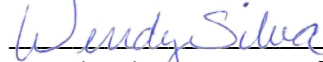





REPORT TO CITY COUNCIL

Approved by:



Wendy Silva, Director of Human Resources



Arnaldo Rodriguez, City Manager

Council Meeting of: February 17, 2021

Agenda Number: B-4

SUBJECT:

Ratification of COVID-19 Prevention Program (CPP) and related amendment to Injury and Illness Prevention Program (IIPP) in compliance with California Occupational Safety and Health regulations

RECOMMENDATION:

Adopt a Minute Order:

1. Ratifying issuance of COVID-19 Emergency Policy No. 3: COVID-19 Prevention Program by the City Manager in his role as Director of Emergency Services
2. Amending Administrative Policy 45: Injury and Illness Prevention Program to remove Section 11, COVID-19 Supplement

SUMMARY:

The State of California Department of Industrial Relations, Division of Occupational Safety and Health (CalOSHA), issued emergency regulations related to the prevention of COVID-19 in the workplace. In compliance with these regulations, City staff drafted a CPP, which was issued January 19, 2021, by the City Manager in his role as Director of Emergency Services. The requested action is for Council to ratify COVID-19 Emergency Policy No. 3: COVID-19 Prevention Program, as well as amend the City's IIPP by removal of the COVID-19 Supplement to avoid confusion between the policies.

DISCUSSION:

On May 14, 2020, CalOSHA revised the Interim General Guidelines on Protecting Workers from COVID-19. The revised guidelines outlined mandatory control measures most California employers were required to implement and document within their written IIPP. On August 5, 2020, the City Council formally adopted an amendment to the City's IIPP to include a COVID-19

Supplement to both comply with CalOSHA requirements, as well as to protect employees and visitors to City facilities.

On November 30, 2020, CalOSHA issued updated Emergency Regulations effective immediately regarding COVID-19 standards in the workplace. CalOSHA held a period of stakeholder feedback and finalized their guidance on the implementation of the Emergency Regulations January 8, 2021. The City Manager issued the CPP on January 19, 2021 in compliance with the Emergency Regulations and implementation guidance. Additionally, the CPP complies with SB 1159 reporting requirements of COVID positive employees to the City's worker's compensation claims administrator and AB 685 notification requirements to close contact exposures and their representatives.

In summary, the basic elements of the CPP include the City's commitment to:

- Immediate investigation of COVID positive employee interactions with others and worksites visited
- Notification of close contact exposures within one (1) day of notice of a COVID positive employee
- Screening of employees reporting to the worksite
- Exclusion from the worksite of COVID positive employees and those meeting criteria for quarantine due to close contact exposure
- Disinfection of the worksite as needed
- Proactive identification and mitigation of workplace hazards related to exposure to or the spread of COVID-19
- Periodic worksite inspections to ensure mitigation measures are followed by all employees
- Training employees in COVID-19 prevention
- Educating employees on their leave rights and benefits as they relate to COVID-19 quarantine and/or isolation

The CPP was circulated to all bargaining units for review and comment. No comments or concerns were received.

The requested action contemplated in this report includes amendment of the City's IIPP to remove the COVID supplement adopted in August 2020. This action is requested so that there are not duplicate policies on the same topic, which could create confusion and potential conflict.

FINANCIAL IMPACT:

The adoption of the CPP does not have a direct financial impact to the City. The City has already engaged in many of the Centers for Disease Control and California Department of Public Health's recommendations related to COVID-19 which have associated costs. Some of these costs include purchasing personal protective equipment (PPE), cloth face coverings, disinfectants, hand sanitizer, etc. These expenses would have been incurred regardless of an official policy because the City has an interest in, and obligation to, provide a safe and healthy workplace for our

employees. Staff is carefully tracking COVID-19 related expenses and will seek reimbursement through insurance; the Federal Emergency Management Agency (FEMA); and any funding made available through the Coronavirus Aid, Relief, and Economic Security (CARES) Act or other similar source for eligible expenses.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN:

The information contained herein is not addressed by the Vision Madera 2025 plan, nor is the information in conflict with that plan.

ALTERNATIVES:

Council could direct staff to revise the policy. Any revisions not required by law would potentially be subject to meet and confer with represented bargaining units.

ATTACHMENTS:

1. COVID-19 Emergency Policy 3: COVID-19 Prevention Program
2. Amended Administrative Policy No. 45: Injury and Illness Prevention Program

CITY OF MADERA COVID-19 Emergency Policy	Policy No. 3
	Date Adopted: 1/19/2021
	Date(s) Revised:
SUBJECT: COVID-19 PREVENTION PROGRAM (CPP)	

I. PURPOSE:

The purpose of the City of Madera’s (City) COVID-19 Prevention Program (“CPP”) is to provide employees a healthy and safe workplace as required under the California Occupational Safety and Health Act (Labor Code §§ 6300, *et seq.*) and associated regulations (8 C.C.R. § 3205). In addition, the purpose of the City’s CPP is to comply with California Labor Code §6409.6 as added by AB 685, as well as California Labor Code §3212.86-3212.88 as added by SB 1159.

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

Unless one of the exceptions noted in this section applies, this CPP applies to all City of Madera employees, including those who are vaccinated.

The following employees are exempted from coverage under the CPP: (1) City of Madera employees who are teleworking; or (2) City of Madera employees who are working in a facility or operation that is subject to the Cal/OSHA regulation concerning Aerosol Transmissible Diseases (ATD) when following the ATD regulations and related policies.

Furthermore, certain City of Madera employees who perform services covered by the ATD regulation may be exempted during the actual performance of such services.

III. DEFINITIONS:

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

- A. “COVID-19” means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
- B. “COVID-19 case” means a person who either: (1) Has a positive “COVID-19 test” as defined in this section; (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. 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 the local health department pursuant to authority granted under the Health and Safety Code or title 17, California Code of Regulations to CDPH or the local health department.

- C. "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.
- 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: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.
- F. "COVID-19 test" means a viral test for SARS-CoV-2 that is both: (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.
- G. "Exposed 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.

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 ten (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 (2) days before until ten (10) days after the specimen for their first positive test for COVID-19 was collected.

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

City policy requires that City employees immediately report to their manager or supervisor or 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 contact exposures; (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

City policy provides for an accommodation process for 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.

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.

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:

- a. Cancer
- b. Chronic kidney disease
- c. COPD (chronic obstructive pulmonary disease)
- d. Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- e. Immunocompromised state (weakened immune system) from solid organ transplant
- f. Obesity (body mass index [BMI] of 30 kg/m² or higher but < 40 kg/m²)
- g. Severe Obesity (BMI ≥ 40 kg/m²)
- h. Pregnancy
- i. Sickle cell disease
- j. Smoking
- k. Type 2 diabetes mellitus

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

- a. Asthma (moderate-to-severe)
- b. Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- c. Cystic fibrosis
- d. Hypertension or high blood pressure
- e. Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- f. Neurologic conditions, such as dementia
- g. Liver disease
- h. Overweight (BMI > 25 kg/m², but < 30 kg/m²)
- i. Pulmonary fibrosis (having damaged or scarred lung tissues)
- j. Thalassemia (a type of blood disorder)
- k. Type 1 diabetes mellitus

The City 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/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 City policy, employees may make a request with their manager or supervisor or the Department of Human Resources. Such request shall be accompanied by appropriate medical documentation from their primary physician documenting the need for exploring a workplace accommodation.

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 that City employees be tested, the City will inform employees of the reason that testing is required.

The City will also inform City employees of 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 satisfying the minimum criteria to return to work provided for in Section IV.K.

Where the City requires testing, the City will ensure the confidentiality of employee medical information and comply with the Confidentiality of Medical Information Act (“CMIA”). Specifically, the City 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.

4. COVID-19 Hazards

The City will notify City employees and subcontracted employees 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 of the City’s knowledge of the exposure, 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 in order to ensure 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 possesses authority to screen employees or require that employee self-screen for COVID-19 symptoms.

City policy provides that the City will screen City employees for COVID-19 symptoms prior to entering City worksites and facilities or City employees will self-screen for COVID-19 symptoms prior to reporting to any City worksite or facility. The Department Director for each applicable department will determine the specific method and documentation for their department, and provide appropriate training to staff on screening requirements.

2. Responding to City Employees with COVID-19 Symptoms

Should a City employee present COVID-19 symptoms during a City administered screening or a self-screen, 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 provided for in Section IV.K.

The City will advise employees of any leaves to which they may be entitled during this self-quarantine period.

Further, the City will ensure the confidentiality of employees and comply with the CMIA, and will not disclose to other employees the fact that the employees presented COVID-19 symptoms unless expressly authorized by the employee to disclose such information or as otherwise permitted or required under the law.

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 provided for in Section IV.K.

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 local Public Health Department; (2) Cal/OSHA; (3) employees who were present at a City worksite or facility when the COVID-19 case was present during the high-risk exposure period; (4) the employee organizations that represent employees at the City worksite or facility during the high-risk exposure period; (4) the employers of subcontracted employees who were present at the City worksite or facility during the high-risk exposure period; and (5) the City's workers' compensation plan administrator.

Unless the COVID-19 case is unable to participate in an administrative interview due to the nature of their medical condition, the City will interview the COVID-19 cases in order 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 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 provided for in Section IV.K.

The City will ensure the confidentiality of employees and comply with the CMIA. Specifically, the City will not disclose to other employees, except for those who 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 conducted a workplace-specific assessment 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 identified 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 identified 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' fixed workspaces or workstations.

As part of this process, the City treated all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious.

Hazard Identification Inspections follow the guidelines on **Form A: Identification of COVID-19 Hazards** found in Section V. of this policy.

5. Maximization of Outdoor Air and Air Filtration

For indoor City worksites and facilities, the City evaluated 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.

