



# City of El Monte COVID-19 Prevention Program (CPP)

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## **I. PURPOSE:**

The purpose of the City of El Monte'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 the City of El Monte ("City of El Monte or City") 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.

## **II. SCOPE**

This CPP applies to all City employees except for those employees who are teleworking.

## **III. DEFINITIONS:**

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

"COVID-19" means coronavirus disease, an infectious 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 died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county. A person is no longer a "COVID-19 case" 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 local health department pursuant to authority granted under the Health and Safety Code or title 17, California Code of Regulations to CDPH or the local health department.

"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 "high-risk exposure period" as defined here. 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 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 viral test for SARS-CoV-2 that is both: (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

"Exposed workplace" means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas.

The exposed workplace does not include buildings or facilities not entered by a COVID-19 case. Effective January 1, 2021, the "exposed workplace" also includes but is not limited to the "worksite" of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).

"Face covering" means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

"High-risk exposure period" means the following time period: (1) For persons who develop COVID-19 symptoms: from two (2) days before they first develop symptoms until ten (10) 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 (2) For persons who test positive who never develop COVID-19 symptoms: from two (2) days before until ten (10) days after the specimen for their first positive test for COVID-19 was collected.

#### **IV. PROGRAM**

##### **A. SYSTEM FOR COMMUNICATING WITH CITY OF EL MONTE EMPLOYEES**

##### **1. Reporting COVID-19 Symptoms, Possible COVID-19 Close Contact Exposures, and Possible COVID-19 Hazards at City of El Monte Worksites and Facilities**

City of El Monte policy requires that all City employees immediately report to their manager or supervisor or to the Department of Human Resources and Risk Management 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 City worksites or facilities.

The City of El Monte will not discriminate or retaliate against any City employee who makes such a report.

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

City of El Monte policy 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.

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. Down Syndrome
5. Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
6. Immunocompromised state (weakened immune system) from solid organ transplant
7. Obesity (body mass index [BMI] of 30 kg/m<sup>2</sup> or higher but < 40 kg/m<sup>2</sup>)
8. Severe Obesity (BMI ≥ 40 kg/m<sup>2</sup>)
9. Pregnancy
10. Sickle cell disease
11. Smoking
12. 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/m<sup>2</sup>, but < 30 kg/m<sup>2</sup>)
9. Pulmonary fibrosis (having damaged or scarred lung tissues)
10. Thalassemia (a type of blood disorder)
11. Type 1 diabetes mellitus

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

City of El Monte 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 City of El Monte policy, employees may make a request with their manager or supervisor or the Department of Human Resources and Risk Management.

### **3. COVID-19 Testing**

The City of El Monte possesses authority to require that employees who report to work at City worksites or facilities be tested for COVID-19.

Where the City of El Monte requires that City employees be tested, the City will inform employees for the reason that testing is required.

The City will also inform City employees of the possible consequences of a positive COVID-19 test, which may include, but is not limited to, a requirement that employees not report to any City worksite or facility during the high-risk exposure period and satisfying the minimum criteria to return to work.

Where the City of El Monte requires testing, the City has adopted policies and procedures that ensure the confidentiality of employees and comply with the Confidentiality of Medical Information Act ("CMIA"). Specifically, the City of El Monte 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**

The City of El Monte will notify City employees and their applicable exclusive bargaining unit representative(s), as well as subcontracted employees of any potential COVID-19 exposure at a City worksite or facility where a COVID-19 case and City of El Monte employees were present on the same day. The City of El Monte will notify City employees of such potential exposures within one (1) business day, in a way that does not reveal any personal identifying information of the COVID-19 case, but that otherwise provides the greatest permissible degree of location/facility detail.

The City of El Monte will also notify City of El Monte employees of cleaning and disinfecting measures the City is undertaking in order to ensure the health and safety of the City worksite or facility where the potential exposure occurred.

#### **B. IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS AT CITY OF EL MONTE WORKSITES AND FACILITIES**

##### **1. Screening City of El Monte Employees for COVID-19 Symptoms**

The City of El Monte possesses authority to require that employees self-screen for COVID-19 symptoms.

City of El Monte policy provides that the City of El Monte employees are required to self-screen for COVID-19 symptoms prior to reporting to any City of El Monte worksite or facility. Self-screening for symptoms includes monitoring for any of the symptoms identified by the Centers for Disease Control (“CDC”) (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) on a daily basis prior to leaving their home or place of residence to report to work. As of January 1, 2021, such symptoms include those listed below. Please note this does not include all possible symptoms and that symptoms vary between individuals.

- **Fever or 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**

- **Diarrhea**

2. **Responding to City of El Monte Employees with COVID-19 Symptoms**

Should a City employee present COVID-19 symptoms during a self-screen, the employee shall remain at their home or place of residence, other than to seek medical attention related to said symptoms or other urgent or emergency need, and immediately notify their supervisor and the Human Resources/Risk Management Department. Employee shall not report to work until such time as the employee satisfies the minimum criteria to return to work.

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

Further, the City of El Monte 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. **City of El Monte's Response to COVID-19 Cases**

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

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

The City of El Monte will comply with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and institutions as required based on the individual circumstances: (1) the local health department; (2) Cal/OSHA; (3) employees who were present at a City worksite or facility when the COVID-19 case was present; (4) the employee organizations that represent employees at the City worksite or facility; (4) the employers of subcontracted employees who were present at the City worksite or facility; and (5) the City of El Monte's workers' compensation plan administrator.

If possible, the City of El Monte 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 high-risk exposure period. If the City determines that there were any close contact COVID-19 exposures, the City 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.

The City of El Monte has adopted policies and procedures that ensure the confidentiality of employees and comply with the CMIA. Specifically, the City will not disclose to other employees, except for those who need to know, the fact that the employees tested positive for or were diagnosed with COVID-19. Further, the City will keep confidential all

personal identifying information of COVID-19 cases or persons unless expressly authorized by the employees to disclose such information or as otherwise permitted or required under the law.

#### **4. Workplace-Specific Identification of COVID-19 Hazards**

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

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

As part of this process, the City of El Monte has identified COVID-19 worksite ambassadors at City worksites and facilities, to continually monitor for potential COVID-19 hazards.

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

As necessary or feasible, the City will conduct follow-up assessments and may utilize available no cost resources for said follow-up assessments.

#### **5. Maximization of Outdoor Air and Air Filtration**

For indoor City worksites and facilities, the City of El Monte evaluated how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the worksites and facilities' existing ventilation systems.

#### **6. City of El Monte Compliance with Applicable State and Local Health Orders**

The City of El Monte monitors applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention, including information of general application and information specific to the City's location and operations.

The City of El Monte 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, the City of El Monte 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**

The City of El Monte will conduct periodic inspections of City worksites and facilities as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the City's COVID-19 policies and procedures.

**C. INVESTIGATING AND RESPONDING TO COVID-19 CASES IN CITY OF EL MONTE WORKSITES AND FACILITIES**

**1. Procedure to Investigate COVID-19 Cases**

The City of El Monte has a procedure for investigating COVID-19 cases in the workplace. As provided below, the procedure provides for the following: (1) the verification of COVID-19 case status; (2) receiving information regarding COVID-19 test results; (3) receiving information regarding the presentation of COVID-19 symptoms; and (4) 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 City of El Monte employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, the City will instruct the employees to remain at or return to their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work.

**a. Contact Tracing**

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

If the City of El Monte determines that there were any close contact COVID-19 exposures, the City 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.

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

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

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

The City of El Monte will provide COVID-19 testing at no cost to employees during their working hours to all employees who had potential close contact COVID-19 exposure at a City worksite or facility.

The City of El Monte currently provides testing for workplace exposures through Reliant Medical and MD Laboratories. Prior authorization is required for both testing facilities and the City will provide the necessary authorization when applicable.

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

The City of El Monte will provide these employees with information regarding COVID-19-related benefits to which the employees may be entitled under applicable federal, state, or local laws. This includes any benefits that may be available under workers' compensation law, the federal Families First Coronavirus Response Act (FFCRA), Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the City's own leave policies, and leave guaranteed by contract.

The City of El Monte will continue to provide and will maintain these employees' earnings, seniority, and all other employee rights and benefits, including the employees' right to their former job status, as if the employees had not been removed from their jobs.

The City of El Monte may require that these employees use employer-provided employee sick leave benefits for COVID-19 exposures that the City can demonstrate were not work-related 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.

The City of El Monte will provide paid administrative leave to employees who are excluded from the workplace due to a close contact COVID-19 exposure at the workplace, and who are unable to telecommute, but are otherwise able and available to work, during the exclusion period.

**e. Investigation to Determine Whether Workplace Conditions Contributed to COVID-19 Exposure**

The City of El Monte 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**

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

The City of El Monte 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 CITY OF EL MONTE WORKSITES AND FACILITIES**

The City of El Monte 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 CITY OF EL MONTE EMPLOYEES**

**1. COVID-19 Symptoms**

The City 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.

The City 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>

The City will advise employees in the event that the CDC makes any changes to its guidance concerning such symptoms.

The City provides employees instruction on the importance of not coming to work and obtaining a COVID-19 test if the employees have COVID-19 symptoms.

**2. City of El Monte's COVID-19 Policies and Procedures**

The City provides regular updates to employees on the City's policies and procedures to prevent COVID-19 hazards at City of El Monte worksites and facilities and to protect **City of El Monte** employees.

The City will provide training on the use of and protocols for COVID-19 related equipment available at City facilities, including but not limited to thermal scanners.

**3. COVID-19 Related Benefits**

The City of El Monte advises City employees of the leaves to which the employees may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the FFCRA, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, the City's own leave policies, and leave guaranteed by contract.

Further, when employees require leave or are directed not to report to work by the City, the City will advise the employees of the leaves to which the employees may be entitled for that specific reason.

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

The City of El Monte advises City employees of the fact that COVID-19 is an infectious disease that can be spread 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.

The City of El Monte further advises City employees of the fact 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.

**5. Methods and Importance of Physical Distancing, Face Coverings, and Hand Hygiene**

The City of El Monte advises City employees of the methods and importance of physical distancing, face coverings, and hand hygiene, including hand washing.

Specifically, the City of El Monte trains and instructs City employees on the importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.

Further, the City of El Monte trained and instructed City on the proper use of face coverings and the fact that face coverings are not respiratory protective equipment.

## **F. PHYSICAL DISTANCING**

The City of El Monte requires that all employees be separated from other persons by at least six (6) feet, except where the City can demonstrate that six (6) feet of separation is not possible and where there is momentary exposure while persons are in movement.

The City of El Monte has adopted several methods by which it increases physical distancing including, but not limited to, the following: (1) providing City employees the opportunity to telework or engage in other remote work arrangements; (2) reducing the number of persons in an area at one time, including visitors; (3) posting visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; (4) adopting staggered arrival, departure, work, and break times; and (5) adjusting work processes or procedures, such as reducing production speed, to allow greater distance between employees.

When it is not possible for City of El Monte employees to maintain a distance of at least six (6) feet, the City requires individuals to be as far apart as possible.

## **G. FACE COVERINGS**

### **1. Face Covering Requirement**

The City of El Monte provides face coverings to its employees and requires that such face coverings are worn by employees and other individuals at City of El Monte worksites and facilities.

City of El Monte policy adheres to orders and guidance provided by the CDPH and the local health department, including as provided at the following web address:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>

The City of El Monte's policy on the use of face coverings ensures that they are worn over the nose and mouth when indoors, when outdoors and less than six (6) feet away from another person, and where required by orders from the CDPH or local health department.

The City's policy requires that face coverings are clean and undamaged and allows for face shields to be used to supplement, and not supplant face coverings.

The City of El Monte's policy provides for the following exceptions to the face coverings requirement:

1. When an employee is alone in a room.
2. 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 possible.

3. Employees wearing respiratory protection in accordance with section 5144 or other title 8 safety orders (8 C.C.R. 5144 is available at the following web address: <https://www.dir.ca.gov/title8/5144.html>).
4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
5. 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, and the unmasked employee shall be at least six (6) feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.

**2. Required Use of Effective Non-Restrictive Alternative for Employees Exempted from Face Covering Requirement**

The City of El Monte’s policy requires that City 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.

**3. Physical Distancing Required If Employee Is Not Wearing Face Covering or Non-Restrictive Alternative**

The City of El Monte’s policy requires that any employees not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six (6) feet apart from all other persons unless the unmasked employees are tested at least twice (2x) weekly for COVID-19.

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

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

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

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

The City of El Monte posts signage to inform non-employees that the City requires the use of face coverings at all City of El Monte worksites and facilities.

**6. Policies to Reduce COVID-19 Hazards Originating from Persons Not Wearing Face Coverings**

The City of El Monte has developed COVID-19 policies and procedures to minimize employees' exposure to COVID-19 hazards originating from any person not wearing a face covering, including a member of the public.

These policies include requiring that employees and non-employees wear face coverings at all City of El Monte worksites and facilities, that City employees wear face coverings at other times, maintain physical distance from person not wearing a face covering, and observe proper hand hygiene.

## **H. OTHER ENGINEERING CONTROLS, ADMINISTRATIVE CONTROLS AND PERSONAL PROTECTIVE EQUIPMENT (PPE)**

### **1. Installation of Solid Partitions Between Workstations Where Physical Distancing is Not Possible**

At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, the employer shall install cleanable solid partitions that effectively reduce aerosol transmission between the employees and other persons.

### **2. Maximization of Outdoor Air**

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

Further, for City of El Monte worksites and facilities with mechanical or natural ventilation, or both, the City has maximized 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 City of El Monte employees, for instance from excessive heat or cold.

### **3. Cleaning and Disinfecting Procedures**

The City of El Monte's cleaning and disinfecting policy requires the following:

1. Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels. The City will inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection. Currently, cleaning and disinfecting is done daily at all City of El Monte worksites and facilities actively in use or accessed by employees. When a COVID-19 case has been identified as having been at a City worksite or facility during the high-risk exposure period or other potential COVID-19 exposures occur, the City will also take additional measures to clean and disinfect the affected area(s) in accordance with any applicable guidelines from the CDC and other state and local public health officials.

2. Prohibiting the sharing of personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing will be minimized and such items and equipment shall be disinfected between uses by different people. Sharing of vehicles will be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.
3. Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.

Further, the City of El Monte requires that cleaning and disinfecting must be done in a manner that does not create a hazard to City employees or subcontracted employees.

The City of El Monte will post written cleaning and disinfecting procedures in conspicuous locations for employees to review.

#### **4. Evaluation of Handwashing Facilities**

In order to protect City of El Monte employees, the City evaluated 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.

The City of El Monte encourages City employees to wash their hands for at least 20 seconds each time.

The City of El Monte does not provide hand sanitizers with methyl alcohol.

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

City of El Monte policy provides for PPE.

The City evaluates the need for PPE, such as gloves, goggles, and face shields, to prevent exposure to COVID-19 hazards and provide such PPE as needed.

In accordance with applicable law, the City of El Monte evaluates the need for respiratory protection when the physical distancing requirements, as provided herein, are not feasible or are not maintained.

In accordance with applicable law, the City of El Monte will provide and ensure use of respirators in accordance when deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action.

In accordance with applicable law, the City of El Monte will provide and ensure use of eye protection and respiratory protection when City employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.



## **6. Screening**

In order to protect City of El Monte employees, prior to reopening City worksites or facilities to the public, the City will implement screening protocols for members of the public who enter City facilities.

### **I. REPORTING, RECORDKEEPING AND ACCESS**

#### **1. Reporting COVID-19 Cases to the Local Health Department**

In accordance with applicable law, the City of El Monte will report information about COVID-19 cases at the workplace to the local health department.

Further, City of El Monte will provide any related information requested by the local health department.

#### **2. Reporting Serious COVID-19 Illnesses and Deaths to Cal/OSHA**

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

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

#### **3. Maintenance of Records Related to the Adoption of the CPP**

In accordance with applicable law, the City of El Monte will maintain records of the steps taken to implement this CPP.

#### **4. Availability of the CPP for Inspection**

The City of El Monte will make this written CPP available to employees and employee organizations at City worksites or facilities.

Further, the City of El Monte will make this written CPP available to Cal/OSHA representatives immediately upon request.

#### **5. Records Related to COVID-19 Cases**

The City of El Monte will keep 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.

In accordance with the Confidentiality of Medical Information Act (CMIA) and applicable law, the City of El Monte will keep the employees' medical information confidential.

In accordance with the CMIA and applicable law, the City of El Monte will make this information available to employees and employee organizations with personal identifying information removed. The City will also make this information available as otherwise required by law.

**J. EXCLUSION OF COVID-19 CASES**

**1. Exclusion of COVID-19 Cases from City of El Monte Worksites and Facilities**

The **City of El Monte** will ensure that COVID-19 cases are excluded from the workplace until the individual satisfies the minimum return to work criteria provided for in Section IV.K.

**2. Exclusion of Employees with Close Contact COVID-19 Exposures from City of El Monte Worksites and Facilities**

The City of El Monte will exclude employees with close contact COVID-19 exposure from the workplace for the longer of the total number of days established under subsection 4 of the Return to Work Criteria (Section K) after the last known close contact COVID-19 exposure.

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

For all employees who are subject to an isolation or quarantine order because of a COVID-19 case or a close contact COVID-19 exposure, the City 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.

The City of El Monte may consider benefit payments from public sources, including under the FFCRA and Labor Code section 248.1 (until December 31, 2020 or longer if FFCRA leave and/or Labor Code section 248.1 leave is extended), in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

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

The City of El Monte will allow employees who are able to telework, and are able and available to work, to telework during the isolation or quarantine period. The City of El Monte will provide these employees their normal compensation for the work that they perform for the City during the isolation or quarantine period.

**b. Employees Who Are Unable to Telework, but Are Otherwise Able and Available to Work During Isolation or Quarantine Period**

The provision of benefits described below does not apply to City of El Monte employees who the City can demonstrate that the close contact COVID-19 exposure was not work-related. The City of El Monte will place employees who are unable to telework, but are otherwise able and available to work, on paid administrative leave in order to receive compensation during the isolation or quarantine period.

**c. Employees Who Are Unable to Work During Isolation or Quarantine Period**

City of El Monte employees who are unable to work for reasons other than protecting employees and non-employees at City worksites and facilities from possible COVID-19 transmission may elect to use paid sick leave to receive compensation during the isolation or quarantine period. City of El Monte employees will not be required to use other earned or accrued forms of paid leave during this time.

City employees who either do not have any paid sick leave or have exhausted all their paid sick leave before the isolation or quarantine period is complete will be placed on paid administrative leave in order to receive compensation during the isolation or quarantine period. However, City of El Monte employees who the City can demonstrate that the close contact COVID-19 exposure was not work-related shall not be entitled to paid administrative leave and must use other earned or accrued forms of paid leave in order to receive compensation 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, City of El Monte policy, or collective bargaining agreement that provides City employees with greater protections or benefits.

**5. Provision of Information Concerning Benefits to Excluded Employees**

At the time of exclusion, the City of El Monte will provide the excluded employees the information on benefits to which the employees may be entitled under applicable federal, state, or local laws.

This includes any benefits available under workers' compensation law, the FFCRA, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, the City's own leave policies, and leave guaranteed by contract.

**K. RETURN TO WORK CRITERIA**

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

City of El Monte policy requires that COVID-19 cases with COVID-19 symptoms remain at their home or place of residence and not report to any City worksite or facility until they satisfy each of the following conditions:

1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
2. COVID-19 symptoms have improved; and

3. At least 10 days have passed since COVID-19 symptoms first appeared.
2. **Minimum Criteria to Return to Work for Asymptomatic COVID-19 Cases**

City of El Monte policy requires that COVID-19 cases who tested positive but never developed COVID-19 symptoms not report to any City worksite or facility until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

3. **COVID-19 Testing Not Required in Order to Return to Work**

In accordance with CDC guidance concerning symptom-based strategies for the discontinuation of isolation, the City of El Monte does not require employees submit to a COVID-19 test, or produce a negative COVID-19 test result, in order to return to work.

4. **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, City of El Monte policy requires that the employees not report to any City worksite or facility until completing the longer of:

- a. Any applicable quarantine or isolation period recommended by the California Department of Public Health (CDPH), including in the December 14, 2020 Updated COVID19 Quarantine Guidelines; or
- b. Any applicable quarantine or isolation period recommended or ordered by a local health officer who has jurisdiction over the workplace.

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

If there are no violations of state or local 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 employees would create undue risk to a community's health and safety.

In such cases, the City of El Monte will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employees at the City worksite or facility and, if isolation is not possible, the use of respiratory protection in the workplace.