



REPORT TO CITY COUNCIL

Approved by:

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Council Meeting of: February 2, 2022

Agenda Number: B-3

SUBJECT:

Ratification of COVID-19 Emergency Policy Revisions

RECOMMENDATION:

Adopt a Minute Order ratifying revisions to the following COVID-19 Emergency Policies issued by the City Manager in his role as Director of Emergency Services:

1. COVID-19 Emergency Policy No. 3: COVID-19 Prevention Program
2. COVID-19 Emergency Policy No. 4: COVID-19 Vaccine Incentive Pay

SUMMARY:

In his role as Director of Emergency Services, the City Manager has issued two recent policy revisions. COVID-19 Emergency Policy No. 3: COVID-19 Prevention Program was updated to the most recent CalOSHA regulations and guidance. COVID-19 Emergency Policy No. 4: COVID-19 Vaccine Incentive Pay was updated to extend the benefit through March 31, 2022. The requested action is for the City Council to ratify these emergency policy revisions.

DISCUSSION:

COVID-19 Emergency Policy No. 3: COVID-19 Prevention Program (CPP)

CalOSHA adopted updates to its COVID prevention regulations as found in 8 CCR §3205 that became effective January 14, 2022. Additionally, CalOSHA issued updated guidance in coordination with the California Department of Public Health related to isolation and quarantine periods, most recently updated January 12, 2022. Based on these changes, the City updated its CPP to comply with the most recent regulations and guidance. In summary, the updates include the following:

1. Updated the definitions of:
 - a. COVID-19 Test
 - i. PCR and antigen tests are both acceptable
 - ii. Tests cannot be both self-administered and self-read for workplace purposes; “at-home” tests can be proctored
 - b. Face Covering
 - i. Must be 2 layers
 - ii. Light cannot pass through the material
 - c. Fully Vaccinated Individual
 - i. expanded to include those who received vaccinations in other countries or a mix of vaccinations
2. Removed exemption of fully vaccinated employees from testing
3. Acknowledges and confirms compliance with the current indoor mask mandate
4. Updated isolation and quarantine guidance as follows.

COVID Status	Required Action	Duration
Positive Test	Anyone with a positive test must isolate	Isolate 10 days, OR May end isolation after day 5 if: <ul style="list-style-type: none"> ▪ Test negative on day 5 or after (antigen preferred); -AND- ▪ Wear a surgical or respirator (N95) mask through day 10 at all times
Close Contact Exposure	Must quarantine if: <ul style="list-style-type: none"> ▪ Not fully vaccinated ▪ Fully vaccinated, booster-eligible, but not yet received booster No quarantine if: <ul style="list-style-type: none"> ▪ Received booster OR fully vaccinated but not yet eligible for booster ▪ Must test negative on day 5 or wear a surgical or respirator (N95) mask through day 10 at all times if testing does not occur 	Quarantine 10 days, OR May end quarantine after day 5 if: <ul style="list-style-type: none"> ▪ Test negative on day 5 or after; -AND- ▪ Wear a surgical or respirator (N95) mask through day 10 at all times

The revised Emergency Policy 3 is provided as Attachment 1 to this report.

COVID-19 Emergency Policy No. 4: COVID-19 Vaccine Incentive Pay

In order to support a safe and health workplace by encouraging vaccination against COVID-19, the City offers a one-time pay incentive of \$200 for all full and part time employees upon submittal of proof of vaccination against COVID-19. The City's workforce vaccination rate is currently at approximately 63%, up from 55% in September 2021. The current vaccination rate for Madera County residents is 53.5% as of the writing of this report. The policy has been effective and well-received by existing employees and new hires. For this reason, the policy term was extended through March 31, 2022.

The revised Emergency Policy 4 is provided as Attachment 2 to this report.

FINANCIAL IMPACT:

Revisions to the CPP do not have any expected increased monetary exposure to the City beyond existing COVID-19 expenses and workforce impacts.

Employees who complete a full vaccine series against COVID-19 will be eligible to receive a one-time payment of \$200. The total cost of this program is dependent on the number of employees who submit verification of vaccination.

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 further revise the policies to expand benefits or enact requirements stricter than those provided by CalOSHA.

