

# County of Lassen

## PERSONNEL SERVICES



! PERSONNEL

! RISK MANAGEMENT

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## MEMORANDUM

February 17, 2021

TO: Board of Supervisors  
Agenda Date: March 9, 2021

FROM: Richard Egan, County Administrative Officer

SUBJECT: COVID-19 Addendum to the Lassen County Injury and Illness and Prevention Program (IIPP)

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**RECOMMENDATION:** **That the Board:** Review and approve update to the Lassen County IIPP including the COVID-19 Addendum.

**PRIOR BOARD ACTIONS:** On November 17, 2020, the Board approved updates to the IIPP including a COVID-19 Addendum.

**DISCUSSION:** Following the Board's action of November 17, 2020, on January 26, 2021 Cal/OSHA then approved statewide emergency temporary standards on COVID-19 infection prevention. Therefore, the attached COVID-19 addendum was written to comply with Cal/OSHA's January 2021 emergency temporary standards.

**FISCAL IMPACT:** None.

**OTHER AGENCY INVOLVEMENT:** None.

**ALTERNATIVES:** None.

RE/ts

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<b>POLICY NAME:</b>	<b>Injury and Illness Prevention Program</b>
<b>POLICY NUMBER:</b>	<b>Resolution No. 97-064</b>
<b>BOARD APPROVAL DATE:</b>	<b>9/16/1997</b>
<b>REVISION DATE:</b>	<b><del>November 17, 2020</del> PROPOSED March 9, 2021</b>

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## INJURY & ILLNESS PREVENTION PROGRAM

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### **1. POLICY**

It is the policy of Lassen County that the health and safety of each and every employee, whether in the field or office, shall take precedence over all other concerns. In keeping with this policy, the County is committed to providing an Injury and Illness Prevention Program that will ensure a safe and healthful work environment for all its employees.

The goal of the County is to prevent occupational injury and illness. The Injury and Illness Prevention Program, commonly called the IIPP, provides guidelines for achieving this goal. The program establishes and describes:

- The administration of the Injury and Illness Prevention Program;
- Individual, supervisor, and management responsibilities in regard to employee health and safety;
- Incentives and recognition of safe work practices and the consequences of violating those practices;
- Methods of communicating health and safety policies and practices to employees;
- The structure and roles of the County Safety Committee and safety sub-committees;
- Inspection procedures and hazard abatement guidelines;
- Training requirements and timeframes;
- The maintenance of records pertaining to employee safety and health; and
- Codes of safe work practices for employees.

Because the County’s business operations embody a variety of workplaces, equipment, and job duties distributed over a large area and number of facilities, the County has been divided into logical safety divisions

as listed below. Divisions consisting of multiple facilities or types of workplaces are further broken down into safety subdivisions. Each department, safety division, or subdivision has its own IIPP that specifically addresses the needs of its employees. Safety divisions and subdivisions are:

- Administrative Services/Historic Courthouse Complex;
- 707 Nevada Street Complex; consisting of Planning & Building Services and Cooperative Extension;
- Department of Agriculture;
- Fairgrounds;
- Health & Social Services complexes consisting of Behavioral Health, Public Health, Social Services and Lassen Works;
- 336 Alexander consisting of Health & Social Services Administration
- 2950 Riverside Drive Complex consisting of Child Support, District Attorney, Adult/Juvenile Probation and Public Defender Departments;
- Public Works/Road/Transportation
- Sheriff's Department, consisting of the Sheriff's Office and the Adult Detention Facility;
- Veterans Memorial Building.

## **2. RESPONSIBILITY**

### **Board of Supervisors**

The Board of Supervisors is ultimately responsible for the health and safety of all Lassen County employees.

### **County Administrative Officer**

At the direction of the Board of Supervisors, the County Administrative Officer (CAO) is responsible for implementing and maintaining the County's IIPP. As administrator of the IIPP, he or she will:

- Provide direction in safety and health matters to Personnel/ Risk Analyst/Loss Prevention Specialist, department managers, the County Safety Committee, and other appointed safety personnel;
- Act as liaison between department managers, the County Safety Committee, and the Board of Supervisors;
- Monitor the effectiveness of the program; and
- Recommend, review, and authorize modifications to the IIPP.

### **Department Managers**

Department managers are responsible for the safety and health of the employees in their departments. At the direction of the CAO, each manager has the authority and obligation to implement and maintain the IIPP specific to his or her department or safety division. Department managers will:

- Develop general and specific safety and health guidelines, also called codes of safe practices, to be included in the IIPP;
- Ensure that all employees receive a copy of the IIPP and appropriate safety training;
- Ensure that employees are available to participate in safety meetings and safety committee activities;
- Actively participate in incident and facility investigations;
- Ensure that each report of an incident or hazard is responded to within appropriate timeframes; and
- Ensure that hazards are abated and unsafe practices are corrected within appropriate timeframes.