6. City Compliance with Applicable State and Local Health Orders

The City monitors applicable orders and guidance from the Centers for Disease Control, the State of California, and the local Public Health Department related to COVID-19 hazards and prevention, including information of general application and information specific to the City's location and operations.

The City fully and faithfully complies with all applicable orders and guidance from the State of California and the local health department.

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 ensure compliance with the City's COVID-19 policies and procedures.

Periodic inspections will be documented on **Form B: COVID-19 Inspections** found in Section V. of this policy.

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) 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; and (4) identifying and recording all COVID-19 cases.

The investigation should be documented on **Form C: Investigating COVID-19 Cases** found in Section V. of this policy.

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 provided for in Section IV.K.

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 any 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 COVID-19 exposures.

If the City determines that there were any close contact COVID-19 exposures, 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 provided for in Section IV.K.

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 when the COVID-19 case was present during the high-risk exposure period; and (2) subcontracted employees who were present at the City worksite or facility during the high-risk exposure period.

Employees will be notified on **Form E: Workplace Exposure Notice to Employees** found in Section V. of this policy.

Exclusive representatives will be notified on **Form F: Workplace Exposure Notice to Employee Organizations/Representatives** found in Section V. of this policy.

Employers of subcontracted employees will be notified using **Form G: Workplace Exposure Notice to Employer of Subcontracted Employees.**

c. Free COVID-19 Testing for Close Contact Exposures

The City will provide COVID-19 testing at no cost to employees during their working hours to all employees who had potential close contact COVID-19 exposure at a City worksite or facility.

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 that may be 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, and the City's own leave policies.

For employees who would otherwise be able and available for work and whose close contact exposure was work-related, 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.

For any leave time not covered by worker's compensation benefits or FFCRA leave benefits, the City will require that these employees use employer-provided employee sick leave benefits or other accrued leave for this purpose consistent with the employee's applicable Memorandum of Understanding and the City's Personnel Rules and Regulations, and will 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 any 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 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 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 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.

This includes, but is not limited to, implementing controls and/or policies 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

City employees received COVID-19 awareness and prevention training under the City's IIPP COVID-19 Supplement. The City's CPP requires additional training which will be provided immediately to all current employees by their department. All new employees will receive CPP compliant training at hire by their department. The training will be documented on **Form D: COVID-19 Training Record** found in Section V. of this policy. All COVID-19 related training records will be retained by the applicable department.

1. COVID-19 Symptoms

Training will include instruction and advisement on COVID-19 symptoms and on the importance of not coming to work and obtaining a COVID-19 test if the employees have COVID-19 symptoms.

COVID-19 symptoms include the following unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19:

- a. Fever of 100.4 degrees Fahrenheit or higher, or chills;
- b. Cough;
- c. Shortness of breath or difficulty breathing;
- d. Fatigue;
- e. Muscle or body aches;
- f. Headache;
- g. New loss of taste or smell;
- h. Sore throat;
- i. Congestion or runny nose;
- j. Nausea or vomiting; or
- k. Diarrhea,

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 will advise employees in the event it becomes aware that the CDC makes any changes to its guidance concerning such symptoms.

2. City's COVID-19 Policies and Procedures

Training will include an overview of the CPP for all employees. Additionally, the City will provide regular updates as information becomes available to employees on the City's policies and procedures to prevent COVID-19 hazards at City worksites and facilities and to protect City employees.

3. COVID-19 Related Benefits

Training will include information on leave 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, and the City's own leave policies as found in applicable Memorandums of Understanding that the Personnel Rules and Regulations.

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

Training will include information 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.

Training will further include advisement to City employees of the fact that particles containing the virus can travel more than six (6) feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene (hand washing), in order to be effective.

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

Training will include information on the methods and importance of physical distancing, face coverings, and hand hygiene, including hand washing.

Specifically, training will include information 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 will train and instruct City employees on the proper use of face coverings and the fact that face coverings are not respiratory protective equipment.

F. PHYSICAL DISTANCING

The City requires that all City employees be separated from other persons by at least six (6) feet, except where the City can demonstrate that six (6) feet of separation is not possible and where there is momentary exposure while persons are in movement.

The City has adopted several methods by which it increases physical distancing including, but not limited to, the following:

- a. Providing City 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; and
- e. (5) adjusting work processes or procedures, such as reducing production speed and providing video conferencing technology, to allow greater distance between employees.

When it is not possible for City employees to maintain a distance of at least six (6) feet, the City requires individuals to be as far apart as possible.

G. FACE COVERINGS

1. Face Covering Requirement

The City provides face coverings to City employees and requires that such face coverings are worn by employees and individuals at City worksites and facilities.

City policy adheres to orders and guidance provided by the CDPH and the local Public Health Department, 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's policy on the use of face coverings ensures that they are worn over the nose and mouth when indoors, when outdoors and less than six (6) feet away from another person, and where required by orders from the CDPH or local Public Health Department.

The City's policy requires that face coverings are clean and undamaged. The City's policy allows for face shields to be used to supplement, and not supplant face coverings.

The City's policy provides for the following exceptions to the face covering requirement:

- a. When an employee is alone in a private room such as an individual office. At no time should a common area such as a break room be considered a private room, even if the employee is alone.
- b. While actually eating and drinking at the workplace, provided employees are at least six (6) feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- c. Employees wearing respiratory protection in accordance with 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>).
- d. 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. Medical documentation is required to meet this exception and alternatives will be explored to ensure a safe workplace for all employees.

- e. 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, and the unmasked employee shall be at least six (6) feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.

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

The City's policy requires that City employees who are 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 permits it. Alternatives will be explored through an interactive process to ensure a safe workplace for all employees.

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

The City's policy requires that any employees not wearing a face covering, face shield with a drape, or other effective alternative, or respiratory protection, for any reason, shall be at least six (6) feet apart from all other persons unless the unmasked employees are tested at least twice weekly for COVID-19. 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. 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.

6. Policies to Reduce COVID-19 Hazards Originating from Persons Not Wearing Face Coverings

The City has developed COVID-19 policies and procedures to minimize employees' exposure to COVID-19 hazards originating from any person not wearing a face covering, including a member of the public.

These policies include requiring that employees and non-employees wear face coverings at City worksites and facilities, that City employees wear face coverings at other times, maintain physical distance from persons not wearing a face covering, and observe proper hand hygiene.

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

1. Installation of Solid Partitions Between Workstations Where Physical Distancing is Not Possible

At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, the employer shall install cleanable solid partitions that effectively reduce aerosol transmission between the employees and other persons.

2. Maximization of Outdoor Air

As provided above at Section IV.B.5., for indoor City worksites and facilities, the City evaluated 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 letting in outdoor air by other means would cause a hazard to City employees, for instance from excessive heat or cold.

3. Cleaning and Disinfecting Procedures

Cleaning and disinfecting of the worksite is the responsibility of all City employees. Each department will ensure employees are supplied with adequate cleaning and disinfecting products to properly clean and disinfect the worksite throughout the day, as well as training on how to safely use the products and supplies provided.

The City’s cleaning and disinfecting policy requires the following:

- a. 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 City will inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.
- b. 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 (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.

- c. Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.

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

4. 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 with soap for at least 20 seconds each time.

The City does not provide hand sanitizers with methyl alcohol.

5. Personal Protective Equipment (PPE)

City policy provides for appropriate PPE to be issued to all employees based on an evaluation of their work site and work tasks. Employees are obligated to utilize said PPE as provided. Should PPE become damaged or unusable, or should disposable PPE stock become low, employees must immediately report the need for new/additional PPE to their supervisor or manager. At the same time, supervisors and managers will routinely check and be aware of necessary PPE stock, and procure stock as needed following City procurement processes and policies.

The City evaluates 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 City evaluates the need for respiratory protection when the physical distancing requirements, as provided herein, are not feasible or are not maintained.

In accordance with applicable law, the City will provide and ensure use of respirators in accordance when deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action.

In accordance 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.

I. REPORTING, RECORDKEEPING AND ACCESS

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

In accordance with applicable law, the City will report information about COVID-19 cases at the workplace to the local Public Health Department. Further, the City will provide any related information requested by the local Public Health Department.

2. Reporting Serious COVID-19 Illnesses and Deaths to Cal/OSHA

In accordance with applicable law, the City will immediately report to Cal/OSHA any serious COVID-19-related illnesses or deaths of City employees occurring at a City worksite or facility or in connection with any employment. Further, in accordance with applicable law, the City will record any serious work-related COVID-19-related illnesses or deaths.

3. 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.

4. 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.

5. Records Related to COVID-19 Cases

The City will keep a record of and track all COVID-19 cases with the following information, at a minimum:

- a. Employee's name;
- b. Contact information;
- c. Occupation;
- d. Location where the employee worked;
- e. Date of the last day at the workplace; and
- f. Date of a positive COVID-19 test.

The City will ensure the confidentiality of employees and comply with the CMIA. Specifically, the City will not disclose to other employees, except for those who 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. Information provided to employees and employee organizations regarding notice of possible

exposure will be made with personal identifying information removed. It is recognized that the City may be required to make this information available if required by law.

J. EXCLUSION OF COVID-19 CASES

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

The City 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.K.

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

The City will exclude employees with close contact COVID-19 exposure from the workplace for 10 days after the last known close contact COVID-19 exposure. In order for the employee to return to work after the 10th day of quarantine, the employee must satisfy the following conditions:

- a. Be asymptomatic;
- b. Wear a face covering at all times;
- c. Maintain a distance of at least six (6) feet from others at all times;
- d. Self-monitor for COVID-19 symptoms; and
- e. If symptoms do appear, immediately isolate, contact the local health department or health care provider, and seek testing.

The above criteria for exclusion based on close contact are based on guidance from the CDPH and CDC. Should updated guidance be issued modifying these requirements, the City will immediately inform employees of such updated guidance and how the revised guidance applies to workplace exclusion based on close contact.