ATTACHMENTS:

1. Revised COVID-19 Emergency Policy No. 3: COVID-19 Prevention Program
2. Revised COVID-19 Emergency Policy No. 4: COVID-19 Vaccine Incentive Pay

CITY OF MADERA COVID-19 Emergency Policy	Policy No. 3
	Date Adopted: 1/19/2021
	Date(s) Revised: 7/23/2021, 10/22/2021, 1/19/2022
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. The City of Madera will check for the most current information from the California Department of Public Health (CDPH) including guidance documents, Health Orders, and Executive Orders from the Governor's Office and county and local health departments and follow the most current information. Some provisions of Cal/OSHA's COVID-19 emergency regulation may be suspended, or more stringent requirements may need to be implemented based on updated guidance and orders from the CDPH and the Governor's Office through the issuance of updated or new Executive Orders and county or local health department regulations.

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 "fully vaccinated."

The following employees are exempt from coverage under the CPP: (1) Employees who are teleworking from home or a location of the employee's choice that is not under the control of the City of Madera; (2) Employees who are working in or at a work location and do not have contact with any other individuals; and (3) Employees that because of their tasks, activities or work location have with occupational exposure as defined by the Aerosol Transmissible Diseases ("ATD") regulation (i.e., 8 C.C.R. § 5199).

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. "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. Exception: Employees have not had a close contact if they wore a respirator required by the employer and used in compliance with Labor Code Section 5144, whenever they were within six feet of the COVID-19 case during the high-risk period.

- B. "COVID-19" means the disease caused by severe acute respiratory syndrome coronavirus 2 ("SARS-CoV-2").
- C. "COVID-19 case" means a person who either: (1) Has a positive "COVID-19 test" as defined in this section; (2) Has a positive COVID-19 diagnosis from a licensed health care provider; or (3) Is subject to COVID-19-related order to isolate issued by a local or state health official; or (4) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.
- 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 test for SARS-CoV-2 that is: (1) Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test); (2) Administered in accordance with the authorized instructions; and (3) Not both self-administered and self-read unless observed by the employer or an authorized telehealth proctor.

Examples of tests that satisfy this requirement include tests with specimens that are processed by a laboratory (including home or on-site collected specimens which are processed either individually or as pooled specimens), proctored over-the-counter tests, point of care tests, and tests where specimen collection and processing is either done or observed by an employer.

- G. "Exposed Group" means all employees at a work location, working area, or a common area at work, where an employee was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. An exposed group may include the employees of more than one employer (see Labor Code sections 6303 and 64301.1). The following exceptions apply;

- a. For the purpose of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.
 - b. If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.
 - c. If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and all persons were wearing face coverings at the time the COVID-19 case was present, other people at the work location, working area, or common area are not part of the exposed group.
- H. “Face covering” means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers (i.e., fabrics that do not let light pass through when held up to a light source) that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric. This definition includes clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet this definition and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker’s mouth or facial expressions to understand speech or sign language respectively.
- I. “Fully vaccinated individual” means the City of Madera has documented:
 - a. A person’s status two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses in accordance with the approval, authorization, or listing that is:
 - i. Approved or authorized for emergency use by the FDA;
 - ii. Listed for emergency use by the World Health Organization (WHO); or
 - iii. Administered as part of a clinical trial at a U.S. site, if the recipient is documented to have primary vaccination with the active (*i.e.*, not placebo) COVID-19 vaccine candidate, for which vaccine efficacy has been independently confirmed

(e.g., by a data and safety monitoring board) or if the clinical trial participant at U.S. sites had received a COVID-19 vaccine that is neither approved nor authorized for use by FDA but is listed for emergency use by WHO; or

- b. A person's status two weeks after receiving the second dose of any combination of two doses of a COVID-19 vaccine that is approved or authorized by the FDA, or listed as a two-dose series by the WHO (*i.e.*, a heterologous primary series of such vaccines, receiving doses of different COVID-19 vaccines as part of one primary series). The second dose of the series must not be received earlier than 17 days (21 days with a 4-day grace period) after the first dose.
- J. "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.
- K. "Respirator" means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matters, such as an N95 filtering facepiece respirator.
- L. "Worksite" means, for the limited purposes of COVID-19 prevention regulations only, the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter, locations where the worker worked by themselves without exposure to other employees, or to a worker's personal residence or alternative work location chosen by the worker when working remotely. In a multi-worksite environment, the employer need only notify employees who were at the same worksite as the qualified individual.

