



















# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

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- c. In the event of a major COVID-19 outbreak (defined as 20 or more COVID-19 cases in an exposed worksite within a 30-day period), the County shall provide twice a week COVID-19 testing, or more frequently if recommended by Public Health, to all employees present at the exposed worksite during the relevant 30-day period(s) and who remain at the worksite. Such testing shall continue until there are no new COVID-19 cases detected in the worksite for a 14-day period.
- d. In the event of a COVID-19 outbreak, or when there are three or more COVID-19 cases in an exposed worksite within a 14-day period, the County shall immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. The investigation and review shall be documented and attempt to identify new or unabated COVID-19 hazards, which may include: (1) the County's leave policies and practices and whether employees are discouraged from remaining home when sick; (2) the County's COVID-19 testing policies; (3) insufficient outdoor air; (4) insufficient air filtration; or (5) lack of physical distancing. The review shall be updated every thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary. The County shall implement changes to reduce the transmission of COVID-19 based on the results of the investigation and review.
- e. In the event of a major COVID-19 outbreak, the County shall take the following actions:
  1. In buildings or structures with mechanical ventilation, the County shall filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, the County shall use filters with the highest compatible filtering efficiency. The County shall also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and shall implement their use to the degree feasible.
  2. The County shall determine the need for a respiratory protection program or changes to an existing respiratory protection program to address COVID-19 hazards.
  3. The County shall evaluate whether to halt some or all operations at the worksite until COVID-19 hazards have been corrected.
  4. Any other control measures deemed necessary by the Division through the Issuance of Order to Take Special Action.

### **N. Employer Provided Housing**

The County policy requires that employees maintain six (6) feet distancing in the common and other areas of the housing units. Only one employee will sleep in a given room. In the room



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where there are two beds, only one will be occupied at a given time. The employees residing at the housing are responsible for effectively cleaning and disinfecting the housing units, kitchens, bathrooms, and common areas at least once per day to prevent COVID-19. The County will provide the cleaning and disinfecting supplies. Dishes, utensils, and similar items are prohibited from being shared. The County will provide face coverings along with guidance from the state and Public Health on when they should be used.

### **O. Employer Provided Transportation**

During the operation of the vehicle, the vehicle operator and any passengers will be separated by at least three (3) feet in all directions and wear face coverings. The employees will wear face coverings in the vehicle unless they are the only occupant.

The County provides cleaning and disinfecting materials to clean and disinfect all high contact surfaces such as steering wheel, door handles, seatbelt buckles, armrests, etc. before each trip and between different drivers.

The vehicle operators should make sure that the vehicles ventilation system is set to maximize outside air and not set to recirculate air. The vehicle must also have functioning air conditioning and heating.

### **V. PROCEDURE**

As provided herein, the procedure for investigating and responding to COVID-19 cases includes 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.
4. Identifying and recording all COVID-19 cases.

#### **A. COVID-19 Positive Diagnosis**

The County shall instruct COVID-19 cases 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 provided for in Section IV.J of this policy.

#### **B. Reporting**

- a. The County 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. Public Health.



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2. Cal/OSHA.
3. The County's workers' compensation plan administrator.
4. Employees who were present at a County worksite or facility when the COVID-19 case was present (within one business day of receiving the report).
5. Employers of subcontracted employees who were present at the County worksite or facility (within one business day of receiving the report).
6. Employee organizations that represent employees in #4 above.

### C. Contact Investigation

The supervisor or manager will interview the COVID-19 subject (case) in order to ascertain the following information: 1) the date on which the employee tested positive, if asymptomatic, or the date on which the employee first presented COVID-19 symptoms, if symptomatic; 2) the COVID-19 subject's recent work history, including the day and time they were last present at a County worksite or facility and other worksites or County facilities visited by the COVID-19 subject during the high-risk exposure period; and 3) the nature and circumstances of the COVID-19 subject's contact with other employees during the high-risk exposure period, including whether there were any close contact COVID-19 exposures. Based on this information, the County shall determine which employees have had COVID-19 exposure, and specifically which employees have had close contact COVID-19 exposure.

### D. Testing

The County will provide COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure at a County worksite or facility, and provide such employees with information on potentially applicable benefits. Also reference Section IV.H. of this policy.

### E. Exclusion of COVID-19 Cases

- a. The County 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.J of this policy.
- b. The County will exclude employees with close contact to COVID-19 cases from the workplace consistent with CDC guidelines.

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

The 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 County during the isolation or quarantine period.

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



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The provision of benefits described below does not apply to either: (1) County employees who the County can demonstrate that the close contact with a COVID-19 case was not work-related; and (2) 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.

The County will provide excluded employees who are unable to telework, but are otherwise able and available to work, 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 Personnel Rules, 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. The 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. Excluded County employees retain their entitlement to elect not to use other earned or accrued paid leave during this time.

The County may provide excluded employees who are unable to telework, but who do not have any paid sick or vacation leave available, with paid administrative leave in order to receive compensation during the isolation or quarantine period.

c. 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, County policy, or collective bargaining agreement that provides County employees with greater protections or benefits.

d. Provision of Information Concerning Benefits to Excluded Employees

At the time of exclusion, the County will provide the excluded employees with 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



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FFCRA, Labor Code sections 248.1 and 248.5, and 3212.86 through 3212.88, the County's own leave policies, and leave guaranteed by contract.

### F. Worksite/Facility Investigation

Public Health and 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 possible further COVID-19 hazards.

### G. Possible Updates to Policies and Procedures

As a result of any County investigation, the County 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.

## VI. DEFINITIONS

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

- A. "COVID-19" means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
- B. "COVID-19 case" means a person who either: (1) has a positive "COVID-19 test" diagnosis from a licensed health care provider; (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.
- C. "Close contact COVID-19 exposure" The County has defined this as being within six (6) feet of a covid-19 case for 15 minutes or longer. This definition applies regardless of the use of face coverings.
- D. "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.
- E. "COVID-19 symptoms" means one of the following, but is not an inclusive list: (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.
- F. "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



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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.

- G. "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.
  - a. 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).
- H. "Face covering" means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.
- I. "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 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or (2) for persons who test positive who never develop COVID-19 symptoms: from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

### VII. REFERENCES

Refer to the hyperlinks included in the policy.

California Occupational Safety and Health Standards Board (Cal/OSHA) Sections 3205-3205.4

California Assembly Bill No. 685

California Senate Bill No. 1159

### VIII. RESPONSIBLE DEPARTMENT(S)

Department of Human Resources

Health and Human Services Agency, Public Health Division

Chief Administrative Office

### IX. DATES ISSUED AND REVISED; SUNSET DATES:

<b>Originally Adopted:</b>	01/12/2021		
<b>Last Revision Date:</b>	01/12/2021	<b>Next Review Date:</b>	01/12/2025