## ***COUNTY OF LASSEN***

### **Supervisors and Mid-Managers**

At the direction of department managers, supervisors and mid-managers are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP. Supervisors and mid-managers, as appropriate, will:

- Maintain a copy of the IIPP for employees to review upon request;
- Ensure that employees under their supervision receive appropriate safety orientation and training;
- Ensure that employees under their supervision understand and follow established safety guidelines;
- Ensure that safety inspections of their work areas are conducted regularly;
- Ensure that materials and equipment are maintained in good condition;
- Ensure that employees under their supervision are provided with the necessary personal protective equipment and trained in its use;
- Conduct investigations immediately upon notification of an accident, injury, or near-miss incident;
- Respond to each report of an incident or hazard within appropriate timeframes; and
- Take appropriate action to abate hazards and to correct unsafe practices.

### **Employees**

All employees are responsible for complying with safe and healthful work practices. Employees will:

- Use safe work practices in the performance of their job duties;
- Attend safety training and meetings as required; and
- Report to their supervisors all accidents, injuries, or near-miss incidents; and all hazardous conditions or unsafe practices.

***No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.***

## **3. COMPLIANCE**

All County employees are responsible for complying with the requirements of the IIPP.

The County's system of ensuring compliance includes the practices described below.

### **Informing**

Each employee will be provided a copy of the County IIPP and the Code of Safe Practices developed specifically for his or her department or safety division and be trained in the provisions of both, including the consequences of noncompliance.

### **Incentives and Recognition**

Employees who follow safe and healthful work practices will have this fact recognized and documented on their performance evaluations.

In addition, the members of each safety sub-committee may nominate up to two individuals from their respective departments or safety divisions for the county's annual safety award. The Safety Committee will consider the nominees according to the criteria established by Trindel Insurance Fund and select four individuals to receive an award provided by Trindel. In addition, each recipient will have his or her name and the year inscribed on the Annual Safety Award plaque displayed in the County Administrative Offices.

Other ideas for incentives and recognition are passed through the County Safety Committee to the CAO and County Counsel for their approval before being implemented.

**Noncompliance**

Employees who are unaware of safe and healthy procedures or whose safety performance is deficient will receive training from their supervisor or other appropriate source. Safety training will include a description of the department's standard for full compliance and the consequences for failure to meet the standard.

Employees who fail to comply with or willfully violate safe work practices will be subject to disciplinary action. Section 328 of the Personnel Rules and Regulations of the County of Lassen provides for dismissal, suspension, and reduction in rank and/or pay for neglect of duty or willful violation of any reasonable regulation or order made or given by a supervisor. Copies of these code sections are included in the appendix.

**4. COMMUNICATION**

Managers and supervisors are responsible for communicating with all employees about occupational safety and health in a variety of forms. Such forms of communication may be verbal or written, formal or informal, and group or individual.

**Employee Orientation and Training**

New employee orientation includes a discussion of department safety and health policies and procedures and a review of the IIPP. The department safety representative or other personnel designated by the department manager will provide each new employee with a copy of the IIPP and training on its provisions.

**Safety Meetings**

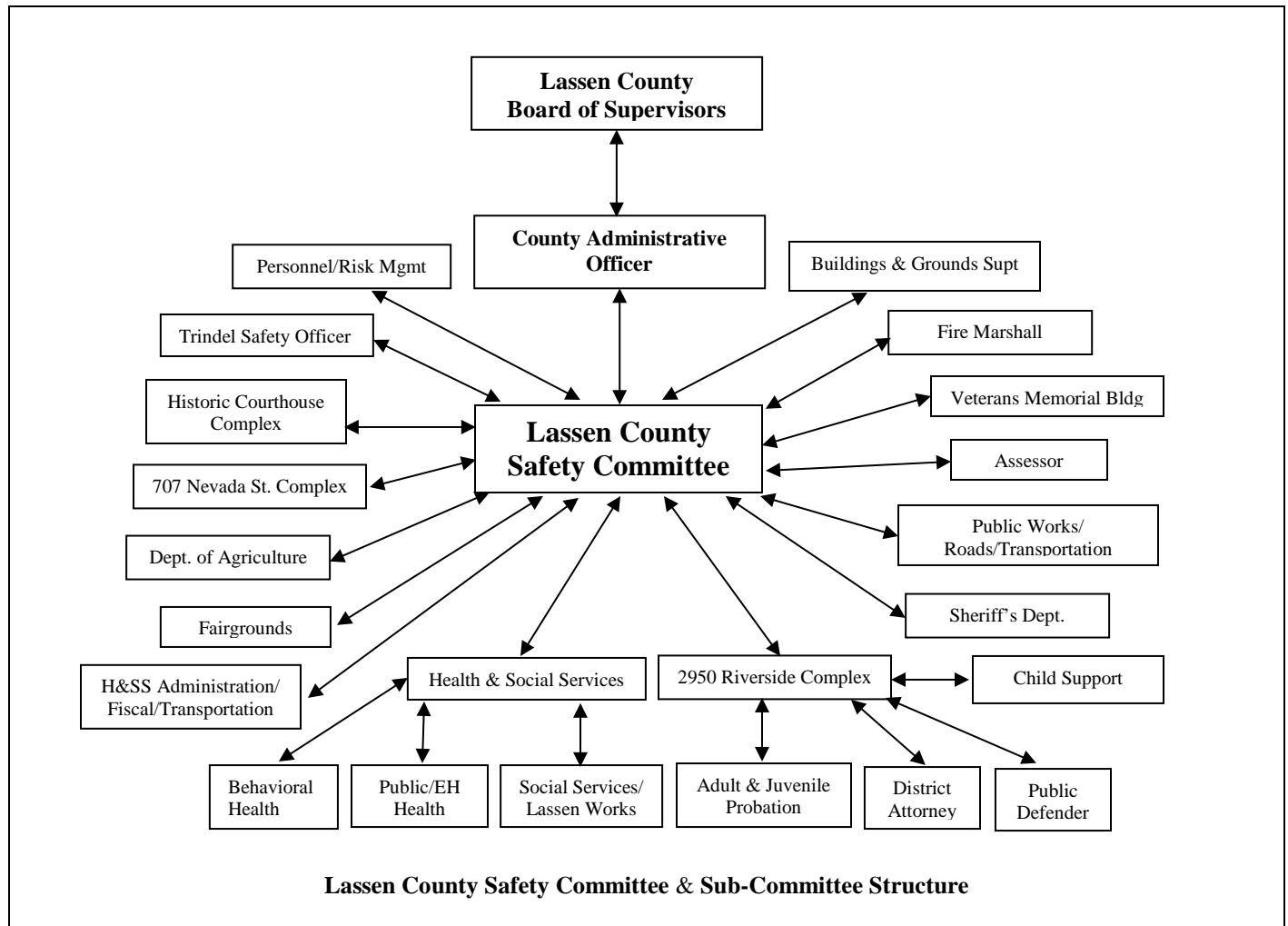
All employees are required to actively participate in safety meetings. Safety meetings are designed to introduce new safe work procedures and to stimulate discussion about safety topics. They are structured to facilitate communication between management and employees and to provide employees with a means of reporting safety suggestions and concerns and of receiving updates on previously reported hazards or incidents. Depending upon the needs of employees and prevailing regulatory requirements, department managers may determine the format, frequency, and duration of safety meetings within their departments, so long as they are held at least once each month.

