

# **City of Clovis**

## **COVID-19 Prevention and Control Plan**

**This document also serves as Attachment “I” to the City of Clovis  
Illness and Injury Prevention Program**

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## I. PURPOSE

The City of Clovis is committed to providing safe and healthy workspaces for City employees and volunteers. In order to ensure we have a safe and healthy workplace, the City has developed the following COVID-19 Prevention and Control Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and community, which requires full cooperation among our employees of the City. Only through this cooperative effort can we establish and maintain the safety and health for our employees and workplaces.

This Plan describes methods for meeting the requirements of a written COVID-19 Prevention and Control Plan, and it includes:

- Responsibilities for implementing the plan.
- Measures that will be taken to prevent the spread of the COVID-19 virus within the workplace.
- Information and training.
- A documented process to check for compliance and correct deficiencies.
- A method to investigate infectious disease cases (specifically SARS-CoV-2), alert Cal/OSHA when necessary, and identify and isolate workplace contacts of infected employees.

The Plan applies to all employees, except for employees covered by the Cal/OSHA regulations related to the Aerosol Transmissible Diseases (“ATD”). Please refer to Fire and Police department ATD Programs to protect safety officers from infectious diseases such as COVID-19.

**Note: This Plan is subject to change to ensure compliance with CDPH and Cal/OSHA requirements and guidelines. All new changes will supersede all previous versions within the Plan, which is referenced within the “Addendum”.**

## II. DEFINITIONS

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

“Close contact”: unless otherwise defined by regulation or order of the CDPH, the following definition shall apply: indoor spaces of 400,000 or fewer cubic feet per floor, an employee sharing the same indoor airspace as a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period (for example, three separate 5-minute exposures for a total of 15 minutes) during the COVID-19 case’s infectious period, regardless of the use of face coverings. In addition, offices, suites, rooms, waiting areas, break or eating areas, bathrooms, or other spaces that are separated by floor-to-ceiling walls shall be considered distinct indoor spaces. EXCEPTION: Employees have not had a close contact if they wore a respirator required by the employer and used in compliance with section 5144, whenever they were within six feet of the COVID-19 case during the infectious period.

“COVID-19” (Coronavirus Disease 2019) the disease caused by SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2).

“COVID-19 case” means a person who either: (1) Has a positive “COVID-19 test”; (2) Has a positive COVID-19 diagnosis from a licensed health care provider; or (3) Is subject to 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.

“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, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, or sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids.

“COVID-19 symptoms” means one of the following: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

“COVID-19 test” means a test for SARS-CoV-2 that is: (1) Cleared, approved, or authorized, including 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 set forth in subsection (c)(10), 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).

“Exposed group” means all employees at work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the infectious period. A common area at work includes bathrooms, walkways, hallways, aisles, breaks or eating areas, and waiting areas. The following exceptions apply:

- (1) For 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 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.

“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 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.

"Infectious period" means the following for symptomatic confirmed cases: It is a minimum of 24 hours from the day of symptoms onset: (1) COVID-19 cases may return if 24 hours have passed with no fever, without the use of fever-reducing medications, **AND** (2) their symptoms are mild and improving.

"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.

"Returned case" means a COVID-19 case who returned to work pursuant to subsection (c)(10) and did not develop any COVID-19 symptoms after returning. A person shall only be considered a returned case for 30 day after the initial onset of COVID-19 symptoms or, if the person never developed COVID-19 symptoms, for 30 days after the first positive test. If a period of other than 30 days is required by a CDPH regulation or order, that period shall apply.

"Worksite," for the limited purposes of sections 3205.1, means the building, store, facility, agriculture field, or other location where a COVID-19 case was present during the infectious period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter.

### **III. RESPONSIBILITIES**

#### **a. Department Head**

The Department Head has the ultimate responsibility for compliance with this Plan by:

- Activating heightened surveillance of illness within the department.
- Gathering data on symptoms of employees and volunteers who are sick at home.
- Providing fact sheets and guidelines for employees, volunteers, and their families to make them aware of symptoms and remind them of respiratory hygiene etiquette, proper hand washing practices, and the need for social distancing.
- Referring media inquiries related to service status to the City Manager's office.
- Implementing work-at-home protocols, where operationally feasible and appropriate to the status of the pandemic, to reduce the number of employees at the worksite.

