



# COVID-19 Prevention Program

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CITY OF CATHEDRAL CITY

CREATED 12.17.20; REVISED 01.27.22

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This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

**AUTHORITY AND RESPONSIBILITY**

The City Manager has overall authority and responsibility for implementing the provisions of this CPP in our 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 in a language they understand.

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

**I. PURPOSE:**

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The purpose of the City of Cathedral City’s COVID-19 Prevention Program (“CPP”) is to provide employees a healthy and safe workplace as required under the California Occupational Safety and Health Act (Labor Code §§ 6300, *et seq.*) and associated regulations (8 C.C.R. § 3205).

Nothing in this CPP precludes the City of Cathedral City from complying with federal, state, or local laws or public health order or guidance that may recommend or require measures that are more prescriptive and/or restrictive than those that are provided herein.

**II. SCOPE**

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Unless one of the exceptions provided below applies, this CPP shall apply to all City of Cathedral City employees (hereinafter referred to as “employees”), including those who are “fully vaccinated”.

The following employees are exempt from coverage under the CPP: (1) Employees who are teleworking from home or a location of the employee’s choice that is not under the control of the city; (2) Employees who are working in or at a work location and do not have contact with any other individuals; and (3) Employees that because of their tasks, activities or work location have with occupational exposure as defined by the Aerosol Transmissible Diseases (“ATD”) regulation (*i.e.*, 8 C.C.R. § 5199).

**III. DEFINITIONS:**

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

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

“COVID-19 case” means a person who either: (1) Has a positive COVID-19 test as defined in this section; (2) Is subject to COVID-19-related order to isolate issued by a local or state health official; (3) Has a positive COVID-19 diagnosis from a licensed health care provider; or (4) 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.

“Close contact COVID-19 exposure” means being within six (6) feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” as defined here. This definition applies regardless of the use of face coverings. Employees who were wearing a respirator as required by the City of Cathedral City and who used such respirator in compliance with Title 8 Section 5144 during contact with a COVID-19 case will be deemed not to have had close contact COVID-19 exposure.

“COVID-19 hazard” means 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, or sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

“COVID-19 symptoms” means one of the following: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

“COVID-19 test” means a test for SARS-CoV-2 that is:

- (1) Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test);
- (2) Administered in accordance with the authorized instructions; and
- (3) Not both self-administered and self-read unless observed by the employer or an authorized telehealth proctor.

Examples of tests that satisfy this requirement include tests with specimens that are processed by a laboratory (including home or on-site collected specimens which are processed either individually or as pooled specimens), proctored over-the-counter tests, point of care tests, and tests where specimen collection and processing is either done or observed by an employer.

“Exposed group” means all employees at a work location, working area, or a common area at work, where a COVID-19 case was present at any time during the high-risk exposure period. However, if the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and all employees were wearing face coverings at the time the COVID-19 case was present, other people at the work location, working area, or common area would not constitute part of the exposed group. Common areas at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. However, places where employees momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.

“Face covering” means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers (i.e., fabrics that do not let light pass through when held up to a light source) that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric. This definition includes clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet this definition and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker’s mouth or facial expressions to understand speech or sign language respectively.

“Fully vaccinated” means the City of Cathedral City has documented:

(A) A person’s status two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses in accordance with the approval, authorization, or listing that is:

1. Approved or authorized for emergency use by the FDA;
2. Listed for emergency use by the World Health Organization (WHO); or
3. Administered as part of a clinical trial at a U.S. site, if the recipient is documented to have primary vaccination with the active (*i.e.*, not placebo) COVID-19 vaccine candidate, for which vaccine efficacy has been independently confirmed (*e.g.*, by a data and safety monitoring board) or if the clinical trial participant at U.S. sites had received a COVID-19 vaccine that is neither approved nor authorized for use by FDA but is listed for emergency use by WHO; or

(B) A person’s status two weeks after receiving the second dose of any combination of two doses of a COVID-19 vaccine that is approved or authorized by the FDA, or listed as a two-dose series by the WHO (*i.e.*, a heterologous primary series of such vaccines, receiving doses of different COVID-19 vaccines as part of one primary series). The second dose of the series must not be received earlier than 17 days (21 days with a 4-day grace period) after the first dose.