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 COVID-19 Exposure

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

The City may 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 City will require that employees who are unable to telework, but are otherwise able and available to work, to use paid sick leave or other applicable accrued leave in order to receive compensation during the isolation or quarantine period, consistent with leave policies in any applicable Memorandum of Understanding or the City's Personnel Rules and Regulations. The City may provide such employees who are unable to telework, but who do not have any paid leave available, paid administrative leave in order to receive compensation during the isolation or quarantine period.

For all employees who are subject to an isolation or quarantine because of a work-related COVID-19 case or a work-related close contact COVID-19 exposure, the City will maintain the employees' seniority and all other employee rights and benefits, including the employees' right to their former job status, during the isolation or quarantine period. The City may consider benefit payments from public sources, including under the FFCRA and Labor Code section 248., if applicable, in determining how to maintain earnings, rights, and benefits, where permitted by law and when not covered by workers' compensation.

The provision of benefits described above 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 for the purpose of receiving compensation during the isolation or quarantine period.

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, or collective bargaining agreement 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 potentially 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.

K. RETURN TO WORK CRITERIA

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

City policy 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 or higher has resolved without the use of fever-reducing medications;
- b. COVID-19 symptoms have improved; and
- c. At least 10 days have passed since COVID-19 symptoms first appeared.

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

City policy 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 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

3. 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 City does not require employees to submit to a COVID-19 test, or produce a negative COVID-19 test result, in order to return to work.

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, City policy 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 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective. The period for quarantine may be reduced to 10 days if all of the criteria found in Section IV.J.2. of this policy are met.

5. 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 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 possible, the use of respiratory protection in the workplace.

L. SPECIAL CONSIDERATIONS REGARDING OUTBREAKS

Either or both of the following two sections will be temporarily implemented as specified under the requirements of Cal/OSHA Sections 3205.1 and 3205.2. These sections will continue to remain in effect until the criteria specified in the respective sections are satisfied.

1. Multiple COVID-19 Infections and COVID-19 Outbreaks

This section of the CPP applies when there are at least three (3) COVID cases in an exposed workplace within a 14-day period, or if the local Public Health Department determines that a City worksite is the location of an outbreak. This section of the CPP will stay in effect until there are no new COVID-19 cases detected at the specific worksite for a 14-day period.

a. COVID-19 Testing

The City will provide COVID-19 testing to all employees in the exposed workplace except for employees who were not present during the period of an outbreak or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during the employees' normal working hours.

COVID-19 testing consists of the following:

- All employees in the exposed workplace will be immediately offered testing and then offered testing again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department, CDPH, or CDC.
- After the first two COVID-19 tests, the City will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in the workplace for a 14-day period.

The City will provide additional testing when deemed necessary by Cal/OSHA.

b. Exclusion of COVID-19 Cases

The City will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with the City's CPP Exclusion of COVID-19 Cases and Return to Work Criteria requirements, and local health officer orders if applicable.

c. Investigation of Workplace COVID-19 Cases

The City will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with **Form C: Investigating and Responding to COVID-19 Cases** found in Section V. of this policy

d. COVID-19 Investigation, Review and Hazard Correction

In addition to the investigation, the City will 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 will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Leave policies and practices and whether employees are discouraged from remaining home when sick.
 - COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty (30) days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. The City will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.

- Modifications to employee worksite location, work shift hours, and overall work schedule to minimize employee interaction.

e. Notifications to the Local Health Department

Immediately, but no longer than 48 hours after learning of three (3) or more COVID-19 cases at a worksite, the City will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.

In compliance with State law, the City will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. The City will continue to give notice to the local health department of any subsequent COVID-19 cases at the affected worksite.

2. Major COVID-19 Outbreaks

This section of the CPP applies when there are twenty (20) or more COVID-19 cases in an exposed worksite within a 30-day period. This section of the CPP will stay in effect until there are no new COVID-19 cases detected in the affected worksite for a 14-day period.

a. COVID-19 Testing

The will offer COVID-19 testing two (2) times per week, or more frequently if recommended by the local health department, to all employees present at the exposed worksite during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during the employees' normal working hours.

b. Exclusion of COVID-19 Cases

The City will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with the CPP Exclusion of COVID-19 Cases and Return to Work Criteria, and any relevant local health department orders.

c. Investigation of Workplace COVID-19 Illnesses

The City will comply with the requirements of the CPP Investigating and Responding to COVID-19 Cases.

d. COVID-19 Hazard Correction

In addition to the requirements of the CPP Correction of COVID-19 Hazards, the City will take the following actions:

- In buildings or structures with mechanical ventilation, the City will 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 City will use filters with the highest compatible filtering efficiency. The City will 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 implement their use to the degree feasible.
- The City will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- The City will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

e. Notifications to the Local Health Department

The City will comply with the requirements of the CPP Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department.

V. FORMS

Various forms begin on the following page.

FORM A: IDENTIFICATION OF COVID-19 HAZARDS

This form shall be used to document identification of COVID-19 hazards in the workplace and suggested prevention controls to mitigate identified hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Table Definitions:

Potential Exposure: Describe the interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards

When/How: Describe the place and time of the exposure or how the exposure may occur

Prevention Controls: List possible controls to mitigate the exposure

FORM A: IDENTIFICATION OF COVID-19 HAZARDS

All Person(s) Participating in the Evaluation: _____

Date: _____ Location/Worksite Evaluated: _____

Potential Exposure	When/How	Prevention Controls

FORM B: COVID-19 INSPECTIONS

Name of person(s) conducting the inspection: _____

Date: _____ Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering Controls			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative Controls			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE Controls			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
Additional Comments:			

FORM C: COVID-19 CASE INVESTIGATION

This form must be completed in its entirety, however please remember that all personal identifying information of COVID-19 cases or symptoms must be kept confidential unless required to be disclosed by law.

1. Date Investigation Commenced: _____
2. Date Investigation Completed: _____
3. COVID+ Employee Information:
 - a. Name: _____
 - b. Job Title: _____
 - c. Date positive COVID test was administered: _____
 - d. Date positive test result was received by the employee: _____
 - e. Date positive test result was reported to the employer: _____
 - f. Date employee experienced first COVID symptoms: _____
 - g. Date and Time employee was last present in the workplace: _____
4. The high-risk exposure period includes the two (2) days immediately preceding the first date of COVID symptoms, or if asymptomatic, the two (2) days immediately preceding the date the positive test was administered.
 - a. Work location(s) during high-risk exposure period & highest number of employees who reported to the same location in the last 45 days:
 - b. List all interactions the employee recalls with co-workers or contractors during the high-risk exposure period. Include information pertaining to when, where, duration, and exposure controls that were utilized (i.e. mask, social distancing).

5. Based on the information provided in question #4, list employees or contractors who are determined to be a close contact during the high-risk exposure period and must be provided a quarantine notice. Confirm if notice has been provided using Forms E and Form G.

6. Did any workplace conditions contribute to the spread of COVID-19? If yes, explain.

7. What additional controls or measures can be put in place to reduce COVID-19 exposure?

Investigator Name: _____ Job Title: _____

Investigator Signature: _____

FORM D: COVID-19 TRAINING RECORD

Date: _____ Trainer: _____

Describe the training provided and attach any training handouts: _____

Employee Name	Signature

**FORM E: NOTICE OF POTENTIAL WORKPLACE EXPOSURE TO
VIRUS THAT CAUSES COVID-19**

[DATE]

[EMPLOYEE NAME]
[EMPLOYEE JOB TITLE]
[EMPLOYEE DIVISION/DEPARTMENT]

The City of Madera (City) has determined that sometime during the period of [INSERT APPLICABLE DATES], you and an individual with COVID-19 were both present at a City worksite/facility. This notice serves to inform you that you may have been exposed to the virus that causes COVID-19 as a result of your presence at the [NAME AND ADDRESS OF WORKSITE/FACILITY] on that date.

At this time, the City is working to determine the nature and circumstances of the COVID-19 positive individual's activities at the worksite/facility, and whether the individual had any close contact interactions¹ with individuals during the high risk exposure period. If we determine that you may have had close contact exposure, we will provide you additional instructions regarding quarantine requirements to supplement the instructions provided herein.

Direction Not to Return to Work Under Certain Circumstances

As part of the City's obligation to maintain a healthy and safe working environment under Cal-OSHA, the City is directing you to remain at your home or place of residence and not report to work if any of the following apply to you:

1. You have tested positive for COVID-19;
2. You are currently presenting one or more symptoms associated with COVID-19 as identified by the Centers for Disease Control and Prevention ("CDC") (See full list of symptoms that the CDC associates with COVID-19 here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>); or
3. You are aware that you have had close contact exposure to someone with a laboratory confirmed case of COVID-19.

¹ Close contact exposure means: (1) contact within 6 feet; (2) for a cumulative total of 15 or more minutes over a 24-hour period; (3) with someone who has a laboratory confirmed case and is in the "infectious period" of the having disease. The "infectious period" begins the two (2) days before either: (1) the individual first presented symptoms associated with COVID-19, for symptomatic individuals; or (2) the test that resulted in the positive diagnosis, for asymptomatic individuals. The "infectious period" concludes when the CDC guidance provides for the discontinuation of the isolation period (See CDC guidance on discontinuing home isolation for persons with COVID-19 not in healthcare settings here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)

If any of the above currently apply to you, please remain at your home or place of residence and do not report to work. Furthermore, please provide notice to the City as soon as possible if you are unable to report to work because of one of the above enumerated circumstances. If the nature of your job permits you to telework, you should discuss the possibility of doing so with your supervisor or manager.

