

City of Fortuna COVID-19 Prevention Program



PURPOSE:

The purpose of the City of Fortuna's COVID-19 Prevention Program ("CPP") is control exposures to the SARS-CoV-2 virus that may occur at City of Fortuna worksites.

AUTHORITY AND RESPONSIBILITY

This CPP applies to all employees except for employees who are teleworking.

The City Manager has overall authority and responsibility for implementing the provisions of this CPP. In addition, all managers, department heads and division 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.

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

DEFINITIONS:

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

"COVID-19" means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

"COVID-19 case" means a person who either: (1) Has a positive "COVID-19 test" as defined in this section; (2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or (3) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county. A person is no longer a "COVID-19 case" when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or title 17, California Code of Regulations to CDPH or the local health department.

"COVID-19 exposure" means being within six (6) feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period" as defined here. This definition applies regardless of the use of face coverings.

"COVID-19 hazard" means exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may

aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

“COVID-19 symptoms” means one of the following: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

“COVID-19 test” means a viral test for SARS-CoV-2 that is both: (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

“Exposed worksite” means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas.

The exposed worksite does not include buildings or facilities not entered by a COVID-19 case. Effective January 1, 2021, the “exposed worksite” also includes but is not limited to the “worksite” of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).

“Face covering” means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

“High-risk exposure period” means the following time period: (1) For persons who develop COVID-19 symptoms: from two (2) days before they first develop symptoms until ten (10) days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or (2) For persons who test positive who never develop COVID-19 symptoms: from two (2) days before until ten (10) days after the specimen for their first positive test for COVID-19 was collected.

IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

The City of Fortuna will implement the following at our worksites:

- Conduct worksite-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form or similar form.
- Evaluate employees’ potential worksite exposures to all persons at, or who may enter, our worksite.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.

- Evaluate existing COVID-19 prevention controls at our worksites and the need for different or additional controls.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form, or similar form, to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Screening Employees for COVID-19 Symptoms

The City of Fortuna possesses authority to require employees to be screened for COVID-19 symptoms prior to entering a worksite. Each worksite will either require employees to self-screen according to CDPH guidelines or will direct screen employees when they come to work by taking employee temperatures and asking about potential symptoms prior to entering a worksites. When direct screening is used, face coverings will be worn by both the screener and employees, and a non-contact thermometer used.

Should an employee present COVID-19 symptoms during an administered screening or a self-screen, the City of Fortuna will instruct the employee to remain at or return to their home or place of residence and not report to work until such time as the employee satisfies the minimum criteria to return to work. The City of Fortuna will advise employees of any leaves to which they may be entitled during this self-quarantine period. Further, the City of Fortuna has adopted policies and procedures that ensure the confidentiality of employees and comply with the CMIA, and will not disclose to other employees the fact that the employees presented COVID-19 symptoms.

CORRECTION OF COVID-19 HAZARDS

The City of Fortuna will implement effective policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.

This includes, but is not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted related to the identification and evaluation of COVID-19 hazards and investigating and responding to COVID-19 cases at City worksites. This also includes implementing controls related to physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).

CONTROL OF COVID-19 HAZARDS

Physical Distancing

Where possible, the City of Fortuna ensures at least six feet of physical distancing at all times at our worksites by:

- Eliminating the need for workers to be at a worksite – e.g., 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.
- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

The City of Fortuna provides clean, undamaged face coverings and ensures they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

The following are exceptions to the use of face coverings at our worksites:

- When an employee is alone in a room.
- While eating and drinking at a worksite, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

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

For indoor worksites, the City of Fortuna will evaluate how to maximize the quantity of outdoor air while taking into account circumstances where the outside air needs to be minimized due to other hazards, such as heat and wildfire smoke.

Cleaning and disinfecting

The City of Fortuna's cleaning and disinfecting policy requires the following:

1. Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels. The City of Fortuna will inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.
2. Prohibiting the sharing of personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing will be minimized and such items and equipment shall be disinfected between uses by different people. Sharing of vehicles will be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.
3. Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.