## IV. PROGRAM

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### A. SYSTEM FOR COMMUNICATING WITH CITY OF CATHEDRAL CITY EMPLOYEES

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

The city requires that employees immediately report to their manager or supervisor or to the Department of Human Resources any of the following: (1) the employee’s presentation of COVID-19 symptoms; (2) the

employee's possible COVID-19 close contact exposures; (3) possible COVID-19 hazards at City of Cathedral City worksites or facilities.

The City of Cathedral City has not and will not discriminate or retaliate against any employee who makes such a report.

## **2. Accommodations Process for Employees with Medical or Other Conditions that Put them at Increased Risk of Severe COVID-19 Illness**

The City of Cathedral City provides for an accommodation process for employees who have a medical or other condition identified by the Centers for Disease Control and Prevention ("CDC") or the employees' health care provider as placing or potentially placing the employees at increased risk of severe COVID-19 illness.

For all employees who request such an accommodation, including fully vaccinated employees, the city will require that the employee provide information from the employee's health care provider explaining why the employee requires an accommodation.

The CDC identifies the following medical conditions and other conditions as placing or potentially placing individuals at an increased risk of severe COVID-19 illness

The CDC guidance provides that adults of any age with the following conditions are at increased risk of severe illness from the virus that causes COVID-19:

1. Cancer
2. Chronic kidney disease
3. COPD (chronic obstructive pulmonary disease)
4. Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
5. Immunocompromised state (weakened immune system) from solid organ transplant
6. Obesity (body mass index [BMI] of 30 kg/m<sup>2</sup> or higher but < 40 kg/m<sup>2</sup>)
7. Severe Obesity (BMI ≥ 40 kg/m<sup>2</sup>)
8. Pregnancy
9. Sickle cell disease
10. Smoking
11. Type 2 diabetes mellitus

The CDC guidance also provides that adults of any age with the following conditions might be at an increased risk for severe illness from the virus that causes COVID-19:

1. Asthma (moderate-to-severe)
2. Cerebrovascular disease (affects blood vessels and blood supply to the brain)
3. Cystic fibrosis
4. Hypertension or high blood pressure
5. Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
6. Neurologic conditions, such as dementia
7. Liver disease
8. Overweight (BMI > 25 kg/m<sup>2</sup>, but < 30 kg/m<sup>2</sup>)

9. Pulmonary fibrosis (having damaged or scarred lung tissues)
10. Thalassemia (a type of blood disorder)
11. Type 1 diabetes mellitus

The city periodically reviews the following web address in order to account for any additional medical conditions and other conditions that the CDC has identified as placing or potentially placing individuals at an increased risk of severe COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html> (Last updated on December 14, 2021).

Employees are encouraged to review the list of medical conditions and other condition provided above in order to determine whether they have such a condition.

To request an accommodation, employees may make a request to the Department of Human Resources.

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

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

Where the City of Cathedral City requires testing, the city has adopted policies and procedures that ensure the confidentiality of employees' medical information and comply 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 other permitted or required under the law.

### **4. COVID-19 Hazards**

The City of Cathedral City will notify employees and subcontracted employees of any potential COVID-19 exposure at a city worksite where a COVID-19 case and employees 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 City of Cathedral City worksite where the potential exposure occurred.

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

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

The City of Cathedral City possesses authority to require that employee self-screen for COVID-19 symptoms.

City of Cathedral City policy provides that the City of Cathedral City employees will self-screen for COVID-19 symptoms prior to reporting to any City of Cathedral City worksite or facility.

## **2. Responding to City of Cathedral City Employees with COVID-19 Symptoms**

Should an employee present COVID-19 symptoms during a City of Cathedral City self-screen, the employee must remain at or return to their home or place of residence and not report to work until such time as the employee satisfies the minimum criteria in order to return to work.

