



# **COVID-19**

## **Prevention Program**



**March 9, 2021**  
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## **COVID-19 Prevention Program (CPP)**

### **Introduction**

The Leucadia Wastewater District (LWD) CPP has been developed to help reduce employees' risk of exposure to the SARS-CoV-2 virus that may occur in the workplace. This program is supplemental to LWD's Pandemic Preparedness Plan. Recommendations from the Centers for Disease Control and Prevention have been incorporated into this plan as well as the Cal/OSHA's established emergency temporary "COVID-19 Prevention" standards in Title 8, Sections 3205 – 3205.4, of the California Code of Regulations. The program will be continuously implemented at the discretion of the General Manager. This program is designed to be flexible, so LWD can adjust to changing conditions and recommendations from the World Health Organization, Centers for Disease Control and Prevention, and the California Department of Public Health.

### **Authority and Responsibility**

The General Manager has overall authority and responsibility for implementing the provisions of the CPP in the workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program.

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

I, Paul J. Bushee, General Manager certify the COVID-19 Prevention Program for the Leucadia Wastewater District has been reviewed and adopted.

  
Signature

### **System for Communicating**

The goal is to ensure that LWD has an effective two-way communication with employees, in a form that employees can readily understand, and that it includes the following information:

- Employees will self-assess prior to arriving to work and stay home if symptomatic.
- Employees should immediately report to their supervisor COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards at the workplace without fear of reprisal.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can contact their immediate supervisors or Human Resources to review the need for future accommodations.
- Information for access to COVID-19 testing is available and can be provided as needed by contacting the General Manager or Human Resources.
- In the event of a workplace exposure or outbreak, LWD will provide information about access to COVID-19 testing to all staff via email or virtual meeting(s).
- Information about COVID-19 hazards employees (including vendors, contractors and individuals

in contact with LWD's workplace) may be exposed to, what is being done to control those hazards, and LWD's CPP and procedures.

- In addition to distribution of information via email, LWD uses web-based ("virtual") software to provide COVID-19 Exposure Control and Disease Preparedness Response Plan training to all employees.
- Employee(s) vaccination status and all other CPP related forms are confidential and will be maintained as separate confidential medical records within the Human Resources department.

## Identification, Evaluation and Correction of COVID-19 Hazards

LWD will implement the following in the workplace:

- Staff will conduct workplace-specific evaluations using the *Identification of COVID-19 Hazards (Appendix A)* form as part of their daily work routine.
- Management will review applicable orders and guidance from the State of California, Cal/OSHA, CDC and the local health department related to COVID-19 hazards and prevention.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, LWD's workplace.
- Evaluate existing COVID-19 prevention controls in the workplace and the need for different or additional controls.
- Conduct inspections, as required, using the *COVID-19 Inspections form (Appendix B)* as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with COVID-19 policies and procedures.
- Active employee participation in the CPP by providing feedback on workplace conditions, as needed training sessions, and participation in the COVID-19 identification and Hazard Identification exercises.
- Document the vaccination status of LWD's employees by using **Appendix C: Certification of COVID Vaccination**, which is maintained as a confidential medical record within the Human Resources department.

### Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the *COVID-19 Inspections (Appendix B)* form, and corrected in a timely manner based on the severity of the hazards, as follows:

- Inspection forms with the corrected hazards must be forwarded by the Managers/Supervisors to Human Resources.
- Hazards identified as a result of a periodic worksite inspection or during normal operations must be corrected by the supervisor in control of the work area, or by cooperation between the department in control of the work area and the supervisor of the employees working in that area. Supervisors of affected employees are expected to correct unsafe conditions as quickly as possible after discovery of a hazard, based on the severity of the hazard. Specific procedures that can be used to correct hazards include but are not limited to the following:
  - Closing areas off when being disinfected.



