



REPORT TO CITY COUNCIL

Approved by:

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Council Meeting of: March 1, 2023

Agenda Number: B-3

SUBJECT:

Adoption of COVID-19 Prevention Procedures

RECOMMENDATION:

Adopt a Minute Order approving Administrative Policy 45.1: COVID-19 Prevention Procedures

SUMMARY:

During the COVID-19 Local Emergency, the City adopted Emergency Policy No. 3: COVID-19 Prevention Program (CPP) to comply with Emergency Temporary Standards set forth by CalOSHA. When the City's Local Emergency regarding COVID-19 ends on February 28, 2023, the Emergency Policy will also terminate. CalOSHA has adopted permanent standards for the prevention of COVID-19 in the workplace, and the proposed policy will comply with the most recent standards as found in 8 CCR §3205. The proposed policy will also comply with certain sections of the California Labor Code regarding noticing requirements of COVID-19 cases in the workplace.

DISCUSSION:

CalOSHA adopted updates to its COVID-19 prevention regulations as found in 8 CCR §3205 that became effective February 3, 2023. The City's previously issued Emergency Policy 3: COVID-19 Prevention Program complied with CalOSHA's requirements, however the Emergency Policy automatically terminated with the end of the City's Local COVID-19 Emergency on February 28, 2023. Staff has drafted an Administrative Policy to be a sub-policy to the City's Injury and Illness Prevention Program. The proposed policy:

- Complies with all requirements as set forth by CalOSHA in 8 CCR §3205 regarding prevention, investigation, and response to COVID-19 in the workplace;
- Provides procedures for complying with Labor Code §6409.6 regarding notification to employees, contractors, and employee representatives of worksite exposures to COVID-19; and

- Provides procedures for complying with Labor Code §3212.88 regarding notification to the City's worker's compensation claims administrator of positive COVID cases in the workplace.

The regulations as adopted by CalOSHA will remain in effect until February 3, 2025, for prevention procedures and February 3, 2026, for record-keeping requirements. Certain Labor Code sections related to notifications and reporting are currently set to expire in January 2024. These may be extended by legislative action or may sunset as currently written in the code. Staff will monitor and adjust the City's compliance procedures as necessary and bring proposed policy amendments for Council consideration if/when modifications are warranted.

FINANCIAL IMPACT:

The proposed policy does not have any expected increased monetary exposure to the City beyond existing COVID-19 expenses and workforce impacts.

ALTERNATIVES:

The policy is written to comply with the workplace standards as set by CalOSHA. Council could direct staff to revise the policy to expand benefits or enact requirements stricter than those provided by CalOSHA.

ATTACHMENTS:

1. Administrative Policy 45.1: COVID-19 Prevention Procedures

CITY OF MADERA Administrative Policy	Policy No. 45.1
	Date Adopted: 3/1/2023
	Date(s) Revised:
SUBJECT: COVID-19 PREVENTION PROCEDURES (CPP)	

I. PURPOSE

The Division of Occupational Safety and Health (DOSH or Cal/OSHA) recognizes that COVID-19 constitutes a workplace hazard.

The purpose of the City of Madera’s (City) COVID-19 Prevention Procedures (CPP) is to establish, implement and maintain a program that addresses this work-related hazard in order to provide City 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. § 3203 and 3205-3205.3).

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

II. AUTHORITY AND RESPONSIBILITY

The City Manager has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all directors, managers, and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the procedures in a language they understand.

All employees are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

III. SCOPE

Unless one of the exceptions noted in this section applies, this CPP applies to all City of Madera employees (hereinafter referred to as “employees”).

The following employees are exempt from coverage under the CPP: (1) Employees who are teleworking from home or a location of the employee’s choice that is not under the control of the City of Madera; (2) Employees who are working in or at a work location and do not have contact with any other individuals; and (3) Employees that because of their tasks, activities or work location have occupational exposure as defined by the Aerosol Transmissible Diseases (ATD) regulation (i.e., 8 C.C.R. § 5199).

IV. EFFECTIVE PERIOD

The CPP shall apply until February 3, 2025.

V. DEFINITIONS

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

- A. "Close contact COVID-19 exposure" means the following, unless otherwise defined by regulation or order of the California Department of Public Health ("CDPH"). If so, the CDPH definition shall apply.

Employees who were wearing a Respirator as required by the City and who used such Respirator in compliance with Title 8, Section 5144 (hereinafter referred to as Section 5144) during contact with a COVID-19 Case will be deemed not to have had Close Contact COVID-19 exposure.

In indoor spaces of 400,000 or fewer cubic feet per floor, Close Contact is defined as sharing the same indoor airspace as a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes) during the COVID-19 Case's Infectious Period, as defined in this section, regardless of the use of face coverings.

In large indoor spaces greater than 400,000 cubic feet per floor, Close Contact is defined as being within 6 feet of the COVID-19 Case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's Infectious Period, as defined by this section, regardless of the use of face coverings.

For purposes of defining indoor spaces and calculating the applicable volume of the space, offices, suites, rooms, waiting areas, break or eating areas, bathrooms, or other spaces that are separated by floor-to-ceiling walls shall be considered distinct indoor spaces.