As necessary, due to fluctuating guidance and information, the Department Head, or their designee, will conduct a review of this Plan to ensure regulatory compliance is effective in ensuring the health and safety of City employees, volunteers, and citizens potentially

affected by City operations; and identify opportunities for improvements to the Plan.

b. **Manager**

The Manager will ensure that:

- Employees and volunteers who are ill with a cough or other flu-like symptoms (chills, fever, difficulty breathing, muscle aches, sore throat) stay home.
- Ill staff and volunteers are sent home immediately.
- Employees and volunteers are kept informed of developing issues.
- Manufacturer's instructions are followed for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, personal protective equipment).
- When choosing cleaning chemicals, the City will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses.
- The Personnel/Risk Management Division will be provided with training records upon completion.
- A periodic evaluation of existing COVID-19 prevention controls within their worksites are performed to assess whether there is a need for different and/or additional controls.
- Periodic inspections of their worksites and facilities are conducted as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19.

c. **Employees**

The employees are responsible for the following:

- Stay home when ill with a cough or other flu-like symptoms (chills, fever, difficulty breathing, muscle aches, sore throat) or if required per Addendum B if they have come in direct contact with a person diagnosed with COVID-19.
- Tell their direct supervisor if they have a cough or other flu-like symptoms (chills, fever, difficulty breathing, muscle aches, sore throat) or if they have come in direct contact with a person diagnosed with COVID-19.
- Practice respiratory hygiene etiquette.
- Wash their hands frequently.
- Report possible COVID-19 hazards at the worksites or facilities.
- If the employee tests positive, employees shall follow:
  - Refer to **ADDENDUM B** of the Plan.

The City will not discriminate or retaliate against any City employee who reports COVID - 19 symptoms or possible close contact, and possible COVID-19 hazards at the workplace.

**IV. WORKPLACE-SPECIFIC IDENTIFICATION OF COVID-19 HAZARDS**

The City conducted a workplace-specific assessment of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19

hazards. Please refer to **Identification of COVID-19 Hazard form** for additional information.

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

As part of this process, the City identified potential workplace exposure to all persons at worksites and facilities, including employees, employees of other entities, members of the public, customers or clients, and independent contractors. The City considered how employees and other persons enter, leave, and travel through City worksites and facilities, in addition to addressing employees' fixed workspaces or workstations.

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

#### **V. CORRECTION OF COVID-19 HAZARDS AT WORKSITES AND FACILITIES**

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

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

#### **VI. EXCLUSION OF COVID-19 CASES**

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits as required by law.

#### **VII. CONTROL OF COVID-19 HAZARDS**

The City will use a framework called the "hierarchy of controls" to select ways of controlling workplace hazards. In other words, the best way to control a hazard is to systematically remove it from the workplace, rather than relying on workers to reduce their exposure. When it may not be possible to eliminate the COVID-19 hazard, the most effective protection measures are (listed from most effective to least effective): engineering controls, administrative controls, safe work practices (a type of administrative control), and personal protective equipment (PPE). There are advantages and disadvantages to each type of control measure when considering the ease of implementation, effectiveness, and cost. In most cases, a combination of control measures will be necessary to protect employees from exposure to COVID-19.



### **a. Administrative Controls for All Employees**

Administrative controls require action by the employee or employer. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard.

Administrative controls for COVID-19 include:

- Encouraging or requiring sick employees to stay at home.
- Establishing alternating days or extra shifts that reduce the total number of employees in a facility at a given time.
- Directing employees to wear a mask as required in Addendum A.
- The City will continuously provide employees with up-to-date education and training on the infectious disease outbreak risk factors and protective behaviors (e.g., cough etiquette and care of PPE).
- Customer service windows may be equipped with a barrier or Plexiglas barrier to help maintain physical distancing when required.

### **b. Employees Required to Continue Their Routine Tasks**

Some employees (as designated by the City Manager or Department Head) are required to continue their routine tasks in the public interest and/or continue essential functions of the City. These employees will continue to report to the workplace unless they test positive.

#### **Employees Able to Continue Their Routine Tasks Remotely**

Some employees (as designated by the City Manager or Department Head) are required to continue their routine tasks in the public interest and/or continue essential functions of the City; however, these employees must have the capabilities of conducting their assigned tasks from their homes and may continue working from home (telework) if authorized and assigned by management.

#### **Employees Who Are Considered High-Risk and Unable to Work Remotely**

If an employee is considered high-risk and has a medical or other condition identified by the CDC or the employees' health care provider due to increased risk of severe COVID-19 illness and are able to work, the City may provide for accommodations, upon the employees' request.

