

# **County of Inyo COVID-19 Prevention Procedures**

A temporary addendum to the  
Injury and Illness Prevention Program



Updated January 2025

*Approved by Joint Labor Management Health and Safety Committee 1/23/2025*

*Adopted by the Inyo County Board of Supervisors with 2025-11 on 2/11/2025*

## TABLE OF CONTENTS

I.	Introduction .....	3
II.	Authority and Responsibility .....	3-4
III.	Definitions.....	4
IV.	Application of the Injury and Illness Prevention Program .....	4-6
V.	Testing of Close Contacts .....	6-7
VI.	Notice of COVID-19 Cases.....	7
VII.	Face Coverings .....	7-8
VIII.	Respirators .....	8
IX.	Ventilation.....	8
X.	Aerosolizing Procedures.....	9
XI.	Reporting, Recordkeeping, and Access .....	9
XII.	COVID-19 Outbreaks .....	9-10
XIII.	Major COVID-19 Outbreaks .....	10
XIV.	Exhibits.....	11-14
	A. Identification of COVID-19 Hazards .....	11
	B. COVID-19 Inspections .....	12
	C. Investigating COVID-19 Cases .....	13
	D. Training Roster .....	14

## I. Introduction

COVID-19 is recognized hazard in the workplace. The County of Inyo COVID-19 Prevention Procedures (hereafter CPP) are designed to reduce and control work-related exposure by County employees and volunteers to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in County workplaces.

This plan applies to all employees and places of employment except: (a) work locations with one employee who does not have contact with other persons; (b) employees working exclusively from home; (c) employees when subject to the Inyo County Aerosol Transmissible Disease plan (<http://inyocounty.us/ATD>); and (d) employees working remotely from a location of the employee's choice and control. Nothing in this document is intended to limit more protective or stringent state, local or departmental mandates or guidance.

This document updates the established, implemented, effective, and written Inyo County CPP to the COVID-19 Prevention Non-Emergency Regulations (California Code of Regulations, Title 8, section 3205-3205.3), which took effect February 3, 2023, replacing previous versions and notices from the California Department of Industrial Relations, California Public Health Department, and from local health officials. This update supersedes multiple memos from 2020, four rule update email blasts (2/16/22, 3/1/22, 4/2/22, and 6/23/22), various site-specific measures (if they conflict with this update), and six previous Board-adopted CPP versions (1/4/2021, 6/21/2021, 8/03/2021, 12/01/2021, 1/14/2022, and 3/21/2023), since COVID began. Communication has been key to our successes in controlling employee case counts. The most recent version of the CPP is always available on the Safety intranet page. A printed copy is available with a five-day notice from an employee's Department Head or from either personnel office. CCR, Title 8 sections 3205 through 3205.3 apply until February 3, 2025, except for the recordkeeping subsections 3205(j)(2) through (3), which apply until February 3, 2026.

## II. Authority and Responsibility

The County Administrative Officer (CAO) has the ultimate authority over all safety programs, plans, and procedures. The CAO has delegated oversight, coordination, and maintenance of the CPP to the Risk Manager. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the procedures in a language they understand.

All employees are responsible for using safe work practices, assisting in maintaining a safe work environment, reporting hazards, and complying with all directives, policies, and procedures, as a condition of employment. An individual's behavior can compromise the health of others, as some persons may be contagious but asymptomatic; therefore, **employees are expected to practice, and will be held accountable for practicing, the measures outlined in this CPP** as well as related guidance and instruction.

Employees and their authorized representatives continue to be encouraged to contribute to prevention, and their input continues to be welcomed and appreciated. Employee leaders participate in the prevention or reduction of the spread of COVID-19 principally by practicing good personal hygiene and by staying home when they are sick. The Anonymous comments and reports are welcome at <https://www.inyocounty.us/iipp/anonymous-hazard-report-tool>.

While at work, you may ask whether someone is vaccinated in order to assess your own risk, but you may not share that information with anyone else. The person may decline to answer.

