

Introduction to INYO COUNTY COVID-19 Prevention Program (CPP)

This living document may be updated as circumstances and available information change. The last update was 01/04/2021. A copy is available at: <https://www.inyocounty.us/iipp/employee-covid-19-exposures-and-workplace-guidance>. This update supersedes previous versions and “IIPP Update specific to COVID-19”, dated May 6, 2020, and “COVID Safe Work Practices”, dated August 12, 2020. All directives in this document are considered temporary until further notice.

This document establishes and implements an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)). Cal/OSHA developed the model program to assist employers with creating their own unique CPP tailored to their workplace. Inyo County’s Prevention Program is a customized version of the Cal/OSHA sample COVID-19 Prevention program.

Employees have been encouraged to contribute to the prevention program, and their input continues to be welcomed and appreciated. Anonymous comments, suggestions, and hazard reports are welcome at <https://www.inyocounty.us/iipp/anonymous-hazard-report-tool>.

Elements of this program, consistent with 8CCR3205, include information on the following:

- COVID-19 Prevention in general
- Multiple COVID-19 Infection and COVID-19 Outbreaks
- Major COVID-19 Outbreaks
- Prevention in transit

We thank Cal/OSHA for the additional guidance materials at www.dir.ca.gov/dosh/coronavirus/.

The Board of Supervisors of the County of Inyo, State of California, adopted the CPP on the date shown on the Board order. The signed order is available from the Board Clerk.



INYO COUNTY COVID-19 Prevention Program (CPP)

This CPP helps reduce and control work-related exposures to the SARS-CoV-2 virus for County employees and volunteers. This is a living document that may be frequently updated. Exclusively for County Jail operations, in addition to this CPP, see “MEMO – Updated Quarantine/Asking Process,” dated 12/11/2020.

Introduction to COVID-19

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. Coronaviruses are a group of viruses that can cause illness in people and animals. “SARS” stands for severe acute respiratory syndrome. The virus that causes COVID-19 is spread from person-to-person most commonly by exhaling, talking, vocalizing, coughing, sneezing, or contact with saliva or respiratory fluids. It can cause a variety of symptoms up to and including acute respiratory illness and death. The common symptoms of COVID-19 are cough and shortness of breath or difficulty breathing. Some people with COVID-19 may experience: fever (above 100.4 degrees), chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. An individual’s behavior can compromise the health of others, as some persons may be contagious but asymptomatic. **Employees are expected to practice the measures outlined in this CPP** as well as related procedural documents and management instructions. This is especially important when hospital beds statewide are in short supply.

Authority and Responsibility

The County Administrative Officer (CAO) has the ultimate authority over the CPP. The CAO has delegated overall authority and responsibility for implementing the provisions of this CPP in Inyo County workplaces to the County Risk Manager and the Deputy Personnel Director. With direction from the County Risk Manager and the Deputy Personnel Director, Department Heads are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand. Department Heads may implement enhanced protocols due to unique needs of any specific location, and those protocols shall be at least as broad as those described in this program. All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment as a condition of employment.

Identification and Evaluation of COVID-19 Hazards

We have implemented the following procedures for our workplaces to identify all interaction, areas, activities, processes, equipment, and materials in our workplaces that could potentially expose employees to COVID-19 hazards:

- Routine and periodic location-specific evaluations. “Appendix A: Identification of COVID-19 Hazards” and “Appendix B: COVID-19 Inspections” have been helpful in identifying unhealthy conditions, work practices, traffic flows, and work procedures related to COVID-19 and for ensuring compliance with our COVID-19 policies and procedures. The forms and formats presented in the appendix are helpful but not required.
- Systematic evaluation of COVID-19 prevention controls at work for continuous improvement.
- Evaluations of new potential exposures in our work spaces as they become known.

- Ongoing review of applicable orders and general industry-specific guidance related to COVID-19 hazards and prevention from CDPH, Cal/OSHA, and County Public Health Department
- Consultation and cooperation with County Public Health Department.
- Consider and treat all persons regardless of symptoms, negative COVID-19 test results, or vaccinations, to be potentially infectious until further notice.

Employee Participation

Employees and their authorized representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by participation in the Health and Safety Committee and by frequent contact with Department Heads, the County Risk Manager, and Personnel. Anonymous participation is welcome at <https://www.inyocounty.us/iipp/anonymous-hazard-report-tool>.