- B. "COVID-19" means the disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
- C. "COVID-19 Case" means a person who either: (1) Has a positive COVID-19 test; (2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or (3) Has a positive COVID-19 diagnosis from a licensed health care provider; or (4) 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.
- D. "COVID-19 Hazard" means 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.
- E. "COVID-19 Symptoms" means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or

diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

- F. "COVID-19 Test" means a test for SARS-CoV-2 that is: (1) Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test); and (2) administered in accordance with the authorized instructions. (3) To meet the return-to-work criteria set forth in this CPP, a COVID-19 Test may be both self-administered and self-read if the test result can be independently verified (e.g., the employee can provide a time-stamped photograph of the test result).
- G. "Exposed Group" means all employees at a work location, working area, or a common area at work, within employer-provided transportation covered by Section 3205.3, or residing within housing covered by Section 3205.2, where an employee COVID-19 Case was present at any time during the infectious period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:
 - 1. Places where employees momentarily pass through, without congregating, is not a work location, working area, or a common area at work.
 - 2. If the COVID-19 Case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the Exposed Group.
 - 3. If the COVID-19 Case visited a work location, working area, or a common area at work for less than 15 minutes during the infectious period, and the COVID-19 Case was wearing a Face Covering during the entire visit, other people at the work location, working area, or common area would not constitute part of the Exposed Group.
- H. "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 that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A Face Covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A Face Covering may be clear or cloth with a clear plastic panel that otherwise meets this definition and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively. A Face Covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.
- I. "Infectious Period" means the following time period, unless otherwise defined by CDPH regulation or order, in which case the CDPH definition shall apply:

1. For COVID-19 Cases who develop COVID-19 Symptoms: From two (2) days before the date of symptom onset until after both conditions are satisfied:
 - a. Ten (10) days have passed after symptoms first appeared, or through day five (5) if testing is negative on day five (5) or later; and
 - b. Twenty-four (24) hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved.
 2. For COVID-19 Cases who never develop COVID-19 Symptoms: From two (2) days before the positive specimen collection date through ten (10) days (or through day five (5) if testing negative on day five (5) or later) after the date on which the specimen for their first positive test for COVID-19 was collected.
- J. “Respirator” means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matters, such as an N95 filtering facepiece respirator.
- K. “Returned Case” means a COVID-19 Case who was excluded from work but returned after meeting requirements set forth in the CPP for return to work and did not develop any COVID-19 symptoms after returning. A person shall only be considered a Returned Case for thirty (30) days after the initial onset of COVID-19 symptoms or, if the person never developed COVID-19 symptoms, for thirty (30) days after the first positive test. If a period of other than thirty (30) days is required by a CDPH regulation or order, that period shall apply.
- L. “Worksite,” for the limited purposes of COVID-19 prevention regulations only, means the building, store, facility, agricultural field, or other location where a COVID-19 Case was present during the infectious period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 Case did not enter.
- M. For purposes of counting days in the application of the CPP for the Infectious Period, Return to Work criteria, Close Contact Exposure, or any other application in this CPP, the first day of COVID-19 Symptoms or the date the positive test specimen was collected, whichever occurs first, shall be considered Day Zero (0).

VI. APPLICATION OF THE CITY OF MADERA INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

COVID-19 is a recognized hazard in our workplace that is addressed through our IIPP, which will be effectively implemented and maintained to ensure the following:

- A. When determining measures to prevent COVID-19 transmission and to identify and correct COVID-19 Hazards at City worksites and facilities:
 1. All persons in our workplace are treated as potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.

2. The City recognizes that COVID-19 is an airborne infectious disease and treats it as such. When determining measures to prevent COVID-19 transmission and to identify and correct COVID-19 Hazards, the City reviews applicable orders and guidance related to COVID-19 from the State of California and the Madera County Department of Public Health. COVID-19 prevention controls may include the following:
 - a. Providing remote work
 - b. Requiring physical distancing
 - c. Reducing the density of people indoors
 - d. Moving indoor tasks outdoors
 - e. Implementing separate shifts and/or break times
 - f. Restricting access to the work areas
 - g. Requiring employees to wear respirators such as n95 masks while indoors
 - h. Limiting vehicle passengers
 - i. Requiring fresh air be allowed to pass through open windows when there are multiple vehicle occupants.

B. Training and instruction on COVID-19 Symptoms and prevention as well as the provisions of this CPP are provided as follows and will be documented in accordance with the City's IIPP:

1. When the CPP is/was first established;
2. To all new employees by their respective department when they first report to work;
3. To all employees given new job assignments involving COVID-19 hazards and they have not been previously trained on said hazards;
4. Whenever new COVID-19 hazards are introduced to the workplace and represent a new hazard;
5. Whenever the City is made aware of a new or previously unrecognized COVID-19 hazard; and
6. For supervisors to familiarize themselves with the COVID-19 safety and health hazards to which employees under their immediate direction and control may be exposed.

C. Procedures for investigating COVID-19 illnesses at City workplaces include:

1. Investigation of COVID-19 Case

When the City is made aware of a COVID-19 Case at a City worksite, the supervisor of the specific worksite will undertake the following steps to investigate the COVID-19 Case and document the information on **Form A, COVID-19 Case Investigation:**

- a. Determine the day and time the COVID-19 Case was last present at the workplace;
 - b. Determine, to the extent possible, the date of the COVID-19 Case's positive COVID-19 Test(s) and/or diagnosis; and
 - c. Determine the date the COVID-19 Case first experienced one (1) or more COVID-19 Symptoms, if any were experienced.
2. Identification of and response to employees with COVID-19 Symptoms at the workplace
- a. The City will identify and respond to persons with COVID-19 Symptoms at the workplace. Supervisors are trained on symptoms of COVID-19 and will investigate any observed COVID-19 Symptoms in employees present at the worksite.
 - b. Employees are trained on the COVID-19 Symptoms and will self-screen for symptoms prior to reporting to work. If employees experience COVID-19 Symptoms, they are instructed to stay home or leave the workplace until their symptoms resolve. All absences related to COVID-19 symptoms must be reported to an employee's supervisor consistent with other City leave policies.

D. City procedures for responding to COVID-19 Cases in the workplace include:

1. Immediate exclusion of COVID-19 Cases from the workplace
 - a. The City will immediately exclude from the workplace all COVID-19 Cases and, in the event of an outbreak, all employees within the Exposed Group who had a Close Contact with a COVID-19 Case.
 - b. The City will not allow COVID-19 Cases to return to work unless and until the COVID-19 Case satisfies the following requirements:
 - i. COVID-19 Cases who do not develop COVID-19 Symptoms shall not return to work during their Infectious Period;
 - ii. COVID-19 Cases who develop COVID-19 Symptoms shall not return to work during the shorter of the following: (1) the Infectious Period; or (2) through ten (10) days after the onset of symptoms and at least twenty-four (24) hours have passed since a

fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication.