You may **not** ask the purpose or reason behind a coworker's decision to be or not to be vaccinated. Disciplinary and discriminatory actions, including harassment or bullying, are not permitted regarding vaccination status, testing, the wearing of face coverings, or the practice of social distancing. The protection includes vaccinated, unvaccinated, and those who decline to state their vaccination status.

### **III. Definitions**

**CLOSE CONTACT:** Determination of close contact status is dependent on the size of the indoor space. For indoor spaces of 400,000 cubic feet or fewer, a close contact is defined as sharing the same indoor airspace as a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during a COVID-19 case's infectious period. There is no discount for wearing a face covering. The Clint Quilter Consolidated Office Building in Bishop is 42,000 square feet with nine-foot ceilings on both floors, so the indoor air space is just below the 400,000 cubic feet threshold. The Sheriff Admin/Jail building in Independence is 36,296 square feet is bifurcated but has areas with very high ceilings, causing the structure to be close to or over the 400,000 cubic feet of indoor space; however, most of the jail is covered by the Aerosol Transmissible Disease Exposure Control Plan and not the CPP. We have no other county indoor employee locations close to the 400,000 cubic feet threshold. The Reach Hangar at the Bishop Airport is 26,000 square feet with ceilings far in excess of eleven feet, so that location exceeds 400,000 cubic feet of indoor air space, and our employees regularly visit that location to retrieve our firetruck. For the Reach hangar, a close contact is someone who is within six feet of a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period, and our personnel are rarely in the hangar for that long.

**INFECTIOUS PERIOD:** Effective January 9, 2024, per CDPH, "infectious period," applies as follows: For COVID-19 cases with symptoms, it is a minimum of 24 hours from the day of symptom onset. COVID-19 cases may return if 24 hours have passed with no fever, without the use of fever-reducing medications, and their symptoms are mild and improving, OR for COVID-19 cases with no symptoms, there is no infectious period for the purpose of isolation or exclusion. If symptoms develop, the criteria above will apply.

**OUTBREAK:** Effective June 23, 2023, CDPH has adopted the following definition of "outbreak," which now applies to the COVID-19 Prevention regulations: at least three COVID-19 cases within an exposed group during a seven-day period. The definition of "outbreak" will change if CDPH again changes its definition in a regulation or order.

### **IV. Application of the Injury and Illness Prevention Program (IIPP)**

Inyo County is committed to communicating information about COVID-19 hazards, policies, and procedures to employees. COVID-19 is a recognized hazard in our workplace that is addressed through our IIPP, which will be effectively implemented and maintained to ensure the following:

1. All persons in our workplace are treated as potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results when determining measures to prevent COVID-19 transmission and identifying and correcting COVID-19 hazards in our workplace. COVID-19 is treated as an airborne infectious disease. Applicable State of California and County of Inyo Public Health Department orders and guidance will be reviewed when determining measures to prevent transmission and identifying and correcting COVID-19 hazards. COVID-19 prevention controls include remote work, physical distancing, reducing population density indoors, moving indoor tasks outside, implementing separate shifts and/or break times, and restricting access.

We have tools to assist in this process, such as “Appendix A: COVID-19 Hazard Identification form,” and “Appendix B: COVID-19 Inspections,” though the forms themselves are not required so long as the effects are made. Unsafe and unhealthy work conditions, practices, or practices are documented and corrected in a timely manner based on the severity of the hazards identified. Individuals who identify gaps in controls that can correct those controls immediately should do so. If corrections could adversely involve coworkers, then the chain of command should be consulted. Other corrections will follow the work order system, and Risk should be notified for additional assessment and follow-up.

2. Employees are trained and instructed on COVID-19 prevention. The first training was in 2020. Prevention instruction is provided to new employees, to employees in new roles which may involve new COVID-19 hazards, and whenever new COVID-19 hazards are introduced or recognized. Supervisors familiarize themselves with the COVID-19 hazards to which employees under their immediate direction and control may be exposed and directly address preventative measures.

