



Sacramento
Employment and
Training
Agency

COVID-19 PREVENTION AND RESPONSE PROGRAM

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SECTION 1: INTRODUCTION

This COVID-19 Prevention and Response Program (CPRP) is designed to control and respond to exposures to the COVID-19 virus that may occur in our workplace and is required by the Division of Occupational Safety and Health (Cal/OSHA). This CPRP applies to all employees and places of employment. Nothing in this CPRP is intended to limit more protective or stringent state or local health department mandates or guidance.

SECTION 2: AUTHORITY AND RESPONSIBILITY

The Executive Director and Human Resources Department Head have overall authority and responsibility for implementing the provisions of this CPRP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPRP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

SECTION 3: DEFINITIONS

- A. **"Close contact"** 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 "infectious period" defined by this section regardless of the use of face coverings, unless close contact is defined by regulation or order of the California Department of Public Health (CDPH). If so, the CDPH definition shall apply.
- B. **"COVID-19"** means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
- C. **"COVID-19 case"** means a person who:
1. Has a positive COVID-19 test; or
 2. Has a positive COVID-19 diagnosis from a licensed health care provider; or
 3. Is subject to a COVID-19-related order to isolate issued by a local or state health official; or
 4. 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.
- D. **"COVID-19 hazard"** means 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, most commonly resulting from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things.

- E. **"COVID-19 symptoms"** means a fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, the new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.
- F. **"COVID-19 test"** means a test for SARS-CoV-2 that is:
1. Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test); and
 2. Administered in accordance with the authorized instructions.
 3. To meet the return to work criteria, a COVID-19 test may be both self-administered and self-read only if another means of independent verification of the results can be provided (e.g., a time-stamped photograph of the results).
- G. **"Exposed group"** means all employees at a work location, working area, or common area at work where an employee COVID-19 case was present at any time during the infectious period. A common work area includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:
1. For the purpose of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.
 2. If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance, a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.
 3. If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the infectious period, and the COVID-19 case was wearing a face covering during the entire visit, other people at the work location, working area, or common area are not part of the exposed group.

Note: An exposed group may include the employees of other employers.

- H. **"Face covering"** means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a solid piece of material without slits, visible holes, or punctures and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or a single layer of fabric.

This definition includes clear face coverings or cloth face coverings with a clear plastic panel that otherwise meet this definition and which may be used to facilitate communication with

people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

- I. **"Infectious period"** means the following time period, unless otherwise defined by CDPH regulation or order, in which case the CDPH definition shall apply:
1. For COVID-19 cases who develop COVID-19 symptoms: from two days before they first develop symptoms until all of the following are true: it has been ten days since symptoms first appeared; and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved.
 2. For COVID-19 cases who never develop COVID-19 symptoms, from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.
- J. **"Respirator"** means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator.
- K. **"Returned case"** means a COVID-19 case who returned to work pursuant to Section 12 and did not develop any COVID-19 symptoms after returning. A person shall only be considered a returned case for 90 days after the initial onset of COVID-19 symptoms or, if the person never developed COVID-19 symptoms, for 90 days after the first positive test. If a period of other than 90 days is required by a CDPH regulation or order, that period shall apply.
- L. **"Worksite,"** for the limited purposes of this section only, means the building, facility, or other location where a COVID-19 case was present during the infectious period. It does not apply to buildings or other locations of SETA that a COVID-19 case did not enter, locations where the worker worked by themselves without exposure to other employees, or to a worker's personal residence or alternative work location chosen by the worker when working remotely.

SECTION 4: COMMUNICATION

The Agency's goal is to ensure that we have effective two-way communication with our employees, in a form readily understandable by employees.

- A. Employees should report COVID-19 symptoms, possible close contacts, and workplace COVID-19 hazards to their supervisor *and* Human Resources. Employees will not face retaliation for making a report related to COVID-19. Anonymous reports can be provided by leaving a message at 916-563-5022.
- B. Employees with medical or other conditions that put you at increased risk of severe COVID-19 illness may request an accommodation per Section 11.17 Reasonable Accommodation Policy and Process found in the Agency Policies and Procedures at <https://www.seta.net/staff-resources/human-resources-payroll/> (Accommodation Request Form) and submit to Human Resources for review.