Hand sanitizing

In order to implement effective hand sanitizing procedures, the City of Fortuna will

- Evaluate handwashing facilities.
- Determine the need for additional facilities.
- Encourage and allow time for employee handwashing.
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encourage employees to wash their hands for at least 20 seconds

Personal protective equipment (PPE)

The City will evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

The City of Fortuna provides eye protection and respiratory protection in accordance with 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

In the event that employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, the City of Fortuna will instruct the employees to remain at or return to their home or place of residence and not report to a worksite until such time as the employees satisfy the minimum criteria to return to work.

The City of Fortuna will protect the confidentiality of the COVID-19 cases and will not disclose to other employees the fact that the employees tested positive for or were diagnosed with COVID-19. The City of Fortuna will keep confidential all personal identifying information of COVID-19 cases unless expressly authorized by the employees to disclose such information or as other permitted or required under the law.

Contact Tracing

The City of Fortuna will utilize Appendix C: Investigating COVID-19 Cases for or similar form in order to determine:

1. The date on which the employees tested positive, if asymptomatic, or the date on which the employees first presented COVID-19 symptoms, if symptomatic;
2. The COVID-19 cases recent work history, including the day and time they were last present at a City of Fortuna worksite; and
3. The nature and circumstances of the COVID-19 cases' contact with other employees during the high-risk exposure period, including whether there were any COVID-19 exposure.

If the City of Fortuna determines that there were any COVID-19 exposures, the City of Fortuna will instruct those employees to remain at their home or place of residence and not report to a City worksite until such time as the employees satisfy the minimum criteria to return to work.

Reporting the Potential Exposure to Other Employees

The City of Fortuna will comply with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and institutions as required based on the individual circumstances: (1) employees who were present at a worksite when the COVID-19 case was present; and (2) subcontracted employees who were present at the worksite.

The City of Fortuna will provide COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure at a worksite. The City of Fortuna will provide these employees with information regarding COVID-19-related benefits to which the employees may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act (FFCRA), Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the City of Fortuna's own leave policies, and leave guaranteed by contract.

The City of Fortuna will continue to provide and will maintain these employees' earnings, seniority, and all other employee rights and benefits, including the employees' right to their former job status, as if the employees had not been removed from their jobs.

The City of Fortuna may require that these employees use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

Investigation to Determine Whether Workplace Conditions Contributed to COVID-19 Exposure

The City of Fortuna will conduct an investigation in order to determine whether any worksite conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

SYSTEM FOR COMMUNICATING

The City of Fortuna's goal is to ensure there is effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- City of Fortuna policy requires that employees immediately report to their manager or supervisor or to the Department of Human Resources any of the following: (1) the employee's presentation of COVID-19 symptoms; (2) potential exposure to a person with COVID-19; (3) possible COVID-19 hazards at worksites. Any employee making such a report can do so without fear of reprisal.
- City of Fortuna policy provides for an accommodation process for employees who have a medical or other condition identified by the Centers for Disease Control and Prevention ("CDC") or the employees' health care provider as placing or potentially placing the employees at increased risk of severe COVID-19 illness.
 - To request an accommodation under the **CCP** policy, employees may make a request with their manager or supervisor or the Department of Human Resources.

- Where testing is not required, how employees can access COVID-19 testing
- In the event the City of Fortuna is required to provide testing because of a worksite exposure or outbreak, the City of Fortuna will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

TRAINING AND INSTRUCTION OF EMPLOYEES

The City of Fortuna will provide training and instruction that includes:

- COVID-19 policies and procedures to protect employees from 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.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that 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.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

REPORTING, RECORDKEEPING, AND ACCESS

It is the City of Fortuna's policy to:

- Report information about COVID-19 cases at a City worksite to the local health department whenever required by law, and provide any related information requested by the local health department.
- 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 at the worksite 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.

EXCLUSION OF COVID-19 CASES AND RETURN-TO-WORK CRITERIA

The City of Fortuna will ensure that COVID-19 cases are excluded from the worksite until the individual satisfies the minimum return to work criteria as noted below:

- COVID-19 cases with COVID-19 symptoms will not return to a City worksite until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - 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 a City worksite until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to a worksite
- 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.

