

# City of Kingsburg



## COVID-19 Prevention and Control Plan

December 29, 2020

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## **PURPOSE**

The City of Kingsburg is committed to providing safe and healthy workspaces for City employees and volunteers. In order to ensure we have a safe and healthy workplace, the City has developed the following COVID-19 Prevention and Control Plan in response to the COVID-19 pandemic. This Plan is in compliance with the Center for Disease Control and Prevention (CDC) and the County of Fresno Department of Public Health, Health and Human Services (HHS), Title 8 of the California Code of Regulations section 3205, and California Executive Order 25-20. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and community, which requires full cooperation among our employees of the City. Only through this cooperative effort can we establish and maintain the safety and health for our employees and workplaces.

This Plan describes methods for meeting the requirements of a written COVID-19 Prevention and Control Plan, and it includes:

- Responsibilities for implementing the plan.
- Measures will be taken to prevent the spread of the COVID-19 virus within the workplace.
- Information and training.
- A documented process to check for compliance and correct deficiencies.
- A method to investigate infectious disease cases (specifically SARS-CoV-2), alert local health department, and identify and isolate workplace contacts of infected employees.

The Plan applies to all employees, except for employees covered by the Cal/OSHA regulations related to the Aerosol Transmissible Diseases (“ATD”). Please refer to Fire and Police department ATD Programs or departmental policies to protect safety officers from infectious diseases such as COVID-19.

**Note: This Plan is subject to change to ensure compliance with CDC and Cal/OSHA requirements and guidelines. All new changes will supersede all previous versions within the Plan, which is referenced within the “Addendum”.**

## **DEFINITIONS**

For the purposes of the Plan, 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 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.

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.

## **RESPONSIBILITIES**

### **Department Head**

The Department Head has the ultimate responsibility for compliance of this Plan by:

- Activating heightened surveillance of illness within the department.
- Gathering data on symptoms of employees and volunteers who are sick at home.
- Providing fact sheets and guidelines for employees, volunteers, and their families to make them aware of symptoms and remind them of respiratory hygiene etiquette, proper hand washing practices, and the need for social distancing.
- Monitoring bulletins and alerts from the HHS and the Centers for Disease Control and Prevention (CDC).
- Assist the HHS in monitoring outbreaks.
- Refer media inquiries related to service status to the City Manager's Office.
- Maintain surveillance after the initial epidemic in the event a second wave passes through the community.
- Implement appropriate policies and practices, such as flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others.
- Implement work-at-home protocols, where operationally feasible and appropriate to the status of the pandemic, to reduce the number of employees at the work site.

As necessary, due to fluctuating guidance and information, the Department Head, or their designee, will conduct a review of this Plan to ensure regulatory compliance is effective in ensuring the health and safety of City employees, volunteers, and citizens potentially affected by City operations; and identify opportunities for improvements to the Plan.

### **Supervisors**

The Manager will ensure that:

- Employees and volunteers who are ill with a cough or other flu-like symptoms (chills, fever, difficulty breathing, muscle aches, sore throat) to stay home.
- Ill staff and volunteers are sent home immediately.
- Employees and volunteers are kept informed of developing issues.
- Manufacturer's instructions are followed for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, personal protective equipment).
- Workers are discouraged from using other workers' phones, desks, offices, office

- supplies (including pens) or other work tools and equipment, when possible.
- Regular housekeeping practices are maintained, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
  - When choosing cleaning chemicals, the City will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses.
  - The Administrative Services Director will be provided with training records upon completion.
  - A periodic evaluation of existing COVID-19 prevention controls within their worksites are performed to assess whether there is a need for different and/or additional controls.
  - Periodic inspections of their worksites and facilities are conducted as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19.

### **Employees**

The employees are responsible for the following:

- Stay home when ill with a cough or other flu-like symptoms (chills, fever, difficulty breathing, muscle aches, sore throat) or if they have come in direct contact with a person diagnosed with the COVID-19.
- Stay home when someone living in their household has exhibited symptoms of COVID-19 or has come in direct contact with a person diagnosed with COVID-19.
- Conduct a self-screen for COVID-19 symptoms prior to reporting to any City worksite or facility and complete a Daily COVID-19 Self-report Reminder.
- Tell their direct supervisor if they have a cough or other flu-like symptoms (chills, fever, difficulty breathing, muscle aches, sore throat) or if they have come in direct contact with a person diagnosed with COVID-19.
- Practicing respiratory hygiene etiquette.
- Wash their hands frequently.
- Practicing proper social distancing.
- Disinfecting commonly touched surfaces with approved cleaners.
- Reporting possible COVID-19 hazards at the worksites or facilities.
- If the employee tests positive, employees shall follow:
  - Protocol 1: “Guidance for employees with COVID-19 symptoms” see Fresno County Department of Health - **Health Orders** <https://www.co.fresno.ca.us/departments/public-health/covid-19/covid-19-orders>.

