



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: COVID-19 Prevention Program	Policy Number: E-13	Page Number: 1 of 18
	Originally Adopted: 01/12/2021	Effective / Revised Date: 08/10/2021 09/13/2022

I. PURPOSE

The purpose of this Coronavirus-19 (COVID-19) Prevention Program (CPP) policy is to provide employees with a healthy and safe workplace as required under the California Occupational Safety and Health Act, also referred to as Cal/OSHA, (Labor Code §§ 6300, et seq.) and associated regulations (8 C.C.R. § 3205). Nothing in this CPP policy precludes the County of El Dorado (County) from complying with federal, state, or local laws or guidance that recommends or requires measures that are more prescriptive and/or restrictive than are provided herein.

II. SCOPE

This policy applies to all County employees except for County employees who are telecommuting from a location of their own choice.

III. AUTHORITY AND RESPONSIBILITY

- A. The Board of Supervisors delegates overall enforcement authority and responsibility for implementing the provisions of this CPP policy to both the Chief Administrative Officer and the Director of Human Resources.
- B. All department directors are responsible for implementing and maintaining the CPP policy in their respective departments and work areas and for ensuring their employees receive answers to questions about the program in a language they understand.
- C. All County employees are responsible for complying with this policy.

IV. POLICY

A. Face Coverings

- a. The County shall post signage to inform County staff ~~in which buildings when face coverings are required in a particular County building. that the County requires the use of face coverings at County worksites and facilities for employees who are not fully vaccinated.~~
- b. The County shall provide clean, undamaged face coverings to all County employees upon request. ~~When t~~The County ~~shall~~ requires that such face coverings ~~are~~ be worn indoors by employees ~~who are not fully vaccinated~~ at County worksites and facilities, the following exceptions will be in place; except as follows:
 - 1. When an employee is alone in a room or vehicle.
 - 2. While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
 - 3. Employees wearing respirators used in compliance with applicable standards.



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: COVID-19 Prevention Program	Policy Number: E-13	Page Number: 2 of 18
	Originally Adopted: 01/12/2021	Effective / Revised Date: 08/10/2021 09/13/2022

4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
 5. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.
- c. The County shall post signage to inform members of the public entering County buildings and facilities of any face covering orders in effect from the California Department of Public Health (CDPH).
 - d. The County shall adhere to orders and guidance provided by the CDPH ~~as provided at the web address below~~, as well as adhere to any orders and guidance provided by the County's Public Health Division (Public Health), to the extent that such orders and guidance are more stringent than what is set forth in this CPP.
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>
 - ee. The County does not use COVID-19 testing as an alternative to face coverings.
 - fd. The County does not prevent any County employee from wearing a face covering when wearing a face covering is not required by this section, unless wearing a face covering would create a safety hazard, such as interfering with the safe operation of equipment.

B. Accommodations

- a. Employees who have a medical or other condition identified by the Centers for Disease Control and Prevention (CDC), CDPH, or the employees' health care provider as placing or potentially placing the employees at increased risk of severe COVID-19 illness may request accommodation. County employees are encouraged to review the list of medical conditions and other conditions provided (<https://www.cdc.gov/>) to determine whether they have such a condition.
- b. Employees may request accommodation, including face covering medical exemptions, with Risk Management. The County will use the interactive process to explore reasonable accommodations without compromising the safety of County employees and the public.
- c. The County will periodically review the following web address in order to account for any additional medical conditions and other conditions that the CDC has identified as placing or potentially placing individuals at an increased risk of severe COVID-19: <https://www.cdc.gov/>

C. COVID-19 Hazards Assessment

- a. The County shall conduct a workplace-specific assessment of all interactions, areas, activities, processes, equipment, and materials that could potentially expose County



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: COVID-19 Prevention Program	Policy Number: E-13	Page Number: 3 of 18
	Originally Adopted: 01/12/2021	Effective / Revised Date: 08/10/2021 09/13/2022

employees and the public to COVID-19 hazards. As part of this process, the County will:

1. Identify places and times when employees and individuals congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, including, for example, during meetings or trainings, in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.
 2. Identify potential workplace exposure to all persons at County worksites and facilities, including employees, employees of other entities, members of the public, customers or clients, and independent contractors.
 3. Identify how employees and other persons enter, leave, and travel through County worksites and facilities, in addition to addressing employees' stationary workspaces, or workstations.
- b. For indoor County worksites and facilities, without compromising safety and security, the County will evaluate how to maximize ventilation with outdoor air; the highest level of filtration efficiency compatible with the worksites and facilities' existing ventilation systems; and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission. Further, for County worksites and facilities with mechanical or natural ventilation, or both, the County shall maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency Air Quality Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to County employees, for instance from excessive heat or cold.
- c. The County shall monitor orders and guidance from the State of California and the County Public Health Officer related to COVID-19 hazards and prevention. These orders and guidance are both information of general application, including Interim guidance for Ventilation, Filtration, and Air Quality in Indoor Environments by the California Department of Public Health (CDPH), and information specific to the County's location and operations.
- d. The Department of Human Resources ~~or Public Health~~ will conduct periodic inspections of County worksites and facilities as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the County's COVID-19 policies and procedures.
- e. Supervisors and managers shall report the identification and evaluation of COVID-19 hazards via the process prescribed by the Department of Human Resources. The Department of Human Resources or Public Health will investigate any concerns related to possible COVID-19 hazards.

D. Other Engineering Controls, Administrative Controls, and Personal Protective Equipment

~~a. Cleaning and disinfecting requirements include the following:~~



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: COVID-19 Prevention Program	Policy Number: E-13	Page Number: 4 of 18
	Originally Adopted: 01/12/2021	Effective / Revised Date: 08/10/2021 09/13/2022

~~1. Identifying and regularly cleaning frequently touched surfaces and objects. The County will inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of cleaning and disinfection.~~

~~2. Cleaning of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period, and disinfection if the area, material, or equipment is indoors and will be used by another employee within 24 hours of the COVID-19 case.~~

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

~~ba.~~ In order to protect County employees, the County shall evaluate its handwashing facilities in order to determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. —The County shall provide effective hand sanitizers that do not contain methyl alcohol. However, even with hand sanitizer present, the County highly encourages County employees to wash their hands, for at least 20 seconds, throughout their work period.

~~eb.~~ The County shall evaluate the need for PPE such as gloves, goggles, and face shields, to prevent exposure to COVID-19 hazards and provide such PPE as needed.

~~ec.~~ Upon request, the County shall provide respirators for voluntary use to all employees ~~who are not fully vaccinated and~~ who are working indoors or in vehicles with more than one person. The County shall encourage the use of such respirators when provided and shall ensure that employees are provided with a respirator of the correct size. In accordance with applicable law, the County will provide and ensure use of respirators when deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action.

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

~~ee.~~ The County will periodically evaluate existing COVID-19 prevention controls and assess whether there is a need for different and/or additional controls.

E. Mandatory Employee/Supervisor Reporting

a. County employees must immediately report to their supervisor or manager any of the following:

1. The employee's presentation of COVID-19 symptoms.
2. The employee's possible close contacts.
3. Possible COVID-19 hazards at County worksites or facilities.
4. Positive COVID-19 status irrespective of symptoms.



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: COVID-19 Prevention Program	Policy Number: E-13	Page Number: 5 of 18
	Originally Adopted: 01/12/2021	Effective / Revised Date: 08/10/2021 09/13/2022

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

- b. The supervisor or manager must immediately notify the Department of Human Resources using the prescribed forms of positive COVID-19 employees and COVID-19 hazards in the workplace.

