

COUNTY OF TRINITY



COVID-19 PREVENTION ADDENDUM

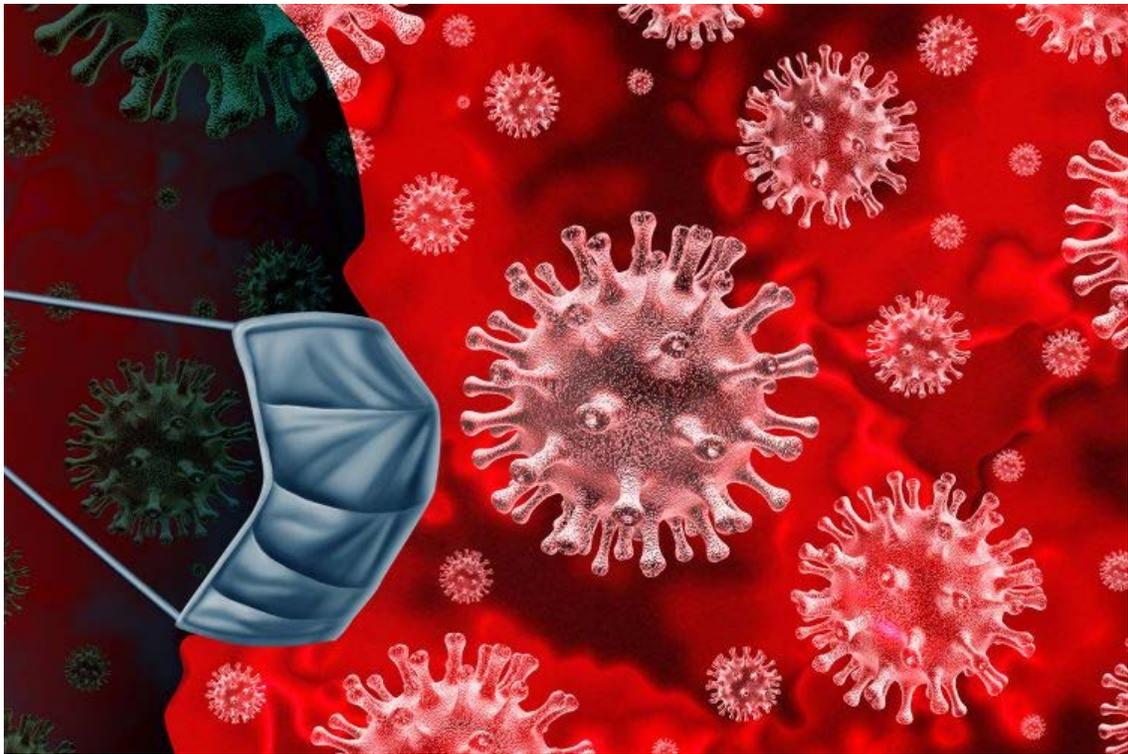


Table of Contents

I.	APPLICABILITY _____	3
II.	BACKGROUND _____	3
III.	COVID-19 TRANSMISSION _____	4
IV.	COVID-19 INFECTION PREVENTION MEASURES _____	4
V.	EMPLOYEE RESPONSIBILITIES _____	5
VI.	PERSONAL PROTECTIVE EQUIPMENT (PPE) _____	7
VII.	CLEANING AND DISINFECTION _____	8
VIII.	RESPONDING TO WORKPLACE COVID-19 CASES _____	8
IX.	COMMUNICATION _____	10
X.	TRAINING _____	11
XI.	RECORDKEEPING _____	11
	ATTACHMENT A: COVID-19 EMPLOYEE DAILY SCREENING FORM _____	12
	ATTACHMENT B: SB1159 REPORTING FORM _____	13
	ATTACHMENT C: COVID-19 ADDENDUM ACKNOWLEDGEMENT FORM _____	15

It is the policy of the County of Trinity, hereinafter referred to as ‘the County’ or ‘County’ to protect the safety of our staff and to comply with California Labor Code 6400 which requires that every employer must furnish employment and a place of employment that is safe and healthful for the employees therein.

I. APPLICABILITY

This policy applies to all County employees, volunteers, contractors, and interns that may be exposed to the coronavirus as a result of the performance of their duties. Contained herein are general best practices for exposure prevention.

This addendum to our Injury and Illness Prevention Program (IIPP) is a framework applicable during the current COVID-19 Public Health Emergency. The protocols outlined in this document will be modified based on the ongoing and updated guidance from the Centers for Disease Control and Prevention (CDC), state and local public health agencies, and County operations.