- C. COVID-19 testing clinics and locations in Sacramento County can be found on SETA's Human Resources page and on their website at https://www.saccounty.net/COVID-19/Pages/Symptom-Screening_MobileTestingSite.aspx.
- D. The Agency will communicate information about COVID-19 hazards and COVID-19 policies and procedures to employees during training, via email, and/or by posting on the Agency's website <https://www.seta.net/staff-resources/human-resources-payroll/> and to other agencies, persons, and entities within or in contact with the Agency's workplace. Information on how to access COVID-19 testing and vaccination and the fact that vaccination is effective at preventing COVID-19 and protecting against both transmission and serious illness or death can also be found on the same website.
- E. Any questions regarding the Agency's COVID-19 policies and procedures can be directed to covid@seta.net.

SECTION 5: IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

The Agency has implemented the following in the workplace:

- A. COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case, to prevent or reduce the risk of transmission of COVID-19 in the workplace.
- B. Conduct workplace-specific identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards. SETA shall treat all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious.
 - 1. This shall include identification of places and times when people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not; for instance, during meetings or trainings and including in and around entrances, bathrooms, hallways, aisles, walkways, break or eating areas, and waiting areas.
 - 2. This shall include an evaluation of employees' potential workplace exposure to all persons at the workplace or who may enter the workplace, including:
 - a. Coworkers, employees of other entities, members of the public, customers or clients, and independent contractors.
 - b. The Agency shall consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.
- C. Evaluate how to maximize ventilation with outdoor air; the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted High-Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission. Since SETA leases all of our facilities and does not have the authority to evaluate and/or change filtration units, all property owners were sent a letter in December 2020 explaining the new requirement and requested a status of their evaluation and actions taken, if any.

- D. Using **Appendix A: Identification and Evaluation of COVID-19 Hazards** form or alternative written tracking methods, the Human Resources Department Head or designee will be responsible for completing the initial identification and evaluation of COVID-19 hazards at each location. This includes evaluating existing COVID-19 prevention controls at the workplace and the need for different or additional controls.
- E. The Manager or designee of each site will conduct periodic inspections using the **Appendix B: COVID-19 Inspections** form or alternative written tracking methods as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and ensure compliance with our COVID-19 policies and procedures. This includes evaluating existing COVID-19 prevention controls at the workplace and the need for different or additional controls.
- F. Ongoing review of applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention. These orders and guidance are both information of general application, including Interim guidance for Ventilation, Filtration, and Air Quality in Indoor Environments by the CDPH, and information specific to SETA's industry, location, and operations.
- G. Allow employees and authorized employee representatives to participate in the identification and evaluation of COVID-19 hazards. Requests can be made by contacting the supervisor of each location or Human Resources.
- H. The Agency requires all employees to self-screen for symptoms before reporting to work. Symptoms include:
1. Fever 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
 12. Any other symptom identified by the Centers for Disease Control and Prevention (CDC).
- I. There is additional onsite self-screening confirmation at job centers and Head Start Early Learning Centers. When first entering the center, employees will initial a sheet with a pen confirming they have answered "No" to the following questions:
1. Since your last day of work, have you been in close contact (within 6 feet for a combined total of 15 minutes or more) with or provided care for someone with confirmed or suspected COVID-19?
 2. Since your last day of work, have you had any of the following COVID-19

symptoms? Symptoms from (A) above are listed.

A thermometer is provided for those who do not have one at home. Employees are instructed in writing to disinfect the thermometer and pen after use.