The City will periodically review the following web address in order to account for any additional medical conditions and other conditions that the CDC has identified as placing or potentially placing individuals at an increased risk of severe COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>

City employees are encouraged to review the list of medical conditions and other conditions provided above in order to determine whether they have such a condition. To request an accommodation under the City policy, employees may make a request with the Personnel/Risk Management Division at 559-324-2725.

### **c. Engineering Controls**

For indoor City worksites and facilities, the City evaluated how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the worksites and facilities' existing ventilation systems; 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. The City has installed Needlepoint Bipolar Ionization systems in City building heating and air conditioning systems which cleans the air and reduces the infectivity of viruses.

#### **d. Personal Protective Equipment (PPE)**

While engineering and administrative controls are considered more effective in minimizing exposure to infectious diseases, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

Examples of PPE include gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

Employees who desire to voluntarily use an N95 respirator should contact either their supervisor or Personnel at 559-324-2725. The City will supply the respirators, and provide the employee with training regarding the use and fit of N95 respirators.

The City will check the state and federal Occupational Safety and Health Administration (OSHA) and CDC websites regularly for updates about recommended PPE.

All types of PPE will be:

- Selected based upon the hazard to the employee.
- Properly fitted and periodically refitted, as applicable (e.g., respirators).
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

The City will provide employees with PPE needed to keep them safe while performing their jobs. The types of PPE required during a COVID-19 outbreak will be based on the risk of being infected while working and job tasks that may lead to exposure.

### **VIII. EMPLOYER'S RESPONSE TO COVID-19 CASES**

In the event that City employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, the City will instruct the employees to remain at or return to their home or place of residence and not report to work until such time as they satisfy the minimum criteria to return to work as referenced within **Addendum B**.

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

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

If possible, the City will interview the COVID-19 cases in order to ascertain the nature and circumstances of any contact that the employees may have had with other employees during the infectious period. If the City determines that there were any close contact COVID-19 exposures, the City will require employees to remain at home as required by Addendum B.

The City possesses authority to require that employees who report to work at a City worksites or facilities be tested for COVID-19. Where the City requires that employees be tested, the City will inform employees for the reason that testing is required and offer paid time at no cost to the employee.

The City has adopted policies and procedures that ensures the confidentiality of employees and comply with the Confidentiality of Medical Information Act (CMIA). Specifically, the City will not disclose to other employees, except for those who need to know, the fact that the employees tested positive for or were diagnosed with COVID-19. Further, the City will keep confidential all personal identifying information of COVID-19 cases or persons unless expressly authorized by the employee to disclose such information or as other permitted or required under the law.

#### **IX. COVID-19 HAZARDS**

The City will notify employees and subcontracted employees of any potential COVID-19 exposure at a City worksite or facility where a COVID-19 case and City employees were present on the same day. The City will provide written notice by email to City employees of such potential exposures within one (1) business day, in a way that does not reveal any personal identifying information of the COVID-19 case.

If the City should reasonably know that an employee has not received the notice, or has limited literacy in the language used in the notice, the City shall provide verbal notice, as soon as practicable, in a language understandable by the employee. 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 on business day of sending.

Within one business day of the time the City knew or should have known of the COVID-19 case, the City will provide the notice required by Labor Code section 6409.6(a)(2) and (c) to the authorized representative of any employee at the worksite during the infectious period.

#### **X. INVESTIGATION RESPONSE TO COVID-19 CASES IN WORKSITES AND FACILITES**

The City has a procedure for investigating COVID-19 cases in the workplace. The City will

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

As provided below, the procedure provides for the following: 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 all COVID-19 cases.

**a. Response to COVID-19 Cases**

In the event that City employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, the City will instruct the employees to remain at or return to their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work.

**b. Contact Tracing**

If possible, the City will interview the COVID-19 cases in order to ascertain the following information: (1) the date on which the employees tested positive, if asymptomatic, or the date on which the employees first presented COVID-19 symptoms, if symptomatic; (2) the COVID-19 cases' recent work history, including the day and time they were last present at a City worksite or facility; and (3) the nature and circumstances of the COVID-19 cases' contact with other employees during the infectious period, including whether there were any close contact COVID-19 exposures.

If the City determines that there were any close contact COVID-19 exposures, refer to instructions outlined within Addendum B.

