

COVID-19 Prevention Program for the County of Santa Clara – LAST UPDATED July 22, 2021

This COVID-19 Prevention Program (CPP) is designed to control exposures to the SARS-CoV-2 virus that may occur in County of Santa Clara (County) workplaces in accordance with the Cal/OSHA Emergency COVID-19 Standard known as General Industry Safety Orders § 3205. The emergency standard went into effect on November 30, 2020, and the revised version went into effect on June 17, 2021. The CPP applies only to employees as specified under the Emergency Temporary Standards and does not include:

- Work locations with only one employee who does not have contact with others.
- Employees working from home and/or teleworking.
- Employees covered by Cal/OSHA’s Aerosol Transmissible Diseases regulation (8 CCR section 5199).

Authority and Responsibility

The County Executive delegates authority and responsibility for the implementation of the CPP in County workplaces to the Occupational Safety and Environmental Compliance Division (OSEC) within the Risk Management Department of the Office of the County Executive. In addition, all County Department/Agency heads, managers, and supervisors are responsible for implementing and maintaining compliance with the CPP in their assigned work areas and for ensuring employees receive answers to questions about the CPP in a language they understand. OSEC will also work in collaboration with staff from the Office of the County Executive, Office of the County Counsel, Emergency Operations Center, and the County Public Health Department to ensure effective and consistent implementation.

All employees are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

In its workplace, the County will:

- Conduct **updated** workplace-specific evaluations using the **Updated Appendix A-1 and A-2: Identification of COVID-19 Hazards forms** which incorporate the revisions to the Cal/OSHA Emergency Temporary Standards issued June 17, 2021.
 - **Department Head or Designee (in consultation with Facilities and Fleet, if necessary) will conduct the workplace-specific evaluations and ensure that any corrective actions needed are taken in a timely manner.**
 - **Department Head or Designee will return a copy of the updated completed evaluation to OSEC for its review of the appropriate thoroughness of corrective actions and for recordkeeping.**
 - **OSEC will perform a follow-up inquiry on the completion of the corrective actions of the initial workplace-specific evaluation and assist to expedite their completion.**
- Evaluate employees’ potential workplace exposures to all persons at, or who may enter, our workplace.
 - **Department Head or Designee will consider limiting access to work areas based on a need to enter the work area.**
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the County Public Health Department (which is the local health department) and/or the County Health Officer related to COVID-19 hazards and prevention.

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- OSEC, in coordination with the Chief Operating Officer and the Office of the County Counsel, will review on an ongoing basis changes to applicable standards and guidance and make changes to County policies and procedures, as necessary.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
 - **Department Head or Designee will evaluate existing COVID-19 prevention controls, including correcting workplace hazards as identified in the workplace-specific evaluations in a timely manner, face covering compliance and the use of appropriate Personal Protective Equipment (PPE), ventilation controls, and cleaning frequently touched objects, handwashing facilities, and other controls.**
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the County’s COVID-19 policies and procedures.
 - **Department Head or Designee (in consultation with Facilities and Fleet, if necessary) will conduct periodic inspections. A copy of the completed periodic inspection form will be returned to OSEC for review, action, and recordkeeping.**

Employee participation

Employees and their authorized employees’ representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards.

- **Departments shall allow for employees to voluntarily participate in the workplace-specific hazard identification evaluations and periodic inspections together with the Department Head or Designee upon request.**
- **Departments shall allow for Employee Representatives, as available, to attend workplace-specific evaluations and subsequent periodic inspections upon request.**
- **Employees may submit a hazard report form which may be anonymous to OSEC. The form is available on the OSEC website.**

Employee screening

The County screens its employees for possible COVID-19 symptoms and/or COVID-19 exposure by requiring employees to self-assess for COVID-19 symptoms before reporting to work each day, and by posting reminders at the entrances to all County facilities reminding staff not to enter if they have any COVID-19 symptoms. On June 22, 2021, the County Executive and County Counsel issued a memorandum setting forth the following policy memorializing this requirement entitled “COVID-19 Symptom Screening for On-Site Personnel and Visitors; and Regular COVID-19 Testing of Unvaccinated Personnel.”