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 providers 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 with the following conditions can be more likely to get severely ill from the virus that causes COVID-19:

- a. Cancer
- b. Chronic kidney disease
- c. Chronic liver disease
- d. Chronic lung diseases, including COPD (chronic obstructive pulmonary disease), emphysema, chronic bronchitis, asthma (moderate-to-severe), bronchiectasis (thickening of the lungs airways), bronchopulmonary dysplasia (chronic lung disease affecting newborns), having damaged or scarred lung tissue such as interstitial lung disease, including idiopathic pulmonary fibrosis, cystic fibrosis (with or without lung or other solid organ transplant), pulmonary embolism (blood clot in the lungs), and pulmonary hypertension
- e. Dementia or other neurological conditions
- f. Diabetes (type 1 or type 2)
- g. Down syndrome
- h. Heart conditions, such as heart failure, coronary artery disease, cardiomyopathies, or hypertension
- i. HIV infection
- j. Immunocompromised state (weakened immune system)
- k. Mental health conditions
- l. Overweight and obesity (body mass index [BMI] of >25 kg/m²)
- m. Pregnancy

- n. Sick cell disease or thalassemia
- o. Smoking, current or former
- p. Solid organ or blood stem cell transplant
- q. Stroke or cerebrovascular disease, which affects blood flow to the brain
- r. Substance use disorder
- s. Tuberculosis

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 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.

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.

The City will review applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention. These orders and guidance are both information of general application, including Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments by the California Department of Public Health (CDPH) and information specific to our industry, location, and operations.

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, which provides for the following: (1) requesting information from employees regarding COVID-19 cases; (2) contact tracing of employees who may have had a close contact COVID-19 exposure; (3) requesting COVID-19 test results from employees who may have had a close contact COVID-19 exposure; (4) requesting information from employees regarding the presentation of COVID-19 symptoms; and (5) 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. Within one (1) business day of the time the City knew or should have known of a COVID-19 case, the City will notify: (1) all employees who were present at the same City worksite or facility when the COVID-19 case was present during the high-risk exposure period; (2) subcontracted employees who were present at the same City worksite or facility during the high-risk

exposure period of a COVID-19 case; and (3) other employers at the worksite during the COVID-19 case's high risk exposure period. The City will provide notice by either personal service, email or text message.

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, 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, 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 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. COVID-19 Vaccinations

The City provides employees information and instruction on the fact that COVID-19 vaccines are effective at both preventing the transmission of the virus that causes COVID-19 and preventing serious illness or death, and how employees may receive paid leave for reasons related to COVID-19 vaccinations.

As discussed below, the City provides information on paid leaves to which employees may be entitled in order for them to be vaccinated and in the event that they experience any illness or adverse effects as a result of such vaccination.

3. 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. Specifically, employees will be informed how to participate in the identification and evaluation of COVID-19 hazards.

4. 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, 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.

Specifically, employees will be provided information regarding how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

5. 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 combined with other controls, including face coverings, increased ventilation indoors, respiratory protection, and hand hygiene (hand washing) are most effective to reduce the spread of COVID-19.

6. Methods and Importance of Face Coverings, Respirators, and Hand Hygiene

Training will include information on the methods and importance of face coverings and respirators (for unvaccinated employees) and hand hygiene, including hand washing.

Training will include informing employees of the following:

- The policy for providing respirators, and the right of employees who are not fully vaccinated to request a respirator for voluntary use as stated in this program, without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use under this section or Labor Code Section 3205.1 through 3205.4, training will be provided on how to properly wear the respirator, and how to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with the seal.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. COVID-19 is an airborne

disease. N95s and more protective respirators protect the users from airborne disease while face coverings are intended to primarily protect people around the user.

- 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.
- The conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained. Employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

F. FACE COVERINGS

1. Face Covering Requirement

For all employees, the City will provide face coverings upon request and ensure they are worn when indoors or in vehicles and where required by orders from the CDPH or local Public Health Department. Employees may provide their own face covering, provided it meets the definition as provided in Section III of this policy. The City will ensure required face coverings are clean and undamaged, and they are worn over the nose and mouth. Supervisors will ensure all employees wear face coverings when conditions require face coverings.