The City will not discriminate or retaliate against any City employee who reports symptoms or close contact exposure.

## **SHUTDOWN PROCEDURES FOR STAFF**

When City Council, County of Fresno Department of Public Health, HHS, or state or federal governmental officials issue a stay at home order, the City of Kingsburg will comply with the following:

### **Employees Required to Continue Their Routine Tasks**

Some employees (as designated by the City Manager or Department Head) are required to continue their routine tasks in the public interest and/or continue essential functions of the City. These employees will continue to report to the workplace unless they or a person living in their household have exhibited symptoms of COVID-19 or have come in direct contact with a person diagnosed with COVID-19.

### **Employees Able to Continue Their Routine Tasks Remotely**

Some employees (as designated by the City Manager or Department Head) are required to continue their routine tasks in the public interest and/or continue essential functions of the City; however, these employees must have the capabilities of conducting their assigned tasks from their homes and may continue working from home (telework). These employees may not enter the workplace unless specifically granted permission by the City Manager or supervisor and may only enter for the specified task and length of time indicated.

### **Employees Who Are Considered High-Risk and Unable to Work Remotely**

If an employee is considered high-risk and have a medical or other condition identified by the CDC or the employees' health care provider due to increased risk of severe COVID-19 illness and are able to work, the City will provide for accommodations.

The City 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>

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

To request an accommodation under the City policy, employees may make a request with the Administrative Services Director and/or the City Manager.

## **STRATEGIES TO LIMIT TRANSMISSION OF COVID-19 OUTBREAK**

The most effective tool for reducing exposure and controlling transmission in an infectious disease outbreak will be an aggressive public information campaign emphasizing containment measures such as hand washing, cough and sneeze etiquette, social



distancing and reduced social interactions, as well as guidelines for those being cared for at home.

Additional voluntary isolation and quarantine measures will be followed for infectious disease outbreak as follows:

- Home isolation of cases for a minimum of 14 days once known exposure.
- Monitoring of contacts for fever and respiratory symptoms for 14 days after exposure.
- Directing staff with a fever and/or who have been previously exposed to not go to work.
- Closure of workplaces with high incidents of illness and/or exposure to infected persons.
- Community-wide suspension of large public gatherings.
- Employees will contact their supervisors, their physicians, and the state or local health department to notify them if they begin showing any symptoms or have a suspected exposure incident.

### **Routes of Exposure**

A human infectious disease outbreak is commonly spread by virus-laden respiratory droplets that are expelled during coughing and sneezing. Viruses are microscopic. They are carried in respiratory secretions as small-particle aerosols.

### **Pandemic Declaration**

With the declaration of a pandemic and the possibility of COVID-19 within communities, the City will take the following actions:

**Stay home when sick:** Employees and volunteers with outbreak illness must stay home for at least 24 hours after they no longer have a fever or signs of a fever without the use of fever-reducing medicines or any other symptoms. An outbreak illness is defined as fever of 100.4 degrees Fahrenheit or higher and a new onset of one of the following: cough, sore throat, or runny nose. They must stay home even if they are using antiviral drugs.

**Hand hygiene and respiratory etiquette:** Train employees and volunteers on the following practices:

- Washing hands frequently with soap and water rubbing vigorously for at least 20 seconds or using hand sanitizer with at least 60% ethanol or 70% isopropyl alcohol when employees cannot get to a sink or hand washing station, per CDC guidelines.
- Covering nose and mouth with a tissue when coughing or sneezing (or a shirt sleeve or elbow if no tissue is available) and disposing of tissues immediately. Then immediately washing hands or using a hand sanitizer if washing is not immediately accessible.
- Avoiding touching eyes, nose or mouth.

- Reusable face coverings should be washed after each shift workday.

**Preventative health:** Encourage employees and volunteers on the following preventative health measures:

- Getting enough rest.
- Eating nutritious foods and staying hydrated.
- Exercising.
- Obtaining annual flu shot as soon as possible.

