



**MONTEREY PENINSULA
REGIONAL PARK DISTRICT**

COVID-19 PREVENTION PROGRAM

BOARD APPROVED: Date TBD

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I. PURPOSE

The purpose of the Monterey Peninsula Regional Park District (“MPPRD”) Coronavirus Disease 2019 (“COVID-19”) Prevention Program (“CPP”) is to provide employees a healthy and safe workplace as required under the California Occupational Safety and Health Act (Labor Code §§ 6300, et seq.) and associated regulations (8 C.C.R. § 3205).

Nothing in this CPP precludes MPPRD from complying with federal, state, or local laws or guidance that recommends or requires measures that are more prescriptive and/or restrictive than are provided herein.

II. SCOPE

Unless one of the exceptions applies, this CPP applies to all MPPRD employees, including those who are vaccinated.

The following employees are exempted from coverage under the CPP: (1) MPPRD employees who are teleworking; or (2) MPPRD employees who are working in a facility or operation that subject to the Cal/OSHA regulation concerning Aerosol Transmissible Diseases (“ATD”) regulation.

Further, certain MPPRD employees who perform services covered by the ATD regulation may be exempted during the actual performance of such services.

III. DEFINITIONS

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

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

COVID-19 case: 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.

Close contact COVID-19 exposure: 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: 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: 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: 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 ("EUA") 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 EUA as applicable.

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

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

High-risk exposure period: 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.

IV. WHAT IS COVID-19?

COVID-19 is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. COVID-19 symptoms can range from mild (or no symptoms) to severe illness. Everyone is at risk of getting COVID-19. Older adults and people of any age who have underlying medical conditions may be at higher risk for more severe illness.

Transmission of COVID-19 is commonly through encountering an infected person (within six feet or two arms' length) from respiratory droplets when an infected person

coughs, sneezes, or talks. Transmission may also be possible by touching a surface or object contaminated with the virus, and then touching your mouth, nose, or eyes.

The best protection is to avoid being exposed to the virus that causes COVID-19. Stay home as much as possible and avoid close contact with others. Wear a face covering that covers your nose and mouth while in public settings. Clean and disinfect frequently touched surfaces. Wash your hands often with soap and water for at least twenty (20) seconds or use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Practice social distancing and stay at least six (6) feet away from others. Symptoms of COVID-19 range widely from no symptoms to mild symptoms to severe illness and may appear 2-14 days after exposure to the virus. Seek medical attention immediately if you experience emergency warning signs including but not limited to:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Employees should contact their medical provider for any other symptoms that are severe or concerning.

Call 9-1-1 if you have a medical emergency. Notify the operator that you have or think you might have COVID-19. If possible, put on a face covering before medical help arrives.

Employees that develop symptoms should NOT report to work. Call your supervisor and healthcare provider immediately. If you encounter someone with symptoms, call your supervisor and healthcare provider immediately.

V. SYSTEM FOR COMMUNICATING WITH MPRPD EMPLOYEES

A. Reporting COVID-19 Symptoms, Possible COVID-19 Close Contact Exposures, and Possible COVID-19 Hazards at MPRPD Worksites and Facilities

MPRPD policy requires that MPRPD employees immediately report to their manager or supervisor or to Human Resources any of the following: (1) the employee's presentation of COVID-19 symptoms; (2) the employee's possible COVID-19 close contact exposures; (3) possible COVID-19 hazards at MPRPD worksites or facilities.

MPRPD will not discriminate or retaliate against any MPRPD employee who makes such a report.

B. Accommodations Process for MPRPD Employees with Medical or Other Conditions that Put Them at Increased Risk of Severe COVID-19 Illness

MPPRPD 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 employee’s health care provider as placing or potentially placing the employee at increased risk of severe COVID-19 illness.

The CDC identifies the following medical conditions and other conditions as placing or potentially placing individuals at an increased risk of severe COVID-19 illness:

1. Cancer
2. Chronic kidney disease
3. Chronic Obstructive Pulmonary disease (COPD)
4. Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
5. Immunocompromised state (weakened immune system) from solid organ transplant
6. Obesity (body mass index [BMI] of 30 kg/m² or higher but < 40 kg/m²)
7. Severe Obesity (BMI ≥ 40 kg/m²)
8. Pregnancy
9. Sickle cell disease
10. Smoking
11. Type 2 Diabetes Mellitus

The CDC guidance also provides that adults of any age with the following conditions might be at an increased risk for severe illness from the virus that causes COVID-19:

1. Asthma (moderate to severe)
2. Cerebrovascular disease (affects blood vessels and blood supply to the brain)
3. Cystic Fibrosis
4. Hypertension or high blood pressure
5. Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
6. Neurologic conditions, such as dementia
7. Liver disease
8. Overweight (BMI > 25 kg/m², but <30 kg/m²)
9. Pulmonary Fibrosis (having damaged or scarred lung tissue)
10. Thalassemia (a type of blood disorder)
11. Type 1 Diabetes Mellitus

MPPRPD will periodically review the following web address in order to account for any additional medical conditions and other conditions that the

CDC has identified as placing or potentially placing individuals at an increased risk of severe COVID-19:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>

MPPRPD employees are encouraged to review the list of medical conditions and other conditions provided above in order to determine whether they have a condition.

To request an accommodation under the MPPRPD policy, employees may make a request with their manager or supervisor or Human Resources.

C. COVID-19 Testing

MPPRPD possesses authority to require that employees who report to work at MPPRPD worksites or facilities be tested for COVID-19.

Where MPPRPD requires that MPPRPD employees be tested, MPPRPD will inform employees the reason that testing is required.