SECTION 6: INVESTIGATING & RESPONDING TO COVID-19 CASES IN THE WORKPLACE

- A. The Agency has an effective procedure to investigate COVID-19 cases in the workplace. This includes procedures for seeking information from employees regarding COVID-19 cases and close contacts, COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.
- B. The Agency will take the following actions when there has been a COVID-19 case in the workplace:
1. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any.
 2. Determine who may have had close contact. This will require an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the infectious period.
- C. Within one business day of the time SETA is made aware of a COVID-19 case, SETA shall give written notice, in a form readily understandable by employees, that people at the worksite may have been exposed to COVID-19. The notice shall be written in a way that does not reveal any personal identifying information of the COVID-19 case, and in the manner SETA normally uses to communicate employment-related information. Written notice may include, but is not limited to, personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one business day of sending. The notice shall include the cleaning and disinfection plan.
1. The notice must be sent to the following:
 - a. All employees who were on the premises at the same worksite as the COVID-19 case during the infectious period. If the Agency should reasonably know that an employee has not received the notice, or has limited literacy in the language used in the notice, we shall provide verbal notice, as soon as practicable, in a language understandable by the employee.
 - b. Independent contractors and other employers who were on the premises at the same worksite as the COVID-19 case during the infectious period.
 - c. Authorized employee representatives.
- D. Make COVID-19 testing available at no cost, during paid time, to all employees of SETA who had a close contact in the workplace and provide them with the information on benefits

described in Sections 8(B). The Agency is not required to make COVID-19 testing available to returned cases.

- E. Investigate whether workplace conditions could have contributed to the risk of COVID-19 exposure, and what could be done to reduce exposure to COVID-19 hazards.
- F. Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee medical records required by this section, shall be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases shall be provided to the local health department, CDPH, the Division, and NIOSH immediately upon request, and whenever required by law.

SECTION 7: CORRECTION OF COVID-19 HAZARDS

The Agency shall 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. The corrections will be documented on the **Appendix B: COVID-19 Inspections** form or alternative written tracking methods and corrected in a timely manner based on the severity of the hazards. This includes, but is not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted under Section 5.

SECTION 8: TRAINING AND INSTRUCTION

The Agency shall provide effective training and instruction to employees that include the following:

- A. COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- B. Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws or the Agency's leave policies. This includes any benefits available under legally mandated sick and vaccination leave, if applicable, workers' compensation law, local governmental requirements, the Agency's own leave policies, leave guaranteed by contract, and included benefits in this section.
- C. The fact that:
 - 1. COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales.
 - 2. Although less common, COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - 3. An infectious person may have no symptoms.
 - 4. Particles containing the virus can travel more than six feet, especially indoors—so physical distancing, face coverings, increased ventilation indoors, and respiratory protection all decrease the spread of COVID-19 but are most effective when used in combination.

- D. Policies for providing respirators, and the right of employees to request a respirator for voluntary use as stated in this section, without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use, the Agency shall provide instruction on:
 - 1. How to properly wear the respirator provided;
 - 2. How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with a seal.
- E. The importance of frequent handwashing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or handwashing facility, and that hand sanitizer does not work if the hands are soiled.
- F. Proper use of face coverings and the fact that face coverings are not respiratory protection. COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.
- G. COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if you have COVID-19 symptoms.
- H. Information on SETA's COVID-19 policies; how to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19 and protecting against both transmission and serious illness or death.
- I. The conditions under which face coverings must be worn at the workplace and that employees can request face coverings from the Agency at no cost and can wear them at work, regardless of vaccination status, without fear of retaliation.

SECTION 9: FACE COVERINGS

- A. The Agency shall provide face coverings and ensure they are worn by Head Start teaching staff when outdoors with children, and by any other employees whenever required by orders from CDPH.
- B. The Agency shall ensure that required face coverings are clean and undamaged, and that they are worn over the nose and mouth. Face shields are not a replacement for face coverings, although they may be worn together for additional protection.
- C. When employees are required to wear face coverings under this section, the following exceptions apply:
 - 1. When an employee is alone in a room or vehicle.
 - 2. While eating or 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 feasible.