**Infection control:** The following actions will be implemented:

- Posting signs reminding everyone to wash hands thoroughly.
- Checking frequently to ensure towels and soap are well supplied in sink areas.
- Making alcohol-based hand cleaners (containing at least 60% ethanol or 70% isopropyl alcohol) readily available throughout the facilities.
- Making tissues available throughout the facilities.
- Avoiding close contact (hugs, handshakes, sharing objects). Reminding staff to avoid these actions outside the workplace as well. Maintaining a distance of at least 6 feet from all others.
- Avoiding large groups of people.
- Avoiding sharing food and drinks or pens/pencils.
- Increasing standard cleaning and maintenance of the facility. Concentrating on regular cleaning of those surfaces or items with the most frequent contact, including doorknobs, desktops, keyboards, mice, telephones, drinking fountains, railings, bathroom sinks and faucets, pencil sharpeners, etc.
- Maintaining building security and control access.
- Disinfecting and sanitizing areas where employees who have a confirmed diagnosis of infectious disease came in contact with the workplace including offices, restrooms, and vehicles.
- Face covering are required when leaving your work space or eating or drinking.

For indoor City worksites and facilities, the City 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 ventilations systems. The City has contracted out the maintenance of the ventilation system at all City Facilities. The PW department oversees all City Facilities but relies on individual departments to report problems and issues with the ventilation system. The City has installed smart thermostats to allow for easier operation and they have the ability to be remotely monitored.

The City has installed a UV light air treatment system to the ventilation system at City Hall. Staff is exploring adding this system to ventilation system in other departments. (City hall was chosen to try this system as it receives visitors from all departments and has limited enclosed spaces and both side of the building are primarily open spaces).

#### **ADDITIONAL MEASURES UNDER CONDITIONS OF INCREASED SEVERITY**

The CDC, Cal/OSHA, and County of Fresno Department of Public Health may recommend

additional measures to help protect City employees and volunteers if global, national and/or state assessments indicate that infectious disease is causing more severe spread of the infectious disease. In addition, local health officials may elect to implement the additional measures listed by the CDC. Except for facility closures, these strategies have not been seen scientifically tested. The City will implement the following procedures as directed or deemed necessary as recommended by the CDC or Cal/OSHA:

### **Implement Workplace Controls**

The City will use a framework called the “hierarchy of controls” to select ways of controlling workplace hazards. In other words, the best way to control a hazard is to systematically remove it from the workplace, rather than relying on workers to reduce their exposure.

During infectious disease outbreak, when it may not be possible to eliminate the hazard, the most effective protection measures are (listed from most effective to least effective): engineering controls, administrative controls, safe work practices (a type of administrative control), and personal protective equipment (PPE). There are advantages and disadvantages to each type of control measure when considering the ease of implementation, effectiveness, and cost. In most cases, a combination of control measures will be necessary to protect employees from exposure to COVID-19.

### **Engineering Controls**

Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

### **Administrative Controls for Office Workers**

Administrative controls require action by the employee or employer. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard.

Administrative controls for infectious diseases include:

- Encouraging sick employees to stay at home.
- Minimizing contact among employees, vendors, and general public by replacing face-to-face meetings with virtual communications and implementing telework, if operationally feasible.
- Establishing alternating days or extra shifts that reduce the total number of employees in a facility at a given time.
- Allowing employees to maintain distance from one another while maintaining a full on-site work week.
- Directing employees to wear a mask when in the same vehicle with another person.
- Discontinuing non-essential work related travel to locations with on-going infectious disease outbreaks and encouraging employees to participate in distance meeting via phone and/or internet. Regularly check CDC travel warning levels on the CDC website.
- The City’s emergency communications plan will be used by all employees, including

a forum for answering workers' concerns and electronic communications. Send questions to Administrative Services (559-419-0008).

- Work hours may be modified to allow for cleaning and disinfection of office spaces.
- The City will continuously provide employees with up-to-date education and training on the infectious disease outbreak risk factors and protective behaviors (e.g., cough etiquette and care of PPE).
- Signage for the general public and vendors will be posted to inform citizens to conduct self-assessment screening by attesting they haven't exhibited any coughing, shortness of breath, fever (100.4 degrees or higher) or chills within the previous 24-hours prior to entering the building; additionally, they haven't been exposed to anyone with the aforementioned symptoms.
- Customer service windows shall be equipped with a barrier or Plexiglas barrier to help maintain physical distancing.

