

COVID-19 Prevention Program (12-21-2020)

Dear Safety Compliance Company Client:

The Cal/OSHA Standards Board and Office of Administrative Law adopted and passed the Emergency Temporary Standards to Protect Workers from COVID-19. The standard is effective and enforceable immediately.

The consequence of not having training and a written COVID-19 Prevention Program in place may lead to high dollar fines and Serious classification of citations. Your business could be shut down if multiple COVID-19 cases occur.

To ensure your compliance, Safety Compliance Company offers COVID-19 Safety Training (via video conference or through our Online Training Platform as well as in person) covering the new standard and assistance in customizing your COVID-19 Prevention Plan for your business.

Safety Compliance Company has compiled a Model COVID-19 Prevention Program.

This Model COVID-19 Prevention Program is founded on the Cal/OSHA Emergency Temporary Standard CCR, Title 8 §3205, it is to be modified and made specific to your organization. This template is intended for California employers not covered by the Aerosol Transmissible Diseases (ATD) Standard.

In addition to completing the Model Program Safety Compliance Company recommends:

- Implement and enforce the COVID-19 Prevention Plan
- Draft model notification documentation to be sent to employees, employee representatives, local public health agencies, workers' compensation carrier, and other employer of affected employees
- Formulate contact tracing mechanism
- Review your employee pay and benefits obligations
- Establish relationship with a nearby COVID-19 testing provider

Using this model alone does not ensure compliance with the emergency temporary standard. To use this model program effectively, the person(s) responsible for tailoring and implementing the COVID-19 Prevention Program should carefully review and understand:

California Code of Regulations, Title 8 Sections:

§3205, COVID-19 Prevention

§3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks

§3205.2, Major COVID-19 Outbreaks

§3205.3, Prevention in Employer-Provided Housing

§3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work

Additional source information:

<https://www.dir.ca.gov/OSHSB/documents/COVID-19-Prevention-Emergency-apprvd.txt.pdf>

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

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

This program should be reviewed and updated frequently to account for any changes with the CDC, Cal/OSHA, or state and local guidelines.

Contact your SCC Representative to assist you in reviewing the new laws to be sure that your company is compliant with the new standard. If you have questions, call your Safety Representative or contact our office at (951) 682-1572 or updates@safetycompliance.com.

SAFETY COMPLIANCE COMPANY

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COVID-19 Prevention Program

Company Name: _____

Location: _____

Authority and Responsibility of the COVID-19 Prevention Program:

has overall authority and responsibility for implementing the provisions of this COVID-19 Prevention Program in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the program in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

This COVID-19 Prevention Program is established to protect employees from workplace COVID-19 hazards in compliance with California Code of Regulation Title 8 §3205. This COVID-19 Prevention Plan is an integrated part of the company's Injury & Illness Prevention Program (IIPP). The company's main priority is the safety, health, and well-being of our staff, contractors, and our community.

All federal, state, and local regulations and directives must be followed, which will be monitored frequently for new requirements.

System for Communicating:

Employees are required to report without fear of reprisal, COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards in the workplace.

The company will make every attempt to accommodate employees with medical or other conditions that put them at increased risk of severe COVID-19 illness with modified working conditions. Modified temporary conditions may include a change in job assignment, location, or remote work from home.

COVID-19 testing may be required under specific conditions. If testing is required, the company will inform affected employees of the reason for the COVID-19 testing and the possible consequences of a positive test. Where testing is not required, or provided by the company, employees can access voluntary COVID-19 testing through health plans or local testing centers. Testing will be provided at no cost to the employee during normal working hours. All COVID-19 testing or related medical services provided by the company under this program will be provided in a manner that ensures the confidentiality of the employees and are not disclosed or reported without the employee's express written consent. Information on COVID-19 cases will be provided to the local health department, California Department of Public Health (CDPH), the Division (Cal/OSHA), the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.

Information about COVID-19 hazards which employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures will be provided during employee training, workplace posting and the company's COVID-19 Prevention Program.

Identification and Evaluation of COVID-19 Hazards:

Employees and authorized employee representatives are allowed to and encouraged to participate in the identification and evaluation of COVID-19 hazards.

The company has developed and implemented a process for screening employees for, and responding to, employees with COVID-19 symptoms.

- Employees are asked to evaluate their own health and/or symptoms before reporting to work. Employees are required to stay home from work if they have a fever of 100.4 degrees Fahrenheit or higher, 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, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.
- If any employee presents or is experiencing COVID-19 symptoms during their workday, they will immediately notify their supervisor. The supervisor will determine a course of action up to and including sending the employee home to prevent or reduce the risk of transmission of COVID-19 in the workplace. Sick employees are encouraged to follow CDC guidelines by contacting their healthcare provider and following medical recommendations.
- The company has conducted a workplace-specific identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.
 - This includes 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, during meetings or trainings, and including in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.
 - This includes an evaluation of employees' potential workplace exposure to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, delivery personnel, members of the public, customers or clients, and independent contractors. How employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Identified interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards:

- Indoor locations have been evaluated to maximize the quantity of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system.
- The company will continually evaluate existing COVID-19 prevention controls at the workplace and the need for different or additional controls.
- The company will conduct periodic inspections, as needed, to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the company's COVID-19 policies and procedures.