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

Further, the City of Cathedral City has adopted policies and procedures that ensure the confidentiality of employees and comply with the CMIA, and the city will not disclose to other employees the fact that the employees presented COVID-19 symptoms.

## **3. City of Cathedral City's Response to COVID-19 Cases**

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

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

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

If possible, the City of Cathedral City will interview the COVID-19 cases in order to ascertain the nature and circumstances of any contact that the employees may have had with other employees during the high-risk exposure period. If the City of Cathedral City determines that there were any close contact COVID-19 exposures, the City of Cathedral City will instruct those employees to remain at their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work.

The City of Cathedral City has adopted policies and procedures that ensure the confidentiality of employees and comply with the CMIA. Specifically, the City of Cathedral City will not disclose to other employees, except for those who need to know, the fact that the employees tested positive for or were diagnosed with COVID-19. Further, the City of Cathedral City will keep confidential all personal identifying information of COVID-19 cases or persons unless expressly authorized by the employees to disclose such information or as other permitted or required under the law.

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

The City of Cathedral City will periodically conduct workplace-specific assessments of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.

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

The city will provide notice of any such potential workplace exposure to all persons at City of Cathedral City worksites and facilities, including employees, employees of other entities, members of the public, customers or clients, and independent contractors. The city considered how employees and other persons enter, leave, and travel through city's worksites and facilities, in addition to addressing employees' stationary workspaces or workstations.

Further, the city will treat all persons, regardless of the presentation of COVID-19 symptoms or COVID-19 status, as potentially infectious.

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

For indoor City of Cathedral City worksites and facilities, the City of Cathedral City evaluates how to maximize the ventilation of outdoor air; provide the highest level of filtration efficiency compatible with the worksites and facilities' existing ventilation systems; and whether the use of portable or mounted High Efficiency Particulate Air ("HEPA") filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.

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

The City of Cathedral City monitors applicable public health orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention.

The City of Cathedral City fully and faithfully complies with all applicable orders and guidance from the State of California and the local health department.

#### **7. Evaluation of Existing COVID-19 Prevention Controls and Adoption of Additional Controls**

Periodically, the City of Cathedral City evaluates existing COVID-19 prevention controls at the workplace and assess whether different and/or additional controls may be needed.

This includes evaluation of controls related to the correction of COVID-19 hazards, physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (“PPE”) (as discussed at Section VI, subsections D, and F-H of this CPP).

## **8. Periodic Inspections**

The City of Cathedral City conducts periodic inspections of City of Cathedral City worksites and facilities as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the city’s COVID-19 policies and procedures, including, but not limited to this CPP.

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

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

The city developed a procedure for investigating COVID-19 cases in the workplace, which provides for the following: (1) requesting information from employees regarding COVID-19 cases; (2) contact tracing of employees who may have had a close contact COVID-19 exposure; (3) requesting COVID-19 test results from employees who may have had a close contact COVID-19 exposure; (4) requesting information from employees regarding the presentation of COVID-19 symptoms; and (5) identifying and recording all COVID-19 cases.

#### **2. Response to COVID-19 Cases**

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

##### **a. Contact Tracing**

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

If the City of Cathedral City determines that there were any close contact COVID-19 exposures, the City of Cathedral City will instruct those employees to remain at their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work.

Further, the city will instruct those employees to be tested for COVID-19, and that the city will provide for such testing during paid time.

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

The city fully and faithfully complies with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the individuals and entities described below.

Within one (1) business day of the time the city knew or should have known of a COVID-19 case, the city will give written notice of a potential workplace exposure to the following individuals: (1) All employees on the premises at the same worksite as the COVID-19 case during the COVID-19 case's high-risk exposure period; (2) Independent contractors on the premises at the same worksite as the COVID-19 case during the COVID-19 case's high-risk exposure period; and (3) Other employers at the worksite during the COVID-19 case's high-risk exposure period. The city will provide notice by either personal service, email, or text message.

The city's notice(s) will not reveal any personal identifying information of the COVID-19 case. The notice will include information about the City of Cathedral City's cleaning and disinfection plan.