### **Safe Work Practices for Office Workers**

Safe work practices are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard. The following are safe work practices for infectious diseases similar to the SARS-CoV-2 type infectious disease; however, additional or different work practices will be developed as needed. The general infectious disease work practices include:

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Face coverings will be provided at each worksite. It is the responsibility of every employee to properly replace, and clean masks, as needed. Employees shall maintain 6 feet apart from non-employees they encounter that are not wearing face coverings or behind safety partitions.

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

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other 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. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

- Meetings and trainings shall allow for social distancing or staggering times to avoid large groups of employees.
- Some employees may have the option to utilize telework options and modified work schedules. This will be determined by the department head or City Manager.
- Providing resources and a work environment that promotes personal hygiene. The department may provide tissues, adequate trash cans, hand soap, alcohol-based hand rubs containing at least 70% isopropyl alcohol, disinfectants, and disposable towels for employees to clean their work surfaces.
- Requiring regular hand washing or using of alcohol-based hand rubs. Employees should always wash hands when they are visibly soiled and after removing any PPE.
- Post hand washing signs around the facilities.
- Employees will avoid sharing phones, and minimize the use of common shared work supplies and equipment whenever possible. If items must be shared, employees are encouraged to disinfect between shifts or uses.
- Employees should avoid handshakes and physical greetings that break physical distance.
- Lobby areas will have signage in strategic and highly-visible locations, to remind the public that they should use face coverings and practice social distancing.
- If applicable, employees will encourage the use of debit or credit cards kiosk by the public.

### **Personal Protective Equipment (PPE)**

While engineering and administrative controls are considered more effective in minimizing exposure to infectious diseases, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

Examples of PPE include gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

The City will check the state and federal Occupational Safety and Health Administration (OSHA) and CDC websites regularly for updates about recommended PPE.

All types of PPE will be:

- Selected based upon the hazard to the employee.
- Properly fitted and periodically refitted, as applicable (e.g., respirators).

- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

The City will provide employees with PPE needed to keep them safe while performing their jobs. The types of PPE required during a COVID-19 outbreak will be based on the risk of being infected while working and job tasks that may lead to exposure.

NOTE: Due to the nature of our work and public service, the City will NOT issue respirators as PPE from COVID-19. If an employee shows signs or symptoms, they will be asked to leave the facility and seek medical attention to include a 14-day quarantine period.

### **EMPLOYER'S RESPONSE TO COVID-19 CASES**

In the event that City employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, the City 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 they satisfy the minimum criteria to return to work as referenced within ***California Department of Public Health - Health Orders or Fresno County Department of Public Health, whichever is stricter.***

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

The City 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 City worksite or facility when the COVID-19 case was present; (4) the employers of subcontracted employees who were present at the City worksite or facility; and (5) the City's workers' compensation plan administrator.

If possible, the City 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 City determines that there were any close contact COVID-19 exposures, the City 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 back to work.

The City possesses authority to require that employees who report to work at a City worksites or facilities be tested for COVID-19. Where the City requires that employees be tested, the City will inform employees for the reason that testing is required.

The City has adopted policies and procedures that ensures the confidentiality of employees and comply with the Confidentiality of Medical Information Act (CMIA). Specifically, the City 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 City will keep confidential all personal identifying information of COVID-19 cases or persons unless expressly authorized by the employee to disclose such information or as other permitted or required under the law.

### **COVID-19 HAZARDS**

The City will notify employees and subcontracted employees of any potential COVID-19 exposure at a City worksite or facility where a COVID-19 case and City employees were present on the same day. The City will notify City 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.

The City will also notify City employees of cleaning and disinfecting measures the City is undertaking in order to ensure the health and safety of the worksite or facility where the potential exposure occurred.

### **WORKPLACE-SPECIFIC IDENTIFICATION OF COVID-19 HAZARDS**

The City conducted a workplace-specific assessment of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards. Please refer to **Identification of COVID-19 Hazard form** for additional information.

As part of this process, the City 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.

As part of this process, the City identified potential workplace exposure to all persons at worksites and facilities, including employees, employees of other entities, members of the public, customers or clients, and independent contractors. The City considered how employees and other persons enter, leave, and travel through City worksites and facilities, in addition to addressing employees' fixed workspaces or workstations.