- c. The above requirements shall apply regardless of whether an employee has previously been excluded from the workplace or the City took other precautions in response to an employee's Close Contact or membership in an exposed group.
- d. Regardless of the employee's vaccination status, previous infection, or lack of COVID-19 Symptoms, a COVID-19 Case shall wear a Face Covering in the workplace until ten (10) days have passed since the date that COVID-19 Symptoms began or, if the COVID-19 Case did not present COVID-19 Symptoms, from the date of their first positive COVID-19 Test.

2. Responding to employees who had a Close Contact

- a. The City will review current CDPH guidance for employees who had a Close Contact, including guidance regarding required or recommended quarantines and other measures intended to reduce the transmission of COVID-19.
- b. The City will develop, implement, and maintain effective policies in order to prevent transmission of COVID-19 by persons who had a Close Contact, including:
 - i. Immediate notification to close contacts of possible exposure once identified through Case Investigation;
 - ii. Following CDPH guidance regarding face coverings for Close Contacts;
 - iii. Following CDPH guidance regarding exclusion from the workplace for Close Contacts; and
 - iv. Requiring Close Contacts to self-screen for symptoms prior to reporting to work each day.

3. Adherence to isolation, quarantine, and exclusion orders

- a. If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the City will not allow any employee who is subject to such order to report to a City workplace until the employee satisfies the isolation or quarantine requirements or the order is lifted.
- b. If removal of an employee would create undue risk to a community's health, the City of Madera will apply to CalOSHA for consideration of allowing the employee to continue to report to a City worksite.

- c. In such cases, the City would implement effective control measures in order to prevent the transmission of COVID-19 in the workplace, including isolating the employee at the workplace and, if isolation is not feasible, using Respirators.
- 4. Information on leave and benefits available to excluded employees

The City will provide any COVID-19 Case or Close Contact that is excluded from the workplace information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. The City will provide the employee information on any benefits available under legally mandated sick leave, workers' compensation law, local government requirements, the City's own leave policies, and leave guaranteed by contract. Such information is consolidated on **Form B: COVID-19 Related Leave & Benefits that May be Available to You**. **Form B** will be maintained and periodically reviewed by the Human Resources Department to ensure it is current and up-to-date. The Human Resources Department will issue a revised **Form B** with the revision date clearly stated when/if any updates are made to the form.

VII. TESTING OF CLOSE CONTACTS

- A. The City will make COVID-19 Tests available at no cost to all employees who had a Close Contact COVID-19 exposure at a City Worksite. Close Contact notifications will include information on how to access the testing.
- B. The City will offer such employees COVID-19 Tests during paid time.
- C. This section does not apply to Returned Cases.
- D. This section does not preclude an employee from seeking COVID-19 Testing through alternative sources outside of normal work hours.

VIII. NOTICE OF COVID-19 CASES

- A. Notice to Close Contacts
 - 1. In the event of a known Close Contact, the City will notify employees and independent contractors who had a Close Contact, as well as any other employer with an employee who had a Close Contact. Notification will be made on **Form C: Notification of Close Contact Exposure to COVID-19**.
 - 2. The City will provide the notice as soon as possible after becoming aware of the Close Contact, and in no case longer than the time required to ensure the exclusion of the Close Contact, if required pursuant to the requirements for the exclusion of Close Contacts described in this CPP.
 - 3. The responsible supervisor will ensure **Form C** is issued when applicable upon knowledge of information that would initiate furnishing the form.

B. Notice of workplace exposures

1. When Labor Code section 6409.6 or any successor law is in effect, in the event of a workplace COVID-19 exposure, the City will provide notice to employees, partner agencies with shared workspace, and the employers of independent contractors who were present at the Worksite at the same time as the COVID-19 Case. The City will provide such notice in a form readily understandable to employees, as required by Labor Code section 6409.6. Notification will be made on **Form D: Notification of COVID-19 Workplace Exposure** as soon as possible, but no later than within 1 day of knowledge of a COVID-19 Case. The responsible supervisor will ensure **Form D** is issued when applicable upon knowledge of information that would initiate furnishing the form.
2. When Labor Code section 6409.6 or any successor law is in effect, the City will provide notice to the authorized representative, if any, of the COVID-19 Case and of any employee who is determined to be a Close Contact as a result of the COVID-19 Case. Notification will be made on **Form E: Notification of COVID-19 Workplace Exposure - Representative** as soon as possible, but no later than within 1 day of knowledge of a COVID-19 Case. The responsible supervisor will ensure **Form E** is issued when applicable upon knowledge of information that would initiate furnishing the form.
3. When Labor Code section 3212.88 or any successor law is in effect, in the event of a workplace COVID-19 Case that has been in the worksite within 14 days of testing positive, the City will provide notice to the workers compensation third party claims administrator, AIMS, of the COVID-19 Case and information required by the identified code section. Notification will be made on **Form F: AIMS COVID-19 Positive Test Report** as soon as possible, but no later than within 3 days of knowledge of a COVID-19 Case. The responsible supervisor will ensure **Form F** is issued when applicable upon knowledge of information that would initiate furnishing the form.

IX. FACE COVERINGS

A. General Face Covering requirements

1. The City will make Face Coverings available to all employees and requires that such Face Coverings are worn when required by regulation or order from the CDPH or local health department. Employees may furnish their own Face Covering that meets the definition of Face Covering as provided in this policy.
2. When a CDPH regulation or order requires Face Coverings indoors, the City will require employees to wear Face Coverings in vehicles, unless expressly provided that Face Coverings need not be worn in such circumstances.
3. The City requires that employees' Face Coverings be clean, undamaged, and worn over both the nose and mouth.