MPPRPD will also inform MPPRPD employees of the possible consequences of a positive COVID-19 test, which may include, but is not limited to, a requirement that employees not report to MPPRPD during the high-risk exposure period and satisfying the minimum criteria to return to work.

Where MPPRPD requires testing, MPPRPD has adopted policies and procedures that ensure the confidentiality of employees and complies with the Confidentiality of Medical Information Act (“CMIA”). Specifically, MPPRPD will keep confidential all personal identifying information of COVID-19 cases or persons with COVID-19 symptoms unless expressly authorized by the employee to disclose such information or as otherwise permitted or required under the law.

D. COVID-19 Hazards

MPPRPD will notify MPPRPD employees and subcontracted employees of any potential COVID-19 exposure at an MPPRPD worksite or facility where a COVID-19 case and MPPRPD employees were present on the same day.

MPPRPD will notify MPPRPD employees of such potential exposure within one (1) business day, in a way that does not reveal any personal identifying information of the COVID-19 case.

MPPRPD will also notify MPPRPD employees of cleaning and disinfecting measures MPPRPD is undertaking in order to ensure the health and safety of the MPPRPD worksite or facility where the potential exposure occurred.

VI. IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS AT MPRPD WORKSITES AND FACILITIES

A. Screening MPRPD Employees for COVID-19 Symptoms

MPRPD possesses authority to require that employees self-screen for COVID-19 symptoms.

MPRPD policy provides that MPRPD employees will self-screen for COVID-19 symptoms prior to reporting to any MPRPD worksite or facility.

B. Responding to MPRPD Employees with COVID-19 Symptoms

Should an MPRPD employee present COVID-19 symptoms during a self-screen, MPRPD 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.

MPRPD will advise employees of any leaves to which they may be entitled during this self-quarantine period.

Further, MPRPD 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.

C. MPRPD's Response to COVID-19 Cases

In the event that MPRPD employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, MPRPD will instruct the employees to remain at or return to their home or place of residence and not report to work until such time as they satisfy the minimum criteria to return to work. See Appendix A: Employee COVID-19 Self-Certification Following Self-Quarantined Period and Appendix B: Employee COVID-19 Self-Certification Following Completion of Self-Isolation.

MPRPD will advise employees of any leaves to which they may be entitled during this self-isolation period.

MPRPD will comply with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and institutions as required based on the individual circumstances: (1) the local health department; (2) Cal/OSHA; (3) employees who were present at an MPRPD worksite or facility when the COVID-19 case was present; (4) the employers of subcontracted employees who were present at the MPRPD worksite or facility; and (5) MPRPD's workers' compensation plan administrator.

If possible, MPRPD will interview the COVID-19 cases in order to ascertain the nature and circumstances of any contact that the employees may have had with other employees during the high-risk exposure period. If MPRPD determines that there were any close contact COVID-19 exposures, MPRPD will instruct those employees to remain at their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work.

MPRPD has adopted policies and procedures that ensure the confidentiality of employees and comply with the CMIA. Specifically, MPRPD will not disclose to other employees, except for those who need to know, the fact that the employees tested positive for or were diagnosed with COVID-19. Further, MPRPD will keep confidential all personal identifying information of COVID-19 cases or person unless expressly authorized by the employees to disclose such information or as otherwise permitted or required by law.

D. Workplace-Specific Identification of COVID-19 Hazards

MPRPD conducted a workplace-specific assessment of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards using Appendix C: Identification of COVID-19 Hazards Form.

As part of this process, MPRPD identified places and times when employees and individuals congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, including, for example, during meetings or trainings, in or around entrances, bathrooms, hallways aisles, walkways, break or eating areas, cool-down areas, and waiting areas.

As part of this process, MPRPD identified potential workplace exposure to all persons at MPRPD worksites and facilities, including employees, employees of other entities, members of the public, customers or clients, and independent contractors. MPRPD considered how employees and other persons enter, leave, and travel through MPRPD worksites and facilities, in addition to addressing employees' fixed workspaces or workstations. See Appendix D: Notices of Workplace Exposure Forms

As part of this process, MPRPD treated all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious.

E. Maximization of Outdoor Air and Air Filtration

For indoor MPRPD worksites and facilities, MPRPD evaluated how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the worksites and facilities' existing ventilation systems.

F. MPRPD Compliance with Applicable State and Local Health Orders

MPRPD monitors applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention, including information of general application and information specific to MPRPD's location and operations.

MPRPD fully and faithfully complies with all applicable orders and guidance from the State of California and the local health department.

G. Evaluation of Existing COVID-19 Prevention Controls and Adoption of Additional Controls

Periodically, MPRPD will evaluate existing COVID-19 prevention controls at the workplace and assess whether there is a need for different and/or additional controls. This includes evaluation of controls related to the correction of COVID-19 hazards, physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment ("PPE").

H. Periodic Inspections

MPRPD will conduct periodic inspections of worksites and facilities as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with MPRPD's policies and procedures. See Appendix E: COVID-19 Inspections Form.

VII. INVESTIGATING AND RESPONDING TO COVID-19 CASES IN MPRPD WORKSITES AND FACILITIES

A. Procedure to Investigate COVID-19 Cases

MPRPD has a procedure for investigation COVID-19 cases in the workplace. As provided below, the procedure provides for the following: (1) the verification of COVID-19 case status; (2) receiving information regarding COVID-19 test results; (3) receiving information regarding the presentation of COVID-19 symptoms; and (4) identifying and recording all COVID-19 cases. See Appendix F: Investigating COVID-19 Cases Form.