II. BACKGROUND

On February 11, 2020 the World Health Organization (WHO) announced an official name for the disease caused by the novel coronavirus SARS-CoV-2. The name of the new disease is coronavirus disease 2019, abbreviated as COVID-19.

There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.

COVID-19 affects different people in different ways. Infected people have had a wide range of symptoms reported – from mild symptoms to severe illness. Symptoms may appear two to fourteen days after exposure to the virus. People with the below symptoms could have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

It is important to note that laboratory testing is necessary to confirm an infection.

III. COVID-19 TRANSMISSION

The virus that causes COVID-19 is thought to spread mainly from person to person through respiratory droplets produced when an infected person coughs or sneezes. These droplets can enter the respiratory tract (mouth, nose, and lungs) of people who are nearby and cause infection. The virus is more likely to spread when people are in close contact with one another (i.e., within six feet) while not wearing face coverings.

Although it is not considered to be the primary way the virus spreads, transmission may be possible by touching a surface or object that has the virus on it and then touching one's own mouth, nose, or eyes.

IV. COVID-19 INFECTION PREVENTION MEASURES

The County has established infection prevention measures to control or eliminate COVID-19 related hazards in the workplace. Anytime the Center for Disease Control, California Department of Public Health, or California Occupational Safety and Health Standards Board issue regulations or guidelines more restrictive than the measures listed below, it is required that the more restrictive measures be implemented in the workplace. The County, to the extent possible, will implement the following guidelines to mitigate exposure to COVID-19:

1. The use of video and/or telephonic meetings, and the establishment of guidelines for maintaining a distance of at least six feet between persons, whenever possible.
2. Distribute posters, notices, and/or signage to each work site to be displayed in common areas that provide physical distancing guidelines.
3. Require employees to use the County's self-screening form (Attachment A) at home prior to reporting to work.
4. Instruct individuals to stay home when feeling sick.
5. Employees who become symptomatic of COVID-19 while at work will be asked to leave the workplace and encouraged to seek testing for COVID-19.
6. The County will adhere to state guidance and local public health agency recommendations regarding the arrangement of office and workplace furniture to maintain physical distancing.
7. Employees with medical conditions that put them at an increased risk of COVID-19 shall be encouraged to contact their supervisor to initiate the Interactive Accommodation Process.
8. Require employees to use face coverings per the current state and local guidelines.
9. Note: Face-coverings combined with physical distancing help prevent infected persons without symptoms or who are pre-symptomatic from unknowingly spreading the coronavirus.
10. The department shall supply a face covering to all employees who have reported to the workplace without a face covering.
11. Employees will have access to appropriate hygiene products, such as hand sanitizer and soap, in the workplace.

12. The County will place signs and/or instructions in common areas (e.g., reception area, break rooms, public common areas, etc.) to communicate face covering and physical distancing requirements, and to provide other COVID-19 infection prevention information to the general public entering the worksite and buildings.
13. The County will regularly evaluate the workplace for compliance with this addendum.

V. EMPLOYEE RESPONSIBILITIES

1. During the COVID-19 public health emergency, County employees have a collective responsibility to ensure the protection of all people in the workplace, and to comply with County policies and the latest local public health guidelines to mitigate the impacts of COVID-19 to themselves and anyone visiting the worksite.
2. Employees must self-assess their health daily to verify if they have any COVID-19 symptoms or have been exposed to anyone with a COVID-19 positive diagnosis.
3. Employees must stay home if they are sick, follow public health agency guidelines, and contact their supervisor to report COVID-19 symptoms.
4. A copy of the County's COVID-19 Self-Screening form shall be given to all existing employees and all new employees upon hire.
5. The COVID-19 Screening Form must be kept confidential and turned into your Supervisor bi-weekly. Departments must turn these logs into Human Resources monthly.
6. A doctor's note shall be provided to your Supervisor and Human Resources prior to returning to work if you have been out ill for more than 5 days.
7. Employees who are out ill with fever over 100° Fahrenheit, cough, shortness of breath, or other acute respiratory symptoms that affect normal breathing who have tested negative for the COVID-19 virus, are encouraged to consult with their physician before physically returning to work.
8. Employees who test positive for the COVID-19 virus must **not** return to work until the following occurs:
 - At least 24 hours have passed without a fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms; and
 - At least 10 days have passed since the symptom onset; and
 - Other symptoms have improved.
9. Employees who return to work following an illness must promptly report any recurrence of symptoms to their supervisor.
10. Employees shall abide by the following mask mandate and social distancing procedures while at work:

The California Department of Public Health (CDPH) has mandated that masks be required at all times. Some individuals may be exempt from wearing a mask in the following specific settings:

- Persons in a car alone. Please note the following:

If there are two or more people in the same vehicle at any given time, they **MUST** wear a face mask or face shield with a drape at all times.