3. Employees wearing respirators.
 4. 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.
 5. Employees performing 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.
- D. Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it. If their condition or disability does not permit a non-restrictive alternative, the employee shall be tested at least weekly for COVID-19 during paid time and at no cost to the employee. Employees may request an accommodation per Section 11.17 Reasonable Accommodation Policy and Process found in the SETA Policies and Procedures at <https://www.seta.net/staff-resources/human-resources-payroll/> and submit to Human Resources for review.
- E. Cloth face coverings should be washed daily.
1. Wash in the washing machine according to the appropriate settings on the fabric label;
 2. Or by hand with tap water and laundry detergent or soap and rinse thoroughly.
 3. Dry your face covering completely in a warm or hot dryer or air dry.
- F. The Agency will not prevent any employee from wearing a face covering when not required by this section unless it would create a safety hazard, such as interfering with the safe operation of equipment.
- G. Security guards or front desk receptionists will communicate to non-employees the face coverings requirements on their premises if needed. Disposable face coverings will be kept near the front doors of each location to provide to non-employees who enter without a face covering.
- H. Any person not wearing a face covering, pursuant to the exceptions in subsection (D)(4), shall be tested at least weekly for COVID-19 during paid time and at no cost to the employee. SETA may not use these provisions as an alternative to face coverings when face coverings are otherwise required by this section.

SECTION 10: OTHER ENGINEERING CONTROLS, ADMINISTRATIVE CONTROLS, AND PERSONAL PROTECTIVE EQUIPMENT

- A. For buildings with mechanical or natural ventilation, or both, the Agency shall 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 maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

B. COVID-19 can spread when you touch your eyes, nose, and mouth with unwashed hands. Handwashing is one of the best ways to protect yourself and others from getting the virus. In order to implement effective hand washing and sanitizing procedures, the Agency will:

1. Evaluate handwashing facilities regularly to ensure they are correctly working with the appropriate supply of soap and hand towels available.
2. Encourage and allow time for employee handwashing.
3. Encourage employees to wash their hands often at work and home for at least 20 seconds each time and during the critical times when they are likely to get and spread germs:

- a. **Before, during, and after** preparing food
- b. **Before and after** eating food
- c. **Before and after** caring for someone at home who is sick
- d. **Before and after** treating a cut or wound
- e. **After** using the restroom
- f. **After** changing diapers or cleaning up a child who has used the restroom
- g. **After** blowing your nose, coughing, or sneezing
- h. **After** touching an animal, animal feed, or animal waste
- i. **After** handling pet food or pet treats
- j. **After** touching garbage
- k. Entering and leaving a public place
- l. Touching an item or surface that may be frequently touched by other people, such as door handles, tables, light switches, gas pumps, shopping carts, etc.

C. The Agency shall provide employees with an effective hand sanitizer containing at least 60 % alcohol, which does not contain methanol, when handwashing is not readily available.

D. The Agency has evaluated the need for personal protective equipment to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and shall provide such personal protective equipment as needed.

- E. Upon request, the Agency shall provide respirators for voluntary use in compliance with CCR, Title 8, Section 5144(c)(2) to all employees who are working indoors or in vehicles with more than one person. Whenever the Agency makes respirators for voluntary use available, we shall encourage their use and shall ensure that employees are provided with a respirator of the correct size.
- F. The Agency shall provide and ensure use of respirators in compliance with CCR, Title 8, 5144 when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with CCR, Title 8, 332.3.
- G. SETA shall provide and ensure use of eye protection and respiratory protection in compliance with Section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.
- H. PPE supplies are available at all locations and will be replenished as needed. PPE should not be shared.
- I. The Agency shall make COVID-19 testing available at no cost to employees with COVID-19 symptoms, during employees' paid time.