- **Each employee performing onsite work must self-assess for COVID-19 symptoms each day that the employee is scheduled to come to work before reporting to work.**

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections form**, and corrected in a timely manner based on the severity of the hazards, as follows:

- **Department Head or Designee (in consultation with Facilities and Fleet, if necessary) will conduct the**

periodic inspections as needed.

- Department Head or Designee will submit to, and review the completed periodic inspection with, the responsible Department Head / Building Manager.
- Department Head / Building Manager will assess the severity of any hazard, assign corrective actions to responsible individuals and/or departments, and assign an appropriate expected date of completion.
 - Department Head or Designee will retain the completed inspection form for their follow up on corrective actions.
 - The completed periodic inspection, with the severity of the hazard, corrective actions taken, and dates of completion, will be sent to OSEC for review and recordkeeping.
- OSEC will review the findings and appropriateness of recommended corrective actions. If necessary, OSEC will investigate and expedite any open corrective actions with the responsible individuals and/or departments.

Control of COVID-19 Hazards

Face Coverings

In accordance with the Emergency Temporary Standards issued by Cal/OSHA on June 17, 2021, the County has adopted updated requirements for use of face coverings in County facilities as set forth in the memorandum issued by the County's Chief Operating Officer and County Counsel entitled "COVID-19 Requirements Relating to Face Coverings County Personnel and Visitors in County Facilities – UPDATED July 20, 2021." The County requires that all employees who are not fully vaccinated properly wear a face covering over the nose, mouth, and chin at all times when indoors and in vehicles as required by Cal/OSHA and orders from the State Public Health Officer. The County further requires that fully vaccinated employees wear face coverings in indoor settings open to members of the public (e.g., lobbies, public service counters, waiting areas).

The County offers clean, undamaged face coverings to all employees regardless of vaccination status who report to work and who require or request a face covering. In addition, for employees who are not fully vaccinated, the County shall provide respirators for voluntary use upon request.

Department Heads / Building Managers and Supervisors will maintain a supply of disposable face coverings and provide them to employees who are not fully vaccinated and report to work without a compliant face covering.

- Supervisors will ensure employees have completed the County's training on COVID-19 related safety measures, including how the face covering is to be properly worn.

As a rule, employees who are not fully vaccinated must wear a face covering at all times when working indoors at a County office or in a County vehicle.

- Employees who are not fully vaccinated may remove face coverings briefly to eat or drink but must replace the face coverings as soon as possible. They should eat meals during the workday outdoors or alone at their own desk/workspace. Employees who are not fully vaccinated who wish to eat with coworkers must do so outdoors, wear face coverings when not eating, and maintain six feet of social distancing.
- Employees may use their own personal face covering, if preferred. Such employee-provided face

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coverings must comply with County requirements (listed below) and must be properly maintained.

A face covering worn to work at a County workplace must:

- Have at least two layers of material.
- Fit snugly over a person’s nose, mouth, and chin, hooking around the ears or tying behind the head.

The following types of face coverings do not provide enough protection against the spread of COVID-19 and are not permitted.

- Neck gaiters, scarves, ski masks, balaclavas, bandanas, turtleneck collars, and single-layer cloth face coverings, because they fit too loosely and/or are too thin to offer enough protection.
- Face coverings with an exhalation valve, visible holes, or openings, because they allow unfiltered air which may contain droplets and aerosols to be released.
- Face coverings worn below the nose or with the top tucked underneath the chin.

Face shields are not equivalent to face coverings.

- The purpose of face shields is to protect the wearer’s eyes in situations where eye protection is required, e.g., while performing medical procedures close to a patient. Face shields do not offer the same protection against spread of droplets and aerosols that properly worn face coverings do.
- Employees may wear a clear face shield over a face covering if they prefer but cannot wear a face shield instead of a face covering in situations where they are required to wear a face covering.

