



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject: COVID-19 Prevention Program	Policy Number: E-13	Page Number: 1 of 14
	Originally Adopted: XX/XX/XXXX	Effective / Revised Date: XX/XX/XXXX

### 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 at their remote locations.

### 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. Physical Distancing

The County requires that all County employees be separated from other persons by at least six (6) feet, except where the County can demonstrate that six (6) feet of separation is not possible and where there is momentary exposure while persons are in movement. The County has adopted several methods by which it increases physical distancing including, but not limited to, the following:

- a. Providing County employees the opportunity to telework or engage in other remote work arrangements.
- b. Reducing the number of persons in an area at one time, including visitors.
- c. Posting 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. Adopting staggered arrival, departure, work, and break times.



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject:  COVID-19 Prevention Program	Policy Number:  E-13	Page Number:  2 of 14
	Originally Adopted: XX/XX/XXXX	Effective / Revised Date: XX/XX/XXXX

- e. Adjusting work processes or procedures, such as reducing production speed, to allow greater distance between employees.
- f. Installing plexiglass partitions.

### B. Face Coverings

- a. The County shall post signage to inform County staff and the public that the County requires the use of face coverings at County worksites and facilities.
- b. The County shall provide clean, undamaged face coverings to County employees and non-employees upon request and requires that such face coverings are worn by employees and non-employees at County worksites and facilities. The County shall adhere to orders and guidance provided by the California Department of Public Health (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).  
  
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>
- c. The County does not use COVID-19 testing as an alternative to face coverings.
- d. 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.

### C. 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 their supervisor, manager, or the Department of Human Resources. 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/>



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject: COVID-19 Prevention Program	Policy Number: E-13	Page Number: 3 of 14
	Originally Adopted: XX/XX/XXXX	Effective / Revised Date: XX/XX/XXXX

### D. 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 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' fixed workspaces, or workstations.
- b. For indoor County worksites and facilities, without compromising safety and security, the County will evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the worksites and facilities' existing ventilation systems. 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, including information of general application 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.



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject:  COVID-19 Prevention Program	Policy Number:  E-13	Page Number:  4 of 14
	Originally Adopted: XX/XX/XXXX	Effective / Revised Date: XX/XX/XXXX

### E. Other Engineering Controls, Administrative Controls, and Personal Protective Equipment

- a. In order to effectively reduce aerosol transmission between employees and other persons, the County shall install cleanable solid partitions at fixed work locations where it is not possible to maintain the physical distancing requirement at all times.
- b. Cleaning and disinfecting requirements include the following:
  1. Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels. The County will inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.
  2. Prohibiting the sharing of personal protective equipment (PPE) and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing will be minimized and such items and equipment shall be disinfected between uses by different people. Sharing of vehicles will be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.
  3. Cleaning and disinfection of areas, material, and equipment used by an individual who tests positive for COVID-19 or is diagnosed with COVID-19 by a health care provider (herein after referred to as a COVID-19 case) during the high-risk exposure period. Employees are responsible for cleaning and disinfecting their workstations, phones, keyboards, etc. before the end of their shift every day with disinfecting wipes. The County will provide the cleaning and disinfecting supplies in addition to training on effective cleaning.

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.

- c. 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.
- d. 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. In accordance with applicable law, the County shall evaluate the need for respiratory protection when physical distancing requirements, as provided herein, are not feasible or are not



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject: COVID-19 Prevention Program	Policy Number: E-13	Page Number: 5 of 14
	Originally Adopted: XX/XX/XXXX	Effective / Revised Date: XX/XX/XXXX

maintained. 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. 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.

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

### **F. 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 COVID-19 close contact exposures.
  3. Possible COVID-19 hazards at County worksites or facilities.
  4. Positive COVID-19 status irrespective of symptoms.

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 form.

### **G. COVID-19 Exposure Notification**

The Department of Human Resources will notify 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. Notification shall not reveal any personal identifying information of the COVID-19 case.

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.



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject:  COVID-19 Prevention Program	Policy Number:  E-13	Page Number:  6 of 14
	Originally Adopted: XX/XX/XXXX	Effective / Revised Date: XX/XX/XXXX

### H. 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 that employees be tested, the County will inform such employees for the reason that testing is required and the possible consequences of a positive COVID-19 test, which may include, but is not limited to, a requirement that employees not report to work during the high-risk exposure period and the need to satisfy the minimum criteria to return to work. 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 unless expressly authorized by the employee to disclose such information or as otherwise permitted or required under the law.

### I. 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 at the workplace, the County shall ensure that face coverings are used during screening by both screeners and employees and, if temperatures are measured, that non-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.J. of this policy.