Within one (1) business day of the time the city knew or should have known of the COVID-19 case, the city will also provide the notice of the potential workplace exposure to the authorized representative of any employee who was on the premises at the same worksite as the COVID-19 case during the high-risk exposure period.

**c. Offer of Free COVID-19 Testing Following a Close Contact COVID-19 Exposure**

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

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

The city provides employees that had a close contact COVID-19 exposure with information regarding COVID-19-related benefits to which the employees may be entitled under applicable federal, state, or local law, the city's own leave policies, and leave guaranteed by contract.

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

The city may require that these employees use city -provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

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

The City of Cathedral City will conduct an investigation in order to determine whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

**3. Confidential Medical Information**

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

The City of Cathedral City will keep confidential all personal identifying information of COVID-19 cases unless expressly authorized by the employees to disclose such information or as other permitted or required under the law.

**D. CORRECTION OF COVID-19 HAZARDS AT CITY OF CATHEDRAL CITY WORKSITES AND FACILITIES**

The City of Cathedral City will implement effective policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.

This includes, but is not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted related to the identification and evaluation of COVID-19 hazards and investigating and responding to COVID-19 cases in the workplace. This also includes implementing controls related to physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).

**E. TRAINING AND INSTRUCTION OF CITY OF CATHEDRAL CITY EMPLOYEES**

**1. COVID-19 Symptoms**

The city provides employees training and instruction on COVID-19 symptoms, including advising employees of COVID-19 symptoms, which include the following: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

The city monitors and adheres to guidance issued by the CDC concerning COVID-19 symptoms, including guidance provided at the following web address: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. The city will advise employees in the event that the CDC revises the symptoms that its associates with COVID-19.

In addition to providing training and instruction on COVID-19 symptoms, the city provides information and instruction on the importance of employees not coming to work if they have any COVID-19 symptoms. The city provides information on paid leaves to which employees may be entitled if they are experiencing a COVID-19 symptom and would like to be tested for COVID-19.

## **2. COVID-19 Vaccinations**

The city provides employees information and instruction on the fact that COVID-19 vaccines are effective at both preventing the transmission of the virus that causes COVID-19 and preventing serious illness or death, and how employees may receive paid leave for reasons related to COVID-19 vaccinations.

As discussed below, the city provides information on paid leaves to which employees may be entitled in order for them to be vaccinated and in the event that they experience any illness or adverse effects as a result of such vaccination.

## **3. City of Cathedral City's COVID-19 Policies and Procedures**

The City of Cathedral City provides regular updates to employees on the city's policies and procedures adopted in order to prevent COVID-19 hazards at city worksites and facilities, how such policies and procedures are intended to protect the health and safety of employees and city worksites and facilities, and how employees may participate in the identification and evaluation of COVID-19 hazards in order to make such worksites and facilities healthier and safer for themselves and others.

## **4. COVID-19 Related Benefits**

The city advises and provides updates to employees on the leaves to which employees may be entitled under applicable federal, state, or local laws as well as the city's own leave policies.

Further, when employees require leave in order to receive a COVID-19 test or to be vaccinated or are directed not to report to work by the city for reasons related to the presentation of COVID-19 symptoms, a COVID-19 case, close contact COVID-19 exposure, the city will advise the employees of the leaves to which the employees may be entitled for that specific reason.

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

The city advises and provides updates to employees about the known spread and transmission of COVID-19. The city specifically advises employees of the following: (1) that COVID-19 is an infectious respiratory disease; (2) that the virus that causes COVID-19 can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; (3) that particles containing the virus can travel more than six (6) feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, including hand washing, in order to be effective; (4) that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and (5) that an infectious person may have present no COVID-19 symptoms or be pre-symptomatic.

## **6. Hand Hygiene, and Face Coverings and Respirators**

The city advises employees of the importance of physical distancing, face coverings, and hand hygiene, including hand washing, and instructs employees that the combination of physical distancing, face coverings, increased ventilation indoors, and respiratory protection make such preventative measures most effective.