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>

In accordance with current CDPH policy, all employees regardless of vaccination status shall wear face coverings in all indoor public settings pursuant to the current indoor mask mandate dated January 5, 2022 and available at the above website address. Should the guidance be updated by either CDPH or CalOSHA, the City will follow the most current guidance in all instances.

The City's policy allows for face shields to be used to supplement, and not supplant face coverings.

When employees are required to wear face coverings under section 3205 or 3205.1 through 3205.4, 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.

Any employee not wearing a face covering, pursuant to the exceptions listed in items (d) and (e) above, and not wearing a non-restrictive alternative when allowed by Labor Code Section 3205 (c)(6)(E) shall be at least six feet apart from all other persons unless the unmasked employee is fully vaccinated.

When face coverings are not required by this section, Labor Code Section 3205, or Sections 3205.1 through 3205.4, we will provide face coverings to employees upon request, regardless of vaccination status.

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 when not fully vaccinated and when other exemptions per CDPH guidance do not apply.

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 when not fully vaccinated, physical barriers, providing respirators when requested (to unvaccinated employees), and observing proper hand hygiene.

G. VACCINES

1. The City will document vaccinations in the following manner:

Employees will provide proof of COVID vaccination (vaccine card, image of vaccine card, or health care document showing vaccination status) to Human Resources, and Human Resources will maintain the information in accordance with HIPAA requirements.

Those employees desiring to be considered vaccinated need to submit proof to Human Resources. If an employee has lost their card, they can request a copy of their vaccine status at <https://myvaccinerecord.cdph.ca.gov/>.

Any employee not verified by Human Resources as being fully vaccinated or as having received a booster or third dose will be classified as unvaccinated or un-boosted for purposes of compliance with the CPP.

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, the employer may install cleanable solid partitions that effectively reduce aerosol transmission between the employees and other persons, when conditions warrant their use.

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;
- b. Informing employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection; and
- c. Cleaning of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period and disinfection if the area, material, or equipment is indoors and will be used by another employee within 24 hours of the COVID-19 case.

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

The City makes COVID-19 testing available at no cost to employees with COVID-19 symptoms. This testing will be made available during the employees' paid time.

6. 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.

Upon request, the City will provide respirators for voluntary use, in compliance with Labor Code Subsection 5144 (c)(2) to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. The City will encourage their use and ensure employees are provided with a respirator of the correct size. Employees should inform their supervisor should they desire a respirator, and the Department will contact Purchasing to request respirators through the normal City procurement process.

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 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. Maintenance of Records Related to the Adoption of the CPP

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

3. Availability of the CPP for Inspection

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

4. Records Related to COVID-19 Cases

The City will keep a record of and track all COVID-19 cases with the following information, 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 keeps employees' medical information confidential.

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

The City ensures that employees who had a close contact COVID-19 exposure are excluded from City worksites until the employee satisfies the minimum return to work criteria, as provided in Section IV.K, unless an exception exists as listed in that section..

Additionally, if an employee is not excluded in accordance with the above exceptions, City will provide such an employee with information about any applicable precautions recommended by the California Department of Public Health (“CDPH”) for persons with a close contact COVID-19 exposure.

3. Exclusion of Employees from City Worksites and Facilities After Travel

In accordance with CDPH and CDC guidelines, City employees must follow the guidelines regarding quarantine and/or testing upon return from domestic and international travel, regardless of the reason for travel. Additionally, employees who are not working remotely must disclose travel information to their supervisor in advance, unless advance notice is not practical, to ensure a safe workplace and allow time for quarantine pre-planning.

All individuals should:

- Take a COVID-19 viral test 3-5 days after returning from travel.

Individuals who are not fully vaccinated should:

- Self-quarantine upon return for 7 full days after travel.
- If the above-noted viral test is negative, the individual may discontinue quarantine after 7 days
- If the individual does not test 3-5 days after return, then the individual must quarantine for 10 full days

If the employee tests positive, the employee should isolate and the Return to Work criteria in Section IV.K. apply.

The City will follow CDPH travel recommendations, which may modify or change the above criteria and information. The City will monitor <https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/CA-is-Open-Travel-Guidelines.pdf> for the most current information and CDPH travel recommendations will apply in the workplace.