B. Response to COVID-19 Cases

As provided in above at Section VI.C, in the event that MPRPD employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, MPRPD will instruct the employees to remain at or return to their home or place of residence and not report to work until such time as they employees satisfy the minimum criteria to return to work.

1. Contact Tracing

If possible, MPRPD will interview the COVID-19 cases in order to ascertain the following information: (1) the date on which the employees tested positive, if asymptomatic, or the date on which the employees first presented COVID-19 symptoms, if

symptomatic; (2) the COVID-19 cases recent work history, including the day and time they were last present at an MPRPD worksite or facility; and (3) the nature and circumstances of the COVID-19 cases' contact with other employees during the high-risk exposure period, including whether there was any close contact COVID-19 exposure.

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

2. **Reporting the Potential Exposure to Other Employees**
MPRPD will comply with all reporting and recording obligations as required under the laws, 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 an MPRPD worksite or facility when the COVID-19 case was present; and (2) subcontracted employees who were present at the MPRPD worksite or facility.
3. **Free COVID-19 Testing for Close Contact Exposures**
MPRPD will provide COVID-19 testing at no cost to employees during their working hours to all employees who had potential close contact COVID-19 exposure at an MPRPD worksite or facility.
4. **Leave and Compensation Benefits for Close Contact Exposures**
MPRPD 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, Labor Code sections 248.5, 3212.86 through 3212.88, local governmental requirements, and MPRPD's own leave policies.

MPRPD 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.

MPRPD 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.

5. **Investigation to Determine Whether Workplace Conditions Contributed to COVID-19 Exposure**

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

C. **Confidential Medical Information**

MPPRPD 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.

MPPRPD will keep confidential all personal identifying information of COVID-19 cases unless expressly authorized by the employees to disclose such information or as otherwise permitted or required under the law.

VIII. CORRECTION OF COVID-19 HAZARDS AT MPPRPD WORKSITES AND FACILITIES

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

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

IX. TRAINING AND INSTRUCTION OF MPPRPD EMPLOYEES

A. **COVID-19 Symptoms**

MPPRPD will provide employees training and instruction on the COVID-19 symptoms, including advising employees of COVID-19 symptoms, which include 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; (11) diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19. See Appendix G: COVID-19 Training Roster

MPPRPD monitors and adheres to guidance by the CDC concerning COVID-19 symptoms, including guidance provided at the following web address:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

MPPRPD will advise employees in the event that the CDC makes any changes to its guidance concerning such symptoms.

MPPRPD will provide employees instruction on the importance of not coming to work and obtaining a COVID-19 test if employees have COVID-19 symptoms.

B. MPPRPD's COVID-19 Policies and Procedures

MPPRPD provides regular updates to employees on MPPRPD's policies and procedures to prevent COVID-19 hazards at MPPRPD worksites and facilities and to protect MPPRPD employees.

C. COVID-19 Related Benefits

MPPRPD advised employees of the leaves to which the employees may be entitled under applicable federal, state, and or local laws. This includes any benefits available under workers' compensation law, Labor Code sections 248.5, 3212.86 through 3212.88, and MPPRPD's own leave policies.

Further, when employees require leave or are directed not to report to work by MPPRPD, MPPRPD will advise the employees of the leaves to which the employees may be entitled for that specific reason.

D. Spread and Transmission of the Virus that Causes COVID-19

MPPRPD advised employees that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.

MPPRPD further advised employees of the fact that particles containing the virus can travel more than six (6) feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, including hand washing, in order to be effective.

E. Methods and Importance of Physical Distancing, Face Coverings, and Hand Hygiene

MPPRPD advised employees of the methods and importance of physical distancing, face coverings, and hand hygiene, including hand washing. Specifically, MPPRPD trained and instructed MPPRPD employees on 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.

Further, MPRPD trained and instructed employees on the proper use of face coverings and the fact that face coverings are not respiratory protective equipment.

X. PHYSICAL DISTANCING

MPRPD requires that all employees be separated from other persons by at least six (6) feet, except where MPRPD can demonstrate that six (6) feet of separation is not possible and where there is momentary exposure while persons are in movement.

MPRPD has adopted several methods by which it increases physical distancing including, but not limited to, the following: (1) providing MPRPD employees the opportunity to telework or engage in other remote work arrangements; (2) reducing the number of persons in an area at one time, including visitors; (3) posting visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; (4) adopting staggered arrival, departure, work, and break times; and (5) adjusting work processes or procedures, such as reducing production speed, to allow greater distance between employees.

When it is not possible employees to maintain a distance of at least six (6) feet, MPRPD requires all individuals to be as far apart as possible.

XI. FACE COVERINGS

A. Face Covering Requirement

MPRPD provides face coverings to MPRPD employees and requires that such face coverings be worn by employees and individuals at MPRPD worksites and facilities.

MPRPD policy adheres to orders and guidance provided by the CDPH and the local health department, including as provided at the following web address:

<https://www.cdph.ca.gov/programs/cid/dcdc/pages/covid-19/guidance-for-face-coverings.aspx>

MPRPD's policy on the use of face coverings ensures that they are worn over the nose and mouth when indoors, when outdoors and less than six (6) feet away from another person, and where required by orders from the CHPH or local health department.

MPRPD's policy requires that face coverings be clean and undamaged.

MPPRPD policy allows for face shields to be used to supplement, and not supplant face coverings.

MPPRPD policy provides for the following exceptions to the face coverings requirement:

1. When an employee is alone in a room.
2. While eating and drinking at the workplace, provided employees are at least six (6) feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
3. 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.
4. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed, and the unmasked employee shall be at least six (6) feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.