**Safety Information**

Each department manager will ensure that safety committee minutes and other required safety information are posted in areas of the department commonly used by all employees, such as employee breakrooms, and that blank hazard report forms are also readily available in these areas. In addition, managers and supervisors are encouraged to post safety tips or bulletins and safety posters in such places:

**Hazard Report Forms**

Each department manager will ensure that hazard report forms are readily available to all employees and that employees may report hazards anonymously and without fear of reprisal. Hazard report forms may be completed by any employee. Hazard report forms should first be submitted to department safety representatives, supervisors or managers for action. But an employee may submit the hazard report directly to a safety committee member or Risk Management.

**COUNTY OF LASSEN****5. SAFETY COMMITTEES****Membership**

To ensure that every employee is adequately represented in matters of occupational safety and health, each department and safety division or subdivision, as identified on page two, has its own safety committee consisting of employees from various units within the department or division. Each safety sub-committee selects from its membership an individual to act as liaison to either another higher-level safety committee or the County Safety Committee. The County Safety Committee serves as an oversight committee for all safety sub-committees.

The membership of the County Safety Committee consists of the safety division representatives, the County Risk Manager or designee, and the County Buildings & Grounds Superintendent. The City of Susanville Fire Marshall and the Trindel Safety Officer each serve in an advisory capacity. Whenever possible, safety division representatives will be selected from among line staff. All County employees, the CAO, and members of the Board of Supervisors are welcome to attend Safety Committee meetings.

**Term of Membership**

For the County Safety Committee, safety representatives, the Risk Manager and Buildings & Grounds Superintendent serve terms of membership at the will of the CAO who may appoint others at his or her discretion.

**Safety Committee Meetings**

The County Safety Committee meets monthly. Meeting dates are often set to coincide with the bi-monthly visits of the Trindel Safety Officer. Each safety sub-committee may decide how often to meet and the dates and duration of the meetings based upon the number, job duties, and needs of the employees they serve, but must meet at least quarterly.

The primary function of the County Safety Committee is to facilitate communication between employees, departments or safety divisions, and the CAO or other individuals with the authority or expertise to provide assistance or take necessary action in matters of employee health and safety. Other duties of the County Safety Committee include the following:

- Review IPPs and make recommendations for modifications as needed;
- Review and evaluate employee safety suggestions and pass them along to the appropriate department or individual for approval or implementation;
- Review incident reports, note trends that may require training, and monitor hazard remediation efforts;
- Make recommendations for countywide safety training and assist with coordination of safety activities;
- Participate in safety activities such as evacuation drills and inspections;
- Discuss and authorize the purchase of safety equipment, materials, or training from the safety budget; and
- Make suggestions to the CAO and Board of Supervisors for the abatement of hazards or other safety issues requiring more attention, funds, or expertise than currently available.