4. The City allows employees to use face shields to supplement, not supplant, Face Coverings.

B. Limited exceptions to Face Covering requirements

When the use of Face Coverings is required as a result of a regulation or order from the CDPH or local health department, the City's policy provides for the following exceptions to the face covering requirement:

1. When an employee is alone in a room (e.g., alone in an office or another space with walls that extend from the floor to the ceiling and a door that may be closed in order to close the space to others) or vehicle;
2. While actually eating or drinking at the workplace, provided employees are at least six (6) feet apart and that the City has maximized the supply of outside or filtered air to the area.
3. While the employee is wearing a Respirator required by the City and the Respirator is being used in compliance with CCR, Title 8 section 5144.
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. In such a circumstance, the employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if the condition or disability permits it. Medical documentation is required to meet this exception and alternatives will be explored to ensure a safe workplace for all employees.
5. During 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.
6. If an employee is not wearing a Face Covering pursuant to the exceptions in subsections 4 and 5, above, the City will assess COVID-19 Hazards and take action as necessary based on General Industry Safety Orders, including Sections 3205 and 3203.

C. The City will not prevent or discourage employees from wearing Face Coverings

The City will not prevent or discourage any employee from wearing a Face Covering, including a Respirator, when the use of such a Face Covering is not required by a regulation or order from the CDPH or local health department.

Notwithstanding the above, the City may prevent an employee from wearing a Face Covering if the use of such Face Covering would create a safety hazard.

X. RESPIRATORS

- A. Upon request, the City shall provide any employee who is working indoors or in a

vehicle with more than one person a Respirator for the employee's voluntary use. The City will provide such Respirators at no cost to the employee and encourage the requesting employees to use them.

- B. The City will not provide an employee a Respirator if the City determines that the employee's use of such Respirator will itself create a hazard.
- C. If the City determines that any voluntary Respirator use is permissible, the City will provide the employee information contained in Appendix D to Title 8, Section 5144 ("Information for Employees Using Respirators When Not Required Under the Standard"). The City will ensure that the employee is provided with a Respirator of the correct size, that the employee is trained how to properly wear the Respirator provided, that the employee knows how to perform a seal check according to the manufacturer's instructions each time a Respirator is worn, and that the employee understands that facial hair interferes with a seal.
- D. Further, if/when an employee requests a respirator for voluntary use, the department head of that employee's department will designate a program administrator who is qualified by appropriate training or experience that is commensurate with the complexity of the program to administer or oversee the Respiratory protection program and conduct the required evaluations of program effectiveness.
- E. As part of the provision of Respirators, the City will establish and implement those elements of a written Respiratory protection program necessary to ensure that any employee using a Respirator voluntarily is medically able to use that Respirator, and that the Respirator is cleaned, stored, and maintained so that its use does not present a health hazard to the employee.
- F. The City will provide Respirators, training, and medical evaluations at no cost to the employee.

XI. VENTILATION

- A. Ventilation of indoor workplaces
 - 1. The City will monitor and review CDPH and Cal/OSHA guidance regarding ventilation for indoor workplaces, including, but not limited to, the CDPH "Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments."
 - 2. The City will develop, implement, and maintain effective methods to prevent transmission of COVID-19, including one or more of the following actions to improve ventilation:
 - a. Maximize the supply of outside air to the extent feasible, except when the United States Environmental Protection Agency ("EPA") Air Quality Index ("AQI") is greater than 100 for any pollutant or if opening windows

or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

- b. In buildings and structures with mechanical ventilation, filter circulated air through filters at least as protective as Minimum Efficiency Reporting Value (“MERV”)-13, or the highest level of filtration efficiency compatible with the existing mechanical ventilation system. The City has MERV-13 or higher filters at Fire Station 58 and the Transit Facility. All other sites have the highest filters that the various systems can support.
- c. Use High Efficiency Particulate Air (“HEPA”) filtration units in accordance with manufacturers’ recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission. The City uses standalone HEPA filtration units at various indoor locations including: two at City Hall, one at Public Works, two at Engineering, and three at the Wastewater Treatment Plant.

B. Maximization of outdoor air in vehicles

The City will require that employees who use vehicles for work-related purposes maximize the supply of outside air inside the vehicle to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.

C. City compliance with the regulatory requirements regarding mechanical ventilation systems, including mechanically-driven Heating, Ventilating and Air Conditioning (“HVAC”) systems

The City will review and comply with relevant requirements provided for in Title 8, Section 5142 and 5143 concerning “Mechanically Driven Heating, Ventilating and Air Conditioning (“HVAC”) Systems to Provide Minimum Building Ventilation” and “General Requirements of Mechanical Ventilation Systems,” respectively.

XII. REPORTING AND RECORDKEEPING

A. Form A, COVID-19 Case Investigation will be used to keep a record of and track all COVID-19 Cases.

Case investigation records will be submitted by the investigating supervisor to Human Resources via email to hrinfo@madera.gov and kept and retained for two years beyond the period in which it is necessary to meet the requirements of CCR, Title 8, sections 3205, 3205.1, 3205.2, and 3205.3.

B. Forms C, D, and E for Notice of COVID-19 Cases and Exposure will be used to keep record of and track all COVID-19 Case Notifications.

Copies of Case Notification Notices required by subsection 3205(e) will be submitted by the investigating supervisor to Human Resources via email to hrinfo@madera.gov and kept in accordance with Labor Code section 6409.6 or any successor law.

- C. **Form F: AIMS COVID-19 Positive Test Report** will be used to keep record of and track reporting of COVID-positive test results in compliance with Labor Code section 3212.88 or any successor law.

Positive Test Reports will be submitted to AIMS by the investigating supervisor via email to covidreporting@aims4claims.com and a copy will be provided to Human Resources via email to hrinfo@madera.gov and kept in accordance with Labor Code section 3212.88 or any successor law.

- D. Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee medical records required to comply with the CPP, shall be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases shall be provided to the local health department with jurisdiction over the workplace, CDPH, the Division, and NIOSH immediately upon request, and when required by law.

