



COVID-19 Prevention Program & Exposure Protocol

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Policy

This COVID-19 Prevention Program (CPP) has been established in accordance with California Code of Regulations, Title 8, §§ 3205, 3205.1, 3205.2, 3205.3, and 3205.4, applicable local and state health orders, and the City's Injury and Illness Prevention Program. This CPP is designed to control employee exposure to the SARS-CoV-2 virus (also known as COVID-19) that may be present in the workplace.

Exposure to COVID-19 while on the job is a known potential hazard. Therefore, infection control measures have been developed and implemented citywide.

Compliance

Every employee is required to strictly adhere to all the control measures described in this CPP. To ensure compliance with this CPP, the City will:

- Inform employees of these requirements in a readily understandable language;
- Train all employees on the infection control measures, policies, and procedures implemented herein; and
- Enforce the requirements of this CPP through the use of the progressive disciplinary process as appropriate.

Responsibilities

Department Heads

Department Heads are responsible for ensuring each work unit within their Department adheres to the mitigation efforts outlined in this CPP to minimize the spread of COVID-19.

Department Heads shall:

- Ensure that employees within their Department comply with all infection control measures outlined in this CPP;
- Ensure all needed supplies and Personal Protective Equipment (PPE) are available;
- Mandate COVID-19 training for all staff within their Department (as outlined in the training section of this document) and ensure that documentation of completion of COVID-19 training is maintained by the Department; and
- Ensure that Supervisors and Managers within their Departments evaluate worksites for potential COVID-19 exposure for all persons who may enter Department facilities, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors.

Supervisors and Managers

Supervisors and Managers are responsible for enforcing the provisions outlined in this CPP to minimize the spread of the virus.

Supervisors and Managers shall:

- Evaluate the workplace for potential COVID-19 exposure for all persons who may enter the facilities they oversee, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors.
- Ensure that the staff under their direction and supervision comply with all the infection control measures outlined in this CPP;
- Adhere to the City's COVID-19 Cleaning and Disinfection Plan after receiving notification that a COVID-19 positive case was present in the workplace;
- Provide all needed supplies and PPE to staff under their direction and supervision;
- Answer employee questions and set a good example by following the guidance in this CPP;
- Provide COVID-19 training to all staff (as outlined in the training section of this document) and document completion of the training for all employees under their direction and supervision;
- Report all COVID-19 positive test results to their department's Designated Department Response Coordinator (DDRC) within one (1) business day of knowledge of the positive COVID-19 test result or diagnosis and investigate any potential workplace exposure; and
- Provide notice to all employees with close contact or who were at the worksite at the same time as any COVID-19 positive case within one (1) business day of knowledge of the positive COVID-19 test result or diagnosis.

Designated Department Response Coordinator (DDRC)

- Work with Supervisor(s)/Manager(s) to determine if a close contact occurred.
- Report any employees with COVID symptoms, close contacts, and COVID positive cases to Risk Management
- Follow Exposure Control Plan and complete COVID-19 Employee Exposure Questionnaire and Contact Tracing Form (attached to this document). Send completed questionnaire and tracing form to Risk Management

Employees

Employees must exercise due care in the course of their work to prevent the spread of COVID-19.

Employees shall:

- Complete COVID-19 training;
- Follow the protocols and/or procedures outlined in this CPP and any additional protocols and/or procedures implemented by their work group;
- Ask questions when direction is unclear;
- Report any unsafe conditions to their Supervisor, Manager, and/or DDRC without fear of reprisal;
- Report any off-duty confirmed close contact to their Supervisor, Manager, and/or DDRC without fear of reprisal;

- Report any COVID-19 symptoms to their Supervisor, Manager, and/or DDRC without fear of reprisal; and
- Report any COVID-19 positive test results to their Supervisor, Manager, and/or DDRC without fear of reprisal.

Human Resources

Human Resources shall:

- Evaluate and consider all COVID-19 related accommodation requests; and
- Guide and direct employees about COVID-19 related leave or benefit questions.

Risk Management

Risk Management shall:

- Review applicable health orders, safety orders, and general and industry-specific guidance related to COVID-19 hazards and prevention, and update this CPP when necessary;
- Evaluate existing COVID-19 prevention controls throughout the City and recommend different or additional controls as needed; and
- Conduct periodic inspections 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.

