

County of Yolo Administrative Policies and Procedures Manual

TITLE: COVID-19 PREVENTION PROCEDURE

Department: Human Resources

TYPE: POLICY & PROCEDURE

DATE: August 27, 2024

I. BACKGROUND

This COVID-19 Prevention Procedure (CPP) is designed to supplement the Yolo County's Injury and Illness Prevention Program (IIPP) for the purpose of controlling and limiting employees' exposure to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2 that causes COVID-19) that may occur in our workplace.

II. AUTHORITY AND RESPONSIBILITY

The Yolo County Department of Human Resources has overall authority and responsibility for implementing the provisions of this CPP. Every Yolo County employee has a responsibility in the effort to maintain a safe and healthy workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the procedure 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.

III. APPLICATION OF THE YOLO COUNTY INJURY AND ILLNESS PREVENTION PROGRAM

COVID-19 is a recognized hazard in our workplace and is addressed through this addition to our IIPP. This CPP will be implemented and maintained to meet the following objectives:

1. **Preventing Transmission** - The County will determine measures to prevent COVID-19 transmission and identify and correct COVID-19 hazards in our workplace, including the following:
 - a. All persons in our workplace are treated as potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.

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- b. COVID-19 is treated as an airborne infectious disease. Applicable orders and guidance will be periodically reviewed when determining measures to prevent transmission and identifying and correcting COVID-19 hazards. COVID-19 prevention controls may include:
 - i. Remote work;
 - ii. Physical distancing;
 - iii. Reducing population density indoors;
 - iv. Moving indoor tasks outside;
 - v. Implementing separate shifts and/or break times;
 - vi. Restricting access to work areas; or
 - vii. Using masks or respirators.
2. **Training** - The County will provide training and instruction on COVID-19 prevention in the following circumstances:
 - a. When this CPP is first established;
 - b. To new employees upon onboarding;
 - c. To employees assigned to report COVID-19 incidents and have not been previously trained regarding COVID-19 hazards;
 - d. Whenever new COVID-19 hazards are introduced or when we are made aware of previously unrecognized COVID-19 hazards; and
 - e. For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.
3. **Investigation** – The County will employ the following to ensure and determine appropriate guidance to reports of COVID-19 related cases at the workplace:
 - a. Upon reporting of COVID-19 positive case, symptoms, and exposure from the employee, the Supervisor or designated department reporter (e.g., Department HR Liaison) will collect minimally the following data:
 - i. Day and time a COVID-19 case/employee was last present at the worksite;
 - ii. Location of the worksite;
 - iii. Where, when, and how the employee was exposed;
 - iv. Name(s) of close contact(s);
 - v. Date of the positive COVID-19 test or diagnosis;
 - vi. Type of test administered; and
 - vii. Date the COVID-19 case first experienced/developed one or more COVID-19 symptoms.
 - b. Identify and respond to COVID-19 at the workplace. To achieve this goal, the following steps must be taken:
 - i. **Supervisors and/or designated reporters** must notify Human Resources with data elements noted above (via the [online reporting portal](#) or email

- covid.hr@yolocounty.gov) if they become aware of an employee with COVID-19 symptoms or who has tested positive for COVID-19. As applicable, notification may be required following direction from Human Resources. Specific communication to other employees shall be otherwise limited. Supervisors must follow up with employees to confirm they meet the return-to-work criteria prior to an employee returning to the worksite.
- ii. **Human Resources** will assess information on each report and provide a triage determination and guidance including, but not limited to, whether to exclude the employee from the workplace; the criteria for returning an employee to the workplace; precautions during infectious period; and notification guidance and other general reminders.
 - iii. **Employees** must follow current guidelines to protect themselves and others. Employees will be directed to wear a face covering/mask in accordance with Section VI of this CPP.
- c. Daily screening for virus symptoms is required prior to beginning the workday. The County encourages employees to stay home when ill and report COVID-19 symptoms.
4. **Response.** Effective procedures for responding to COVID-19 cases at the workplace include:
- a. Immediately responding to any report of employee COVID-19 cases according to the following requirements:
 - i. Regardless of vaccination status, **asymptomatic COVID-19 cases** are not excluded from the workplace. The State of California Department of Industrial Relations Cal/OSHA has determined that there is no infectious period for the purpose of isolation and exclusion of asymptomatic COVID-19 cases, and therefore no recommendation for isolation. A well-fitting mask must be worn around others for 10 days after the collection date of the initial positive test.