F. COVID-19 Exposure Notification

The Department of Human Resources will give written notice (e.g., personal service, email, or text message) to County employees, employers of subcontracted employees, and union representatives of notified employees (within one business day of the report being received) of a potential COVID-19 exposure at a County worksite or facility where a COVID-19 case was present. County employees and employers of subcontracted employees who are notified shall be those who were present at the worksite during the high-risk exposure period. Notification shall not reveal any personal identifying information of the COVID-19 case. The notice to the union representatives shall contain the same information as would be required in an incident report in a Cal/OSHA Form 300 injury and illness log unless the information is inapplicable or unknown to the employer.

Additionally, the County will notify employees of cleaning and disinfecting measures the County undertakes in order to ensure the health and safety of the County worksite or facility where the potential exposure occurred.

In the event of an outbreak or major outbreak, and in consultation with Public Health, the Department of Human Resources will provide testing to employees. The testing shall be in compliance with mandated requirements in place at the time of the outbreak.

G. COVID-19 Testing

The County possesses the authority to require that employees who report to work at County worksites or facilities be tested for COVID-19 at no cost. Where the County requires testing, the County has adopted policies and procedures that ensure the confidentiality of employees and comply with the Confidentiality of Medical Information Act. Specifically, while anyone in exposure with a COVID-19 positive individual will be informed, the County will keep confidential all personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee medical records required by this policy, unless expressly authorized by the employee to disclose such information or as otherwise permitted or required under the law.

H. Self-Screening/County Screening

County employees shall self-screen for COVID-19 symptoms prior to reporting to any County worksite or facility. Such self-screening shall be pursuant to California Department of Public Health guidelines, which shall be communicated to employees. However, the County possesses authority to screen employees when deemed necessary. If the County elects to conduct any screening indoors at the workplace, the County shall ensure that face coverings are used during screening by both screeners and employees who are not fully vaccinated and, if temperatures are measured, that non-



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: COVID-19 Prevention Program	Policy Number: E-13	Page Number: 6 of 18
	Originally Adopted: 01/12/2021	Effective / Revised Date: 08/10/2021 09/13/2022

contact thermometers are used.

Should a County employee exhibit COVID-19 symptoms during a County administered screening or a self-screen, the County will instruct the employee to remain at or return to their home or place of residence and not report to work until such time as the employee satisfies the minimum criteria to return to work as provided for in Section IV.I. of this policy.

I. Return to Work Criteria

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

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

1. At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medications;
2. COVID-19 symptoms have improved; and
3. Either A(i) at least 10 days have passed since COVID-19 symptoms first appeared, or
4. A(ii) at least 5 days have passed since COVID-19 symptoms first appeared and the employee has a negative COVID-19 test on or after the 5th day.

The County will follow the most recent guidelines in effect by the CDC, CDPH, and Public Health. As guidelines change, supervisors and managers will be provided additional guidance. In addition, the policy will be updated as time permits.

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

COVID-19 cases who tested positive but never developed COVID-19 symptoms shall not report to any County worksite or facility until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test or at least 5 days have passed since the date of specimen collection and the employee has a negative COVID-19 test on or after the 5th day.

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

~~In accordance with CDC guidance concerning symptom-based strategies for the discontinuation of isolation, the County does not require employees submit to a COVID-19 test or produce a negative COVID-19 test result in order to return to work, if the above-listed minimum criteria have been met.~~

~~c. e.d. —~~ Minimum Criteria to Return to Work for Close Contacts

1. Persons who had a close contact but never developed any COVID-19 symptoms may return to work when 10 days have passed since the last known close contact do not need to be excluded from the workplace.