**6. HAZARD ASSESSMENT AND ABATEMENT****Safety Inspections**

Supervisors and employees informally inspect equipment and work areas daily as part of their normal work routine. Formal safety inspections are performed according to prevailing regulatory requirements or the schedule outlined below, whichever is stricter. Specific safety inspection requirements and schedules are described in each safety division's IIPP. Generally, formal safety inspections will be performed:

- Upon implementation of the IIPP and semi-annually a year after that:
  - 707 Nevada Street, Administration, Historic Courthouse, Assessor and Animal Shelter shall be inspected in the months of August and February
  - Lassen Works, Paul Bunyan Complex, Juvenile Hall, Behavioral Health, HSS Administration and HSS Fiscal shall be inspected in the months of September and March
  - Agricultural Department, Behavioral Health, LRSWMA, and 2950 Riverside Drive Complex shall be inspected in the months of October and April.
  - Lassen County Road Shops shall be inspected in the months of July and March.
- When new substances, processes, procedures, or equipment that present potential hazards are introduced into the workplace;
- Upon recognition of previously unidentified hazards;
- When occupational injuries and illnesses occur; and
- Whenever workplace conditions warrant an inspection.

The department manager, the unit supervisor, the safety representative may perform formal inspections, or other competent individuals authorized to perform inspections. Appropriate inspection checklists or similar forms will be used to document inspections and to ensure consistency and thoroughness.

### **Hazard Abatement**

Affected employees will be notified and hazards and unsafe or unhealthy work practices or procedures will be corrected as soon as possible following discovery. When an imminent hazard cannot be immediately abated without endangering employees and/or property, all exposed employees will be evacuated from the area except those needed to correct the condition. Those required to remain will be provided with appropriate protection. In the event that a hazardous condition cannot be satisfactorily corrected due to resource limitation, the County will endeavor to provide an appropriate alternative or ensure that further employee exposure is prevented.

## **7. INVESTIGATING INJURIES, ILLNESSES AND “NEAR MISSES”**

Thorough investigation of accidents, illnesses and “near miss” situations can provide information vital to the success of the IIPP. The purpose of an investigation is to determine the cause or causes of the incident, not to fix blame. The immediate supervisor performs investigations, the department manager, the safety committee representative, or other designated individual(s).

The procedures for investigating an accident, injury, illness, exposure to hazardous substance or disease, or a “near miss” incident are outlined below.

- Visit the scene of the incident as soon as possible after it occurs, while facts remain fresh in people’s minds and before witnesses forget important details.
- If possible, interview the injured employee and witnesses at the scene and have them reenact the incident.
- Interview everyone with knowledge of the incident. Conduct interviews individually and as privately as possible.
- Consider taking signed statements in cases where facts are unclear or there are elements of controversy.
- Document details graphically, using sketches, diagrams, and photos as needed. Take measurements when appropriate.
- Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the accident itself, not just the injury.
- If a third party or defective product contributed to the incident, gather all evidence.
- Take immediate corrective action or forward recommendations for corrective action to the appropriate agency and take steps to prevent recurrence pending abatement.
- Record the findings of the investigation and actions taken. Distribute copies of the completed incident report to appropriate parties. Forward copies of all materials and evidence pertinent to the investigation to Risk Management.

## **8. TRAINING**

All County employees including managers and supervisors will receive training and instruction on general and job-specific safety and health practices. Training and instruction will be provided as follows:



- When the IIPP is first implemented;
- To new employees during their initial orientation;
- To all employees assigned to new positions for which they have not previously been trained;
- As required by regulatory standards;
- Whenever new potentially hazardous substances, processes, procedures, or equipment are introduced into the workplace;
- Whenever the County is made aware of a new or previously unrecognized hazard;
- To supervisors to familiarize them with the health and safety hazards to which their staff may be exposed; and
- To all employees with respect to hazards specific to their job assignments.

Workplace safety and health practices include, but are not limited to, the following:

- Explanation of the IIPP, the department's emergency action and fire prevention plans, and methods for reporting any unsafe conditions, work practices, injuries, and when additional instruction is needed;
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment;
- Information about chemical hazards to which employees could be exposed and other hazard communication program information;
- Availability of toilet, hand-washing, and drinking water facilities; and
- Provisions for medical services and first aid including emergency procedures.

In addition, specific instructions will be provided to all employees regarding hazards unique to their job assignment if such information has not already been covered in other trainings.

## **9. RECORDKEEPING**

The department will retain records of hazard inspections, including the name of the person or persons conducting the inspection, the unsafe conditions and work practices identified, and the actions taken to correct them, where the inspection took place for at least three years.

Documentation of health and safety training for individual employees, including the employee's name, training dates, types of training provided, and the name of the trainer, will be permanently retained in the employee's personnel file.

Records of attendance at safety training sessions, including employees' printed names and signatures, training dates and times, and names of trainers will be retained for at least three years by the department providing the training or by the County Personnel Department if the training is provided countywide.

Records of injuries, illnesses, and "near miss" incidents and the associated required logs are maintained by the County Personnel Department as required by law.

## **10. CODES OF SAFE PRACTICES**

Each IIPP includes an appendix of formal codes of safe practices specific to the job duties and safety needs of the department or safety division for which it was written. Departments develop their own codes of safe practices or obtain them from a variety of sources including Cal/OSHA, County Safety Officers Organization of California, safety publications, vendors of equipment, other counties or other County departments, etc. Codes of

safe practices are regularly added to and modified as necessary. They may not cover every possible work situation and are not a substitute for good judgment and a positive safety attitude.