With respect to hand hygiene, the city provides employees information regarding the importance of frequent hand washing, that hand washing is most effective when soap and water are used and the employees washes for at least 20 seconds. The city instructs employees to use hand sanitizer when employees do not have immediate access to a hand washing facility (*i.e.*, a sink) and that hand sanitizer will not be effective if the employee's hands are soiled.

With respect to face coverings and respirators, the city provides employees information on the benefits of face coverings, both to themselves and to others. The city also provides employees instructions on the proper use of face coverings and the differences between face coverings and respirators.

The city will provide certain employees respirators for their use in certain circumstances, including to individuals who are not fully vaccinated, who are working indoors or in a vehicle with more than one person, and who request the devices for their use at work. At such time as the city provides respirators to employees for their use, it will provide such employees training on the proper use of such respirators, including, but not limited to, the method by which employees may check the seal of such respirator in conformance with the manufacturer's instructions.

The city will provide training on the conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained. Employees can request face coverings from the city at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

### **F. FACE COVERINGS**

#### **1. General Face Covering Requirements**

The city provides face coverings to all employees who are not fully vaccinated and requires that such face coverings are worn by employees when indoors or in vehicles, unless certain conditions are satisfied, as explained below.

The city adheres to the most restrictive or prescriptive public health order provided by the CDC, CDPH or the local health department applicable to the city, and will provide face coverings and ensure they are worn by employees when required by orders from the CDPH.

The city requires that employees face coverings be clean and undamaged. The city allows employees to use face shields to supplement, not supplant, face coverings.

## **2. Limited Exceptions**

The city provides for the following exceptions to the face coverings requirement:

1. When an employee is alone in a room (*e.g.*, alone in an office or another space with walls that extend from the floor to the ceiling and a door that may be closed in order to close the space to others) or vehicle;
2. While eating and drinking at the workplace, provided employees are at least six (6) feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
3. Employees wearing respirators required by the city and being used in compliance with the regulatory requirements for the use of such respirators.
4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
5. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed

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

The city requires that its employees who are exempted from wearing face coverings due to a medical condition, mental health condition, or disability wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

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

The city requires that any employees not wearing a face covering due to 5.7.2.5 exception, and not wearing a face shield with a drape or other effective alternative as defined in Section 5.8 shall remain at least six (6) feet apart from all other persons unless the unmasked employees are tested at least weekly for COVID-19 during paid time and at no cost to the employee or are fully vaccinated.

In situations where a face covering is otherwise required, face coverings must be worn, and the exceptions to face coverings contained in this section no longer apply.

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

### **5. Prohibition on Preventing Employees from Wearing Face Covering**

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

## **6. Communication to Non-Employees Regarding Face Covering Requirement**

The city posts signage to inform non-employees of the city's requirements concerning the use of face coverings at city worksites and facilities.

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

### **1. Maximization of Outdoor Air**

As provided above, for indoor city worksites and facilities, the city evaluated how to maximize the quantity of outdoor air.

Further, for city worksites and facilities with mechanical or natural ventilation, or both, the city maximizes the quantity of outside air provided to the extent feasible, except when the Environmental Protection Agency ("EPA") Air Quality Index ("AQI") is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

### **2. Cleaning Procedures**

The city undertakes the following cleaning measures:

1. Identify and regularly clean frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phone, headsets, bathroom surfaces, and steering wheels;
2. Inform employees and authorized employee representatives of the city's cleaning and disinfection protocols, including the planned frequency and scope of cleaning and disinfection; and
3. Clean areas, material, and equipment used by a COVID-19 case during the high-risk exposure period and disinfection if the area, material, or equipment is indoors and will be used by another employee within 24 hours of the COVID-19 case.

Further, the city requires that cleaning must be done in a manner that does not create a hazard to employees or subcontracted employees who do the cleaning and disinfecting.

### **3. Evaluation of Handwashing Facilities**

In order to protect employees, the city evaluates its handwashing facilities in order to determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer.

The city encourages employees to wash their hands with soap and water for at least 20 seconds each time.

The city does not provide hand sanitizers with methyl alcohol.

