



City of Palm Springs COVID-19 Prevention Program (CPP)

I. PURPOSE

The purpose of the City of Palm Springs's COVID-19 Prevention Program ("CPP") is to provide employees a healthy and safe workplace as required under the California Occupational Safety and Health Act ("Cal/OSHA") (Labor Code § 6300, *et seq.*) and associated regulations (8 C.C.R. § 3205). Nothing in this CPP precludes the City 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 CPP applies to all City employees except for City employees who are exclusively teleworking.

III. DEFINITIONS

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

- "COVID-19" means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 ("SARS-CoV-2").
- "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 a 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. A person is no longer a "COVID-19 case" when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health ("CDPH") or a local health department pursuant to authority granted under the Health and Safety Code or Title 17 of the California Code of Regulations to the CDPH or a local health department.
- "Close contact COVID-19 exposure" means being within six (6) 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" as defined here. This definition applies regardless of the use of face coverings.
- "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.

- “COVID-19 symptoms” means one of the following: (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; (11) diarrhea; (12) slurred speech; or (13) seizures, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.
- “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 FDA approval or FDA Emergency Use Authorization, as applicable.
- “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: (1) 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. (2) If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group. (3) If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the 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.
- “Face covering” means 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.
- “Fully vaccinated” means the employer 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, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO).
- “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 ten (10) days after 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 (2) days before until ten (10) days after the specimen for their first positive test for COVID-19 was collected.

- “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.
- “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 employer that a COVID-19 case did not enter.

IV. **PROGRAM**

A. **SYSTEM FOR COMMUNICATING WITH CITY EMPLOYEES**

1. **Reporting COVID-19 Symptoms, Possible COVID-19 Close Contact Exposures, and Possible COVID-19 Hazards at City Worksites and Facilities**

The City requires that City employees immediately report to their manager or supervisor and to the Department of Human Resources any of the following: (1) the employee’s presentation of COVID-19 symptoms; (2) the employee’s possible COVID-19 close contacts; (3) possible COVID-19 hazards at City worksites or facilities. The City will not discriminate or retaliate against any City employee who makes such a report.

2. **Accommodations Process for City Employees with Medical or Other Conditions that Put Them at Increased Risk of Severe COVID-19 Illness**

The City Reasonable Accommodation Policy provides for an accommodation process, which employees who have a medical or other condition identified by the Centers for Disease Control and Prevention (“CDC”) or the employees’ health care provider as placing or potentially placing the employees at increased risk of severe COVID-19 illness may utilize to seek an accommodation to perform the essential functions of their job.

The CDC identifies the following medical conditions and other conditions as placing or potentially placing individuals at an increased risk of severe COVID-19 illness and specifies that the risk for severe illness from COVID-19 increases with age, with older adults at highest risk.

The CDC guidance provides that adults of any age with the following conditions are at increased risk of severe illness from the virus that causes COVID-19:

1. Cancer
2. Chronic kidney disease

3. Chronic lung diseases, including COPD (chronic obstructive pulmonary disease), asthma (moderate-to-severe), interstitial lung disease, cystic fibrosis, and pulmonary hypertension
4. Dementia or other neurological conditions
5. Diabetes (type 1 or type 2)
6. Down syndrome
7. Heart conditions (such as heart failure, coronary artery disease, cardiomyopathies, or hypertension)
8. HIV infection
9. Immunocompromised state (weakened immune system)
10. Liver disease
11. Overweight and obesity
12. Pregnancy
13. Sickle cell disease or thalassemia
14. Smoking, current or former
15. Solid organ or blood stem cell transplant
16. Stroke or cerebrovascular disease, which affects blood flow to the brain
17. Substance use disorders

For additional information about the medical conditions and other conditions that the CDC subsequently identifies as placing or potentially placing individuals at an increased risk of severe COVID-19 see: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>. City employees are encouraged to review the list of medical conditions and other conditions provided above in order to determine whether they have such a condition.