**c. Reporting the Potential Exposure to Other Employees**

The City will comply with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and institutions as required based on the individual circumstances: (1) employees who were present at a City worksite or facility when the COVID-19 case was present; and (2) subcontracted employees who were present at the City worksite or facility.

**XI. MULTIPLE OUTBREAK MANAGEMENT**

This section of the Plan applies if a City workplace covered by CCR, Title section 3205 if three or more employee COVID-19 cases within an exposed group, as defined by section 3205(b), visited the workplace during their infectious period at any time during a 7-day period.

**a. COVID-19 testing during a multiple outbreak**

- We will provide COVID-19 testing to all employees in our exposed group except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 7-day period. COVID-19 testing will be available at no cost to employees within the exposed group, during employees' paid time.
- COVID-19 testing is not required under the following:
  - For returned cases who did not develop COVID-19 symptoms after returning to work pursuant to subsections 3205(c)(10), not testing is required.
- COVID-19 testing consists of the following:
  - Immediately upon being covered by this section, the City 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 will not impact the duration of any quarantine period required by, or orders issued by, the local health department.

- After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees once per 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, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 7-day period.
- 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 starting from the date of the last known close contact.
- We will provide additional testing when deemed necessary by Cal/OSHA.

**b. Investigation of workplace COVID-19 illness**

The City shall continue to comply with all applicable provisions of section 3205, and shall also do the following:

- 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 subsection 3205(c)(D)(C) applies.
- The City shall give notice to employees in the exposed group of their right to request a respirator for voluntary use under subsection 3205(c)(7)(C)2.
- The City shall evaluate whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing if not feasible, as much distance between person as feasible.

**c. COVID-19 investigation, review and hazard correction**

In addition to our City policy identification and evaluation of COVID-19 hazards and correction of COVID-19 hazards, we 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.

**XII. MAJOR OUTBREAK MANAGEMENT**

This section of the Plan applies to any workplace with twenty or more COVID-19 cases in an exposed group, visited the workplace during their infectious period within a 30-day period.

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

**a. COVID-19 testing during a major outbreak**

- COVID-19 testing shall be required of all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by the local health department. Employees in the exposed group shall be tested or shall be excluded and follow the return to work requirements starting from the date that the outbreak begins.
- Additional actions during a major outbreak:
  - The City shall provide a respirator for voluntary use to employees in the exposed

group and shall determine the need for changes to the existing respiratory protection program to address COVID-19 hazards.

- Any employees in the exposed group who are not wearing respirators required by the City and used in compliance with section 5144 shall be separated from other persons by at least six feet, except when the City can demonstrate that six feet of separation is not feasible, and except for momentary exposure while employees are in movement. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.
- The City will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.

**b. Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our City Plan and Addendum B, and any relevant local health department orders.

**c. Investigation of workplace COVID-19 illnesses**

We will comply with the requirements of our City Plan by investigating and responding to COVID-19 cases.

**d. COVID-19 hazard correction**

In addition to the requirements of our **Correction of COVID-19 Hazards** policy, we will take the following actions:

- The City will provide a respirator for voluntary use in compliance with subsection 5144(c)(2) to employees in the exposed group and shall determine the need for a respirator protection program or changes to an existing respirator protection program under section 5144 to address COVID-19 hazards.
- Implement any other control measures deemed necessary by Cal/OSHA.

**XIII. ADDITIONAL MISCELLANEOUS INFORMATION**

**a. Free COVID-19 Testing for Close Contact Exposures**

The City will make COVID-19 testing available at no cost, during paid time, to all employees of the City who had close contact at a City worksite or facility and provide them with the information on benefits, described in subsection (c)(5)(B), with the exception of returned cases as defined in subsection 3205(b)(11). Employees who desire a test, should contact either their supervisor or Personnel at 559-324-2725 for information and locations.

**b. Free COVID-19 Testing for Symptomatic Employees**

The City will make COVID-19 testing available at no cost to City employees with COVID-19 symptoms, during employees' paid time. Employees who desire a test, should contact either their supervisor or Personnel at 559-324-2725 for information and locations.