#### **4. Personal Protective Equipment (“PPE”)**

##### **a. Evaluation of the Need for PPE**

The city evaluates the need for PPE in order to prevent employees from being exposed to COVID-19 hazards.

##### **b. Provision of PPE When Necessary**

The city provides PPE, including, but not limited to, face coverings, respirators, gloves, goggles, and face shields, to and for employees who require such equipment in order to perform their job duties in a healthy and safe manner, including where employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Upon request, the city shall provide respirators to employees for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. Whenever the city makes respirators available for voluntary use, the city will ensure that employees receive a respirator of the correct size and will provide such employees training on the proper use of such respirators, including, but not limited, the method by which employees may check the seal of such respirator in conformance with the manufacturer’s instructions.

#### **5. Testing of Symptomatic Employees Who Are Not Fully Vaccinated**

The city makes COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated. This testing will be made available during the employees’ paid time.

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

The city reports COVID-19 cases and COVID-19 outbreaks at city worksites and facilities to the local health department. Further, the city provides any related information requested by the local health department.

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

The city reports COVID-19 cases and COVID-19 outbreaks at city worksites and facilities to the local health department. Further, the city provides any related information requested by the local health department.

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

The city maintains records of the steps it has taken to implement this provisions described in this CPP.

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

The city makes this written CPP available to employees and employee organizations at [City of Cathedral City Human Resources website](#). Further, the city makes this written CPP available to Cal/OSHA representatives immediately upon request.

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

The city keeps a record of and tracks all COVID-19 cases with the following information: (1) employee's name; (2) contact information; (3) occupation; (4) location where the employee worked; (5) the date of the last day at the workplace; and (6) the date of a positive COVID-19 test.

The city keeps employees' medical information confidential.

#### **I. EXCLUSION OF COVID-19 CASES AND EMPLOYEES WHO HAD A CLOSE CONTACT COVID-19 EXPOSURE**

##### **1. Exclusion of COVID-19 Cases from [Employer] Worksites and Facilities**

The city ensures that COVID-19 cases are excluded from city worksites and facilities until the employee satisfies the minimum return to work criteria.

Exclusion of Employees with Close Contact COVID-19 Exposures from city Worksites and Facilities

The city ensures that employees who had a close contact COVID-19 exposure are excluded from city worksites and facilities until the employee satisfies the minimum return to work criteria.

##### **2. Provision of Benefits to Employees Excluded from Work as a Result of a Positive COVID-19 Test or Diagnosis or a Close Contact COVID-19 Exposure**

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

The city allows employees who are able to telework to telework during the isolation or quarantine period. The city will provide these employees their normal compensation for the work that they perform for the city during the isolation or quarantine period.

The city continues and maintains such an employee's earnings, wages, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job.

###### **b. Employees Who Are Unable to Telework During Isolation or Quarantine Period**

The following employees are not entitled to the benefits described below: (1) Employees for whom the city can demonstrate that the close contact COVID-19 exposure was not work-related; and (2) Employees

who received disability payments or were covered by workers' compensation and received temporary disability. Such employees may still use paid sick leave for the purpose of receiving compensation during the isolation or quarantine period if they elect to do so

For other employees, the city requires that employees who are unable to telework, but are otherwise able and available to work, the city may use paid sick leave available to the employee for the purpose of continuing and maintaining the employee's earnings during the isolation or quarantine period. The city may use the employee's paid sick leave in order to continue and maintain the employee's earnings during the isolation or quarantine period.

Employees retain their entitlement to elect not to use other earned or accrued paid leave during this time. The city may provide such employees who are unable to telework, but who do not have any paid sick leave available, paid administrative leave in order to receive compensation during the isolation or quarantine period.

For all employees who are subject to an isolation or quarantine because of a COVID-19 case or a close contact COVID-19 exposure, the city will maintain the employees' seniority and all other employee rights and benefits, including the employees' right to their former job status, during the isolation or quarantine period.

### **3. Adherence with Laws, Policies, and/or Agreements Providing Excluded Employees Greater Protections**

The obligations set forth in this section do not limit any other applicable law, City of Cathedral City policy, or collective bargaining agreement that provides employees with greater protections or benefits.