- Stopping unsafe work practices and providing retraining and documentation on proper procedures before work resumes.
- Reinforcing and explaining the need for face coverings and/or proper personal protective equipment and ensuring its availability

## **Employee screening**

All employees, consultants and contractors working at any LWD building must self-screen before starting their workday. Without a recent negative COVID-19 test, individuals shall not enter the workplace if they are experiencing any COVID-19 symptoms, including but not limited to the following:

- a fever greater than 100.4 F,
- an active cough,
- chills shortness of breath,
- new loss of taste or smell,
- sore throat,
- nausea,
- vomiting or diarrhea.

Other symptoms that may result in exclusion, based upon severity, include:

- fatigue,
- muscle or body aches,
- a headache, or
- a runny nose.

If employees or contractors experience symptoms of illness at any time during the workday, they must return home immediately and contact their supervisors.

## **Control of COVID-19 Hazards**

### Face Coverings

LWD will provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors if unvaccinated. Face coverings should be worn when outdoors and less than six feet away from another person, including visitors, vendors, delivery personnel, contractors and where required by orders from the California Department of Public Health (CDPH) or local health department. LWD will provide face coverings if an employee, visitor, vendor or contractor does not have one at the time of their visit.

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

Disposable masks should be used for single day use. Cloth masks should be washed frequently and must be kept clean by employee.

Management may amend this portion of the program by notifying staff in writing, without updating the documented program. Any amendments will be maintained by the Administrative Services Supervisor.

## Engineering controls

For indoor locations, **Using Appendix B COVID-19 Inspections**, LWD will identify and evaluate how to maximize the quantity of outside air provided to the extent feasible.

LWD will maximize, to the extent feasible, the quantity of outside air for LWD's buildings with mechanical or natural ventilation systems by:

- Opening windows to allow fresh air to flow through the office(s).
- Replacing all HVAC filters on at least a quarterly basis.

Signage will be utilized in the following ways:

- "Sanitation Protocol" signs will be posted at the Headquarters entrances with current health and safety information recommended by the County of San Diego Public Health Officer including:
  - Avoid entering the building if experiencing COVID-19 Symptoms
  - Wear a face covering
- Signs will be posted inside buildings promoting healthy hygiene and best practices.

## Cleaning and disinfecting

LWD will follow and implement the following cleaning and disinfection measures for frequently touched surfaces:

- Cleaning supplies, such as, disinfected wipes, are available in LWD vehicles, common areas and the lunchroom for employees to wipe down equipment, desks or surfaces after use.
- Adequate time is allowed for wiping down equipment or surfaces properly.

If LWD has a COVID-19 case in the workplace, LWD will follow the Centers for Disease Control's (CDC) guidelines and implement the following cleaning and disinfection measures for frequently touched surfaces:

- Areas that were used by the person who is sick will be closed for at least 24 hours per CDC guidelines. For example, if an office staff was sick, the door to their office will be closed for at least 24 hours before the office is cleaned and disinfected by LWD's Janitorial service provider.
- If possible, office windows will be opened to allow for air circulation in the area.
- If common areas such as bathrooms or shared items have already been routinely cleaned, no additional action is needed.
- Shared work spaces will be numbered and a checklist provided nearby indicating when/if said station has been disinfected.

## Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by utilizing cleaning/disinfecting products before and after each use.



Supervisors will work with staff to ensure that working surfaces, tools, handles, latches, and controls on stationary, hand-held and mobile equipment (including surfaces in the cabs of vehicles, two-way radios, etc.) are disinfected between uses.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

## **Hand sanitizing**

In order to implement effective hand sanitizing procedures, LWD will:

- Encourage and allow time for employee handwashing.
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e., methyl alcohol).
- Encourage employees to wash their hands for at least 20 seconds each time.
- Ensure each Vector Combination truck has been fitted with water tanks that function as hand washing stations.

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

LWD will evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed at no cost to employees.

When it comes to respiratory protection, LWD has implemented a Respiratory Protection Program and the program may be obtained and reviewed on the W: Drive of the District's network for reference.