B. Required Use of Effective Non-Restrictive Alternative for Employees Exempted from Face Covering Requirement

MPPRPD's policy requires that MPPRPD employees who are exempted from wearing face coverings due to a medical condition, mental health condition, or disability wear an effective non-restrictive alternative, such as a face shield with drape on the bottom, if their condition or disability permits it.

C. Physical Distancing Required if Employee is Not Wearing Face Covering or Non-Restrictive Alternative

MPPRPD's policy requires that any employees not wearing a face covering, face shield with a drape, or other effective alternative, for any reason, shall be at least six (6) feet apart from all other persons unless the unmasked employees are tested at least twice (2x) weekly for COVID-19.

However, MPPRPD does not use COVID-19 testing as an alternative to face coverings when face coverings are otherwise required by this section.

D. Prohibition on Preventing Employees from Wearing Face Covering

MPPRPD does not prevent any MPPRPD employee from wearing a face covering when wearing a face covering is not required by this section, unless not wearing a face covering would create a safety hazard, such as interfering with the safe operation of equipment.

E. Communication to Non-Employees Regarding Face Covering Requirement

MPRPD posts signage to inform non-employees that MPRPD requires the use of face coverings at MPRPD worksites and facilities.

F. Policies to Reduce COVID-19 Hazards Originating from Persons Not Wearing Face Coverings

MPRPD has developed COVID-19 policies and procedures to minimize employees' exposure to COVID-19 hazards originating from any person not wearing a face covering, including a member of the public.

These policies include requiring that employees and non-employees wear face coverings at MPRPD worksites and facilities, that MPRPD employees wear face coverings at other times, maintain physical distance from persons not wearing a face covering, and observe proper hand hygiene.

XII. OTHER ENGINEERING CONTROLS, ADMINISTRATIVE CONTROLS AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

A. Installation of Solid Partitions Between Workstations Where Physical Distancing is Not Possible

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

B. Maximization of Outdoor Air

As provided above at Section VI., for indoor MPRPD worksites and facilities, MPRPD evaluated how to maximize the quantity of outdoor air.

Further, for MPRPD worksites and facilities with mechanical or natural ventilation, or both, MPRPD will maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency ("EPA") Air Quality Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to MPRPD employees, for instance from excessive heat or cold.

C. Cleaning and Disinfecting Procedures

MPRPD's cleaning and disinfecting policy requires the following:

1. Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels. MPRPD will inform employees of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.

2. Prohibiting the sharing of PPE 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.

Further, MPRPD requires that cleaning and disinfecting must be done in a manner that does not create a hazard to MPRPD employees or subcontracted employees.

D. Evaluation of Handwashing Facilities

In order to protect MPRPD employees, MPRPD evaluated its handwashing facilities in order to determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer.

MPRPD encourages MPRPD employees to wash their hands for at least 20 seconds each time.

MPRPD does not provide hand sanitizers with methyl alcohol.

E. Personal Protective Equipment (PPE)

MPRPD policy provides for PPE.

MPRPD evaluates the need for PPE, such as gloves, goggles, and face shields, to prevent exposure to COVID-19 hazards and to provide such PPE as needed.

In accordance with applicable law, MPRPD evaluates the need for respiratory protection when the physical distancing requirements, as provided herein, are not feasible or are not maintained.

In accordance with applicable law, MPRPD will provide and ensure use of respirators in accordance when deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action.

In accordance with applicable law, MPRPD will provide and ensure the use of eye protection and respiratory protection when MPRPD employees

are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

XIII. REPORTING, RECORDKEEPING AND ACCESS

A. Reporting COVID-19 Cases to the Local Health Department

In accordance with applicable law, MPRPD will report information about COVID-19 cases at the workplace to the local health department. Further, MPRPD will provide any related information requested by the local health department.

B. Reporting Serious COVID-19 Illnesses and Deaths to Cal/OSHA

In accordance with applicable law, MPRPD will immediately report to Cal/OSHA any serious COVID-19 related illnesses or deaths of MPRPD employees occurring at an MPRPD worksite or facility or in connection with any employment.

Further, in accordance with applicable law, MPRPD will record any serious work-related COVID-19 related illnesses or death.

C. Maintenance of Records Related to the Adoption of the CPP

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

D. Availability of the CPP for Inspection

MPRPD will make this written CPP available to employees at MPRPD worksites or facilities.

Further, MPRPD will make this written CPP available to Cal/OSHA representatives immediately upon request.

E. Records Related to COVID-19 Cases

MPRPD will keep a record of and track all COVID-19 cases with the following information: (1) employee's name; (2) contact information; (3) occupation; (4) location where the employee worked; (5) the date of the last day at the workplace; and (6) the date of a positive COVID-19 test. In accordance with the Confidentiality of Medical Information Act (CMIA) and applicable law, MPRPD will keep the employees' medical information confidential.

In accordance with the CMIA and applicable law, MPRPD will make this information available to employees with personal identifying information removed. MPRPD will also make this information available as otherwise required by law.

XIV. EXCLUSION OF COVID-19 CASES

A. Exclusion of COVID-19 Cases from MPRPD Worksites and Facilities

MPRPD will ensure that COVID-19 cases are excluded from the workplace until the individual satisfies the minimum return to work criteria provided for in Section XV.

B. Exclusion of Employees with Close Contact COVID-19 Exposures from MPRPD Worksites and Facilities

MPRPD will exclude employees with close contact COVID-19 exposure from the workplace for 10 days after the last known close contact COVID-19 exposure.