If you are unable to report to work for one of the reasons identified above, you may be eligible and qualified to receive statutory or agency-provided leave and benefits during your time away from work. Your ability to telework may affect eligibility for such leaves and benefits. Please find attached a notice providing information about some of the leaves that may be available depending on your particular circumstance. Eligibility for the leaves and/or benefits is governed by applicable statutes for such leaves and/or benefits, as well as the City's policies regarding such leaves and/or benefits. If you would like more information on potentially applicable leaves or benefits, please contact the City's Department of Human Resources at (559) 661-5400, option 8.

The City of Madera's Plan for Cleaning and Disinfecting the Workplace

As the City continues to investigate the specific locations where the COVID-19 positive individual was present, the City will begin to implement a cleaning and disinfection plan adopted pursuant to guidance from the CDC.

As part of this plan, the City will undertake the following measures in order to ensure that the workplace is healthy and safe for City employees:

- Closing off all areas used by the COVID-19 positive individual during the high risk exposure period;
- Waiting 24 hours before cleaning or disinfecting affected areas to protect those performing cleaning and disinfecting;
- Opening outside doors and windows where applicable to increase air circulation in the areas used by the COVID-19 positive individual;
- Cleaning and disinfecting all areas used by the COVID-19 positive individual, such as offices, bathrooms, and common areas, with disinfectants approved by the CDC and the Environmental Protection Agency ("EPA").

The City will also continue to enforce its COVID-19 screening protocols in compliance with health department orders to satisfy its duty to provide a healthy and safe work environment for employees.

Discrimination and Retaliation Protections While on Leave

The City will not discriminate or retaliate against City employees who qualify for any leaves and/or benefits, nor against any employee for disclosing the results of a positive COVID-19 test or diagnosis or any order to the employee to quarantine or isolate for reasons related to COVID-19.

COVID-19 Related Leave & Benefits that May be Available to You

Existing Paid Leave Options

- **Use:** Depending on the employee's applicable Memorandum of Understanding (MOU) and the Personnel Rules, regular sick leave, vacation, administrative leave, banked holiday, floating holiday, or compensatory time off (CTO) may be used in order to remain in a paid status while under quarantine and/or while COVID-19 positive.
- **Eligibility:** Must have the applicable time available in leave banks and be eligible to use per the applicable MOU or Personnel Rule.
- **How to Use:** Follow normal timesheet procedures for requesting paid leave.

Expanded Reasons for Using Sick Leave

In addition to any reasons an employee may use sick leave as defined in the Personnel Rules and Regulations or applicable MOU, employees may use sick leave to:

- Care for children who are not necessarily sick, but who require parental supervision due to school or childcare cancellation.
- Care for an immediate family member who is sick with COVID-19. Immediate family member is as defined in existing policy.
- The employee or immediate family member is ordered to isolate or quarantine by Public Health Officials or a treating physician.
- Other terms and conditions apply, reference COVID-19 Emergency Policy No. 1 or contact HR.

Sick Leave Borrow Program

- **Use:** When an employee has COVID-19; to care for children who are not necessarily sick, but who require parental supervision due to school or child care cancellation; care for an immediate family member who is sick with COVID-19; or the employee or immediate family member is ordered to isolate or quarantine by Public Health Officials or a treating physician.
- **Eligibility:** Full time employees that have insufficient time accrued to cover their need for leave related to COVID-19.
- **Limit:** Up to 40 hours.
- **Repayment:** Employees shall repay the borrowed hours through either future accruals or unpaid furlough days spread over up to 5 months' time.
- **How to Apply:** Employee completes the Agreement for Repayment of Borrowed Sick Leave Time form and returns it to HR.
- Other terms and conditions apply, reference COVID-19 Emergency Policy No. 1 or contact HR.

COVID Administrative Leave

- **Use:** When an employee is able and available to work, but the City requests they not report to their scheduled shift.
- **Eligibility:** COVID Administrative Leave must be approved by the Department Director.

Emergency Vacation Leave Cash-Out

- **Eligibility:** Employees that are able to maintain 120 hours of vacation time after cash out.
- **Limit:** Employees may cash out up to 40 hours of vacation one time during the local emergency.
- **How to Apply:** Employee completes the Request for COVID-19 Emergency Leave Cash Out form and returns it to HR.
- Other terms and conditions may apply, reference COVID-19 Emergency Policy No. 1 or contact HR.
- Please note, this benefit does not keep an employee in a paid status; it is an option to assist with unexpected expenses related to COVID situations.

Workers' Compensation

- **Eligibility:** When COVID-19 is contracted in the performance of work duties (does not apply when an employee is working from home). An investigation will be conducted to determine where COVID-19 was likely contracted.
- **Limits:** Temporary Total Disability (TTD) or 4850 benefits (if eligible) are paid if the employee is actually experiencing a COVID-19 related-illness. Positive test result is required.
- **How to File:** Complete DWC-1 and return to supervisor.



All other terms and conditions of personnel policies and MOU provisions shall remain in effect.

Contact HR with questions at x8704 from a City phone, or (559) 661-5400, option 8.

**FORM F: WORKPLACE EXPOSURE NOTICE TO EMPLOYEE
ORGANIZATIONS/REPRESENTATIVES**

To:
From: City of Madera (City)
Date:
Re: **CONFIDENTIAL: NOTICE OF REPRESENTED EMPLOYEE'S
POTENTIAL WORKPLACE EXPOSURE TO VIRUS THAT CAUSES
COVID-19**

The City is hereby notifying you that employees represented by **[Insert Name of Employee Organization]** may have been exposed to the virus that causes COVID-19. On **[Insert Date]**, employees represented by **[Insert Name of Employee Organization]** and an individual with COVID-19 were present at a City worksite/facility. This notice serves to inform you that City employees represented by your **[Union/Association]** may have been exposed to the virus that causes COVID-19 as a result of their presence at the **[name of worksite/facility]** on that date.

At this time, the City is working to determine the nature and circumstances of the COVID-19 positive individual's activities at the worksite/facility, and whether the individual had any close contact interactions¹ with individuals at the worksite/facility. If we determine that represented employees may have had "close contact" exposure, we will provide those represented employees with additional instructions to supplement the instructions provided herein.

Currently Known COVID-19 Positive Employee(s)/Individual(s)

Based on information provided to date by the COVID-19 positive employee or individual, the City is able to share the following information regarding the potential exposure:

Department/Division:
Location of Worksite Affected:
Date of first Symptom:
Date Positive Test was Administered:
Last Date at the Work Site:

As a result of the potential exposure(s) described above, the City is also providing notice to each of the represented employees who were at the same City worksite/facility as the COVID-19 positive individual(s).

¹Close contact exposure means: (1) contact within 6 feet; (2) for a cumulative total of 15 or more minutes over a 24-hour period; (3) with someone who has a laboratory confirmed case and is in the "infectious period" of the having disease. The "infectious period" begins the two (2) days before either: (1) the individual first presented symptoms associated with COVID-19, for symptomatic individuals; or (2) the test that resulted in the positive diagnosis, for asymptomatic individuals. The "infectious period" concludes when the CDC guidance provides for the discontinuation of the isolation period (See CDC guidance on discontinuing home isolation for persons with COVID-19 not in healthcare settings here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)

The City became aware of the COVID-19 positive individual's status on [DATE]. The City is providing this notice as quickly as possible to comply with California Labor Code Requirements. For this reason, the investigation may not yet be complete, and the City may still be determining whether the COVID-19 positive individual(s) had "close contact," as defined by the Centers for Disease Control and Prevention ("CDC"), with represented employees or any other City employee.

The City's Plan for Cleaning and Disinfecting the Workplace

As the City continues to investigate the specific locations where the COVID-19 positive individual was present, the City will begin to implement a cleaning and disinfection plan adopted pursuant to guidance from the CDC.

As part of this plan, the City will undertake the following measures in order to ensure that the workplace is healthy and safe for City employees:

- Closing off all areas used by the COVID-19 positive individual during the high risk exposure period;
- Waiting 24 hours before cleaning or disinfecting affected areas to protect those performing cleaning and disinfecting;
- Opening outside doors and windows where applicable to increase air circulation in the areas used by the COVID-19 positive individual;
- Cleaning and disinfecting all areas used by the COVID-19 positive individual, such as offices, bathrooms, and common areas, with disinfectants approved by the CDC and the Environmental Protection Agency ("EPA").

The City will also continue to enforce its COVID-19 screening protocols in compliance with health department orders to satisfy its duty to provide a healthy and safe work environment for employees.

Employees May Be Eligible for Leave or Related Benefits

Employees may be eligible for statutory or agency-provided leave or benefits under federal and state law should they present symptoms associated with COVID-19 or contract COVID-19. Eligibility for the aforementioned leaves and/or benefits is governed by applicable statutes for such leaves and/or benefits, as well as the City's policies regarding such leaves and/or benefits. The City has provided the attached notice providing information about some of the leaves that may be available depending on an employee's particular circumstance.

If employees represented by your Association are not qualified to receive compensation under any of the leaves or benefits described in the attached, but wish to be paid during any time that they may be required to be away from the workplace, they may need to use paid sick leave or another paid leave that they have earned or accrued and for which they possess a sufficient balance.

Discrimination and Retaliation Protections While on Leave

Federal and/or state law prohibits the City from discriminating or retaliating against City employees who qualify for any of the aforementioned leaves and/or benefits. Furthermore, the City will not retaliate against any employee for disclosing the results of a positive COVID-19 test or diagnosis, or any order to the employee to quarantine or isolate for reasons related to COVID-19.

COVID-19 Related Leave & Benefits that May be Available to You

Existing Paid Leave Options

- **Use:** Depending on the employee's applicable Memorandum of Understanding (MOU) and the Personnel Rules, regular sick leave, vacation, administrative leave, banked holiday, floating holiday, or compensatory time off (CTO) may be used in order to remain in a paid status while under quarantine and/or while COVID-19 positive.
- **Eligibility:** Must have the applicable time available in leave banks and be eligible to use per the applicable MOU or Personnel Rule.
- **How to Use:** Follow normal timesheet procedures for requesting paid leave.

