

COVID-19 Infectious Disease Preparedness and Response Plan Amendment No. 1 (Effective November 30, 2020)



ADOPTION OF CAL/OSHA ETS (8 CCR § 3205)

I. Adoption of Cal/OSHA Emergency Temporary Standards

Pursuant to the Emergency Temporary Standards adopted by Cal/OSHA effective November 30, 2020 ("Cal/OSHA ETS"), the City of San Bruno ("City") hereby adopts the various components as required under such applicable regulations (see 8 CCR § 3205). This Addendum is intended to address the City's specific plans related to its adoption of the Cal/OSHA ETS. Specifically, this Addendum incorporates the following components of the ETS under the CCR, Title 8 sections:

- § 3205, COVID-19 Prevention
- § 3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks
- § 3205.2, Major COVID-19 Outbreaks

II. Identification, Evaluation and Correction of COVID-19 Hazards

The City will implement the following in the workplace:

- Conduct workplace-specific evaluations using the appropriate form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, the 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.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections 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.
- Document unsafe or unhealthy work conditions, practices or procedures on the appropriate form, and correct in a timely manner based on the severity of the hazards.

Employees and their union representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by contacting Human Resources at anytime, bringing up issues or

concerns during any safety meetings, and/or discussing issues of mutual concerns during joint labor-management meetings.

III. General Cleaning and Disinfecting Standards

Disinfecting wipes and hand sanitizers are available to City staff at City facilities. Additionally, both public and staff areas will be cleaned at scheduled intervals, including daily maintenance of high-touch areas.

The City will follow current CDC guidelines for “Cleaning and Disinfecting Your Facility” as guidance for cleaning and disinfection measures for workplace locations. When appropriate, the City will use an Environmental Protection Agency (EPA)-approved disinfectant against COVID-19 and follow the label instructions for proper use (see <https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19>). Many products recommend:

- Keeping surface wet with disinfectant for a period of time (see product label).
- Precautions such as wearing gloves and making sure there is adequate ventilation while using the product.
- If products on EPA List N: Disinfectants for Coronavirus (COVID-19) are not available, bleach solutions can be used if appropriate for the surface and will be effective against coronaviruses when properly diluted.

City staff should also consider the following when cleaning and disinfecting:

- Practice routine cleaning and disinfection of frequently touched surfaces. More frequent cleaning and disinfection may be required based on level of use.
- Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools should not be shared to the extent feasible. Where there must be sharing, the items will be disinfected between uses.
- Common surfaces and objects in public places, such as keypads, pens, counters, vending machines, and office machinery should be cleaned and disinfected before each use or as much as possible.
- Outdoor areas generally only require normal routine cleaning. High touch surfaces made of plastic or metal, such as grab bars, play structures, and railings should be cleaned routinely.
- 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.) should be disinfected between users.

Below is a list of high touched items that should be frequently cleaned and disinfected at regular intervals:

Doorknobs or handles	Elevator buttons	Equipment
Tools	Handrails	Touch screen devices
Controls or push buttons	Bathroom surfaces	Kitchen surfaces
Steering wheels	Light switches	Desks
Counters and tables	Phones	Keyboards

IV. Cleaning and Disinfecting Standards When Someone is Sick or Has a COVID-19 Diagnosis

In the event that someone who has entered the workplace is sick or has a COVID-19 diagnosis, the City will also implement the following cleaning and disinfecting standards:

- Close off areas used by the person who is sick.
- Open outside doors and windows and use fans or other engineering controls to increase air circulation in the area.
- Wait 24 hours before cleaning or disinfecting. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect the immediate workspace used by the person who is sick or diagnosed with COVID-19, such as the surfaces in their office or cubicle. If common areas such as bathrooms or shared items have already been routinely cleaned and disinfected, there is no need for additional action.
- Vacuum the space if needed, using a vacuum equipped with high-efficiency particulate air (HEPA) filter and bags, if available. Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
- Wear disposable gloves to clean and disinfect. For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label. After cleaning, disinfect with an appropriate disinfectant on EPA List N: Disinfectants for Coronavirus (COVID-19). Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials on List N. Follow the disinfectant manufacturer's safety instructions (such as wearing gloves and ensuring adequate ventilation), for concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces.
- While vacuuming, temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units. Do not deactivate central HVAC systems.

