



REVISED COVID-19
Prevention Program (CPP) –
May 2023



TEMPLATE - COVID-19 PREVENTION PROGRAM (CPP)

I. PURPOSE:

The purpose of Yuba Community College District's COVID-19 Prevention Program ("CPP") is to provide employees a healthy and safe workplace as required under the California Occupational Safety and Health Act (Labor Code §§ 6300, *et seq.*) and associated regulations (8 C.C.R. § 3205).

Nothing in this CPP precludes Yuba Community College District (YCCD) from complying with federal, state, or local laws or guidance that recommends or requires measures that are more prescriptive and/or restrictive than are provided herein.

This prevention plan serves as an addendum to the District's Injury Illness Prevention Program.

II. SCOPE

Unless one of the exceptions applies, this CPP applies to all YCCD employees, including those who are "fully vaccinated".

The following employees are exempted from coverage under the CPP: (1) Employees who are teleworking from home or a location of the employee's choice that is not under the control of the YCCD; or

(2) Employees who are working in or at a work location and do not have contact with any other individuals; and (3) Employees that because of their tasks, activities or work location have with occupational exposure as defined by the Aerosol Transmissible Diseases ("ATD") regulation (*i.e.*, 8 C.C.R. § 5199).

III. DEFINITIONS:

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

"Close contact COVID-19 exposure" means being within six (6) feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "infectious period" as defined here. This definition applies regardless of the use of face coverings.

Exception: Employees who were wearing a respirator as required by the YCCD and who used such respirator in compliance with Title 8 Section 5144, whenever they shared the same indoor airspace as the 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 spaces of 400,000 or fewer cubic feet per floor, close contact is defined as sharing the same indoor airspace as a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during a COVID-19 case's infectious period as defined by this section, regardless of the use of face covering.
- For large indoor spaces greater than 400,000 cubic feet per floor, close contact is defined as being within 6 feet of the 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 as defined by this section, regardless of the use of face covering.
- Spaces that are separated by floor-to-ceiling walls (e.g., offices, suites, rooms, waiting areas, bathrooms, or other spaces that are separated by floor-to-ceiling walls) shall be considered distinct indoor airspaces.

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

“COVID-19 case” means a person who either: (1) Has a positive “COVID-19 test” as defined in this section; (2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or (3) Has a positive COVID-19 diagnosis from a licensed health care provider; 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, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

“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 in 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);

(2) Administered in accordance with the authorized instructions; and

(3) Can be both self-administered and self-read if the test result can be independently verified (e.g., the employee can provide a time-stamped photograph of the test result with a name on the test).

“Exposed group” means all employees at a work location, working area, or a common area at work, where a COVID-19 case was present at any time during the infectious period. The following exceptions apply:

(A) For the 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.

(B) 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.

(C) If the COVID-19 case visited a work location, working area, or a 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.

“Fully vaccinated” means the YCCD has documented:



(A) A person’s status two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses in accordance with the approval, authorization, or listing that is:

1. Approved or authorized for emergency use by the FDA;
2. Listed for emergency use by the World Health Organization (WHO); or
3. Administered as part of a clinical trial at a U.S. site, if the recipient is documented to have primary vaccination with the active (*i.e.*, not placebo) COVID-19 vaccine candidate, for which vaccine efficacy has been independently confirmed (*e.g.*, by a data and safety monitoring board) or if the clinical trial participant at U.S. sites had received a COVID-19 vaccine that is neither approved nor authorized for use by FDA but is listed for emergency use by WHO; or

(B) A person’s status two weeks after receiving the second dose of any combination of two doses of a COVID-19 vaccine that is approved or authorized by the FDA, or listed as a two-dose series by the WHO (*i.e.*, a heterologous primary series of such vaccines, receiving doses of different COVID-19 vaccines as part of one primary series). The second dose of the series must not be received earlier than 17 days (21 days with a 4-day grace period) after the first dose.

“infectious period” means the following: For COVID-19 cases who develop COVID-19 symptoms: from two (2) days before they first develop symptoms until each of the following are true: (1) through days 5-10 after symptoms first appeared; (2) 24 hours have passed with no fever, without the use of fever-reducing medications; and (3) symptoms have improved; or For COVID-19 cases who never develop COVID-19 symptoms: from two (2) days before the positive specimen collection date (day 0) day 5 after the specimen for their first positive test for COVID-19 was collected.

