COVID-19 WORKSITE PROTOCOL & PREVENTION PROGRAM

COVID-19 Prevention Non-Emergency – Worksite Protocol &

Prevention Program Update January 9, 2024 - Approved xx.xx.xxxx

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Addendums

COVID-19 Workplace Prevention & Protections

COVID-19 Vaccination Will Help Keep You from Getting COVID-19
- Getting the COVID-19 vaccination is an important tool in helping prevention.
- The vaccine is one of the most important ways for prevention because vaccines are extremely effective at preventing hospitalization and death.
- Vaccines for COVID-19 are safe, effective, and free.
- Wearing masks and social distancing helps reduce your chance of exposure to or spreading the virus to others. . Vaccines will work with your immune system, so it will be ready to fight the virus if you are exposed.
- The combination of getting vaccinated and following the CDC's recommendations to protect yourself and others will offer the best protection from COVID-19.
- All COVID-19 vaccines currently available in the United States are highly effective at preventing COVID-19.
- Experts believe that getting a COVID-19 vaccine may also help keep you from getting seriously ill even if you do get COVID-19.
- The COVID-19 vaccination is a safer way to help build protection against COVID-19.

COVID-19 Vaccination Information
Employees and the general public may get COVID-19 vaccinations at the following locations by appointment only: Lake County Health Dept., Safeway, Rite Aid, Walmart, CVS, and North Lake Medical Pharmacy. Your healthcare provider can also assist.

All County offices will maintain a supply and shall require the use of the following when applicable:
- Face Coverings.
- Surgical masks or respirators, if required for your position.
- Filtering N95 Facepiece Respirators for voluntary use.
- Disinfecting wipes, spray disinfectant, and paper towels.
- Hand sanitizer.
- Gloves.
- Protective shields at customer service counters.
- Each department shall be responsible for the cost of maintaining supplies.

Face Coverings / Masking

Face covering" means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers.

- A face covering has no visible holes or openings and must **cover the nose and mouth**.
- A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

- Upon request, departments shall provide face coverings (as listed on page 3).

- CDPH uses the Centers for Disease Control and Prevention (CDC) COVID-19 Community levels to inform statewide masking recommendations.

- Employees returning to work with COVID-19 symptoms must wear a face covering indoors for 10 days from the start of symptoms. If the person did not have COVID-19 symptoms upon returning to work, he or she must wear a face covering indoors for 10 days from the date of his or her first positive COVID-19 test. Masking for close contacts, see close contacts section.
  Note: Employees may wear face coverings at work and may, upon request, receive respirators from the employer when working indoors and during outbreaks.

All employees and members of the public will be treated with respect regardless of their vaccination status. Retaliation against employees or the public based on their vaccination status or for wearing face coverings, including when they are wearing a face covering voluntarily, will not be tolerated.

Employees are responsible for regularly washing and/or sanitizing their face coverings. See [State Face Covering](#) and [sector-specific occupational guidance](#) for further information.

This protocol is not intended to, and shall not, replace or supplant the Personal Protective Equipment (PPE) requirements of those certain County positions which mandate said use.

Voluntary use of Filtering N95 Facepiece Respirators

Upon request, unvaccinated and fully vaccinated employees shall be provided a N95 filtering respirator and training for voluntary use.

Information for Employees Regarding Use of Respirators

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker.

Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

All Employees should do the following:
1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning, and care, and warnings regarding the respirator's limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services certified respirators.
   A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.

3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designated to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors or very small solid particles of fumes or smoke.

4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

NOTE Authority cited: Section 142.3, Labor Code. Reference: Section 142.3, Labor Code.

HISTORY 1. New appendix D to section 5144 filed 8-25-98; operative 11-23-98 (Register 98, No. 35).

Videos on how to wear, seal, and remove N95 respirator mask

[N95 Mask - How to Wear | N95 Respirator Nursing Skill Tutorial - YouTube](#)

[Performing a Seal Check When Donning an N95 Mask - YouTube](#)

[How to Wear a 3M™ N95 9210 Respirator - YouTube](#)

[Know How to Wear Your Face Mask Correctly - YouTube](#)

[How to Knot and Tuck Your Mask to Improve Fit - YouTube](#)

Voluntary Use of Respirators Training

[Cal/OSHA Training Video on the Use of N95 Respirators - YouTube](#)

Enhanced Hand Washing, Sanitizing and Disinfecting

To reduce the spread of COVID-19, it is essential that employees practice frequent hand washing and sanitizing of high-touch areas such as door handles, desk phones and cell phones, remote controls, countertops, tables, desktops, light switches and restroom fixtures.