To request an accommodation under the Reasonable Accommodation Policy, employees may make a request with the Department of Human Resources.

3. COVID-19 Testing

The City possesses authority to require that employees who report to work at City worksites or facilities be tested for COVID-19. Where the City requires testing, the City maintains the confidentiality of employees' personal identifying information and will comply with the Confidentiality of Medical Information Act ("CMIA"). Specifically, the City will keep confidential all personal identifying information of persons with COVID-19 cases and persons with COVID-19 symptoms unless expressly authorized by the employee to disclose such information or as otherwise permitted or required under the law.

4. COVID-19 Hazards

The City will notify City employees and employers of subcontractors of any potential COVID-19 exposure at a City worksite or facility where a COVID-19 case and City employees were present on the same day. The City will notify City employees of such potential exposures within one (1) business day, in a way that does not reveal any personal identifying information of the COVID-19 case. The City will also notify City employees of cleaning and disinfecting measures the City is undertaking to promote the health and safety of the City worksite or facility where the potential exposure occurred.

B. IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS AT CITY WORKSITES AND FACILITIES

1. Screening City Employees for COVID-19 Symptoms

The City requires that all City employees self-screen for COVID-19 symptoms prior to reporting to any City worksite or facility. Self-temperature checks may be conducted by the employee using City provided no-contact thermometers.

2. Responding to City Employees with COVID-19 Symptoms

Should a City employee present one or more COVID-19 symptoms, the City 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.

The City will advise employees of any leaves to which they may be entitled during this self-quarantine period. Further, the City maintains the confidentiality of employees' personal identifying information and complies with the CMIA, and will not disclose to other employees, except for those who have a legitimate need to know, the fact that the employees presented COVID-19 symptoms.

3. City's Response to COVID-19 Cases

In the event that City employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, the City will instruct the employees to remain at or return to their home or place of residence and not report to work until such time as they satisfy the minimum criteria to return to work. The City will advise employees of any leaves to which they may be entitled during this self-isolation period.

The City 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) the Riverside County Department of Public Health; (2) Cal/OSHA; (3) employees who were present at a City worksite or facility when the COVID-19 case was present; (4) the employee organizations that represent employees at the City worksite or facility; (5) the employers of subcontractors who were present at the City worksite or facility; and (6) the City's workers' compensation plan administrator.

If possible, the City will interview the COVID-19 cases and suspected COVID-19 cases to ascertain the nature and circumstances of any contact that the employees may have

had with other employees during the high-risk exposure period. If the City determines that there were any close contact COVID-19 exposures, the City will instruct those employees that are not fully vaccinated, to remain at 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.

The City maintains the confidentiality of employees' personal identifying information and complies with the CMIA. Specifically, the City will not disclose to other employees, except for those who have a legitimate need to know, the fact that the employees tested positive for or were diagnosed with COVID-19. Further, the City will keep confidential all personal identifying information of COVID-19 cases or persons unless expressly authorized by the employees to disclose such information or as otherwise permitted or required under the law.

4. Workplace-Specific Identification of COVID-19 Hazards

The City conducts workplace-specific assessments of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.

As part of this process, the City identifies 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.

As part of this process, the City identifies potential workplace exposure to all persons at City worksites and facilities, including employees, employees of other entities, members of the public, customers or clients, and independent contractors. The City considered how employees and other persons enter, leave, and travel through City worksites and facilities, in addition to addressing employees' stationary work locations or workstations. The City also treated all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious.

5. Maximization of Outdoor Air and Air Filtration

For indoor City worksites and facilities, the City evaluates how to maximize ventilation with outdoor air; the highest level 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.

6. City Compliance with Applicable State and Local Health Orders

The City monitors applicable orders and guidance from the State of California and the Riverside County Department of Public Health 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 City's location and operations. The City complies with all applicable orders

and guidance from the State of California and Riverside County Department of Public Health.