“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 was excluded from work but returned to work pursuant to subsection IV (B)(3) and did not develop any COVID-19 symptoms after returning. A person shall only be considered a returned case for 90 days 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 COVID-19 prevention regulations only, means the building, store, facility, agricultural 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, locations where the worker worked by themselves without exposure to other employees, or to a worker's personal residence or alternative work location chosen by the worker when working remotely.

IV. **PROGRAM**

A. **SYSTEM FOR COMMUNICATING WITH EMPLOYEES**

1. **Reporting COVID-19 Symptoms, Possible COVID-19 Close Contact Exposures, and Possible COVID-19 Hazards at YCCD Worksites and Facilities**

YCCD requires that employees immediately report using this linked [YCCD COVID-19 Questionnaire and Reporting Form](#) or [Woodland Community College COVID-19 Reporting Form](#) and to notify their manager or supervisor for any of the following: (1) the employee’s presentation of COVID-19 symptoms; (2) the employee’s possible COVID-19 close contact exposures; (3) possible COVID-19 hazards at YCCD worksites or facilities.

YCCD has not and will not discriminate or retaliate against any YCCD employee who makes such a report.

2. **Accommodations Process for YCCD Employees with Medical or Other Conditions that put them at Increased Risk of Severe COVID-19 Illness**

YCCD provides for an accommodation process for employees who have a medical or other condition identified by the Centers for Disease Control and Prevention (“CDC”) or the employees’ health care provider as placing or potentially placing the employees at increased risk of severe COVID-19 illness.

For all employees who request such an accommodation, including fully vaccinated employees, the YCCD will require that the employee provide information from the employee’s health care provider explaining why the employee requires an accommodation.

If you are interested in requesting a medical accommodation, please use this form: [Medical Accommodation Form](#). Be sure to have your healthcare provider specifically address why you cannot be fully vaccinated or test weekly. Please submit completed forms (or questions) to yccdhr@goyccd.onmicrosoft.com.



The CDC identifies the following medical conditions and other conditions as placing or potentially placing individuals at an increased risk of severe COVID-19 illness

The CDC guidance provides that adults of any age with the following conditions are at increased risk of severe illness from the virus that causes COVID-19:

1. Cancer
2. Chronic kidney disease
3. COPD (chronic obstructive pulmonary disease)
4. Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
5. Immunocompromised state (weakened immune system) from solid organ transplant
6. Obesity (body mass index [BMI] of 30 kg/m² or higher but < 40 kg/m²)
7. Severe Obesity (BMI ≥ 40 kg/m²)
8. Pregnancy
9. Sickle cell disease
10. Smoking
11. Type 2 diabetes mellitus

The CDC guidance also provides that adults of any age with the following conditions might be at an increased risk for severe illness from the virus that causes COVID-19:

1. Asthma (moderate-to-severe)
2. Cerebrovascular disease (affects blood vessels and blood supply to the brain)
3. Cystic fibrosis
4. Hypertension or high blood pressure
5. Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
6. Neurologic conditions, such as dementia
7. Liver disease



8. Overweight (BMI > 25 kg/m², but < 30 kg/m²)
9. Pulmonary fibrosis (having damaged or scarred lung tissues)
10. Thalassemia (a type of blood disorder)
11. Type 1 diabetes mellitus

YCCD 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>

YCCD employees are encouraged to review the list of medical conditions and other condition provided above in order to determine whether they have such a condition.

To request an accommodation under the YCCD policy, employees may make a request with their manager or supervisor or the Department of Human Resources.

3. COVID-19 Testing

YCCD possesses authority to require that employees who report to work at YCCD worksites or facilities be tested for COVID-19.

Where YCCD requires testing, YCCD has adopted policies and procedures that ensure the confidentiality of employees and comply with the Confidentiality of Medical Information Act (“CMIA”). Specifically, YCCD will keep confidential all personal identifying information of COVID-19 cases or persons with COVID-19 symptoms unless expressly authorized by the employee to disclose such information or as other permitted or required under the law.

4. COVID-19 Hazards

YCCD will notify our employees and subcontracted employees of any potential COVID-19 exposure at a YCCD worksite where a COVID-19 case and YCCD employees were present on the same day. YCCD will notify our 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.

