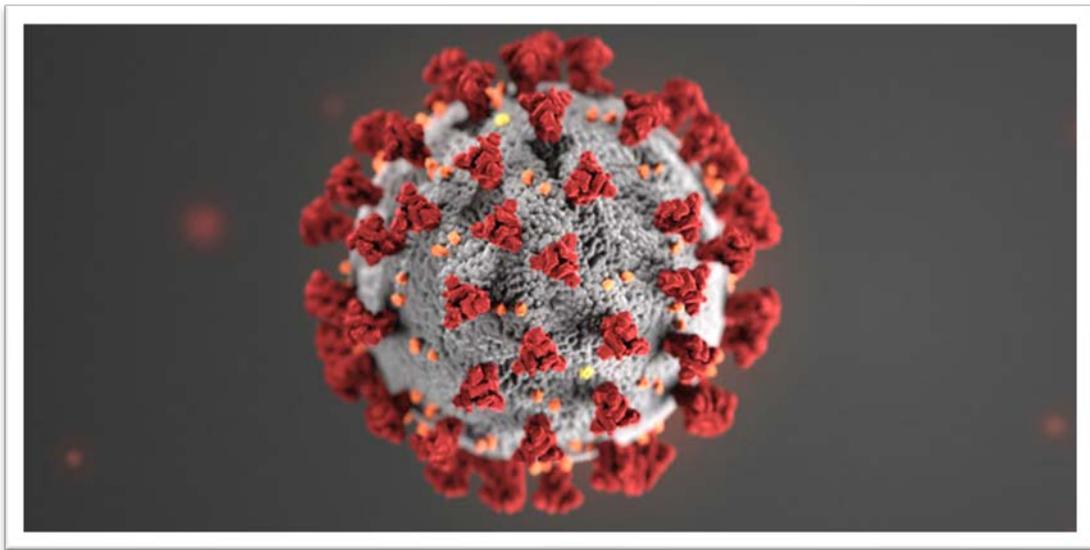


Tahoe-Truckee Sanitation Agency

COVID-19 Exposure Control and Disease Preparedness Response Plan



November 2022

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1.0 Management Approval

1.1 Approving Authority

The Tahoe-Truckee Sanitation Agency (T-TSA) COVID-19 Exposure Control and Disease Preparedness Response Plan (COVID-19 ECP) must be reviewed and revised as necessary to ensure compliance with applicable regulations. All revisions are documented on the Revision Log (Appendix B).

The Tahoe-Truckee Sanitation Agency COVID-19 Exposure Control Plan has been reviewed and approved by the General Manager.


T-TSA General Manager

11/03/2022
Date

2.0 Purpose

To reduce the COVID-19 outbreak impact on T-TSA, its workers, and the public, T-TSA is implementing this **COVID-19 Exposure Control and Disease Preparedness Response Plan (COVID-19 ECP)** to address exposure risks, sources of exposure, routes of transmission, and other unique COVID-19 characteristics to allow workers to safely perform jobs required to keep T-TSA running during the pandemic. The plan implements engineering, administrative, work practice controls, and PPE to meet the provisions in Title 8, CCR §3205.

This plan shall remain in effect until such time as T-TSA leadership formally accepts the Nevada County Public Health Department/State of California/ CDC or other reputable organization findings that the COVID-19 outbreak, and associated risks are no longer a public health threat to T-TSA and its workers.

3.0 Compliance & Responsibilities

All T-TSA personnel must follow the approved safe work practices, policies, directives, and regulatory requirements.

3.1 The General Manager

Is responsible for all T-TSA personnel health and safety and has the overall authority and responsibility for ensuring that all COVID-19 ECP provisions are effectively implemented, including holding management and supervisory positions accountable and ensuring funding to operate the Safety Program. The General Manager ensures COVID cases in the workplace are appropriately communicated to employees and reported to the local health authorities as required.

3.2 The Safety Officer

Has the authority and responsibility for:

- Training staff on the COVID-19 ECP.
- Revising and amending as necessary to respond to changing workplace conditions and regulations.
- Stopping some or all non-emergency Agency work in cases where the health exposure risks are too great.

Additionally, the Safety Officer must:

General

- Ensure the COVID-19 ECP plan and procedures are fully implemented, relevant, current, and effective.
- Monitor hazardous outbreaks using a reputable near real-time data source to identify exposure risks to employees.
- Monitor the COVID-19 ECP for effectiveness, update as needed, and complete the Revision Log (Appendix B).
- Ensure enough Personal Protective Equipment is available for all workers.

Communication

- When T-TSA leadership or the Safety Officer deem it necessary to protect its worker health, the Safety Officer must take appropriate action in response to the threat.

Training

- Ensure COVID-19 ECP training is scheduled, tracked, and documented to meet T-TSA and Cal/OSHA requirements.

Recordkeeping

- Maintain accurate training records.

3.3 Supervising Personnel

- Ensure that a reasonable supply of required PPE is available for each worker.
- Inform personnel of current exposure risks as instructed by T-TSA leadership and the Safety Officer.
- Require personnel wear assigned PPE as instructed and as required.
- Whenever possible, limit activities to the minimum level.
- If unable to mitigate COVID-19 exposure risks using PPE or other methods, report the condition to the department head and Safety Officer and immediately stop work or move personnel to lower risk locations.

3.4 Personnel Must

- Follow the COVID-19 ECP.
- Participate in safety meetings, tailgates/tailboards and all relevant training.
- Ensure a reasonable PPE supply is available in their work area.
- Inform their supervisor or HR:
 - If suffering from any COVID-19 symptoms.
 - If feeling generally ill.
 - Have or may have been exposed to persons confirmed, or presumed, COVID-19 infected.

4.0 Communications

[Title 8, CCR §3205\(c\)\(1\) System for Communicating.](#)

T-TSA shall communicate with personnel frequently on COVID-19 related topics using methods that ensure all personnel are provided relevant, understandable safety information (including translation where needed). Such methods may include:

- Verbal (one-on-one, very small group, etc.).
- Written (e.g., electronic; online written material; video; interactive; etc.).
- Workplace safety and health training, meetings, and tailgate meetings.
- Regularly scheduled safety meetings.
- Online resources and other methods.

4.1 Communication Topics

All T-TSA personnel shall receive the most current:

- Post-exposure protocol procedures.

- Explanation of the methods and limitations that will prevent or reduce exposure, including engineering controls, administrative or work practice controls, and PPE for their risk level.
- Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.
- Explanation of the basis for selection of personal protective equipment.
 - Procedures to follow for handling and reporting close contact incidents
 - Medical follow-up and testing.

4.2 Reporting COVID-19 Related Hazards

T-TSA provides several methods, including anonymous methods, for personnel to report workplace hazards, acts, safety violations, and make safety suggestions without fear of reprisal. Reporting procedures are easily accessible to all personnel.

The Safety Officer:

- Must review all notifications and COVID-19 safety suggestions as soon as possible and take prompt corrective action as appropriate.
- May share hazard reports with the Safety Committee and department managers when appropriate, provided anonymity can be protected.

4.3 Reporting COVID-19 Illness and Symptoms

Employees must report, without fear of reprisal, COVID-19 symptoms, possible COVID-19 close contacts, and possible COVID-19 hazards at the workplace.

- Once an employee alerts T-TSA of a medical or other condition putting them at increased COVID-19 illness risk, accommodations appropriate to the risks shall be established and implemented immediately.
- COVID-19 illness and symptoms are subject to confidentiality requirements.

4.4 COVID-19 Testing

T-TSA shall provide information about employee access to COVID-19 testing, including the events that require testing, and how and where to receive testing. Additionally, T-TSA shall inform affected employees of the reason for the COVID-19 testing and the possible consequences of a positive test.

- All T-TSA mandated COVID-19 testing will be at no cost to the employee and during work hours.
- T-TSA will provide workers with information on testing locations and availability through employer sponsored health plans (applies to both T-TSA mandated and voluntary testing)

4.5 COVID-19 Hazards

T-TSA shall inform employees, other persons, and entities in contact with T-TSA's workplace of T-TSA's COVID-19 policies and procedures and when there are COVID hazards or exposures while maintaining HIPPA confidentiality requirements for COVID-19 cases.

5.0 Employee identification and evaluation of COVID-19 hazards

[Title 8, CCR §3205\(c\)\(2\) Identification and Evaluation of COVID-19 Hazards.](#)

- T-TSA workers and their authorized representatives may submit COVID-19 hazards they identify and potential ways to mitigate the hazard to the T-TSA Safety Officer following the procedures in IIPP and in Section 4.2.
 - Each submission shall be promptly evaluated and investigated as directed by the Safety Officer for action and correction.
- T-TSA requires employees to self-screen before reporting to work. Each employee is required to use their best judgment. If in doubt, contact your health care provider. Self-Screening generally includes answering “no” to ALL of the following questions:
 - Within last 14 days, have you directly had contact with anyone that had COVID-19? “Contact” is being 6 feet or closer for more than 15 minutes in a 24-hour period with a person or having direct contact with fluids from a person with COVID-19 (for example, being coughed or sneezed on).
 - Do you have any of these symptoms that are not caused/explained by another condition?
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - Recent loss of taste or smell
 - Sore throat
 - Congestion
 - Nausea or vomiting
 - Diarrhea
 - Have you had a positive COVID-19 test for active virus in the past 10 days?
 - Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?
- T-TSA shall conduct a workplace-specific identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards. Evaluations shall:
 - Treat all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious.
 - Identify places and times when 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, trainings, in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

- Include an evaluation of employees' potential workplace exposure 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:
 - T-TSA shall consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.
- For each T-TSA structure with indoor areas, T-TSA shall maximize the quantity of outdoor air and increase filtration efficiency to the highest-level compatible with the existing ventilation system;
- T-TSA shall evaluate 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.
- T-TSA shall regularly inspect all work areas to evaluate existing COVID-19 prevention controls to identify and implement additional or improved controls to lower the COVID-19 transmission risk and ensure compliance with the T-TSA COVID-19 policies and procedures.

See Example Forms - Appendix F and G for sample forms

6.0 Control Measures

6.1 Physical Distancing

Title 8, CCR §3205(c)(6) Physical Distancing.

Regardless of employee vaccination status:

- TTSA must evaluate whether it is necessary to implement physical distancing during an outbreak (3 or more cases in an exposed group of employees in a 14-day period)
- TTSA must implement physical distancing during a major outbreak (20 or more cases in an exposed group of employees within a 30-day period)
- When TTSA determines there is a hazard.

6.2 Face Coverings

Title 8, CCR §3205(c)(7) Face Coverings.

T-TSA shall provide face coverings and ensure they are worn over the nose and mouth by employees when required.

- Regardless of vaccination status, wearing face coverings is no longer a requirement for employees,. Public health officials strongly recommend wearing face coverings for all individuals in most indoor settings.
- Employees are not required to wear face coverings indoors or outdoors, unless required by Appendix E. However, it is recommended to wear face coverings indoors when the risk level may be high.
- Upon request, employees will be provided with approved N95 respirators for voluntary use when working indoors or in a vehicle with others.

- Employers may not retaliate against employees for wearing face coverings regardless of vaccination status.
- T-TSA shall ensure face coverings are clean and undamaged.
- Face shields are not a replacement for face coverings, although they may be worn together for additional protection.

T-TSA shall not prevent any employee from wearing a face covering when not required, unless it would create a safety hazard, such as interfering with the safe operation of equipment.

T-TSA shall implement measures to communicate to non-employees (e.g., contractors, suppliers, vendors, etc.) the face coverings requirements on their premises.

When the risk level is high, face coverings are recommended regardless of employee vaccination status: 1) indoors and 2) outdoors when employees are less than six feet from another person.

During major outbreaks, six feet physical distancing is required where feasible, both indoors and outdoors.

6.3 Vaccinated and Unvaccinated Employees

All employees that test positive for COVID-19, regardless of vaccination status must isolate and meet the following conditions before returning to work:

- Employee must be excluded from the workplace for at least 5 days.
- Employee can return to work after day 5 if they do not have symptoms and test negative.
- If an employee cannot test or declines to test, they can return to work after 10 days.
- Employee must wear a face covering around others at work for a total of 10 days after the positive test.

Unvaccinated employees that have had a close contact with someone with COVID-19 must quarantine and meet the following conditions before returning to work:

- Employee must be excluded from the workplace for 5 days after the close contact and take a test on day 5.
- Employee can come back to work after day 5 if they test negative and do not have any symptoms.
- If the employee cannot test or declines to test, they can return to the workplace after day 10 if they do not have symptoms.

- Employee must wear a face covering around others at work for 10 days after the close contact.
- If the employee develops symptoms, they must be excluded pending a test result.

Booster-eligible, but not boosted vaccinated employees that have had a close contact with someone with COVID-19 do not need to quarantine if they meet the following conditions:

- Employee does not need to be excluded from work if asymptomatic but must have a negative test 3-5 days after the close contact.
- Employee must wear a face covering around others at work for 10 days after the close contact. If the employee develops symptoms, they must be excluded pending a test result.

Vaccinated employees that have received a booster, or are fully vaccinated but not yet booster eligible that have had a close contact with someone with COVID-19 do not need to quarantine if they meet the following conditions:

- Employee does not need to be excluded from work if asymptomatic, but must take a test on day 5 after the close contact.
- Employee must wear a face covering around others at work for 10 days after the close contact.
- If employee develops symptoms, the worker must be excluded from the workplace pending a test result.

Employers must offer testing at no cost to employees during paid time to:

- All employees regardless of vaccination status following a close contact. During an outbreak, employers must make COVID-19 testing available to employees, regardless of vaccination status, on a weekly basis.

6.4 Other Engineering, Admin Controls, and PPE

[Title 8, CCR §3205\(c\)\(8\) Other Engineering & Admin Controls & PPE](#)

Engineering Controls

- T-TSA shall maximize the quantity of outside air provided to the extent feasible for buildings with mechanical or natural ventilation, except when:
 - The Air Quality Index is greater than 100 for any pollutant
 - Opening windows or letting in or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

Administrative Controls

- T-TSA shall implement cleaning/disinfecting procedures that require:

- Cleaning and disinfection of 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.
NOTE: Cleaning and disinfecting must be done in a manner that does not create a hazard to employees.
- T-TSA shall ensure that adequate handwashing facilities or sanitizer stations are available to protect employees from COVID-19 hazards.
- T-TSA encourages and allows time for employee handwashing and provides employees with an effective hand sanitizer. Employees are encouraged to wash their hands for at least 20 seconds each time.
- Provision or use of hand sanitizers with methyl alcohol is prohibited.

Personal Protective Equipment

- T-TSA shall evaluate personal protective equipment to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and provide such personal protective equipment as needed.
- T-TSA shall evaluate respiratory protection needs following Title 8, CCR § 5144.
- T-TSA shall provide and ensure respirator use in accordance with section Title 8, CCR § 5144 when deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action, following Title 8, CCR § 332.3.
- T-TSA shall provide and ensure eye and respiratory protection use following Title 8, CCR § 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory fluids.
- N95 respirators will be provided in the following two scenarios: (1) any employee that requests one who works with others indoors or in a vehicle and (2) where there is a major outbreak, to any employees in the exposed group for voluntary use. The respirator must be the right size, and the employee must receive basic instruction on how to get a good “seal,” or fit.

6.5 Exclusion of COVID-19 Cases per Title 8, CCR §3205(c)(10)

[Title 8, CCR §3205\(c\)\(10\) Exclusion of COVID-19 Cases.](#)

The purpose of this subsection is to limit transmission of COVID-19 in the workplace by keeping active COVID-19 cases out of the workplace.

Exclusion requirements must follow current Cal/OSHA, CDPH, CDC guidance.

- T-TSA shall ensure that COVID-19 employee close contacts and cases are excluded from the workplace until return-to-work requirements are met including:
 - Any applicable quarantine or isolation period recommended by the CDPH; or
 - Any applicable quarantine or isolation period recommended or ordered by a local health officer who has jurisdiction over the workplace.
 - See Section 6.3 and 10.0 for details.

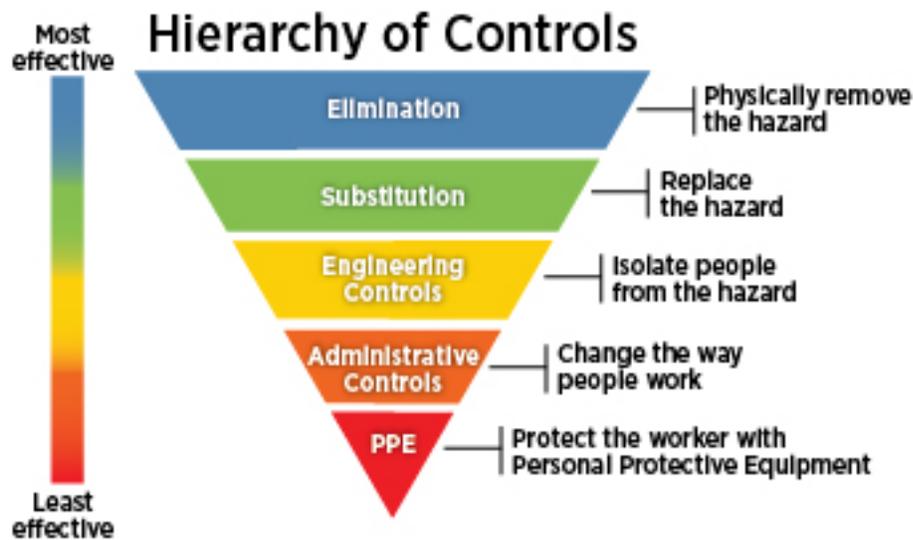
- For employees excluded from work under Title 8, CCR §3205(c)(10), and otherwise able and available to work, T-TSA shall continue and maintain an employee's earnings, wages, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job. T-TSA may 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 not covered by workers' compensation.
 - EXCEPTION 1: Title 8, CCR §3205(c)(10)(C) does not apply to any time period during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission, or where the employee received disability payments or was covered by workers' compensation and received temporary disability.
 - EXCEPTION 2: Title 8, CCR §3205(c)(10)(C) does not apply where T-TSA demonstrates that the COVID-19 close contact is not work related.
- Title 8, CCR §3205(c)(10) does not limit any other applicable law, employer policy, or collective bargaining agreement that provides greater protections.
- At the time of exclusion, T-TSA shall provide information on benefits described in Title 8, CCR §3205(c)(5) and Title 8, CCR §3205(10)(C) to the employee.

EXCEPTION to Title 8, CCR §3205(10)(C): Employees who have not been excluded or isolated by the Nevada County Public Health Department need not be excluded by T-TSA, if they are temporarily reassigned to work where they do not have contact with other persons until the Title 8, CCR §3205 (c)(11) return-to-work requirements are met.

7.0 Safe Work Practices

When developing and implementing Safe Work Practices and other control protocols, be sure to follow the hierarchy of controls sequence to ensure that the practice will lower the exposure risks without negative unintended consequences.

Hierarchy of Controls



Source: NIOSH

- Eliminate or use substitution to remove or replace the hazard.
- The next level controls are Engineering Controls. These should be used when administrative controls alone do not reduce the risk to an acceptable level. Engineering Controls are typically physical protective changes such as installing windows between the public and workers to prevent a person's airborne particulates from reaching T-TSA personnel.
- Establish Administrative Controls – implement work rules that change the way people work to prevent workers from being exposed to the hazard.
- Lastly, require PPE be used in certain situations where Administrative and Engineering Controls do not reduce the exposure risk to an acceptable level. PPE selected may include gloves, goggles, gowns and other protective gear for personnel to wear for specific tasks.

Hygiene & Work Environment

- **Work Scheduling** – When necessary:
 - Establish staggered work shifts (e.g., shift start and shift end times) for work groups that generally arrive and depart at the same time and share space, such as in a locker room or group staging area to improve the ability to physically distance.
 - Have workers be solo contributors with no close contact with others.
 - Use matched personnel groups (e.g., fixed membership teams) to limit a person's contact to as few different people as possible.
 - Modify multi-person activities to provide as much distance between workers as possible.

- **Vehicle Clean-Cabin Rule** – Whenever possible:
 - Discard or store potentially contaminated items outside the cabin.
 - Remove, discard or store potentially contaminated PPE before entering the vehicle’s cabin area.
 - Establish a dirty handles rule for all exterior door handles: always consider the outside handles to be dirty and not touch them without first cleaning them; wearing gloves or placing a protective barrier between their hands and the handle or, at a minimum, washing/sanitizing hands after touching handles.
 - Provide Exposure Control Supplies (*typical*)
 - Disinfectants & hand sanitizer.
 - Rubber/nitrile or equivalent disposable gloves.
 - Antiseptic wipes for interior cleaning (steering wheels, etc.).
 - Trash receptacle (preferably located outside the cabin, but may be located inside if it can be closed);

Most EPA-registered household disinfectants should be effective.

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. Always follow manufacturer instructions on the label to ensure safe and effective use.

- **PPE**
 - T-TSA prohibits sharing PPE to the extent feasible and when not feasible, all shared PPE must be disinfected before shared.

Employee Health

- Employees should self-screen for COVID-19 prior to arriving at work.
- **Emphasize staying home when sick** and following respiratory etiquette and hand hygiene by all employees:
 - Place signage near all entrances and in other workplace areas where they are likely to be seen to inform workers and the public:
 - To stay home and not enter the workplace when sick.
 - Follow cough and sneeze etiquette.
 - To follow good hand hygiene practices.
 - Provide tissues and no-touch disposal receptacles.
 - Require employees clean their hands often by:
 - Hand washing with soap and water for at least 20 seconds.
 - Using an alcohol-based hand sanitizer (60% alcohol minimum).
 - Provide soap and water, alcohol-based hand rubs, or another effective sanitization method in the workplace (refer to Nevada County Public Health Department/ CDC guidelines). Maintain supplies and place sanitizing rubs in multiple locations to encourage hand hygiene.
 - Employees shall cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- **Sick Employees** - Employees who have performed a self-screen and have symptoms that are not caused/explained by another condition shall stay home:

- Employees must notify their supervisor when they stay home when sick.
- Require contract companies that provide T-TSA with contract or temporary employees follow the same policies and procedures for preventing sick employees from coming to work sick.
- **Employees with sick family members**
 - Unvaccinated employees who are well but have sick family members at home with COVID-19 should notify their supervisor/ HR to discuss when to return to work following Section 6.3 and 10.0. Return to Work Requirements.

Travel

- For regional and wider travel, employees must:
 - Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each city, state, and country, to be traveled to.
 - Check themselves for symptoms of acute respiratory illness before starting travel and notify their supervisor and stay home if sick.
 - Notify their supervisor and healthcare provider for advice if sick.

8.0 Close Contact Incidents

In the event of a close contact incident, it is critical to inform exposed personnel quickly and provide medical services in a timely manner to mitigate the severity of illness and limit the spread of infection.

8.1 What constitutes a close contact

Close Contact is defined as someone sharing the same indoor airspace (e.g., home, clinic waiting room, airplane etc.) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes) during an infected person's (laboratory-confirmed or a clinical diagnosis) infectious period.

In indoor spaces 400,000 or fewer cubic feet per floor (such as home, clinic waiting room, airplane etc.), a close contact is defined as sharing the same indoor airspace for a cumulative total of 15 minutes or more over a 24-hour period (for example, three separate 5-minute exposures for a total of 15 minutes) during an infected person's (confirmed by COVID-19 test or clinical diagnosis) infectious period.

In large indoor spaces greater than 400,000 cubic feet per floor (such as open-floor-plan offices, warehouses, large retail stores, manufacturing, or food processing facilities), a close contact is defined as being within 6 feet of the infected person for a cumulative total of 15 minutes or more over a 24-hour period during the infected person's infectious period.

8.2 Post exposure protocols **Washing/sanitizing**

Immediately after a close contact, all persons involved must:

- Wash the affected areas immediately.
- Remove PPE and affected clothing as appropriate.
- Discard/wash PPE and clothing as appropriate.

Isolation

The following may be superseded at the direction of the health department
Isolate the affected from others by distance, in a closed room, or outdoors. **See Appendix E - CDC COVID-19 Return to Work Scenarios**

Medical Evaluation

Following guidance and direction by medical professionals or the Nevada County Public Health Department, exposed personnel shall be sent for COVID-19 testing and medical treatment as instructed. **See Section 4.4 COVID-19 Testing**

Investigation

Investigations for personnel exposed to COVID-19 should refer to the T-TSA Human Resources Administrator, Nevada County Public Health Department, and CDC guidance for how to conduct a risk assessment of their potential exposure. **See Section 9.0 Investigating and Correction.**

Communication & Notification

Within one day, notify personnel, subcontractors and others on-site, of their potential exposure to suspected/confirmed COVID-19 cases at a T-TSA facility. **See Section 9.1 Investigating COVID-19 Cases**

Return to Work

Personnel must not return to work until cleared to do so by medical professional, HR, or meeting the specific established criteria. **See Section 10.0 Return to Work Requirements**

8.3 Multi-COVID Outbreak

When the Nevada County Public Health Department identifies a T-TSA workgroup, location or other grouping as a multi-COVID-19 outbreak or when there are three or more COVID-19 cases in an exposed workplace within a 14-day period.

Physical distancing must be used in a major outbreak (20 or more employees in an exposed group) for all employees, regardless of vaccination status. **See Appendix C - Multiple COVID-19 Infections and COVID-19 Outbreaks**

8.4 Major-COVID Outbreak

When the Nevada County Public Health Department identifies a T-TSA workgroup, location or other grouping as having a Major-COVID-19 outbreak or when there are 20 or more COVID-19 cases in a T-TSA exposed workplace within a 30-day period. **See Appendix D - Major COVID-19 Outbreaks**

9.0 Investigating and Correction

9.1 Investigating COVID-19 Cases

Title 8, CCR §3205(c)(3) Investigating and Responding to COVID-19 Cases.

- T-TSA Human Resources Administrator shall investigate COVID-19 cases in the workplace by:
 - Seeking information from employees regarding COVID-19 cases and close contacts.
 - Verifying COVID-19 case status.
 - Tracking COVID-19 test results.
 - Tracking COVID-19 symptoms onset.
 - Identifying and recording COVID-19 cases.
- For workplace COVID-19 cases, T-TSA shall:
 - Collect as much COVID-19 case information as possible:
 - Determine the day/ time the case was last at the workplace.
 - Identify, if possible, the positive COVID-19 test/ diagnosis date.
 - The date the case person first had one or more COVID-19 symptoms (if any experienced).
 - Determine who may have had a close contact.
 - This requires evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
 - Within one business day of the time T-TSA knew or should have known of a COVID-19 case, the employer shall give written notice, in a form readily understandable by employees, that people at the worksite may have been exposed to COVID-19. The notice shall be written in a way that does not reveal any personal identifying information of the COVID-19 case. Written notice may include, but is not limited to, personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one business day of sending. The notice shall include the disinfection plan required by Labor Code Section 6409.6(a)(4): The notice shall be sent to the following:
 - All employees at the worksite during the high-risk exposure period. If T-TSA should reasonably know that an employee has not received the notice or has limited literacy in the language used in the notice, the employer shall provide verbal notice, as soon as practicable, in a language understandable by the employee.
 - Independent contractors and other employers present at the worksite during the high-risk exposure period.
 - Offer COVID-19 testing at no cost during paid time to employees who had a close contact in the workplace and provide them with the information on benefits described in Title 8, CCR §3205(c)(5)(B) and (c)(10)(C) (see Section 2.0 & 4.4).

- Investigate 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.
- All employee medical records including personal identifying information on COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases shall be provided to the Nevada County Public Health Department, CDPH, Cal/OSHA or NIOSH or as required by law immediately upon request. **See Example Form - Appendix F: Investigating COVID-19 Cases**

9.2 COVID-19 Hazard Correction

[Title 8, CCR §3205\(c\)\(4\) Correction of COVID-19 Hazards](#)

T-TSA shall implement effective policies and/or procedures and conduct periodic inspections as needed to identify and correct unsafe or unhealthy conditions, work practices, policies and work procedures related to COVID-19 in a timely manner based on the hazard severity, and to ensure compliance with T-TSA's COVID-19 policies and procedures including:

Implementing controls and/or policies and procedures in response to the evaluations conducted under Sections 5.0, 6.0 and 8.1.

10.0 Return to Work Requirements

[Title 8, CCR §3205\(c\)\(11\) Return to Work Criteria.](#)
[California Governor's Executive Order N-84-20](#)

Workers must not return to work until cleared to do so by medical professional, HR, or by meeting the applicable criteria listed in section 6.3 and 10.0. *Return to work conditions may be changed without notice by T-TSA as needed to address COVID-19 hazards or regulatory rule and guidance changes.* Employees who had close contacts must test negative or be excluded from the workplace until the return-to-work requirements for COVID-19 cases in are met.

10.1 Workers with confirmed COVID-19 and have COVID-19 symptoms

All employees that test positive for COVID-19, regardless of vaccination status must isolate and meet the following conditions before returning to work:

- Employee must be excluded from the workplace for at least 5 days.
- Employee can return to work after day 5 if they do not have symptoms and test negative.
- If an employee cannot test or declines to test, they can return to work after 10 days.
- Employee must wear a face covering around others at work for a total of 10 days after the positive test.

10.2 Workers with confirmed COVID-19 but never had COVID-19 symptoms

All employees that test positive for COVID-19, regardless of vaccination status must isolate and meet the following conditions before returning to work:

- Employee must be excluded from the workplace for at least 5 days.
- Employee can return to work after day 5 if they do not have symptoms and test negative.
- If an employee cannot test or declines to test, they can return to work after 10 days.
- Employee must wear a face covering around others at work for a total of 10 days after the positive test.

10.3 Negative or no COVID-19 test but is presenting COVID-19 symptoms

All employees that test negative or not tested for COVID-19 and are exhibiting COVID-19 symptoms, regardless of vaccination status, must isolate and meet the following conditions before returning to work:

- Employee must be excluded from the workplace for at least 5 days.
- Employee can return to work after day 5 if they do not have symptoms and test negative.
- If an employee cannot test or declines to test, they can return to work after 10 days.
- Employee must wear a face covering around others at work for a total of 10 days after the positive test.

10.4 An asymptomatic worker in close contact with COVID-19 case

Unvaccinated employees that have had a close contact with someone with COVID-19 must quarantine and meet the following conditions before returning to work:

- Employee must be excluded from the workplace for 5 days after the close contact and take a test on day 5.
- Employee can come back to work after day 5 if they test negative and do not have any symptoms.
- If the employee cannot test or declines to test, they can return to the workplace after day 10 if they do not have symptoms.
- Employee must wear a face covering around others at work for 10 days after the close contact.
- If the employee develops symptoms, they must be excluded pending a test result.

Booster-eligible, but not boosted vaccinated employees that have had a close contact with someone with COVID-19 do not need to quarantine if they meet the following conditions:

- Employee does not need to be excluded from work if asymptomatic but must have a negative test 3-5 days after the close contact.

- Employee must wear a face covering around others at work for 10 days after the close contact. If the employee develops symptoms, they must be excluded pending a test result.

Vaccinated employees that have received a booster, or are fully vaccinated but not yet booster eligible that have had a close contact with someone with COVID-19 do not need to quarantine if they meet the following conditions:

- Employee does not need to be excluded from work if asymptomatic, but must take a test on day 5 after the close contact.
- Employee must wear a face covering around others at work for 10 days after the close contact.
- If employee develops symptoms, the worker must be excluded from the workplace pending a test result.

10.5 Quarantine/Isolation Order

If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted.

- If no period was specified, then refer to Section 6.3.

10.6 Critical Services Return to Work Exception

If there are no violations of local or state health officer orders for isolation or quarantine, Cal/OSHA may, upon request, allow employees to return to work on the basis that the removal of an employee would create undue risk to a community's health and safety.

In such cases, T-TSA shall develop, implement, and maintain effective control measures to prevent transmission in the workplace including isolating the employee at the workplace as needed. If isolation is not possible, the use of respiratory protection in the workplace is required.

See Appendix E - COVID-19 Return to Work Scenarios

11.0 Training Requirements

[Title 8, CCR §3205\(c\)\(5\) Training.](#)

T-TSA personnel must be provided training and instruction on the COVID-19 ECP, COVID-19 health risks, COVID-19 outbreak and job-specific safety and health practices prior to working where such exposures are present.

Training and instruction are provided according to the following:

- When the COVID-19 ECP is implemented or significantly updated.
- To supervisors covering the safety and health hazards related to COVID-19 to which personnel under their immediate direction and control may be exposed.
- To personnel on the COVID-19 hazards specific to their job assignment.

- All personnel shall receive frequent reminders (tailgate trainings, email alerts, newsletter articles) whenever the COVID-19 risks are present.

Training shall include:

- Information on the employer's COVID-19 policies; how to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws, including any benefits available under legally mandated sick and vaccination leave, if applicable, worker's compensation law, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract as applicable.
- Facts about COVID-19 as an infectious disease that spreads through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales.
- 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 that 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 face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors. Physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 but are most effective when used in combination.
- T-TSA's policies for providing respirators for voluntary use as stated in this section, without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use, training shall also include:
 - How to properly wear the respirator provided.
 - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with a seal.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when access to a sink or hand washing facility is not available, and that hand sanitizer does not work on soiled hands.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment, and that COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.
- The conditions under which face coverings must be worn at the workplace.
- That employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.
- COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.

12.0 Reporting, recordkeeping, and access

Title 8, CCR §3205(c)(9) Reporting, Recordkeeping & Access

T-TSA shall:

- Report information about COVID-19 cases and outbreaks at the workplace to the Nevada County Public Health Department whenever required by law and shall provide any related information requested by the Nevada County Public Health Department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death of an employee occurring in a place of employment or in connection with any employment.
- Maintain records of the steps taken to implement the written COVID-19 Exposure Control Plan.
- Make the written COVID-19 Exposure Control Plan available at the workplace to employees, and to authorized employee representatives, and to representatives of the Division immediately upon request.
- T-TSA shall keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information shall be kept confidential. The information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Training Records

COVID-19 ECP training records must be kept for COVID-19 outbreak timeframe, plus 1 year minimum and following the T-TSA record retention policy.

OSHA Recordable Incidents

COVID-19 can be a recordable illness if a worker is infected as a result of performing their work-related duties. However, only COVID-19 cases meeting all of the following criteria must be reported:

- The case is a confirmed COVID-19 case:
 - *See CDC information on persons under investigation and presumptive positive and laboratory-confirmed COVID-19 cases.*
- The case is work-related, and it involves one or more of the general recording criteria set forth in Title 8 CCR §14300.7. General Recording Criteria.

Enter each recordable injury or illness case on the OSHA 300 Log and Form 301 Incident Report within seven calendar days after receiving notice that the injury or illness occurred. In the event of a fatality, report it to OSHA within 8 hours.

Other COVID-19 Related Records

Must be kept for COVID-19 outbreak timeframe, plus 1 year minimum and in accordance with the T-TSA record retention policy.

Appendix A - Definitions & Terminology

Abbreviations

- **Cal/OSHA** - The Division of Occupational Safety and Health
- **CDC** - Centers for Disease Control and Prevention
- **CDPH** - California Department of Public Health
- **ECP** - Exposure Control Plan
- **HIPPA** - Health Insurance Privacy and Portability Act
- **HR** - Human Resources Department/Human Resources Administrator
- **Title 8, CCR §** - Title 8 California Code of Regulations Section

Terminology

- **May** - Denotes a permission, neither a requirement nor a recommendation.
- **Must** - Imposes an obligation, indicates a necessity to act.
- **Shall** - Imposes an obligation, indicates a necessity to act.
- **Should** - Denotes a recommendation.
- **Will** - Denotes that something is required or mandatory but allows the responsible party some discretion as to when, where, and how.

General Definitions

- **Administrative Controls** - Are changes in work policy or procedures to reduce or minimize exposure to a hazard. Require action by the worker or employer.
- **Affected Personnel** - May work where COVID-19 exposure risks are present.
- **Close Contact** is defined as someone sharing the same indoor airspace (e.g., home, clinic waiting room, airplane etc.) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes) during an infected person's (laboratory-confirmed or a clinical diagnosis) infectious period.

In indoor spaces 400,000 or fewer cubic feet per floor (such as home, clinic waiting room, airplane etc.), a close contact is defined as sharing the same indoor airspace for a cumulative total of 15 minutes or more over a 24-hour period (for example, three separate 5-minute exposures for a total of 15 minutes) during an infected person's (confirmed by COVID-19 test or clinical diagnosis) infectious period.

In large indoor spaces greater than 400,000 cubic feet per floor (such as open-floor-plan offices, warehouses, large retail stores, manufacturing, or food processing facilities), a close contact is defined as being within 6 feet of the infected person for a cumulative total of 15 minutes or more over a 24-hour period during the infected person's infectious period.

- **Close contact Incident** - A specific event where a worker may be exposed to potentially infectious materials that resulted from work duties.

- **Contaminated** - The presence of potentially infectious materials on a surface or in or on an item.
- **Coronavirus** - Coronaviruses are a large family of viruses which may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and severe acute respiratory syndrome (SARS). The most recently discovered coronavirus causes coronavirus disease COVID-19.
- **COVID-19** - An infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). Common symptoms include fever, cough, and shortness of breath. Muscle pain, sputum production, diarrhea, and sore throat are less common. The name is derived from Coronavirus Disease 2019.
- **COVID-19 Confirmed/Presumptive Positive** - For the purposes of this policy, this means a person who has had a positive COVID-19 test or has otherwise medically been identified as having COVID-19.
- **COVID-19 Case** - Means a person who:
 - Has a positive COVID-19 test.
 - Has a positive COVID-19 diagnosis from a licensed health care provider.
 - Is subject to a COVID-19-related order to isolate issued by a local or state health official; or
 - Has died due to COVID-19, as determined by the Nevada County Public Health Department or per inclusion in the COVID-19 county statistics.

A person is no longer a “COVID-19 case” in this section when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the Nevada County Public Health Department pursuant to authority granted under the Health and Safety Code or Title 17, California Code of Regulations to CDPH.
- **COVID-19 Close Contact**- Means being within six 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 “high-risk exposure period” defined by this section. This definition applies regardless of the use of face coverings.
- **COVID-19 Hazard** - Means exposure to 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 fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the symptoms were caused by a known condition not COVID-19.

- **COVID-19 Test** - Means a viral test for SARS-CoV-2 that is:
 - 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); and
 - Administered in accordance with the authorized instructions.
 - To meet the return-to-work criteria set forth in subsection (c)(10), a COVID-19 test may be both self-administered and self-read only if another means of independent verification of the results can be provided (e.g., a time-stamped photograph of the results).
- **Decontamination** - The use of physical or chemical means to remove, inactivate, or destroy infectious substances on a surface or item to the point where they are no longer capable of transmitting contaminated particles and the surface or item is rendered safe for handling, use or disposal.
- **Disinfectant** - diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants.
- **Engineering Controls** - Involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior.
- **Exposed Group** - Means all employees any work location, working area, or common area at work, where an employee COVID-19 case was present at any time during the high-risk exposure period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas
Exceptions are as follows:
 - For the purposes 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.
 - 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 work group are part of the exposed group.
 - If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure 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.
- **Exposure Control Plan** - A set of directives and procedures that describe exposure control activities and preventative measures that an organization uses to minimize the risk of exposing workers to viruses and other pathogens.
- **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. A face covering has no visible holes or openings and must cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

- **Hand Sanitizer** - Typically an alcohol-based liquid with at least a 60% concentration of alcohol with virus killing properties that is rubbed all over the hands until it dries to help kill viruses and other pathogens when hand washing is not available. The active ingredients in CDC-recommended alcohol-based hand sanitizers inactivate viruses that are genetically related to, and with similar physical properties as, the 2019-nCoV-2 virus.
- **High-Risk Exposure Period** - Means the following time period:
 - For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until ten days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or
 - For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.
- **Human Resources** - Generally referring to the person or group of people tasked with dealing with human resources issues for the organization.
- **Infected** - Being exposed to and becoming ill or contagious with a virus or other infectious agent. The invasion of an organism's body tissues by disease-causing agents, their multiplication, and the reaction of host tissues to the infectious agents and the toxins they produce.
- **Potentially Infected** - A person not known to be suspected, known or confirmed as having a COVID-19 infection.
- **Suspected Infected** - A person that, based on their recent history such as having been in close contact or direct contact with a COVID-19 infected person, and has a reasonable chance of being infected.
- **Confirmed Infected** - A person who has been tested for COVID-19 and the test confirmed an infection.
- **Known Infected** - A person who has been identified as being infected with COVID-19.
- **Infectious period** - For symptomatic infected persons, 2 days before the infected person had any symptoms through Day 10 after symptoms first appeared (or through Days 5-10 if testing negative on Day 5 or later), and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved, OR
For asymptomatic infected persons, 2 days before the positive specimen collection date through Day 10 after positive specimen collection date (or through Days 5-10 if testing negative on Day 5 or later) after specimen collection date for their first positive COVID-19 test.
- **N95 Dust Mask** - Is a respiratory protective device designed to achieve a very close facial fit and very efficient filtration of airborne particles. When properly worn, the mask blocks at least 95 percent of very small (0.3 micron) test particles. All personnel may voluntarily wear a dust mask and do not need specific training, fit testing or medical evaluations for such use.

- **NAICS** - North American Industry Classification System
- **NIOSH** - The National Institute for Occupational Safety and Health of the U.S. Centers for Disease Control and Prevention. NIOSH tests and approves respirators for use in the workplace.
- **Personnel** - Includes all T-TSA employees, visitors, contractors (on-site), volunteers, etc.
- **Personal Protective Equipment** - Specialized clothing or equipment, such as glasses, goggles, specialized clothing and gloves, worn or used by personnel for protection against a hazard and ensure personal safety in the workplace.
- **Physical Distancing** - also known as Social Distancing. It is a set of non-pharmaceutical interventions or measures taken to prevent the spread of a contagious disease by maintaining a physical distance between people and reducing the number of times people come into close contact with each other. It involves keeping a distance of six feet (two meters) or more from others and avoiding gathering together in large groups.
- **Respirator** - 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.
- **SARS-CoV-2** - The virus that causes COVID-19.
- **Safe Work Practices** - Types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard.
- **Social Distancing** - See Physical Distancing
- **Worksite** – The building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter.

Appendix B - Revision Log

COVID-19 Exposure Control and Disease Preparedness Response Plan Review and Certification Log		
Date	Identify the Sections/Attachments Revised	Initial
December 31, 2020	Initial Draft	DKF
January 20, 2021	Added workplace hazard evaluations	TTSA/DKF
February 24, 2021	Section 5 edits	TTSA
June 21, 2021	Revisions to the COVID-19 Prevention Emergency Temporary Standards	TTSA
October 11, 2021	Revised Plan to include the Nevada County Health & Human Services Agency Amended Order requirements. (August 25, 2021)	TTSA
January 20, 2022	Revisions made to match updated requirements promulgated in 2022.	TTSA
February 15, 2022	Revised plan to reflect current CDPH guidance.	TTSA
March 02, 2022	Revised plan to include the latest guidance from the California State Governor.	TTSA
May 18, 2022	Revised plan to include the latest guidance from Cal OSHA	TTSA
July 18, 2022	Revised plan to reflect current CDPH guidance and definitions.	TTSA

Appendix C - Multiple COVID-19 Infections and COVID-19 Outbreaks

Title 8, CCR §3205.1 Multiple COVID-19 Infections and COVID-19 Outbreaks

1.0 SCOPE

Title 8, CCR §3205.1(a) Scope

This applies if the Nevada County Public Health Department has identified this as a COVID-19 outbreak location or when there are three or more COVID-19 cases in an exposed workplace within a 14-day period. The designation shall continue until no new COVID-19 cases are detected in a workplace for a 14-day period.

2.0 Testing

Title 8, CCR §3205.1(b) Testing

Testing will be provided at no cost to employees during paid time to:

- All employees regardless of vaccination status following a close contact. During an outbreak, employers must make COVID-19 testing available to employees, regardless of vaccination status, on a weekly basis.

3.0 Exclusions of COVID-19 Cases

Title 8, CCR §3205.1(c) Exclusions of COVID-19 Cases

T-TSA shall ensure COVID-19 cases and employees with COVID-19 close contact are excluded from the workplace in accordance with Sections 6.3 and 10.0 and any relevant Nevada County Public Health Department orders.

4.0 Investigation of Workplace COVID-19 Illness

Title 8, CCR §3205.1(d) Investigation of workplace COVID-19 illness

T-TSA shall immediately investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak following Section 8.1.

5.0 COVID-19 Investigation, Review and Hazard Correction

Title 8, CCR §3205.1(e) COVID-19 Investigation, review and hazard correction

- T-TSA shall immediately investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak following Section 8.0;
- In addition to the requirements of Section 5.0 and Section 8.0, T-TSA shall 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 shall 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; COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.
 - The review shall be updated every thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.

- T-TSA shall implement changes to reduce the transmission of COVID-19 based on the investigation and required review. T-TSA shall 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, and other applicable controls.

6.0 Notifications to the Nevada County Public Health Department.

[Title 8, CCR §3205.1\(f\) Notifications to the Nevada County Public Health Department](#)

- T-TSA shall contact the Nevada County Public Health Department immediately, but no longer than 48 hours after T-TSA knows, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.
- T-TSA shall provide to the Nevada County Public 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 NAICS code of the workplace of the COVID-19 case, and any other information requested by the Nevada County Public Health Department. T-TSA shall continue to give notice to the Nevada County Public Health Department of any subsequent COVID-19 cases at the workplace.
- If testing is required, T-TSA shall inform affected employees of the reason for the COVID-19 testing and the possible consequences of a positive test.

Appendix D - Major COVID-19 Outbreaks

Title 8, CCR §3205.2 Major COVID-19 Outbreaks

1.0 SCOPE

Title 8, CCR §3205.1(a) Scope

- This section applies when there are 20 or more COVID-19 cases in a T-TSA exposed workplace within a 30-day period.
- This section shall apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

2.0 Testing

Title 8, CCR §3205.2(b) Testing

Testing will be provided at no cost to employees during paid time to:

- All employees regardless of vaccination status following a close contact.

During a major outbreak, employers must make COVID-19 testing available to their employees, regardless of vaccination status, twice a week, or more frequently if the local health department recommends it.

3.0 Exclusions of COVID-19 Cases

Title 8, CCR §3205.2(c) Exclusions of COVID-19 Cases

T-TSA shall ensure COVID-19 cases and employees with COVID-19 close contact are excluded from the workplace in accordance with Sections 6.3 and 10.0 and any relevant Nevada County Public Health Department orders.

4.0 Investigation of Workplace COVID-19 Illness

Title 8, CCR §3205.2(d) Investigation of workplace COVID-19 illnesses

T-TSA shall immediately investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak following Section 8.1.

5.0 COVID-19 Hazard Correction

Title 8, CCR §3205.2(e) COVID-19 Hazard Correction

In addition to Section 8.2, T-TSA shall take the following actions:

- In buildings or structures with mechanical ventilation, T-TSA shall filter recirculated air with Minimum Efficiency Reporting Value 13 (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, T-TSA shall use filters with the highest compatible filtering efficiency. T-TSA shall 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 shall implement their use to the degree feasible.
- Determine the need for a respiratory protection program or changes to an existing respiratory protection program under Title 8, CCR § 5144 to address COVID-19 hazards.
- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Take any other control measures deemed necessary by Cal/OSHA.

6.0 Notifications to the Nevada County Public Health Department.

[Title 8, CCR §3205.2\(f\) Notifications to the Nevada County Public Health Department](#)

- T-TSA shall contact the Nevada County Public Health Department immediately, but no longer than 48 hours after T-TSA knows, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.
- T-TSA shall provide to the Nevada County Public 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 NAICS code of the workplace of the COVID-19 case, and any other information requested by the Nevada County Public Health Department. T-TSA shall continue to give notice to the Nevada County Public Health Department of any subsequent COVID-19 cases at the workplace.
- If testing is required, T-TSA shall inform affected employees of the reason for the COVID-19 testing and the possible consequences of a positive test.

Appendix E - CDC COVID-19 Return to Work Scenarios

Always follow CDC/CDPH/Cal/OSHA/Nevada County Public Health Department guidance
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/COVID-19-Quarantine.aspx>
California Governor's Executive Order N-84-20

IMPORTANT! When establishing when COVID-19 exposed/presumed/confirmed workers may return to the workplace, always review the current return-to-work guidance by the CDC/CDPH/Cal/OSHA and the Nevada County Public Health Department as the current return-to-work criteria may be more restrictive than the above guidance.

Scenario 1

Confirmed/ presumed positive COVID-19 case with symptoms

All employees that test positive for COVID-19, regardless of vaccination status must isolate and meet the following conditions before returning to work:

- Employee must be excluded from the workplace for at least 5 days.
- Employee can return to work after day 5 if they do not have symptoms and test negative.
- If an employee cannot test or declines to test, they can return to work after 10 days.
- Employee must wear a face covering around others at work for a total of 10 days after the positive test.

Scenario 2

Confirmed positive COVID-19 case with no symptoms

All employees that test positive for COVID-19, regardless of vaccination status must isolate and meet the following conditions before returning to work:

- Employee must be excluded from the workplace for at least 5 days.
- Employee can return to work after day 5 if they do not have symptoms and test negative.
- If an employee cannot test or declines to test, they can return to work after 10 days.
- Employee must wear a face covering around others at work for a total of 10 days after the positive test.

Scenario 3

Severely ill with COVID and those with weakened immune systems

Workers may need longer than 10 days and up to 20 days after symptoms first appeared before returning to work. Worker's doctor may work with an infectious disease expert or Nevada County Public Health Department to determine whether testing will be necessary and timeframe before worker may return to work.

Scenario 4

For Anyone Who Has Been Around a Person with COVID-19

Employees that had close contact with someone with COVID-19 may not return to work for the specified durations below **after their last close contact** with that person.

Unvaccinated employees that have had a close contact with someone with COVID-19 must quarantine and meet the following conditions before returning to work:

- Employee must be excluded from the workplace for 5 days after the close contact and take a test on day 5.
- Employee can come back to work after day 5 if they test negative and do not have any symptoms.
- If the employee cannot test or declines to test, they can return to the workplace after day 10 if they do not have symptoms.
- Employee must wear a face covering around others at work for 10 days after the close contact.
- If the employee develops symptoms, they must be excluded pending a test result.

Booster-eligible, but not boosted vaccinated employees that have had a close contact with someone with COVID-19 do not need to quarantine if they meet the following conditions:

- Employee does not need to be excluded from work if asymptomatic but must have a negative test 3-5 days after the close contact.
- Employee must wear a face covering around others at work for 10 days after the close contact. If the employee develops symptoms, they must be excluded pending a test result.

Vaccinated employees that have received a booster, or are fully vaccinated but not yet booster eligible that have had a close contact with someone with COVID-19 do not need to quarantine if they meet the following conditions:

- Employee does not need to be excluded from work if asymptomatic, but must take a test on day 5 after the close contact.
- Employee must wear a face covering around others at work for 10 days after the close contact.
- If employee develops symptoms, the worker must be excluded from the workplace pending a test result.

Scenario 5

Close contact with someone with COVID-19 - will NOT have further close contact

Employees that had close contact with someone with COVID-19 may not return to work for the specified durations below **after their last close contact with** that person.

Unvaccinated employees that have had a close contact with someone with COVID-19 must quarantine and meet the following conditions before returning to work:

- Employee must be excluded from the workplace for 5 days after the close contact and take a test on day 5.
- Employee can come back to work after day 5 if they test negative and do not have any symptoms.
- If the employee cannot test or declines to test, they can return to the workplace after day 10 if they do not have symptoms.
- Employee must wear a face covering around others at work for 10 days after the close contact.
- If the employee develops symptoms, they must be excluded pending a test result.

Booster-eligible, but not boosted vaccinated employees that have had a close contact with someone with COVID-19 do not need to quarantine if they meet the following conditions:

- Employee does not need to be excluded from work if asymptomatic but must have a negative test 3-5 days after the close contact.
- Employee must wear a face covering around others at work for 10 days after the close contact. If the employee develops symptoms, they must be excluded pending a test result.

Vaccinated employees that have received a booster, or are fully vaccinated but not yet booster eligible that have had a close contact with someone with COVID-19 do not need to quarantine if they meet the following conditions:

- Employee does not need to be excluded from work if asymptomatic, but must take a test on day 5 after the close contact.
- Employee must wear a face covering around others at work for 10 days after the close contact.
- If employee develops symptoms, the worker must be excluded from the workplace pending a test result.

Scenario 6

Close contact with someone who has COVID-19 - but lives with the person but can avoid further close contact

Employees that had close contact with someone with COVID-19 may not return to work for the specified durations below **after their last close contact with** that person.

Unvaccinated employees that have had a close contact with someone with COVID-19 must quarantine and meet the following conditions before returning to work:

- Employee must be excluded from the workplace for 5 days after the close contact and take a test on day 5.
- Employee can come back to work after day 5 if they test negative and do not have any symptoms.
- If the employee cannot test or declines to test, they can return to the workplace after day 10 if they do not have symptoms.
- Employee must wear a face covering around others at work for 10 days after the close contact.
- If the employee develops symptoms, they must be excluded pending a test result.

Booster-eligible, but not boosted vaccinated employees that have had a close contact with someone with COVID-19 do not need to quarantine if they meet the following conditions:

- Employee does not need to be excluded from work if asymptomatic but must have a negative test 3-5 days after the close contact.
- Employee must wear a face covering around others at work for 10 days after the close contact. If the employee develops symptoms, they must be excluded pending a test result.

Vaccinated employees that have received a booster, or are fully vaccinated but not yet booster eligible that have had a close contact with someone with COVID-19 do not need to quarantine if they meet the following conditions:

- Employee does not need to be excluded from work if asymptomatic, but must take a test on day 5 after the close contact.
- Employee must wear a face covering around others at work for 10 days after the close contact.
- If employee develops symptoms, the worker must be excluded from the workplace pending a test result.

Scenario 7

Under quarantine and had additional close contact with someone with COVID-19

Employees that had close contact with someone with COVID-19 may not return to work for the specified durations below **after their last close contact with** that person.

Unvaccinated employees that have had a close contact with someone with COVID-19 must quarantine and meet the following conditions before returning to work:

- Employee must be excluded from the workplace for 5 days after the close contact and take a test on day 5.
- Employee can come back to work after day 5 if they test negative and do not have any symptoms.

- If the employee cannot test or declines to test, they can return to the workplace after day 10 if they do not have symptoms.
- Employee must wear a face covering around others at work for 10 days after the close contact.
- If the employee develops symptoms, they must be excluded pending a test result.

Booster-eligible, but not boosted vaccinated employees that have had a close contact with someone with COVID-19 do not need to quarantine if they meet the following conditions:

- Employee does not need to be excluded from work if asymptomatic but must have a negative test 3-5 days after the close contact.
- Employee must wear a face covering around others at work for 10 days after the close contact. If the employee develops symptoms, they must be excluded pending a test result.

Vaccinated employees that have received a booster, or are fully vaccinated but not yet booster eligible that have had a close contact with someone with COVID-19 do not need to quarantine if they meet the following conditions:

- Employee does not need to be excluded from work if asymptomatic, but must take a test on day 5 after the close contact.
- Employee must wear a face covering around others at work for 10 days after the close contact.
- If employee develops symptoms, the worker must be excluded from the workplace pending a test result.

Scenario 8

Live with someone who has COVID-19 and cannot avoid close contact

Employee may not return to work while the person is sick.

Unvaccinated employees that have had a close contact with someone with COVID-19 must quarantine and meet the following conditions before returning to work:

- Employee must be excluded from the workplace for 5 days after the close contact and take a test on day 5.
- Employee can come back to work after day 5 if they test negative and do not have any symptoms.
- If the employee cannot test or declines to test, they can return to the workplace after day 10 if they do not have symptoms.
- Employee must wear a face covering around others at work for 10 days after the close contact.
- If the employee develops symptoms, they must be excluded pending a test result.

Booster-eligible, but not boosted vaccinated employees that have had a close contact with someone with COVID-19 do not need to quarantine if they meet the following conditions:

- Employee does not need to be excluded from work if asymptomatic but must have a negative test 3-5 days after the close contact.
- Employee must wear a face covering around others at work for 10 days after the close contact. If the employee develops symptoms, they must be excluded pending a test result.

Vaccinated employees that have received a booster, or are fully vaccinated but not yet booster eligible that have had a close contact with someone with COVID-19 do not need to quarantine if they meet the following conditions:

- Employee does not need to be excluded from work if asymptomatic, but must take a test on day 5 after the close contact.
- Employee must wear a face covering around others at work for 10 days after the close contact.
- If employee develops symptoms, the worker must be excluded from the workplace pending a test result.

Appendix F - Investigating COVID-19 Cases

Example COVID Case Investigation Form

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):	

<p>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):</p>	
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<p>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:</p>			
<p>All employees who may have had COVID-19 exposure and their authorized representatives.</p>	<p style="text-align: right;">Date:</p>		
	<p>Names of employees that were notified:</p>		
<p>Independent contractors and other employers present at the workplace during the high-risk exposure period.</p>	<p style="text-align: right;">Date:</p>		
	<p>Names of individuals that were notified:</p>		
<p>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</p>		<p>What could be done to reduce exposure to COVID-19?</p>	
<p>Was local health department notified?</p>		<p style="text-align: right;">Date:</p>	

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

Appendix G - COVID-19 Inspections

Example Hazard Inspection Form

Person conducting the inspection: _____ Date: _____

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			
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			
PPE			
PPE is not shared, is available and being worn			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Appendix H - COVID-19 Hazard Identification Form Example

Workplace Interaction Identification Form

All persons, regardless of COVID-19 symptoms or status, 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. Consider how personnel enter, leave, and travel through the workplace, in addition to addressing fixed work locations. Evaluations shall examine how all persons, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors, enter, leave and occupy the workplace.

Agency Name	
Area classification	
Description	
Applies to the following locations (use common name)	

Risk factor	Response	Examples
Outdoors	<input type="checkbox"/>	Activity happens outside with natural airflow
Indoor - single occupant with door	<input type="checkbox"/>	Single occupant office space with 4 walls and one door
Indoor - shared space	<input type="checkbox"/>	Less than 4-walls or has multiple occupants including those coming and going. Example: Several desks in same room with low or no dividers
HVAC system (filtered)	<input type="checkbox"/>	Area is conditioned by a forced-air HVAC system
Outside air flow available	<input type="checkbox"/>	Area has windows or other outside-air source
Max area occupancy (enter #)		Fire code capacity (if unknown, estimated how many can safely be in area)
Typical occupancy (enter #)		Common/Typical occupancy -- How many people are typically here at one time?
Max occupancy w/COVID distancing (enter #)		Current occupancy limit in place due to COVID, if any.
Interact with others	<input type="checkbox"/>	Do the people have to directly interact with other people in person.
Interact with known/assumed COVID cases	<input type="checkbox"/>	Do you have any known COVID cases that could be in this area?
Can easily maintain distance at all times	<input type="checkbox"/>	Is there enough space that keeping no less than 6' from everyone else is easy to do and does not involve any gymnastics to achieve.
CanNOT easily maintain distance (short term)	<input type="checkbox"/>	Such as passing in a hall or help lifting something for a moment. The area may have "choke points" but none where people will congregate.
CanNOT easily maintain distance (long term)	<input type="checkbox"/>	Such as close workstations or a front counter where person-to-person interactions take place.
Physical/near contact	<input type="checkbox"/>	Tasks that involve two or more working close together for an extended period (more than a few minutes). For example, a vac truck jetting at a manhole.
Spittle transfer	<input type="checkbox"/>	Direct boldily respiration/ fluids transfer between people such as in a sneeze or cough.
Breakroom? Do workers eat/drink at this location?	<input type="checkbox"/>	Is this an official breakroom or do people tend to treat it as a breakroom?
No access to hand washing	<input type="checkbox"/>	If no, this assumes a sink with soap and running water is easily and quickly accessible within a short, easy walk.
Shared PPE	<input type="checkbox"/>	Do workers share any PPE (respirators, goggles, gloves, traffic vest, etc.)
Shared items	<input type="checkbox"/>	Keyboard, mouse, wrench, controls, etc.
Shared surfaces	<input type="checkbox"/>	Desk, counter, lunch room.
Known third party visitors	<input type="checkbox"/>	Contractors, delivery personnel, etc. who are likely to follow COVID safety measures
Unknown visitors	<input type="checkbox"/>	General public who may or may not follow COVID safety measures

Ways to interact		
Distance interaction	<input type="checkbox"/>	Easy to maintain at least a six foot distance to everyone else during activities
Momentary close interaction	<input type="checkbox"/>	Activities require momentary close interactions
Extended close interaction	<input type="checkbox"/>	Activities require longer close interactions periods
Touching/near touching	<input type="checkbox"/>	Handing/receiving objects, team-lifting something heavy.
Quick Item transfer	<input type="checkbox"/>	Dropping mail on someone's desk while they are sitting at it.
Passing	<input type="checkbox"/>	Momentary closeness such as when passing in the hallway.
Strong physical contact	<input type="checkbox"/>	Police arresting someone.

Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Inspected By: _____	Date: _____
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Appendix I - COVID-19 Hazard Identification & Procedure Findings

Append Completed Hazard Identifications Forms Here