The employee needs to avoid contact with people at higher-risk for severe COVID-19 for 10 days. Higher-risk individuals include the elderly, those who live in congregate care facilities, and those who have immunocompromising conditions.
 - ii. Regardless of vaccination status, **symptomatic COVID-19 cases** may return to work no sooner than 24 hours after onset of symptoms IF symptoms are mild and improving AND they are fever-free for 24 hours, without the use of fever-reducing medications. A well-fitting mask must be worn around others for 10 days after COVID-19 symptoms began.
 - iii. Elements i. and ii. apply regardless of whether an employee has been previously excluded or other precautions were taken in response to an

- employee's close contact or membership in an exposed group.
- b. Reviewing current [CDPH](#) guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
 - c. Following the OUTBREAK and MAJOR OUTBREAK guidance provided in Section X of this CPP, when appropriate.
 - d. Adhering to and ensuring the [Yolo County Human Resources Guidance on How to Handle COVID-19 in the Workplace](#) conforms with the newest guidance from the CDPH and the Cal/OSHA COVID-19 Prevention Non-Emergency Regulations.
 - e. If an order to isolate, quarantine, or exclude 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.
 - f. If removal of an employee would create undue risk to a community's health, the County may submit a request for a waiver to Cal/OSHA in writing to rs@dir.ca.gov to allow the employee to return to work if it does not violate local or state health official orders for isolation, quarantine, or exclusion. In such cases, the County must describe the effective control measures that will be implemented and maintained 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.
 - g. Upon excluding an employee from the workplace based on COVID-19 or a close contact, Yolo County will provide the excluded employees with 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 legally mandated sick leave, workers' compensation law, local governmental requirements, and County leave policies and leave guaranteed by contract. The Supervisor or designated department reporter responsible for reporting the COVID case via the [online reporting portal](#) or email (covid.hr@yolocounty.gov) will provide the excluded employee the above-referenced benefit information and/or direct the employee to the appropriate Departmental Human Resources Liaison. Employees can also direct questions regarding payroll or leaves to their Departmental Human Resources Liaison or to the Human Resources Department directly by emailing Leaves.Coordinator@yolocounty.gov.

IV. TESTING OF CLOSE CONTACTS

COVID-19 tests are available at no cost, during paid time, to employees who have been exposed in the workplace. Departments and employees can visit [COVID-19 | Yolo County](#) to locate local

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testing sites or contact the Human Resources Department to acquire test kits. Returned cases as defined in CCR, Title 8, section 3205(b)(11) are exempted from this section.

Employees who have had a close contact will also be provided with the information outlined in Section III, paragraph (4)(g), above.

V. NOTICE OF COVID-19 CASES

Employees and independent contractors who had a close contact, as well as any employer with an employee who had a close contact, will be notified as soon as possible, and in no case longer than the time required to ensure that the exclusion requirements of Section III, paragraph (4)(a) are met.

Once a COVID-19 case has been reported via the [online reporting portal](#) or email (covid.hr@yolocounty.gov), Human Resources will assess and respond to the reporting individual, including the following template necessary to provide the above-referenced notices. The County has prepared the following template to be utilized for such purpose:

Notice of COVID-19 Close Contact: This form is used to document and notify employees, independent contractors, and employers with employees who have been identified as a close contact.

VI. FACE COVERINGS

Employees will be provided face coverings, upon request, and required to wear them:

1. When required by orders from CDPH or local health officer. This includes spaces within vehicles when a CDPH regulation or order requires face coverings indoors.
2. During outbreaks and major outbreaks.
3. When employees return to work after having COVID-19 until 10 days have passed since the date COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
4. After a close contact with a COVID-19 case until 10 days after their last day of exposure.

Face coverings will be clean, undamaged, and worn over the nose and mouth.

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, if indoors, the supply of outside or filtered air has been maximized to the extent feasible.

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3. While employees are wearing respirators required by the employer and used in compliance with CCR, Title 8 section 5144.
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. Such employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if the condition or disability permits it.
5. During specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the period in which such tasks are being performed.

If an employee is not wearing a face covering due to exceptions (4) and (5), above, the COVID-19 hazards will be assessed, and action will be taken as necessary.

Employees will not be prevented from wearing a face covering, including a respirator, when not required by this section, unless it creates a safety hazard.

VII. RESPIRATORS

Respirators (N95 masks or equivalent) will be provided for voluntary use to employees who request them and who are working indoors or in vehicles with more than one person. Employees who request respirators for voluntary use will be:

1. Encouraged to use them.
2. Provided with a respirator of the correct size.
3. Trained on:
 - a. How to properly wear the respirator provided;
 - b. How to perform a user seal check according to the manufacturer's instructions each time a respirator is worn; and
 - c. The fact that facial hair interferes with a seal.

The requirements of CCR, Title 8 section 5144(c)(2) will be complied with according to the type of respirator (disposable filtering face piece or elastomeric re-usable) provided to employees.

VIII. VENTILATION

For our indoor workplaces, we will:

1. Review CDPH and Cal/OSHA guidance regarding ventilation, including the CDPH [Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#). The

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County will develop, implement, and maintain effective methods to prevent transmission of COVID-19, including one or more of the following actions to improve ventilation:

- a. Maximize the supply of outside air 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. In buildings and structures with mechanical ventilation, filter circulated air through filters at least as protective as Minimum Efficiency Reporting Value (MERV)-13, or the highest level of filtration efficiency compatible with the existing mechanical ventilation system.
 - c. Use High Efficiency Particulate Air (HEPA) filtration units in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.
2. Determine whether Yolo County is subject to CCR, Title 8 section 5142 Mechanically Driven Heating, Ventilating and Air Conditioning (HVAC) Systems to Provide Minimum Building Ventilation, or section 5143 General Requirements of Mechanical Ventilation Systems, and comply as required.

