



## City of Santa Cruz COVID-19 Prevention Program (CPP) for FINANCE

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

**Date:** 2/01/2021

### Authority and Responsibility

The **FINANCE** Director 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.

### Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

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

### Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards. Employees are encouraged to communicate any potential COVID-19 hazards to their Supervisor, Manager, or Department head. HR will communicate with employees' authorized representatives on how they may participate in COVID-19 hazard identification and evaluation.

### Employee screening

Essential infrastructure personnel are continuing to report to the workplace. It is important that all employees who are reporting to their worksites are free from COVID-19 symptoms to prevent further spread of COVID-19. Employees must self-monitor for any COVID-19 symptoms and should continue to engage in social-distancing, regular hand-washing, and regularly clean their work areas.

To reduce the risk of spreading COVID-19 and further protect the City's workforce, Departments are required to have their employees conduct a non-invasive COVID-19 health screening or self-screening before each work shift. Non-invasive COVID-19 health screening or self-screening includes both questioning employees about their COVID-19 symptoms and screening for fever. The outcomes of any screenings are confidential and must be recorded and stored in a confidential file. Employees



conducting health screenings should also be advised that the results are confidential.

This health screening is intended to screen for COVID-19 symptoms and determine if it is safe for employees to report to work. If an employee has a chronic medical condition that causes COVID-19 like symptoms they should notify their supervisor before completing a COVID-19 health screening.

See the [CITY OF SANTA CRUZ HEALTH SCREENING](#) document for complete information.

## Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and when possible immediately corrected. If a COVID-19 hazard cannot be immediately corrected then an explanation and timeframe to correct must be documented on the **Appendix B: COVID-19 Inspections** form and communicated to the worksite supervisor and department head.

## Control of COVID-19 Hazards

### Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Reducing the number of persons in an area at one time, including visitors.
- Adjusted work processes or procedures to allow greater distance between employees.
- Meetings to be held remotely when possible
- NIAC naturally allows for six feet of physical distancing based on the building size and the employee cubicle size.
- Large Plexiglas dividers have been installed ensuring six feet of distance between all employees when they are in their cubicles.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

### Face Coverings

For complete information regarding the City of Santa Cruz's policy on face coverings refer to the document [CITY OF SANTA CRUZ FACE COVERING REQUIREMENTS](#) located on the COVID-19 page of the intranet.

The City of Santa Cruz's policy on face coverings mandates that a face covering is required at all times when at work, with some exceptions. The requirement to wear a face covering is MANDATORY. A face covering must cover the nose and mouth at all times, goes under the chin, and does not have significant gaps around the nose or other parts of the face. A face covering is not a substitute for guidance about social distancing and handwashing.

### Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals: Even in cases where employees are in cubicles and six feet can be maintained we have installed solid Plexiglas dividers.

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

- HVAC system at NIAC has been overhauled and fixed to ensure it is working properly. This will ensure that the air is circulated and ventilated properly throughout the entire building. Facilities has



set up a regular maintenance schedule with HVAC vendor to ensure the proper functioning of the HVAC system.

### **Cleaning and disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Breakrooms: Kitchen and break area tables are disinfected after each use.
- Bathrooms: Bathroom faucet handles and counters disinfected after each use. Janitorial service will disinfect nightly, 5x a week.
- Doors and high touch surfaces like shared copiers and common area surfaces wiped down after each use.
- Disinfectant and related supplies are available to all employees in all bathrooms, kitchen, copy area, and mail area. Excess supplies are located in the mail room cabinets labeled for cleaning supplies.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

**WAIT 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible. Contact Dan Himan, Facilities Supervisor, CELL 408-750-6411, to coordinate the appropriate level of disinfection and cleaning. Ensure that all areas are disinfected and cleaned used by the person who is sick, such as offices, bathrooms, common areas, vehicles, and shared tools or electronic equipment that came in contact with the individual. For smaller spaces, work with staff in the work area to conduct the cleaning within 24 hours of the known exposure. Restrict access to the potentially exposed area until it can be disinfected and cleaned.

### **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.

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:

- Hand sanitizer is located at the front and back entrance, in the mail room, and at each person's desk. Excess is located in the mail room cabinets labeled for cleaning supplies.
- Soap and water are available in all bathrooms, downstairs kitchen, and upstairs kitchenette. Employees should wash their hands on a regular basis for at least 20 seconds each time.