C. Provision of Benefits to MPRPD Employees Excluded from Work as a Result of a Positive COVID-19 Test or Diagnosis or a Close Contact COVID-19 Exposure

1. Employees Who Are Able to Telework During Isolation or Quarantine Period

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

2. Employees Who Are Unable to Telework During Isolation or Quarantine Period

The provision of benefits described below does not apply to either: (1) MPRPD employees who MPRPD can demonstrate that the close contact COVID-19 exposure was not work-related; and (2)

MPRPD employees who are unable to work for reasons other than protecting employees and non-employees at MPRPD 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.

For other employees, MPRPD 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. MPRPD employees retain their entitlement to elect not to use other earned or accrued paid leave during this time. MPRPD will 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 close contact COVID-19 exposure, MPRPD will maintain the employee's seniority and all other employee rights and benefits, including the employees' right to their former job status, during the isolation or quarantine period.

MPRPD may consider benefit payments from public sources, in determining how long to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

D. Adherence with Laws, Policies, and/or Agreements Providing Excluded Employees Greater Protections

The obligations set forth in this section do not limit any other applicable law or MPRPD policy that provides MPRPD employees with greater protections or benefits.

E. Provision of Information Concerning Benefits to Excluded Employees

At the time of exclusion, MPRPD 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, Labor Code sections 248.5, 3212.86 through 3212.88, and MPRPD's own leave policies.

XV. RETURN TO WORK CRITERIA

A. Minimum Criteria to Return to Work for Symptomatic COVID-19 Cases

MPRPD policy requires that COVID-19 cases with COVID-19 symptoms remain at their home or place of residence and not report to any MPRPD worksite or facility until they satisfy each of the following conditions:

1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
2. COVID-19 symptoms have improved; and
3. At least 10 days have passed since COVID-19 symptoms first appeared.

B. Minimum Criteria to Return to Work for Asymptomatic COVID-19 Cases

MPRPD policy requires that COVID-19 cases who tested positive but never developed COVID-19 symptoms not report to any MPRPD worksite or facility until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

C. COVID-19 Testing Not Required in Order to Return to Work

In accordance with CDC guidance concerning symptom-based strategies for the discontinuation of isolation, MPRPD does not require employees submit to a COVID-19 test, or produce a negative COVID-19 test result, in order to return to work.

D. Minimum Criteria to Return to Work for Employees Directed to Self-Quarantine or Isolate by a State or Local Health Official

If employees are subject to an isolation or quarantine order issued by a state or local health official, MPRPD policy requires that the employees not report to any MPRPD worksite or facility until the period of isolation or quarantine is completed or the order is lifted.

If the order did not specify a definite isolation or quarantine period, then the period shall be 10 days from the time the order to isolate or quarantine was effective.

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

If there are no violations of state or local health officer orders related to the employee's isolation or quarantine, MPRPD will request that Cal/OSHA waive the quarantine or isolation requirement for essential employees and allow such employees to return to work on the basis that the removal of employees would create undue risk to a community's health and safety.

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

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

The written waiver request must provide for the following information:

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

In addition to submitting a request for a Cal/OSHA waiver, MPRPD will develop, implement, and maintain effective control measure to prevent transmission in the workplace including providing isolation for the employees at the MPRPD worksite or facility and, if isolation is not possible, the use of respiratory protection in the workplace.

XVI. MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS

In the event MPRPD is identified by a local health department as the location of a COVID-19 outbreak or when there are three (3) or more COVID-19 cases at an MPRPD worksite or facility within a 14-day period, the following actions will apply until there are no new COVID-19 cases detected at an MPRPD worksite or facility for a 14-day period.

A. COVID-19 Testing

MPRPD shall provide COVID-19 testing to all employees at the exposed worksite or facility 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 the employees' working hours.

COVID-19 testing shall consist of the following:

1. All employees in the exposed worksite or facility 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.
2. After the first two COVID-19 tests, MPRPD will continue to provide COVID-19 testing of employees who remain at the MPRPD worksite or facility 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 the workplace for a 14-day period.
3. MPRPD will provide additional testing when deemed necessary by Cal/OSHA.

B. Exclusion of COVID-19 Cases

MPRPD will ensure that COVID-19 cases and employees who had COVID-19 exposure are excluded from MPRPD worksites and facilities in accordance with Sections XIV and XV requirements, and local health officer orders if applicable.

C. Investigation of Workplace COVID-19 Illnesses

MPRPD will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with Section VII.

The investigation and review will be documented and include:

1. Investigation of new or unabated COVID-19 hazards including:
 - a. Leave policies and practices and whether employees are discouraged from remaining home when sick
 - b. MPRPD's testing policies
 - c. Insufficient outdoor air
 - d. Insufficient air filtration
 - e. Lack of physical distancing
2. Update the review:
 - a. Every 30 days that the outbreak continues
 - b. In response to new information or to new or previously unrecognized COVID-19 hazards
 - c. When otherwise necessary
3. Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. MPRPD will consider:
 - a. Moving indoor tasks outdoors or having them performed remotely
 - b. Increasing outdoor air supply when work is done indoors
 - c. Improving air filtration
 - d. Increasing physical distancing as much as possible
 - e. Respiratory protection

D. Notifications to the Local Health Department

MPPRD will contact the local health department immediately but no longer than 48 hours after learning, of three (3) or more COVID-19 cases in the workplace. Guidance on preventing the further spread of COVID-19 within the workplace will be requested.

MPPRD 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 workplace of the COVID-19 case, and any other information requested by the local health department. MPPRD will continue to give notice to the local health department of any subsequent COVID-19 cases at an MPPRD worksite or facility.