XIII. COVID-19 OUTBREAKS

A. Application

1. This section applies if three or more employee COVID-19 Cases within an Exposed Group visited the same worksite during their infectious period at any time during a 14-day period, unless a California Department of Public Health (CDPH) regulation or order defines outbreak using a different number of COVID-19 cases and/or a different time period, in which case this section applies when the number of cases at the worksite constitutes an outbreak under CDPH's definition.
2. This section will stay in effect until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period.

B. COVID-19 Testing

1. The City will immediately provide access to COVID-19 testing at no cost to our employees within the exposed group, regardless of vaccination status, during employees' paid time, except for Returned Cases and employees who were not present at the workplace during the relevant 14-day period(s).
2. Additional testing will be made available on a weekly basis to all employees in the exposed group who remain at the workplace.
3. Employees who had close contacts as determined by the Case Investigation must have a negative COVID-19 test taken within three to five days after the close

contact or will be excluded and follow the return-to-work requirements starting from the date of the last known close contact.

C. Face Coverings

Employees in the exposed group, regardless of vaccination status, will wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in the CPP applies.

D. Respirators

Employees will be notified of their right to request and receive a respirator for voluntary use, as stipulated in the CPP.

E. COVID-19 Investigation, Review, and Hazard Correction

When an outbreak is determined to have occurred, the investigating supervisor and department director will perform a review of potentially relevant COVID-19 policies, procedures and controls, and implement changes as needed to prevent further spread of COVID-19 when this addendum initially applies and periodically thereafter. The investigation, review, and changes must be documented on **Form G: COVID-19 Outbreak Investigation** and include:

1. Investigation of new or unabated COVID-19 hazards including:
 - a. City leave policies and practices and whether employees are discouraged from remaining home when sick.
 - b. City COVID-19 testing policies.
 - c. Insufficient supply of outdoor air to indoor workplaces.
 - d. Insufficient air filtration.
 - e. Insufficient physical distancing.
2. The review must be updated every 30 days as long as outbreak status continues to apply:
 - a. In response to new information or to new or previously unrecognized COVID-19 hazards.
 - b. When otherwise necessary.
3. Any changes implemented to reduce the transmission of COVID-19 based on the investigation and review, which may include:
 - a. Moving indoor tasks outdoors or having them performed remotely.
 - b. Increasing the outdoor air supply when work is done indoors.
 - c. Improving air filtration.

- d. Increasing physical distancing to the extent feasible.
- e. Requiring respiratory protection in compliance with CCR, Title 8 section 5144.
- f. Other applicable controls.

F. Ventilation

Buildings or structures with mechanical ventilation will have recirculated air filtered 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, filters with the highest compatible filtering efficiency will be used. High Efficiency Particulate Air (HEPA) air filtration units will be used in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.

These ventilation requirements will continue to be implemented after the outbreak has passed and CCR, Title 8 section 3205.1 is no longer applicable.

G. Major Outbreaks

In addition to the above requirements, if twenty (20) or more employee COVID-19 Cases within an Exposed Group visited the same worksite during their infectious period at any time during a 30-day period, the following will apply:

1. The COVID-19 testing will be required of all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by Madera County Department of Public Health. Employees in the exposed group will be tested or excluded and follow the CPP return to work requirements. The twice a week testing requirement ends when there are fewer than three (3) new COVID-19 cases in the exposed group for a 14-day period. The weekly testing requirement will be followed until there are one (1) or fewer new COVID-19 cases in the exposed group for a 14-day period.
2. The Major Outbreak will be reported to Cal/OSHA.
3. The City will provide respirators for voluntary use to employees in the exposed group, encourage their use, and train employees according to CCR, Title 8 section 5144(c)(2) requirements.
4. Any employees in the exposed group who are not wearing respirators as required will be separated from other persons by at least six feet, except where it can be demonstrated that at least six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include:
 - a. Telework or other remote work arrangements.

- b. Reducing the number of persons in an area at one time, including visitors.
- c. Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- d. Staggered arrival, departure, work, and break times.
- e. Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

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

Form A: COVID-19 Case Investigation

Instructions to investigating supervisor:

This form and related instructions have been prepared to assist you in following the City's adopted COVID-19 Prevention Procedures (CPP) and comply with requirements set forth by Cal/OSHA and the California Labor Code.

Please read all instructions and questions carefully. If you have any questions as you complete this form and any required notices, please contact either Eric Battles or Wendy Silva in Human Resources.

Use this form when an employee notifies you that they meet the definition of a COVID Case as defined in the City's CPP. All questions should be answered in the context of the City's adopted CPP. Please ensure you have reviewed the CPP definitions and required actions related to receiving notice of a COVID-19 Case before proceeding.

- Step 1. Complete **Form A: COVID-19 Case Investigation** and document on this form.
- Step 2. Provide the COVID Case with **Form B: COVID-19 Related Leave & Benefits that May be Available to You**
- Step 3. If applicable, complete and provide **Form C: Notification of Close Contact Exposure to COVID-19** to anyone identified in your investigation as a close contact. This may include employees, contractors, and/or employees of other agencies who were at your worksite. Please note that **Form B: COVID-19 Related Leave & Benefits that May be Available to You** should be attached to the Form C notification.
- Step 4. If applicable, complete and provide **Form D: Notification of COVID-19 Workplace Exposure** to anyone who was at the worksite when the COVID Case was present during the COVID Case's infectious period. This may include contractors or partner agency employees.
- Step 5. If applicable, complete and provide **Form E: Notification of COVID-19 Workplace Exposure - Representative** to bargaining unit representatives of the COVID Case and of any Close Contact employees who receive **Form C**. Please note that **Form B: COVID-19 Related Leave & Benefits that May be Available to You** should be attached to the Form D notification.
- Step 6. If applicable, complete and submit to AIMS via email **Form F: AIMS COVID-19 Positive Test Report**.
- Step 7. Submit the completed **Form A: COVID-19 Case Investigation** and copies of all notifications generated (**Forms C-F**) to Human Resources via email to hrinfo@madera.gov.
- Step 8. If the COVID-19 Case was in the workplace during their Infectious Period, make arrangements for cleaning and disinfection of the applicable worksite areas.