Investigation and Responding to COVID-19 Cases in the Workplace:

All possible COVID-19 exposures will be investigated and documented. The company will treat all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious. Management will conduct all investigations and medical information will remain confidential. Employees with possible exposure in their work area will be notified of the exposure.

The company will take the following actions when there has been a COVID-19 case at the place of employment:

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(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
2. Determine who may have had a COVID-19 exposure. This requires 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 high-risk exposure period.
3. Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
 - a. All employees who may have had COVID-19 exposure and their authorized representatives.
 - b. Independent contractors and other employers present at the workplace during the high-risk exposure period.
4. Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits.
5. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms will be kept confidential. All COVID-19 testing or related medical services provided by the company under this program will be provided in a manner that ensures the confidentiality of employees. COVID-19 testing or related medical services provided by the company will be conducted in a manner that ensures the confidentiality of the employees and are not disclosed or reported without the employee's express written consent. Information on COVID-19 cases will be provided to the local health department, CDPH, the Division (Cal/OSHA), the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.

Correction of COVID-19 Hazards:

The company will correct identified unsafe or unhealthy conditions, work practices, policies, and procedures in a timely manner based on the severity of the hazard. This includes, but is not limited to, implementing controls and/or policies and procedures in response to evaluations, investigations, and inspections conducted under this program. The identified hazards will be followed up on to ensure timely correction.

Training and Instruction:

The company will provide effective training and instruction to employees that include the following:

1. The company's COVID-19 policies and procedures to protect employees from COVID-19 hazards.
2. Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the company's own leave policies, and leave guaranteed by contract.
3. The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.
4. Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
5. 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.
6. 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.
7. Proper use of face coverings and the fact that face coverings are not respiratory protective equipment.
8. COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.

Physical Distancing:

All employees will be separated from other persons by at least six feet, except where the company can demonstrate that six feet of separation is not possible, and except for momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures.

When it is not possible to maintain a distance of at least six feet, individuals will be as far apart as possible.

Face Coverings:

The company will provide face coverings and ensure they are worn by employees over the nose and mouth when indoors, when outdoors and less than six feet away from another person, and where required by orders from the CDPH or local health department. The company will ensure face coverings are clean and undamaged. Face shields are not a replacement for face coverings, although they may be worn together for additional protection.

The following are exceptions to the face coverings requirement:

1. When an employee is alone in a room.
2. While eating and drinking at the workplace, provided employees are at least six feet apart and outside air is supplied to the area, if indoors, has been maximized to the extent possible.
3. Employees wearing respiratory protection in accordance with section 5144 or other title 8 safety orders (Respiratory Protection Standard).
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. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed, and the unmasked employee will be at least six feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.

Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability will wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

Signage has been posted at all entrances notifying employees, visitors and the public that face covering are required and permission to enter is prohibited without a face covering.

The company prohibits the sharing of personal protective equipment (PPE) and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing will be minimized, and such items and equipment will be disinfected between uses by different people. Sharing of vehicles will be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Areas, material, and equipment used by a COVID-19 case during the high-risk exposure period will be cleaned and disinfected in accordance with the CDC. PPE and training will be provided to employees conducting the cleaning and disinfecting.

The company has determined we have adequate handwashing facilities. We encourage and allow time for employee handwashing and provide employees with an effective hand sanitizer. The company encourages employees to wash their hands with soap and water for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited. Any new location/site will be assessed to ensure that an adequate number of hand washing stations are available.

Protective Equipment (PPE)

The company has evaluated the need for personal protective equipment (PPE) to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and provide such personal protective equipment as needed.

The company will evaluate the need for respiratory protection in accordance with Title 8 Section 5144 when physical distancing requirements are not feasible or are not maintained.

All personal protective equipment (PPE) is provided by the company at no cost to the employees.

Reporting, Recordkeeping, and Access:

The company will adhere to the following:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related “serious” illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Record COVID-19 cases as applicable on OSHA Recordkeeping Log.

- Maintain records of the steps taken to implement the company’s written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make the company’s written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Keep a record of and track all COVID-19 cases with the employee’s name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information will be kept confidential. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Exclusion of COVID-19 Cases:

The purpose of this subsection is to limit transmission of COVID-19 in the workplace.

The company will ensure that COVID-19 cases are excluded from the workplace until the return to work requirements are met.

- The company will exclude employees with COVID-19 exposure from the workplace for 10 days (*in compliance with CDPH COVID-19 Quarantine Guidance 12/14/20*) after the last known COVID-19 exposure to a COVID-19 case.
- Employees excluded from work due to a COVID-19 work-related exposure and otherwise able and available to work, will continue to maintain earnings, seniority, and all other employee rights and benefits. Policy for maintaining earnings benefits:

Exemptions:

- Does not apply to any period of time during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission.
- Does not apply where the company demonstrates that the COVID-19 exposure is not work related.

- At the time of the exclusion the company will provide the employee with information on benefits.