Employees do their part to reduce exposures to COVID-19 in the workplace by fully complying with CPP and by participating in hazard identification. Employees participate in the prevention or reduction of the spread of COVID-19 by practicing good personal hygiene, maintaining social distancing, wearing face coverings, and using appropriate measures to clean frequently touched surfaces. Employees are expected to clean and disinfect their own work areas and items, including desks, doorknobs, phones, keyboards, mouse, pens, printer controls, and frequently touched parts of work vehicle/equipment interiors, with materials provided.

Employee Screening

Self-care and self-reporting are vital to reducing risks of and exposures to COVID-19. Employees should try to maintain a healthy diet, sleep, stay active, and keep up social contacts off work through the phone or internet. It is normal to feel sad, stressed, or confused during a crisis, and talking with others who understand can help. Employees having difficulty or who feel overwhelmed may wish to consider telehealth options like www.livehealthonline.com. An employee who feels uncomfortable or unsafe in a work situation is directed to leave the situation and contact their supervisor or Personnel immediately.

Employees are directed to self-monitor by screening themselves for COVID symptoms, including temperature checks, before leaving their residence to come to work. Employees are not directed to check the temperatures of other employees. Personal use thermometers are available for free while supplies last from Personnel. Employees with underlying health conditions concerned about exposure to COVID-19 should contact Personnel immediately.

We realize that employees are motivated to come to work in service to each other and the public; however, sick employees are instructed to remain at home, inform their supervisors immediately, and not come to work until cleared to do so. Employees may not come to work if they are ill. This is for the protection of all employees and the general public. Employees with mild symptoms who are otherwise healthy should self-isolate. Those with fever, cough, or difficulty breathing should call ahead for medical attention. The CDC's self-check tool is here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html#cdc-chat-bot-open>. Persons who feel sick should rest, drink plenty of fluid, eat nutritious food, keep your distance, wear their face covering, and clean and disinfect frequently touched surfaces.

Supervisors visually monitor employees at a safe distance for signs and symptoms of active COVID-19 infection, and they ensure by visual checks that employees are wearing their face coverings as directed. Employees failing to don face coverings apart from reasonable accommodations established through the continuous individualized interactive process will be

addressed through the progressive discipline procedures currently in place.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented. "Appendix B: COVID-19 Inspections" may be used to do so. Hazards will be corrected in a manner and timeliness respective of the severity of the hazard. Corrections that can be executed on the spot by the individuals involved should be done so. Other corrections will follow the work order system, and Risk Management should be notified for additional assessment and follow-up.

Control of COVID-19 Hazards

Physical Distancing

Employees should avoid being within six feet of any specific person for longer than fifteen total minutes within a 24 hour period. Those unable to do so should inform their supervisor, and, if possible, suggest solutions. We help ensure at least six feet of physical distancing to the greatest extent possible at work by:

- Directing those whose jobs can be done partially or fully remotely to do so
- Reducing the number of persons in any work area at one time to avoid congregating
- Closing offices and restrooms to the public as much as possible
- Post signs on doors reminding employees to social distance
- Directing visitors to remain in their vehicles until called instead of waiting in a lobby
- Issuing email reminders to employees to respect social distancing
- Rearranging work stations to accommodate physical distancing
- No more than two employees are permitted per vehicle, and employees must sit in opposite corners of the cabin whenever possible with face coverings and open windows.

Individuals will be kept as far apart as possible in rare situations where six feet of physical distancing cannot be achieved. Plexiglas shields have been provided at front desks where members of the public may be served. Employees are encouraged to avoid crowds, singing, and shouting, as these may increase the minimum distance required.

Face Coverings

The best way to prevent illness related to COVID-19 is to avoid being exposed to the virus. The virus is spread between people who are in close contact with one another through respiratory droplets produced when an infected person coughs or sneezes. Clean, undamaged cloth face coverings and training are provided to employees. Regardless of individual COVID test result and vaccination status, cloth face coverings must be worn properly over the nose and mouth when indoors, in a vehicle with another person, when outdoors within six feet of another person (including non-employees), and where otherwise required by orders from the California Department of Public Health (CDPH) or local health department.

Employees providing direct, close (within 6 feet) contact with coworkers or in service to the public will be provided training and KN95s (as approved per <https://www.fda.gov/medical-devices/coronavirus-disease-2019-covid-19-emergency-use-authorizations-medical-devices/personal-protective-equipment-euas>). The special training recommended for use of KN95s in addition to the training provided for cloth face coverings is available in Target Solutions and from Risk Management. Department Heads have been provided PPE stock and may request restocking through the appropriate channels. Employees are directed to wash their

cloth face covering regularly and to report employees who do not comply with the face covering policy to Personnel. Disposable masks should be replaced daily.