Any County employee who believes they may have a medical- or disability-related reason not to be required to wear a face covering at work should contact their supervisor or manager and ask about the reasonable accommodation process. Under California Department of Public Health requirements, persons exempted from wearing a face covering due to a disability or medical condition who are employed in a job involving regular contact with others must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge if their condition permits it.

Employees who encounter other persons who are not wearing a face covering when or where required to do so will notify their supervisor as soon as possible.

Engineering controls

The County maximizes, to the extent feasible, the quantity of outside air for its buildings with mechanical or natural ventilation systems by:

- **The Building Operations Division of the County Facilities and Fleet Department will assess existing ventilation systems in occupied buildings to determine that an adequate exchange rate of recirculated indoor air with outside air is maintained. This will be conducted taking into consideration:**
 - Circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat, wildfire smoke, or when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant.
 - How the ventilation system will be properly maintained and adjusted, whether the County owns and operate the building, or not.
 - Whether it is possible to increase filtration efficiency to the highest level compatible with the existing

ventilation system.

- **The following checklist items will be considered as methods to improve indoor air quality thereby reducing particulate in air:**
 - Verifying air handler outside air dampers are open and economizers are functional.
 - Placing minimum outside air damper positions in the most effective range.
 - Verifying system balancing dampers are open for outside air and exhaust. Adjusting dampers closest to fan, if necessary, to achieve airflow farther out in system or at lower floors.
 - Ensuring fire and/or smoke dampers are open (i.e., open during normal operation).
 - Running HVAC fans continuously at design speed to maintain high air changes.
 - Verifying exhaust fans are operational.
 - Checking return and exhaust grilles for cleanliness. Removing any dust or debris buildup.
 - Inspecting and replacing dirty air filters.
 - If possible opening windows and/or doors to improve air circulation when conditions allow.

Cleaning and Disinfecting

The County implements the following cleaning and disinfection measures for frequently touched surfaces:

- **The Building Operations Division of the County Facilities and Fleet Department is responsible for custodial services in occupied County buildings. Leased building owners are responsible for custodial services in buildings occupied by County employees.**
 - Facilities and Fleet and Leased Building Owners are responsible for maintaining the overall cleanliness and sanitation of buildings, including fixtures that are in common areas and subject to regular physical contact such as restroom fixtures, door handles, staircase handrails and elevator buttons. This includes:
 - Identification and regular cleaning of frequently touched surfaces and objects.
 - Ensuring an adequate supply of cleaning materials and products are maintained.
 - Ensuring an adequate amount of time is provided for proper cleaning and disinfection.
 - Posting a schedule of the frequency and scope of cleaning near restroom facilities to inform employees and authorized employee representatives.

Should the County have a COVID-19 case in its workplace, it will implement the following procedures:

- **The Building Operations Division will be called for the cleaning and disinfection of areas that were last occupied by the COVID-19 case during the high-risk exposure period. Custodial staff employees will don appropriate PPE and use disposable wipes and sanitizing products to clean impervious surfaces and articles last used by the COVID-19 positive individual. Disposable cleaning articles and PPE will be bagged and disposed of as solid waste materials.**
- **Custodial staff are trained in infectious materials, such as bloodborne pathogens and/or aerosol transmissible diseases, and will receive additional information in the hazards of COVID-19.**

Shared tools, equipment, and personal protective equipment (PPE)

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PPE, e.g., gloves, goggles, and face shields, must not be shared.

Where there must be sharing, the items will be disinfected between uses by **providing the employees with the materials and training to do it themselves.**

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between uses **by the users.** Employees who are not fully vaccinated must wear face coverings at all times while using County vehicles.

Hand hygiene

In order to implement effective hand hygiene procedures, the County:

- Encourages and allows time for employee handwashing.
- Encourages employees to wash their hands for at least 20 seconds each time.
- Evaluates the adequacy of handwashing facilities.
- Determines the need for additional facilities.
- Provides work areas with an effective hand sanitizer, and prohibits hand sanitizers that contain methanol (i.e., methyl alcohol).
- Ensures handwashing facilities and hand sanitizer stations are stocked and operational at all times.