XVII. EMPLOYEE TRAVEL

A. Business Travel

Until further notice, MPPRD is limited all business travel. Video conferencing and other communication methods will be used to conduct all feasible business. Before scheduling business travel and external business meetings, employees shall consult with their supervisor for approval.

MPPRD will monitor the CDC's travel web pages for the latest on travel restrictions and recommendations for avoiding transmission. In addition, MPPRD will monitor the U.S. Department of State's travel alerts.

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html#travel-1>

<https://travel.state.gov/content/travel/en/traveladvisories/ea/covid-19-information.html>

B. Personal Travel

MPPRD cannot require employees to cancel personal travel. MPPRD encourages employees to visit the CDPH and CDC's traveler web pages for the latest guidance and recommendations.

Upon return from business or personal travel, employees should monitor themselves for COVID-19 symptoms. Employees shall contact their supervisor and Human Resources if they begin to exhibit symptoms. Employees should also contact their healthcare provider and stay home if ill or exhibiting any COVID-19 symptoms.

XVIII. MENTAL HEALTH

COVID-19 is presenting new and unique challenges for all of us. While this CPP is specific to limiting employee exposure to COVID-19, MPPRD is also

committed to the mental health and wellness of employees. Use of any of these resources by employees is confidential. The following resources are available to employees:

- MPRPD Employee Assistance Program, (800) 316-2796, www.mutualofomaha.com/eap
- Monterey County Behavioral Health, (888) 258-6029, <https://www.co.monterey.ca.us/government/departments-a-h/health/behavioral-health/bh-home>
- CDC, <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/stress-coping/index.html>
- Anxiety & Depression Association of America, <https://adaa.org/understanding-anxiety/coronavirus-anxiety-helpful-resources>

XIX. DISCRIMINATION AND HARASSMENT

MPRPD reminds employees that discrimination or harassment on the basis of membership in or association with protected classes such as race, national origin, genetic information, color, age 40 or older, and disability (or perceived) is strictly prohibited.

All MPRPD employees shall familiarize themselves with the CDC's guidance: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/reducing-stigma.html>

XX. APPENDICES

APPENDIX A: EMPLOYEE COVID-19 SELF-CERTIFICATION FOLLOWING SELF-QUARANTINED PERIOD

In an abundance of caution, and in keeping with current Cal/OSHA requirements and guidelines offered by the Center for Disease Control and Prevention (“CDC”) and state and local public health officer orders, MPRPD is requesting any employees who have been in close contact^[1] with a person who was diagnosed with coronavirus disease 2019 (“COVID-19”) based on a positive diagnostic (viral) COVID-19 test to quarantine themselves in their residence (“self-quarantine”) for a minimum of **10-14** days. During that **10-14**-day period, employees are required to notify a supervisor immediately if the employee begins experiencing COVID-19 symptoms, which include:

<ul style="list-style-type: none">• Cough• Shortness of breath or difficulty breathing• Fever, which is identified as temperature of 100.4° F [37.8° C] or higher• Congestion or runny nose• Diarrhea	<ul style="list-style-type: none">• Chills• Muscle or body aches• Sore throat• New loss of taste or smell• Fatigue• Headache• Nausea or vomiting
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After the completion of the **10-14**-day self-quarantine period, if you do not develop COVID-19 symptoms, you may return to work on the next workday after providing appropriate certification from a health care provider to Human Resources. If you are reasonably unable to obtain timely certification from a health care provider, you may complete and submit the following self-certification to Human Resources and return to work on the next workday.

[1] Close contact, for the purpose of quarantine order, is defined as any of the following: 1) Being within six feet for a total of 15 minutes or more over a 24-hour period to a person with a positive diagnostic (viral) COVID-19 test while they were infectious; 2) having unprotected contact with the infected person’s body fluids and/or secretions, for example, being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate equipment; or 3) being a household member or intimate partner of the person with the infected person. A person is “infectious” from 2 days before their symptoms first appeared until the time they are no longer required to be isolated as required by CDC and state and local public health officer orders, or for a person without symptoms of COVID-19, the person is considered infectious from 2 days before the person gave specimen for the positive COVID-19 test and until the person is no longer required to be isolated as required by CDC and state and local public health officer orders.

Self-Certification

*I hereby certify that I have completed a self-quarantine period lasting at least **10-14** complete days, starting at _____ [a.m./p.m.] on _____, 2021 and ending at _____ [a.m./p.m.] on _____, 2021. I further certify that all of the following are true (please initial):*

_____ I did not develop COVID-19 symptoms during the self-quarantine period.

_____ I have not used any medications or treatments to reduce or alter fever or other symptoms (such as cough suppressants).

I certify that my responses are truthful and accurate to the best of my knowledge. I understand that my employer is relying upon the truthfulness of my certification in permitting me to return me to work and that there may be adverse consequences for knowingly false responses. I further understand that if I develop COVID-19 symptoms following my return to work, I must separate myself immediately from other employees and notify my supervisor immediately.

Employee signature

Date

APPENDIX B: COVID-19 EMPLOYEE SELF-CERTIFICATION FOLLOWING COMPLETION OF SELF-ISOLATION

In an abundance of caution, and in keeping with current Cal/OSHA requirements and guidelines by the Center for Disease Control and Prevention (“CDC,”) and state and local public health officer orders, MPRPD requires employees who contract COVID-19 to self-isolate. The criteria for your return to work depends on whether you developed COVID-19 symptoms. COVID-19 symptoms include the following:

<ul style="list-style-type: none"> • Cough • Shortness of breath or difficulty breathing • Fever, which is identified as temperature of 100.4° F [37.8° C] or higher • Congestion or runny nose • Diarrhea 	<ul style="list-style-type: none"> • Chills • Muscle or body aches • Sore throat • New loss of taste or smell • Fatigue • Headache • Nausea or vomiting
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An employee who develops COVID-19 symptoms must leave/stay away from the workplace (“self-isolation period”) and consult with a healthcare provider.