YCCD will also notify our employees of cleaning and disinfecting measures the YCCD is undertaking in order to ensure the health and safety of the YCCD worksite where the potential exposure occurred.

B. IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS AT YCCD WORKSITES AND FACILITIES

1. Screening YCCD Employees for COVID-19 Symptoms



YCCD possesses authority to screen employees or require that employee self-screen for COVID-19 symptoms.

YCCD policy is that employees will self-screen for COVID-19 symptoms prior to reporting to any YCCD worksite.

2. Responding to YCCD Employees with COVID-19 Symptoms

Should a YCCD employee present COVID-19 symptoms during a self-screen, YCCD will instruct the employee to remain at or return to their home or place of residence and not report to work until such time as the employee satisfies the minimum criteria to return to work.

YCCD will advise employees of any leaves to which they may be entitled during this self-quarantine period

Further, YCCD has adopted policies and procedures that ensure the confidentiality of employees and comply with the CMIA and will not disclose to other employees the fact that the employees presented COVID-19 symptoms.

3. YCCD's Response to COVID-19 Cases

In the event that YCCD employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, YCCD will instruct the employees to remain at or immediately 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.

COVID-19 cases who do not develop COVID-19 symptoms shall not return to work during the infectious period. COVID-19 cases who develop COVID-19 symptoms shall not return to work during the shorter of the following:

- The infectious period or through 10 days after the onset of symptoms and at least 24 hours have passed since a fever of 100.4 degree Fahrenheit or higher has resolved, without the use of fever-reducing medications

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

YCCD complies fully and faithfully 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) the local health department; (2) Cal/OSHA; (3) employees who were present at a YCCD worksite when the COVID-19 case was present; (4) the employee organizations that represent employees at the YCCD worksite; (4) the employers of subcontracted employees who were present at the YCCD worksite; and (5) the YCCD's workers' compensation plan administrator.



If possible, YCCD 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 YCCD determines that there were any close contact COVID-19 exposures, YCCD will instruct those employees to remain at 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.

YCCD has adopted policies and procedures that ensure the confidentiality of employees and comply with the CMIA. Specifically, YCCD 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, YCCD will keep confidential all personal identifying information of COVID-19 cases or persons unless expressly authorized by the employees to disclose such information or as other permitted or required under the law.

4. Workplace-Specific Identification of COVID-19 Hazards

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

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

Further, YCCD will treat all persons, regardless of the presentation of COVID-19 symptoms or COVID-19 status, as potentially infectious.

5. Maximization of Outdoor Air and Air Filtration

For indoor YCCD worksites and facilities, YCCD evaluated how to maximize the quantity of outdoor air; provide the highest level of filtration efficiency 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.



6. YCCD Compliance with Applicable State and Local Health Orders

YCCD monitors applicable public health orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention.

YCCD fully and faithfully complies with all applicable orders and guidance from the State of California and the local health department.

7. Evaluation of Existing COVID-19 Prevention Controls and Adoption of Additional Controls

Periodically, YCCD will evaluate existing COVID-19 prevention controls at the workplace and assess whether there is a need for different and/or additional controls.

This includes evaluation of controls related to the correction of COVID-19 hazards, physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).

8. Periodic Inspections

YCCD conducts periodic inspections of YCCD worksites and facilities as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the YCCD's COVID-19 policies and procedures, including, but not limited to this CPP.

C. INVESTIGATING AND RESPONDING TO COVID-19 CASES IN YCCD WORKSITES AND FACILITIES

1. Procedure to Investigate COVID-19 Cases

YCCD has developed a procedure for investigating COVID-19 cases in the workplace, which provides for the following: (1) requesting information from employees regarding COVID-19 cases; (2) contact tracing of employees who may have had a close contact COVID-19 exposure; (3) requesting COVID-19 test results from employees who may have had a close contact COVID-19 exposure; (4) requesting information from employees regarding the presentation of COVID-19 symptoms; and (5) identifying and recording all COVID-19 cases.