If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection (see Section III above). This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

Once area has been appropriately disinfected, it can be opened for use.

V. Investigating and Responding to COVID-19 Cases

An investigation in the workplace is important because it helps to better define the characteristics of workers who contracted COVID-19; it can offer insight into risk factors for transmission, prevalence, and incidence of disease within the workplace. The City will investigate all COVID-19 cases in the workplace, and such an investigation includes verifying COVID-19 case status,

obtaining information on COVID-19 test results and symptom onset, identifying and recording COVID-19 cases, and reporting when required by the regulations.

A workplace COVID-19 investigation may include:

- Defining the worker population at risk.
- Obtaining a list of all workers present at the workplace or in the work environment during the exposure period (two days before the COVID-19 individual has any symptoms or tests positive for COVID-19).
 - At some work locations, this may include workers employed by contractors or sub-contractors who may have been physically present at the worksite during the exposure period.
- Collecting information about key variables such as department/area of work, shift, and job tasks/titles.
- Identifying and documenting all known cases and contacts among the worker population at risk through contact tracing.
- Interviewing cases and contacts in the workplace.

VI. Employee and Union Communication for COVID-19 Exposure

Within one business day of the City receiving a notice of potential exposure to COVID-19, the City will notify all employees, the employers of any contractor or subcontracted employees, who were on the premise at the same time as the COVID-19 individual within the exposure period (two days before the COVID-19 individual has any symptoms or tests positive for COVID-19) that may have been exposed to COVID-19. The notification will include:

- Notice of potential exposure.
- COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws, including, but not limited to, workers' compensation, and options for exposed employees, including COVID-19-related leave, company sick leave, state-mandated leave, supplemental sick leave, or negotiated leave provisions, as well as antiretaliation and antidiscrimination protections of the employee.
- Disinfection and safety plan that the City plans to implement and complete per the guidelines of the CDC.

The notice to employees will be provided in a manner that does not reveal the identity of the COVID-19 individual.

VII. COVID-19 Response Plan

The City also take the following actions when there has been a COVID-19 case at the workplace:

Scenario 1: Non-Outbreak Setting (see 8 CCR § 3205)

- 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.

- Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
- Exclude COVID-19 individuals from the workplace until the return-to-work requirements are met, as well as employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure. For employees excluded from work and are otherwise able and available to work, the City will maintain an 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. Sick leave (if available) will be used to satisfy the above.
- 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 individual, to the following:
 - All employees who may have had COVID-19 exposure and their authorized representatives.
 - Contractors and other employers present at the workplace during the high-risk exposure period.
- 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 the information on benefits. The time an employee spends being tested is considered compensable hours worked.
- 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.
- Follow all recordkeeping and reporting requirements for employee COVID-19 cases.

Scenario 2: Multiple Outbreak Setting (see 8 CCR § 3205.1)

In the event of three (3) or more COVID-19 cases in an “exposed workplace”¹ within a 14-day period or identified as an outbreak by a local health department, the following provisions will apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

In addition to the requirements for non-outbreak settings, the City will:

- Immediately provide testing to all employees in the exposed workplace and exclude positive cases and exposures from work; repeat the testing one week later;
- Continue testing employees at least weekly until the workplace no longer qualifies as an outbreak; and,

¹ As defined under 8 CCR § 3205(b)(7), an “exposed workplace” is a work location, working area, or common area used or accessed by a COVID-19 individual during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. An exposed workplace does not include buildings or facilities not entered by a COVID-19 individual.