SECTION 11: REPORTING, RECORDKEEPING, AND ACCESS

It is the Agency's policy to:

- A. Report information about COVID-19 cases and outbreaks at the workplace to the local health department(s) whenever required by law and to provide any related information requested by the local health department(s).
- B. Maintain records of the steps taken to implement the written COVID-19 Prevention and Response Program.
- C. The written COVID-19 Prevention and Response Program will be made available to employees on SETA's website at <https://www.seta.net/staff-resources/human-resources-payroll/>, to authorized employee representatives, and to representatives of Cal/OSHA immediately upon request. Substantive changes to the program will be updated and emailed to all employees and employee representatives as needed.
- D. The Agency will record and track all COVID-19 cases with the employee's name, contact information, occupation, the location where the employee worked, their last date at the workplace, and the date of a positive COVID-19 test. Medical information will be kept confidential. The data will be made available upon request to employees, authorized employee representatives, or otherwise required by law, with personal identifying information removed.

SECTION 12: EXCLUSION OF COVID-19 CASES

- A. The Agency shall ensure that COVID-19 cases are excluded from the workplace until the return to work requirements of Section 12 are met.

- B. The Agency shall review current CDPH guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
- C. For employees excluded from work under this section, the Agency shall continue and maintain an employee's earnings, wages, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job. California COVID-19 paid sick leave will be used for this purpose to the extent permitted by law. Wages due under this subsection are subject to existing wage payment obligations and must be paid at the employee's regular rate of pay no later than the regular payday for the pay period(s) in which the employee is excluded. If SETA determines that one of the exceptions below applies, the employee shall be informed of the denial and the applicable exception.

EXCEPTION 1: Section 12(C) does not apply where the employee received disability payments or was covered by workers' compensation and received temporary disability.

EXCEPTION 2: Section 12(C) does not apply where the Agency demonstrates that the close contact is not work-related.

- D. At the time of exclusion, the Agency shall provide the employee the information on benefits described in Section 8(B).

SECTION 13: RETURN TO WORK CRITERIA

The following return to work criteria shall apply to COVID-19 cases and employees excluded under Section 3(C) and Section 12:

- A. COVID-19 cases, regardless of vaccination status or previous infection, who do not develop COVID-19 symptoms or whose COVID-19 symptoms are resolving, shall not return to work until:
 - 1. At least five days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of the first positive COVID-19 test;
 - 2. At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medications; and
 - 3. A negative COVID-19 test from a specimen collected on the fifth day or later is obtained; or, if unable to test or the employer chooses not to require a test, 10 days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test.
- B. COVID-19 cases, regardless of vaccination status or previous infection, whose COVID-19 symptoms are not resolving, may not return to work until:
 - 1. At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication; and
 - 2. Symptoms are resolving or 10 days have passed from when the symptoms began. End

- C. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
- D. The requirement in this section applies regardless of whether an employee has previously been excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.
- E. If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee shall 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 shall be in accordance with the return to work periods in this section.
- F. If no violations of local or state health officer orders for isolation, quarantine, or exclusion would result, the Division may, upon request, allow employees to return to work on the basis that the removal of an employee would create undue risk to a community's health and safety. In such cases, SETA shall develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employee at the workplace and, if isolation is not feasible, the use of respirators in the workplace.

SECTION 14: MULTIPLE COVID-19 INFECTIONS & COVID-19 OUTBREAKS

- A. This section applies to the workplace if three or more employee COVID-19 cases within an exposed group, visited the workplace during their infectious period at any time during a 14-day period.
- B. This section shall apply until there are no new COVID-19 cases detected in the exposed group for a 14-day period.
- C. COVID-19 testing shall be made available at no cost to employees within the exposed work group, during employees' paid time, except:
 - 1. Employees who were not present at the workplace during the relevant 14-day period.
 - 2. For returned cases who did not develop COVID-19 symptoms after returning to work pursuant to Section 12, no testing is required.
- D. COVID-19 testing shall consist of the following:
 - 1. Immediately upon being covered by this section, SETA shall make testing available to all employees in the exposed group, regardless of vaccination status, and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
 - 2. After the first two COVID-19 tests required by (D)(1) in this section, SETA shall make COVID-19 testing available once a week at no cost, during paid time, to all employees in

the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until this section no longer applies pursuant to (B) in this section.

3. Employees who had close contacts shall have a negative COVID-19 test taken within three and five days after the close contact or shall be excluded and follow the return to work requirements of Section 12 starting from the date of the last known close contact.