### **4. Provision of Information Concerning Benefits to Excluded Employees**

At the time of exclusion, the city provides the excluded employees the information on paid leave benefits to which the employees may be entitled under applicable federal, state, or local laws.

This includes, but is not limited to, any paid leave benefits available under workers' compensation law, Labor Code sections 3212.86 through 3212.88, the city's own leave policies, and leave guaranteed by contract.

## **J. RETURN TO WORK CRITERIA**

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

Unless the exception discussed below applies, the city requires that a COVID-19 case isolate and remain at their home or place of residence and not report to any city worksite following their diagnosis as a COVID-19 case.

A COVID-19 case may discontinue isolation and return to city worksites after satisfying the conditions of either of the two (2) following protocols.

**a. Testing to Discontinue Isolation and Return to Work**

Upon the completion of five (5) days in isolation, a COVID-19 case may discontinue their isolation and return to a city worksite work if they satisfy each of the following conditions:

- (1) The COVID-19 case is either asymptomatic or their symptoms associated with COVID-19 are resolving (*i.e.*, improving);
- (2) The COVID-19 case received a test for COVID-19 on or after day five (5) of the isolation period, and the test returned a negative result; and
- (3) The COVID-19 case wears a face covering while at the worksite for at least 10 days from the day of the initial diagnosis.

An employee who has a fever will not be permitted to discontinue isolation or return to work until the fever is resolved.

**b. Discontinuation of Isolation through No Testing**

Upon the completion of the 10 day isolation, a COVID-19 case who has not submitted to COVID-19 testing may discontinue their isolation and return to a city worksite without testing if the COVID-19 case is either asymptomatic or their symptoms associated with COVID-19 are resolving (*i.e.*, improving).

An employee who has a fever will not be permitted to discontinue isolation or return to work until the fever is resolved.

**c. Limited Exception to Isolation Requirement for Certain Health Care Personnel During a Critical Staffing Shortage**

Between January 8 and February 1, 2022, during a critical staffing shortage, health care personnel who are either fully vaccinated *and* boosted, or fully vaccinated, but not yet booster-eligible, do not need to isolate following a positive diagnosis for COVID-19 if the employee satisfies the following conditions:

- (1) The employee is either asymptomatic or mildly symptomatic;
- (2) The employee must maintain physical separation from other health care personnel as much as possible; and
- (3) The employee must wear an N95 respirator at all times in the health care facility for source control.

In such a circumstance, the city will prioritize the assignment and placement of such personnel such that they provide direct care of individuals with confirmed COVID-19 cases. To the extent practicable, the city will assign and place such personnel in cohort care settings.

## **2. Minimum Criteria to Return to Work for Close Contacts**

Unless one of the exceptions discussed below applies, the city requires that any employee who has had a close contact exposure to a COVID-19 case quarantine and not report to any worksite following their exposure.

An employee who has had such an exposure may discontinue quarantine and return to work after satisfying the conditions of either of the two (2) following protocols.

### **a. Testing to Discontinue Quarantine and Return to Work**

Upon completion of five (5) days in quarantine, an employee who has had a close contact exposure may discontinue their quarantine and return to city worksites if they satisfy each of the following conditions:

- (1) The employee who had a close contact exposure is asymptomatic;
- (2) The employee who had a close contact received a test for COVID-19 on or after day five (5) following the exposure, and the test returned a negative result; and
- (3) The employee who had a close contact wears a face covering while at the worksite for at least 10 days following the exposure.

If an employee who has had a close contact exposure develops symptoms associated with COVID-19, the city will exclude the employee from the city's worksites until the employee is tested for COVID-19 and tests negative.

If an employee who has had a close contact exposure tests positive, the city will require that the employee follow the isolation requirements provided for above.

### **b. Discontinuation of Quarantine through No Testing**

Upon the completion of the 10 day quarantine, an employee who has had a close contact exposure, but has not submitted to COVID-19 testing, may discontinue their quarantine and return to a city worksite without testing if the employee who had a close contact exposure is asymptomatic.