### J. 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 or higher has resolved without the use of fever-reducing medications;
2. COVID-19 symptoms have improved; and
3. At least 10 days have passed since COVID-19 symptoms first appeared.



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject: COVID-19 Prevention Program	Policy Number: E-13	Page Number: 7 of 14
	Originally Adopted: XX/XX/XXXX	Effective / Revised Date: XX/XX/XXXX

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.

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.

d. 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 or quarantine 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 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

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

If there are no violations of state or local health officer orders for isolation or quarantine, 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. 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 possible, the use of respiratory protection in the workplace.

### K. COVID-19 Training and Instruction

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

- The County's COVID-19 policies and procedures to protect employees from COVID-19 hazards
- COVID-19 Symptoms
- Spread and transmission of the virus that causes COVID-19
- Methods and importance of physical distancing, face coverings, and hand hygiene



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject: COVID-19 Prevention Program	Policy Number: E-13	Page Number: 8 of 14
	Originally Adopted: XX/XX/XXXX	Effective / Revised Date: XX/XX/XXXX

- e. Information regarding COVID-19-related benefits to which employees may be entitled under applicable federal, state, or local laws

### L. Reporting and Recordkeeping

In accordance with applicable law, the County will:

- a. Record and immediately report to Cal/OSHA any serious COVID-19-related illnesses or deaths of County employees occurring at a County worksite or facility or in connection with any employment.
- b. 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.
- c. Maintain records of the steps taken to implement this CPP policy.
- d. 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.

### M. Multiple COVID-19 Infections, Outbreaks and Major Outbreaks

- a. As provided for in Section IV.H. and V.D., the County will provide COVID-19 testing to all employees at no cost during their working hours that had potential COVID-19 exposure at a County worksite. During the period of an outbreak identified by Public Health, all employees in the exposed worksite shall be tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine period required by, or orders issued by, Public Health. After the first two COVID-19 tests required by subsection (b)(2)(A), the County shall provide continuous COVID-19 testing of employees who remain at the worksite at least once per week, 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. The County shall provide additional testing when deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action.
- b. The County will notify employees who may have been exposed to COVID-19. The County will also notify Public Health of three or more COVID-19 cases at a worksite within a 14-day period, within 48 hours of learning such, and seek their guidance on preventing further exposures at the worksite. The County will also provide Public Health information mentioned in Section IV.L. along with the case status and the North American Industry Classification System Code of the workplace of the COVID-19 case.





# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject:  COVID-19 Prevention Program	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Policy Number:</td> <td style="width: 40%;">Page Number:</td> </tr> <tr> <td style="text-align: center;">E-13</td> <td style="text-align: center;">9 of 14</td> </tr> <tr> <td>Originally Adopted:</td> <td>Effective / Revised Date:</td> </tr> <tr> <td style="text-align: center;">XX/XX/XXXX</td> <td style="text-align: center;">XX/XX/XXXX</td> </tr> </table>	Policy Number:	Page Number:	E-13	9 of 14	Originally Adopted:	Effective / Revised Date:	XX/XX/XXXX	XX/XX/XXXX
Policy Number:	Page Number:								
E-13	9 of 14								
Originally Adopted:	Effective / Revised Date:								
XX/XX/XXXX	XX/XX/XXXX								

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

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

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



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject: COVID-19 Prevention Program	Policy Number: E-13	Page Number: 10 of 14
	Originally Adopted: XX/XX/XXXX	Effective / Revised Date: XX/XX/XXXX

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

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

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

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

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

### **V. PROCEDURE**

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

1. The verification of COVID-19 case status.
2. Receiving information regarding COVID-19 test results.
3. Receiving information regarding the presentation of COVID-19 symptoms.
4. Identifying and recording all COVID-19 cases.

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

The County shall instruct COVID-19 cases to remain at or return to their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work provided for in Section IV.J of this policy.

#### **B. Reporting**

- a. The County will comply with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and institutions as required based on the individual circumstances:
  1. Public Health.



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject: COVID-19 Prevention Program	Policy Number: E-13	Page Number: 11 of 14
	Originally Adopted: XX/XX/XXXX	Effective / Revised Date: XX/XX/XXXX

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

### C. Contact Investigation

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

### D. Testing

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

### E. Exclusion of COVID-19 Cases

- a. The County will ensure that COVID-19 cases are excluded from the workplace until the individual satisfies the minimum return to work criteria provided for in Section IV.J of this policy.
- b. The County will exclude employees with close contact to COVID-19 cases from the workplace consistent with CDC guidelines.

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

The County will allow employees who are able to telework, and are able and available to work, to telework during the isolation or quarantine period. The County will provide these employees their normal compensation for the work that they perform for the County during the isolation or quarantine period.