COVID-19 Hazard Assessment

Workplace specific infection control measures have been developed and implemented in response to identified potential COVID-19 exposure hazards found in each workplace, and to address the different hazard levels present. Each work group is responsible for re-assessing and updating their workplace specific infection control measures as needed to ensure that staff are working in the safest environments possible.

Reporting COVID-19 Workplace Hazards

An employee may report COVID-19 workplace hazards to their Supervisor, Manager, DDRC, Department Head, or by calling the Risk Management Office: (831) 420-5073. The City encourages employees to report unsafe working conditions without fear of reprisal.

Correction of COVID-19 Hazards

The City must document and correct unsafe or unhealthy working conditions. Supervisors and Managers shall:

- Collect and maintain reports of unsafe or unhealthy working conditions; and
- Implement measures to correct the unsafe or unhealthy working condition as soon as practical.

Reasonable Accommodation

An employee with a medical condition that may put them at increased risk of severe COVID-19 illness may request a reasonable accommodation under this policy. For more information about

requesting a reasonable accommodation, please contact Human Resources: 831-420-5040.

Employees Are Required to Self-Screen for COVID-19 At Home

All employees, regardless of their vaccination status, shall self-screen for COVID-19 at home before starting their work shift, including taking their temperature and/or checking for COVID-19 symptoms using [CDC guidelines](#). “COVID-19 symptoms” means a cough, fever of 100.4 degrees Fahrenheit or higher, chills, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, or new loss of taste and/or smell, congestion or runny nose, nausea or vomiting, and diarrhea. **This list does not include all possible symptoms.** Symptoms may change with new COVID-19 variants and can vary by person. CDC will continue to update their list as they learn more about COVID-19.

Employees Are Required to Report COVID-19 Symptoms

Onset of COVID-19 Symptoms Prior to the Start of a Work Shift

An employee shall quarantine and not report for work when they experience symptoms that may suggest COVID-19 (i.e., cough, fever of 100.4 degrees Fahrenheit or higher, chills, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, or new loss of taste and/or smell, congestion or runny nose, nausea or vomiting, and diarrhea).

The employee shall immediately contact their Supervisor or Manager about the presence of their symptoms, without fear of reprisal.

If an employee has COVID-19 like symptoms, the employee must test before reporting to work and must show proof of negative test to their Supervisor or Manager.

An employee must meet the criteria outlined in the “Return to Work” section of this document before returning to the workplace after reporting COVID-19 symptoms.

Onset of COVID-19 Symptoms While On the Job

An employee shall immediately notify their Supervisor or Manager when they begin to experience COVID-19 symptoms or start to feel ill during a work shift without fear of reprisal.

The employee shall immediately test and show proof of negative test to their Supervisor or Manager. If the employee is not able or unwilling to test they must immediately leave the workplace and quarantine after the onset of COVID-19 symptoms (i.e., a cough, fever, chills, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, or new loss of taste and/or smell, congestion or runny nose, nausea or vomiting, and diarrhea). Employee should quarantine until they are able to test or be cleared by a doctor.

An employee must meet the criteria outlined in the “Return to Work” section of this document before returning to the workplace after reporting COVID-19 symptoms.

Close Contact and Infectious Period Defined

The California Department of Public Health defines **close contact** as follows:

1. In indoor spaces of 400,000 or fewer cubic feet per floor (such as homes, clinic waiting rooms, airplanes, etc.), close contact is defined as sharing the same indoor airspace for a cumulative total of 15 minutes or more over a 24-hour period (for example, three

individual 5-minute exposures for a total of 15 minutes) during an infected person's (confirmed by COVID-19 test or [clinical diagnosis](#)) infectious period.

2. In large indoor spaces greater than 400,000 cubic feet per floor (such as open-floor-plan offices, warehouses, large retail stores, manufacturing, or food processing facilities), close contact is defined as being within 6 feet of the infected person for a cumulative total of 15 minutes or more over a 24-hour period during the infected person's infectious period.

Spaces that are separated by floor-to-ceiling walls (e.g., offices, suites, rooms, waiting areas, bathrooms, or break or eating areas that are separated by floor-to-ceiling walls) are considered distinct indoor airspaces.