**c. COVID-19 Vaccinations for Employees**

COVID-19 vaccinations are effective at preventing COVID-19, protecting against both transmission and serious illness or death. Employees who desire to obtain a COVID-19 vaccination may contact Personnel at 559-324-2725 for information and locations. Employees may use their sick leave or other available leave balances to obtain the vaccine.



and for time off due to side-effects. For additional information regarding COVID-19 vaccine effectiveness, visit the CDC link at:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Covid19Vaccines.aspx>

**d. Leave and Compensation Benefits for Close Contact Exposures**

The City will provide these employees with information regarding COVID-19-related benefits to which the employees may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, if applicable, workers' compensation law, local governmental requirements, the City's own leave policies, and leave guaranteed by contract.

For work related exposures the City will continue to provide and will maintain these employees' earnings, seniority, and all other employee rights and benefits, including the employees' right to their former job status, as if the employees had not been removed from their jobs, as required by law.

The City may require that these employees use their available sick leave for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

**e. Confidential Medical Information**

The City will protect the confidentiality of the COVID-19 cases, and will not disclose to other employees the fact that the employees tested positive for or were diagnosed with COVID-19.

The City will keep confidential all personal identifying information of COVID-19 cases or person with COVID-19 symptoms, and any medical records required by section or sections 3205.1 through 3205.4, unless is permitted or required under the law. Unredacted information on COVID-19 cases shall be provided to the local health department, CDPH, the Division, and National Institute for Occupational Safety and Health (NIOSH) immediately upon report, and when required by law.

**f. Follow Existing Cal/OSHA and OSHA Standards**

Existing Cal/OSHA and OSHA standards may apply to protecting workers from exposure and infection.

Cal/OSHA's Bloodborne Pathogens Standard CCR, Title 8, Section 5193 applies to occupational exposure to human blood and other potentially infectious materials that typically do not include respiratory secretions that may transmit infectious respiratory diseases.

During outbreaks of infectious disease, OSHA may provide information about standards and requirements related to record keeping, illness/injury recording, and sanitation, risk communication related to hazardous chemicals in sanitizers and cleaning products, and other pertinent information. See the OSHA and Cal/OSHA webpages for information.

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

Further, in accordance with applicable law, the City will record any serious work-related COVID-19-related illnesses or deaths.

#### **XIV. ADDITIONAL MEASURES TO PROTECT WORKERS**

For employees who do not have frequent contact with the general public, the City will follow the general recommendations contained in:

<https://www.osha.gov/Publications/OSHA3990.pdf>. This planning guide to preparing for the COVID-19 outbreak will provide applicable guidelines for most infectious disease outbreaks.

##### **a. Engineering Controls**

Cal/OSHA requires employers to ensure engineering controls, if any, used to protect employees from other job hazards continue to function as intended. If conditions or recommendations from the CDC change, the City will investigate the feasibility of implementing the CDC recommended engineering controls.

##### **b. Administrative Controls**

- Monitor public health communications from reliable sources about infectious diseases and ensure workers have access to that information. Frequently check the CDC website.
- Collaborate with employees to designate effective means of communicating important infectious diseases information.

#### **XV. TRAINING**

All City employees will receive initial training on the hazards associated with exposure to COVID-19 and the protocols in place within the City facilities to isolate and report cases and/or reduce exposures. Minimum training provided to all City employees by each department will include:

- Recognizing COVID-19 symptoms and how to participate in hazard identification.
- COVID-19 hazard evaluations.
- Cough and sneeze etiquette.
- Hand hygiene.
- Avoiding close contact with sick persons.
- Avoiding touching eyes, nose, and mouth with unwashed hands.
- Performing routine environmental cleaning of shared workplace equipment and furniture (disinfection beyond routine cleaning is not recommended).
- Advising employees to check [CDC's Traveler's Health Notices](#) prior to travel.
- Methods of physical distancing of six feet and the importance of combining physical distancing with the wearing of face covering as required.
- Information regarding COVID-19 leave benefits to which the employee may be entitled to under applicable federal, state, or local laws.
- Importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.



- City policies for providing respirators, and the right of employees to request a respirator for voluntary use, without fear of retaliation and at no cost to employees. Refer to “N95 Mask Commonly Asked Questions”, Addendum E for more information.

## **XVI. COMPLIANCE**

The City has a “zero tolerance” policy for any employees showing up and/or working when they are showing or experiencing symptoms of COVID-19. Any employee who fails to adhere to the aforementioned terms outlined within the Plan will be subject to disciplinary action, up to and including termination.

## **XVII. WORKERS’ COMPENSATION**

If employees believe that they were possibly exposed to the infectious disease at work, they must inform their supervisor and seek medical attention immediately. Any employees wishing to file a workers’ compensation claim related to the communicable disease may do so by completing all required paperwork and submitting it to Personnel/Risk Management Division.