Employees are reminded of these special points:

- Do not come to work if you are sick.
  - You are asked to report your positive test result to Personnel at 760.878.0377.
  - Wear face coverings when required to do so.
  - Face coverings are available for free to employees for use while working regardless of vaccination status and without fear of retaliation.
  - Instruction on how to use a face covering properly is available.
  - Respirators such as N95s are more effective at preventing COVID-19, an airborne illness. If you wish to wear an N95, proper fit is important, and facial hair interferes with the seal.
  - Free COVID-19 self-tests are available from Personnel to employees in exposed groups.
  - Employees are encouraged to participate in identification of COVID-19 hazards.
  - Employees can get information regarding COVID-19-related benefits to which they may be entitled under applicable federal, state, or local laws, including workers' compensation, from Personnel at 760.878.0377. COVID cases are sent this information.
  - COVID-19 is an infectious disease that can be spread through the air.
  - A person infected with COVID-19 may have no symptoms.
  - Particles containing the virus can travel more than six feet in smaller indoor spaces, so multiple protective techniques may be used to maximize one's protection from the virus.
  - Frequent hand washing with soap and water for at least 20 seconds is important because you can move an infectious particle that you picked up on your hands to your face, nose, or mouth and thereby infect yourself.
3. Employees are encouraged to report COVID-19 symptoms without fear of reprisal and to stay home when ill. All personal identifying information of COVID-19 cases or symptoms will be kept confidential. When Personnel and Risk Management are made aware of a COVID-19 case in the workplace, the procedures in Appendix B are followed and documented. Risk investigates reports of hazards in the workplace, case volumes, handling certain reporting, and coordinates enhanced responses.

Upon receiving a self-report of a positive COVID result or diagnosis, Personnel:

- a) Asks the self-reporting employee the questions in Exhibit C.
- b) Excludes the employee from the workplace following the current CDPH protocols.
- c) Provides information and answers questions regarding where to get a copy of the CPP, nondiscrimination information, local public health guidance and CDPH protocols, Inyo County leave policies and leave guaranteed by contract, and benefits that may be available under FMLA, CFRA, short term disability, sick or unpaid leave, and, if applicable, workers' compensation.
- d) Emails a written exclusion notice to the employee's personal and work email addresses with an electronic copy to Risk (for later stages in the process), to the employee's department head (for time away notification), and to the employee's authorized representative (per LC 6409.6). Personnel may also mail a printed copy of the notice to the employee's address on file.

Risk does the following upon receipt of a completed Exhibit C from Personnel: Adds case to confidential log, performs required reporting, determines whether threshold is met for 3205.1 or 3205.2, distributes AB2693 notices for posting, evaluates and advises on exposure controls, and continues to evaluate and address exposure over subsequent days in cooperation with Department and Personnel.

4. Personnel may exclude a COVID-19 case from the workplace in compliance with 3205.1. A COVID-19 case who does not develop COVID-19 symptoms will not return to work during the infectious period. A COVID-19 case who develops COVID-19 symptoms will not return to work during the shorter of either their infectious period or through 10 days after the onset of symptoms and at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication. Upon excluding an employee from the workplace based on COVID-19 or a close contact, the Personnel office will provide excluded employees information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes benefits available under legally mandated sick leave, workers' compensation law, local governmental requirements, and Inyo County leave policies and leave guaranteed by contract.
5. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case must wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.

## **V. Testing of Close Contacts**

Personnel has COVID-19 self-test kits available upon request at no cost, during paid time, for use by employees notified by postings or directly by telephone or in writing of a potential workplace exposure to COVID-19. Postings indicate this information. Risk may assist in distribution. There may be other locations to obtain free COVID-19 testing, and County Administration may share this information liberally, though Personnel is the official source for such tests in the event an employee is notified of a potential exposure. If you are eligible for a test kit, please call Personnel ahead before coming to collect your kit.

