Benefits for Close Contact Exposures

Those affected will be referred to **Human Resources Department** which will provide these employees with information regarding COVID-19-related benefits to which the employees 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 (FFCRA), Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the **County**'s own leave policies, and leave guaranteed by contract.

The **County** will continue to provide and will maintain these employees' earnings, seniority, and all other employee rights and benefits, including the employees' right to their former job status, as if the employees had not been removed from their jobs.

Plumas County may require that these employees 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. December 31, 2020 is the final date for the use of Emergency Paid Sick Leaves, unless otherwise extended.

e. Investigation to Determine Whether Workplace Conditions Contributed to COVID-19 Exposure

Risk Management will conduct an investigation in order to determine 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.

3. Confidential Medical Information

Plumas County will protect the confidentiality of the COVID-19 cases, and will not disclose to other employees the fact that the employees tested positive for or were diagnosed with COVID-19.

Plumas County will keep confidential all personal identifying information of COVID-19 cases unless expressly authorized by the employees to disclose such information or as otherwise permitted or required under the law.

D. CORRECTION OF COVID-19 HAZARDS AT PLUMAS COUNTY WORKSITES AND FACILITIES

The **County Departments** will 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 related to the identification and evaluation of COVID-19 hazards and investigating and responding to COVID-19 cases in the workplace. This also includes implementing controls related to physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).

E. TRAINING AND INSTRUCTION OF PLUMAS COUNTY EMPLOYEES

1. COVID-19 Symptoms

The **Human Resources Department** provided employees training and instruction on the COVID-19 symptoms, including advising employees of COVID-19 symptoms, which include the following: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

The **County Department Heads** monitors and adheres to guidance by the CDC concerning COVID-19 symptoms, including guidance provided at the following web address:

https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

The **County** will advise employees in the event that the CDC makes any changes to its guidance concerning such symptoms.

The **County** provided employees instruction on the importance of not coming to work and obtaining a COVID-19 test if the employees have COVID-19 symptoms.

2. Plumas County's COVID-19 Policies and Procedures

The **Risk Management Team and Human Resources** provides regular updates to employees on the **County**'s policies and procedures to prevent COVID-19 hazards at worksites and facilities and to protect **County** employees and the public who access County services.

3. COVID-19 Related Benefits

The **Risk Management and Human Resources** have advised **County** employees of the leaves to which the employees may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the FFCRA, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, **any applicable local governmental requirements**, the **County**'s own leave policies, and leave guaranteed by contract (Memorandum of Understandings and Plumas County Personnel Rules).

Further, when employees require leave or are directed not to report to work by the **Count Representative** the **Human Resources Department** will advise the employees of the leaves to which the employees may be entitled for that specific reason.

4. Spread and Transmission of the Virus that Causes COVID-19

The **County and the Health Department** advised employees 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.

The **County** further advised employees of the fact that particles containing the virus can travel more than six (6) feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, including hand washing, in order to be effective.

5. Methods and Importance of Physical Distancing, Face Coverings, and Hand Hygiene

Plumas County advised employees of the methods and importance of physical distancing, face coverings, and hand hygiene, including hand washing. The County has published COVID-19 Guidance with handbooks and keeps this information posted on the Human Resources COVID-19 related resources County webpage. This webpage can found at Human Resources | Plumas County, CA - Official Website.

Specifically, the **County has informed** / trained and instructed **County** employees on 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. The County has sent out weekly emails addressing these topics as reminders to employees the importance of COVID-19 safety and following these protocols.

Further, the **County Representatives have** trained and instructed **County Employees** on the proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Signage is posted in all common areas and in the worksites.

F. PHYSICAL DISTANCING

Plumas County requires that all **County** employees be separated from other persons by at least six (6) feet, except where County can demonstrate that six (6) feet of separation is not possible and where there is momentary exposure while persons are in movement. The County asks the public to maintain the six (6) distance when using the County facilities.

Plumas County has adopted several methods by which it increases physical distancing including, but not limited to, the following: (1) providing **County** employees the opportunity to telework or engage in other remote work arrangements when possible; (2) reducing the number of persons in an area at one time, including visitors; (3) posting visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; (4) adopting staggered arrival, departure, work, and break times; and (5) adjusting work processes or procedures to allow greater distance between employees.

When it is not possible for **County** employees to maintain a distance of at least six (6) feet, the **County** requires individuals to be as far apart as possible.

