

CITY OF CHICO
Administrative Procedure and Policy Manual

Subject: COVID-19 PREVENTION PROGRAM		Number: 13-65
		Effective Date: 6/29/2021
		Supersedes: 10/30/2020
Department(s) Affected: All Departments		File Reference:
Authority: Section 2.12.010 Chico Municipal Code	Approved:	

This CPP is designed to control exposures to the SARS-CoV-2 virus (COVID-19) that may occur in any City of Chico (Chico) facility (workplace).

Authority and Responsibility

The City Manager, or designee, has overall authority and responsibility for implementing the provisions of this CPP in the 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.

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

Identification and Evaluation of COVID-19 Hazards

The City of Chico will implement the following in the 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, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in the 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 COVID-19 policies and procedures.
- Operate pursuant to existing COVID-19 Protocols and Policies; see AP&P 13-60, et al.

Employee participation

Employees and their authorized employee representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by contacting their supervisor or the Human Resources and Risk Management Office.

Employee screening

The City of Chico will screen employees in accordance with AP&P 13-61.

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, Pursuant to AP&P 13-63.

Control of COVID-19 Hazards

Physical Distancing

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

- ~~Eliminating the need for workers to be in the workplace—e.g., telework or other remote work arrangements.~~
- ~~Reducing the number of persons in an area at one time, including visitors.~~
- ~~Placing visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.~~
- ~~Staggering arrival, departure, work, and break times.~~
- ~~Adjusting work processes or procedures, such as reducing production speed, to allow greater distance between employees.~~

~~Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.~~

Face Coverings

The City will provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, 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, including N-95 respirator masks, are available from the Human Resources and Risk Management Office at all times.

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

- When an employee is fully vaccinated and has completed the City of Chico Self-Attestation form.
- When a non-vaccinated employee is alone in a room.
- While a non-vaccinated employee is eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Where the wearing of a face covering may compromise a non-vaccinated Officer's Safety.
- Non-vaccinated 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.
- During specific tasks that cannot feasibly be performed with a face covering, where non-vaccinated 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.

Engineering controls

The City will implement the following measures: ~~for situations where at least six feet of space cannot be maintained between individuals:~~ solid partitions, PPE requirements, and work-from-home options.

The City will maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by ensuring that air filters and HVAC systems are properly maintained. The City will also ensure that fresh air is increased by opening windows and doors to the extent possible and safe.

Cleaning and disinfecting

The City has implemented the following cleaning and disinfection measures for frequently touched surfaces: Please refer to AP&P 13-63.

Should the City have a COVID-19 case in any workplaces, the following procedure will be implemented: Adhere to AP&P 13-63 and provide professional decontamination services with an outside specialized contractor (e.g.: Cleanrite Buildrite).

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 be disinfected between different users in accordance with AP&P 13-63.

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, the City commits to:

- Evaluating handwashing facilities.
- Determining the need for additional facilities.
- Encouraging and allowing time for employee handwashing.
- Providing employees with an effective hand sanitizer, and prohibiting hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging employees to wash their hands for at least 20 seconds each time.

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

The City will evaluate 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.

Regarding respiratory protection, the City will evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained, for non-vaccinated employees.

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

Investigating and Responding to COVID-19 Cases

This will be accomplished by using **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in ~~our workplace~~ an exposed group will be:

- Provided a written notice;
- Offered COVID-19 testing at no cost during their working hours;
- And, the information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

System for Communicating

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

- Who employees should report COVID-19 symptoms and possible hazards to, and how: Said reporting can be accomplished via phone, email or text. Employees are instructed to notify their supervisor and Director of Human Resources and Risk Management.
- That employees can report symptoms and hazards without fear of reprisal.
- City procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness – specifically, employees are to contact Human Resources in order to discuss reasonable accommodations.
- Where testing is not required, how employees can access free COVID-19 testing through the Butte County Department of Public Health.

- In the event the City is required to provide testing because of a workplace exposure or outbreak, the City will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards that employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and City COVID-19 policies and procedures.
- That employees are eligible for free vaccinations through the “My Turn” California COVID-19 Vaccination website; and that the vaccination is effective at preventing COVID-19 and protecting against transmission and serious illness or death.
- Regular emails will be provided to employees with updates on COVID-19 protocols and status.