EXCEPTION: An employee who wears a NIOSH approved respirator (N95 or greater protection) whenever they are sharing the same indoor airspace with a confirmed or suspected COVID-19 case is not considered to have been in close contact.

For COVID-19 positive cases who develop COVID-19 symptoms, the **infectious period** is calculated from two days before they first develop symptoms until all of the following are true: (1) it has been 10 days since symptoms first appeared; (2) 24 hours have passed with no fever, without the use of fever-reducing medications; and (3) symptoms have improved.

For COVID-19 cases who do not develop COVID-19 symptoms, the **infectious period** is defined as the two days before and 10 days after the specimen for their first positive test for COVID-19 was collected.

Reporting and Investigation Requirements

Employee Reporting Requirements

An employee shall inform their Supervisor, Manager, or DDRC that they have tested positive for COVID-19 within one (1) business day of receiving a positive COVID-19 test result, without fear of reprisal.

Supervisor or Manager Reporting, Investigation, and Notice Requirements

Supervisors or Managers shall report a COVID-19 positive test result to their Department's DDRC within one (1) business day of their knowledge of the positive COVID-19 test result or diagnosis and investigate the any potential workplace exposure.

Supervisors or Managers shall give written notice to all employees who were at the worksite at the same time as any COVID-19 positive case during the infectious period, in a form readily understandable by employees, that people at the worksite may have been exposed to COVID-19. Notices must be written in a way that do not reveal any personal identifying information of any COVID-19 positive case, and in the manner Supervisors or Managers normally use to communicate employment-related information. Written notices may include, but are not limited to, personal service, email, or text message if they can reasonably be anticipated to be received by employees within one (1) business day of sending. Notices must include the City's COVID-19 Cleaning and Disinfection Plan. Notices must also be sent to independent contractors and other employers who were at the worksite(s) at the same time as COVID-19 cases during their high-risk exposure period.

If a Supervisor or Manager should reasonably know that an employee has not received their notice, or has limited literacy in the language used in the notice, a Supervisor or Manager must provide verbal notice, as soon as practicable, in a language understandable by the employee.

Within one (1) business day of the time a Supervisor or Manager is made aware of a COVID-19 positive case, the Supervisor or Manager shall notify the exclusive representative of employees (i.e. labor units/union representatives) and the employers of subcontracted employees who were at the worksite at the same time as the COVID-19 positive case during the infectious period. The Supervisor or Manager must also include the HR Director, the Department Head, and Risk Manager when notifying employees and their exclusive representative.

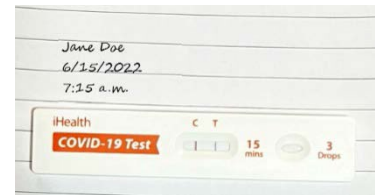
Contact Risk Management for an email notice template.

Risk Management Reporting Requirements

Risk Management shall track all City employee COVID-19 positive cases and determine whether COVID-19 outbreaks need to be reported to the Santa Cruz County Department of Public Health. If outbreaks need to be reported to the local health department they can be reported by calling: (831) 454-4242. An “outbreak” is when three (3) or more COVID-19 positive cases develop in any one (1) work area within a 7 day time period. For additional information, see the multiple and major COVID-19 outbreaks section of this document.

COVID-19 Testing

An over-the-counter (OTC) COVID-19 test may be both self-administered and self-read by an employee. The employee must provide their Supervisor or Manager a digital photo of their test result, pictured in the same frame as a piece of paper with the employee’s name, test date and the time handwritten on it.



The City provides COVID-19 testing at no cost to an employee when there is a confirmed workplace close contact with a COVID-19 positive case during their infectious period or when an employee’s symptoms are presumed to have resulted from events occurring while on the job.

For testing locations visit the County of Santa Cruz Health Services Agency website.

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

Alternatively, if an employee would prefer to use an OTC COVID-19 test following a confirmed workplace close contact, Human Resources will provide the employee with a free OTC COVID-19 test kit upon request. Please contact your Supervisor, Manager, or DDRC to arrange for pick up.