Expanded Reasons for Using Sick Leave

In addition to any reasons an employee may use sick leave as defined in the Personnel Rules and Regulations or applicable MOU, employees may use sick leave to:

- Care for children who are not necessarily sick, but who require parental supervision due to school or childcare cancellation.
- Care for an immediate family member who is sick with COVID-19. Immediate family member is as defined in existing policy.
- The employee or immediate family member is ordered to isolate or quarantine by Public Health Officials or a treating physician.
- Other terms and conditions apply, reference COVID-19 Emergency Policy No. 1 or contact HR.

Sick Leave Borrow Program

- **Use:** When an employee has COVID-19; to care for children who are not necessarily sick, but who require parental supervision due to school or child care cancellation; care for an immediate family member who is sick with COVID-19; or the employee or immediate family member is ordered to isolate or quarantine by Public Health Officials or a treating physician.
- **Eligibility:** Full time employees that have insufficient time accrued to cover their need for leave related to COVID-19.
- **Limit:** Up to 40 hours.
- **Repayment:** Employees shall repay the borrowed hours through either future accruals or unpaid furlough days spread over up to 5 months' time.
- **How to Apply:** Employee completes the Agreement for Repayment of Borrowed Sick Leave Time form and returns it to HR.
- Other terms and conditions apply, reference COVID-19 Emergency Policy No. 1 or contact HR.

COVID Administrative Leave

- **Use:** When an employee is able and available to work, but the City requests they not report to their scheduled shift.
- **Eligibility:** COVID Administrative Leave must be approved by the Department Director.

Emergency Vacation Leave Cash-Out

- **Eligibility:** Employees that are able to maintain 120 hours of vacation time after cash out.
- **Limit:** Employees may cash out up to 40 hours of vacation one time during the local emergency.
- **How to Apply:** Employee completes the Request for COVID-19 Emergency Leave Cash Out form and returns it to HR.
- Other terms and conditions may apply, reference COVID-19 Emergency Policy No. 1 or contact HR.
- Please note, this benefit does not keep an employee in a paid status; it is an option to assist with unexpected expenses related to COVID situations.

Workers' Compensation

- **Eligibility:** When COVID-19 is contracted in the performance of work duties (does not apply when an employee is working from home). An investigation will be conducted to determine where COVID-19 was likely contracted.
- **Limits:** Temporary Total Disability (TTD) or 4850 benefits (if eligible) are paid if the employee is actually experiencing a COVID-19 related-illness. Positive test result is required.
- **How to File:** Complete DWC-1 and return to supervisor.



All other terms and conditions of personnel policies and MOU provisions shall remain in effect.

Contact HR with questions at x8704 from a City phone, or (559) 661-5400, option 8.

**FORM G: WORKPLACE EXPOSURE NOTICE TO EMPLOYER OF
SUBCONTRACTED EMPLOYEES**

To:
From: City of Madera (City)
Date:
Re: NOTICE OF EMPLOYEE’S POTENTIAL WORKPLACE EXPOSURE TO
VIRUS THAT CAUSES COVID-19 - LABOR CODE SECTION 6409.6

Under Labor Code section 6409.6, the City has an obligation to notify you that your employees may have been exposed to the virus that causes COVID-19. On **[Insert Date]**, your employees and an individual with COVID-19 were present at a City worksite/facility. This notice serves to inform you that your employees may have been exposed to the virus that causes COVID-19 as a result of their presence at the **[name & address of worksite/facility]** on that date.

At this time, the City is working to determine the nature and circumstances of the COVID-19 positive individual’s activities at the worksite/facility, and whether the individual had any close contact interactions¹ with individuals at the worksite/facility. If we determine that your employees may have had “close contact” exposure, the City will notify you so that you may direct your employees to self-isolate or quarantine pursuant to applicable public health guidance from the CDC, CDPH, and/or local public health orders. In support of the City’s efforts, you are asked to investigate and determine if any employees were or may have been present at the identified City worksite/facility on the identified date(s) for purposes of evaluating whether any of your employees had close contact with a qualifying individual.

Direction Not to Return to Work Under Certain Circumstances

As part of the City’s obligation to maintain a healthy and safe working environment under Cal-OSHA, the City is directing your employees not report to any City premises for work if any of the following are applicable:

1. They have tested positive for COVID-19;
 2. They are currently presenting one or more symptoms associated with COVID-19 as identified by the Centers for Disease Control and Prevention (“CDC”) (See full list of symptoms that the CDC associates with COVID-19 here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>);
- or

¹ “Close contact” exposure means: (1) contact within 6 feet; (2) for a cumulative total of 15 or more minutes over a 24-hour period; (3) with someone who has a laboratory confirmed case and is in the “infectious period” of the having disease. The “infectious period” begins the two (2) days before either: (1) the individual first presented symptoms associated with COVID-19, for symptomatic individuals; or (2) the test that resulted in the positive diagnosis, for asymptomatic individuals. The “infectious period” concludes when the Centers for Disease Control and Preventions (“CDC”) guidance provides for the discontinuation of the isolation period (See CDC guidance on discontinuing home isolation for persons with COVID-19 not in healthcare settings here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)

3. They are aware that they have had close contact exposure to someone with a laboratory confirmed case of COVID-19. (See CDC guidance on discontinuing home isolation for persons with COVID-19 not in healthcare settings here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)

If any of the above currently apply to your employees, please direct them to remain at their home or place of residence and not report to work. Furthermore, please provide notice to the City as soon as possible if your employees are unable to report to work because of one of the above enumerated circumstances.

The City's Plan for Cleaning and Disinfecting the Workplace

As the City continues to investigate the specific locations where the COVID-19 positive individual was present, the City will begin to implement a cleaning and disinfection plan adopted pursuant to guidance from the CDC.

As part of this plan, the City will undertake the following measures in order to ensure that the workplace is healthy and safe for City employees:

- Closing off all areas used by the COVID-19 positive individual during the high risk exposure period;
- Waiting 24 hours before cleaning or disinfecting affected areas to protect those performing cleaning and disinfecting;
- Opening outside doors and windows where applicable to increase air circulation in the areas used by the COVID-19 positive individual;
- Cleaning and disinfecting all areas used by the COVID-19 positive individual, such as offices, bathrooms, and common areas, with disinfectants approved by the CDC and the Environmental Protection Agency ("EPA").

The City will also continue to enforce its COVID-19 screening protocols in compliance with health department orders to satisfy its duty to provide a healthy and safe work environment for employees.

CITY OF MADERA Administrative Policy	Policy No. 45
	Date Adopted: 12/20/2000
	Date(s) Revised: 4/6/2011, 8/5/2020, 2/17/2021
Subject: Injury and Illness Prevention Program	

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SECTION 1

Management Statement

1-1 Management Statement

The City of Madera is firmly committed to providing a safe and healthful working environment. To achieve this goal the City of Madera has developed a comprehensive Injury and Illness Prevention Program (IIPP). The goal of this program is to eliminate the frequency and severity of employee accidents and comply with the laws and regulations that are set forth in Title 8, California Code of Regulations General Industry Safety Orders section 3203. The program has been designed to help eliminate physical hazards from the work environment and train employees in safe work practices.

Accident prevention is an integral part of any successful organization. We recognize that accidents not only cause physical and mental pain to employees, but are also costly in terms of dollars and lost production. Providing hazard free work environments while ensuring the health and safety of our City employees is the primary purpose of this program. Efficient accident prevention can be directly related to decreased costs for the City.

The City's policy is aimed at minimizing the exposure of our employees, customers and other visitors to our facilities to health or safety risks. In order to accomplish this goal all City employees are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses.

The responsibilities of all employees of the City in this regard include:

- Exercising maximum care and good judgment at all times to prevent accidents and injuries
- Immediate reporting to supervisors for all injuries regardless of severity
- Immediate reporting of unsafe conditions, equipment, or practices to supervisors and observing conscientiously all safety rules and regulations at all times

Although the ultimate responsibility for the safety program lies with the Department Heads and Supervisors, the program cannot succeed without the cooperation of all City employees. Everyone must be one hundred percent safety conscious in everything he or she does while on the job. We are confident that with a sincere and concentrated effort from everyone, our safety goals can be achieved.

SECTION 2

Designation of Responsibility

2-1 Designation of Responsibility

Madera City Council will provide support and resources necessary to accomplish the goals and objectives of the Program.

Director of Human Resources has been assigned the responsibility and authority to manage the Injury and Illness Prevention Program (IIPP) for the City. We realize the ultimate responsibility for safety and health in the workplace still rests with the following:

Department Heads have the ongoing responsibility to ensure departmental implementation of the IIPP and to ensure the health and safety of all employees. This is accomplished by effectively communicating with employees regarding the City's emphasis on health and safety, analyzing work procedures for high hazard identification and correction, ensuring regular workplace inspections, providing health and safety training, and encouraging prompt employee reporting of health and safety concerns without fear of reprisal.

Supervisors and Lead Workers have the most direct and influential control over an employee's behavior and observation of safety rules. Therefore, supervisors and lead workers are responsible for implementing and maintaining the IIPP Program in their divisions and for answering employee questions concerning the Program.

All City Employees are responsible for the timely reporting of safety hazards in the workplace. Employees are also responsible for following safe work practices as well as the safe work practices specific to their jobs.

2-2 Safety Committee

To ensure a safe and healthful working environment, the City has established a Safety Committee comprised of staff employees who serve on a voluntary basis. The Committee is responsible for fulfilling a variety of tasks such as reviewing workplace accidents and incidents and making recommendations to eliminate their recurrence and reviewing safety suggestions made by employees. The Committee shall work with Management to ensure that personnel privacy is maintained.