G. FACE COVERINGS

1. Face Covering Requirement

Risk Management provides face coverings to **County** employees and requires that such face coverings are worn by employees and individuals at **their** worksites and facilities. Employees may choose to wear their own face covering as long as it meets the CDC requirements and is appropriate for a work setting.

Plumas County policy adheres to orders and guidance provided by the CDPH and the local health department, including as provided at the following web address:

https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx

The **County**'s policy on the use of face coverings ensures that they are worn over the **nose and mouth** when indoors, when outdoors and less than six (6) feet away from

another person, and where required by orders from the CDPH or local health department.

The **County**'s policy requires that face coverings are clean and undamaged. The **County**'s policy allows for face shields to be used to supplement, and not supplant face coverings.

Plumas County's policy provides for the following exceptions to the face coverings requirement:

1. When an employee is alone in a room.
2. While eating and drinking at the workplace, provided employees are at least six (6) feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
3. Employees wearing respiratory protection in accordance with section 5144 or other title 8 safety orders (8 C.C.R. 5144 is available at the following web address: https://www.dir.ca.gov/title8/5144.html).
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.
5. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed, and the unmasked employee shall be at least six (6) feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.

2. Required Use of Effective Non-Restrictive Alternative for Employees Exempted from Face Covering Requirement

The **County**'s policy requires that employees who exempted from wearing face coverings due to a medical condition, mental health condition, or disability wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

3. Physical Distancing Required If Employee Is Not Wearing Face Covering or Non-Restrictive Alternative

The **County**'s policy requires that any employees 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 (6) feet apart from all other persons unless the unmasked employees are tested at least twice (2x) weekly for COVID-19.

However, the **County** does not use COVID-19 testing as an alternative to face coverings when face coverings are otherwise required by this section.

4. Prohibition on Preventing Employees from Wearing Face Covering

Plumas County does not prevent any employee from wearing a face covering when wearing a face covering is not required by this section, unless not wearing a face covering would create a safety hazard, such as interfering with the safe operation of equipment.

5. Communication to Non-Employees Regarding Face Covering Requirement

The **County** posts signage to inform non-employees that Plumas County requires the use of face coverings at **all County** worksites and facilities.

6. Policies to Reduce COVID-19 Hazards Originating from Persons Not Wearing Face Coverings

The County has developed COVID-19 policies and procedures to minimize employees' exposure to COVID-19 hazards originating from any person not wearing a face covering, including a member of the public.

These policies include requiring that employees and non-employees wear face coverings at **the County's** worksites and facilities, that **County** employees wear face coverings at other times, maintain physical distance from person not wearing a face covering, and observe proper hand hygiene.

H. OTHER ENGINEERING CONTROLS, ADMINISTRATIVE CONTROLS AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. Installation of Solid Partitions Between Workstations Where Physical Distancing is Not Possible

At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, the employer shall install cleanable solid partitions that effectively reduce aerosol transmission between the employees and other persons.

2. Maximization of Outdoor Air

As provided above at Section IV.B.5., for indoor **Plumas County** worksites and facilities, the **Facility Services** evaluated how to maximize the quantity of outdoor air.

Further, for Plumas **County** worksites and facilities with mechanical or natural ventilation, or both, the Facility **Services** has maximized 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 **Plumas County** employees, for instance from excessive heat or cold.

3. Cleaning and Disinfecting Procedures

The **Plumas County**'s cleaning and disinfecting policy requires the following:

1. Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels. The **Risk Management** will inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.

2. Prohibiting the sharing of personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing will be minimized and such items and equipment shall be disinfected between uses by different people. Sharing of vehicles will be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.

3. Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.

Further, the **County** requires that cleaning and disinfecting must be done in a manner that does not create a hazard to County employees or subcontracted employees.

4. Evaluation of Handwashing Facilities

In order to protect **County** employees, the **Facility Services Department** evaluated its handwashing facilities in order to determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer.

Plumas County encourages **all County** employees to wash their hands for at least 20 seconds each time.

Plumas **County** does not provide hand sanitizers with methyl alcohol.

5. Personal Protective Equipment (PPE)

Plumas County policy provides for PPE.

The **Risk Management Team** evaluates the need for PPE, such as gloves, goggles, and face shields, to prevent exposure to COVID-19 hazards and provide such PPE as needed.