In vehicles, employees will maximize the supply of outside air to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.

IX. REPORTING AND RECORDKEEPING

The Human Resources Department will keep a record of and track all COVID-19 cases reported via the [online reporting portal](#) or email to covid.hr@yolocounty.gov along with any submitted documentation from the reporting department. These records will be **retained for two years beyond** the period in which it is necessary to meet the requirements of CCR, Title 8, sections 3205, 3205.1, 3205.2, and 3205.3.

The notices required by subsection 3205(e) will be kept in accordance with Labor Code section 6409.6 or any successor law.

X. OUTBREAKS AND MAJOR OUTBREAKS

An **outbreak** is defined as any time three (3) or more employee COVID-19 cases within an exposed group visited the workplace during their infectious period at any time during a 7-day period, unless a CDPH regulation or order defines outbreak using a different number of

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COVID-19 cases and/or a different time period. For details, please reference CCR, Title 8 section **3205.1**.

This section will stay in effect until there are one (1) or fewer new COVID-19 cases detected in the exposed group for a 7-day period.

1. EXCLUDE FROM WORK

All COVID-19 cases, as well as employees who had close contacts but do not take a COVID-19 test, will be excluded from the workplace.

2. COVID-19 TESTING

We provide COVID-19 testing available at no cost to our employees within the exposed group, regardless of vaccination status, during employees' paid time, and continue to make testing available to employees at least weekly until there are one (1) or fewer new COVID-19 cases detected in the exposed group for a 14-day period, except for employees who were not at work during the relevant period.

- a. Employees who had close contacts and remain at work will be required to take a COVID-19 test within **three to five days** after the close contact and those who test positive for COVID-19 will be excluded. Those who do not take a COVID-19 test will be excluded until our return-to-work requirements have been met.

3. FACE COVERINGS

Employees in the exposed group, regardless of vaccination status, will wear face coverings when indoors, or when outdoors and less than six (6) feet from another person, unless one of the exceptions in our CPP applies.

4. RESPIRATORS (N95 MASKS OR EQUIVALENT)

Employees will be notified of their right to request and receive a respirator for voluntary use, as stipulated in our CPP.

5. COVID-19 INVESTIGATION, REVIEW, AND HAZARD CORRECTION

The County will perform a review of potentially relevant COVID-19 policies, procedures and controls, and implement changes as needed to prevent further spread of COVID-19 when this CPP initially applies and periodically thereafter. The investigation, review, and changes will be documented and include:

- a. Investigation of new or unabated COVID-19 hazards including:

- i. Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - ii. Our COVID-19 testing policies.
 - iii. Insufficient supply of outdoor air to indoor workplaces.
 - iv. Insufficient air filtration.
 - v. Insufficient physical distancing.
- b. Review will be updated every 30 days that CCR, Title 8 section 3205.1 continues to apply:
 - i. In response to new information or to new or previously unrecognized COVID-19 hazards.
 - ii. When otherwise necessary.
- c. Any changes implemented to reduce the transmission of COVID-19 based on the investigation and review, which may include:
 - i. Moving indoor tasks outdoors or having them performed remotely.
 - ii. Increasing the outdoor air supply when work is done indoors.
 - iii. Improving air filtration.
 - iv. Increasing physical distancing to the extent feasible.
 - v. Requiring respiratory protection in compliance with CCR, Title 8 section 5144.
 - vi. Other applicable controls.

6. VENTILATION

Buildings or structures with mechanical ventilation will have recirculated air filtered 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 with the highest compatible filtering efficiency will be used. High Efficiency Particulate Air (HEPA) air filtration units will be used in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.

These ventilation requirements will continue to be implemented after the outbreak has passed and CCR, Title 8 section 3205.1 is no longer applicable.

7. MAJOR OUTBREAKS

The following will be done while CCR, Title 8 section 3205.1 applies if **20 or more employee COVID-19** cases in an exposed group visited the worksite during their infectious period within a 30-day period:

- a. Exclude COVID-19 cases as well as employees in the exposed group who do not take a COVID-19 test.
- b. Immediately ensure that all employees in the exposed group who remain at work

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are tested for COVID-19 at least twice weekly until there are one (1) or fewer new COVID-19 cases detected in the exposed group for a 14-day period. Employees in the exposed group that do not take the COVID-19 test will be excluded until our return-to-work criteria have been met.

- c. Report the outbreak to Cal/OSHA.
- d. Provide respirators for voluntary use to employees in the exposed group, encourage their use, and train employees according to CCR, Title 8 section 5144(c)(2) requirements.
- e. Any employees in the exposed group who are not wearing respirators as required will be separated from other persons by at least six (6) feet, except where it can be demonstrated that at least six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include:
 - i. Telework or other remote work arrangements.
 - ii. Reducing the number of persons in an area at one time, including visitors.
 - iii. Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
 - iv. Staggered arrival, departure, work, and break times.
 - v. Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

When it is not feasible to maintain a distance of at least six (6) feet, individuals will be as far apart as feasible.

XI. ATTACHMENT

1. Yolo County Human Resources Guidance on How to Handle COVID-19 in the Workplace
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