7. Evaluation of Existing COVID-19 Prevention Controls and Adoption of Additional Controls

Periodically, the City will evaluate existing COVID-19 prevention controls at the workplace and assess whether there is a need for different and/or additional controls. This includes evaluation of controls related to the correction of COVID-19 hazards, physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).

8. Periodic Inspections

The City will conduct periodic inspections of City worksites and facilities as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to comply with the City's COVID-19 practices and procedures.

C. INVESTIGATING AND RESPONDING TO COVID-19 CASES IN CITY WORKSITES AND FACILITIES

1. Procedure to Investigate COVID-19 Cases

The City has a procedure for investigating COVID-19 cases in the workplace. As provided below, the procedure provides for the following: (1) seeking information from employees regarding COVID-19 cases and close contacts; (2) COVID-19 test results; (3) receiving information regarding the presentation of COVID-19 symptoms; and (4) identifying and recording all COVID-19 cases.

2. Response to COVID-19 Cases

As provided above at Section IV.B.3., in the event that City employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, the City will instruct the employees 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.

a. Contact Tracing

If possible, the City will interview the COVID-19 cases in order to ascertain the following information: (1) the date on which the employees tested positive, if asymptomatic, or the date on which the employees first presented COVID-19 symptoms, if symptomatic; (2) the COVID-19 cases recent work history, including the day and time they were last present at an City worksite or facility; and (3) the nature and circumstances of the COVID-19 cases' contact with other employees during the high-risk exposure period, including whether there were any close contact.

If the City determines that there was close contact, the City will instruct those employees to remain at 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.

b. Reporting the Potential Exposure to Other Employees

The City 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) employees who were present at a City worksite or facility during the high-risk exposure period; (2) the authorized representative of any employee at the worksite during the high-risk exposure period; and (3) the employers of subcontractors who were present at the City worksite or facility during the high-risk exposure period.

The City, within one business day of confirming a COVID-19 case, will give written notice, in a form readily understandable by employees that people at the worksite may have been exposed to COVID-19. The notice to employees and employers of subcontractors will not reveal any personal identifying information of the COVID-19 case. The notice shall include the disinfection plan required by Labor Code section 6409.6(a)(4).

c. Free COVID-19 Testing for Close Contact Exposures

The City will provide COVID-19 testing at no cost to employees and offer such testing during their working hours when feasible to all employees who had potential close contact at a City worksite or facility with the following exceptions (1) Employees who were fully vaccinated before the close contact and do not have COVID-19 symptoms. (2) COVID-19 cases who returned to work pursuant to subsection 3205(c)(10)(A) or (B) 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 symptoms, for 90 days after the first positive test.

d. Leave and Compensation Benefits for Close Contact Exposures

The City will provide these employees 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, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the City's own leave policies, and leave guaranteed by contract, including through applicable memoranda of understanding.

The City 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 City may require that these employees use employer-provided employee sick leave benefits, including General Leave or Annual Leave, 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.

e. Investigation to Determine Whether Workplace Conditions Contributed to COVID-19 Exposure

The City 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 COVID-19 hazards.

3. Confidential Medical Information

The City will protect the confidentiality of the COVID-19 cases or persons with COVID-19 symptoms and will not disclose to other employees the fact that the employees tested positive for or were diagnosed with COVID-19. The City will keep confidential all personal identifying information of COVID-19 cases and any employee medical records required by this section or by sections 3205.1 through 3205.4 unless expressly authorized by the employees to disclose such information or as otherwise permitted or required under the law.

D. CORRECTION OF COVID-19 HAZARDS AT CITY WORKSITES AND FACILITIES

The City will implement effective practices and/or procedures for correcting unsafe or unhealthy conditions, work practices, practices and procedures in a timely manner based on the severity of the hazard. This includes, but is not limited to, implementing controls and/or practices and procedures in response to the evaluations conducted related to the identification and evaluation of COVID-19 hazards and investigating and responding to COVID-19 cases in the workplace. This also includes implementing controls related to physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).