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: COVID-19 Prevention Program	Policy Number: E-13	Page Number: 7 of 18
	Originally Adopted: 01/12/2021	Effective / Revised Date: 08/10/2021 09/13/2022

2. Persons who had a close contact and developed any COVID-19 symptom cannot return to work until the requirements listed in "Minimum Criteria to Return to Work for Symptomatic COVID-19 Cases" have been met, ~~unless all of the following are true:~~

- ~~i. The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and~~
- ~~ii. At least 10 days have passed since the last known close contact; and~~
- ~~iii. The person has been symptom-free for at least 24 hours, without using fever-reducing medications.~~

~~3. During critical staffing shortages, when there are not enough staff to provide safe patient care, essential critical infrastructure workers in the following categories may return after Day 7 from the date of last exposure if they have received a negative PCR COVID-19 test result from a specimen collected after Day 5:~~

- ~~i. Health care workers who did not develop COVID-19 symptoms;~~
- ~~ii. Emergency response workers who did not develop COVID-19 symptoms; and~~
- ~~iii. Social service workers who did not develop COVID-19 symptoms and who work face to face with clients in child welfare or assisted living.~~

d. Minimum Criteria to Return to Work for Symptomatic employees

~~1. 1. Persons who are experiencing one or more symptoms associated with COVID-19 may not return to the workplace until:~~

- ~~i. They have a negative COVID-19 test and symptoms have significantly improved, or~~
- ~~ii. Their doctor confirms an alternative diagnosis for symptoms, or~~
- ~~iii. Quarantining for 10 days and symptoms have significantly improved.~~

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

If employees are subject to an isolation, quarantine, or exclusion order issued by a state or local health official, County policy requires that the employees not report to any County worksite or facility until the period of isolation or quarantine is completed or the order is lifted. If the order did not specify a definite isolation or quarantine period, then the period shall be in accordance with the return to work criteria listed above.

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

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



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: COVID-19 Prevention Program	Policy Number: E-13	Page Number: 8 of 18
	Originally Adopted: 01/12/2021	Effective / Revised Date: 08/10/2021 09/13/2022

In such cases, the County will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employees at the County worksite or facility and, if isolation is not feasible, the use of respirators in the workplace.

J. COVID-19 Training and Instruction

The County shall provide training and instruction to existing and new employees on the following:

- a. The County's COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- b. COVID-19 Symptoms.
- c. Spread and transmission of the virus that causes COVID-19.
- d. The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19, but are most effective when used in combination.
3. Methods and importance of face coverings and hand hygiene, including the conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained.
- e. Information regarding COVID-19-related benefits to which employees may be entitled under applicable federal, state, or local laws.
- f. The County's policies for providing respirators, and the right of employees who are not fully vaccinated to request a respirator for voluntary use as stated in this section, without fear of retaliation and at no cost to employees. This information shall include how to properly wear the respirator provided, how to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with a seal.
- g. How to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

K. Reporting and Recordkeeping

In accordance with applicable law, the County will:

- a. Keep record of and track all COVID-19 cases with the following information: (1) employee's name; (2) contact information; (3) occupation; (4) location where the employee worked; (5) the date of the last day at the workplace; and (6) the date of a positive COVID-19 test. The information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- b. Maintain records of the steps taken to implement this CPP policy.



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: COVID-19 Prevention Program	Policy Number: E-13	Page Number: 9 of 18
	Originally Adopted: 01/12/2021	Effective / Revised Date: 08/10/2021 09/13/2022

- c. Make this written CPP available to employees and employee organizations at County worksites or facilities. Further, the County will make this CPP policy available to Cal/OSHA representatives immediately upon request.
- d. Report information about COVID-19 cases and outbreaks at the workplace to the local health department whenever required by law, and shall provide any related information requested by the local health department.

L. Multiple COVID-19 Infections, Outbreaks and Major Outbreaks

- a. This Section IV.L. shall apply in the event of an outbreak (defined as three or more employee COVID-19 cases within an exposed group visiting the workplace during their high-risk exposure period at any time during a 14-day period), and shall continue to apply until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

As provided for in Section IV.G. and V.D., the County will make COVID-19 testing available to all employees at no cost during their working hours that were within the exposed group, during such employees' paid time, ~~except:~~

- ~~1. Employees who were not present at the workplace during the relevant 14-day period(s).~~
- ~~2. Employees who were fully vaccinated before this Section IV.L. became applicable and who do not have COVID-19 symptoms.~~
- ~~3. For COVID-19 cases who did not develop COVID-19 symptoms after returning to work pursuant to this policy, no testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.~~

