



## COVID-19 Prevention Program (CPP) for City of Oceanside

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace to prevent Covid-19 disease in our employees.

**Date: December 29, 2020**

### Authority and Responsibility

The Director of Human Resources/Risk Management, Robert O'Brien, has overall authority and responsibility for implementing the provisions of this CPP in our 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 program in a language they understand.

Ultimately, all employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment. Please refer to the City's Injury and Illness Prevention Policy (IIPP) for additional information.

### Policy Statement and Scope

The City of Oceanside ("City") has a comprehensive Injury and Illness Prevention Policy (IIPP) designed to minimize the frequency and severity of employee injuries and illness and to comply with the laws and regulations that pertain to our operations. The IIPP serves as a framework for this written program which specifically addresses the City's response to controlling person-to-person spread of SARS-CoV-2 in the workplace. This program's success is dependent on the collective efforts of all City employees. At a minimum, employees must maintain social distancing, wear an approved face covering and routinely disinfect work areas.

This program is intended to cover the eleven elements required by Title 8 of the California Code of Regulations, Section 3205 (T8 CCR 3205): Identification and Evaluation of COVID-19 Hazards, Correction of COVID-19 Hazards, Control of COVID-19 Hazards, Investigation, Communication, Training and Instruction, Exclusion of positive cases, Controls, Recordkeeping and Access, and Return to Work Criteria. This written program does not cover employer-provided housing based on our exemption status, nor does it cover employer-provided transportation to and from work.

#### Definitions:

- SARS-CoV-2: Severe acute respiratory syndrome coronavirus 2 is the strain of coronavirus that causes coronavirus disease 2019 (COVID-19), the respiratory illness responsible for the COVID-19 pandemic.
- COVID-19: Coronavirus disease 2019 is a contagious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
- COVID-19 Exposure:
  - Within six feet without a mask for 15 minutes or more cumulative over a 24-hour period of a confirmed Covid-19 positive person.

- Within 48 hours of when they were first symptomatic OR within 48 hours of their first positive Covid-19 test if asymptomatic.
- Asymptomatic: Without symptoms.

## Identification and Evaluation of COVID-19 Hazards

The City will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, the workplace.
- Review applicable orders and general and industry-specific guidance from the Centers for Disease Control and Prevention (CDC), State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Additionally, the City identified the following work place activities/conditions with a higher degree of risk for person-to-person transmission and/or contact with potentially infectious materials commencing March 2020:

- Assemblage of large groups in a centralized indoor location (e.g., City Council/Commission meetings; In-person trainings; public counters/public lobby areas; etc.)
- Working in close proximity (i.e., less than 6 feet) of other employees or the general public
- Exchange of materials with the general public (e.g., payments, building plans, library materials, equipment, etc.)
- Shared equipment
- Shared open work spaces
- Eating/drinking in common areas; shared use of utensils/plates
- Returning to city facilities post field work (i.e., calls for service)
- Entering residences and/or private business (e.g., Code Enforcement & Fire Inspections)
- Providing medical aid, especially when a patient requires aerosol-generating treatments
- Performing arrest and control of subjects
- Responding to demonstrations and protests

### Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards. In the event a perceived hazard is identified, the employee and/or their authorized employee representative is encouraged to address the issue first with the employee's immediate supervisor, Division Manager or Department Head. If unresolved, the parties should direct the issue/concern to the attention of the City's Risk Manager, Denise Gallegos, at [dgallegos@oceansideca.org](mailto:dgallegos@oceansideca.org).

### Employee screening

Before reporting to work, employees shall self-assess for signs and symptoms of COVID-19 including: cough,

shortness of breath, difficulty breathing, fever/chills, new loss of taste/smell, body aches, sore throat, headache, diarrhea, nausea, vomiting, and/or runny nose.

Those who are sick, experiencing any signs/symptoms of COVID-19, or have a temperature greater than 100.4°F, or have been instructed to isolate by a health care professional, or have been identified as a close contact to a positive COVID-19 case are instructed not to report to work and to report symptoms to their health care provider, immediate supervisor, and Lynne Seabloom, EMS Manager, at 760-435-4103 and [lseabloom@oceansideca.org](mailto:lseabloom@oceansideca.org) (or designee).

Asymptomatic healthy employees who report to work are to either self-check or have their temperature taken by a designated department/division representative at least once per work shift. During their shift, should any employee develop or experience any symptoms of Covid-19 as described above should immediately isolate from others, notify their supervisor, and contact Lynne Seabloom as noted above.