Exclusion of Employees with COVID-19 Exposures

The City of Fortuna will exclude employees with COVID-19 exposure from a worksite for 14 days after the last known close contact COVID-19 exposure.

The City of Fortuna will allow employees who are able to telework, and are able and available to work, to telework during the isolation or quarantine period. The City of Fortuna will provide these employees their normal compensation for the work that they perform during the isolation or quarantine period.

Employees Who Are Unable to Telework During Isolation or Quarantine Period

The City of Fortuna will require that employees who are unable to telework, but are otherwise able and available to work, to use paid sick leave in order to receive compensation during the isolation or quarantine period. Employees retain their entitlement to elect not to use other earned or accrued paid leave during this time. The City of Fortuna may provide such employees who are unable to telework, but who do not have any paid sick leave available, paid administrative leave in order to receive compensation during the isolation or quarantine period.

For all employees who are subject to an isolation or quarantine because of a COVID-19 case or a COVID-19 exposure, the City of Fortuna will maintain the employees' seniority and all other employee rights and benefits, including the employees' right to their former job status, during the isolation or quarantine period.

The City of Fortuna may consider benefit payments from public sources, including under the FFCRA and Labor Code section 248.1 (until December 31, 2020 or longer if FFCRA leave and/or Labor Code section 248.1 leave is extended), in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

The provision of benefits described above does not apply to either: (1) employees who the City of Fortuna can demonstrate that the COVID-19 exposure was not work-related; and (2) employees who are unable to work for reasons other than protecting employees and non-employees at worksites and facilities from possible COVID-19 transmission. Such employees may still use paid sick leave for the purpose of receiving compensation during the isolation or quarantine period if they elect to do so.

The obligations set forth in this section do not limit any other applicable law, City of Fortuna policy, or collective bargaining agreement that provides employees with greater protections or benefits.

Provision of Information Concerning Benefits to Excluded Employees

At the time of exclusion, the City will provide the excluded employees the information on benefits to which the employees may be entitled under applicable federal, state, or local laws.

This includes any benefits available under workers' compensation law, the FFCRA, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, the City of Fortuna's own leave policies, and leave guaranteed by contract.

Allowance by Cal/OSHA for an Employee to Return to Work

If there are no violations of state or local health officer orders for isolation or quarantine, Cal/OSHA may, upon request, allow employees to return to a worksite on the basis that the removal of employees would create undue risk to a community's health and safety.

In such cases, the City of Fortuna will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employees at the worksite and, if isolation is not possible, the use of respiratory protection in the workplace.

MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS

If there are three or more COVID-19 cases within a 14-day period or a worksite is identified by the local health department as the location of an outbreak, this section of CPP will stay in effect until there are no new COVID-19 cases detected at that worksite for a 14-day period.

COVID-19 testing

- The City of Fortuna will provide COVID-19 testing to all employees at an exposed worksite except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees in the exposed worksite will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, the City of Fortuna will continue to provide COVID-19 testing of employees who remain at that worksite at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in that worksite for a 14-day period.
 - The City of Fortuna will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

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

COVID-19 investigation, review and hazard correction

In addition to the CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, the City of Fortuna will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

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

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases at a City worksite, the City of Fortuna will contact the local health department for guidance on preventing the further spread of COVID-19 at the worksite.
- The City of Fortuna will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the worksite of the

COVID-19 case, and any other information requested by the local health department. The City of Fortuna will continue to give notice to the local health department of any subsequent COVID-19 cases at a City worksite.

MAJOR COVID-19 OUTBREAKS

If there are 20 or more COVID-19 cases within a 30-day period, this section of CPP will stay in effect until there are no new COVID-19 cases detected at that worksite for a 14-day period.

COVID-19 testing

The City of Fortuna will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at an exposed worksite during the relevant 30-day period(s) and who remain at the worksite. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

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

Investigation of workplace COVID-19 illnesses

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

COVID-19 hazard correction

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

- In buildings or structures with mechanical ventilation, the City of Fortuna will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, the City of Fortuna will use filters with the highest compatible filtering efficiency. The City of Fortuna will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- The City of Fortuna will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.

- The City of Fortuna will evaluate whether to halt some or all operations at our worksites until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

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