**General Safety Rules**

- Do not place yourself in a position that will be hazardous to you or your fellow employees.
- Do not work when ill or injured, whether physically or mentally, to the point where you cannot perform your assignments safely and effectively. This includes impairment due to illness or when under the influence of alcohol or drugs.
- Do not participate in fighting or horseplay on the job.
- Wear clothing appropriate for the work to be performed. When instructed by a supervisor to do so, wear personal protective equipment such as gloves, hearing protection, orange vests, eye protection, safety shoes, etc.
- Use all manual and power tools only for their intended purposes.
- Inspect your work area before beginning work, identify potential hazards, inform the supervisor of any hazards found, and take appropriate actions to abate or correct them.
- Keep your work area and equipment in a clean, orderly, and serviceable condition.
- Clean up and put away equipment and materials you have used during the course of the day.
- Keep all objects, power cords, and equipment cables out of corridors, walkways, and exits.
- Store materials on shelves in a manner that will prevent them from falling.
- Keep floor surfaces free of oil, grease, water, and other slippery substances. Clean up all spills promptly.
- Turn equipment off and store it safely at the end of each work period.

***If you don't know how to do the job safely, stop and ask for instruction.***

# COVID-19 IIPP Addendum



Revised: March 2021

Board of Supervisors Review/Approval Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Chairman/Vice-Chairman

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Employee Review Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Department

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# **IIPP Addendum to Prevent COVID-19**

## **Purpose**

It is the policy of Lassen County to protect the safety of our staff and to comply with California Labor Code 6400 which requires that every employer must furnish a place of employment that is safe and healthful for the employees therein.

In addition, the purpose of this Illness and Injury Prevention Plan Program (IIPP) addendum is designed to control exposures to the COVID-19 virus that may occur in our workplace and based upon the “Model COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)).

## **Scope**

This addendum applies to all Lassen County employees that may be exposed to the coronavirus as a result of the performance of their duties. Contained herein are general prevention best practices.

This addendum to our Injury and Illness Prevention Program is a framework applicable during the current coronavirus disease (COVID-19) public health pandemic.

The protocols outlined in this document will be modified based on the ongoing and updated guidance from the Centers for Disease Control and Prevention (CDC), state and local public health agencies, and Lassen County operations.

To the extent that this policy is in conflict with state or federal regulations, the state and federal regulations control.

## **What is COVID-19**

On February 11, 2020 the World Health Organization announced an official name for the disease caused by the novel coronavirus SARS-CoV-2. The name of the new disease is coronavirus disease 2019, abbreviated as COVID-19.

There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.

COVID-19 affects different people in different ways. Infected people have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Covid-19 symptoms include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache

- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms nor does having one of the symptoms mean a person has COVID-19. A COVID-19 test is necessary to confirm a positive case of a COVID-19 infection.

## COVID-19 Transmission

The virus that causes COVID-19 is thought to spread mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, talks, or breathes. These droplets can be inhaled into the nose, mouth, airways, and lungs and cause infection. This is thought to be the main way the virus spreads. COVID-19 is most commonly spread between people who are in close contact with one another (within approximately 6 feet, or two arm lengths.) According to the CDC, someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period\* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

*\* Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes).*

Although it is not considered to be the primary way the virus spreads, transmission may be possible by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes.

## Identification and Evaluation of COVID-19 Hazards

COVID-19 can be spread by people who do not have symptoms and do not know that they are infected. It is important for everyone to practice social distancing (staying at least 6 feet away from other people) and wear masks in public settings. Masks provide an extra layer to help prevent the respiratory droplets from traveling in the air and onto other people

Lassen County, to the extent possible, will implement the following in the workplace:

1. Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
2. Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
3. 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.
4. Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.

5. Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
6. Distribute posters, notices, and/or signage to each work site to be displayed in common areas that provide physical distancing guidelines.
7. Encourage employees who are sick or exhibiting symptoms of COVID-19 to stay home.
8. If an employee begins to show signs of COVID-19 like symptoms, while at work, ask them to leave the workplace and consult with their medical provider, depending on the symptoms.
9. Lassen County will place signs and/or instructions in common areas (e.g., reception area, break rooms, public common areas, etc.) to communicate physical distancing requirements and to provide other COVID-19 infection prevention information to the general public entering the worksite and buildings.
10. Lassen County will regularly evaluate the workplace for compliance with this addendum.

## Employee Responsibilities

During the COVID-19 pandemic, Lassen County employees have a collective responsibility to comply with all Lassen County COVID-19 policies and procedures in accordance with the latest CDC, state, and/or local public health guidelines necessary to mitigate the transmission of COVID-19 among themselves and anyone visiting the worksite.

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

## Employee Screening

1. Employees must self-screen for COVID-19 symptoms prior to leaving home for their shift. Employees must follow the CDC guidelines for self-screening at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

An employee must stay home if they are sick and are required to contact their administrator or supervisor for further instructions.

2. Employees who are out ill with a fever, cough, shortness of breath, or other acute respiratory symptoms that affect normal breathing and who have not been tested for the COVID-19 virus are encouraged to consult with their physician before physically returning to work.
3. Employees may not return to work unless they have waited at least 24 hours without having a fever (without the use of fever-reducing medications), and have had no acute respiratory illness symptoms within the past 10 days.