The criteria required to end the self-isolation period depend on whether or not the employee has been tested for COVID-19 and had symptoms, whether the employee tested positive for COVID-19 and did not have any symptoms. Here are the options:

If employee tested positive for COVID-19 and had COVID-19 symptoms	If employee tested positive for COVID-19, but had no symptoms
<ul style="list-style-type: none"> • At least 24 hours have passed since a fever of 100.4° F or higher has resolved (<u>without</u> the use of medicine that suppresses or reduces fevers); • Other COVID-19 symptoms have improved (e.g., cough or shortness of breath have improved, etc.); <p>AND</p> <ul style="list-style-type: none"> • At least 10 days have passed since COVID-19 symptoms first appeared. 	<ul style="list-style-type: none"> • At least 10 days have passed since the collection of specimen date of the positive COVID-19 test.

Employees may return to work on the next workday after either:

- Providing documentation of the above criteria from a health care provider to Human Resources; or
- If reasonably unable to obtain timely certification from a health care provider, submitting a completed self-certification (below) to Human Resources.

Self-Certification

I have completed the self-isolation period required above and I hereby certify as follows (check the applicable blank):

 I developed symptoms on _____, 2021. It has been at least 24 hours since I had fever of 100.4° F or higher without using fever reducing medication; my other COVID-19 symptoms have improved (e.g., cough or shortness of breath have improved, etc.); and at least 10 days have passed since COVID-19 symptoms first appeared.

 It has been at least 10 days since the collection of specimen date of the positive COVID-19 test.

I certify that my responses are truthful and accurate to the best of my knowledge. I understand that my employer is relying upon the truthfulness of my certification in permitting me to return me to work and that there may be adverse consequences for knowingly false responses. I further understand that if I develop any of the above symptoms following my return to work, I must separate myself immediately from other employees and notify my supervisor immediately.

Employee Signature

Date

APPENDIX C: IDENTIFICATION OF COVID-19 HAZARDS FORM

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, 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: **[enter name(s)]**

Date: **[enter date]**

Name(s) of employee that participated: **[enter name(s)]**

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

APPENDIX D: NOTICES OF WORKPLACE EXPOSURE FORM FOR EMPLOYEES, EMPLOYER OF SUBCONTRACTED EMPLOYEES, AND THIRD PARTIES

NOTICE OF WORKPLACE EXPOSURE TO COVID-19 FOR EMPLOYEES

We have learned that an individual at our workplace has been diagnosed with COVID-19. As such, you may have been exposed to this virus in the workplace as defined by the following Cal/OSHA Title 8, Section 3205 definitions:

“COVID-19 exposure” means being within six 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.” This definition applies regardless of the use of face coverings.

“High-risk exposure period” means the following time period:

- (A) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 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
- (B) For persons who test positive who never develop COVID-19 symptoms: from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

“Exposed workplace” 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 workplace does not include buildings or facilities not entered by a COVID-19 case.

Employers of subcontracted employees that may have been exposed to the subject employee have also been notified.

COVID-19 Exposure Control Plan

To ensure the safety and health of our employees, subcontractors, and visitors, we are taking steps to clean and disinfect the exposed workplace during the high-risk exposure period, consistent with Centers for Disease Control & Prevention guidance, and as detailed in MPRPD’s COVID-19 Prevention Program which can be found [\[Insert link.\]](#)

Workers’ Compensation

Given that MPRPD has become aware of your potential exposure to COVID-19 in the course and scope of employment, you will receive a Workers’ Compensation Claim Form (DWC 1).

Testing

COVID-19 testing will be provided to you at no cost during working hours.

Exclusion from the Workplace

To limit transmission of COVID-19 in the workplace:

- MPRPD will require that COVID-19 cases be excluded from the workplace until the return-to-work requirements outlined below are met.
- Employees with COVID-19 exposure will be excluded from the workplace for 10-14 days after the last known COVID-19 exposure to a COVID-19 case.

MPRPD is offering telework opportunities where possible.

Return to Work Criteria

COVID-19 cases with COVID-19 symptoms shall not return to work until:

1. At least 24 hours have passed since a temperature of 100.4° F or higher has resolved without the use of fever-reducing medications;
2. COVID-19 symptoms have improved; **and**
3. At least 10 days have passed since COVID-19 symptoms first appeared.

COVID-19 cases who tested positive but never developed COVID-19 symptoms shall 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.

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 10-14 days from the time the order to quarantine was effective.

Employees with COVID-19 exposure will be excluded from the workplace for 10-14 days after the last known COVID-19 exposure to a COVID-19 case, with or without testing.

Sick Leave & Benefits

Please note, based on your exposure and exclusion from the workplace, and if you are unable to telework, or if you become ill, you may be eligible to use available leave under workers' compensation, state mandated leave, supplemental sick leave, or any other paid leave of absence, such as paid sick leave, provided by MPRPD for illness related leaves.

Some of these leaves are paid, partially paid, or unpaid. Further details regarding potential available leaves can be found here: [\[Insert link/attachment to leave policies.\]](#). Employees with questions about eligibility and benefits under these various policies and programs should contact Human Resources. Please be advised that the law prohibits retaliation and discrimination against employees for taking eligible leaves relating to illness.

Confidentiality

Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential.