Return to Work Criteria:

The company will adhere to the following:

- COVID-19 cases with COVID-19 symptoms will not return to work until:
 1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
 2. COVID-19 symptoms have improved; and
 3. At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not be allowed to return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 10 days (*in compliance with CDPH COVID-19 Quarantine Guidance 12/14/20*) from the time the order to quarantine was effective.

Multiple COVID-19 Infections and COVID-19 Outbreaks (§3205.1):

This section applies if the workplace is identified by a local health department as the location of a COVID-19 outbreak or when there are three or more COVID-19 cases in an exposed workplace within a 14-day period.

This section would apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

COVID-19 testing

1. The company will provide COVID-19 testing to all employees at the 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(s). COVID-19 testing will be provided at no cost to employees during employees' working hours.
2. COVID-19 testing will consist of the following:
 - Immediately upon being covered by this program section, all employees in the exposed workplace will be tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, the company will provide continuous 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 this section no longer applies.
 - The company will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases.

The company will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with the company's COVID-19 Prevention Program.

The company will immediately investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak in accordance with Cal/OSHA. In addition, the company 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 will include:

- Investigation of new or unabated COVID-19 hazards including:
 - Leave policies and practices and whether employees are discouraged from remaining home when sick
 - COVID-19 testing policies
 - Insufficient outdoor air
 - Insufficient air filtration
 - Lack of physical distancing
- The review will be updated every thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
- The company will implement changes to reduce the transmission of COVID-19 based on the investigation and review. The company will consider moving indoor tasks outdoors or having them performed remotely when possible, increasing outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing as much as possible, and other applicable controls.

Notifications to the local health department

- Immediately, but no longer than 48 hours after the company knows, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.
- Provide 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.

The company will continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.

Major COVID-19 Outbreaks (§3205.2):

This section applies when there are 20 or more COVID-19 cases in an exposed workplace within a 30-day period.

This section would apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

In the event of a major outbreak, the company will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at the 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.

The company will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with the company's COVID-19 Prevention Program and any relevant local health department orders.

The company will comply with the requirements of our COVID-19 Prevention Program investigating and responding procedures.

In addition to the requirements of our COVID-19 hazard correction procedures, the company will take the following actions:

- In buildings or structures with mechanical ventilation, the company will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, the company will use filters with the highest compatible filtering efficiency. The company will evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission and will implement their use to the degree feasible.
- The company will determine the need for a Cal/OSHA §5144 respiratory protection program or changes to an existing respiratory protection program to address COVID-19 hazards if applicable.
- The company will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Notifications will be made to the local health department in compliance with the company's COVID-19 Prevention Program.

COVID-19 Prevention in Employer-Provided Transportation to and from Work (§3205.4):

This section applies when the company provides motor vehicle transportation to and from work, which is any transportation of an employee, during the course and scope of employment, provided, arranged for, or secured by an employer including ride-share vans or shuttle vehicles, car-pools, and private charter buses, regardless of the travel distance or duration involved.

The following exceptions apply:

- This section does not apply if the driver and all passengers are from the same household outside of work, such as family members.
- This section does not apply when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations.

The company 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 - the company will ensure that:

- Physical distancing and face covering requirements are followed for employees waiting for transportation.
- The 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.
- The vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by the company's COVID-19 Prevention Program.

The company 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 – the company 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, will be cleaned and disinfected between different drivers.
- The company provides sanitizing materials and ensure they are kept in adequate supply.

Ventilation - the company 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 – the company 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.

COVID-19 Prevention in Employer-Provided Housing (§3205.3):

This section applies when the company provides housing. 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.

The following exceptions apply:

- 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 who maintained a household together prior to residing in employer-provided housing, such as family members, when no other persons outside the household are present.

Assignment of housing units

The company 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

The company 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.
- Ensure 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.
- In housing units, maximize the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system.

Face coverings

The company 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 disinfecting

The company will ensure the following:

- That 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 will be done in a manner that protects the privacy of residents.
- That unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

Screening

The company will encourage residents to report COVID-19 symptoms to the company.

COVID-19 testing

The company 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.

The company will do the following:

- 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 the company's COVID-19 Prevention Program.
- End isolation in accordance with the company's COVID-19 Prevention Program and any applicable local or state health officer orders.

This Model COVID-19 Prevention Program is founded on the Cal/OSHA Emergency Temporary Standard CCR, Title 8 §3205, it is to be modified and made specific to your organization. This template is intended for California employers not covered by the Aerosol Transmissible Diseases (ATD) Standard. This program should be reviewed and updated frequently to account for any changes with the CDC, Cal/OSHA, or state and local guidelines.

This model program is based on available information at the time of its publication. This model program does not supplant or replace the guidelines and/or recommendations set forth by Cal/OSHA, CDC and/or Federal, State and Local guidelines, laws, ordinances or directives. This guide does not constitute medical advice. For advice on your specific situation, it is recommended that you engage a qualified professional directly.

Using this model alone does not ensure compliance with the emergency temporary standard. To use this model program effectively, the person(s) responsible for tailoring and implementing the COVID-19 Prevention Program should carefully review and understand:

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