The following are exceptions to the face covering policy:

- When an employee is alone in a room behind a closed door in a county facility, in a vehicle alone, working alone out of doors, or working at home.
- While eating and drinking in the workplace as long as other employees in the room/area are wearing face covering and at least six feet away.
- When an employee is wearing respiratory protection (N95 or above) in accordance with CCR Title 8 section 5144 or other safety orders for certain tasks, or wearing respiratory protection (N95 or above) voluntarily. Use of respiratory protection must be cleared by Risk.
- For specific tasks that cannot feasibly be performed with a face covering, employees will be kept at least six feet apart and preferably outdoors.

Employees are not expected to jeopardize their safety or the safety of others in order to don a face covering. If donning a face covering is not feasible due to imminent risk to the safety of the employee, the employee should don the face covering as soon as they can after the immediate threat which prevented immediate donning has been addressed.

Alternatives will be considered on a case-by-case basis for employees who cannot wear face coverings due to a certified medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person, through the continuous good faith individualized interactive process.

Testing and Vaccinations

Information on testing options and vaccine availability is changing quickly. See Personnel and <https://www.inyocounty.us/covid-19/testing>. More information is coming soon. Appendix F is for employees who decline our offer of a COVID-19 vaccine.

Engineering Controls

We have implemented multiple measures in situations where we cannot maintain at least six feet between individuals. We added Plexiglas shields at front counters, made face coverings and hand sanitizer available, frequently clean surfaces, maintain air exchange systems, and reduce traffic flows and patterns through our facilities. Most public restrooms have been closed to the public. The County Jail has written additional customized protocols, and other departments and units may do so as well in consultation with Personnel and Public Health. Medical service providers and law enforcement are empowered to make decisions on the spot as circumstances warrant during calls for service.

To the extent feasible, we maximize the quantity and filtration of outside air for our buildings with mechanical or natural ventilation systems. For buildings we own/operate, we regularly check the air systems and change air filters at least as frequently as manufacturer recommendations. We request our landlords do the same and offer to provide support to ensure the systems are maintained during this pandemic. Building occupancy should be reduced if indoor air systems are necessarily and temporarily disengaged due to outdoor air quality.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Employees are provided cleaning solution and towels and directed to clean their own work

spaces daily. A total of 130 bottles of a Steramine solution (one tablet in 32 ounces of water) have been distributed. Eye and hand protection are not required per the Safety Data Sheet for the product, but employees should wash hands after touching a tablet. Employees may voluntarily use gloves, and gloves will be provided upon request at no cost to the employee for use at work. Building and Maintenance ensures that each building has supplies of towels and cleaning solution.

- Common areas are cleaned and disinfected regularly, and high-use common areas are cleaned throughout the day, by qualified custodians.

In the event of a confirmed COVID-19 case in a workplace, Building and Maintenance will carry out enhanced cleaning protocols, or, if they are unavailable within 24 hours, we will endeavor to hire a contractor to carry out those enhanced protocols as soon as possible and before the area is reoccupied.

Shared tools, equipment and personal protective equipment (PPE)

PPE, including gloves, goggles, face coverings, and face shields, must not be shared. Items with which employees come in regular physical contact, including phones, headsets, desks, keyboards, writing materials, instruments, and tools, should not be shared to the extent feasible. Each employee is responsible for daily disinfection of their personal items in the workplace. We have eliminated to the greatest extent possible the sharing of phone and keyboards. Where this cannot be done, employees are directed to clean the items before and after each use with materials provided.

In addition, vehicle sharing has been minimized to the extent feasible. Employees are directed to clean and disinfect the interior of shared vehicles before and after use. Each shared vehicle is equipped with a cleaning station. Employees riding in the same vehicle at the same time should sit in opposite corners of the cabin when possible, wear face coverings while in the vehicle together, and keep windows open to the fullest extent possible. No more than 2 persons should be in a vehicle at one time. In certain rare circumstances, a Department Head may grant an exception to the occupancy maximum. Concurrence with Personnel / Risk Management is recommended.

Hand sanitizing

Employees and visitors are advised to wash their hands frequently and to use hand sanitizer upon entry to any County facility. Hand washing facilities with water, soap, and single use towels are available and regularly maintained. Hand sanitizer stations/bottles have been added to entrances and small bottles have been distributed for individual use. Posters have been placed in restrooms and on front doors to remind employees and visitors how and why to wash their hands and when to use hand sanitizer. Emails have been sent to employees to remind them as well. We centralized our source for hand sanitizer to control unwanted chemicals. We continue to educate employees and visitors about hand sanitizing.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and we provide such PPE as needed at no cost to employees. For higher risk tasks where physical distancing is not feasible or successfully maintained, we evaluate the need for respiratory protection (N95 or above) in accordance with Inyo County Respiratory Protection program, 8CCR5144, and medical necessity. These tasks generally involve employees engaging in procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids. See Risk for clearance to use respiratory protection voluntarily.