## **XVIII. REPORTING, RECORD KEEPING, AND ACCESS**

The Personnel/Risk Management Division will maintain records associated with this COVID-19 Prevention and Control Plan including, but not limited to:

- 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.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

## **XIX. ADDITIONAL SOURCES OF INFORMATION**

Cal/OSHA has important information on its website spotlighting precautions for those who may become exposed to an infectious disease at <https://www.dir.ca.gov/dosh/>.

There are federal agencies and international organizations that have further resources:

- The CDC has additional online resources at <https://www.cdc.gov/>.
- The World Health Organization (WHO) has information on infectious disease outbreak at <https://www.who.int/>
- The Fresno County Public Health Department at <https://www.co.fresno.ca.us/departments/public-health/covid-19?locale=en>

- EPA Registered Antimicrobial Products for use against the Novel Coronavirus SARS-CoV-2 at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- California Governor's Executive Order N-62-20 (workers' compensation benefits and preemptions of the work-relatedness of COVID-19 at <https://www.gov.ca.gov/wp-content/uploads/2020/05/5.6.20-EO-N-62-20.pdf>

## **ADDENDUM A – FACE MASKS**

**Effective June 22, 2020**  
**Revised November 18, 2020**  
**Revised December 9, 2020**  
**Revised May 20, 2021**  
**Revised June 18, 2021**  
**Revised December 15, 2021**  
**Revised January 14, 2022 with new OSHA definitions**  
**Revised February 16, 2022**  
**Revised March 1, 2022**  
**Revised April 20, 2022**  
**Revised May 11, 2022**

In accordance with updated face mask requirements published by California Department of Public Health, the following applies to City of Clovis employees effective April 20, 2022.

*Guidance for The Use of Face Coverings:* While facemasks are not required in the workplace, the City of Clovis will provide face masks to employees upon request, regardless of vaccination status. N95 masks will be provided to employees on a voluntary basis. Requests can be made through the employee's supervisor. The City will provide the N95 masks and training on their proper fit and use.

Masks are no longer required by all employees and passengers while on public transit.

**Note: Police and Fire may be subject to different requirements.**

*Face Covering Definition:*

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 materials 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 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 of sign language respectively.

*Respirator Definition:*

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. Employees who desire to voluntarily utilize a

respirator, should contact either their supervisor or Charles Johnson at 559-324-2731 for training on proper fit and use of a respirator.

NOTE: COVID-19 is an airborne disease. N95's are more protective respirators that protect the users from airborne disease while face covering primarily protect people around the user.

**ADDENDUM B**

Revised July 20, 2020

Revised July 24, 2020 following State guideline change

Revised November 18, 2020 following State guideline change

Revised December 8, 2020

Revised December 29, 2020 following County quarantine guideline change

Revised February 22, 2021 following County quarantine change for vaccinated persons

Revised June 18, 2021 following CALOSHA guideline revision

Revised October 12, 2021 following State and County Health guidelines revision

Revised January 14, 2022 following CalOSHA ETS and CDPH guideline revision

Revised February 13, 2023 Following Adoption of COVID-19 Permanent Standards

Revised March 13, 2023 Following revised CDPH guideline revision

Revised January 9, 2024 Following revised CDPH guideline revision

**City of Clovis**

**COVID-19 Workplace Prevention and Outbreak Protocol**

The following pages include protocols for workplace COVID-19 cases. Department Managers and Supervisors should follow the protocol for identifying and tracking active and potential COVID-19 cases. Managers and Supervisors should inform Charles Johnson 559-324-2731, Linda Parry at 559-324-2728 and Lori Shively 559-324-2726 in Personnel about confirmed positive cases and assist with contact tracing of positive cases. When emailing documentation, send to all three names above.