MPPRPD will keep all medical information confidential and will only disclose it on a need-to-know basis, as required by state or federal law, such as the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA). Under the ADA/FEHA, employers are required to maintain the confidentiality of any medical information we receive, including the name of any affected employee.

Anti-discrimination and Anti-retaliation Protections

MPPRPD reminds employees that discrimination or harassment on the basis of membership in or association with protected classes such as race, national origin, color, and disability (or perceived disability) is strictly prohibited. MPPRPD encourages reporting of all actual or perceived incidents of discrimination, harassment, and/or retaliation. [\[Insert link/attachment to discrimination, harassment policies\]](#)

An employer shall not retaliate against an employee for disclosing a positive COVID-19 test or diagnosis or order to quarantine or isolate. Employees who believe they have been retaliated against may file a complaint with the Division of Labor Standards Enforcement pursuant to Section 98.6. The complaint shall be investigated as provided in Section 98.7.

Questions or Concerns

If you have any questions or concerns, contact Human Resources.

NOTICE OF WORKPLACE EXPOSURE TO COVID-19 FOR EMPLOYER OF SUBCONTRACTED EMPLOYEES

We have learned that one of our employees has been diagnosed with COVID-19. As such, your employee, **[insert name]**, may have been exposed to this virus while performing work in the Monterey Peninsula Regional Park District (MPRPD) workplace as defined by the following Cal/OSHA Title 8, Section 3205 definitions:

“COVID-19 exposure” means being within six 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.” This definition applies regardless of the use of face coverings.

“High-risk exposure period” means the following time period:

- (A) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 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
- (B) For persons who test positive who never develop COVID-19 symptoms: from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

“Exposed workplace” 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 workplace does not include buildings or facilities not entered by a COVID-19 case.

As the employer of **[insert name]**, you are being notified.

COVID-19 Exposure Control Plan

To ensure the safety and health of our employees, subcontractors, and visitors, we are taking steps to clean and disinfect the exposed workplace during the high-risk exposure period, consistent with Centers for Disease Control & Prevention guidance, and as detailed in MPRPD’s COVID-19 Prevention Program which can be found **[Attach plan.]**

Confidentiality

Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. MPRPD will keep all medical information confidential and will only disclose it on a need-to-know basis, as required by state or federal law, such as the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA). Under the ADA/FEHA, employers are required to maintain the confidentiality of any medical information we receive, including the name of any affected employee.

Questions or Concerns

If you have any questions or concerns, contact Human Resources at (831) 372-3196 x107.

NOTICE OF WORKPLACE EXPOSURE TO COVID-19 FOR THIRD PARTIES

We have learned that one of our employees has been diagnosed with COVID-19. As such, you, may have been exposed to this virus in our workplace as defined by the following Cal/OSHA Title 8, Section 3205 definitions:

“COVID-19 exposure” means being within six 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.” This definition applies regardless of the use of face coverings.

“High-risk exposure period” means the following time period:

(A) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 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

(B) For persons who test positive who never develop COVID-19 symptoms: from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

“Exposed workplace” 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 workplace does not include buildings or facilities not entered by a COVID-19 case.

In addition to using contact tracing to notify all persons who may have been exposed, we are taking steps to clean and disinfect the exposed workplace during the high-risk exposure period to ensure the safety and health of our employees, subcontractors, and visitors.

Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. Under the ADA/FEHA, employers are required to maintain the confidentiality of any medical information we receive, including the name of any affected employee.

Questions or Concerns

If you have any questions or concerns, contact MPRPD Human Resources at (831) 372-3196 x107.

APPENDIX E: COVID-19 INSPECTIONS FORM

Date: **[enter date]**

Name of person conducting the inspection: **[enter name(s)]**

Work location evaluated: **[enter information]**

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			

APPENDIX F: INVESTIGATING COVID-19 CASES FORM

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: [enter date]

Name of person conducting the investigation: [enter name(s)]

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
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 the positive or negative test and/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):	

<p>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):</p>			
<p>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 to:</p>			
<p>All employees who may have had COVID-19 exposure.</p>	<p>Date:</p>		
	<p>Names of employees that were notified:</p>		
<p>Independent contractors and other employers present at the workplace during the high-risk exposure period.</p>	<p>Date:</p>		
	<p>Names of individuals that were notified:</p>		
<p>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</p>		<p>What could be done to reduce exposure to COVID-19?</p>	
<p>Was local health department notified?</p>		<p>Date:</p>	

*If an employer is made aware of a non-employee infection source COVID-19 status.

APPENDIX G: COVID-19 TRAINING ROSTER

Date: **[enter date]**

Person that conducted the training: **[enter name(s)]**

Employee Name	Signature

APPENDIX H: CDC SPECIFIC GUIDANCE

[Guidance for Businesses and Employers Responding to COVID-19](#)

[Cleaning and Disinfecting Your Facility](#)

[Guidance for Administrators in Parks and Recreational Facilities](#)

[Visiting Parks and Recreational Facilities](#)

[Event Planning and COVID-19: Questions and Answers](#)

[Considerations for Events and Gatherings](#)

**APPENDIX I: ACKNOWLEDGEMENT OF RECEIPT OF MPRPD COVID-19
PREVENTION PROGRAM**

I acknowledge that I have received my copy of the Monterey Peninsula Regional Park District (MPRPD) COVID-19 Prevention Program (“CPP”) and that I have read and understand my responsibilities as they are defined in this CPP, and will abide by these practices, as well as any regulations or otherwise governing safety.

I understand that MPRPD reserves the right to change or amend the CPP at any time.

My signature below further signifies that I have read this CPP and that I accept and will abide by all of its provisions.

PRINT FULL NAME _____

SIGNED _____

DATE _____