Upon request, LWD will provide compliant face coverings for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person.

## **Reporting, Recordkeeping, and Access**

It is LWD's procedure to:

- Report information about COVID-19 cases at LWD's workplace to the San Diego County Health Services, whenever required by law and provide any related information requested by the local health department.
- Report information about COVID-19 cases at LWD's workplace to LWD's workers compensation administrator, Sedgwick within 24 hours of the known case(s).
- Maintain records of the steps taken to implement LWD's written CPP in accordance with CCR Title 8 section 3203(b).
- Make LWD's written CPP available at the workplace to employees and to representatives of Cal/OSHA immediately upon request.
- Use the *Appendix D: Investigating COVID-19 Cases* form to keep a record of and track all COVID-19 cases. The information will be made available to employees, or as otherwise required by law, with personal identifying information removed.

## **Exclusion of COVID-19 Cases**

Where LWD has a COVID-19 case or close contact in its workplace, LWD will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until LWD's return-to-work

requirements are met.

- Excluding employees that had close contact with the infected employee from the workplace until LWD's return-to-work criteria have been met, with the following exceptions:
  - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms.
  - COVID-19 cases who returned to work per LWD's return-to-work criteria and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms
  - COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
- Providing employees at the time of exclusion with information on available benefits.
- For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits. This will be accomplished by instructing employee(s) to contact their immediate supervisor and/or human resources to discuss.
- Proper cleaning and disinfection of applicable and potentially contaminated workspaces.

## Return-to-Work Criteria

Management may amend this portion of the program by notifying staff in writing, without updating the documented program. Any amendments will be maintained by the Administrative Services Supervisor.

### Employees tested positive

Regardless of vaccination status, COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:

- At least 10 days have passed since COVID-19 symptoms first appeared, **and**
- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications; **and**
- COVID-19 symptoms have improved.
- A negative COVID-19 test is not required for an employee to return to work.

COVID-19 cases without COVID-19 symptoms will not return to work until all the following has occurred:

- At least 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test is not required for an employee to return to work.

### Close Contact Cases (Vaccinated persons)

Vaccinated employees who had a close contact, but **never** developed symptoms may return to work as follows:

- No quarantine necessary if fully vaccinated before the exposure AND they have not developed any symptoms since their exposure.
- Should get tested 5-7 days after exposure. If they test positive, they should immediately self-isolate, contact their healthcare provider with any questions regarding their care and not return to work for at least 10 days since the date of employee's test.
- If they test negative after five days after the last known close contact, they shall wear a face



following the last date of close contact.

Vaccinated employees who had a close contact and develop symptoms may return to work as follows:

- At least 10 days have passed since COVID-19 symptoms first appeared **and**,
- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications; **and**
- COVID-19 symptoms have improved.
- A negative COVID-19 test is not required for an employee to return to work.

### **Close Contact Cases (Unvaccinated persons)**

Unvaccinated employees who had a close contact, but never develop symptoms may return to work as follows:

- Ten days have passed since the last known close contact and the person wears a face covering and maintains six feet of distance from others while at the workplace for 14 days following the last date of close contact **or**
- Seven days have passed since the last known close contact; the person tested negative for COVID-19 using a COVID-19 test with the specimen taken at least five days after the last known close contact; and the person wears a face covering and maintains six feet of distance from others while at the workplace for 14 days following the last date of close contact.

Unvaccinated employees who had a close contact and develop symptoms may return to work as follows:

- At least 10 days have passed since COVID-19 symptoms first appeared, **and**
- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications; **and**
- COVID-19 symptoms have improved.
- A negative COVID-19 test is not required for an employee to return to work.

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

### **Investigating and Responding to COVID-19 Cases**

This will be accomplished by using the *Investigating COVID-19 Cases* form (Appendix D).

Employees who had potential COVID-19 exposure in the workplace will be:

- Offered COVID-19 testing at no cost during their working hours for all employees.
- Written notice within 1 day of District knowledge of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to:
  - all employees (and their authorized representative),
  - independent contractors
  - other employers at the worksite during the high-risk exposure period.