4. Employees who test positive for the COVID-19 virus must not return to work until they have been released from the Lassen County Public Health Officer's isolation and/or quarantine orders.

## Employee Participation

1. Employees shall practice physical distancing by using video or telephonic meetings as much as practicable, and maintaining a distance of at least six feet between persons at the workplace whenever possible.
2. Employees must avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) whenever possible. If employees must share workspaces, clean and disinfect shared workspaces and work items before and after use.
3. Employees shall wash hands with soap and water for at least 20 seconds and/or use hand sanitizer (with at least 60% ethanol or 70% isopropanol) after interacting with people and after contacting shared surfaces or objects.
4. Employees shall cover coughs and sneezes and avoid touching eyes, nose, and mouth with unwashed hands. Wash hands as noted above and use hand sanitizer following every cough and/or sneezing episode.
5. Employees must avoid sharing personal items with coworkers (i.e., dishes, cups, utensils, towels).
6. Employees shall notify their supervisor if the workplace does not have hand sanitizer and if any of the office restrooms or washing facilities do not have an adequate supply of suitable cleansing agents, water, single-use towels or operational hand dryers.
7. Employees who are the County's designated department safety representatives may invite other employees to participate in conducting workplace-specific evaluations using the Identification of COVID-19 Hazards form or conduct periodic inspections using the COVID-19 Inspections form.
8. Employees will be invited and required to participate in workplace safety meetings to discuss and help implement this IIPP Addendum to Prevent COVID-19.
9. In addition to cleaning and disinfecting shared items in the workplace, employees will be encouraged to help keep clean and disinfect items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and other equipment and tools.



# Control of COVID-19 Hazards

## Physical Distancing

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved. Where possible, we ensure at least six feet of physical distancing at all times in the our workplace by:

- The use of outside, video and/or telephonic meetings..
- 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.

## Engineering controls

At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, we will continue to review guidance from the CDC or from other sources for suggested engineering controls, such as installing cleanable solid partitions.

To the extent feasible, maximizing the quantity of outside air into buildings with mechanical or natural ventilation systems will be permitted, including:

- Allowing employees to open windows, 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 employees, for instance from excessive heat or cold or wildfire smoke.
- During regular maintenance or making adjustments to ventilation systems, such as during the replacement/repair of defective systems, Lassen County will consider implementing adjustments to increase outside air or install filters that increase filtration for COVID-19, if available.

## Personal Protective Equipment (PPE)

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, personal protective equipment (PPE) may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of infectious diseases, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on the updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19. PPE must not be shared.

Lassen County will evaluate the need for PPE as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, Lassen County evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained, in accordance with CCR Title 8, section 3205(c)(E)

If applicable to Lassen County, Lassen County will provide and ensure use of 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.

## Face coverings

Lassen County will provide clean, undamaged face coverings and ensure 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.

- Department Safety Representatives shall designate a location where employees may obtain clean and undamaged face coverings.
- To the extent supplies are in stock and readily available for distribution, employees will have access to appropriate hygiene products and personal protection equipment while in the workplace.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, 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.

## Cleaning and Disinfection

Lassen County recognizes that high-traffic and high-touch common areas in the workplace need, to the extent possible, cleaning and disinfecting to limit the spread of the COVID-19 virus.

The process of disinfecting includes providing disinfecting products that are Environmental Protection Agency (EPA) approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time.)

The Lassen County COVID-19 Logistics Team or Lassen County Public Health will provide information on EPA approved products upon request.

Lassen County 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 each time.

During all required workplace safety meetings, Department Safety Representatives will inform employees about recommended best practices about how cleaning and disinfecting can be done in the workplace including county owned vehicles and equipment. Lassen County will encourage and expect that employees will participate and establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, copy machines, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, restroom and bathroom surfaces and trash cans.

Vehicle drivers, equipment operators and other motorpool staff will be assigned the responsibility for cleaning and disinfecting common surfaces prior to and after use, following guidelines available from CDPH or CDC.

Lassen County Janitorial Staff will receive information about how to clean and disinfect the workplace including instructions for using cleaning and disinfection products.

CDC or CDPH cleaning and disinfection guidelines and procedures will be implemented following a reported COVID-19 positive case in the workplace.

## Investigating and Responding to Confirmed or Suspected COVID-19 Cases

Lassen County will consult with the Lassen County Public Health Department for mitigation practices and response protocols and contact tracing (i.e. Appendix C: Investigating COVID-19 Cases). This will include exclusion of COVID-19 positive cases from the workplace to limit transmission.

Lassen County will follow the California Department of Public Health (CDPH) strategies for returning employees to work. The following table lists general criteria for returning to work; however, each case is unique and may require review and/or approval from the Lassen County Health Officer (LCHO). The criteria for returning to work may change over time because of revised CDPH and/or Centers for Disease Control and Prevention (CDC) guidance.