## **Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

Hazards discovered either as a result of a periodic worksite inspection or during normal operations must be corrected by the supervisor in control of the work area, or in cooperation between the department in control of the work area and the supervisor of the employees working in that area. Supervisors of affected employees are expected to take appropriate action to correct unsafe conditions as quickly as possible following the discovery of the hazard(s). Examples of corrective action may be, but are not limited to the following:

- Closing off areas to be cleaned and disinfected.
- Stopping unsafe work practices (e.g., not wearing a face covering, etc.) and provide re-training and/or documentation on proper procedures before resuming work.
- Reinforcing and explaining the need for proper personal protective equipment (PPE) and ensuring its availability.

## **Control of COVID-19 Hazards**

### **Physical Distancing**

Where possible, the City of Oceanside will ensure at least six feet of physical distancing at all times in our workplace by:

- Eliminating the need for workers to be in the workplace – e.g., option to telework or other remote work arrangements.
- Reducing the number of persons in an area at one time, including visitors.
- Providing visual cues, such as signs and floor markings, to indicate where employees and others should be located or their direction and path of travel.
- Conducting virtual/teleconference meetings in place of traditional in-person meetings.
- Staggering work shifts and/or alternating work schedules.
- Changing the layout of breakrooms to facilitate at least six-foot distancing.

- Minimizing ride sharing to essential duties and reinforcing facial coverings and sanitation practices.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved. Facial coverings will be further emphasized in these circumstances.

### **Face Coverings**

Employees are required to wear clean, undamaged face coverings and ensure they are properly worn over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Face coverings with exhalation valves are not permitted. Single layer face coverings should be avoided as they may be less effective.

Face shields are not permitted in place of a face covering. Those who cannot comply with the face covering requirements may seek an accommodation (e.g., face shield with chin drape) by notifying their immediate supervisor and contacting the Human Resources Department.

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

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and there is outside air supply to the area, if indoors, spacing has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

### **Administrative controls**

The City implements the following measures for situations where it cannot maintain at least six feet between individuals:

- Alternative Schedules and Reporting Locations – Work divisions whose normal operations require large groups to report to a central location(s) have utilized alternating work schedules (i.e., A/B shifts) and/or optional telework
- Reduction of personnel in a common area, including visitors
- Staggered arrival, departure, work and break times
- Adjust work processes or procedures to allow greater distance between employees

### **Engineering controls**

- Partitions – To provide further assurance and to reduce aerosol transmission in work areas that are less than six feet apart, solid partitions should be installed where mechanically feasible (e.g., front counters and open cubicles)

- The City maximizes, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems. In buildings with mechanical ventilation, HVAC systems shall operate with the highest quantity of outside air and compatible filtering efficiency deemed feasible by the Maintenance Supervisor

### **Cleaning and disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces: Employees shall sanitize surfaces frequently, disinfect after heavy usage and between using shared equipment and allow disinfection solution to air dry to maximize germicide kill time. Any surface contaminated with respiratory droplets must be disinfected immediately by trained staff provided with appropriate personal protective equipment (PPE), which at a minimum should include single-use disposable gloves. Before cleaning and disinfecting with chemical products for the first time, employees must read and follow all instructions on the product label and Safety Data Sheet (SDS). SDS, as well as, additional information regarding the City's Hazard Communication Program and a Guide to the California Hazard Communication Regulation may be obtained through the City's intranet homepage: <http://www.personnel.local/sharedapps/chemicals/default.asp>.

### **Shared tools, equipment and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will immediately be disinfected and allowed to air dry between uses by the employee who last utilized the tool or equipment.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, employees are encouraged and permitted ample time to allow for frequent handwashing with soap and water for at least 20 seconds. When hand washing facilities are not readily available (i.e., performing work in the field) employees shall be provided with hand sanitizer with at least 60% alcohol. Hand sanitizers with methyl alcohol are not permitted.

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

The City evaluates the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, the City evaluates the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. Those requiring the use of respiratory protection shall fall under the City's Respiratory Protection Program.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

## **Investigating and Responding to COVID-19 Cases**

Employees will be asked to stay home or go home if ill until provided COVID-19 screening.