Return to Work: For employees who are confirmed to have covid-19 or had close contact with someone who is covid-19 positive

Recommendations for people who test positive

1. **Stay home if you have COVID-19 symptoms**, until you have not had a fever for 24 hours without using fever reducing medication AND other [COVID-19 symptoms](#) are mild and improving.
 - o If you do not have symptoms, you should follow the recommendations below to reduce exposure to others.
2. **Mask** when you are around other people indoors for the 10 days* after you become sick or test positive (if no symptoms). You may remove your mask sooner than 10 days if you have two sequential negative tests at least one day apart. Day 0 is symptom onset date or positive test date.
3. **Avoid contact with people at [higher-risk](#) for severe COVID-19 for 10 days***. Higher-risk individuals include the elderly, those who live in congregate care facilities, those who have immunocompromising conditions, and that put them at higher risk for serious illness.
4. **[Seek Treatment](#)**. If you have symptoms, particularly if you are at [higher risk for severe COVID-19](#), speak with a healthcare provider as soon as you test positive. You may be eligible for [antiviral medicines](#) or other treatments for COVID-19. COVID-19 antiviral medicines work best if taken as soon as possible, and within 5-7 days from when symptoms start.

*The potential infectious period is 2 days before the date of symptoms began or the positive test date (if no symptoms) through Day 10. (Day 0 is the symptom onset date or positive test date).

Recommendation for close contacts of cases

- **If you have [new COVID-19 symptoms](#)**, you should [test](#) and mask right away.
- **If you do not have symptoms**, and are at [higher risk](#) of severe COVID-19 infection and would benefit from treatment, you should test within 5 days.
- **If you do not have symptoms** and have contact with people who are at higher risk for severe infection, you should mask indoors when around such people for 10 days. Consider testing within 5 days after the last exposure date (Day 0) and before contact with higher-risk people. For further details, see [CDPH COVID-19 testing guidance](#).

Returning to Work After an Order by Health Official

When an order to isolate or quarantine is issued by a local or state health official, the employee subject to the order must not return to work until the period of isolation or quarantine is completed or the order is lifted even if the order exceeds the specified return to work requirements in the ETS or CDPH recommendation.

Disputes Related to Returning to Work

An employee may challenge the above return to work criteria by providing a written medical report from a qualified medical physician. The Risk Manager, in consultation with the Human Resources Director, must evaluate and consider, among other things, the area of expertise of the medical professional, the information provided by the physician, and whether the information provided is consistent with the City's policy and procedure. The Risk Manager may consider obtaining an independent medical opinion, at the City's expense, before completing the assessment. The Risk Manager must notify the employee in writing about the final determination about their return to the workplace date. The Risk Manager, in consultation with the Human Resources Director, must be the final decision on which of the medical opinions to follow.

Engineering/Administrative Controls, Face Coverings, and Personal Protective Equipment

Physical Distancing

Social distancing is encouraged when feasible.

Sharing workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools and equipment) should be avoided. If workspaces and work items must be shared, they will be cleaned before and after use.

Face Coverings

When there is either a Santa Cruz County Public Health or CDPH temporary face covering order in place, the City will enforce the most stringent face covering requirements.

Per [CDPH](#), employees shall wear face coverings when their job duties require them to enter an emergency shelter, cooling and heating centers, healthcare settings, correctional facilities and detention centers, homeless shelters, long term care settings, and adult and senior care facilities.

In all other indoor settings, face coverings are strongly recommended, but not required, unless a work group or facility is experiencing an outbreak. During an outbreak, face coverings are required for all employees working within the exposed group (both indoors and outdoors), until the outbreak has resolved.

Employees may request face coverings from their Department at no cost and may wear them while working without fear of retaliation.

The City shall not prevent an employee from wearing a face covering in the workplace, unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Hand Hygiene

After evaluating existing handwashing facilities and determining the need for any additional handwashing facilities, the City implemented the following universal hand hygiene protocols to protect employees and the public:

- Encourage employees to wash their hands and provide training on effective handwashing methods;
- Encourage and allow time for employee handwashing; and
- Provide employees and the public with effective hand sanitizer.

Cleaning and Disinfection Plan

Each City work group implemented cleaning and disinfecting procedures to minimize exposures to COVID-19.

Supervisors and Managers designated staff person(s) to clean frequently touched surfaces, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, etc., as needed throughout the day, but not less than once per day.