### **c. Exceptions to Quarantine Requirements**

- i. *No Quarantine Required for Employees Who are Boosted or Fully Vaccinated, But Not Yet Eligible for a Booster*

Following a close contact exposure, the city will not exclude from city worksites employees who are and remain asymptomatic and are either fully vaccinated and boosted employees or fully vaccinated employees who are not yet eligible for a booster dose, and have provided the city documentation of such vaccination/booster status.

In order to remain at work, the city requires that such employees submit to a COVID-19 test on day five (5) following a close contact exposure and that the test return a negative result.

If the employee develops any symptoms associated with COVID-19 following the close contact exposure, the city requires that the employee be excluded from all city worksites until the employee submits to a COVID-19 test and satisfies the applicable isolation or quarantine requirements.

- ii. *No Quarantine Required for Employees Who are Fully Vaccinated, and Booster-Eligible, But Not Yet Boosted*

Asymptomatic employees who are fully vaccinated and booster eligible but have not yet received the booster are not required to quarantine upon a close contact exposure if the employee (1) obtains a negative result from a COVID-19 Test taken within 3 to 5 days after the most recent close contact exposure, (2) wears a well-fitting mask around others for a total of ten days from the date of the most recent close contact exposure, and (3) continues to be asymptomatic.

- iii. *No Quarantine Required for Health Care or Emergency Medical Services Personnel During a Staffing Shortage*

Between January 8 and February 1, 2022, during a critical staffing shortage, health care and emergency medical services personnel do not need to quarantine following a close contact exposure if the employee satisfies the following conditions:

- (1) The employee is asymptomatic; and
- (2) The employee wears an N95 respirator at all times for source control.

In such a circumstance, the city will prioritize the assignment and placement of such personnel such that they provide direct care of individuals with confirmed COVID-19 cases. To the extent practicable, the city will assign and place such personnel in cohort care settings.

### **3. Minimum Criteria to Return to Work for Employees Directed to Self-Quarantine or Isolate by a State or Local Health Official**

If employees are subject to an isolation or quarantine order issued by a state or local health official, the city requires that the employees not report to any city worksite until the period of isolation or quarantine is completed or the order is lifted.

If the relevant order did not specify a definite isolation or quarantine period, then the city will require that employees isolate or quarantine according to the applicable periods and criteria provided for in this Section or as otherwise instructed by the city.

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

If no violations of state or local health officer orders related to the employee's isolation, quarantine, or exclusion would result, the city may request that Cal/OSHA waive the quarantine or isolation requirement for essential employees and allow such employees to return to work on the basis that the removal of employees would create undue risk to a community's health and safety.

Where the absence of an essential employee from the city worksite would cause a staffing shortage that would have an adverse on a community's health and safety and pose an undue risk to the community's health and safety as a result, Cal/OSHA may grant such waiver.

In order to request a waiver under such circumstances, the city will submit the written request to [rs@dir.ca.gov](mailto:rs@dir.ca.gov). In the event of an emergency, the city may request a provisional waiver by contacting the local Cal/OSHA office while the city prepares the written waiver request.

The written waiver request must provide for the following information:

1. Employer name and business or service;
2. Employer point-of-contact name, address, email and phone number;
3. Statement that there are no local or state health officer orders for isolation or quarantine of the excluded employees;
4. Statement describing the way(s) in which excluding the exposed or COVID-19 positive employees from the workplace impacts the employer's operation in a way that creates an undue risk to the community's health and safety;
5. Number of employees required to be quarantined under the Cal/OSHA regulation, and whether each was exposed to COVID-19 or tested positive for COVID-19; and
6. The employer's control measures to prevent transmission of COVID-19 in the workplace if the employee(s) return or continue to work in the workplace, including the prevention of further exposures. These measures may include, but are not limited to, preventative steps such as isolating the returned employee(s) at the workplace and requiring that other employees use respirators in the workplace.

In addition to submitting a request for a Cal/OSHA waiver, the city will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employees at the city worksite and, if isolation is not feasible, the use of respirators in the workplace.