- Persons who are working in an office or in a room alone. Please note the following:

If there are 2 or more people in an office at a time all employees **MUST** wear a face mask at all times regardless if you are able to maintain 6 feet.

- Persons who are actively eating or drinking provided that they are able to maintain a distance of at least 6 feet away.
- Persons who are outdoors and maintain at least 6 feet of social distancing. Such persons must have a face covering with them at all times and must put it on if they are within 6 feet of others.
- Persons who are obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform the service.
- Workers who are required to wear respiratory protection.
- Persons who are specifically exempted from wearing face coverings by other CDPH guidance.

The following individuals are exempt from wearing face coverings at all times:

- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Persons who are communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.

If you relate to any of the above referenced exemptions you **MUST** wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge while at the worksite.

- Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.

The following attributes are strongly recommended when manufacturing a face shield:

- Extends below the chin
- Extends around to the ears
- No gap between the forehead and the visor (or cover the gap)
- Addition of a cloth drape extending from the bottom edge of the shield and tucked into the shirt or collar, when a respirator, mask, or cloth face covering is not worn.

Social distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet.

1. Employees must practice distancing outdoors including, but not limited to the following:
 - Arriving at the workplace
 - Leaving the workplace
 - Coming and going from a vehicle
 - Entering, working and exiting physical buildings or other structures
 - During breaks and lunch periods
2. Employees shall substitute in-person meetings with virtual or telephonic meetings as much as practicable.
3. Employees shall avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) whenever possible. If employees must share workspaces, clean and disinfect shared workspaces and work items before and after use.
4. Employees shall wash hands with soap and water for at least twenty seconds and/or use hand sanitizer after interacting with people and after contacting shared surfaces or objects.
5. Employees shall cover coughs and sneezes and avoid touching eyes, nose, and mouth with unwashed hands.
6. Employees shall avoid sharing personal items with coworkers (i.e., dishes, cups, utensils, towels).
7. Employees shall follow the process of reporting to General Services/Maintenance Custodial staff if any washing facilities do not have an adequate supply of suitable cleansing agents, water, single-use towels, or blowers.
8. Employees shall participate in all COVID-19 workplace investigations.

VI. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment (PPE) shall be used to minimize risk of exposure to COVID-19. The type of PPE used will vary based on the level of precautions required by the employee's job tasks and risk of infection. The Department Head or designee is responsible for:

1. Determining PPE required for department staff.
2. Providing department staff with all required PPE.
3. Ensuring staff are provided training on how to effectively use the required PPE, including the sequence for donning and removing PPE.

VII. CLEANING AND DISINFECTION

The County recognizes that high-traffic and high-touch common areas in the workplace need cleaning and disinfecting to limit the spread of the COVID-19 virus.

The County will assign personnel and establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, copy machines, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, restroom and bathroom surfaces, and trash cans.

The process of disinfecting includes:

1. Providing disinfecting products that are approved for use against the virus that causes COVID-19; and
2. Following the manufacturer’s instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time.)

Procedures for Cleaning and Disinfecting Following a Confirmed COVID-19 Case:

1. Temporarily close the general area where the infected employee worked until cleaning is completed.
2. If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait twenty-four hours or as long as practical before cleaning and disinfecting the area.
3. Conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms and travel areas such as hallways, with a cleaning agent approved for use against the coronavirus.
4. Custodial employees cleaning the area must be equipped with the proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, or mask, if required).

VIII. RESPONDING TO WORKPLACE COVID-19 CASES

The County will follow the California Public Health Department strategies, listed below, for returning employees to work. Note that some variation may occur depending on our local public health department and unique circumstances. Human Resources should be contacted with any questions regarding returning employees to work.

Employees	Minimum Criteria for Returning to Work
<p><u>Symptomatic Positive</u> Employees with symptoms who are laboratory confirmed to have COVID-19 Infection</p>	<ol style="list-style-type: none"> 1. At least twenty-four hours have passed since resolution of fever without the use of fever-reducing medications; and 2. At least ten days have passed since symptom onset; and 3. Other symptoms have improved.