E. The Agency shall make additional testing available at no cost to employees, during employees' paid time, when deemed necessary by the Division through the Issuance of Order to Take Special Action.

F. SETA shall continue to comply with all applicable provisions of this CPRP, and shall also do the following:

1. Employees in the exposed group shall wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in Section 8 applies.
2. SETA shall give notice to employees in the exposed group of their right to request a respirator for voluntary use under Section (9)(F).
3. SETA shall evaluate whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, as much distance between persons as feasible.

G. COVID-19 Investigation, review and hazard correction. The Agency shall 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 shall be documented and include:

1. Investigation of new or unabated COVID-19 hazards including SETA's leave policies and practices and whether employees are discouraged from remaining home when sick; SETA's COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.
2. The review shall be updated every 30 days that this section continues to apply, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
3. SETA shall implement changes to reduce the transmission of COVID-19 based on the investigation and review required by (G)(1) and (2) in this section. SETA shall 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 feasible, requiring respiratory protection in compliance with section 5144, and other applicable controls.

—H. In buildings or structures with mechanical ventilation, employers shall 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, filters shall be used with the highest compatible filtering efficiency. Evaluation shall occur whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, shall implement their use to the degree feasible. Since SETA leases all of our facilities and do not have the authority to evaluate and/or change filtration units, all landlords were sent a letter in December 2020 explaining the new requirement and requested a status of their evaluation and actions taken, if any.

Appendix A: Identification and Evaluation of COVID-19 Hazards

Site:	Person Completing:	Date:
Employees and/or employee representatives that participated, if applicable:		

This initial evaluation of COVID-19 hazards is to identify interactions*, areas, activities, work tasks, processes, equipment or materials that potentially expose employees to COVID-19.

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.

**Does not include interactions between teachers and children in classrooms.*

Interaction, area, activity, work task, process, or equipment that potentially exposes employees to COVID-19 hazards	Existing COVID-19 prevention controls	Recommended additional COVID-19 prevention controls	Date additional prevention controls put in place, if applicable

Use an additional form as necessary.

Appendix B: COVID-19 Inspections

Site:	Person Completing Assessment:	Date:
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Front Door & Front Desks	Yes	No	N/A	Corrections Needed	Person Assigned to Correct	Date Corrected
Face coverings, social distancing, & do not enter if you have symptoms signage posted on door & in good condition						
Stay 6 feet apart floor stickers on & in good condition						
Process to disinfect pens & other touched items in between use implemented						
Adequate supplies of face coverings, disinfectant wipes, & tissues at desk						
Exposure Controls	Yes	No	N/A	Corrections Needed	Person Assigned to Correct	Date Corrected
Face coverings being worn by staff, customers, and children 2 and older & have adequate supplies						
Social Distancing followed by staff & customers						
Plexiglass installed where not able to maintain 6 feet of distance & clean						
Rooms not in use are closed & locked to block off access						

Hand Sanitizer located in multiple areas for staff & customer use & have adequate supplies						
Equipment such as keyboard/mouse not shared among staff or disinfected with alcohol prep pads between use (printers, copiers) & adequate supplies						
COVID-19 signage (Face coverings, Social distancing) posted throughout site & in good condition)						
Commonly touched surfaces disinfected (door knobs, tabletops) daily or more frequently & adequate supplies						
Restrooms & Hand Washing Areas	Yes	No	N/A	Corrections Needed	Person Assigned to Correct	Date Corrected
In good working order & has adequate supplies (soap, paper towels)						
Breakrooms	Yes	No	N/A	Corrections Needed	Person Assigned to Correct	Date Corrected
Tables/chairs arranged to allow for social distancing with extra chairs removed						
Signs posted above microwave, toaster, fridge handles etc. stating to disinfect between use						

There is no shared access to food or drink						
Adequate supplies for hand washing, hand sanitizing, and disinfecting						
Other	Yes	No	N/A	Corrections Needed	Person Assigned to Correct	Date Corrected