During the period of an outbreak, testing shall be made available to all employees in the exposed group and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, Public Health. After the first two COVID-19 tests required by this subsection, the County shall make COVID-19 testing available once a week at no cost, during paid time, to all employees in the exposed group who remain at the worksite, or more frequently if recommended by Public Health, until there are no new COVID-19 cases detected in the affected worksite for a 14-day period. Employees who had close contacts shall have a negative COVID-19 test taken within three and five days after the close contact or shall be excluded and follow the return to work requirements outlined in Section IV.I.c. starting from the date of the last known close contact. The County shall make additional testing available at no cost to employees, during employees' paid time, when deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action.

- b. In the event of a major COVID-19 outbreak (defined as 20 or more COVID-19 cases in an exposed group visiting the worksite during their high-risk exposure period within a 30-day



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: COVID-19 Prevention Program	Policy Number: E-13	Page Number: 10 of 18
	Originally Adopted: 01/12/2021	Effective / Revised Date: 08/10/2021 09/13/2022

period), the County shall ~~make available to all~~require employees in the exposed group, regardless of vaccination status, to participate in twice a week COVID-19 testing, or more frequently if recommended by Public Health. Such testing shall continue until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period, at which time Section IV.L.a. shall apply. Employees who had close contacts shall have a negative COVID-19 test taken within three and five days after the close contact or shall be excluded and follow the return to work requirements outlined in Section IV.I.c. starting from the date of the last known close contact.

- c. In the event of an outbreak, 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.
- d. In buildings or structures with mechanical ventilation where an outbreak has occurred, 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, if so, shall implement their use to the degree feasible.
- e. For the duration of an outbreak, in addition to the other requirements of this policy, the County shall do the following:
 1. Require that all employees, regardless of vaccination status, in the exposed group wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the five numbered exceptions in Section IV.A.b. applies.
 2. Give notice to employees in the exposed group of their right to request a respirator for voluntary use.
 3. Evaluate whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, as much distance between persons as feasible~~the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.~~



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: COVID-19 Prevention Program	Policy Number: E-13	Page Number: 11 of 18
	Originally Adopted: 01/12/2021	Effective / Revised Date: 08/10/2021 09/13/2022

- f. In the event of a major COVID-19 outbreak, in addition to the required actions during an outbreak, the County shall take the following actions for the duration of the major outbreak:
1. The County shall provide a respirator for voluntary use to employees in the exposed group and shall determine the need for a respiratory protection program or changes to an existing respiratory protection program to address COVID-19 hazards.
 2. Separate any employees in the exposed group who are not wearing respirators from other persons by at least six feet, except where six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and 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 shall be as far apart as feasible.
 3. ~~At work stations where an employee in the exposed group is assigned to work for an extended period of time, such as cash registers, desks, and production line stations, and where the physical distancing requirement in the paragraph above is not maintained at all times, the County shall install cleanable solid partitions that effectively reduce transmission between the employee and other persons.~~
 4. ~~The County shall evaluate whether to halt some or all operations at the worksite until COVID-19 hazards have been corrected.~~
 45. Any other control measures deemed necessary by the Division through the Issuance of Order to Take Special Action.

M. Employer Provided Housing

This section does not apply to (i) housing provided for the purpose of emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations; (ii) employees with occupational exposure as defined by 8 C.C.R. § 5199, when covered by that section; or (iii) housing used exclusively to house COVID-19 cases or where a housing unit houses one employee; ~~or (iv) housing in which all residents are fully vaccinated.~~

To the extent feasible, employee residents shall be assigned to distinct groups, and each group shall remain separate from other such groups during transportation and work. ~~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. Housing units, kitchens, bathrooms, and indoor common areas shall be cleaned and disinfected after a COVID-19 case was present during the high risk~~



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: COVID-19 Prevention Program	Policy Number: E-13	Page Number: 12 of 18
	Originally Adopted: 01/12/2021	Effective / Revised Date: 08/10/2021 09/13/2022

~~exposure period, if another resident will be there within 24 hours of the COVID-19 case. 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.