Specifically, **the Safety Committee** will:

- Review the results of periodic, scheduled workplace inspections to identify any needed safety procedures or programs and to track specific corrective actions
- Review supervisors' investigations of accidents and injuries to ensure that all causes have been identified and corrected
- Where appropriate, submit suggestions to management for the prevention of future incidents
- Review alleged hazardous conditions brought to the attention of any committee member, request management to address the alleged conditions, and recommend necessary corrective actions and correction deadlines
- When determined necessary by the Committee, the Committee may conduct its own investigation of accidents and/or alleged hazards to assist in establishing corrective actions
- Submit recommendations to assist management in the evaluation of employee safety suggestions

The City's Safety Committee has the ongoing responsibility to maintain and recommend changes to the IIPP, to assess departmental compliance with applicable regulations and City policies, to evaluate reports of unsafe conditions and to recommend any necessary corrective actions. The Safety Committee meets on a monthly basis, documents meeting discussions using IIPP Form 8 (*Safety Committee Meeting Minutes*), and includes representatives from:

- Human Resources
- IT
- Fleet
- Public Works
- Finance
- Grants
- City Clerk
- Administration
- Police Department
- Parks & Community Services
- Engineering
- Planning
- Building

The Safety Committee members are assigned by their respective department head.

SECTION 3

Statement of Compliance

3-1 Statement on Compliance

The City is committed to providing employees with a safe and healthful place to work. A Code of Safe Practices (Section 3-2) has been developed for the purpose of expressly outlining those practices which will help prevent workplace accidents. Each rule set forth in the Code of Safe Practices is applicable to each employee of the City without exception. All employees of the City are responsible for performing their duties in a manner consistent with these practices. Employees who violate these rules or knowingly permit violations may be subject to corrective action appropriate to the circumstances up to and including termination.

3-2 Code of Safe Work Practices

These basic safety rules apply to all employees. In addition to department or work site specific safety rules and regulations, each employee is responsible for following these safe practice rules and reporting all unsafe conditions or practices.

- a. All work related injuries or illnesses are to be immediately reported to the supervisor regardless of the need for medical attention.
- b. Read and follow all warning signs, tags and instructions. Check labels and follow instructions carefully. When appropriate refer to the material safety data sheet. Do not deface or destroy labels and/or instructions on signs, equipment, or containers.
- c. Maintain a safe and hazard free work environment which will ensure the safety of all employees and the general public. Lead workers, supervisors and management staff shall require all employees to observe and obey safety rules, regulations and take such action as necessary to ensure compliance.
- d. Tools, equipment, and machinery are to be operated only if appropriate guards are in place and functioning. All movement must cease before guards are removed for maintenance or repair. When not in use tools and equipment are to be properly stored.
- e. Exits, aisles, stairways and emergency equipment must be kept clear of obstructions.
- f. Horseplay, scuffling and other similar acts that tend to have an adverse influence on the safety and well being of employees and the public are prohibited.
- g. Work assignments and tasks are to be planned, arranged and conducted in a manner to minimize and prevent possible injuries, especially when handling materials or working with equipment.
- h. No one shall knowingly be permitted or required to work while their ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
- i. When lifting heavy objects, the large muscles of the legs are to be used, as bending at the waist and using the smaller muscles of the back can lead to injury. Employees are to seek and obtain assistance when the object is too heavy or of unusual shape or size for any one person to lift safely.
- j. Appropriate attire and personal protective equipment is to be worn and maintained in good condition at all times so as to help prevent and minimize harm or injury.
- k. Observe the rules of the road when driving. Remember to drive courteously and defensively.
- l. No use of wireless telephone devices while driving unless the device is specifically designed and configured to allow hands-free listening and talking, and is used in that manner while driving, unless operated due to a public safety emergency consistent with the California Vehicle Code.

- m. Materials, tools and other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
- n. Entry into a confined space will only be made when it has been determined that it is safe to enter and the employee(s) has received training on Confined Space. All Confined Space entry must comply with the applicable department's Confined Space Policy.
- o. The City's system for ensuring that all employees comply with the Code of Safe Work Practices includes one or more of the following:
 - 1. Informing City employees of the provisions of our IIPP
 - 2. Providing training to employees on safe work practices
 - 3. Disciplining employees who fail to comply with safe and healthful work practices
- p. Any employee who has caused an accident because of gross negligence, carelessness or horseplay will be subject to corrective action, up to and including termination.
- q. Any employee who is discovered to be in possession of or under the influence of alcohol or illegal narcotics (drugs) will be immediately dealt with in accordance with applicable City policies.
- r. Any unauthorized violation of or deviation from the City's safety rules and regulations may result in corrective action appropriate to the circumstances up to and including termination.

SECTION 4

Statement on Safety Training

4-1 Statement on Safety Training

Employee safety training is provided at no cost to the employee and is conducted during the employee's normal working hours. Safety training will be presented by a knowledgeable supervisor, a representative of the Safety Committee or an outside consultant. Regardless of the instructor, all safety training will be documented using the "Safety Training Attendance Sheet" (IIPP Form 3) or an equivalent record that includes all the information required on IIPP Form 3.

Each department will maintain and adhere to a safety training calendar/program applicable to their department's risk exposure.

4-2 Initial Safety & Health Training

All department personnel will be trained on the structure of the IIPP, including individual responsibilities under the program and the availability of the written program. All employees, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training will also be provided on how to report unsafe conditions, how to access the Safety Committee and where to obtain information on workplace safety and health issues.

Training and instructions are to be provided as follows:

- When the IIPP is first established
- To all new employees, including temporary employees
- To all employees who are given new job assignments or transfer to another department for which training has not previously been provided
- Whenever new processes, procedures, substances or equipment are introduced to the workplace
- Whenever the employer is made aware of a new or previously unrecognized hazard
- To supervisors on how to thoroughly investigate and complete an employee accident report
- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed
- To all employees with respect to hazards specific to each employee's job assignment
- When necessity dictates the reinforcement of material or training introduced/conducted previously and when there are changes in the law that affect the IIPP or require the City to implement new safety rules or procedures.

Individual training sessions will be documented using *IIPP Form 1, "Employee Safety Orientation"*, or the equivalent.

4-3 Workplace Safety and Health Practices

General workplace safety and health practices that are to be included in training include but are not limited to the following:

- Implementation and maintenance of the IIPP
- Emergency Evacuation Plan
- Provisions for medical services and first aid, including emergency procedures
- Prevention of musculoskeletal disorders, including proper lifting techniques and proper workstation set-up
- Proper housekeeping such as keeping stairways and aisles clear, work areas neat and orderly and promptly cleaning up spills
- Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety
- Proper storage to prevent stacking of material in an unstable manner as well as to prevent storage of material against doors, exits, fire extinguishing equipment and electrical panels
- Proper reporting of hazards and accidents to supervisors
- Hazard communication, including employee awareness of potential chemical hazards such as those found in solvents, cleaning aids, toner cartridges and liquid paper

4-4 Training on Specific Hazards

Supervisors are required to be trained on the hazards to which employees under their immediate control may be exposed. This training aids a supervisor in understanding and enforcing proper protective measures.

All supervisors are responsible for ensuring that the personnel they supervise receive appropriate training on the specific hazards of work they perform and the proper precautions for protection against those hazards. Training is particularly important for new employees and whenever a new hazard is introduced into the workplace. Such hazards may include new equipment, hazardous materials, or procedures. Safety training is also required when employees are given new job assignments on which they have not previously been trained and whenever a supervisor is made aware of a new or previously unrecognized hazard. This training will be documented and facilitated using *IIPP Form 2, "Job Safe Practice Orientation"*.

Specific topics to be reviewed between supervisors and department employees include but are not limited to the following:

- Fire prevention and fire extinguisher use
- Obtaining emergency medical assistance and first aid
- Disaster preparedness and response, including building evacuation procedures
- Health and safety measures for computer users
- Back care, body mechanics, proper lifting techniques and proper housekeeping

4-5 Safety Videos

Videos are available on a wide range of topics, including hazard communication, ergonomic issues and various physical hazards. If videos are used as a way of providing safety related training they may only be used to **supplement**, not replace, face-to-face safety instructions, so that trainees have an opportunity to ask questions of a knowledgeable instructor.

SECTION 5 System for Identifying Unsafe Conditions and Practices

5-1 System for Identifying Unsafe Conditions and Practices

The methods used to identify unsafe conditions and practices will include several different techniques including at least one of the following: self-inspection checklists, review of accident statistics and information developed by outside consultants.

The City uses the following method for identifying hazards:

Periodic Safety Inspections (*IIPP Form 6*)

Regular periodic workplace safety inspections shall be conducted throughout the City to identify and evaluate hazards. These inspections shall be performed by a member of the Safety Committee or by a knowledgeable manager, supervisor or lead worker. The condition of the equipment, facilities and records will be documented and corrective action shall be taken to eliminate any unsafe condition.

Periodic inspections are performed according to the following schedule:

- When the City initially establishes or makes changes to the IIPP
- When new processes, procedures, substances, or equipment which present potential new hazards are introduced into the workplace
- When new, previously unidentified hazards are recognized
- When occupational injuries and illnesses occur and whenever workplace conditions warrant an inspection

Inspection frequency will depend on the type of inspection to be completed and the department in which the inspection is to be performed. Comprehensive inclusive inspections will be conducted on a bi-annual basis unless otherwise determined the frequency should be shorter by the Safety Officer. Various other inspections will be conducted throughout the year by a member of the Safety Committee, or other qualified personnel in order to follow up on reported accidents and injuries.

SECTION 6 Correcting Unsafe or Unhealthy Conditions

6-1 Correcting Unsafe or Unhealthy Conditions

Hazards discovered either as a result of a scheduled periodic inspection or during normal operations must be corrected by the supervisor in control of the work area or by cooperation between the department in control of the work area and the supervisor of the employees working in that area. Supervisors of affected employees are expected to correct unsafe conditions as quickly as possible after discovery of a hazard based on the severity of the hazard.