Employees	Minimum Criteria for Returning to Work
<b>Symptomatic COVID-19 Positive</b>  Employees with symptoms who are laboratory confirmed to have COVID-19	At least 24 hours have passed since resolution of fever of 100.4 or higher without the use of fever-reducing medications; <b>and</b> At least 10 days have passed since symptom onset; <b>and</b> Other symptoms have improved, <b>and</b> Be released from isolation and/or quarantine by the LCHO. 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.

<b>Asymptomatic Positive</b> Employees who never had symptoms and are laboratory-confirmed to have COVID-19	A minimum of 10 days has passed since the date of their first positive COVID-19 test. If they develop symptoms, then the criteria for laboratory-confirmed cases with symptoms apply.
<b>Symptomatic Negative</b> Employees who had symptoms of COVID-19 but test result returned negative	Use the same criteria for return to work as laboratory-confirmed cases.
<b>Asymptomatic Negative</b> Employees who never had symptoms but were tested due to close contact with a laboratory-confirmed case-patient and were negative	Follow quarantine orders if issued by the LCHO.
<b>Symptomatic Untested</b> Employees who had symptoms of COVID-19 but were not tested	Testing is encouraged. If an employee cannot or does not want to be tested, use the same criteria for return to work as laboratory-confirmed cases.
<b>Asymptomatic Untested</b> Employees who had close contact to a laboratory-confirmed case patient at work, home, or in the community and do not have symptoms.  <b>OR</b> Employees who refuse or are unable to be tested after close contact with a laboratory-confirmed case, despite recommendation for testing from local health department or healthcare provider, and do not have symptoms.	Employees should be quarantined at home for 14 days after the last known close contact with the case-patient. Testing is highly recommended; if testing has not occurred, our local health department may consider allowing an employee who had close contact to a confirmed case to continue to work only in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the same role.  Employees who develop symptoms of COVID-19 while in quarantine should contact their healthcare provider. Even if they are not tested, the same criteria for return to work should be used as laboratory-confirmed cases.

If an employee tests positive for COVID-19, Lassen County Public Health will inform immediate coworkers of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Lassen County will also investigate any confirmed COVID-19 illness to determine and mitigate any work-related factors that may have contributed to the risk of infection.

A negative COVID-19 test will not be required for an employee to return to work.

#### Cleaning and Disinfecting Following a Confirmed COVID-19 Case

1. Temporarily close the general area where the infected employee or student worked until cleaning is completed.
2. If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before cleaning and disinfecting the area.
3. Conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms and travel areas, with a cleaning agent approved for use by the EPA against the coronavirus.
4. Custodial personnel cleaning the area must be equipped with the proper personal protective equipment for COVID-19 disinfection (disposable gown, gloves, eye protection, or mask, if required).

#### Communication

Communication between employees and Lassen County on matters relating to COVID-19 mitigation and response is an important aspect to ensure employee safety while in the workplace. Therefore, Lassen County has a communication system through the Lassen County COVID-19 Call Center, at 530-251-8100. This line is answered by Lassen County Public Health staff and is intended to accomplish clear and concise exchange of information by providing a single point of contact for administrators and supervisors.

1. All Lassen County employees are encouraged to report to their immediate administrator or supervisor concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace. Employees are encouraged to report to report COVID-19 symptoms and possible hazards to their immediate administrator or supervisor.
2. Administrators and supervisors who, after assessing the report, determine that additional guidance or assistance is required shall contact Cynthia Raschein, Lassen County Public Health Director, at 530-251-8384, who will triage the report and notify essential personnel for an appropriate response.
3. Employees can access COVID-19 testing by following the instructions provided at [LassenCares.org](https://LassenCares.org).

4. In the event that Lassen County is required to provide testing because of a workplace exposure or outbreak, employees can access COVID-19 testing by following the instructions provided at [LassenCares.org](https://LassenCares.org).
5. In the event that Lassen County is required to provide information about COVID-19 hazards or exposure, the employee's immediate supervisor or Department Safety Representative, or Lassen County Public Health will explain what is being done to control those hazards as well as to provide this IIPP Addendum to Prevent COVID-19

## Employee Training

Lassen County will provide training in the general description of COVID-19, symptoms, when to seek medical attention, how to prevent its spread, and the employer's procedures for preventing its spread at the workplace. The training may consist of reviewing written documentation, online video training and/or acknowledgment of receipt of the Lassen County COVID-19 Addendum to the Injury and Illness Prevention Program.

Employees will continue to be expected to attend and participate in monthly Department Safety Meetings. This IIPP Addendum to Prevent COVID-19 will be made available to employees at every monthly Department Safety Meeting. In addition, informational and instructive materials from the CDC or CDPH will also be made available on the following topics:

- COVID-19 policies and procedures are necessary for protecting 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.

## Appendix A - Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person conducting the evaluation:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name(s) of employee and authorized employee representative that participated:** \_\_\_\_\_

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

## Appendix B - COVID-19 Inspections

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

Name of person conducting the inspection: \_\_\_\_\_

Work location evaluated: \_\_\_\_\_

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
<b>Administrative</b>			
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			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
[add any additional controls your workplace is using]			



## Appendix C- Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:** \_\_\_\_\_

**Name of person conducting the investigation:** \_\_\_\_\_

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	
<b>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):</b>			

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

\*Should an employer be made aware of a non-employee infection source COVID-19 status

## Appendix D - COVID-19 Training Roster

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

Person that conducted the training: \_\_\_\_\_

Employee Name	Signature

## **Appendix E - Multiple COVID-19 Infections and COVID-19 Outbreaks**

### **Purpose**

Appendix D - Multiple COVID-19 Infections and COVID-19 Outbreaks is applicable if a workplace is identified by the local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. (Reference California Code of Regulations (CCR), Title 8, section 3205.1 for details).