## **Guidance for employees who had a COVID-19 close contact, OR who test positive.**

### **Recommendations for people who test positive**

1. **Stay home if you have COVID-19 symptoms**, until you have not had a fever for 24 hours without using fever reducing medication AND other COVID-19 symptoms are mild and improving.
  - If you do not have symptoms, you should follow the recommendations below to reduce exposure to others.
2. **Mask** when you are around other people indoors for the 10 days\* after you become sick or test positive (if no symptoms). You may remove your mask sooner than 10 days if you have two sequential negative tests at least one day apart. Day 0 is symptom onset date or positive test date.
3. **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, those who have immunocompromising conditions, and that put them at higher risk for serious illness.
4. **Seek Treatment**. If you have symptoms, particularly if you are at higher risk for severe COVID-19, speak with a healthcare provider as soon as you test positive. You may be eligible for antiviral medicines or other treatments for COVID-19. COVID-19 antiviral medicines work best if taken as soon as possible, and within 5-7 days from when symptoms start.
  - Call 1-833-422-4255 if you are unable to contact a healthcare provider, or use the [treatment options](#) to find one.

\*The potential infectious period is 2 days before the date of symptoms began or the positive test date (if no symptoms) through Day 10. (Day 0 is the symptom onset date or positive test date).

### **Recommendation for close contacts of cases**

- **If you have new COVID-19 symptoms**, you should test and mask right away.
- **If you do not have symptoms**, and are at higher risk of severe COVID-19 infection and would benefit from treatment, you should test within 5 days.
- **If you do not have symptoms** and have contact with people who are at higher risk for severe infection, you should mask indoors when around such people for 10 days. Consider testing within 5 days after the last exposure date (Day 0) and before contact with higher-risk people.

## Protocol for Managers related to COVID-19 in the workplace

### Managers' Responsibility

Supervisor or manager completes tracking sheet for positive cases, investigation as needed and provides documentation to Personnel immediately while still ensuring confidentiality of infected employee.

Supervisor assists employee with obtaining free COVID-19 testing as required or when employee requests.

Supervisor or manager tracks employee COVID-19 related time lines on tracking form. Supervisor or manager should regularly check-in with employee to ascertain their status and when fever ends for return to work. Enter communication info on tracking sheet comments sections.

Supervisor ensures that employees who are required to isolate due to a positive test shall not report to work until they satisfy the minimum criteria to return to work. Employees returning must wear a mask for 10 days from positive test; however, they can return back sooner if you have two sequential negative tests at least one day apart.

Supervisor or manager shall immediately inform Personnel of any employees who are hospitalized or pass away, whether suspected to be work related or not. This includes weekends and evenings.

### Personnel's Responsibility (For positive cases or isolation)

Within one workday of knowledge that an employee who was on the worksite during their infectious period tested positive, Personnel will notify City staff, bargaining units, and contractors via email of the positive confirmation, while maintaining confidentiality of infected employee.

Personnel will provide excluded employee with benefits regarding leaves and workers comp if applicable.



Personnel will work with the supervisor or manager to complete a tracking form and an Investigating COVID-19 Cases form as needed.

Personnel will report COVID-19 cases to the Cal/OSHA whenever required by law and report any serious injury and hospitalizations to Cal/OSHA within 8 hours of knowledge.

## Protocol for Telework and/or Returning back to the workplace

### Telework Opportunities

Depending upon the employee's position, their manager may authorize telecommuting while quarantining or isolating.

If telecommuting is authorized, employee may work from home if they are feeling well enough to do so. Telecommuting may be eliminated or revoked at any time.

### Returning to Work

Employees may return to work when time periods and milestones within the protocol for their situation have been reached. Supervisor should inform Personnel when employee returns and track, noting dates, on tracking sheet.

Employees may return to work with a note from a doctor stating they are able to return without restrictions.

### Additional assistance and resources:

Fresno County Department of Public  
Health COVID-19 Hotline  
559-600-3332



## Frequently Asked Questions regarding COVID-19

- **What are COVID-19 symptoms?** Symptoms can include any of the following: 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.
- **What is considered close contact?** "Close contact" is now defined by looking at the size of the workplace in which the exposure takes place. For indoor airspaces of 400,000 or fewer cubic feet, "close contact" is now defined as sharing the same indoor airspace with a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period. For indoor airspaces of greater than 400,000 cubic feet, "close contact" is defined as being within six feet of a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period. Offices, suites, rooms, waiting areas, break or eating areas, bathrooms, or other spaces that are separated by floor-to-ceiling walls shall be considered distinct indoor spaces.
- **How does an employer determine the cubic feet (volume) of an indoor space?** Multiply the square footage by the average ceiling height. Or, follow the general formula for calculating the cubic feet of an indoor space: **Length** of space X (multiplied by) **Width** of space X (multiplied by) **Height** of space = **Volume of space**

Example:

1. A store is 60 feet long and 40 feet wide, and has a 24 foot high ceiling. The cubic feet of the indoor space of the store is: 60 feet X 40 feet X 24 feet = 57,600 cubic feet
2. A warehouse is 200 feet long and 150 feet wide, and has a 24 foot high ceiling. The cubic feet of the indoor space of the warehouse is: 200 feet X 150 feet X 24 feet = 720,000 cubic feet

Note that rooms with floor to ceiling walls are not to be counted as part of any larger indoor space.