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

### **MULTIPLE OUTBREAK MANAGEMENT**

This section of the Plan applies if a City worksite is identified by FCPHD as a COVID-19 outbreak location, or there are three or more COVID-19 cases in the workplace within a 14 day period as per CCR, Title section 3205.1.

### **COVID-19 testing**

- We will provide COVID-19 testing to all employees in our 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. COVID-19 testing will be

- provided at no cost to employees during employees' working hours.
- 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.

### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our City policy and return to work criteria requirements, and local health officer orders if applicable.

### **Investigation of workplace COVID-19 illness**

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our City Plan.

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

In addition to our City policy identification and evaluation of COVID-19 hazards and correction of COVID-19 hazards, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

### **Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will 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. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

### **MAJOR OUTBREAK MANAGEMENT**

This section of the Plan applies if a City worksite is identified by FCPHD as a COVID-19 outbreak location with twenty or more COVID-19 cases in the workplace within a 30-day period as per CCR, Title section 3205.2.

This section of the Plan will stay in effect until there are no new COVID-19 cases detected in



our workplace for a 14-day period.

### **COVID-19 testing**

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

### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our City Plan **Exclusion of COVID-19 Cases** and return to work criteria, and any relevant local health department orders.

### **Investigation of workplace COVID-19 illnesses**

We will comply with the requirements of our City Plan by investigating and responding to COVID-19 cases.

### **COVID-19 hazard correction**

In addition to the requirements of our **Correction of COVID-19 Hazards** policy, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

### **Notifications to the local health department**

We will comply with the requirements of our **Multiple COVID-19 Outbreaks** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.

### **INVESTIGATION RESPONSE TO COVID-19 CASES IN WORKSITES AND FACILITIES**

The City 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.

### **Response to COVID-19 Cases**

In the event that City employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, the City 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.

### **Contact Tracing**

If possible, the City 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 City 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 City determines that there were any close contact COVID-19 exposures, the City 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.

### **Reporting the Potential Exposure to Other Employees**

The City 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 City worksite or facility when the COVID-19 case was present; and (2) subcontracted employees who were present at the City worksite or facility.

### **Free COVID-19 Testing for Close Contact Exposures**

The City 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 City worksite or facility.

### **Leave and Compensation Benefits for Close Contact Exposures**

The City 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 City's own leave policies, and leave guaranteed by contract.

The City 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.

The City 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.

### **Investigation to Determine Whether Workplace Conditions Contributed to COVID-19 Exposure**

The City 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.

### **Confidential Medical Information**

The City 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.

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

### **CORRECTION OF COVID-19 HAZARDS AT WORKSITES AND FACILITIES**

The City 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).

### **EXCLUSION OF COVID-19 CASES**

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related.

### **Follow Existing Cal/OSHA and OSHA Standards**

Existing Cal/OSHA and OSHA standards may apply to protecting workers from exposure to and infection.

Cal/OSHA's Bloodborne Pathogens Standard CCR, Title 8, Section 5193 applies to occupational exposure to human blood and other potentially infectious materials that

typically do not include respiratory secretions that may transmit infectious respiratory diseases.

During outbreaks of infectious disease, OSHA may provide information about standards and requirements related to record keeping, illness/injury recording, and sanitation, risk communication related to hazardous chemicals in sanitizers and cleaning products, and other pertinent information. See the OSHA and Cal/OSHA webpages for information.

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

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

### **ADDITIONAL MEASURES TO PROTECT WORKERS**

For employees who do not have frequent contact with the general public, the City will follow the general recommendations contained in:

<https://www.osha.gov/Publications/OSHA3990.pdf>. This planning guide to preparing for the COVID-19 outbreak will provide applicable guidelines for most infectious disease outbreaks.

### **Engineering Controls**

Additional engineering controls are not anticipated to be needed for workers in the lower exposure risk group. Cal/OSHA requires employers to ensure engineering controls, if any, used to protect employees from other job hazards continue to function as intended. If conditions or recommendations from the CDC change, the City will investigate the feasibility of implementing the CDC recommended engineering controls.

### **Administrative Controls**

- Monitor public health communications from reliable sources about infectious diseases and ensure workers have access to that information. Frequently check the CDC website.
- Collaborate with employees to designate effective means of communicating important infectious diseases information.

### **TRAINING**

All City employees will receive initial training on the hazards associated with exposure to COVID-19 and the protocols in place within the City facilities to isolate and report cases and/or reduce exposures. Minimum training provided to all City employees by each department will include:

- Recognizing COVID-19 symptoms.
- Cough and sneeze etiquette.
- Hand hygiene.
- Avoiding close contact with sick persons.
- Avoiding touching eyes, nose, and mouth with unwashed hands.