Please remember that all personal identifying information of COVID-19 Cases or symptoms must be kept confidential unless required to be disclosed by law.

Form A: COVID-19 Case Investigation

1. COVID Case Information. Complete all questions in table.

Employee Name	
Job Title	
Date notification of COVID Case was received by City	
Date investigation commenced	
Date investigation concluded	
Date positive COVID test specimen was collected	
Date positive test result was received by the employee	
Date positive test result was reported to the employer	
Date employee experienced first COVID symptom(s)	
Date <i>and</i> time employee was last present in the workplace	

2. COVID Case work location(s) prior to Exclusion from Work.

a. During the Infectious Period (review definition in CPP). Attach additional sheets if necessary.

Worksite Name & Address	Highest # of Employees in last 45 days:	Date at Worksite	Shift (if applicable)

b. During the 14 days preceding Covid Case's last day at the worksite *if the employee reported a positive COVID-19 test or the supervisor is otherwise aware of positive COVID-19 status*. List any worksites not already listed in 2a. Attach additional sheets if necessary.

Worksite Name & Address	Highest # of Employees in last 45 days:	Date at Worksite	Shift (if applicable)

Form A: COVID-19 Case Investigation

3. List **all interactions** the employee recalls with co-workers, colleagues, or contractors **during the Infectious Period**. Include information pertaining to when, where, duration, and exposure controls that were utilized (i.e. mask, social distancing). Attach additional sheets if necessary.

Name of Individual	Date	Duration	Describe Location & Any Exposure Controls

4. Based on the information provided in Question 6, list employees, colleagues, or contractors who are determined to be a Close Contact and must be provided notice. Review CPP Definition of Close Contact before answering this question.
5. In your review of information provided by the COVID Case and the City's CPP, did any workplace condition(s) contribute to the spread of COVID-19? If yes, explain.
6. If the exposure occurred in the workplace, or if the COVID Case was in the workplace during the Infectious Period, what additional controls or measures can be put in place to reduce COVID-19 exposure beyond those already in place?

Form A: COVID-19 Case Investigation

7. Required Notification Confirmations

- a. Provide **Form B: COVID-19 Related Leave & Benefits that May be Available to You** to the COVID Case.

Date **Form B** was provided to COVID Case: _____

- b. Complete and provide **Form C: Notification of Close Contact Exposure to COVID-19** to any Close Contacts identified in your answer to Question #4. For City Employees, **Form B: COVID-19 Related Leave & Benefits that May be Available to You** must be provided along with **Form C**.

If applicable, date **Form C** was provided to Close Contacts: _____

- c. Complete and provide **Form D: Notification of COVID-19 Workplace Exposure** to employees, contractors, and employees of other agencies working in shared space who reported to the worksites listed in your answer to Question #2a on the applicable dates of the Infectious Period.

If applicable, date **Form D** was provided to employees: _____

- d. Complete and provide **Form E: Notification of COVID-19 Workplace Exposure - Representative** to the appropriate bargaining unit representative of a COVID-19 Case or any employee who received **Form C** notification for Close Contacts.

If applicable, date **Form E** was provided to representative: _____

- e. Complete and submit **Form F: AIMS COVID-19 Positive Test Report** for any worksites listed in your answer to Question #2a and #2b if the employee reports a positive COVID Test. This is a knew or should have known standard for supervisors per the Labor Code.

If applicable, date **Form F** was submitted to AIMS: _____

- f. Submit your COVID Case Investigation and copies of any forms generated (Forms D-F) to hrinfo@madera.gov.

- g. I have arranged or am taking care of cleaning and disinfecting the worksite.

Not applicable Yes No

Investigator Name: _____ Job Title: _____

Investigator Signature: _____

Form B: COVID-19 Related Leave & Benefits that May be Available to You

Existing Paid Leave Options

- **Use:** Depending on the employee's applicable Memorandum of Understanding (MOU) and the Personnel Rules, regular sick leave, vacation, administrative leave, banked holiday, floating holiday, or compensatory time off (CTO) may be used in order to remain in a paid status while recommended by the California Department of Public Health (CDPH) to isolate (COVID-19 positive, symptomatic and/or awaiting a test/diagnosis, etc.).
- **Eligibility:** Must have the applicable time available in leave banks and be eligible to use per the applicable MOU or Personnel Rule.
- **How to Apply:** Follow normal timesheet procedures for requesting paid leave.

Family and Medical Leave Act (FMLA)/ California Family Rights Act (CFRA)

- **Eligibility:** Worked for the City at least 12 months and worked at least 1,250 hours within that timeframe. Has not used the leave in the last 12 months.
- **FMLA Limits:** 12 weeks job-protected, unpaid leave, for employee's own serious health condition that make the employee unable to perform the essential functions of his or her job, or to care for employee's spouse, child, or parent who has a serious health condition
- **CFRA Limits:** same as *FMLA Limits* above, but adds child (to include a biological, adopted, or foster child, a stepchild, a legal ward, or a child of an employee or the employee's domestic partner, or a person to whom the employee stands in loco parentis), registered domestic partner, grandparent, grandchild, sibling, and parent (including biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child)
- **How to File:** Submit request to HR, subject to approval and additional paperwork from a doctor

Workers' Compensation

- **Eligibility:** When COVID-19 is contracted in the performance of work duties (does not apply when an employee is working from home). An investigation will be conducted to determine where COVID-19 was likely contracted.
- **Limits:** Temporary Total Disability (TTD) or 4850 benefits (if eligible) are paid if the employee is actually experiencing a COVID-19 related-illness. Positive PCR test is required.
- **How to File:** Complete DWC-1 and return to supervisor.

All other terms and conditions of personnel policies and MOU provisions shall remain in effect. Contact HR with questions at x8704 from a City phone, or (559) 661-5400, option 8.