- **What is the infectious period?** "Infectious period" for symptomatic confirmed cases means the following: It is a minimum of 24 hours from the day of symptoms onset: (1) COVID-19 cases may return if 24 hours have passed with no fever, without the use of fever-reducing medications, AND (2) their symptoms are mild and improving.
- **Do I need to wear a face covering when returning to work?** Employees who return to work following the protocol above are still required to wear a mask for 10 days from the date of positive test if they had/never had symptoms. However, after ending isolation, confirmed cases may remove their mask sooner than Day 10 if they have two sequential negative tests at least one day apart. In addition, all employees who work in a location in an outbreak status are required to wear a mask.
- **Is COVID-19 considered worker's compensation eligible?** It may be considered work related depending upon the situation. You may complete a worker's compensation claim form if desired. **NOTE:** A positive PCR test, not a rapid test, is required for workers' compensation cases.

- **If I must quarantine or am ill, can I work from home?** *It depends on the individual situation for your job duties, the division where you work, the work flow, and if other employees are out. These requests should be made with your supervisor and can change or be revoked depending upon the situation and department needs.*
- **I know some people at the City are quarantining or isolating at home. How will I be informed if I am at risk of exposure?** *If a City employee tests positive for COVID-19, management will work with the COVID-19 positive employee to determine which employee(s), if any, the employee had close contact with. Again, close contact is defined as sharing the same indoor airspace with a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period. Management will inform employees who have had close contact with the infected employee, but to maintain confidentiality, will not disclose the name of the infected employee. Per AB685, if an employee or contractor tests positive and was at a City worksite within the infectious period, all City employees and their bargaining units will be notified. The notification will be sent via email and will state the worksite location of the positive employee, testing information, and leaves available to employees. Although employees may receive a notification of exposure in a particular building, they may not have had any contact with the COVID-19 positive employee.*
- **Does the City allow paid time off for testing, and does the City pay for the test?** *No-cost testing during paid time will be available for work-place exposures or symptomatic employees.*
- **Am I required to get a COVID-19 test?** *If you were exposed at the workplace during an identified outbreak, the City's COVID-19 policy states testing shall be made available. For exposures outside of the workplace, the City cannot require you to test, however the City will provide free testing for symptomatic employees. Additional testing may be required in the event of an outbreak or to maintain safety sensitive and essential operations.*
- **Do I have to be completely without symptoms before I return to work?** *Some COVID-19 symptoms, such as loss of taste or smell, may last for months but the employee is otherwise feeling healthy. If the symptoms are continuously improving, the employee may be able to return to work once they have completed their required isolation period. A doctor's note may be required if symptoms are ongoing.*
- **Do Emergency Services or critical services employees have different protocol?** *Some emergency services and critical infrastructure positions are defined under the EMS/First Responder/Health Care Worker protocol due to the nature of their jobs. Employees in emergency services departments or determined to work in critical infrastructure positions should speak with their supervisor about protocol.*
- **What if I have trouble getting a test?** *If you have difficulty getting a test, contact Personnel and they can provide resources or feel free to visit the FCPHD website for local testing sites at: <https://www.co.fresno.ca.us/departments/public-health/covid-19/covid-19-testing-sites?locale=en>.*

**City of Clovis Contact Tracing Investigation Form**  
*For Employees Who Test Positive For COVID-19*

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Below, list any City employee(s) that you came in close contact with either while you had COVID-19 symptoms, or during the 24 hours prior to having symptoms, or during the 24 hours prior to a positive test if asymptomatic. Close contact is defined as *sharing the same indoor airspace with a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period.*

None (if none, skip to signature on next page)

| Employee Name | Department | How and when did the exposure occur? |
|---------------|------------|--------------------------------------|
| 1.            |            |                                      |
| 2.            |            |                                      |
| 3.            |            |                                      |
| 4.            |            |                                      |
| 5.            |            |                                      |
| 6.            |            |                                      |
| 7.            |            |                                      |