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### **COVID-19 testing**

- Lassen County will provide COVID-19 testing to all employees in our exposed workplace 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 our exposed workplace 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, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - Lassen County will provide additional testing when deemed necessary by Cal/OSHA.

### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with Exclusion of COVID-19 Cases and Return to Work Criteria requirements, herein, and local health officer orders if applicable.

### **Investigation of workplace COVID-19 illness**

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with section titled Investigating and Responding to COVID-19 Cases

### **COVID-19 investigation, review and hazard correction**

Lassen County will implement the requirements of section Control of COVID-19 Hazards. In addition, Lassen County 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:
  - Lassen County 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 in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- Lassen County 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. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

## **Appendix F - Major COVID-19 Outbreaks**

### **Purpose**

Appendix E if applicable if a workplace experience 20 or more COVID-19 cases within a 30-day period (California Code of Regulations (CCR), Title 8, section 3205.2 for details).

This section of this COVID-19 IIPP Addendum will stay in effect until there are no new COVID-19 cases detected in a specific workplace for a 14-day period.

### **COVID-19 testing**

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

### **Exclusion of COVID-19 cases**

Lassen County will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with the Exclusion of COVID-19 Cases and Return to Work Criteria, and any relevant local health department orders.

### **Investigation of workplace COVID-19 illnesses**

Lassen County will implement section titled Investigating and Responding to COVID-19 Cases.

### **COVID-19 hazard correction**

In addition to the requirements section Control of COVID-19 Hazards, Lassen County will implement the following actions:

- In buildings or structures with mechanical ventilation, we 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, we will use filters with the highest compatible filtering efficiency. We 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.
- We 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.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

### **Notifications to the local health department**

Lassen County will comply with the requirements of our Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department.

## **Appendix G - COVID-19 Prevention in Employer-Provided Housing**

### **Purpose**

Appendix F is applicable if Lassen County should provide an employee with employer-provided housing (Reference California Code of Regulations (CCR), Title 8 section 3205.3).

Employer-provided housing is any place or area of land, any portion of any housing accommodation, or property upon which a housing accommodation is located, consisting of: living quarters, dwelling, boardinghouse, tent, bunkhouse, maintenance-of-way car, mobile home, manufactured home, recreational vehicle, travel trailer, or other housing accommodations.

Employer-provided housing includes a “labor camp” as that term is used in title 8 of the California Code of Regulations or other regulations or codes.

The employer-provided housing may be maintained in one or more buildings or one or more sites, including hotels and motels, and the premises upon which they are situated, or the area set aside and provided for parking of mobile homes or camping.

Employer-provided housing is housing that is arranged for or provided by an employer, other person, or entity to workers, and in some cases to workers and persons in their households, in connection with the worker’s employment, whether or not rent or fees are paid or collected.

- This section does not apply to housing provided for the purpose of emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations, if:
  - The employer is a government entity; or
  - The housing is provided temporarily by a private employer and is necessary to conduct the emergency response operations.
- The requirements below for Physical distancing and controls, Face coverings, Cleaning and disinfecting, Screening, and Isolation of COVID-19 cases and persons with COVID-19 exposure do not apply to occupants, such as family members, who maintained a household together prior to residing in employer-provided housing, but only when no other persons outside the household are present.

### **Assignment of housing units**

Lassen County will ensure that shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

### **Physical distancing and controls**

Lassen County will ensure:

- The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the

premises.

- Beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers' heads. For beds positioned next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e., end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- Maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

Face coverings

We will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

Cleaning and disinfection

Lassen County will ensure that:

- Residents are expected to effectively clean and disinfect their own housing assignment. Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
- Residents are expected to not share items, including unwashed dishes, drinking glasses, cups, eating utensils, and similar items.

Screening

Lassen County will encourage residents to report COVID-19 symptoms to their supervisor or department head.

COVID-19 testing

Lassen County will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

Isolation of COVID-19 cases and persons with COVID-19 exposure

Lassen County will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases, and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP Investigating and Responding to COVID-19 Cases.
- End isolation in accordance with our CPP Exclusion of COVID-19 Cases and Return to Work Criteria, and any applicable local or state health officer orders.



## Appendix H - COVID-19 Prevention in Employer-Provided Transportation to and from Work

### This section does not apply:

- If the driver and all passengers are from the same household outside of work, such as family members.
- To employer-provided transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications and medical operations.

### Assignment of transportation

We will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

### Physical distancing and face coverings

We will ensure that the:

- Physical distancing and face covering requirements of our CPP **Physical Distancing** and **Face Coverings** are followed for employees waiting for transportation.
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

### Screening

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

### Cleaning and disinfecting

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

### Ventilation

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60

degrees Fahrenheit.

- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

#### Hand hygiene

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