4. 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.

The City continues and maintains such an employee's earnings, wages, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job.

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, 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.

5. 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.

6. 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, 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. Criteria to Return to Work for COVID-19 Cases

Table 1 below lists the return to work criteria for COVID-19 cases.

Table 1

Employees Who Test Positive for COVID-19 (Isolation)	Action
Requirements apply to all employees, regardless of vaccination status, previous infection, or lack of symptoms.	<ul style="list-style-type: none">• Employees who test positive for COVID-19 must be excluded from the workplace for at least 5 days.• Isolation can end and employees may return to the workplace after day 5 if symptoms are not present or are resolving, and a diagnostic specimen* collected on day 5 or later tests negative.• If an employee is unable or chooses not to test and their symptoms are not present or are resolving, isolation can end and the employee may return to the workplace after day 10.• If an employee has a fever**, isolation must continue and the employee may not return to work until the fever resolves***.• If an employee's symptoms other than fever are not resolving, they may not return to work until their

	<p>symptoms are resolving or until after day 10 from the positive test.</p> <ul style="list-style-type: none"> • Employees must wear face coverings**** around others for a total of 10 days after the positive test, especially in indoor settings. <p><i>* Antigen test preferred.</i></p> <p><i>** A fever is a measured body temperature of 100.4 degrees Fahrenheit or higher</i></p> <p><i>*** A fever resolves when 24 hours have passed with no fever, without the use of fever-reducing medications</i></p> <p><i>**** Face covering should be a respirator type (N95, KN95, KF94, etc.) or a surgical mask, with good fit.</i></p>
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2. 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, unless the individual is seeking to return to work before the full 10 day quarantine/isolation period has passed.

3. Minimum Criteria to Return to Work for Close Contacts

- a. Table 2 - Employees that are unvaccinated, vaccinated and booster eligible* but have not received their booster dose, and those previously infected with SARS-CoV-2 including within the last 90 days

*Booster eligibility is defined as follows:

Pfizer-BioNtech and Moderna – At least 5 months after completing your primary COVID-19 vaccination series

Johnson & Johnson's Janssen – At least 2 months after receiving your J&J/Janssen COVID-19 vaccination

Table 2

Requirements Apply to Employees Who are Exposed to Someone with COVID-19 and Are (Quarantine):	Action
<ul style="list-style-type: none"> • Unvaccinated; OR • Vaccinated and booster-eligible but have not yet received their booster dose. 	<ul style="list-style-type: none"> • Employees must be excluded from the workplace for at least 5 days after their last close contact with a person who has COVID-19. • Exposed employees must test on day 5. • Quarantine can end and exposed employees may return to the workplace after day 5 if symptoms are not present and a diagnostic specimen collected on day 5 or later tests negative. • If an employee is unable or chooses not to test and does not have symptoms, quarantine can end and the employee may return to the workplace after day 10. • Employees must wear face coverings around others for a total of 10 days after exposure, especially in indoor settings.* • If an exposed employee tests positive for COVID-19, they must follow the isolation requirements in Table 1. • If an exposed employee develops symptoms, they must be excluded pending the results of a test. • Employees are strongly encouraged to get vaccinated or boosted. <p><i>* Face covering should be a respirator-type (N95, KN95, KF94, etc) or a surgical mask, with good fit.</i></p>

If employees covered by Table 2 above cannot be tested as required, quarantine must continue for at least 10 days as explained in the table.

b. Table 3 - Employees Who are Boosted or Vaccinated but Not Yet Booster-Eligible

Table 3

Requirements Apply to Employees Who Are Exposed to Someone with COVID-19 (No Quarantine) who are:	Employees do not need to quarantine if they:
<ul style="list-style-type: none"> • Boosted; OR • Vaccinated but not yet booster-eligible 	<ul style="list-style-type: none"> • Test on day 5 with a negative result. • Wear face coverings* around others for 10 days after exposure, especially in indoor settings. • If employees test positive, they must follow isolation recommendations above. • If employees develop symptoms, they must be excluded pending the results of a test. <p><i>* Face covering should be a respirator type (N95, KN95, KF94, etc) or a surgical mask, with good fit.</i></p>

If employees covered by Table 3 cannot be tested on day 5, they should wear a face covering (respirator type [N95, KN95, KF94, etc.] or a surgical mask, with good fit) and maintain six feet of distance at all times, following the close contact.