<p><u>Asymptomatic Positive</u> Employees who never had symptoms and are laboratory-confirmed to have COVID-19</p>	<p>A minimum of ten days has passed since the date of their first positive COVID-19 test. If they develop symptoms, then the criteria for symptomatic positive cases apply.</p>
<p><u>Symptomatic Negative</u> Employees who had symptoms of COVID-19 but test result returned negative</p>	<p>Use the same criteria as symptomatic positive cases.</p>
<p><u>Asymptomatic Negative</u> Employees who never had symptoms but were tested due to close contact with a laboratory-confirmed case-patient and were negative</p>	<p>Employees should consult the Public Health Department. Employees may need to quarantine at home for up to fourteen days after the last known close contact with the case-patient. Symptoms can develop even after testing negative within fourteen days of exposure. Our Public Health Department may consider allowing an earlier return to work only for an employee who had a low exposure risk and who is in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee.</p>
<p><u>Symptomatic Untested</u> Employees who had symptoms of COVID-19 but were not tested</p>	<p>Testing is encouraged. If an employee cannot be tested, use the same criteria for return to work as symptomatic positive cases</p>
<p><u>Asymptomatic Untested</u> Employees who had close contact to a laboratory-confirmed case-patient at work, home, or in the community and do not have symptoms.</p> <p>OR</p> <p>Employees who refuse or are unable to be tested after close contact with a laboratory-confirmed case-patient, despite recommendation for testing from local health department or healthcare provider, and do not have symptoms.</p>	<p>Employees should consult the Public Health Department. Employees may need to quarantine at home for fourteen days after the last known close contact with the case-patient. Symptoms can develop even after testing negative within fourteen days of exposure. Our Public Health Department may consider allowing an earlier return to work only for an employee who had a low exposure risk and who is in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee. Employees who develop symptoms of COVID-19 while in quarantine should contact their healthcare provider. Even if they are not tested, the same criteria for return to work should be used as symptomatic positive cases.</p>

If an employee tests positive for COVID-19, the County will immediately initiate a workplace exposure investigation and inform employees of their possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). The investigation shall include in-house workplace exposure investigation to determine and mitigate any work-related factors that may have contributed to the risk of infection.

The Human Resources Department will notify employees who may have been exposed to COVID-19 of the potential exposure within one business day. COVID-19 testing shall be made available to all employees who have been identified as having direct exposure to the infected employee. All confidential medical information will be preserved and protected pursuant to the Confidentiality of Medical Information Act (“CMIA”).

IX. COMMUNICATION

Communication between employees and the County on matters relating to COVID-19 mitigation and response is an important aspect to ensure employee safety while in the workplace. Therefore, the County has established a communication system through the Human Resources Department that is intended to:

1. Provide a single point of contact for the Department Heads or designee and all supervisory staff; and
2. Comply with California’s Assembly Bill 685 notice and reporting obligations for COVID-19 workplace exposure.

All County employees are required to report to their Department Head or designee any COVID-19 symptoms, potential exposure to COVID-19, concerns regarding COVID-19 mitigation practices, or possible COVID-19 hazards in the workplace.

The Department Head or designee shall report any positive exposure to the Human Resources Department within one (1) business day by filling out the SB1159 Reporting Form (Attachment B). Human Resources personnel will triage the report and notify essential personnel for an appropriate response.

X. TRAINING

The County will provide employees training on this COVID-19 Addendum, and training and instruction on the following subjects:

1. The general description of COVID-19 and the symptoms associated with COVID-19;
2. The County’s COVID-19 prevention policies and procedures;
3. COVID-19 related benefits, including leave rights, that may be available to employees (are available on Human Resources webpage under the heading COVID-19 Resources);
4. Information about the transmission of the virus that causes COVID-19; and
5. Information about effective prevention measures, including requirements for physical distancing and the use of face coverings, and information about hand washing and general hygiene.

XI. RECORDKEEPING

The County’s Human Resources Department will keep all records related to COVID-19 cases in the workplace, including exposure reports, investigative reports, and notices as listed below:

1. Records of cases of COVID-19 reported to the local health department;
2. Records of disabling work-related COVID-19 illnesses reported to Cal/OSHA;
3. Records of employee notice and training on this Addendum;
4. Records of all COVID-19 cases in the workplace; and
5. Records of COVID-19 work-related exposure notices.

ATTACHMENT A
COVID-19 EMPLOYEE DAILY SCREENING FORM

Employee Name: _____

Two-week period: _____

Each employee must answer the following questions each morning prior to coming into the office:

1. Have you been in close contact or staying in the same household as someone with a known or suspected case of coronavirus (COVID-19)? YES NO
2. Are you ill today? YES NO
3. Do you have any of the following symptoms? YES NO
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
4. Is your current temperature more than 100°F? YES NO
5. Have you been in prolonged close contact or staying in the same household as someone with any of the above symptoms? YES NO

Any YES answer to questions 1-5 requires the employee to immediately self-separate and to not enter the work area. These employees are restricted from working until they are cleared either through isolation, quarantine and/or testing of COVID-19.