These notifications must meet the requirements of T8CCR section 3205(c)(3)(B) and Labor Code section 6409.6(a)(4); (a)(2); and (c), and in a form readily understandable by employees and can be anticipated to be received by the employee.

- Provided information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, listed below.

## **Training and Instruction**

LWD provides effective COVID-19 employee training and instructions via online, web-based (virtual) training software. The instruction includes:

- LWD COVID-19 plan and procedures that protect employees, customers and vendors from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and LWD policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
  - How to properly wear them.
  - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- 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.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment (e.g., N95). Since 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 where face coverings must be worn at the workplace.
  - That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
  - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on LWD's COVID-19 policies and 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.

## **Additional Consideration #1**

This section will be effective when three or more employee COVID-19 cases within an exposed group visited the workplace during a high-risk exposure period at any time during a 14-day period.

## **Multiple COVID-19 Infections and COVID-19 Outbreaks**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in the LWD workplace for a 14-day period.

## **COVID-19 Testing**

LWD will provide information on COVID-19 testing locations to all employees in the exposed workplace.

COVID-19 testing consists of the following:

- All employees in LWD's exposed group are immediately tested and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
- After the first two COVID-19 tests, LWD will continue to provide COVID-19 testing once a week of employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in LWD's workplace for a 14-day period.
- LWD will provide additional testing when deemed necessary by Cal/OSHA.
- As an alternative to testing, the General Manager may require the exposed group to quarantine for at least 10 days.

LWD will continue to comply with the applicable elements of LWD's CPP, as well as the following:

- Employees in the exposed group wear face coverings when indoors, or when outdoors and less than six feet apart (unless one of the face-covering exceptions indicated in LWD's CPP apply).
- LWD will give notice to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.
- LWD will evaluate whether to implement physical distancing of at least six feet between persons, or where six feet of physical distancing is not feasible, the need for use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

## **COVID-19 investigation, review, and hazard correction**

LWD 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 of new or unabated COVID-19 hazards shall be documented and includes:

- Leave policies and practices and whether employees are discouraged from remaining home when sick.
- COVID-19 testing policies.
- Insufficient outdoor air.
- Insufficient air filtration.



- Lack of physical distancing.

Updating the review:

- Every thirty days that the outbreak continues.
- In response to new information or to new or previously unrecognized COVID-19 hazards.
- When otherwise necessary.

Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. The following will be considered:

- 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 feasible.
- Requiring respiratory protection in compliance with section 5144.

#### **Buildings or structures with mechanical ventilation**

LWD 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, LWD will use filters with the highest compatible filtering efficiency. LWD 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, if so, implement their use to the degree feasible.

## **Additional Consideration #2**

This section applies when LWD has 20 or more COVID-19 cases within a 30-day period.

### **Major COVID-19 Outbreaks**

This addendum will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period.

LWD will continue to comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, except that the COVID-19 testing, regardless of vaccination status, is made available to all employees in the exposed group twice a week, or more frequently if recommended by the local health department.

In addition to complying with LWD's CPP and Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, LWD will also:

- Provide employees in the exposed group with respirators for voluntary use if compliance with section 5144(c)(2) and determine if changes to LWD's existing respiratory protection program under section 5144 to address COVID-19 hazards is required.
- Separate by six feet (except where LWD can demonstrate that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employees in the exposed group who are not wearing respirators required by us and used in compliance with section 5144. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible.
- Implement an alternating work schedule as needed where half of the staff works remotely from home and the other half is in the office and/or field.
- Install cleanable solid partitions that effectively reduce transmission between the employee and other persons at workstations where an employee in the exposed group is assigned to work for an extended period, such as cash registers, desks, and production line stations, and where the physical distancing requirement (described above) is not always maintained.
- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.