2. Response to COVID-19 Cases

As provided above at Section IV.B.3., in the event that an employee tests positive for COVID-19 or is diagnosed with COVID-19 by a health care provider, YCCD 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 (as discussed in Section IV.J. of this CPP).



a. Contact Tracing

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

If YCCD determines that there was or were any close contact COVID-19 exposures, YCCD will instruct those employees to remain at 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 (as discussed in Section IV.J. of this CPP). Further, YCCD will instruct those employees to be tested for COVID-19, and that YCCD will provide for such testing during paid time, as discussed in subsection c. below.

b. Reporting the Potential Exposure to Other Employees

YCCD fully and faithfully complies with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the individuals and entities described below.

Within one (1) business day of the time YCCD knew or should have known of a COVID-19 case, YCCD will give written notice of a potential workplace exposure to the following individuals: (1) All employees on the premises at the same worksite as the COVID-19 case during the COVID-19 case's infectious period; (2) Independent contractors on the premises at the same worksite as the COVID-19 case during the COVID-19 case's infectious period; and (3) Other employers at the worksite or facility during the COVID-19 case's infectious period. YCCD will provide notice by either personal service, email, or text message.

YCCD's notice(s) will not reveal any personal identifying information of the COVID-19 case. The notice will include information about YCCD's cleaning and disinfection plan.

Within one (1) business day of the time YCCD knew or should have known of the COVID-19 case, YCCD will also provide the notice of the potential workplace exposure to the authorized representative of any employee who was on the premises at the same worksite as the COVID-19 case during the infectious period.

c. Offer of Free COVID-19 Testing Following a Close Contact COVID-19 Exposure



YCCD makes COVID-19 testing available at no cost to all employees who had a close contact COVID-19 exposure at YCCD worksite, with an exception for symptom-free returned cases. YCCD will offer employees COVID-19 testing during paid time, whether during the employee's regular work schedule or otherwise, and will provide compensation for the time that the employee spends waiting for and being tested.

d. Leave and Compensation Benefits for Close Contact Exposures

YCCD provides employees that had a close contact COVID-19 exposure with information regarding COVID-19-related benefits to which the employees may be entitled under applicable federal, state, or local laws, YCCD's own leave policies, and leaves guaranteed by contract. These benefits include, but are not limited to, SPSL, as applicable.

YCCD will continue and 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.

YCCD may require that these employees use employer-provided employee sick leave benefits 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. Investigation to Determine Whether Workplace Conditions Contributed to COVID-19 Exposure

YCCD 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.

3. Confidential Medical Information

YCCD 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.

YCCD will keep confidential all personal identifying information of COVID-19 cases unless expressly authorized by the employees to disclose such information or as other permitted or required under the law.

D. CORRECTION OF COVID-19 HAZARDS AT YCCD WORKSITES AND FACILITIES

YCCD 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).

E. TRAINING AND INSTRUCTION OF YCCD EMPLOYEES

1. COVID-19 Symptoms

YCCD provides employees training and instruction on the COVID-19 symptoms, including advising employees of COVID-19 symptoms, which include 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.

YCCD monitors and adheres to guidance by the CDC concerning COVID-19 symptoms, including guidance provided at the following web address:

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

YCCD will advise employees in the event that the CDC revises the symptoms that its associates with COVID-19.

In addition to providing training and instruction on COVID-19 symptoms, YCCD provides information and instruction on the importance of employees not coming to work if they have any COVID-19 symptoms. As discussed below, YCCD provides information on paid leaves to which employees may be entitled if they are experiencing a COVID-19 symptoms and would like to be tested for COVID-19.

2. COVID-19 Vaccinations

YCCD provides employees information and instruction on the fact that COVID-19 vaccines are effective at both preventing the transmission of the virus that causes COVID-19 and preventing serious illness or death, and how employees may receive paid leave for reasons related to COVID-19 vaccinations.

As discussed below, YCCD provides information on paid leaves to which employees may be entitled in order for them to be vaccinated and in the event that they experience any illness or adverse effects as a result of such vaccination.

3. YCCD's COVID-19 Policies and Procedures



YCCD provides regular updates to employees on the YCCD's policies and procedures to prevent COVID-19 hazards at YCCD worksites and facilities, and how employees may participate in the identification and evaluation of COVID-19 hazards in order to make such worksites and facilities healthier and safer for themselves and others.

4. COVID-19 Related Benefits

The YCCD advised our employees of the leaves to which the employees may be entitled under applicable federal, state, or local laws as well as YCCD's own leave policies.

Further, when employees require leave in order to receive a COVID-19 test or to be vaccinated or are directed not to report to work by YCCD for reasons related to the presentation of COVID-19 symptoms, a COVID-19 case, close contact COVID-19 exposure, YCCD will advise the employees of the leaves to which the employees may be entitled for that specific reason.

5. Spread and Transmission of the Virus that Causes COVID-19

YCCD advises and provides updates to about the known spread and transmission of COVID-19. YCCD specifically advises employees of the following: (1) that COVID-19 is an infectious respiratory disease; (2) that the virus that causes COVID-19 can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; (3) that particles containing the virus can travel more than six (6) feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, including hand washing, in order to be effective; (4) that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and (5) that an infectious person may have present no COVID-19 symptoms or be pre-symptomatic.

6. Hand Hygiene, and Face Coverings and Respirators

YCCD advises employees of the importance of physical distancing, face coverings, and hand hygiene, including hand washing, and instructs employees that the combination of physical distancing, face coverings, increased ventilation indoors, and respiratory protection make such preventative measures most effective.

With respect to hand hygiene, YCCD provides employees information regarding the importance of frequent hand washing, that hand washing is most effective when soap and water are used and the employees washes for at least 20 seconds. YCCD instructs employees to use hand sanitizer when employees do not have immediate access to a hand washing facility (*i.e.*, a sink) and that hand sanitizer will not be effective if the employee's hands are soiled.

With respect to face coverings and respirators, YCCD provides employees information on the benefits of face coverings, both to themselves and to others. YCCD also



provides employees instructions on the proper use of face coverings and the differences between face coverings and respirators.

YCCD will provide certain employees respirators for their use in certain circumstances, including to individuals who are not fully vaccinated, who are working indoors or in a vehicle with more than one person, and who request the devices for their use at work. At such time as the YCCD provides respirators to employees for their use, it will provide such employees training on the proper use of such respirators, including, but not limited to, the method by which employees may check the seal of such respirator in conformance with the manufacturer's instructions.

YCCD will provide training on the conditions under which face coverings must be worn at the workplace. Employees can request face coverings from **YCCD** at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

F. FACE COVERINGS

1. General Face Covering Requirement

YCCD provides face coverings to all employees and requires that such face coverings are worn by employees when required by orders from the CDPH.

YCCD adheres to the most restrictive or prescriptive public health order provided by the CDC, CDPH or the local health department applicable to YCCD, and will provide face coverings and ensure they are worn by employees when required by orders from the CDPH.

YCCD requires that employees face coverings be clean and undamaged. YCCD allows employees to use face shields to supplement, not supplant, face coverings.

2. Limited Exceptions

YCCD provides for the following exceptions to the face coverings requirement when face coverings are required by orders from the CDPH When an employee is alone in a room (e.g., alone in an office or another space with walls that extend from the floor to the ceiling and a door that may be closed in order to close the space to others) or vehicle;

1. While eating and drinking at the workplace, provided employees are at least six (6) feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.



2. Based on approved medical exemption, employees wearing respirators required by YCCD and being used in compliance with the regulatory requirements for the use of such respirators.
3. Employees who have an approved YCCD medical exemption and 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.
4. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed
3. **Required Use of Effective Non-Restrictive Alternative for Employees Exempted from Face Covering Requirement**

YCCD requires that its employees who are exempted from wearing face coverings due to a medical condition, mental health condition, or disability wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

4. **Weekly Testing Required If Employee Is Not Wearing Face Covering or Non-Restrictive Alternative**

YCCD requires that any employees not wearing a face covering due to exception identified in Subsection F(2) above, and not wearing a face shield with a drape or other effective alternative as described in Subsection F(3) above, YCCD will assess COVID-19 hazards.

In situations where a face covering is otherwise required, face coverings must be worn, and the exceptions to face coverings contained in this section no longer apply.

However, YCCD does not use COVID-19 testing as an alternative to face coverings when face coverings are otherwise required by this section.

5. **Prohibition on Preventing Employees from Wearing Face Covering**

YCCD does not prevent any employee from wearing a face covering when wearing a face covering is not required by this section, unless not wearing a face covering would create a safety hazard, such as interfering with the safe operation of equipment.

6. **Communication to Non-Employees Regarding Face Covering Requirement**

YCCD posts signage to inform non-employees of the YCCD's requirements concerning the use of face coverings at YCCD worksites and facilities.



G. OTHER ENGINEERING CONTROLS, ADMINISTRATIVE CONTROLS AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. Maximization of Outdoor Air

As provided above at Section IV.B.5., for indoor YCCD worksites and facilities, the YCCD evaluated how to maximize the quantity of outdoor air.

Further, for YCCD worksites and facilities with mechanical or natural ventilation, or both, YCCD maximizes the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (“EPA”) Air Quality Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to YCCD employees, for instance from excessive heat or cold.

2. Cleaning Procedures

YCCD undertakes the following cleaning measures:

1. Identify and regularly clean frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels.
2. Inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection; and
3. Clean areas, material, and equipment used by a COVID-19 case during the high-risk exposure period and disinfection if the area, material, or equipment is indoors and will be used by another employee within 24 hours of the COVID-19 case.

Further, YCCD requires that cleaning must be done in a manner that does not create a hazard to employees or subcontracted employees who do the cleaning and disinfecting.

3. Evaluation of Handwashing Facilities

In order to protect YCCD employees, YCCD evaluates its handwashing facilities in order to determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer.

YCCD encourages our employees to wash their hands with soap and water for at least 20 seconds each time.



YCCD does not provide hand sanitizers with methyl alcohol.

4. Personal Protective Equipment (PPE)

a. Evaluation of the Need for PPE

YCCD evaluates the need for PPE in order to prevent employees from being exposed to COVID-19 hazards.

b. Provision of PPE When Necessary

YCCD provides PPE, including, but not limited to, face coverings, respirators, gloves, goggles, and face shields, to and for employees who require such equipment in order to perform their job duties in a healthy and safe manner, including where employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Upon request, YCCD shall provide respirators to employees for voluntary use to all employees and who are working indoors or in vehicles with more than one person. Whenever YCCD makes respirators available for voluntary use, YCCD will ensure that employees receive a respirator of the correct size and will provide such employees training on the proper use of such respirators, including, but not limited, the method by which employees may check the seal of such respirator in conformance with the manufacturer's instructions, as discussed in Section IV.E.6.

5. Testing of Symptomatic Employees

YCCD makes COVID-19 testing available at no cost to employees with COVID-19 symptoms. This testing will be made available during the employees' paid time.

H. REPORTING, RECORDKEEPING AND ACCESS

1. Reporting COVID-19 Cases to the Local Health Departments

YCCD reports COVID-19 cases and COVID-19 outbreaks at YCCD worksites and facilities to the local health department. Further, YCCD provides any related information requested by the local health department. YCCD reports major outbreaks to Cal/OSHA.

2. Maintenance of Records Related to the Adoption of the CPP

YCCD maintains records of the steps taken to implement this CPP.



3. Availability of the CPP for Inspection

YCCD will make this written CPP available to employees and employee organizations at YCCD worksites or facilities. Further, YCCD will make this written CPP available to Cal/OSHA representatives immediately upon request.

4. Records Related to COVID-19 Cases

YCCD keeps a record of and track all COVID-19 cases with the following information: (1) employee's name; (2) contact information; (3) occupation; (4) location where the employee worked; (5) the date of the last day at the workplace; and (6) the date of a positive COVID-19 test or COVID-19 diagnosis. YCCD also keeps the record of persons who had a close contact, including their names, contact information and the date upon which they were provided notice of the close contact

YCCD keeps employees' medical information confidential.

I. EXCLUSION OF COVID-19 CASES AND EMPLOYEES WHO HAD A CLOSE CONTACT COVID-19 EXPOSURE

1. Exclusion of COVID-19 Cases from YCCD Worksites and Facilities

YCCD ensures that COVID-19 cases are excluded from worksites and facilities until the employee satisfies the minimum return to work criteria provided for in Section IV.J.

2. Exclusion of Employees with Close Contact COVID-19 Exposures from YCCD Worksites and Facilities

Using CDPH guidance, the YCCD develops, implements, and maintains effective policies to prevent transmission of COVID-19 by persons who had close contacts.

3. Provision of Benefits to YCCD Employees Excluded from Work as a Result of a Positive COVID-19 Test or Diagnosis or a Close Contact COVID-19 Exposure

a. Employees Who Are Able to Telework During Isolation or Quarantine Period

YCCD allows employees who are able to telework, and are able and available to work, to telework during the isolation or quarantine period. YCCD will provide these employees their normal compensation for the work that they perform for the district during the isolation or quarantine period.

YCCD continues and maintains such an employee's earnings, wages, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job.



b. Employees Who Are Unable to Telework During Isolation or Quarantine Period

The following employees are not entitled to the benefits described below: (1) Employees for whom YCCD can demonstrate that the close contact COVID-19 exposure was not work-related; and (2) Employees who received disability payments or were covered by workers' compensation and received temporary disability. Such employees may still use paid sick leave for the purpose of receiving compensation during the isolation or quarantine period if they elect to do so.

For other employees, YCCD requires that employees who are unable to telework, but are otherwise able and available to work, YCCD may use paid sick leave available to the employee, including but not limited to SPSL, for the purpose of continuing and maintaining the employee's earnings during the isolation or quarantine period. If the employee has exhausted their SPSL entitlement, YCCD may use the employee's paid sick leave in order to continue and maintain the employee's earnings during the isolation or quarantine period.

Employees retain their entitlement to elect not to use other earned or accrued paid leave during this time. YCCD may provide such employees who are unable to telework, but who do not have any paid sick leave available, paid administrative leave in order to receive compensation during the isolation or quarantine period.

For all employees who are subject to an isolation or quarantine because of a COVID-19 case or a close contact COVID-19 exposure, YCCD will maintain the employees' seniority and all other employee rights and benefits, including the employees' right to their former job status, during the isolation or quarantine period.

4. Adherence with Laws, Policies, and/or Agreements Providing Excluded Employees Greater Protections

The obligations set forth in this section do not limit any other applicable law, YCCD policy, or collective bargaining agreement that provides YCCD employees with greater protections or benefits.

5. Provision of Information Concerning Benefits to Excluded Employees

At the time of exclusion, YCCD provides the excluded employees the information on benefits to which the employees may be entitled under applicable federal, state, or local laws.



This includes, but is not limited to, any paid leave benefits available under workers' compensation law, Labor Code sections 3212.86 through 3212.88, **[any applicable local governmental requirements]**, the YCCD's own leave policies, and leave guaranteed by contract.

J. RETURN TO WORK CRITERIA

1. Minimum Criteria to Return to Work for COVID-19 Cases

YCCD requires that COVID-19 cases isolate and remain at their home or place of residence and not report to any YCCD worksite following their diagnosis as a COVID-19 Case.

A COVID-19 case may discontinue isolation and return to YCCD worksites after satisfying the conditions of either of the two (2) following protocols.

a. Asymptomatic COVID-19 Cases or COVID-19 Cases with Resolving Symptoms

COVID-19 cases, regardless of the employee's vaccination status or previous infection, who do not develop COVID-19 symptoms or whose COVID-19 symptoms are resolving (*i.e.*, improving), shall not return to work until satisfying the following conditions:

- (1) At least five days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test;
- (2) At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever reducing medications; and
- (3) A negative COVID-19 test from a specimen collected on the fifth day or later is obtained; or, if unable to test or YCCD chooses not to require a test, 10 days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test.

b. COVID-19 Cases with Symptoms That Are Not Resolving

COVID-19 cases, regardless of the employee's vaccination status or previous infection, whose COVID-19 symptoms are not resolving, shall not return to work until the employee satisfies the following criteria:

- (1) At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication; and
- (2) Symptoms are resolving or 10 days have passed from when the symptoms began.



c. Face Covering Requirements

Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.

2. Minimum Criteria to Return to Work for Employees Directed to Self-Quarantine or Isolate by a State or Local Health Official

If employees are subject to an isolation or quarantine order issued by a state or local health official, YCCD requires that the employees not report to any YCCD worksite until the period of isolation or quarantine is completed or the order is lifted.

If the relevant order did not specify a definite isolation or quarantine period, then YCCD will require that employees isolate or quarantine according to the applicable periods and criteria provided for in this Section or as otherwise instructed by the YCCD.

3. Allowance by Cal/OSHA for an Employee to Return to Work

If no violations of state or local health officer orders related to the employee's isolation, quarantine, or exclusion would result, YCCD may request that Cal/OSHA waive the quarantine or isolation requirement for essential employees and allow such employees to return to work on the basis that the removal of employees would create undue risk to a community's health and safety.

Where the absence of an essential employee from the YCCD's worksite would cause a staffing shortage that would have an adverse on a community's health and safety and pose an undue risk to the community's health and safety as a result, Cal/OSHA may grant such waiver.

In order to request a waiver under such circumstances, the YCCD submit the written request to rs@dir.ca.gov. In the event of an emergency, the YCCD may request a provisional waiver by contacting the local Cal/OSHA office while the YCCD prepares the written waiver request.

The written waiver request must provide for the following information:

1. Employer name and business or service;
2. Employer point-of-contact name, address, email and phone number;



3. Statement that there are no local or state health officer orders for isolation or quarantine of the excluded employees;
4. Statement describing the way(s) in which excluding the exposed or COVID-19 positive employees from the workplace impacts the employer's operation in a way that creates an undue risk to the community's health and safety;
5. Number of employees required to be quarantined under the Cal/OSHA regulation, and whether each was exposed to COVID-19 or tested positive for COVID-19; and
6. The employer's control measures to prevent transmission of COVID-19 in the workplace if the employee(s) return or continue to work in the workplace, including the prevention of further exposures. These measures may include, but are not limited to, preventative steps such as isolating the returned employee(s) at the workplace and requiring that other employees use respiratory protection in the workplace.

In addition to submitting a request for a Cal/OSHA waiver, YCCD will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employees at the YCCD worksite and, if isolation is not possible, the use of respiratory protection in the workplace.

k. COVID-19 Outbreaks

I. Scope

This section applies if three or more employee COVID-19 cases within an exposed group, as defined in section III, visited the worksite during their infectious period at any time during a 14-day period, unless a California Department of Public Health (CDPH) regulation or order defines outbreak using a different number of COVID-19 cases and/or a different time period, in which case this section applies when the number of cases at the worksite constitutes an outbreak under CDPH's definition. This section will be applied until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

II. COVID-19 testing

YCCD makes COVID-19 testing available at no cost to all employees within the exposed group, regardless of vaccination status, during employees' paid time, except for returned cases and employees who were not present at the workplace during the relevant 14-day period(s) under subsection K(I). YCCD makes COVID-19 testing available on a weekly basis to all employees in the exposed group who remain at the workplace. Employees who had close contacts shall have a negative COVID-19 test taken within three to five days after the close contact or shall be excluded and follow the



return to work requirements of subsection IV(B) starting from the date of the last known close contact.

III. Face coverings

Employees in the exposed group, regardless of vaccination status, shall wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in subsection IV(F)(2) applies. YCCD will notify employees of their right to request and receive a respirator for voluntary use under subsection IV(E)(6).

IV. COVID-19 investigation, review, and hazard correction

YCCD 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, review, and changes will be documented and will include:

- (1) Investigation of new or unabated COVID-19 hazards including the YCCD's leave policies and practices and whether employees are discouraged from remaining home when sick; the YCCD's COVID-19 testing policies; insufficient supply of outdoor air to indoor workplaces; insufficient air filtration; and insufficient physical distancing.
- (2) The review will be updated every 30 days that this section continues to apply, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
- (3) Any changes implemented to reduce the transmission of COVID-19 based on the investigation and review, which may include: moving indoor tasks outdoors or having them performed remotely; increasing the outdoor air supply when work is done indoors; improving air filtration; increasing physical distancing to the extent feasible; requiring respiratory protection; and other applicable controls.

(V) Ventilation

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



(VI) Major outbreaks

If 20 or more employee COVID-19 cases in an exposed group, as defined by section III, visited the worksite during their infectious period within a 30-day period, YCCD will do the following while section K applies:

(1) The COVID-19 testing described in subsection K(II) will 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 with jurisdiction over the workplace. Employees in the exposed group will be tested or will be excluded and follow the return to work requirements of subsection IV(B).

(2) YCCD will report the outbreak to the Division. This subsection does not limit the YCCD's obligation to report employee deaths, serious injuries, or serious illnesses when required.

(3) YCCD will provide respirators for voluntary use to employees in the exposed group, will encourage their use, and will train employees provided respirators for voluntary use.

(4) Any employees in the exposed group who are not wearing respirators required by YCCD will be separated from other persons by at least six feet, except where YCCD can demonstrate that at least six feet of separation is not feasible, and except for momentary exposure while persons are in movement.

Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

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