- Contact the local health department within 48 hours after the City knows, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance, and report the following:
 - The total number of COVID-19 cases;
 - For each COVID-19 individual, 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; and,
 - Any other information requested by the local health department.

The City will continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.

Scenario 3: Major Outbreak Setting (see 8 CCR § 3205.2)

In the event of 20 or more COVID-19 cases in an “exposed workplace” within a 30-day period. The following provisions will apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

In addition to the requirements for non-outbreak settings, the City will:

- Provide testing to all employees in the exposed workplace at least twice weekly and exclude positive cases and exposures until there are no new cases detected for a 14-day period;
- Implement ventilation changes to mechanical ventilation systems including increasing filtration efficiency to at least MERV-13, or the highest efficiency compatible with the ventilation system;
- Evaluate whether HEPA air filtration units are needed in poorly ventilated areas;
- Determine the need for a respiratory protection program or changes to an existing respiratory protection program to address COVID-19 hazards;
- Consider halting all or part of operations to control COVID-19; and,
- Contact the local health department within 48 hours after the employer knows, or with diligent inquiry would have known, of 20 or more COVID-19 cases for guidance, and report the following:
 - The total number of COVID-19 cases;
 - For each COVID-19 individual, 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; and,
 - Any other information requested by the local health department.

The City will continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.

VIII. Reporting, Recordkeeping, and Access

It is the City’s policy to:

- Report information about COVID-19 cases at the workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement its written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make its written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Cleaning And Disinfecting Your Facility

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

How to clean and disinfect

Wear disposable gloves to clean and disinfect.

Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.



High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** **Follow the instructions on the label** to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solution on the surface for **at least 1 minute**

Bleach solutions will be **effective** for disinfection **up to 24 hours**.

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water

OR

- 4 teaspoons bleach per quart of water

- **Alcohol solutions with at least 70% alcohol.**



Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

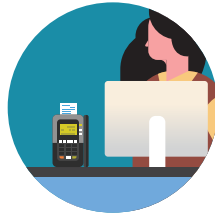
- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA's criteria for use against COVID-19.

Electronics

- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- Consider putting a **wipeable** cover on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.



Laundry

For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick **can be washed with other people's items.**
- **Do not shake** dirty laundry.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- **Remove gloves**, and wash hands right away.



Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the person who is sick.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection.



When cleaning

- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.



- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

- **Additional key times to wash hands** include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g., a child).

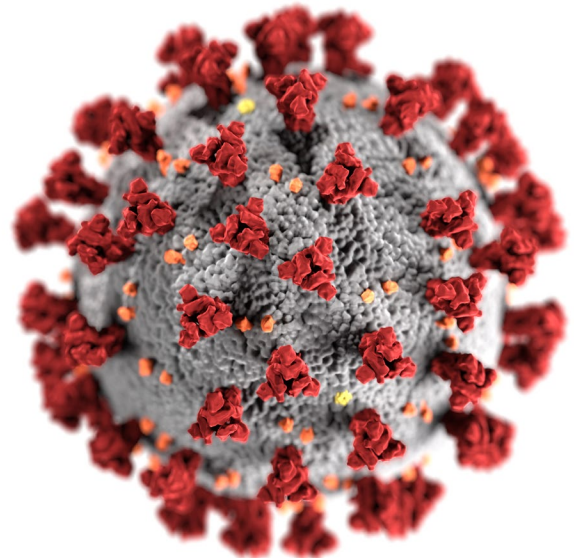
Additional Considerations for Employers



- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
 - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- **Comply** with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).

For facilities that house people overnight:

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting the bedroom/bathroom for someone who is sick, review CDC's guidance on [disinfecting your home if someone is sick](#).



COVID-19 Infectious Disease Preparedness and Response Plan



Identification of COVID-19 Hazards Form

Instructions:

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

Person(s) conducting the evaluation: _____ Date: _____

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

COVID-19 Infectious Disease Preparedness and Response Plan



COVID-19 Inspection Form

Person(s) conducting the evaluation: _____ Date: _____

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			