In accordance with applicable law, the **County** evaluates the need for respiratory protection when the physical distancing requirements, as provided herein, are not feasible or are not maintained.

In accordance with applicable law, the County will provide and ensure use of respirators when deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action.

In accordance with applicable law, the **Risk Management Team** will provide and ensure use of eye protection and respiratory protection when **County** employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.Reporting, recordkeeping and access

6. Reporting COVID-19 Cases to the Local Health Department

In accordance with applicable law, the **Risk Management Team and Human Resources as necessary,** will report information about COVID-19 cases at the workplace to the local health department.

Further, the **Risk Management and Human Resources** will provide any related information requested by the local health department.

7. Reporting Serious COVID-19 Illnesses and Deaths to Cal/OSHA

In accordance with applicable law, **the Risk Management team** will immediately report to Cal/OSHA any serious COVID-19-related illnesses or deaths of **County** employees occurring at a worksite or facility or in connection with any County employment.

Further, in accordance with applicable law, the **Risk Management team** will record any serious work-related COVID-19-related illnesses or deaths.

8. Maintenance of Records Related to the Adoption of the CPP

In accordance with applicable law, Risk Management and Human Resources will maintain records of the steps taken to implement this CPP.

9. Availability of the CPP for Inspection

The **County Administrator and Human Resources** will make this written CPP available to employees and employee organizations at all Plumas County worksites or facilities, and the CPP will be posted on the County's website under Human Resources COVID-19 Related Resources. Human Resources | Plumas County, CA - Official Website

Further, the **County and its representatives** will make this written CPP available to Cal/OSHA representatives immediately upon request.

10. Records Related to COVID-19 Cases

The **Risk Management Team** will keep a record of and track all COVID-19 cases with the following information: (1) employee's name; (2) contact information; (3) occupation; (4) location where the employee worked: (5) the date of the last day at the workplace; and (6) the date of a positive COVID-19 test.

In accordance with the Confidentiality of Medical Information Act (CMIA) and applicable law, the **Risk Management Team and Human Resources** will keep the employees' medical information confidential.

In accordance with the CMIA and applicable law, **Risk Management Team** will make this information available to employees and employee organizations with personal identifying information removed. **The Risk Management Team and Human Resources will** also make this information available as otherwise required by law.

I. EXCLUSION OF COVID-19 CASES

1. Exclusion of COVID-19 Cases from Plumas County Worksites and Facilities

The **County representatives, Risk Management Team, and Human Resources** will ensure that COVID-19 cases are excluded from the workplace until the individual satisfies the minimum return to work criteria provided for in Section IV.K.

2. Exclusion of Employees with Close Contact COVID-19 Exposures from Plumas County Worksites and Facilities

a. Close Contact Exclusion Period

Unless the employee is covered by the limited exception described below, the **County** will exclude employees with close contact COVID-19 exposure from the workplace for 10 days after the last known close contact COVID-19 exposure. In order for the employee to return to work after the 10th day of quarantine, the employee must satisfy the following conditions: (1) be asymptomatic; (2) wear a face covering at all times; (3) maintain a distance of at least six (6) feet from others; (4) self-monitor for COVID-19 symptoms; and (5) if symptoms do appear, immediately isolate, contact the local health department or health care provider, and seek testing.

b. Limited Exception to Close Contact Exclusion Period

If the following conditions are satisfied, the **County** will exclude the following employees with close contact COVID-19 exposure from the workplace for seven (7) days after the last known close contact COVID-19 exposure:

(1) There is a critical staffing shortage when there is insufficient staff to provide patient care, emergency response services or face to face social services to clients in the child welfare system or in assisted living facilities;

(2) There is an asymptomatic employee who provides such services (i.e., health care workers, police officers, firefighters and social service workers) who has had a close contact COVID-19 exposure;

(3) The employee who had the close contact COVID-19 exposure received a Polymerase Chain Reaction ("PCR") COVID-19 test after the fifth (5th) day following the close contact COVID-19 exposure;

(4) The employee's PCR COVID-19 test returned a negative result;

(5) The employee wears a surgical face mask at all times during work through the 14th day following the close contact COVID-19 exposure; and

(6) The employee maintains a distance of at least six (6) feet from others; self-monitor for COVID-19 symptoms; and if symptoms do appear, immediately isolate, contact the local health department or health care provider, and seek testing.