- Avoiding sharing personal items with co-workers (i.e. dishes, cups, utensils, towels).
- Providing tissues, no-touch disposal trash cans, and hand sanitizer for use by employees.
- Performing routine environmental cleaning of shared workplace equipment and furniture (disinfection beyond routine cleaning is not recommended).
- Advising employees to check [CDC's Traveler's Health Notices](#) prior to travel.
- Methods of physical distancing of six feet and the importance of combining physical distancing with the wearing of face covering.
- Information regarding COVID-19 leave benefits to which the employee may be entitled to under applicable federal, state, or local laws.
- Importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

### **COMPLIANCE**

The City has a “zero tolerance” policy for any employees showing up and/or working when they are showing or experiencing symptoms of COVID-19. Any employee who fail to adhere to the aforementioned terms outlined within the Plan will be subject to disciplinary action, up to and including termination.

### **WORKERS' COMPENSATION**

If employees believe that they were possibly exposed to the infectious disease at work, they must inform their supervisor and seek medical attention immediately. Any employees wishing to file a workers' compensation claim related to the communicable disease and exposure may do so by completing all required paperwork and submitting it to Administrative Services.

### **REPORTING, RECORD KEEPING, AND ACCESS**

The Administrative Services Director will maintain records associated with this COVID-19 Prevention and Control Plan including, but not limited to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

## **ADDITIONAL SOURCES OF INFORMATION**

Cal/OSHA has important information on its website spotlighting precautions for those who may become exposed to an infectious disease at. <https://www.dir.ca.gov/dosh/>.

There are federal agencies and international organizations that have further resources:

- The CDC has additional online resources at <https://www.cdc.gov/>.
- The World Health Organization (WHO) has information on infectious disease outbreak at <https://www.who.int/>
- The Fresno County Public Health Department at <https://www.co.fresno.ca.us/Home/ShowDocument?id=43284>
- EPA Registered Antimicrobial Products for use against the Novel Coronavirus SARS-CoV-2 at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- Families First Coronavirus Response Act at <https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>
- California Governor's Executive Order N-62-20 (workers' compensation benefits and preemptions of the work-relatedness of COVID-19 at <https://www.gov.ca.gov/wp-content/uploads/2020/05/5.6.20-EO-N-62-20-text.pdf>
- California Department of Public Health Quarantine Guidance December 14 at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/COVID-19-Quarantine.aspx>

**ADDENDUM A**  
**Effective June 22, 2020**  
**Revised November 18, 2020**

In accordance with updated face mask requirements implemented on November 16, 2020 by the California Department of Public Health, the following applies to City of Kingsburg employees until such time further directives are provided.

*Guidance for The Use of Face Coverings:* The following shall apply for City employees for the wearing of face masks:

1. Employees must wear a mask when indoors except when alone in a room. A cubicle or open workstation does not qualify as a room.
2. Only employees will be allowed into the back-office workspaces; meetings with the public must be held in conference rooms and lobbies, and masks must be worn by all parties.
3. Employees must wear a mask when indoors and dealing with the public face-to-face even when separated by a window or shield.
4. Employees do not need to wear a mask when working alone outdoors and are able to maintain 6 feet of distance from the public and other employees. However, these employees must have a face covering with them at all times and must put it on if they are within 6 feet of others.
5. Employees do not need to wear a mask when alone in a vehicle, except for Transit Drivers who must wear the mask even when there are no passengers in the vehicle.
6. The face covering shall fit properly and shall cover the nose and the mouth. It is recommended, but not mandatory, that the face covering have three layers of material.

Please refer to the California Department of Public Health guidance published on November 16, 2020 for additional information on face mask covering. The guidance can be found here:

[https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings\\_06-18-2020.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf)

## Appendix A: Identification of COVID-19 Hazards

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

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

**Person conducting the evaluation:**

**Date:**

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

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



## Appendix B: COVID-19 Inspections

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

Date:

Name of person conducting the inspection:

Work location evaluated:

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

### Appendix C: Investigating COVID-19 Cases

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

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

**Date:**

**Name of person conducting the investigation:**

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	

**Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):**

Appendix D: COVID-19 Training Roster

**Date:**

**Person that conducted the training:**

Employee Name	Signature