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

For complete information regarding PPE refer to the document [CITY OF SANTA CRUZ COVID-19 PPE GUIDELINES](#) located on the COVID-19 page of the intranet.

We 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.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.



## Investigating and Responding to COVID-19 Cases

Investigating and Responding to COVID-19 cases will be accomplished by using the [CITY OF SANTA CRUZ COVID-19 EXPOSURE PROTOCOL](#).

Exposures should be evaluated on a case by case basis and also based on the exposure risk as determined by the protocol. All exposures should be reported to the Designated Department Response Coordinator (DDRC). The DDRC will contact the HR Director, the Department Head, and Risk Manager to determine the appropriate next steps according to this protocol.

## System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms, potential exposures, and/or possible hazards to their direct supervisor or manager. The supervisor will report COVID-19 symptoms, potential exposures, and/or possible hazards to their DDRC to determine next steps or to determine if an actual exposure has occurred. The City's Risk Manager must also be contacted to help evaluate the possible exposure.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, employees can access COVID-19 testing by contacting their healthcare provider. Employees can access the Santa Cruz County Health Department website for more testing locations.

<https://www.santacruzhealth.org/HSAHome/HSADivisions/PublicHealth/CommunicableDiseaseControl/CoronavirusHome/SAVElivesSantaCruzCounty/GetTested.aspx>

- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. HR and Risk Management will coordinate all required testing for the City.
- Information about COVID-19 hazards, how employees (including other employers and individuals in contact with our workplace) may be exposed to COVID-19 hazards, what is being done to control those hazards, and our COVID-19 policies and procedures.
- Any information or updates related to COVID-19 will be emailed to all employees as needed. Meetings may also be scheduled as needed to update divisions or the department as a whole.

## Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees 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.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.



- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

**Appendix C: COVID-19 Training Roster** will be used to document this training.

## Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Following the exposure protocol as outlined in the [City of Santa Cruz COVID-19 Exposure Protocol](#) located on the COVID-19 page of the intranet.
- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. Employee to complete the appropriate sick leave request form. Contact HR for complete information.
- Providing employees at the time of exclusion with information on available benefits.

## Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our 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 our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Risk Management to 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.

## Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.



- At least 10 days have passed since COVID-19 symptoms first appeared.
  - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
  - A negative COVID-19 test will not be 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. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine was effective.
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**Kim Krause**



## Appendix A: Identification of COVID-19 Hazards

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

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

**Person conducting the evaluation: Ross Brandon**

**Date: 2/01/2021**

**Name(s) of employee and authorized employee representative that participated: Ross Brandon**

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
Interactions in common areas like copy area, break areas, and hallways.	At All Times	Spreading of COVID-19 from person to person	Social Distance, Face Coverings, Hand Washing, and Hand Sanitizing
Bathrooms	At All Times	Shared surfaces	Wipe faucets and counters after each use. All other areas cleaned nightly by janitorial service, 5x a week.
Kitchens	At All Times	Shared surfaces	Wipe shared surfaces like faucets, microwave, fridge, and water kettle after each use.
While in Cubicles	At All Times	Other employees being within six feet of other employees and not wearing a facial covering	Always maintain six feet from other employees and wear your facial covering so that it covers your nose and mouth.
Copier, postage machine, thermometer, sorter/folder for envelopes	At All Times	Shared surfaces	Wipe shared surfaces after each use.



**Appendix B: COVID-19 Inspections**

**\*TO BE COMPLETED AS NEEDED\***

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

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





<p><b>[add any additional controls your workplace is using]</b></p>			
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## Appendix C: COVID-19 Training Roster

Date: **[enter date]**

Person that conducted the training: **[enter name(s)]**

Employee Name	Signature



## In the Event of Multiple COVID-19 Infections and COVID-19 Outbreaks

**[This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section 3205.1 for details.]**

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

### COVID-19 testing

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

### Exclusion of COVID-19 cases

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

### Investigation of workplace COVID-19 illness

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

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

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

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - 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. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.
  - [describe other applicable controls].

#### **Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.



## **In the Event of a Major COVID-19 Outbreaks**

**[This section will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2 for details.]**

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

### **COVID-19 testing**

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

### **Exclusion of COVID-19 cases**

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

### **Investigation of workplace COVID-19 illnesses**

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

### **COVID-19 hazard correction**

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

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

### **Notifications to the local health department**

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