Investigating and Responding to COVID-19 Cases

We rapidly and effectively investigate and respond to COVID-19 cases in cooperation with the County Health Department. Personnel will offer employees who had potential COVID-19 exposure in our workplace a COVID-19 test at no cost during working hours. Personnel will provide these employees with information on training, benefits, and exclusions in the workplace. Risk Management may use “Appendix C: Investigating COVID-19 Cases” or similar form to document the exposure investigation process and to complete SB1159 reporting. Employees must comply with Public Health contact tracing and Risk Management exposure investigations.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand. Employees were informed by a series of video assignments and email blasts about the hazards of COVID-19 in the workplace, how to protect themselves, and what the County is doing to protect them. Their input has been encouraged throughout the pandemic. Our messaging with employees continues to include the following:

- Employees are directed to report to their supervisor and/or Personnel, without fear of reprisal, COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards at the workplace.
- If an employee begins to feel symptoms while in the workplace, the employee should go home or to the hospital, as the case may require, avoid contact with persons outside their home, and inform their supervisor by telephone as soon as practical and by end of shift.
- Inyo County is an equal opportunity employer. In accordance with the requirements of Title I of the Americans with Disabilities Act (“ADA”) and the California Fair Employment & Housing Act (“FEHA”), Inyo County does not discriminate on the basis of disability in recruiting, selecting or hiring applicants for employment, or in the terms and conditions of employment. The County complies with all regulations promulgated by the US Equal Employment Opportunity Commission (“EEOC”) and the California Department of Fair Employment and Housing (“DFEH”), including providing reasonable accommodations for applicants and employees as required thereunder. The Inyo County Return to Work Coordinator, and the Inyo County ADA Coordinator, is the County Risk Manager (phone: 760.872.2908; email: risk@inyocounty.us). Reasonable accommodation is available to any disabled employee, where their disability affects the performance of essential job functions and the accommodations may be implemented without undue burden on County operations. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual. Employees with medical or mental conditions that may place them at increased risk during the pandemic should contact the ADA coordinator immediately. See <https://www.inyocounty.us/risk-ADA>.
- Employees may report COVID-related hazards by telephone or email to their supervisor and/or Risk Management. Anonymous comments, suggestions, and hazard reports may be submitted at <https://www.inyocounty.us/iipp/anonymous-hazard-report-tool>.
- An employee who believes that they contracted COVID-19 within the course and scope of their County employment should inform their supervisor and call the Injury/Illness Reporting Hotline right away at 877.215.7285. See Risk Management for more information.
- Employees who have been around someone within the last 14 days (subject to change) who has tested positive should report this to their supervisor and/or Personnel by telephone and avoid contact with persons outside their home until further notice.

- We encourage employees to get tested in order to avoid bringing the virus to work unintentionally, but at this time we are not requiring proactive COVID testing for all employees. Employees wishing to get tested voluntarily are advised to utilize testing sites detailed here: <https://www.inyocounty.us/covid-19/testing>.
- Employees who were notified in writing of a possible exposure at work will be offered testing at no cost to them during working hours as arranged by Personnel. The letter will include information about the test.
- In instances of multiple (3 or more) positive exposures in one workplace within 14 days (subject to change), and under the direction of the County Health Officer, testing may be required as a condition of employment to return to the workplace.
- A negative COVID test or a COVID vaccination does not at this time preclude an employee from complying with the CPP.
- An online module may be assigned to all users to document receipt of the CPP, which includes the COVID-19 policies and procedures.

Training and Instruction

We provide effective training and instruction, including webinars, online module assignments, email blasts, posters, and one-on-one socially distanced discussions. “Appendix D: COVID-19 Training Roster” is a good resource to document such training, but it is not required. In person group training is not advised during the pandemic. Overall, the training includes:

- Not coming to work if the employee has COVID-19 symptoms.
- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards. Most of these are described in this document.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. See Personnel.
- These facts: (a) COVID-19 is an infectious disease that can be spread through the air; (b) COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth; (c) an infectious person may have no symptoms; and (d) particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- What physical distancing is and the importance thereof.
- 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 is less effective if the hands are soiled.
- Proper use of face coverings and face coverings are not respiratory protective equipment.
- COVID-19 symptoms, the importance of obtaining a COVID-19 test, and information on eligibility for the COVID vaccine.