Personal Protective Equipment (PPE) used to control employees' exposure to COVID-19

The County evaluates the need for PPE (such as gloves, goggles, and face shields) as required by Cal/OSHA Personal Protective Devices Standard CCR Title 8, section 3380, and provides such PPE as needed.

Upon request, the County shall provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person in compliance with Cal/OSHA Respiratory Protection Standard CCR Title 8 section 5144.

The County provides and ensures the use of eye protection and respiratory protection in accordance with the Cal/OSHA Respiratory Protection Standard section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Investigating and Responding to COVID-19 Cases

The County's policy regarding "Responding to COVID-19 Cases, Close Contacts, and Symptomatic Individuals in the Workplace" is set forth in the June 22, 2021 memorandum issued by the County Executive and County Counsel. To facilitate COVID-19 case investigations, the County will also use the **Appendix C: Investigating COVID-19 Cases form.**

Department Head or Designee will be responsible for the investigation of employee COVID-19 Cases and potential COVID-19 exposures.

Employees who have COVID-19 symptoms or who have had a potential exposure to COVID-19 in our workplace will report the exposure as soon as possible to their designated departmental contact (or supervisor if the department does not have a designated departmental contact).

In addition, the County shall:

- For employees who are not fully vaccinated, require at least weekly COVID-19 testing. The testing is free

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and can be obtained during working hours.

- Provide information on benefits available through Employee Services Agency and the Risk Management Department.
- Ensure that individuals who are COVID-19 cases are excluded from the workplace until the County's return-to-work requirements are met.

OSEC will be notified of employee COVID-19 Cases and potential COVID-19 exposures by the employee's designated departmental contact (or supervisor if the department does not have a designated departmental contact). Investigation reports will be completed by Department Head or Designee and sent to OSEC for recordkeeping. Department Heads or Designees will report cases to public health authorities and Cal/OSHA when required by law.

System for Communicating

The County's goal is to ensure that it has effective two-way communication with its employees, in a form they can readily understand, that includes the following information:

- **Employees should report to their designated departmental contact (or supervisor if the department does not have a designated departmental contact) any possible workplace COVID-19 hazards they observe.**
- **The County will not retaliate or discriminate against any employee who lawfully takes leave, discloses to the County the employee's positive COVID-19 test, diagnosis, or an order for the employee to quarantine or isolate, or reports a workplace safety hazard.**
- **The County's procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.**
- **Where testing is not required by Cal/OSHA, employees can access COVID-19 testing available through their health care provider or another local testing provider, including the County Health System.**
- **In the event of a workplace exposure, outbreak, or major outbreak, the County will provide all notices and information required under California Code of Regulations Title 8, Sections 3205, 3205.1, 3205.2.**
- **Any COVID-19 hazards to which employees may be exposed in the workplace, what is being done to control those hazards, and the County's COVID-19 workplace safety policies and procedures.**

Training and Instruction

OSEC and Department Head or Designee will provide effective training and instruction that includes, among other topics, the following:

- The County's COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.

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- An infectious person may have no symptoms.
- The County’s policy for providing respirators and the right of employees who are not fully vaccinated to request a respirator for voluntary use, including how to properly wear the respirator and how to perform a seal check according to the manufacturer’s instructions each time a respirator is worn, and the fact that facial hair interferes with a seal.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 but are most effective when used in combination with other precautions.
- 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 hands are soiled.
- The proper use of face coverings and the fact that face coverings are not respiratory protective equipment. COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if an employee has COVID-19 symptoms.
- 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.
- 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 between people cannot be maintained. Employees can request face coverings from the County at no cost to the employee who can wear them at work, regardless of vaccination status, without fear of retaliation.

Appendix D: COVID-19 Training Roster may be used to document this training.