- | | | | | |
|-----|-------------|---------------------------------------|------------|-----------------|
| 1. | Date: _____ | Symptoms: <input type="checkbox"/> No | Yes: _____ | Initials: _____ |
| 2. | Date: _____ | Symptoms: <input type="checkbox"/> No | Yes: _____ | Initials: _____ |
| 3. | Date: _____ | Symptoms: <input type="checkbox"/> No | Yes: _____ | Initials: _____ |
| 4. | Date: _____ | Symptoms: <input type="checkbox"/> No | Yes: _____ | Initials: _____ |
| 5. | Date: _____ | Symptoms: <input type="checkbox"/> No | Yes: _____ | Initials: _____ |
| 6. | Date: _____ | Symptoms: <input type="checkbox"/> No | Yes: _____ | Initials: _____ |
| 7. | Date: _____ | Symptoms: <input type="checkbox"/> No | Yes: _____ | Initials: _____ |
| 8. | Date: _____ | Symptoms: <input type="checkbox"/> No | Yes: _____ | Initials: _____ |
| 9. | Date: _____ | Symptoms: <input type="checkbox"/> No | Yes: _____ | Initials: _____ |
| 10. | Date: _____ | Symptoms: <input type="checkbox"/> No | Yes: _____ | Initials: _____ |

ATTACHMENT B
SB1159 REPORTING FORM



Trinity County

California SB 1159 COVID-19 Positive Exposure Reporting Form

Important Notice: On 9/17/2020 California enacted SB-1159 which imposes certain reporting requirements on California employers. Effective immediately, employers are required to report positive COVID-19 tests of their employees to their workers' compensation claim administrator.

Information for SB 1159 can be found at

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201920200SB1159

Note:

- If you have an employee who has tested positive for COVID-19, you must complete this form and return to Human Resources on the same day of knowledge.
- If you have more than one employee who has tested positive for COVID-19, you must complete a separate form for each employee and return to Human Resources on the same day of knowledge.
- If the employee is not claiming the exposure is work related (industrial), do not include any personally identifiable information (e.g. – name, SSN, etc.)
- If the employee is claiming the exposure is work related or has filed a Division of Workers' Compensation (DWC-1), you will need to report the Workers' Compensation claim and turn in the DWC-1 form to Human Resources, following normal injury procedures, in addition to completing this form on the same day of knowledge.

Who is this report for?

- Employees who have tested positive for COVID-19 on or after 9/17/2020

Department Name:

Department Address:

1. Please identify the testing date for the employee who tested positive:
2. Please provide the information below for each specific place of employment where the employee worked (meaning the actual address of the building, facility, agricultural field where the employee performed work at employer's direction) in the 14-day period prior to the testing date. This may be a different location than the business address requested in number 1 above.

Location #1 Address:

Location # 2 Address:

Total employee count for this specific location only		Total employee count for this specific location only	
Identify the last day the employee worked at this location.		Identify the last day the employee worked at this location.	
What is the highest number of employees who reported to work at the employee's specific place of employment in the 45-day period preceding the last day the employee worked at each specific place of employment?		What is the highest number of employees who reported to work at the employee's specific place of employment in the 45-day period preceding the last day the employee worked at each specific place of employment?	
Has this location ever been ordered to close due to a risk of infection with COVID-19?		Has this location ever been ordered to close due to a risk of infection with COVID-19?	
If YES, please explain:		If YES, please explain:	

Add additional pages if employee was at more than two (2) work-site locations.

Has the employee filed a Workers' Compensation claim or believes the illness is industrial?

YES NO

IF YES, PLEASE FILL OUT THE FOLLOWING:

Employee First Name:

Employee Last Name:

I hereby certify that I am an authorized representative of the insured named above and the information provided in this form is accurate and complete to the best of my knowledge.

First name:

Last Name:

Title:

Email address:

Phone Number:

Date:

Signature:

ATTACHMENT C
COVID-19 ADDENDUM ACKNOWLEDGEMENT FORM



I acknowledge that I have been given the opportunity to review the COVID-19 Addendum. I have read and understand my responsibilities under the program, and I agree to abide by it. I understand that I will be subject to discipline for violating this Addendum, or subject to other appropriate sanctions for failing to fulfill my responsibilities as outlined in this program.

I understand that the Addendum is available for my review at any time on the County's website. If I have trouble accessing the Addendum, I will contact the Human Resources Department.

Print Name _____

Signature _____

Date _____