Handwashing technique:
Wet hands with clean, running water (warm or cold), turn off the tap, and apply soap. Lather hands by rubbing them together with the soap. Lather the backs of hands, between fingers, and under nails. Scrub hands for at least 20 seconds.

Additional key times to wash hands include:
- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance.

Frequent sanitizing:
- Train employees on proper disinfecting guidelines.
- Clean and disinfect surfaces frequently touched.

- Employees need to continue to clean and disinfect work surfaces and equipment frequently
- Do not reuse wipes to wipe down multiple surfaces.
- Do not dry the surface after wiping.
- Employees must clean common work areas, breakrooms, coffee areas, copy machines, printers frequently.

In addition:
- Provide gloves for employee use when handling cash, checks, credit cards, and paperwork from the public.
- Provide hand sanitizer and hourly relief to customer service employees, to provide an opportunity to frequently wash hands. Review and complete refresher training with janitorial staff on sanitizing, general cleaning and site-specific protocols.

Physical Distancing / Social Distancing

There are no physical distancing or barrier requirements regardless of employee vaccination status, with the following exceptions:

- The County will evaluate whether it is necessary to implement physical distancing and barriers during an outbreak of 3 or more cases in an exposed group of employees.

- The County will implement physical distancing and barriers during a major outbreak (20 or more cases in an exposed group of employees)

Steps to Help Prevent the Spread of Covid-19 If You Are Sick

If you have symptoms of COVID-19, get tested. While waiting for test results, please stay away from others.

Other Prevention Controls in the Workplace to Help Prevent the Spread of Covid-19
- Remote work when possible
- Reducing population density indoors
- Implement separate shifts and/or break times
- Restrict access to certain work areas

COVID-19 symptoms mean that the employee has any one of the following signs or symptoms:
- Fever
- Runny or congested nose
- Cough
- Sore Throat
- Shortness of Breath, Difficulty Breathing
- Chills, or Repeated Shaking/Shivering
- Feeling Unusually Weak or Fatigued
- New Loss of Taste or Smell
- Muscle pain
- Headache
- Diarrhea

Employee Comes to Work Sick or with Symptoms

Employees who have symptoms when they arrive at work or become sick during the day should immediately be separated from other employees, customers, and visitors and tested for COVID. If they test positive, they should be sent home and follow isolation and quarantine instructions. All employees should stay home when sick.

Isolation and Quarantine

Isolation and quarantine are proven public health interventions that are fundamental to reducing COVID-19 transmission.
- Isolation: separates those infected with a contagious disease from people who are not infected.
- Quarantine: restricts the movement of persons who were exposed to a contagious disease in case they become infected.

"Infectious period" for the purpose of cases the Cal/OSHA COVID-19 Prevention Non-Emergency Standards, is now defined as:
- For COVID-19 cases with symptoms, it is a minimum of 24 hours from the day of symptom onset:
  - COVID-19 cases may return if 24 hours have passed with no fever, without the use of fever-reducing medications, AND
  - Their symptoms are mild and improving.
- For COVID-19 cases with no symptoms, there is no infectious period for the purpose of isolation or exclusion. If symptoms develop, the criteria above will apply.

Close Contact Definition

Close contact is defined as sharing the same indoor airspace with a confirmed-positive individual, in indoor spaces of 400,000 or fewer cubic feet (44,444 square feet if the height of the ceiling is nine feet tall) per floor such as home, clinic department, waiting room, airplane etc., for a cumulative total of 15 minutes or more over a 24-hour period within the "high risk exposure period" for example, three separate 5-minute exposures for a total of 15 minutes during an infected person's infectious period.

Spaces that are separated by floor-to-ceiling walls (e.g., offices, suites, rooms, waiting areas, bathrooms, or break or eating areas that are separated by floor-to-ceiling walls) must be considered distinct indoor airspaces.

Close contact In large indoor spaces greater than 400,000 cubic feet per floor (such as open-floor-plan offices, warehouses, large retail stores, manufacturing, or food processing facilities), a close contact is defined as being within 6 feet of the infected person for a cumulative total of 15 minutes or more over a 24-hour period during the infected person's infectious period.

CDPH no longer recommends testing for all close contacts and instead recommends testing only for:
- o All people with new COVID-19 symptoms.
- o Employees who are at higher risk of severe disease or who have contact with people who are at higher risk of severe disease.