Exclusion of COVID-19 Cases

Where the County has a COVID-19 case in its workplace, it will limit transmission by:

- **Ensuring that COVID-19 cases are excluded from the workplace until return-to-work requirements are met.**
- **Excluding COVID-19 exposures from the workplace as required by state or local public health guidelines, whichever is stricter except for:**
 - **Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms; and**
 - **COVID-19 cases who returned to work and have remained free of COVID-19 symptoms for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.**
- **Continuing and maintaining an employee’s earnings, seniority, and all other employee rights and benefits whenever a COVID-19 exposure is work-related and the employee would be able to work if not for the need to exclude the employee in order to protect persons at the workplace from possible COVID-19 transmission.**
- **Providing employees at the time of exclusion with information on available benefits.**

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Reporting, Recordkeeping, and Access

It is County policy to:

- Report information about COVID-19 cases and outbreaks at County workplaces to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement the County’s written COVID-19 Prevention Program in accordance with Cal/OSHA Standard Injury and Illness Prevention Program CCR Title 8 section 3203(b).
- Make the County’s written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases form** to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria for COVID-19 Cases and Close Contacts

- COVID-19 cases with COVID-19 symptoms and close contacts of COVID-19 cases with symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medications; and
 - COVID-19 symptoms have improved; and
 - At least **10 days** have passed since COVID-19 symptoms first appeared.
- Alternatively, a close contact who developed COVID-19 symptoms may return to work without meeting the above requirements if:
 - The person tested negative for COVID-19 using a using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; **and**
 - At least 10 days have passed since the last known close contact; **and**
 - The person has been symptom-free for at least 24 hours, without using fever-reducing medications.
- During critical staffing shortages, when there are not enough staff to provide safe patient care, essential critical infrastructure workers in the following categories may return after Day 7 from the date of last exposure if they have received a negative PCR COVID-19 test result from a specimen collected after Day 5:
 - Health care workers who did not develop COVID-19 symptoms;
 - Emergency response workers who did not develop COVID-19 symptoms; and
 - Social service workers who did not develop COVID-19 symptoms and who work face-to-face with clients in child welfare or assisted living.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of **10 days** have passed since the date of specimen collection of their first positive COVID-19 test

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- A negative COVID-19 test will not be required for an employee to return to work other than as described above during critical staffing shortages.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, **then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.**

Additional Consideration #1: Multiple COVID-19 Infections and COVID-19 Outbreaks

This section applies to a County workplace when three or more employee COVID-19 cases within an exposed group¹ visited the workplace during their high-risk exposure period at any time during a 14-day period. This section of the CPP will stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

COVID-19 testing

The County shall provide COVID-19 testing, at no cost and during paid time, to all employees in the exposed group except:

- Employees who were not present at the workplace during the relevant 14-day period.
- Employees who were fully vaccinated before the multiple infections occurred and who do not have COVID-19 symptoms.
- For COVID-19 cases who did not develop symptoms after returning to work, no testing is required for 90 days after the initial onset of COVID-19 symptoms; or for COVID-19 cases who never developed symptoms, for 90 days after the first positive test.

COVID-19 testing consists of the following:

- Testing shall be made immediately 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, isolation, or exclusion period required by, or orders issued by, the County Public Health Department.
- After the first two COVID-19 tests, the County will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the County Public Health Department, until there are no new COVID-19 cases detected in the workplace for a 14-day period.

Investigation of workplace COVID-19 illness

The Department Head or Designee will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with the County CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review, and hazard correction

In addition to the County's CPP **Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards**, the Department Head or Designee shall immediately perform a review of potentially relevant COVID-19

¹ "Exposed group" means all employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:

- (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 the COVID-19 case was wearing a face covering during the entire visit, other people at the work location, working area, or common area are not part of the exposed group.

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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:

- The County’s leave policies and practices and whether employees are discouraged from remaining home when sick.
- The County’s COVID-19 testing policies.
- Insufficient outdoor air.
- Insufficient air filtration.
- Lack of physical distancing.

The review shall be updated every 30 days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.

The Department Head or Designee shall implement changes to reduce the transmission of COVID-19 based on the investigation and review and 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.
- Use of cleanable solid partitions.
- Respiratory protection.
- Any other applicable controls as necessary.