In housing units, the County shall maximize the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system. If there is not a Minimum Efficiency Reporting Value (MERV) 13 or higher filter in use, portable or mounted High Efficiency Particulate Air (HEPA) filtration units shall be used, to the extent feasible, ~~in all sleeping areas in which there are two or more residents who are not fully vaccinated.~~

N. Employer Provided Transportation

This section does not apply to (i) County-provided transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations; (ii) employees with occupational exposure as defined by 8 C.C.R. § 5199, when covered by that section; (iii) public transportation; or (iv) ~~vehicles in which the driver and all passengers are fully vaccinated; or (v)~~ vehicles where the driver is alone or the driver and all passengers are from the same household outside of work, such as family members.

To the extent feasible, employees sharing vehicles shall be assigned to distinct groups that remain separate from other such groups during transportation, during work activities, and in County-provided housing. During the operation of the vehicle, the face coverings requirements and exceptions to such requirements stated in this policy shall apply. ~~Upon request, the County shall provide respirators for voluntary use to all employees in the vehicle who are not fully vaccinated.~~

~~The County provides cleaning materials to clean all high-contact surfaces such as steering wheel, door handles, seatbelt buckles, armrests, etc. before each trip and between different drivers. All high-contact surfaces must be cleaned and disinfected if used by a COVID-19 case during the high-risk exposure period, when the surface will be used by another employee within 24 hours of the COVID-19 case.~~

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

O. Employee Assistance Program

[Managed Health Network \(MHN\) is the company that manages the County's Employee Assistance Program. MHN staff is available to assist members with the various services offered and possible telehealth options to better support physical distancing through virtual visits. Additional information is posted on EDCNET.](#)

P. Health Insurance Portability and Accountability Act

[The Health Insurance Portability and Accountability Act \(HIPAA\) requires that any health information be kept private and confidential. Therefore, County departments and all employees must ensure that any health information received remains confidential to the full extent possible.](#)



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: COVID-19 Prevention Program	Policy Number: E-13	Page Number: 13 of 18
	Originally Adopted: 01/12/2021	Effective / Revised Date: 08/10/2021 09/13/2022

[However, some information may be required to be shared with County Public Health pursuant to applicable exceptions in HIPPA or applicable California State privacy law.](#)

V. PROCEDURE

As provided herein, the procedure for investigating and responding to COVID-19 cases includes the following:

- [a. ~~1.~~](#) Seeking information from employees regarding COVID-19 cases and close contacts.
- [b. ~~2.~~](#) Receiving information regarding COVID-19 test results.
- [c. ~~3.~~](#) Receiving information regarding the presentation of COVID-19 symptoms.
- [d. ~~4.~~](#) Identifying and recording all COVID-19 cases.

A. COVID-19 Positive Diagnosis

The County shall, when required by Section V.E. of this policy, instruct COVID-19 cases and close contacts 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.I of this policy.

B. Reporting

The County will comply with all reporting and recording obligations as required under the law, including, but not limited to, the notifications required under Section IV.F. of this policy.

C. Contact Investigation

~~The supervisor or Human Resources manager~~ will interview the COVID-19 case in order to ascertain the following information: 1) the date on which the COVID-19 case tested positive, if asymptomatic, or the date on which the COVID-19 case first presented COVID-19 symptoms, if symptomatic; 2) the COVID-19 case'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 case 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 contacts. Based on this information, the County shall determine which employees have had COVID-19 exposure, and specifically which employees have had close contact. [Human Resources will also determine a return to work timeline for the employee.](#)

D. Testing

The County will provide COVID-19 testing at no cost to employees during paid time to all employees who had a close contact at a County worksite or facility, and provide such employees with information on potentially applicable benefits, ~~with the following exceptions: (1) Employees who were fully vaccinated before the close contact and do not have COVID-19 symptoms; and (2) COVID-19 cases who returned to work pursuant to this policy and have remained free of COVID-19~~



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: COVID-19 Prevention Program	Policy Number: E-13	Page Number: 14 of 18
	Originally Adopted: 01/12/2021	Effective / Revised Date: 08/10/2021 09/13/2022

~~symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 90 days after the first positive test.~~ Also reference Section IV.H. of this policy.