3. Provision of Benefits to County Employees Excluded from Work as a Result of a Positive COVID-19 Test or Diagnosis or a Close Contact COVID-19 Exposure

a. Employees Who Are Able to Telework During Isolation or Quarantine Period

Plumas County will allow employees who are able to telework, and are able and available to work, to telework during the isolation or quarantine period. The **County** will provide these employees their normal compensation for the work that they perform for the **Plumas County** during the isolation or quarantine period.

b. Employees Who Are Unable to Telework During Isolation or Quarantine Period

The provision of benefits described below does not apply to either: (1) **Plumas County** employees who the Department, or **Risk Management Team, or Human Resources** can demonstrate that the close contact COVID-19 exposure was not work-related; and (2) **Plumas County** employees who are unable to work for reasons other than protecting employees and non-employees at County worksites and facilities from possible COVID-19 transmission. Such employees may still use paid sick leave for the purpose of receiving compensation during the isolation or quarantine period if they elect to do so.

For other employees, the **Auditor** will require that employees who are unable to telework, but are otherwise able and available to work, to use paid sick leave in order to receive compensation during the isolation or quarantine period. **Plumas County** employees retain their entitlement to elect **not** to use other earned or accrued paid leave during this time. The Auditor may provide such employees who are unable to telework, but who do not have any paid sick leave available, paid administrative leave in order to receive compensation during the isolation or quarantine period.

For all employees who are subject to an isolation or quarantine because of a COVID-19 case or a close contact COVID-19 exposure, the **County** will maintain the employees' seniority and all other employee rights and benefits, including the employees' right to their former job status, during the isolation or quarantine period.

Plumas County may consider benefit payments from public sources, including under the FFCRA and Labor Code section 248.1 (until December 31, 2020 or longer if FFCRA leave and/or Labor Code section 248.1 leave is extended), in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

3. Adherence with Laws, Policies, and/or Agreements Providing Excluded Employees Greater Protections

The obligations set forth in this section do not limit any other applicable law, **Plumas County** policy, or collective bargaining agreement that provides **County** employees with greater protections or benefits.

4. Provision of Information Concerning Benefits to Excluded Employees

At the time of exclusion, **the Risk Management and Human Resources Department** will provide the excluded employees the information on benefits to which the employees may be entitled under applicable federal, state, or local laws.

This includes any benefits available under workers' compensation law, the FFCRA, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, **any applicable local governmental requirements**, **Plumas County**'s own leave policies, and leave guaranteed by contract.

J. RETURN TO WORK CRITERIA

1. Minimum Criteria to Return to Work for Symptomatic COVID-19 Cases

County policy requires that COVID-19 cases with COVID-19 symptoms remain at their home or place of residence and not report to any **County** worksite or facility until they satisfy each of the following conditions:

1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
2. COVID-19 symptoms have improved; and
3. At least 10 days have passed since COVID-19 symptoms first appeared.

2. Minimum Criteria to Return to Work for Asymptomatic COVID-19 Cases

This CPP policy requires that COVID-19 cases who tested positive but never developed COVID-19 symptoms not report to any **Plumas County** worksite or facility until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

3. COVID-19 Testing Not Required in Order to Return to Work

In accordance with CDC guidance concerning symptom-based strategies for the discontinuation of isolation, Plumas County does not require employees submit to a COVID-19 test, or produce a negative COVID-19 test result, in order to return to work.

4. Minimum Criteria to Return to Work for Employees Directed to Self-Quarantine or Isolate by a State or Local Public Health Official

If employees are subject to an isolation or quarantine order issued by a state or local Public Health official, **this CPP** policy requires that the employees not report to any **Plumas County** worksite or facility until the period of isolation or quarantine is completed or the order is lifted.

If the order did not specify a definite isolation or quarantine period, then the period shall be 10 days from the time the order to ***isolate*** was effective, or 10 days from the time the order to ***quarantine*** was effective.

5. Allowance by Cal/OSHA for an Employee to Return to Work

If there are no violations of state or local Public Health officer orders for isolation or quarantine, Cal/OSHA may, upon request, allow employees to return to work on the basis that the removal of employees would create undue risk to a community's health and safety.

In such cases, the **Risk Management Team** will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employees at the **County's** worksite or facility and, if isolation is not possible, the use of respiratory protection in the workplace will be provided.