Form C: Notification of Close Contact Exposure to COVID-19

Today's Date:

Applicable City of Madera Worksite Name & Address:

The City of Madera (City) has determined that you are a Close Contact to a known COVID-19 Case at the identified City worksite. Based on our investigation, the Close Contact occurred on _____ . The City received notice of the COVID-19 Case status on _____ and immediately commenced a COVID Case Investigation. The City is providing this notice as quickly as possible and certain elements of the investigation may still be pending further evaluation.

Due to your exposure to COVID-19, you should obtain a COVID-19 test unless you have recently recovered from COVID-19 within the last 30 days. To ensure the test provides valid results the test should be administered 3-5 days after last exposure. You may register for free testing through Madera County at the link: <https://go.oncehub.com/MCDPH>. You may also find additional testing resources at <https://myturn.ca.gov>.

1. All employees who are Close Contacts must:
 - a. Self-screen for COVID-19 symptoms each day before reporting to work for 10 days from last exposure.
 - b. Wear a well-fitting mask (N95, KN95 or similar) around others for a total of 10 days, especially in indoor settings.
2. If you test positive for COVID-19 or experience COVID Symptoms, you must isolate, regardless of vaccination status, previous infection, or lack of symptoms. Isolation includes:
 - a. Stay home for a least 5 days.
 - b. Isolation can end after day 5 if symptoms are not present or are resolving, and a diagnostic specimen collected on day 5 or later tests negative.
 - c. If unable to test or choose not to test, and symptoms are not present or are resolving, isolation can end after day 10.
 - d. If fever is present, isolation should be continued until 24 hours have passed without a fever and without using fever-reducing medication.
 - e. If symptoms other than fever are not resolving, continue to isolate until symptoms are resolving or until after day 10.
 - f. Wear a well-fitting mask (N95, KN95 or similar) around others for a total of 10 days, especially in indoor settings.

Please provide notice to the City as soon as possible if you are unable to report to work because of one of the above circumstances. If the nature of your job permits you to telework, you should discuss the possibility of doing so with your supervisor or manager.

Form C: Notification of Close Contact Exposure to COVID-19

If you are unable to report to work for one of the reasons identified above, you may be eligible and qualified to receive statutory or agency-provided leave and benefits during your time away from work. Your ability to telework may affect eligibility for such leaves and benefits. Please find attached a notice providing information about some of the leaves that may be available depending on your particular circumstance. Eligibility for the leaves and/or benefits is governed by applicable statutes for such leaves and/or benefits, as well as the City's policies regarding such leaves and/or benefits. If you would like more information on potentially applicable leaves or benefits, please contact the City's Department of Human Resources at (559) 661-5400, option 8.

The City of Madera's Plan for Cleaning and Disinfecting the Workplace

As the City continues to investigate the specific locations where the COVID-19 positive individual was present, the City will begin to implement a cleaning and disinfection plan pursuant to guidance from the CDC.

If you would like more information on the specific cleaning and disinfecting steps that will be taken, the name, phone number, and email address for the investigating supervisor or appropriate department contact is:

Discrimination and Retaliation Protections While on Leave

The City will not discriminate or retaliate against City employees who qualify for any leaves and/or benefits, nor against any employee for disclosing the results of a positive COVID-19 test or diagnosis or any order to the employee to quarantine or isolate for reasons related to COVID-19.

Attachment:

1. CPP Form B: COVID-19 Related Leave & Benefits that May be Available to You

Form D: Notification of COVID-19 Workplace Exposure

Today's Date:

Applicable City of Madera Worksite Name & Address:

Applicable Date(s) of Workplace Exposure:

The City of Madera (City) has determined that you and a known COVID-19 Case were both present at the identified City worksite during the COVID-19 Case's infectious period on the date or dates noted above. The City is providing this notice as quickly as possible and certain elements of the investigation may still be pending further evaluation. At this time, you are not determined to be a Close Contact unless you receive specific notice of such.

Due to your exposure to COVID-19, you are encouraged to obtain a COVID-19 test unless you have recently recovered from COVID-19 within the last 30 days. To ensure the test provides valid results the test should be administered 3-5 days after last exposure. City employees and their family members may register for free testing through Madera County at the link: <https://go.oncehub.com/MCDPH>. You may also find additional testing resources at <https://myturn.ca.gov>.

If you test positive for COVID-19 or experience COVID Symptoms, you must isolate, regardless of vaccination status, previous infection, or lack of symptoms. Isolation includes:

1. Stay home for a least 5 days.
2. Isolation can end after day 5 if symptoms are not present or are resolving, and a diagnostic specimen collected on day 5 or later tests negative.
3. If unable to test or choose not to test, and symptoms are not present or are resolving, isolation can end after day 10.
4. If fever is present, isolation should be continued until 24 hours have passed without a fever and without using fever-reducing medication.
5. If symptoms other than fever are not resolving, continue to isolate until symptoms are resolving or until after day 10.
6. Wear a well-fitting mask (N95, KN95 or similar) around others for a total of 10 days, especially in indoor settings.

Please provide notice to the City as soon as possible if you are unable to report to work because of one of the above circumstances. If the nature of your job permits you to telework, you should discuss the possibility of doing so with your supervisor or manager.

If you are unable to report to work for one of the reasons identified above, you may be eligible and qualified to receive statutory or agency-provided leave and benefits during your time away from work. Your ability to telework may affect eligibility for such leaves and benefits. Please find attached a notice providing information about some of the leaves that may be available

Form D: Notification of COVID-19 Workplace Exposure

depending on your particular circumstance. Eligibility for the leaves and/or benefits is governed by applicable statutes for such leaves and/or benefits, as well as the City's policies regarding such leaves and/or benefits. If you would like more information on potentially applicable leaves or benefits, please contact the City's Department of Human Resources at (559) 661-5400, option 8.

The City of Madera's Plan for Cleaning and Disinfecting the Workplace

As the City continues to investigate the specific locations where the COVID-19 positive individual was present, the City will begin to implement a cleaning and disinfection plan pursuant to guidance from the CDC.