Unsafe working conditions, practices, or procedures shall be corrected in a timely manner. Specific procedures that can be used to correct hazards include, but are not limited to the following:

- Tagging unsafe equipment “**Do Not Use**” and providing a list of alternatives for employees to use until the item is repaired. It is also encouraged to utilize “Lock Out/Tag Out” procedures for this purpose.
- Stopping unsafe work practices and providing retraining on proper procedures before work resumes.
- Clearing aisles and walkways of boxes or other obstructions that are blocking access through a particular area.

If an imminent hazard exists, work in the area should cease and the appropriate supervisor should be contacted immediately. If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to be removed from the area except those qualified and necessary to correct the condition. These qualified individuals will be equipped with necessary safeguards before addressing the situation.

6-2 Documentation of Hazard Correction

Supervisors and/or a member of the Safety Committee should use the "Management/Safety Committee Investigation..." form (*IIPP FORM 5*) to document corrective actions, including projected and actual completion dates. If necessary, supervisors and/or employees can seek assistance in developing appropriate corrective actions by submitting an "Employee Report of Unsafe Condition" (*IIPP FORM 4*) to the Safety Committee. If the Safety Committee requires assistance from other resources, the Safety Officer will assist the committee.

SECTION 7

Injury Reporting

7-1 Injury Reporting

All accidents shall be reported immediately, but no later than the end of the injured employee's shift and BEFORE the injured employee leaves the premises. This rule will be strictly enforced. Failure to comply may result in disciplinary action up to and including termination. **If emergency medical care is needed, call 911.**

Employees who are injured at work must report the injury immediately to their supervisor. If the supervisor is not available, report it to another supervisor or notify the Human Resources Department. The supervisor/injured worker will immediately call the Company Nurse injury hotline. Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.

The supervisor/manager of the injured employee is responsible for working with the HR/Safety Officer of the City to ensure the "**Employer's Report of Occupational Injury or Illness**" and a "**Worker's Compensation Claim Form (DWC-1)**" are completed properly and submitted to the Human Resources Department promptly. These forms are located on the city's shared drive in the "Injury Forms" folder.

If the injured employee saw a physician the supervisor should obtain a Work Status Report from the physician before allowing the employee to return to work. The health care provider may stipulate work tasks that must be avoided or work conditions that must be altered and/or modified before the employee resumes his or her full duties. Any and all modified work must be assigned in accordance with Administrative Policy #52, Modified Duty/Return to Work Policy.

The injured employee's immediate supervisor is responsible for performing an initial investigation to determine and correct the cause(s) of the incident. An investigating supervisor is expected to submit a thorough report with attachments as appropriate. Examples of attachments include photographs and/or diagrams indicating measurements and witness statements. This investigation should be completed within 24 hours of the occurrence. Specific procedures to be used to investigate workplace accidents and hazardous substance exposures include:

- Interviewing injured personnel and witnesses
- Examining the injured employee's work area for causative factors
- Reviewing established procedures to ensure they are adequate and were followed
- Reviewing training records of affected employees
- Determining all contributing causes to the accident (i.e., equipment, material, people)
- Taking corrective actions to prevent the accident/exposure from re-occurring and recording all findings and actions taken
- Ensuring all hazardous spills are cleaned up
- Ensuring employees are wearing the appropriate PPE

7-2 Documentation of Investigation

The supervisor's findings and corrective actions should be documented and presented to the Safety Committee using the "*Supervisor's Investigation Report*" (IIPP FORM 7).

The purpose of the investigation is to identify the cause of the illness or injury and prevent similar incidents from occurring in the future. It is imperative that the investigator focus on the causes and hazards that led to the incident. As a result of the objective fact finding process the investigating supervisor shall develop an analysis of what happened, the cause and how it could have been prevented. Upon conclusion of the investigation the supervisor shall make recommendations for preventing similar incidents.

The investigating supervisor will immediately correct the unsafe condition that created the situation. If an imminent hazard exists, work in the area should cease and the appropriate supervisor should be contacted immediately. If the hazard cannot be corrected without endangering employees, the public or property, the supervisor has the authority to remove all personnel from the area except those trained and equipped to correct the adverse condition(s).

Observed, discovered and/or reported unsafe or unhealthy working conditions, practices and/or procedures will be investigated in the same fashion and appropriate remedial action will be taken to mitigate or correct the unsafe situation. If the supervisor is unable to determine the cause(s) and appropriate corrective action, assistance from the Safety Officer should be sought.

Investigation reports shall be filed with the Human Resources Department within twenty-four hours of the illness or injury. Reports filed in a timely manner will be more credible when and if disputes arise and will also assist the City in meeting reporting timelines established by law.

A member of the Safety Committee or the Safety Officer will review each accident or injury report immediately after it's received to ensure that the investigation was thorough and that all corrective actions are completed. The Safety Committee will review all accident/injury reports during their meetings. Investigations and/or corrective actions that are found to be incomplete will be routed back to the supervisor for further follow-up with specific recommendations noted by the committee. The Safety Committee will bring corrective actions that are not implemented in a reasonable period of time to the attention of the Human Resources Department and/or Safety Officer.

SECTION 8

Communication Resources

8-1 Communication Resources

Supervisors/Managers are responsible for communicating safety and health issues with all of their employees. All employees are encouraged to communicate safety concerns to their supervisor without fear of reprisal.

The Safety Committee is another resource for communication regarding health and safety issues for City employees. In addition, employees will be informed about safety matters through one or more of the following ways:

- e-mail
- voice-mail
- departmental or HR orientation, including a discussion of safety and health policies and procedures
- posting or distribution of written safety information
- training programs

Supervisors are responsible for ensuring that employees are supplied access to hazard information pertinent to their work assignments. Information concerning the health and safety hazards of tasks performed by department staff is available from a number of sources. These sources include, but are not limited to:

- equipment operating manuals
- container labels and work area postings
- internet
- MSDS

8-2 Equipment Operating Manuals

All equipment is to be operated in accordance with the manufacturer's instructions as specified in the equipment's operating manual. Copies of operating manuals will be kept in the department or with each piece of equipment in the department. Employees who are unfamiliar with the operation of a piece of equipment and its potential hazards must at least read the operating manual before using the equipment. Training should also be sought from an experienced operator or supervisor.

SECTION 9

Document Retention

9-1 Document Retention

Documents related to the City-Wide IIPP are maintained in the City's Human Resources Department.

The following documents related to the IIPP should be retained by the department:

- Records of scheduled and periodic workplace inspections, including the persons conducting the inspection, any identified unsafe conditions or work practices, and corrective actions recommended and taken (*IIPP FORMS 5, 6*).
- Employee safety training records, including the names of all attendees and instructors, the training date, and material covered (*IIPP FORMS 1, 2, 3*).

Other documents related to the IIPP that will be kept on file include:

- Reports of Unsafe Conditions or Hazards (*IIPP FORM 4*)
- Safety Committee Meeting Documentation (*IIPP FORM 8*)
- Supervisor's Investigation Report (*IIPP FORM 7*)

SECTION 10

General Rules and Regulations

10-1 General Rules and Regulations

These health and safety rules are for the protection of all City of Madera employees. Read them carefully and if you do not understand something ensure you get clarification from your supervisor.

- Smoking is prohibited in all departments and buildings. Smoking is not allowed within 20 feet of the main entrance to any facility or in any piece of city equipment.
- Alcohol and drugs (controlled substances) are not allowed at the worksite. **DO NOT** come to work under the influence of alcohol, controlled substances, prescription medications which alter your ability to safely perform work, or recreational marijuana, or use them at work. Failure to comply with this rule can result in immediate discharge.
- Report every accident. If you become ill or injure yourself at work report it immediately to your supervisor.
- Unless you are an electrician do not tamper with electrical circuits or switches.
- Horseplay, throwing objects and/or fighting at work will not be tolerated.
- **DO NOT** attempt to lift or push objects that may be too heavy for you. Ask for help when needed or use appropriate carts, dollies, etc.
- Keep your workstation clean, neat and free of clutter. Keep the floors clean and wipe up any and all spills immediately.
- Make safety a part of your job everyday. Report all unsafe conditions or hazards to your supervisor immediately.
- Falls are the most common office injury. Pay close attention to slip, trip and fall hazards.
- Keep cords and wires clear of walkways.
- When using stairs hold on to the handrails.
- When it is necessary to access high shelves, use a ladder or step stool. **DO NOT** use chairs or boxes to stand on.
- Before using a ladder check to see that safety feet are free from defects. Have another employee hold the bottom of the ladder if there is danger of slipping.
- **DO NOT** overload electrical circuits.
- All City employees need to be familiar with emergency procedures and rules for evacuation. To report all life threatening emergencies, call 911 immediately.
- **DO NOT** attempt to operate or make repairs to office equipment unless you have been trained to do so.

- Report any frayed or damaged electrical cords.
- Use chemicals cautiously and be sure to read the MSDS and labels. Hazardous chemicals that may be found in our workplace include cleaning fluids, photocopier inks, toner cartridges and liquid paper.
- An MSDS must be available for every chemical used in each department.