Employees ill with symptoms suspected for COVID-19 will be screened for symptoms of COVID-19 by the EMS Manager/RN or medical designee. If suspected symptoms are found, the employee will be:

- Put on home isolation in accordance with state and local public health orders for 10 days from first

symptom onset

- Provided guidance on appropriate interval to get COVID-19 testing (usually 2-3 days post first symptom onset)
- Provided a home monitoring packet via email which includes isolation direction, a daily symptom tracking tool, instructions of how to create a safe home environment while on isolation/quarantine, and a City Employee Assistance Program brochure to assist with potential emotional stressors during isolation. The home monitoring packet will also provide employee specifics on when and where to get a COVID-19 test, how to relay their test results, their earliest return-to-work date, and process for daily check in on healing progress with City COVID-19 monitoring supervisors

An employee exposed to a COVID positive person will be screened to verify exposure by the EMS Manager/RN or medical designee. If suspected symptoms are found, the employee will be:

- Put on home quarantine in accordance with state and local public health orders for 14 days from last exposure to the COVID-19 positive individual. In accordance with the California Department of Public Health guidance, all asymptomatic employees who are cleared to discontinue a home quarantine prior to 14 days must observe the following:
  - Adhere strictly to all [recommended non-pharmaceutical interventions](#), including wearing face coverings at all times and maintaining a distance of at least 6 feet from others, through Day 14.
  - Certain essential employees must use surgical face masks at all times during work for those returning after Day 7 and continue to use face coverings when outside the home through Day 14 after last exposure.
  - Self-monitor for [COVID-19 symptoms](#) through Day 14 and if symptoms occur, immediately self-isolate, contact your supervisor and the Oceanside Fire Department designated medical personnel, and seek testing.

Should state and local quarantine guidelines change, this period will be adjusted accordingly

- Provided guidance on appropriate interval to get COVID-19 testing (usually 5-7 days post last exposure/contact with the COVID-19 positive individual).
- Provided a home monitoring packet via email which includes quarantine direction, a daily symptom tracking tool, instructions of how to create a safe home environment while on isolation/quarantine, and a City Employee Assistance Program brochure to assist with potential emotional stressors during isolation/quarantine. The home monitoring packet will also provide employee specifics on when and where to get a COVID-19 test, how to relay their test results, their earliest return-to-work date, and process for daily check in on their health status, (including notification of onset of any COVID-19 symptoms) with City COVID-19 monitoring supervisors.
- Should the quarantined employee develop COVID-19 symptoms or test positive for COVID-19, they will be transferred from quarantine to isolation status and the return-to-work date will be adjusted as needed to provide 10 days of isolation from symptom onset.
- Prior to returning to work, the employee will provide a copy of any COVID-19 test taken during their current illness/exposure event. They will also submit their completed daily symptom monitoring document and wait for verbal or written notification from the EMS Manager or designee that they are cleared to return to work.

- Supervisors, department directors, and human resources will be notified by the EMS Manager or designee when employees are placed on isolation or quarantine, as well as when they are cleared to return to work.
- Should an employee require more than 10 days to recover from their illness, the EMS Manager or designee, supervisors and human resource staff will work together to extend the employee's return date as appropriate. Employees may be directed to contact their physician/s any time their symptoms accelerate, fail to improve, or linger, as well as any time they have medical concerns .
- The EMS Manager and/or designee(s) do not replace an employee's personal physician, but instead provide workplace safety, screening and monitoring of its employees during this unprecedented pandemic in accordance with state and local public health guidelines, orders and regulations.

Employees who have had a potential COVID-19 exposure in our workplace will be notified within one (1) business day of the potential exposure. Such notification shall include, but will not be limited to the following:

- Last date the positive employee was in the workplace
- Employee's symptoms will be monitored and will remain off work until cleared
- To the extent possible, contact tracing will occur at the City and County level
- Information regarding COVID-19, including safety precautions and recommendations

## System for Communicating

The City's goal is to ensure an effective two-way communication with its employees, in a form they can readily understand, and that it includes the following information:

- Employees experiencing symptoms associated with COVID-19 symptoms should first contact their personal physician and notify their supervisor as soon as practicable. If severe symptoms associated with COVID-19 are present, the employee should seek immediate medical attention.
- Symptomatic employees will be put in contact with the City's EMS Manager Lynne Seabloom (or designee) who will screen, and monitor the employee's progress, as well as assist the employee in obtaining COVID-19 testing at recommended date post first symptom onset or date from last COVID-19 exposure, if asymptomatic.
- Employees with medical or other conditions that may put them at an increased risk of severe COVID-19 illness can submit a request to the Human Resources Department to engage in the Reasonable Accommodation process as outlined in the City's Administrative Directive (AD-30) ([http://www.personnel.local/sharedapps/generaldocs/ad/ad\\_30\\_stayatwork.pdf](http://www.personnel.local/sharedapps/generaldocs/ad/ad_30_stayatwork.pdf))
- In addition to utilizing their own medical provider, North County San Diego has a list of Free COVID-19 Testing sites: [https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community\\_epidemiology/dc/2019-nCoV/testing.html](https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community_epidemiology/dc/2019-nCoV/testing.html)
- Weekly City Manager emails with relevant updates distributed citywide.
- Routine updates from the State of California and County of San Diego.
- Health & Wellness information through the City's benefits providers.

## Training and Instruction

The City will provide effective training and instruction that includes:

- COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The facts that:
  - COVID-19 is an infectious disease that can be droplet spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms (asymptomatic).
- Covid-19 Exposure Definition:
  - Within six feet, without a mask for 15 minutes or more cumulative over a 24-hour period of a confirmed COVID-19 positive person.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of facecoverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering. Valve face masks are not allowed and single layer face coverings should be discouraged.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test (at the recommended interval of 2-3 days post symptom onset or 5-7 days post COVID-19 exposure if not experiencing any symptoms), and not coming to work if the employee has COVID-19 symptoms or has been directly exposed (reference Exposure Definition).
- The importance of performing routine cleaning and disinfecting of workstations and shared equipment utilizing approved disinfectant and cleaning agents.

**Appendix C: COVID-19 Training Roster** will be used to document this training

## 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.



- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case, or at period as detailed by state or local public health guidelines:
  - Should the workforce require the employee work while asymptomatic exposed, the department director or designee may utilize the State of California Governors Executive Order N-27-20. The EMS Manager will work with the department director and human resources on employee work and home quarantine instructions. These instructions will be included in the employee's home monitoring packet.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever it has been demonstrated that the COVID-19 exposure is work related. This will be accomplished by ensuring that qualified employees are first provided the emergency leave benefits as outlined in the City's Administrative Directive (AD-76) - [http://www.personnel.local/sharedapps/generaldocs/ad/ad\\_76\\_EmergencyLeaveBank.pdf](http://www.personnel.local/sharedapps/generaldocs/ad/ad_76_EmergencyLeaveBank.pdf). Furthermore, employees may also be entitled to additional benefits as prescribed by the Families First Coronavirus Response Act (FFCRA) before relying on benefits provided through the Workers' Compensation system.
- Providing employees at the time of exclusion with information on available benefits.

## Reporting, Recordkeeping, and Access

It is the City's procedure 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.
- Report all positive COVID-19 cases to the City's third-party workers' compensation administrator within three (3) business days and to the County of San Diego Public Health Services (the local health department) within 24 hours per county guidelines.
- The City shall maintain a master record of all COVID-19 cases and track all relevant information including but not limited to employee name, contact information, occupation, location of work, last day at the workplace, date of positive COVID-19 test, date confirmed positive case, date City was notified of positive test, highest employee count in previous 45 days at work location(s), and the date the employee returned to work. Such information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- 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.
- Contact Tracing Outcomes.
- Employee Covid-19 test weekly positivity rate.

## Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:

- At least 24 hours have passed since a fever of 100.4° or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - 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 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 up to 14 days from the time the order to quarantine was effective.
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Deanna Lorson  
City Manager, City of Oceanside

12/29/2020  
Date

**Appendix A: Identification of COVID-19 Hazards**

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

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

Person conducting the evaluation: **[enter name(s)]**

Date: **[enter date]**

Name(s) of employee and authorized employee representative that participated: **[enter name(s)]**

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

## Appendix B: COVID-19 Inspections

[This form is only intended to get you started. Review the information available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/) for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]

Date: [enter date and time]

Name of person conducting the inspection: [enter names and titles]

Work location evaluated: [enter information, including department, division, address, building]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions, including allowing disinfecting agents to air dry on surfaces to maximize kill time, and routine hand-washing in lieu of repeated consecutive hand sanitizer applications			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often), non-valved and non-single layer			
Gloves			
Face shields/goggles (cleaned sufficiently often)			
Respiratory protection			