Testing is also made available weekly during outbreaks or biweekly during major outbreaks via self-test kits or referral to PCR testing locations. Locations covered by the Aerosol Transmissible Disease Exposure Control Plan (and therefore not the CPP), may have different

testing administration protocols during the times and for the tasks that that plan as in effect. Returned cases (employees who have returned to work following a period of exclusion due to COVID), and those who were not exposed, are not required to be offered free tests, though Personnel may offer test kits to these employees while surplus supplies last.

Personnel provides the following information or similar, to employees who had or may have had close contact with a COVID-19 case in the workplace upon distributing COVID test kits:

This is a free self-test kit for employees from Personnel. Inyo County takes employee safety seriously. See the Covid-19 Prevention Procedures at <https://inyocounty.us/cpp>. Employees affected by a COVID-19 exposure may be eligible for certain benefits. Employees are asked to report a positive COVID test or diagnosis to Personnel. You may ask your supervisor about free masks for use at work, social distancing, and if a temporary remote work period is an option. Call Personnel at 760.878.0377 about FMLA, CFRA, short term disability, sick leave, workers' compensation, returning to work following a positive test result, or for more free tests. If you are at elevated risk for severe illness, contact the ADA Coordinator at 760.872.2908 to discuss options. If you receive a confirmed diagnosis of COVID-19, believe you contracted COVID-19 through an exposure at work, and wish to file a workers' compensation claim, then inform your supervisor and call the Employee Work Injury Illness Process Hotline at 877.215.7285 immediately. Exposure while working from home and transitory exposure such as while walking past someone in the hallway does not count as a workplace exposure. Inyo County prohibits the discrimination, harassment or retaliation of employees as described in the County handbook and posted in the Human Resources section of the County website. Thank you for doing your part by monitoring yourself for signs and symptoms of COVID, not coming into work if you are sick, and respecting the dignity and privacy of your coworkers.

## **VI. Notice of COVID-19 Cases**

County employees and independent contractors who had a close contact, as well as any other employer in one of our buildings who had an employee in one of our buildings who had a close contact, will be notified as soon as possible and within the time required. Our primary method is by posting AB2693 (LC 6409.6) notices, which stay up for 7 days. Communications try to avoid revealing the identity of the COVID case, though this is difficult in small spaces in a small community. There is a form in the appendix that may be used for documentation purposes of notifications. Such documentation is maintained electronically by Risk Management.

## **VII. Face Coverings**

We provide clean, undamaged face coverings and ensure employees wear them properly over the nose and mouth during outbreak periods and when required to wear them when required by a CDPH regulation or order. This includes spaces within vehicles when a CDPH regulation or order requires face coverings indoors. When face coverings are required, they are required regardless of vaccination or test result status.

Supervisors hold employees accountable for properly wearing face coverings when and where required. No person can be prevented from, or discriminated against for, wearing a face covering voluntarily, unless it creates a safety hazard. In the event face coverings are required for a specific work area, signage will indicate such for employees and visitors. Face coverings will be provided to any employee at no cost to that employee for use at work upon request regardless of testing, vaccinations, job description, etc.



When face coverings are required, employees may remove them under the following conditions: when the employee is alone in a room or vehicle, while eating or drinking at least six feet from others with outdoor air supply or maximized indoor air circulation, during compliance with 8CCR5144 (meaning, while wearing a higher level of respiratory protection), or while performing a specific task that cannot be completed safely while wearing a face covering for the limited time during which that task is being performed. An exemption may also apply to those persons for whom wearing a face covering may pose a medical or communication difficulty. If this is the case, see Risk Management for an accommodation of an alternative face covering option or another alternative.

## **VIII. Respirators**

In this context, “respirator” generally refers to an N95 or higher level of protection. Respirators will be provided for voluntary use to employees who request them and who are working indoors or in vehicles with more than one person. Employees who request respirators for voluntary use will be encouraged to use them, provided with a respirator of the correct size, and will receive training. The training will include how to properly wear the respirator provided, 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 requirements of CCR title 8 section 51449(c)(2) will be complied with according to the type of respirator (disposable filtering face piece or elastomeric re-usable) provided to employees.