E. Exclusion of COVID-19 Cases and Employees Who Had a Close Contact

- 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. ~~The following groups are exempt from exclusion: (i) Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms; and (ii) COVID-19 cases who returned to work pursuant to this policy and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.~~

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

The provision of benefits described below does not apply to either: (1) County employees when the County can demonstrate that the close contact was not work-related; and (2) County employees who received disability payments or was covered by workers' compensation and received temporary disability. 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. If the County determines that one of these exceptions applies, it shall inform the employee of the denial and the applicable exception.

The County will provide excluded employees who are unable to telework 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 legally mandated sick and vaccination leave, if applicable, under workers' compensation law, local governmental requirements, the County's Personnel Rules, leave guaranteed by contract, and 8 C.C.R. § 3205. The County will continue to provide and will maintain these employees' earnings, wages, 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 OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: COVID-19 Prevention Program	Policy Number: E-13	Page Number: 15 of 18
	Originally Adopted: 01/12/2021	Effective / Revised Date: 08/10/2021 09/13/2022

County may require that these employees use employer-provided employee sick leave for this purpose to the extent permitted by law. 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.

F. Worksite/Facility Investigation

Public Health and Risk Management will conduct an investigation in order to determine whether 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" as defined below; (2) has a positive COVID-19 diagnosis from a licensed health care provider; (3) is subject to COVID-19-related order to isolate issued by a local or state health official; 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.
- C. "Close contact" means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period" defined by this section. This definition applies regardless of the use of face coverings. EXCEPTION: Employees have not had a close contact if they wore a respirator in accordance with this policy, whenever they were within six feet of the COVID-19 case during the high-risk exposure period
- D. "COVID-19 hazard" means potentially infectious material that may contain SARS-CoV-2, the virus



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: COVID-19 Prevention Program	Policy Number: E-13	Page Number: 16 of 18
	Originally Adopted: 01/12/2021	Effective / Revised Date: 08/10/2021 09/13/2022

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, or sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids. 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 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 group" means all employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:
 - (A) For the purpose of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.
 - (B) 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.
 - (C) If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure 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 are not 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. 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.
- ~~I. "Fully vaccinated" means the County has documented that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Vaccines must be FDA approved; have an emergency use authorization from the FDA; or,~~



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: COVID-19 Prevention Program	Policy Number: E-13	Page Number: 17 of 18
	Originally Adopted: 01/12/2021	Effective / Revised Date: 08/10/2021 09/13/2022

~~for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO).~~

- ~~J.~~ “High-risk exposure period” means the following time period: (1) for COVID-19 cases who develop COVID-19 symptoms, from two (2) days before they first develop symptoms until all of the following are true: it has been 10 days since symptoms first appeared; 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 days before until 10 days after the specimen for their first positive test for COVID-19 was collected.
- ~~JK.~~ “Respirator” means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator.
- ~~KL.~~ “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 high-risk exposure period. It does not apply to buildings, floors, or other locations of the County that a COVID-19 case did not enter.
- ~~LM.~~ If additional orders are issued by the California Department of Public Health, the Governor of California, or other relevant authorities relating to COVID-19, and such orders contain mandates that are in addition to or more stringent than those contained herein, the County and its employees will be required to comply with those mandates. These mandates shall be deemed to be part of this policy until such time as they are terminated or expired.

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:



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: COVID-19 Prevention Program	Policy Number: E-13	Page Number: 18 of 18
	Originally Adopted: 01/12/2021	Effective / Revised Date: 08/10/2021 09/13/2022

Originally Adopted:	01/12/2021		
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