E. TRAINING AND INSTRUCTION OF CITY EMPLOYEES

1. COVID-19 Symptoms

The City provides employees training, instruction, and information on the COVID-19 symptoms, including advising employees of COVID-19 symptoms, which include the following: (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. The City monitors and adheres to guidance by the CDC concerning COVID-19 symptoms, including guidance provided at the following web address: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

The City makes updated information available to employees as the CDC makes changes to its guidance concerning such symptoms. The City provides employees with instruction on the importance of not coming to work and obtaining a COVID-19 test if the employees have COVID-19 symptoms.

2. City's COVID-19 Practices and Procedures

The City provides regular updates to employees on the City's practices and procedures to prevent COVID-19 hazards at City worksites and facilities and how to participate in the identification and evaluation of COVID-19 hazards.

3. COVID-19 Related Benefits

The City advised City employees of the leaves to which they may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick and vaccination leave, if applicable, workers' compensation law, the City's own leave policies, and leave guaranteed by their applicable memorandum of understanding. Further, when employees require leave or are directed not to report to work by the City, the City will advise the employees of the leaves to which the employees may be entitled for that specific reason.

4. Spread and Transmission of the Virus that Causes COVID-19

The City informed City employees that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.

The City further informed City employees of the fact that particles containing the virus can travel more than six (6) 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.

5. Methods and Importance of Physical Distancing, Face Coverings, and Hand Hygiene

The City informed City employees of the methods and importance of physical distancing, face coverings, and hand hygiene, including hand washing. Specifically, the City trained and instructed City employees on the importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled. Further, the City trained and instructed City employees on the proper use of face coverings and the fact that face coverings are not respiratory protective equipment. COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.

6. Respirator Availability and Use

The City has face coverings and N95 respirators available for use. Employees who are not fully vaccinated may request a respirator at no cost. The City will not discriminate or retaliate against any City employee who makes such a request or wears them at work, regardless of vaccination status. When a respirator is requested, the City will inform the employee how to properly wear the respirator and 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.

7. COVID-19 Testing and Vaccination

The City provides information, vaccination and testing for COVID-19 including: (1) how to access COVID-19 testing and vaccination; (2) the fact that vaccination is effective at

preventing COVID-19, protecting against both the transmission and serious illness or death.

F. FACE COVERINGS

1. Face Covering Requirement

The City provides face coverings to City employees and requires that such face coverings are worn by all employees and individuals at City worksites and facilities. The City adheres to orders and guidance provided by the CDPH and the Riverside County Department of Public Health, including as provided at the following web address:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>

The City requires that face coverings are worn over the nose and mouth when indoors, in vehicles, when outdoors and less than six (6) feet away from another person, and where required by orders from the CDPH or the Riverside County Department of Public Health.

The City requires that face coverings are clean and undamaged. The City allows for face shields to be used to supplement, and not supplant face coverings. The City provides the following exceptions to the face coverings requirement:

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 (6) feet apart and outside air is supplied to the area, if indoors, has been maximized to the extent feasible.
3. Employees wearing respirators required by the employer and used in compliance with Title 8 of the California Code of Regulations section 5144 or other Title 8 safety orders (8 C.C.R. § 5144 is available at the following web address: <https://www.dir.ca.gov/title8/5144.html>).
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.

2. Required Use of Effective Non-Restrictive Alternative for Employees Exempted from Face Covering Requirement

The City requires that City employees who exempted from wearing face coverings due to a medical condition, mental health condition, or disability wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability so permits.

3. Physical Distancing Required If Employee Is Not Wearing Face Covering or Non-Restrictive Alternative

The City requires that any employees not wearing a face covering, pursuant to the exceptions above, and not wearing a non-restrictive alternative, shall be at least six (6) feet apart from all other persons unless the unmasked employees is either (1) Outside (2) fully vaccinated, or (3) tested at least twice (2x) weekly for COVID-19 during paid time and at no cost to the employee. However, the City does not use COVID-19 testing as an alternative to face coverings when face coverings are otherwise required by this section.