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



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject:  COVID-19 Prevention Program	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Policy Number:</td> <td style="width: 40%;">Page Number:</td> </tr> <tr> <td style="text-align: center;">E-13</td> <td style="text-align: center;">12 of 14</td> </tr> <tr> <td>Originally Adopted:</td> <td>Effective / Revised Date:</td> </tr> <tr> <td style="text-align: center;">XX/XX/XXXX</td> <td style="text-align: center;">XX/XX/XXXX</td> </tr> </table>	Policy Number:	Page Number:	E-13	12 of 14	Originally Adopted:	Effective / Revised Date:	XX/XX/XXXX	XX/XX/XXXX
Policy Number:	Page Number:								
E-13	12 of 14								
Originally Adopted:	Effective / Revised Date:								
XX/XX/XXXX	XX/XX/XXXX								

The provision of benefits described below does not apply to either: (1) County employees who the County can demonstrate that the close contact with a COVID-19 case was not work-related; and (2) County employees who are unable to work for reasons other than protecting employees and non-employees at County worksites and facilities from possible COVID-19 transmission. Such employees may still use paid sick leave for the purpose of receiving compensation during the isolation or quarantine period if they elect to do so.

The County will provide excluded employees who are unable to telework, but are otherwise able and available to work, with information regarding COVID-19-related benefits to which the employees may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act (FFCRA), Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the County's Personnel Rules, and leave guaranteed by contract. The County will continue to provide and will maintain these employees' earnings, seniority, and all other employee rights and benefits, including the employees' right to their former job status, as if the employees had not been removed from their jobs. The County may require that these employees use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation. Excluded County employees retain their entitlement to elect not to use other earned or accrued paid leave during this time.

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

c. Adherence with Laws, Policies, and/or Agreements Providing Excluded Employees Greater Protections

The obligations set forth in this Section do not limit any other applicable law, County policy, or collective bargaining agreement that provides County employees with greater protections or benefits.

d. Provision of Information Concerning Benefits to Excluded Employees

At the time of exclusion, the County will provide the excluded employees with information on benefits to which the employees may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject:  COVID-19 Prevention Program	Policy Number:  E-13	Page Number:  13 of 14
	Originally Adopted: XX/XX/XXXX	Effective / Revised Date: XX/XX/XXXX

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

### F. Worksite/Facility Investigation

Public Health and Risk Management will conduct an investigation in order to determine whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to possible further COVID-19 hazards.

### G. Possible Updates to Policies and Procedures

As a result of any County investigation, the County will implement effective policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies, and procedures in a timely manner based on the severity of the hazard.

## VI. DEFINITIONS

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

- A. "COVID-19" means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
- B. "COVID-19 case" means a person who either: (1) has a positive "COVID-19 test" diagnosis from a licensed health care provider; (2) is subject to COVID-19-related order to isolate issued by a local or state health official; or (3) has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.
- C. "Close contact COVID-19 exposure" The County has defined this as being within six (6) feet of a covid-19 case for 15 minutes or longer. This definition applies regardless of the use of face coverings.
- D. "COVID-19 hazard" means exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.
- E. "COVID-19 symptoms" means one of the following, but is not an inclusive list: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.
- F. "COVID-19 test" means a viral test for SARS-CoV-2 that is both: (1) approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject: <p style="text-align: center;">COVID-19 Prevention Program</p>	Policy Number: <p style="text-align: center;">E-13</p>	Page Number: <p style="text-align: center;">14 of 14</p>
Originally Adopted: <p style="text-align: center;">XX/XX/XXXX</p>		Effective / Revised Date: <p style="text-align: center;">XX/XX/XXXX</p>

FDA to diagnose current infection with the SARS-CoV-2 virus; and (2) administered in accordance with the FDA approval or the FDA Emergency Use Authorization, as applicable.

- G. "Exposed workplace" means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas.
  - a. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case. Effective January 1, 2021, the "exposed workplace" also includes but is not limited to the "worksite" of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).
- H. "Face covering" means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.
- I. "High-risk exposure period" means the following time period: (1) for persons who develop COVID-19 symptoms: from two (2) days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or (2) for persons who test positive who never develop COVID-19 symptoms: from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

### VII. REFERENCES

Refer to the hyperlinks included in the policy.

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

California Assembly Bill No. 685

California Senate Bill No. 1159

### VIII. RESPONSIBLE DEPARTMENT(S)

Department of Human Resources

Health and Human Services Agency, Public Health Division

Chief Administrative Office

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

<b>Originally Adopted:</b>	XX/XX/XXXX		
<b>Last Revision Date:</b>	XX/XX/XXXX	<b>Next Review Date:</b>	XX/XX/XXXX