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 in accordance with the return to work periods listed in the return to work criteria above.

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 essential employees to return to work on the basis that the removal of employees would create undue risk to a community's health and safety.

Where the absence of an essential employee from the City's worksite would cause a staffing shortage that would have an adverse on a community's health and safety and pose an undue risk to the community's health and safety as a result, Cal/OSHA may grant such waiver.

In order to request a waiver under such circumstances, the City will submit the written request to rs@dir.ca.gov. In the event of an emergency, the City may request a provisional waiver by contacting the local Cal/OSHA office while the City prepares the written waiver request.

The written waiver request must provide for the following information:

1. Employer name and business or service;
2. Employer point-of-contact name, address, email and phone number;
3. Statement that there are no local or state health officer orders for isolation or quarantine of the excluded employees;
4. Statement describing the way(s) in which excluding the exposed or COVID-19 positive employees from the workplace impacts the employer's operation in a way that creates an undue risk to the community's health and safety;
5. Number of employees required to be quarantined under the Cal/OSHA regulation, and whether each was exposed to COVID-19 or tested positive for COVID-19; and
6. The employer's control measures to prevent transmission of COVID-19 in the workplace if the employee(s) return or continue to work in the workplace, including the prevention of further exposures. These measures may include, but are not limited to, preventative steps such as isolating the returned employee(s) at the workplace and requiring that other employees use respirators in the workplace.

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 Labor Code 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 make COVID-19 testing available at no cost to all employees within the exposed group, with the following exceptions:
 - Employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period; and
 - No testing is required for COVID-19 cases for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.
- COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - Testing shall be made available to all employees in the exposed group and then 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.

After the first two COVID-19 tests, the City will continue to make COVID-19 testing available once per week at no cost to all employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until this section no longer applies. All employees in the exposed group shall wear face coverings when indoors or when outdoors and less than six feet from another person, unless one of the exceptions in Labor Code Subsection 3205 (c)(6) (D) applies.

Notice shall be given to employees in the exposed group of their right to request a respirator for voluntary use under subsection 3205(c)(7)(D)2., if they are not fully vaccinated.

An evaluation of the worksite will be completed to determine whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

b. 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.

2. Major COVID-19 Outbreaks

This section of the CPP applies when there are twenty (20) or more employee COVID-19 cases in an exposed worksite within a 30-day period. This section of the CPP will stay in effect until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period.

a. COVID-19 Testing

The City will offer COVID-19 testing to all employees in the exposed group, regardless of vaccination status, two (2) times per week, or more frequently if recommended by the local health department, 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 provide a respirator for voluntary use in compliance with subsection 5144 (c)(2) to employees in the exposed groups and will determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
- Any employees in the exposed group who are not wearing respirators required by this policy and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where it can be demonstrated that six feet of separation is not feasible, and except momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual

cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.

- At workstations where an employee in the exposed group is assigned to work for an extended period of time, such as cash registers and desks and where physical distancing requirements in this policy is not maintained at all times, the employer shall install cleanable solid partitions that effectively reduce transmission between the employee and other persons.
- 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:** _____

[illegible]

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: _____
 - h. Highest number of employees reporting to the same worksite in the 14-day period preceding the positive test: _____
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/your-health/quarantine-isolation.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

Emergency Family Medical Leave Act (E-FMLA)

- **Use:** Job-protected leave is available when an eligible employee is unable to work or telework due to a need to care for a son or daughter under 18 years of age if their school or place of care has been closed or if the childcare provider is unavailable due to a public health emergency. The first 10 days may be unpaid. The City will provide 2/3s of an employee's pay starting on the eleventh day.
- **Eligibility:** Must be an employee for 30 calendar days. Must not have exhausted their FMLA leave in the last 12 months.
- **Limit:** 12 weeks
- **How to Apply:** Complete the E-FMLA request form and return to HR. Certain limits apply. See *COVID-19 Emergency Policy No. 2* for additional details.