Exclusion of COVID-19 Cases

We do not tolerate discrimination against persons who test positive for COVID-19. In the event of a COVID-19 case in a workplace, we limit transmission by:

- Excluding employees with COVID-19 or those subject to an isolation order from the workplace until our return-to-work requirements are met in consultation with the County Health Officer. This may require up to ten days since symptoms first appeared for symptomatic cases and up to ten days since specimen collection for asymptomatic cases.

- Excluding employees with COVID-19 exposure from the workplace until our return-to-work requirements are met in consultation with the County Health Officer. This may require up to fourteen days since last known exposure.
- Continuing and maintaining an employee's earnings, seniority, and other employee rights and benefits while the employee is off work in the event of a COVID-19 exposure.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report cases as required by SB1159.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available in the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request. Availability of documentation is mostly restricted to electronic storage in an effort to reduce transmission and make the documents available to remote workers.
- Use the "Appendix C: Investigating COVID-19 Cases" as a guide to track COVID-19 cases in the workplace. The form itself is not required. 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

This information is subject to change and is under the direction of the County Health Officer.

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred: (a) At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications; (b) COVID-19 symptoms have improved; (c) at least 10 days have passed since COVID-19 symptoms first appeared.
 - 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. Some exceptions may apply in special situations, and questions may be directed to Public Health or Personnel.
 - A negative COVID-19 test will not be required for an employee to return to work.
 - 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.
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Appendix A: Identification of COVID-19 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.

Person conducting the evaluation: _____

Date: _____

Name(s) of employee and authorized employee representative that participated: _____

| Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards | Places and times | Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers | Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation |
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Appendix B: COVID-19 Inspections

This form may be used as a guide. See Risk Management for assistance specific to each location, as questions may vary depending on possible hazards.

Date: _____. Name of person conducting the inspection: _____

Work location evaluated: _____

| Exposure Controls | Status | Person Assigned to Correct | Date Corrected |
|--|--------|----------------------------|----------------|
| Engineering | | | |
| Barriers/partitions | | | |
| Ventilation (amount of fresh air and filtration maximized) | | | |
| Additional room air filtration | | | |
| | | | |
| | | | |
| Administrative | | | |
| 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 (not shared, available and being worn) | | | |
| Face coverings (cleaned sufficiently often) | | | |
| Gloves | | | |
| Face shields/goggles | | | |
| Respiratory protection | | | |
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Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law. All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: _____ . **Name of person conducting the investigation:** _____

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| Name of COVID-19 Case source in the workplace | |
| Occupation. If non-employee, why they were there | |
| Location where employee worked (or non-employee was present in the workplace) | |
| Date investigation was initiated | |
| Was COVID-19 test offered? | |
| Name(s) of staff involved in the investigation | |
| Date and time the COVID-19 case was last present in the workplace | |
| Date of test and result (or diagnosis) | |
| Date the case first had one or more COVID-19 symptoms: | |
| Information received regarding COVID-19 test results and onset of symptoms (attach documentation): | |
| Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information): | |
| To whom and date of notice given within one business day (in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure (use extra sheet if necessary, and indicate whether employee, independent contractor, or union rep): | |
| What were the workplace conditions that could have contributed to the risk of COVID-19 exposure, how could the exposure risk be reduced? | |
| Was Public Health notified (if yes, include date)? | |

Appendix D: COVID-19 Training Roster

Date: _____ Leader: _____

| Employee Name | Signature |
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Appendix E: Multiple COVID-19 Infections and COVID-19 Outbreaks

In the event that we have three or more COVID-19 cases in any one workplace within a 14-day period, additional testing, exclusion, investigation, and notification protocols will be enacted under the direction of the County Health Officer, and will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period. This page will be updated in the event of such an outbreak or of such multiple employee infections.

Appendix F: Vaccination Declination Statement

COVID-19 vaccines will soon become available and may be offered to employees in the order of likelihood of industrial exposure. Employees who decline to accept the recommended and offered vaccination must sign and date the following statement:

I understand that I may be at risk of contracting COVID-19 at work, and I have been given the opportunity to be vaccinated against this disease or pathogen at no charge to me. However, I decline this vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring a serious disease and related potential complications. If in the future I continue to have occupational exposure to COVID-19 and want to be vaccinated, I can receive the vaccination at no charge to me as supplies become available.

Print Employee Name: _____

Sign here: _____ Date Signed: _____

[SCAN TO RISK@INYOCOUNTY.US. THIS DOCUMENT IS NOT KEPT IN PERSONNEL FILES.]