4. Prohibition on Preventing Employees from Wearing Face Covering

The City does not prevent any City employee from wearing a face covering when wearing a face covering is not required by this section, unless not wearing a face covering would create a safety hazard, such as interfering with the safe operation of equipment.

5. Making Face Coverings Available

When face coverings are not required by this section or by sections 3205.1 through 3205.4, employers shall provide face coverings to employees upon request, regardless of vaccination status.

6. Communication to Non-Employees Regarding Face Covering Requirement

The City posts signage to inform non-employees that the City requires the use of face coverings at City worksites and facilities.

G. OTHER ENGINEERING CONTROLS, ADMINISTRATIVE CONTROLS AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. Maximization of Outdoor Air

As provided above at Section IV.B.5., for indoor City worksites and facilities, the City evaluates how to maximize the quantity of outdoor air. Further, for City worksites and facilities with mechanical or natural ventilation, or both, the City has maximized the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency ("EPA") Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to City employees, for instance from excessive heat or cold.

2. Cleaning and Disinfecting Practices and Procedures

The City's cleaning and disinfecting practices and procedures require the following:

1. Identifying and regularly cleaning frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels. The City 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 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 (e.g., steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.
3. 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 City requires that cleaning and disinfecting must be done in a manner that does not create a hazard to City employees or subcontractors.

3. Evaluation of Handwashing Facilities

In order to protect City employees, the City evaluated 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 City encourages City employees to wash their hands for at least 20 seconds each time. The City does not provide hand sanitizers with methyl alcohol.

4. Personal Protective Equipment (PPE)

The City evaluates the need for PPE, such as gloves, goggles, and face shields, to prevent exposure to COVID-19 hazards and provides such PPE as needed.

Upon request, the City will provide appropriately sized respirators for voluntary use in compliance with subsection 5144(c)(2) to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person.

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

5. Testing of Symptomatic Employees

The City will make COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated during employee' paid time.

H. REPORTING, RECORDKEEPING AND ACCESS

1. Reporting COVID-19 Cases to the Local Health Department

In compliance with applicable law, the City will report information about COVID-19 cases and outbreaks at the workplace to the Riverside County Department of Public Health. Further, the City will provide any related information requested by the Riverside County Department of Public Health.

2. Maintenance of Records Related to the Adoption of the CPP

In accordance with applicable law, the City will maintain records of the steps taken to implement this CPP.

3. Availability of the CPP for Inspection

The City will make this written CPP available to employees and employee organizations at City worksites or facilities. Further, the City will make this written CPP available to Cal/OSHA representatives immediately upon request.

4. Records Related to COVID-19 Cases

The City will keep a 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.

I. EXCLUSION OF COVID-19 CASES

1. Exclusion of COVID-19 Cases from City Worksites and Facilities

The City will exclude known COVID-19 cases and employees who the City knows had a close contact from the workplace until the individual satisfies the minimum return to work criteria provided for in Section IV.K.

2. Exclusion of Employees with Close Contact COVID-19 Exposures from City Worksites and Facilities

a. Close Contact Inclusion Period

The City will exclude employees with close contact COVID-19 exposure from the workplace for 10 (ten) days after the last known close contact COVID-19 exposure, unless employee develops COVID-19 symptoms or tests positive for COVID-19 symptoms. In order for the employee to return to work after the 10th day of quarantine, the employee must satisfy the following conditions: (1) be asymptomatic; (2) wear a face covering at all times; (3) maintain a distance of at least six (6) feet from others; (4) self-monitor for COVID-19 symptoms; and (5) if symptoms do appear, immediately isolate, contact the local health department or health care provider, and seek testing. Employees are exempt from this provision if (1) fully vaccinated at the time of close contact or, (2) are a COVID-19 case who met the returned to work requirements 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.