If you would like more information on the specific cleaning and disinfecting steps that will be taken, the name, phone number, and email address for the investigating supervisor or appropriate department contact is:

Discrimination and Retaliation Protections While on Leave

The City will not discriminate or retaliate against City employees who qualify for any leaves and/or benefits, nor against any employee for disclosing the results of a positive COVID-19 test or diagnosis or any order to the employee to quarantine or isolate for reasons related to COVID-19.

Form E: Notification of COVID-19 Workplace Exposure - Representative

Today's Date:

Bargaining unit:

Applicable City of Madera Worksite(s) Name & Address:

Applicable Date(s) of Workplace Exposure:

Notification type (check all that apply):

Close Contact

Confirmed COVID-19 Case

The City of Madera (City) has determined that an employee represented by your bargaining unit is a COVID-19 Case or a Close Contact, as indicated above. The City is providing this notice as quickly as possible and certain elements of the investigation may still be pending further evaluation. If a COVID-19 Case was onsite at a City worksite during their Infectious Period, the City has provided notices to applicable employees. Any employee determined to be a Close Contact has also received notice. The COVID-19 Case and Close Contacts, if applicable, have received a copy of Form B: COVID-19 Related Leave & Benefits that May be Available to You.

The City of Madera's Plan for Cleaning and Disinfecting the Workplace

As the City continues to investigate the specific locations where the COVID-19 positive individual was present, the City will begin to implement a cleaning and disinfection plan pursuant to guidance from the CDC.

If you would like more information on the specific cleaning and disinfecting steps that will be taken, the name, phone number, and email address for the investigating supervisor or appropriate department contact is:

Discrimination and Retaliation Protections While on Leave

The City will not discriminate or retaliate against City employees who qualify for any leaves and/or benefits, nor against any employee for disclosing the results of a positive COVID-19 test or diagnosis or any order to the employee to quarantine or isolate for reasons related to COVID-19.



COVID-19 Positive Test Report

Please complete one report for each positive COVID-19 test. Submit by email to COVIDREPORTING@Aims4Claims.com or by fax to (916) 563-1919.

Note: This report does not generate a claim, nor does a claim qualify as a report. To submit a claim, please follow your internal reporting procedures.

Overview

If you are aware of an employee testing positive for COVID-19 on or after July 6, 2020, you must report it to your claims administrator (California Labor Code Section 3212.88).

- Positive COVID-19 test results on or from July 6, 2020 through September 17, 2020 must be reported to your claims administrator by October 29, 2020.
- Positive COVID-19 test results after September 17, 2020 require reporting within 3 business days of knowledge (or when it should reasonably have been known).

Employer information

Employer Name: _____

Number of employees: _____ Primary contact: _____

Contact phone: _____ Contact Email: _____

Fax: _____ Today's date: _____

COVID-19 test result information

Tracking Number: _____

This is an internal number you assign to track what has been reported. Do not include any Personal Identifiable Information (such as SSN, DOB, etc.) in this report.

Reported as Industrial: Yes No

Date of positive COVID-19 test: _____

This is the sample collection date. Test must be a Polymerase Chain Reaction (PCR) or other viral testing approved by the FDA. Serologic (antibody) testing is not a viable test.

Date employer notified of positive COVID-19 test result: _____

Date employee last worked before positive COVID-19 test result: _____

Form F: AIMS COVID-19 Positive Test Report

Employee work location

List **all** locations where employee worked at your direction during the 14-day period prior to the positive test result.

Location: Street address including suite and/or building number, city, state and zip code of work location.

Highest #: Highest daily number of employees at each location.

- If the positive test occurred on or after September 17, 2020, enter highest daily number of employees in the 45 days prior to last day the employee worked.
- If the positive test occurred between July 6, 2020 and September 16, 2020, enter highest daily number of employees during that timespan.

Ordered Closure: If a location was ordered to close by a local public health department, the State Department of Public Health, the Division of Occupational Safety and Health, or a school superintendent due to risk of infection with COVID- 19, who ordered the closure, and when.

Location	Highest #	Ordered Closure
		<input type="checkbox"/> No <input type="checkbox"/> Yes. Date of order: _____ Ordered by: _____
		<input type="checkbox"/> No <input type="checkbox"/> Yes. Date of order: _____ Ordered by: _____
		<input type="checkbox"/> No <input type="checkbox"/> Yes. Date of order: _____ Ordered by: _____
		<input type="checkbox"/> No <input type="checkbox"/> Yes. Date of order: _____ Ordered by: _____
		<input type="checkbox"/> No <input type="checkbox"/> Yes. Date of order: _____ Ordered by: _____
		<input type="checkbox"/> No <input type="checkbox"/> Yes. Date of order: _____ Ordered by: _____
		<input type="checkbox"/> No <input type="checkbox"/> Yes. Date of order: _____ Ordered by: _____

Name (Print): _____ Date: _____

Submit your report

Email your completed report to COVIDREPORTING@Aims4Claims.com or fax it to (916) 563-1919.

Form G: COVID-19 Outbreak Investigation

City Worksite Name & Address:

Investigating Supervisor Name:

Department Director Name:

Date outbreak commenced:

Date outbreak investigation occurred:

Please answer the following questions:

Required Questions	Department Answer
Are employees encouraged to stay home when sick?	
Are employees encouraged to seek a COVID-19 test if symptomatic?	
Are employees encouraged to seek a COVID-19 test if they are identified as a Close Contact?	
Have you ensured or investigated whether the supply of outdoor air to indoor workplaces has been maximized?	
Have you ensured or investigated whether air is filtered when passing through the HVAC system?	
Do you encourage physical distancing as a method of preventing the spread of COVID-19?	
Are employees allowed to voluntarily wear face coverings?	
Are employees trained in procedures to prevent the spread of COVID-19?	
Date of last department training on CPP and prevention of COVID-19	

Did any existing conditions in the workplace or employee behavior contribute to the current COVID-19 Outbreak status?

Please list any measures you will be taking in response to the current COVID-19 Outbreak at your worksite: