

CITY OF LOS
ANGELES - LACERS

COVID-19 Prevention
Program (CPP)
8 CCR § 3205

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I. PURPOSE.

This COVID-19 Prevention Program (CPP) provides guidance for maintaining healthy and safe workplaces while the City of Los Angeles continues to operate on behalf of its citizens during the COVID-19 pandemic. The purpose of this CPP is to inform employees of the Los Angeles City Employees' Retirement System (LACERS) plan to prevent the spread of COVID-19 and to meet the requirements of Title 8, California Code of Regulations section 3205.

II. SCOPE.

The CPP applies to all of City of Los Angeles LACERS facilities and workplaces with the following exceptions:

- Workplaces where there is only one employee who does not have contact with other people.
- Employees working from home.
- Employees specifically covered by CCR, Title 8, section 5199, addressing Aerosol Transmissible Diseases.

III. DEFINITIONS.

The following definitions apply to this CPP.

“Close contact” means someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated. This definition may be updated by subsequent Center for Disease Control (CDC) guidelines.

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

“COVID-19” benefits means COVID-19 related benefits to which the employee may be entitled under applicable federal, state, or local laws, including COVID-19 related workers' compensation law (Labor Code sections 3212.86 through 3212.88), COVID-19 leave laws (Labor Code sections 248.1 and 248.5), City benefits and leave policies, and leave guaranteed by MOUs (Memorandums of Understanding).

“COVID-19 case” means a person who:

- Has a positive “COVID-19 test” as defined in this section;
- 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, 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.

“COVID-19 exposure” 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” as defined below. This definition applies regardless of the use of face masks.

“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 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:

- 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
- 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), which does not include buildings, floors, or other locations the infected employee did not enter.

“Face mask” means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth and fits snugly against the face and chin.

“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 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
- 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. **“Face mask”** means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

“Isolate” means someone who is sick or has tested positive for COVID-19 without symptoms who is keeping away from others for a specified period of time or is ordered or instructed to do so to prevent or slow the spread of the virus

“Quarantine” means someone who has been in close contact with a person who has COVID-19 who is keeping away from others for a specified period of time or is ordered or instructed to do so to prevent or slow the spread of the virus

IV. COVID-19 PREVENTATIVE MEASURES.

A. Employee Physical Presence in the Workplace. During any period in which a stay-at-home order is in place, essential and whose duties and performance permit non-essential employees telework will be allowed to telework with supervisor approval. Those employees who are physically working in the workplace, employees must verify to that they are free from **COVID-19 symptoms** and have not had close contact with anyone experiencing **COVID-19 symptoms** or anyone who has tested positive for COVID-19 within 10 days before entering the workplace or any other period specified by CDC guidelines. This verification will be accomplished by self-assessment.

B. Physical Distancing Protocols. Employees shall be separated from other persons by at least six feet at all times, except where circumstances do not allow for such physical distancing, where the employee’s work requires momentary shorter distances (handing off documents, operating machinery that requires a shorter distance for a short period of time, etc.) or except for momentary contact while employees are in movement in the workplace. Methods to promote physical distancing include, but are not limited to, telework or other remote work arrangements; reducing the number of persons in the workplace, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work and break times; and, where applicable, adjusted work processes or procedures, such as reducing production speed, to allow greater distancing between employees. We have implemented the following measures for situations where we cannot maintain at least six feet between individuals: Staggering shifts, encourage telecommuting as much as possible, reducing onsite staff to 25%, floor markings for direction of travel, posting signs to remind everyone to stay to their right, utilizing zoom or virtual meeting applications instead of in person meetings.

C. Face Masks. The City will provide employees with appropriate **face masks** if an employee does not have face masks of their own. Employees are required to wear **face masks** over the nose and mouth while in the workplace. Face shields are not a substitute for **face masks**, although they may be worn in conjunction with **face masks**. The following are exceptions to the requirement to wear **face masks** in the workplace:

1. When an employee is alone in a room or office with the door closed.
2. While eating or drinking in designated break rooms, provided that employees practice physical distancing during such times as they are eating and drinking in break rooms and comply with posted room capacity limits.
3. Employees wearing approved respiratory protection equipment as necessitated by the work they are performing.
4. Employees who have a documented medical condition or mental health condition or disability that prevents them from wearing a face mask, or who are hearing-impaired or are communicating with a hearing-impaired person. Alternatives will be considered through Human Resources (HR) on a case by case basis.
5. Visitors entering the workplace will be required to wear **face masks** consistent with the above requirements.

D. Hand washing and Hand Sanitizing. Employees are encouraged to wash their hands often. Hand washing should be with soap and water for a minimum of 20 seconds, or hand sanitizer if soap and water are unavailable, and should be for a minimum of 20 seconds LACERS has installed hand sanitizer stations and dispensers throughout the workplace. Hand sanitizers containing methanol have been found to be harmful and should not be used. Hand washing should occur before and after using the restroom, eating, coming and going to and from work, after interactions with others, after contacting shared surfaces or equipment, before and after wearing masks or gloves, and after blowing nose or sneezing. To facilitate hand washing,

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

When PPE (such as gloves, goggles, and face shields) is required pursuant to CCR Title 8, section 3380, such PPE will be provided as needed.

F. Cleaning and disinfecting protocol. LACERS, in conjunction with the General Services Department and/or building management has established routine schedules to clean and disinfect common surfaces and objects in the workplace, including, but is not limited to, all high touch areas, such as door handles, restrooms, counters, copy machines, equipment with touch screens, staircase handrails, elevator buttons, and any shared equipment. The process of disinfecting includes providing disinfecting products and any PPE required for their safe use.

Disinfectant products and wipes have been provided at high touch areas. At fixed work locations, LACERS has installed cleanable, solid partitions that effectively reduce aerosol transmission between employees and between employees and members of the public entering the workplace.

G. Limiting Non-Essential Visits and Travel.

1. Currently, LACERS is closed to the public, in the future visitors to the workplace will be asked to verify that they have no fever and are symptom free before entering the workplace. Employees should maintain social distancing from visitors. Visitors will also be required to wear a **face mask or face covering**.

2. In-person meetings will be discouraged unless necessary. Instead, meetings will be attended by Google Meet and Zoom or other video meeting platforms, or by audio only. If an in-person meeting is mandatory, employees will be required to maintain social distancing and wear a face mask.

3. All non-essential business travel should be avoided if at all possible and employees should check the CDC's Traveler's Health Notices prior to travel.

V. COMMUNICATIONS REGARDING COVID-19 ISSUES.

A. Employees are required to immediately report to their supervisor and/or the Human Resources Manager any of the following:

1. The employee experiencing any **COVID-19 symptoms**.
2. The employee's possible **COVID-19 exposure**, whether work-related or not.
3. Possible **COVID-19 hazards** in the workplace.

The City will not discriminate, retaliate, or otherwise take any adverse action against any employee who makes such a report in good faith.

B. Accommodation Process for Employees with Medical or Other Conditions Putting Them at Increased Risk of Severe COVID-19 Illness.

Employees who are at increased risk of severe illness from the virus that causes COVID-19 (i.e., hospitalization, admission to the ICU, intubation or mechanical ventilation, or death) as listed in the CDC guidelines at the time, should contact their Human Resources (HR) section for an individualized assessment of their potential accommodation needs. Medical certification may be required to facilitate the accommodation request.

HR will evaluate the request to verify whether the employee is a qualified individual and to determine if the requested accommodation is reasonable, and will engage in the interactive process with the employee. Some possible accommodations associated with

COVID-19 prevention may be working remotely, working at an alternative worksite, or implementing social distancing protocols. If remote work, alternative worksites, or social distancing protocols are not available to an employee due to their essential job duties, a leave of absence may be requested and an employee may use available accrued paid time off during such leave.

C. Information Regarding COVID-19 Testing.

Under limited circumstances, the City may require employees who report to work at the City's worksites or facilities to be tested for COVID-19; however, a COVID-19 negative test result is not be required for an employee to return to the workplace after testing positive or being a COVID-19 case (see Section XIII, below).

If LACERS requires an employee to be tested, the employee will be informed of the reason testing is needed. LACERS will also inform the employee of the possible consequences of a positive COVID-19 test, which may include, but is not limited to, a requirement that employees isolate and not report to City worksite(s) during the high-risk exposure period, and satisfying the minimum criteria to return to work.

If the City requires testing, the City will ensure the confidentiality of the testing results in compliance with the Confidentiality of Medical Information Act ("CMIA"). Specifically, the City 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 otherwise permitted or required under the law.

D. Communication Regarding COVID-19 Hazards.

The City will notify employees and subcontracted employees or other persons who were at the affected workplace of any potential **COVID-19 exposure** at a City worksite or facility where a **COVID-19 case** and employees and/or other identifiable persons were present on the same day. The City will notify 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.

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

VI. INVESTIGATING AND RESPONDING TO COVID-19 CASES IN THE WORKPLACE.

A. When the City learns of a **COVID-19 case** in the workplace, The City will take the following steps to the extent feasible:

1. Determine the day and time the **COVID-19 case** was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or

diagnosis, and the date the **COVID-19 case** first had one or more **COVID-19 symptoms**, if any were experienced.

2. Determine who may have had a **COVID-19 exposure** by evaluating the activities of the **COVID-19 case** and all locations at the workplace which were or may have been visited by the **COVID-19 case** during the high-risk exposure period.

3. Give notice of the potential **COVID-19 exposure**, within one business day, in a way that does not reveal any personal identifying information of the **COVID-19 case**, to the following:

a. All employees who may have had **COVID-19 exposure** and their authorized representatives, if any.

b. Independent contractors and other identifiable persons present at the workplace during the **high-risk exposure period**.

4. Offer **COVID-19 testing** at no cost to employees during their working hours to all employees who had potential **COVID-19 exposure** in the workplace and provide them with information on COVID-19 and City benefits available to them.

5. 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**.

B. The City will ensure that all Personal Identifying Information (PII) of **COVID-19 cases** or persons with **COVID-19 symptoms** shall be kept confidential, as well as all **COVID-19 testing** results and employee medical records related to COVID-19.

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

If a worksite is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in the workplace [see definition of workplace] within a 14-day period, this section of this CPP will apply and stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period. See Reg section [3205.1](#) for details.

1. COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace (except employees who were not present during the period of an outbreak) identified by HR or a local health department for the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:

- All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
- After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
- We will provide additional testing when deemed necessary by Cal/OSHA.

2. Exclusion of COVID-19 cases

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

3. Investigation of workplace COVID-19 illness

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

4. COVID-19 Hazard Investigation, Review and Correction

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

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues or in response to new information or new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review, including considering:

- 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.

5. Notifications to the local health department

- Immediately, but no longer than 48 hours, after learning of three or more COVID-19 cases at a workplace within a 14 day period, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace. Notification will be made through the Personnel Department Medical Services Division by filling out the online form located at: https://docs.google.com/forms/d/e/1FAIpQLSd__-fP1DINRZ6eKEv5vOnQI0ij99BB5tlc9vTGb-Q1baKtSg/viewform?gxids=7628
Los Angeles County Health can be notified online at <http://publichealth.lacounty.gov/phcommon/public/contactus/pubdisplay.cfm?ou=ph&proq=pho&unit=eh> or via phone at (888) 700-9995.
- We will provide to the local health department the total number of COVID-19 cases and for each case the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case(s), and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace until there have been no new cases in a 14-day period.

6. Notification to the Personnel Department

Notification of outbreaks should also be made to the Personnel Department via the online portal at: [COVID-19 Case Referral](#) with a follow-up email to Medical Services Division (Joanne O'Brian or Dr. Arthur Manoukian) to ensure timely notice.

D. Major COVID-19 Outbreaks

If a worksite is identified by a local health department as the location of a Major COVID-19 outbreak, or there are 20 or more COVID-19 cases within a 30-day period this section of this CPP will apply and stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period. See Reg section [3205.2](#) for details.

1. COVID-19 testing

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

2. Exclusion of COVID-19 cases

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

3. Investigation of workplace COVID-19 illnesses

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

4. COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

5. Notifications to the local health department

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

6. Notification to the Personnel Department

Notification of major outbreaks should also be made to the Personnel Department via the online portal at: [COVID-19 Case Referral](#) with a follow-up email to Medical Services Division (Joanne O'Brian or Dr. Arthur Manoukian) to ensure timely notice.

VII. Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

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

Employee Participation and Screening

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: Contacting LACERS Human Resources with any potential risks or situations. Please email LACERS.HR@LACERS.ORG or call (213) 817-4918.

We screen our employees by: asking employees to remain home if they do not feel well and do self-assessment prior to reporting to work.

VIII. CORRECTION OF COVID-19 HAZARDS.

The City will correct 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 evaluations or potential **COVID-19 hazards** in the workplace and implementing proper COVID-19 controls.

IX. VENTILATION SYSTEM CONTROLS

We will work through General Services to maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- **Circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke.**
- **How the ventilation system will be properly maintained and adjusted, whether you own and operate the building, or not.**

- **Whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.]**

X. TRAINING AND INSTRUCTION.

The City provides training and instruction on COVID-19 prevention. All current and newly hired employees will be required to take COVID-19 Prevention Safety training. This training will include, but is not limited to:

- A.** The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks, sneezes, coughs, or exhales; an infectious person may have no symptoms.
- B.** COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- C.** Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- D.** Information regarding employee rights and benefits under applicable COVID-19 state and federal laws including (but not limited to) workers' compensation and leave benefits.
- E.** The City's policy, procedure, and work practices in place in order to control and reduce exposure to COVID-19 virus.
- F.** Staying at home if an employee is sick with flu like symptoms or acute respiratory illness or has a fever using an oral thermometer, signs of fever, and any other symptoms for 24 hours without the use of fever-reducing or other symptom-altering medicines. Employees must report suspected COVID-19 type illness or positive test result to Human Resources as soon as possible.
- G.** The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face masks and hand hygiene, to be effective.
- H.** 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.
- I.** Proper use of face masks and the fact that face masks are not respiratory protective equipment but are intended to primarily protect other individuals from the wearer of the face mask.
- J.** When sneezing; use a tissue and throw it away. Do not keep it and reuse it. If an employee does not have a tissue, the employee should sneeze into their elbow or shoulder and wash their hands with soap for 10 to 20 seconds.

K. COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth. Avoid touching mouth, nose, or eyes with contaminated or potentially contaminated hands.

[Describe other aspects of your training being implemented in your workplace].

XI. REPORTING AND RECORDKEEPING.

A. Centralized City Reporting

LACERS will report all positive **COVID-19 cases** at the workplace to the Personnel Department via the online portal at: [COVID-19 Case Referral](#)
In addition, for worker's compensation purposes, a report should be made at the portal: [Work Comp](#)

B. Public Health Reporting

LACERS will report information about **COVID-19 cases** at the workplace to the local health department whenever required by law, and shall provide any related information requested by the local health department.

C. Cal-OSHA Reporting

LACERS HR section will report immediately to Cal-OSHA any COVID-19-related serious illnesses or death of an employee occurring in the workplace or in connection with any employment. This report can be made online or via phone at: OSHA Reporting, (213) 576-7451, caloshaaccidentreport@tel-us.com. Notifications should include the employee's name, date of exposure, work location, hospital (if applicable), date of COVID test, employee contact information, and any other applicable or requested information.

D. Multiple Infections and Outbreak Reporting

Multiple infections and outbreaks will be reported as outlined in Section VI, subsections (C) and (D) of this CPP.

E. COVID Cases Record Keeping

The City will 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**. Personal identifying information and medical information shall be kept confidential. Any such information made available to employees, authorized employee representatives, or as otherwise required by law, shall be provided with personal identifying information removed.

F. CPP Recordkeeping (General)

LACERS will maintain records of the steps taken to implement this CPP.

G. CPP Availability

This CPP will be made available at the workplace to employees, authorized employee representatives, and to Cal-OSHA representatives immediately upon request.

XII. EXCLUSION OF COVID-19 CASES FROM THE WORKPLACE.

A. Employees who are COVID-19 cases are excluded from the workplace until the return to work requirements (below) are met.

B. Employees who are **COVID-19 exposures** are excluded from the workplace for any applicable quarantine or isolation period recommended by the CDPH in its most recent guidance or any applicable quarantine or isolation period recommended by a local health officer who has jurisdiction over the workplace, whichever is greater.

C. Employees excluded from work under pursuant to A and B above, and who otherwise are able and available to work, will continue to receive the employee's earnings, 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. The City will use sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation. The right to continued wages, seniority, and other rights and benefits of employment do not apply

1. To any time period during which an employee is unable to work for reasons other than protecting persons in the workplace from possible COVID-19 transmission.

2. Where the **COVID-19 exposure** is not work related.

D. At the time of exclusion, The City will provide the employee being excluded with information on COVID-19 benefits.

XIII. RETURN TO WORK CRITERIA.

A. **COVID-19 cases with COVID-19 symptoms** shall not return to work until:

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. The time period specified in any applicable quarantine or isolation period recommended by state public health officials in the most recent guidance, as modified by Governor's Executive Order N-84-20 (12-14-20), or any applicable quarantine or isolation period recommended by a local health officer who has jurisdiction over the workplace, whichever is greater, has passed.

B. COVID-19 cases who tested positive but never developed **COVID-19 symptoms** shall not return to work for a time period equal to any applicable quarantine or isolation period recommended by state public health officials in the most recent guidance, as modified by Governor's Executive Order N-84-20 (12-14-20), or any applicable quarantine or isolation period recommended by a local health officer who has jurisdiction over the workplace, whichever is greater.

C. A negative COVID-19 test shall not be required for an employee to return to work.

D. If an order to isolate or quarantine 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 the period shall be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

E. If there are no violations of local or state health officer orders for isolation or quarantine, an employee may be allowed 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, LACERS will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employee at the workplace and, if isolation is not possible, the use of respiratory protection in the workplace.

EVALUATION OF CPP.

As part of this plan, Human Resources and Administrative Services Office will conduct regular evaluations as new information is provided, to ensure the City is providing the best possible protection against spread of COVID-19. Deficiencies identified during the evaluation will be corrected. Report of the deficiencies will be submitted to the primary point of contact for the COVID-19 plan to add to the documentation records.

Appendix A: Identification of COVID-19 Hazards

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

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

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

Date: **[enter date]**

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

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

Appendix B: COVID-19 Inspections

Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace.

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
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			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
[add any additional controls your workplace is using]			