10-2 Occupational Safety and Health Administration (OSHA)

Upon arrival or notification by an OSHA Inspector, the following protocols must be followed:

- Ask for an identification badge in order to verify that the person is an OSHA Inspector
- Immediately contact the HR Department for assistance and guidance; preferably have the OSHA Inspector call HR directly to coordinate any inspections with the applicable department
- Take the inspector to an office and/or conference room until HR arrives
- Do not discuss the reason for the visit with the inspector until HR arrives, unless otherwise directed to do so after consulting with HR
- Document and record everything the inspector does
- Immediately upon written notification from OSHA, contact and fax all related documents to HR for assistance

**FORM 1 INJURY AND ILLNESS PREVENTION PROGRAM
EMPLOYEE SAFETY ORIENTATION**

Employees Name: _____

Date: _____

Department: _____

Division: _____

The following items should be discussed during orientation with a supervisor/manager: *(Check Off (✓) each item discussed.)*

- Company safety policies and programs *(Employee was given a copy of the Injury and Illness Prevention Program as well as the Departmental IIPP. Content was discussed by the supervisor or safety representative and the employee was required to read, understand and sign it.)*
- Location of Safety Posters *(OSHA poster), Company Nurse Flyer and Employee Protection Line*
- Safety rules both general and specific to job assignment
- Safety rule enforcement policy
- Where, when and how to report injuries
- Where, when and how to report unsafe conditions
- Review of fire and emergency evacuation plan
- Location and use of fire extinguishers
- Location of all exits and stairways *(caution when using stairs: use handrails)*
- Requirements for safe work clothing and footwear
- Importance of housekeeping *(clean up spills immediately, etc.)*
- Location of first aid kit/supplies
- Special job hazards *(hazardous equipment or chemicals such as liquid paper, toner cartridges, etc.)*
- Location of MSDS
- Proper lifting procedures *(include demonstration)*
- Employee is certified in the following: *(Please indicate if employee is certified in first aid, CPR and include expiration date.)*

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

FORM 2

**INJURY AND ILLNESS PREVENTION PROGRAM
JOB SAFE PRACTICE ORIENTATION**

Employee Name: _____

Job Title: _____

Department: _____

- New Hire
- Transfer/Change

Date: _____

Supervisor Name: _____

SECTION I - FACILITY DISCUSSION *(Please check-off {✓} all items reviewed)*

- Location of Safety Bulletin Boards/Posters
- Location of all exits, stairs
- Location and proper use of all fire extinguishing equipment
- Location and use of alarms *(how and when to activate)*
- Location of first aid supplies
- Emergency evacuation procedures
- Proper storage of supplies *(i.e., use foot stools or ladders for hard to reach areas; **DO NOT** use chairs or boxes for hard to reach areas)*

Date completed: _____

Supervisor's signature: _____

SECTION II - TOOLS, MACHINES, AND EQUIPMENT

In addition to a thorough discussion of safety rules, regulations and practices, supervisors are required to conduct "hands on" demonstration(s) on the safe use of ALL tools, machines and equipment to be used by City employees.

TOOL, MACHINE, OR EQUIPMENT NAME	DATE	SUPERVISOR'S INITIALS
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Date completed: _____

Supervisor's signature: _____

I have received demonstration(s) on the safe use of the tools, machines and equipment listed above and I am aware that the use of guards and safety devices are MANDATORY. I understand that I may be subject to corrective action if I attempt to operate any tool, machine, or equipment that is locked-out, tagged-out, being repaired or is otherwise designated as "out-of-service".

Employee's signature: _____ Date: _____

FORM 3

**INJURY AND ILLNESS PREVENTION PROGRAM
SAFETY TRAINING ATTENDANCE SHEET**

TRAINING TOPIC: _____

TRAINING PRESENTED BY: _____ DATE: _____

SPECIFIC ITEMS DISCUSSED:

THOSE IN ATTENDANCE

	NAME (<i>print</i>)	DEPARTMENT/DIVISION	SIGNATURE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____

Attach any worksheets that were used or discussion outlines

FORM 4

**INJURY AND ILLNESS PREVENTION PROGRAM
EMPLOYEE REPORT OF UNSAFE CONDITION OR HAZARD**

Name: *(optional)* _____

Department: _____

Job Title: *(OPTIONAL)* _____

1. Date and time the condition or hazard was observed: _____

2. Description of unsafe condition or hazard:

3. Location of unsafe condition or hazard:

4. What changes would you recommend to correct the condition or hazard?

Employee signature: *(optional)* _____

Date: _____

Submit to Supervisor or Human Resources

FORM 5

**INJURY AND ILLNESS PREVENTION PROGRAM
MANAGEMENT/SAFETY COMMITTEE INVESTIGATION OF
EMPLOYEE REPORT OF UNSAFE CONDITION OR HAZARD**

1. Name of person investigating unsafe condition or hazard: _____

2. Documented Observations:

3. Results of investigation? Attach additional sheets if necessary:

4. Recommended Action(s) to be taken to correct hazard or unsafe condition:

Signature of Investigating Party: _____

Date: _____

FORM 5

**INJURY AND ILLNESS PREVENTION PROGRAM
MANAGEMENT/SAFETY COMMITTEE INVESTIGATION OF
*EMPLOYEE REPORT OF UNSAFE CONDITION OR HAZARD***

Attach photos, diagrams, and any other relevant material to demonstrate depth of the investigation

FORM 6

**INJURY AND ILLNESS PREVENTION PROGRAM
SAFETY INSPECTION REPORT**

Location: *(Department/Division)* _____

Date of inspection: _____

Inspection conducted by: _____

Purpose of Safety Inspections: To identify and abate hazardous conditions and unsafe practices.

Procedure: The individual conducting the inspection should answer all questions listed and provide detailed comments on all problem or potential problem areas. The completed checklist is to be submitted to the Safety Committee Member of that department for follow-up and maintained by the department and available to the Safety Officer upon request.

POSTING REQUIREMENTS:

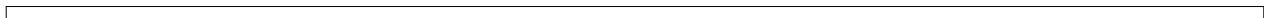
QUESTION	YES	NO	COMMENTS
➤ Are updated OSHA notices posted on employee bulletin boards?	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
➤ Are emergency telephone numbers posted for police, fire and ambulance?	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____

FORM 6

**INJURY AND ILLNESS PREVENTION PROGRAM
SAFETY INSPECTION REPORT**

SAFETY:

QUESTION	YES	NO	COMMENTS
➤ Are there an adequate number of exits provided?	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/>
➤ Are all exits properly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/>
➤ Are exits free from obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/>
➤ Are the aisles and work areas kept clean and free of tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/>
➤ Is the width of the aisle at least 28 inches?	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/>



FORM 6

**INJURY AND ILLNESS PREVENTION PROGRAM
SAFETY INSPECTION REPORT**

ELECTRICAL:

QUESTION	YES	NO	COMMENTS
➤ Are extension cords and plugs properly grounded?	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/>
➤ Is the use of extension cords limited?	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/>
➤ Of the extension cords being used are the overall conditions of the cords satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/>

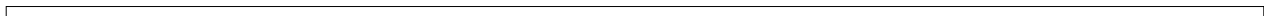


FIRE PROTECTION (IF APPLICABLE):

QUESTION	YES	NO	COMMENTS
➤ Are all flammable chemicals properly stored in an approved flammable storage cabinet?	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
➤ Are there an adequate amount of fire extinguishers available?	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
➤ Are fire extinguishers inspected annually?	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
➤ Are "No Smoking" signs posted and enforced?	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
➤ Are all employees instructed in the proper use of fire fighting equipment?	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____

STAIRS:

QUESTION	YES	NO	COMMENTS
➤ Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
➤ Are the handrails secured?	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____



FLOORS:

QUESTION	YES	NO	COMMENTS
➤ Are all walking and working surfaces kept clear?	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
➤ Are all holes and/or damage to carpets repaired or covered?	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____

LADDERS AND STEP STOOLS:

QUESTION	YES	NO	COMMENTS
➤ Is the proper type available for use?	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
➤ Are the ladders and/or step stools used in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
➤ Are ladders and/or step stools used instead of chairs, boxes, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____

FIRST AID:

QUESTION	YES	NO	COMMENTS
➤ Are all first aid kits fully stocked and readily available to all	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____



employees?

**EMERGENCY EVACUATION
PLAN**

QUESTION	YES	NO	COMMENTS
➤ Is there a written Emergency Evacuation Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/>
➤ Is the plan communicated to all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/>
➤ Are the Emergency Evacuation Maps posted within the department?	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/>

General Remarks or Observations:

FORM 7

**INJURY AND ILLNESS PREVENTION PROGRAM
SUPERVISOR'S INVESTIGATION REPORT**

DEPARTMENT NAME: _____

LOCATION/ADDRESS (*where injury occurred*): _____

NAME OF INJURED EMPLOYEE: _____

JOB TITLE OF INJURED EMPLOYEE: _____

DATE OF INJURY: _____ TIME OF INJURY: _____ a.m./p.m.
(circle one)

DID INJURED EMPLOYEE RETURN TO WORK? YES NO

DATE EMPLOYEE RETURNED TO WORK: _____

NATURE OF INJURY (*scratch, cut, bruise, etc.*):

PART OF THE BODY INJURED (*left ring finger, right ankle, etc.*):

WHERE AND HOW DID THE ACCIDENT HAPPEN? (*please be specific*)

INJURY LOCATION DIAGRAM:

FORM 7

**INJURY AND ILLNESS PREVENTION PROGRAM
SUPERVISOR'S INVESTIGATION REPORT**

WAS EMPLOYEE PERFORMING IN THE LINE OF DUTY? YES NO

WHAT PERSONAL PROTECTIVE EQUIPMENT (PPE) WAS EMPLOYEE WEARING AT THE TIME OF THE ACCIDENT? _____

SPECIFY MACHINE TOOL, OBJECT, OR SUBSTANCE CONNECTED WITH ACCIDENT (*if none specify none*):: _____

MEASURES RECOMMENDED TO PREVENT A SIMILAR ACCIDENT:

SUPERVISOR'S NAME AND TITLE (*please print*): _____

SUPERVISOR'S SIGNATURE:: _____ DATE: _____

PLEASE RETURN COMPLETED FORM TO HUMAN RESOURCES DEPARTMENT