Multiple COVID-19 Infections and COVID-19 Outbreaks

In the event of multiple exposures, this section of the CPP will stay in effect until there are no new COVID-19 cases detected in ~~the workplace~~ an exposed group for a 14-day period. *An Outbreak is defined as “three or more confirmed cases of COVID-19 within a two-week period among employees who live in different households”.*

COVID-19 testing

- The City will provide COVID-19 testing to all employees in the exposed ~~workplace~~ group except for employees who were not present during the period of an outbreak as identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees’ working hours.
- COVID-19 testing consists of the following:
 - All employees in the exposed ~~workplace~~ group will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, the City will continue to provide COVID-19 testing of employees who remain ~~at the workplace~~ within the exposed group at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in the workplace for a 14-day period.
 - The City will provide additional testing when deemed necessary by Cal/OSHA.
- The City will reinstate face covering requirements for all employees in the exposed group when indoors or when outdoors and less than six feet away from another person, unless one of the limited face covering exceptions for unvaccinated employees applies.

Exclusion of COVID-19 cases

The City will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders, if applicable.

Investigation of workplace COVID-19 illness

The City will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, the City will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

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

- Leave policies and practices and whether employees are discouraged from remaining home when sick.
- City COVID-19 testing policies.
- Insufficient outdoor air.
- Insufficient air filtration.
- ~~○ Lack of physical distancing.~~
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. The City will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - ~~○ Increasing physical distancing as much as possible.~~
 - Respiratory protection.

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace an exposed group, the City will contact the local health department for guidance on preventing further spread of COVID-19 within the workplace.
- The City will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. The City will continue to give notice to the local health department of any subsequent COVID-19 cases within the workplace.

Major COVID-19 Outbreaks

A Major Outbreak is defined as “20 or more COVID-19 cases occur in an exposed group ~~worksite~~ within a 30-day period”.

In the event of Major COVID-19 Outbreaks, this section of the CPP will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period.

COVID-19 testing

The City will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at in the exposed workplace group during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees’ working hours.

Exclusion of COVID-19 cases

The City will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

The City will comply with the requirements of the CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

In addition to the requirements of the CPP **Correction of COVID-19 Hazards**, the City will take the following

actions:

- In buildings or structures with mechanical ventilation, air will be filter recirculated 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. The City will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- The City will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- The City will reinstate face covering requirements for all employees in the exposed group when indoors or when outdoors and less than six feet away from another person, unless one of the limited face covering exceptions for unvaccinated employees applies.
- The City will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

The City will comply with the requirements of the **Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department.**

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 fact that:
 - COVID-19 is an infectious disease that can be 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.
- 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.
- The importance of a COVID-19 Vaccination, and how vaccination is effective at preventing COVID-19 and protecting against transmission and serious illness or death.
- 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.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- All said training will be facilitated through TargetSolutions with formal acknowledgement from each employee.

Exclusion of COVID-19 Cases

Where the City has a COVID-19 case in ~~the workplace~~an exposed group, transmission will be limited by:

- Ensuring that COVID-19 cases are excluded from the workplace until return-to-work requirements are met.

- Excluding employees with COVID-19 exposure from the workplace for 10 to 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits when it's demonstrated that the COVID-19 exposure is work related. This will be accomplished by the use of **FFCRA** Emergency Sick Leave, Paid Administrative Leave and/or temporary disability benefits.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is the City's policy to:

- Report information about COVID-19 cases at the 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 the workplace or in connection with any employment.
- Maintain records of the steps taken to implement a written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make a 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 **Appendix C: 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.

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 14 days from the time the order to quarantine was effective. Note: essential workers who have tested negative for COVID-19, may be permitted to work during their period of quarantine.
-

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. The City 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: _____

Date: _____

Name(s) of employee and authorized employee representative that participated:

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

Date: _____

Name of person conducting the inspection: _____

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Write in:			
Write in:			
Administrative			
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			
Write in:			
Write in:			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
Write in:			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: _____

Name of person conducting the investigation: _____

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	

Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.