



## Legislation Details (With Text)

**File #:** 21-0020      **Version:** 1

**Type:** Agenda Item      **Status:** Approved

**File created:** 12/22/2020      **In control:** Board of Supervisors

**On agenda:** 1/12/2021      **Final action:** 1/12/2021

**Title:** Director of Human Resources recommending the Board:  
 1) Approve and adopt Board of Supervisors Policy E-13: COVID-19 Prevention Program; and  
 2) Grant the Director of Human Resources the authority to:  
 a) Make any changes necessary to update hyperlinks within the Policy should they change over time;  
 b) Make revisions to memos that are referenced in this Policy that are advisable, in the judgment of the Director of Human Resources, to further the goals of the Policy ; and  
 c) Make changes to the Policy that are either non-substantive or necessary to accord with changes to relevant statutes or regulations.

FUNDING: N/A

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - COVID-19 Prevention Program Policy 1-12-21

Date	Ver.	Action By	Action	Result
1/12/2021	1	Board of Supervisors	Approved	Pass

Director of Human Resources recommending the Board:  
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 c) Make changes to the Policy that are either non-substantive or necessary to accord with changes to relevant statutes or regulations.

**FUNDING:** N/A

### DISCUSSION / BACKGROUND

On June 30, 2020, the Board adopted the Board of Supervisors Policy E-11: COVID-19 Workplace Guidelines. The purpose of this policy is to establish workplace standards for mitigating potential exposure to Coronavirus-19 (COVID-19) by employees and consumers alike. 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) requires the County to develop a COVID-19 Prevention Program (CPP) policy to provide employees with information about COVID-19 health and safety requirements. This policy applies to all County employees except for County employees who are telecommuting at their remote locations.

The policy covers the following:

- Authority and Responsibility
- Physical Distancing
- Face Coverings
- Accommodation
- COVID-19 Hazards Assessment
- Other Engineering Controls, Administrative Controls, and Personal Protective Equipment
- Mandatory Employee/Supervisor Reporting
- COVID-19 Exposure Notification
- COVID-19 Testing
- Self-Screening/County Screening
- Return to Work Criteria
- COVID-19 Training and Instruction
- Reporting and Recordkeeping
- Multiple COVID-19 Infections, Outbreaks and Major Outbreaks
- Employer Provided Housing
- Employer Provided Transportation
- COVID-19 Positive Diagnosis
- Reporting
- Contact Tracing
- Testing
- Exclusion of COVID-19 Cases
- Worksite/Facility Investigation
- Possible Updates to Policies and Procedures

If at any time Human Resources wishes to make substantial changes to the policy Human Resources will return to the Board for approval.

#### **ALTERNATIVES**

The Board may choose not to approve the proposed CPP policy and direct Human Resources to make revisions.

#### **PRIOR BOARD ACTION**

Legistar #20-0821 - BOS Policy E-11: COVID-19 Workplace Guidelines

#### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

All Departments Heads  
County Counsel

#### **CAO RECOMMENDATION**

Approve as recommended.

#### **FINANCIAL IMPACT**

There is no direct financial impact to adopting this policy. Indirectly, the County could realize cost savings as the proposed policy is implementing standards to prevent the risk of COVID-19 exposure, thus reducing employee sick time and workers' compensation claims.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

The Clerk of the Board will update the online Board Policy Manual with the newly adopted policy; notify all department heads; and notify the Chair or staff for applicable boards, committees, and commissions.

### **STRATEGIC PLAN COMPONENT**

Good Governance

### **CONTACT**

Tameka Usher, Director of Human Resources