b. Limited Exception to Close Contact Exclusion Period

If the following conditions are satisfied, the City will exclude the following not fully vaccinated employees with close contact COVID-19 exposure from the workplace for seven (7) days after the last known close contact COVID-19 exposure:

- (1) There is a critical staffing shortage when there is insufficient staff to provide patient care, emergency response services or face to face social services to clients in the child welfare system or in assisted living facilities;
- (2) There is an asymptomatic employee who provides such services (i.e., health care workers, police officers, firefighters and social service workers) who has had a close contact COVID-19 exposure;
- (3) The employee who had the close contact COVID-19 exposure received a Polymerase Chain Reaction (“PCR”) COVID-19 test after the fifth (5th) day following the close contact COVID-19 exposure;
- (4) The employee’s PCR COVID-19 test returned a negative result;
- (5) The employee wears a face covering during work through the 14th day following the close contact COVID-19 exposure; and

The employee maintains a distance of at least six (6) feet from others; self-monitor for COVID-19 symptoms; and if symptoms do appear, immediately isolate, contact the local health department or health care provider, and seek testing.

3. Provision of Benefits to City Employees Excluded from Work as a Result of a Positive COVID-19 Test or Diagnosis or a Close Contact

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

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

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

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

For other employees, the City will require that employees who are unable to telework, but are otherwise able and available to work, to use paid sick leave, including General Leave or Annual Leave, in order to receive compensation during the isolation or quarantine period. City employees retain their entitlement to elect not to use other earned or accrued paid leave during this time. The City may provide such employees who are unable to telework, but who do not have any paid sick leave, including General Leave or Annual Leave, available, paid administrative leave in order to receive compensation during the isolation or quarantine period.

The City will maintain an employee's earnings, wages, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job. Wages due under this subsection are subject to existing wage payment obligations and must be paid at the employee's regular rate of pay no later than the regular pay day for the pay period(s) in which the employee is excluded.

4. 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, City policy, procedure, or practice, or memorandum of understanding that provides City employees with greater protections or benefits.

5. Provision of Information Concerning Benefits to Excluded Employees

At the time of exclusion, the City will provide the excluded employees the 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 FFCRA, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, the City's own leave policies, and leave guaranteed by contract, including through applicable memorandums of understanding.

J. RETURN TO WORK CRITERIA

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

The City requires that COVID-19 cases with COVID-19 symptoms remain at their home or place of residence and not report to any City worksite or facility until they satisfy each of the following conditions:

- a.) 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; and
- b.) COVID-19 symptoms have improved; and
- c.) At least ten (10) days have passed since COVID-19 symptoms first appeared.

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

The City requires that COVID-19 cases who tested positive but never developed COVID-19 symptoms not report to any City worksite or facility until a minimum of ten (10) days have passed since the date of specimen collection of their first positive COVID-19 test.

3. Minimum Criteria to Return to Work for Employees who had close contact

Employees who had a close contact may return to work as follows:

a. Close contact but never developed any COVID-19 symptoms

Employees 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.

b. Close contact and developed any COVID-19 symptom

Employee who had close contact and developed any COVID-19 symptom cannot return to work until the requirements of subsection (J)(1) have been met, unless all of the following are true: (1) 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 (2) at least 10 days have passed since the last known close contact; and (3) the person has been symptom-free for at least 24 hours, without using fever reducing medications.

4. 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, the City requires that the employees not report to any City 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 periods stated in subsection (J)(1), (J)(2), or (J)(3), as applicable.

5. COVID-19 Testing Requirements

Employees with one or more symptoms consistent with COVID-19 are required to either undergo COVID-19 testing and receive a negative test result or fulfill the Cal/OSHA return-to-work criteria as set forth in subsection (J)(1) above, before returning to work. Once an employee who meets the definition of a COVID-19 case as set forth in Section III above has fulfilled the return-to-work criteria, as applicable, a negative COVID-19 test shall not be required for the employee to return to work.

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