## **IX. Ventilation**

The amount of outside air inside county buildings is maximized with economizers to the extent feasible, unless there is poor outside air quality (an AQI of 100 or higher for any pollutant) or some other hazard to employees such as excessive heat or excessive cold. Employees are advised to keep windows open when safe to do so in buildings with natural ventilation. Mechanical air systems are checked regularly, and air filters are changed at least as frequently as manufacturer recommendations. Where appropriate, outdoor and air dampers have been fully opened, and recirculation dampers have been closed to reduce or eliminate air recirculation. Filtration has been improved in mechanical systems to the highest-level compatible with the existing systems (currently MERV 8 is the highest our newer systems can accommodate), and HVAC systems run as continuously as possible. We have requested that our landlords comply with the newest regulations, and Public Works assists our landlords in so doing to the extent allowed. Indoor ventilation works best in combination with other controls described in this section. During outbreaks, portable HEPA filtration units will be temporarily used to improve air quality. Risk Management has these units for temporary deployment. Please return them at the conclusion of the outbreak.

In addition, we maximize the supply of outside air to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold. In buildings and structures with mechanical ventilation, we filter circulated air through filters at least as protective as Minimum Efficiency Reporting Value (MERV)-13, or the highest level of filtration efficiency compatible with the existing mechanical ventilation system. We use High Efficiency Particulate Air (HEPA) filtration units in accordance with manufacturers’ recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19



transmission. Risk distributes filter machines for temporary use.

In vehicles, we will maximize the supply of outside air to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.

## **X. Aerosolizing Procedures**

We have work settings with potential for increased exposure to COVID-19 that are exempt from CCR, Title 8 section 5199 requirements (this is, outside of the PH clinic and the jail). These work situations may result in aerosolized potentially infectious material such as saliva or respiratory tract fluids: cleaning public restrooms (Building and Maintenance), serving food to seniors (HHS), and close indoor one-on-one contact with the public at their place of residence (HHS). The need for respiratory protection to prevent COVID-19 transmission during these procedures has been evaluated, and the determination made that these exposures are rare and typically brief. Employees with concerns may voluntarily wear protective face coverings or contact Risk or their supervisor for further evaluation of the potential exposure in excess of the typical exposures in the world around us.

## **XI. Reporting, Recordkeeping, and Access**

Personnel and Risk Management keep their own sets of records and tracking data related to employee COVID cases and share with the local health department or Cal/OSHA whenever required by law. Risk maintains its data exclusively electronically, and Risk handles reporting in accordance with SB1159/AB685 via a digital portal designed for that purpose. These records may be destroyed after 2/3/2026. Any serious illnesses or deaths of an employee occurring in our place of employment or in connection with any employment are reported immediately to Cal/OSHA per 8CCR330(h). Copies of all versions of this CPP may be destroyed after 2/3/2028. The current version of this CPP is always available on the Safety intranet page. Investigation records are available to employees and their authorized representatives subject to redacting information where required by law.

## **XII. COVID-19 Outbreaks**

This section goes into effect for all the employees in a given building when Risk discovers **three or more employee COVID-19 cases had visited the building during their infectious periods within the same 7-day period**. This regulation may change per CHPH. This section continues to apply until there are one or fewer new cases in same building for a 7-day period. Risk will remove signage and notify Department Heads of the affected building when this section and its special rules no longer apply. Department Heads may communicate the good news to their staff.

**Exclude from Workplace:** We immediately provide COVID-19 testing available at no cost to our employees within the exposed group, regardless of vaccination status, during employees' paid time, and continue to make test available to employees at least weekly until there are one or fewer new COVID-19 cases detected in the exposed group for a 7-day period. Employees who had close contacts and remain at work will be required to take a COVID-19 test within three to five days after the close contact and those who test positive for COVID-19 will be excluded. Those who do not take a COVID-19 test will be excluded until our return-to-work requirements have been met.

**Face Coverings:** Employees in the exposed group, regardless of vaccination status, will wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in our CPP applies.

**Respirators:** Employees will be notified of their right to request and receive a respirator for voluntary use, as stipulated in our CPP.