## 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. LWD will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person conducting the evaluation:**

**Date:**

**Name(s) of employee that participated:**

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Dates 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

## Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection:

Work location evaluated:

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

Reference [www.dir.ca.gov/dosh/coronavirus/](http://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.



## Appendix C: Certification of COVID Vaccination Status

Employee's Name: \_\_\_\_\_

Per Cal/OSHA's COVID-19 Regulations, employers are required to verify employee's vaccination status in order for fully vaccinated employees not to wear face coverings in certain settings. Please provide your response to the questions below.

If you decline to provide information about your vaccination status, the District will be required to assume you are unvaccinated for purposes of rules or requirements in the workplace that are different for vaccinated or unvaccinated employees. (For example, unvaccinated employees will be required to wear a face covering, while working with other employees).

The information collected below will be used to determine whether you will be required to wear a face covering. For purposes of this certification, you are considered "fully vaccinated" two weeks after completing the second dose of a two-dose COVID-19 vaccine (e.g., Pfizer or Moderna) or two weeks after receiving a single dose of a one-dose vaccine (e.g., Johnson & Johnson/Janssen).

**Please select the statement below that accurately describes your vaccination status:**

<input type="checkbox"/>	I am fully vaccinated.
<input type="checkbox"/>	I received my second dose of the Pfizer/Moderna vaccine or my single dose of a Johnson & Johnson vaccine less than two weeks ago.
<input type="checkbox"/>	I have not been vaccinated.
<input type="checkbox"/>	I decline to answer or present my vaccination status.

*I understand that I am required to provide accurate information in response to the question above. I hereby affirm that I have accurately and truthfully answered the question above. I also understand that if I stated that I am fully vaccinated, the District may request a copy or see my vaccine card or other similar official document confirming vaccination status.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, \_\_\_\_\_, verified that on this \_\_\_\_\_ day of \_\_\_\_\_, 2021. Personally, appeared before me the signer and subject of the above form, who signed and presented their COVID vaccination immunization record.

## **Appendix D: Investigating COVID-19 Cases**

All personal identifying information of COVID-19 cases or symptoms will be kept confidential, 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.

**Date:**

**Name of person conducting the investigation:**

**Name of COVID-19 case (employee or non-employee\*) and contact information:**

**Occupation (if non-employee\*, why they were in the workplace):**

\*If LWD is made aware of a non-employee COVID-19 case in LWD's workplace

**Names of employees/representatives involved in the investigation:**

**Date investigation was initiated:**

**Locations where the COVID-19 case was present in the workplace during the high-risk exposure period, and activities being performed:**

**Date and time the COVID-19 case was last present and excluded from the workplace:**

**Date of the positive or negative test and/or diagnosis:**

**Date the case first had one or more COVID-19 symptoms, if any:**

**Information received regarding COVID-19 test results and onset of symptoms (attach documentation):**

Summary determination of who may have had a close contact with the COVID-19 case during the high-risk exposure period. Attach additional information, including:

- The names of those found to be in close contact.
- Their vaccination status.
- When testing was offered, including the results and the names of those that were exempt from testing because:
  - They were fully vaccinated before the close contact and do not have symptoms.
  - They returned to work per LWD's return-to-work criteria and have remained symptom free for 90 days
  - They never developed symptoms, for 90 days after the initial positive test.
- The names of those that were excluded per LWD's Exclusion of COVID-19 Cases and Employees who had a Close Contact requirement.
- The names of those exempt from exclusion requirements because:
  - They were fully vaccinated before the close contact and did not develop COVID-19 symptoms.
  - They returned to work per LWD's return-to-work criteria and have remained symptom free for 90 days.



- Those that never developed symptoms, for 90 days after the initial positive test.

Notice will be given by the General Manager via electronic means (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:

1. All employees who were in close contact
2. Their authorized representatives (*If applicable*, the notice required by Labor Code section 6409.6(a) and (c))

**What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?**

**What could be done to reduce exposure to COVID-19?**