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 Apply:** 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. When an employee is excluded from the workplace due to a job-related exposure to COVID-19. When an employee is absent from work for vaccination or vaccine-related recovery.
- **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.*



Updated: 10/22/21

**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/your-health/quarantine-isolation.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

Emergency Family Medical Leave Act (E-FMLA)

- **Use:** Job-protected leave is available when an eligible employee is unable to work or telework due to a need to care for a son or daughter under 18 years of age if their school or place of care has been closed or if the childcare provider is unavailable due to a public health emergency. The first 10 days may be unpaid. The City will provide 2/3s of an employee's pay starting on the eleventh day.
- **Eligibility:** Must be an employee for 30 calendar days. Must not have exhausted their FMLA leave in the last 12 months.
- **Limit:** 12 weeks
- **How to Apply:** Complete the E-FMLA request form and return to HR. Certain limits apply. See *COVID-19 Emergency Policy No. 2* for additional details.

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 Apply:** 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. When an employee is excluded from the workplace due to a job-related exposure to COVID-19. When an employee is absent from work for vaccination or vaccine-related recovery.
- **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.*



Updated: 10/22/21

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/your-health/quarantine-isolation.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/your-health/quarantine-isolation.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 COVID-19 Emergency Policy	Policy No. 4
	Date Adopted: 2/11/2021
	Date(s) Revised: 9/10/2021; 1/13/2022
SUBJECT: COVID-19 VACCINE INCENTIVE PAY	

I. PURPOSE:

The purpose of the City of Madera's (City) COVID-19 Vaccine Incentive Pay Policy is to support a healthy and safe workplace by encouraging vaccination against COVID-19.

II. SCOPE:

This policy applies to all active full time and part time employees of the City of Madera during the applicable term of this policy.

III. TERM:

This policy will be effective upon issuance by the City Manager as of the date noted above ("Date Adopted") and will remain in effect through March 31, 2022.

IV. INCENTIVE PAY PROGRAM:

All employees who receive the recommended dosage of COVID-19 vaccine will receive a one-time payment of \$200. Depending on vaccine manufacturer, this may be a two-dose vaccine or single dose vaccine; employees must complete the recommended dosage to receive the vaccine incentive pay. Such payment is subject to applicable taxes and deductions. The COVID-19 vaccine incentive pay does not meet the definition of compensation earnable and it will not be reportable as special compensation to CalPERS.

V. PROCESS FOR REQUESTING INCENTIVE PAY:

Employees must submit the Incentive Pay Request Form (Attachment A) along with proof of vaccination to the Human Resources Department in order to receive the pay incentive. Such proof of vaccination must document the date the vaccination dosages were received, the vaccine manufacturer, and the provider that administered the vaccine. Only vaccines approved by the United States Food and Drug Administration for use and administered by a source authorized to administer the vaccine by State or Federal authorities will be considered for incentive pay. After receipt of proper documentation, incentive pay will be paid in the next regular pay cycle for which time sheets have not yet been submitted. No incentive will be paid without a completed Incentive Pay Request Form, nor for failure to submit an Incentive Pay Request Form prior to the termination of the policy per Section III. Only employees following these requirements are eligible to receive Incentive Pay. Failure to follow these requirements will be considered a declination of the Incentive Pay.

ATTACHMENT A
City of Madera
COVID-19 Vaccine Incentive Pay Request Form

I am requesting COVID-19 Vaccine Incentive Pay be paid in my next regular paycheck for which timesheets have not yet been submitted. By signing below, I am acknowledging and certifying the following:

1. I have voluntarily received a complete COVID-19 Vaccine series. A complete series consists of receiving the number of doses recommended by the specific vaccine manufacturer.
2. The vaccine I received is approved by the United States Food and Drug Administration for use in the United States.
3. The vaccine was administered by a source authorized to administer the vaccine by State or Federal authorities.
4. I have attached proof of vaccination that includes the date the vaccination(s) was/were administered, the vaccine manufacturer, and the provider who administered the vaccine.

Employee Name (please print)

Employee Signature

Employee ID Number

Date

For use by Human Resources Staff Only

Date Received: _____

☐ *Proof of vaccination was provided supporting criteria #1-4* _____
Staff Initials

Forward this form only to Payroll for processing of incentive pay. Documentation of vaccination will be maintained as a confidential medical document in the Human Resources Department.