- During an outbreak (3+ positive tests) all close contacts must wear a face covering indoors for 10 days from the date of the third (3rd) positive case is reported within a period of fourteen (14) days.
- Regardless of CDPH recommendations, employers must continue to make COVID-19 testing available at no cost and during paid time to all employees with a close contact, except for asymptomatic employees who recently recovered from COVID-19.
- In workplace outbreaks or major outbreaks the COVID-19 Prevention regulations still require testing of all close contacts in outbreaks, and everyone in the exposed group in major outbreaks. Employees who refuse to test and have symptoms must be excluded for at least 24 hours from symptom onset, and can return to work only when they have been fever-free for at least 24 hours without the use of fever-reducing medications, and symptoms are mild and improving.

COVID-19 Outbreak (3+ positive tests within a 14-day period) Testing Requirements and Masking:
In workplace outbreaks (involving 3+ persons) or major outbreaks (involving 20+ persons), the COVID-19 Prevention regulations still require testing of all close contacts in outbreaks and everyone in the exposed group in major outbreaks. Employees who refuse to test and have symptoms must be excluded for at least 24 hours from symptom onset and can return to work only when they have been fever-free for at least 24 hours without the use of fever-reducing medications and symptoms are mild and improving.

- Employers must address COVID-19 as a workplace hazard under the requirements found in the County's **Injury and Illness Prevention Program (IIPP)**, and include their COVID-19 procedures to prevent this health hazard in their written IIPP or in a separate document.
- Employers must provide face coverings and ensure they are worn by employees when CDPH requires their use.

- Employers must report information about employee deaths, serious injuries, and serious occupational illnesses to Cal/OSHA, consistent with existing regulations.
- Employers must notify all employees, independent contractors, and employers with an employee who had close contact with a COVID-19 case.
- Employers must review CDPH and Cal/OSHA guidance regarding ventilation, including **CDPH and Cal/OSHA Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments**. Employers must also develop, implement, and maintain effective methods to prevent COVID-19 transmission by improving ventilation.
- This guidance is an overview, for full requirements see Subchapter 7, Chapter 4, Division 1, Title 8 of the California Code of Regulations**.**

COVID-19 Illness - Investigation of Workplace

- The County shall investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with the County's policies and procedures for Investigating and Responding to COVID-19 Cases.

COVID-19 Investigation - Review and Hazard Correction

- In addition to the County's policies and procedures for Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards, the County shall perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

COVID Training

The County will provide effective training and instruction that includes COVID-19 policies and procedures to protect employees from COVID-19 hazards containing the following guidelines:
- The fact that particles containing the virus can travel more than six feet, especially indoors.
- The importance of frequent hand washing with soap and water for at least 20 seconds, using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and masks.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test **and not coming to work if the employee has any COVID-19 symptoms.**

Employees Who Are at Higher Risk for Severe Illness

Adults who have serious underlying medical conditions are at higher risk for severe illness from COVID-19 should consult your doctor and take precautions outlined by your treating physician.

The following strategies will be used to support employees who are at high risk:
- When available deliver services remotely, without in-person contact by phone, email, video, or web.
- Allowing remote work, when possible.
- Supporting flexible work schedules.

Additional COVID 19 - Resources:
- CDC COVID: https://www.cdc.gov/coronavirus/2019-ncov/index.html
- U.S. Department of Health & Human Services: https://www.hhs.gov/coronavirus/index.html
- Lake County Public Health: Coronavirus | Lake County, CA (lakecountyca.gov)
- CDC guidance for cleaning your office / facility:

  https://www.cdc.gov/coronavirus/2019- ncov/community/disinfecting-building-facility.html

- CDC: [Frequently Asked Questions about COVID-19 Vaccination | CDC](#)

- [Cal/OSHA COVID-19 Resources](#)
- [CDPH Home (ca.gov)](#)
- [Guidance for COVID-19 | CDC](#)

Workers Compensation for COVID-19

- SB 1159 *presumption* statutes have expired as of January 1st, 2024.

- The burden of proof is now on the employee, not the employer, to prove the COVID-19 contraction was work-related.

- Employers now have 90 days to make a compensability decision.

- Specified law enforcement and first responders now have 75 days to file a workers' compensation claim for a positive COVID-19 result.

- A three-day waiting period is in effect before a positive COVID-19 claim can be filed.

- COVID-19 WC claims will be handled in the same manner as all other claims, following California's rules and regulations.

- As with any WC claim, a thorough investigation should still be completed for COVID-19 claims to make an appropriate compensability decision. The information-gathering techniques previously used are still applicable.

- Employers are no longer required to report all positive COVID-19 tests to the workers' compensation administrator. However, employers still need to report any workers' compensation claim where the employee alleges that they contracted COVID-19 at work. Employers are still encouraged to maintain measures to reduce the potential transmission of COVID-19 in the workplace.