**COVID-19 investigation, review, and hazard correction:** Inyo County will perform a review of potentially relevant COVID-19 policies, procedures, controls. Inyo County will implement changes as needed to prevent further spread of COVID-19 when this section initially applies and periodically thereafter. The investigation, review, and changes will be documented and include investigation of new or unabated COVID-19 hazards, such as leave policies and practices, whether employees are discouraged from remaining home when sick, COVID-19 testing policies, ventilation supply, and sufficiency of physical distancing.

Review updated every 30 days that CCR, Title 8 section 3205.1 continues to apply in response to new information or to new or previously unrecognized COVID-19 hazards, and when otherwise necessary. Any changes implemented to reduce the transmission of COVID-19 based on the investigation and review, which may include moving indoor tasks outdoors or having them performed remotely, increasing the outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing to the extent feasible, requiring respiratory protection in compliance with our Respiratory Protection Plan, and other applicable controls.

**Ventilation:** Buildings or structures with mechanical ventilation will have recirculated air filtered 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, filters with the highest compatible filtering efficiency will be used. High Efficiency Particulate Air (HEPA) air filtration units will be used in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission. Ventilation requirements will continue to be implemented after the outbreak has passed and CCR, Title 8 section 3205.1 is no longer applicable.

### **XIII. Major COVID-19 Outbreaks**

This section goes into effect at a worksite when it is discovered that twenty or more employee COVID-19 cases had visited a given building during their infectious period within a 30-day period. This section shall continue to apply until there are three or fewer COVID-19 cases detected in the exposed group for a 7-day period. Inyo County worksites never experienced a "major outbreak" between 2020 and 2024, so the enhanced procedures are no longer included in this document. See Risk Management and 3205.1 in the event of a major outbreak.

### **EXHIBITS FOLLOW**

**Exhibit 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 stationary work.

**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

**Exhibit 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: \_\_\_\_\_

<b>Exposure Controls</b>	<b>Status</b>	<b>Person Assigned to Correct</b>	<b>Date Corrected</b>
<b>Engineering</b>			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Filter type (MERV level)			
Portable HEPA in use?			
<b>Administrative</b>			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Distancing in Use?			
<b>PPE (not shared, is avail and being worn)</b>			
Face Coverings in use and in force?			
N95s in use?			
Face shields/goggles?			

**Exhibit C: Investigating COVID-19 Cases**

Notices to close contacts and to those who may have been exposed to the COVID-19 do not reveal personally identifying information of the COVID-19 case. If disclosure is required, names shall be redacted from this document. For more information, see Risk. Notification records are kept separate from

1. Name of COVID-19 Case, job title, and date interviewed for this form.	
2. Interviewer Name	
3. Date when COVID-19 symptoms first appeared? If asymptomatic, write N/A. Write in dates of infectious period. Infectious period is 24 hours from symptom onset. May return if, after 24 hours, no fever and mild or improving symptoms.	
4. Date of positive COVID tests or diagnosis.	
5. Dates & work locations (including building suite #s) during infectious period that the COVID case was working (don't list working from home)	
6. Names of employees and contractors who were within 6 feet for more than 15 minutes over 24 hours at work indoors during infectious period	
7. Which of those listed in #6 were wearing face coverings during the entire interaction?	
8. Did you go to work with symptoms? Where and by whom?	
9. Intentional Blank	
10. Where have you traveled out of town in the last 2 weeks?	
11. Any known exposures to COVID-19?	
12. Where have you been <b>when not at work</b> in the last 14 days, such as Vons, family gatherings, games, events, rodeos, _____?	
13. Where do you think you might have gotten COVID?	
14. What the workplace conditions, if any, could have contributed to your risk of COVID-19 exposure?	
15. What could you do to reduce your COVID exposure risk?	
Explain benefits, answer questions, offer a copy of the CPP.	Did you tell them all this stuff? ____ YES

## Exhibit D: Training Roster

Date: \_\_\_\_\_ Leader: \_\_\_\_\_

Employee Name	Signature