Ventilation

In buildings or structures with mechanical ventilation, the County shall 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 County shall use filters with the highest compatible filtering efficiency. The County shall 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, if so, shall implement their use to the degree feasible.

Additional Consideration #2: Major COVID-19 Outbreaks

This section applies to any County workplace if 20 or more employees COVID-19 cases in an exposed group² visited the workplace during their high-risk exposure period within a single 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.

COVID-19 testing

The County shall provide twice a week COVID-19 testing to all employees in the exposed group regardless of vaccination status, or more frequently if recommended by the local health department.

Investigation of workplace COVID-19 illnesses

The Department Head or Designee will comply with the requirements of its CPP **Investigating and Responding to COVID-19 Cases** and **Additional Consideration #1**; and take the following actions:

- The Department Head or Designee shall provide a respirator for voluntary use to employees in the exposed group and shall 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 the County and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where six feet of separation is not feasible, and except for 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, desks, and production line stations, and where the physical distancing above is not maintained at all times, the County shall install cleanable solid partitions that effectively reduce transmission between the employee and other persons.

COVID-19 hazard correction

In addition to the requirements of the County's CPP **Correction of COVID-19 Hazards** and **Additional**

² "Exposed group" means all employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:

(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 the COVID-19 case was wearing a face covering during the entire visit, other people at the work location, working area, or common area are not part of the exposed group.

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Consideration #1, the Department Head or Designee shall take the following actions:

- Evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.

COVID-19 Prevention in Employer-Provided Transportation

This policy³ applies to County provided motor vehicle transportation, meaning any transportation of an employee, during the course and scope of employment, including transportation to and from different workplaces, jobsites, delivery sites, buildings, stores, facilities, and agricultural fields, provided, arranged for, or secured by the County. However, the policy does not apply if:

- The driver and all passengers are from the same household outside of work, such as family members, or if the driver is alone in the vehicle.
- The County-provided transportation is necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations.
- All employees in the vehicle have occupational exposure as defined by section 5199 and are covered by that section.
- All employees in the vehicle are fully vaccinated.
- The provided transportation is public transportation.

Assignment of transportation

To the extent possible, the Department Head or Designee shall reduce exposure to COVID-19 hazards by assigning employees sharing vehicles to distinct groups and ensuring that each group remains separate from other such groups during transportation, during work activities, and in employer-provided housing. The Department Head or Designee shall prioritize shared transportation assignments in the following order:

1. Employees residing in the same housing unit shall be transported in the same vehicle.
2. Employees working in the same crew or workplace shall be transported in the same vehicle.
3. Employees who do not share the same household, work crew or workplace shall be transported in the same vehicle only when no other transportation alternatives are feasible.

Face coverings and respirators

Face coverings are required for all County personnel (including contractors and volunteers) who are not fully vaccinated when in vehicles used during the course and scope of employment.

To the extent possible, the Department Head or Designee shall ensure, if applicable, that face covering requirements are followed for employees waiting for transportation; all employees who are not fully vaccinated are provided with a face covering and worn as required.

Upon request, the Department Head or Designee shall provide respirators for voluntary use in compliance with subsection 5144(c)(2) to all employees in the vehicle who are not fully vaccinated.

Screening

³ This policy shall take precedence when in conflict with 8 CCR § 3205.

The Department Head or designee shall develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and disinfecting

If the vehicle is used by a COVID-19 case during the high-risk exposure period, all high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned to prevent the spread of COVID-19 between different drivers and are disinfected after use by a COVID-19 case during the high-risk exposure period, if the surface will be used by another employee within 24 hours of the COVID-19 case. The County shall provide sanitizing materials and ensure they are kept in adequate supply.

The County shall provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

Ventilation

Vehicle windows must be kept open and the ventilation system must be set to maximize outdoor air circulation (not set to recirculate air). Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and excessive outdoor heat would create a hazard to employees.
- The vehicle has functioning heating in use and excessive outdoor cold would create a hazard to employees.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.