Each employee must keep their personal work spaces clean. Other actions taken by the City to clean and disinfect include:

- Placing hand sanitizing stations in selected high traffic locations and at all counters open to the public.
- Using disinfectants that are EPA approved for use against the virus that causes COVID-19.
- Following the manufacturer's instructions for all cleaning and disinfection products (i.e., safety requirements, PPE, concentration, contact time).
- Ensuring there are adequate supplies to support regular, thorough cleaning and disinfection practices.

PPE

Every work group within the City has evaluated and identified the need for PPE to prevent close contact to COVID-19 hazards, such as gloves, goggles, gowns, respirators, and face shields, and has provided such PPE to employees as needed.

Respirators for Voluntary Use

Upon employee request, the City must provide respirators for voluntary use.

Requests for respirators for voluntary use should be made by an employee to their direct Supervisor or Manager. Whenever a Supervisor or Manager makes respirators for voluntary use available, the Supervisor or Manager must encourage their use and must ensure that the employee is provided with a respirator of the correct size.

The City must provide and ensure the use of respirators by affected employees in compliance with California Code of Regulations, Title 8, § 5144 when deemed necessary by the Division of Occupational Safety and Health through the Issuance of an Order to Take Special Action, in accordance with California Code of Regulations, Title 8, § 332.3.

Supervisors and Managers must provide and ensure the use of eye protection and respiratory protection in compliance with California Code of Regulations, Title 8, § 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Ventilation Systems in City Facilities

For City buildings with mechanical, natural ventilation, or both, the City must maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

Procedures for Multiple and Major COVID-19 Outbreaks

As previously noted, in the event that three (3) or more laboratory-confirmed or clinically diagnosed COVID-19 positive cases develop in any one (1) work area within a 7 day time period, Risk Management will determine if the outbreak needs to be reported to the Santa Cruz County Public Health Department. Risk Management will also ensure that the work group complies with the provisions outlined in California Code of Regulations, Title 8, § 3205.01, including, but not limited to employee testing requirements, additional PPE provisions, investigation, review, and hazard correction.

In the event of a major COVID-19 outbreak within a work area (with “major” being defined as 20 or more laboratory-confirmed or clinically diagnosed COVID-19 positive cases develop in any one (1) work area within a 14 day time period), Risk Management will ensure that the work group complies with the provisions of California Code of Regulations, Title 8, §§ 3205.01 and 3205.02, including, but not limited to employee testing requirements, additional PPE provisions, investigation, review, and hazard correction.

Training

City employees shall complete COVID-19 training and instruction, covering the following information:

- The City’s COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.
- The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; 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 that an infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19, but are most effective when used in combination.
- The conditions under which face coverings must be worn in the workplace and that

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.

- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.
- The City's policies for providing respirators, and the right of employees who are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation and at no cost.
- Whenever respirators are provided for voluntary use:
 - How to properly wear the respirator provided;
 - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with a seal.
- 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.
- COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.
- How to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

Recordkeeping and Access

The City will:

- Report information about COVID-19 positive cases at the City to the local health department whenever required by law. The reported data will contain any specific information requested by the local health department.
- Report immediately to Cal-OSHA any COVID-19-related serious illnesses or death of an employee occurring at a City workplace or in connection with any employment, as defined under CCR Title 8 section 330(h).
- Maintain records about the implementation of this written CPP in accordance with CCR Title 8 section 3203(b).
- Make this written CPP available at the workplace to an employee, authorized employee representative, and to any representative of Cal-OSHA upon request. A digital copy of this CPP is available on the City's website at:

<https://www.cityofsantacruz.com/government/city-departments/human-resources/covid-19-information-for-city-of-santa-cruz-employees>

References

CDPH Guidance for Local Health Jurisdictions on Isolation and Quarantine of the General Public

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx>

County of Santa Cruz Health Services Agency COVID-19 Resources

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

CAL/OSHA COVID-19 Non-Emergency Regulations Frequently Asked Questions

<https://www.dir.ca.gov/DOSH/Coronavirus/Covid-19-NE-Reg-FAQs.html>

CDC Covid-19 Resources

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

City of Santa Cruz COVID Prevention Program and Exposure Protocol

<https://www.cityofsantacruz.com/government/city-departments/human-resources/covid-19-information-for-city-of-santa-cruz-employees>

DESIGNATED DEPARTMENT RESPONSE COORDINATORS:

DEPARTMENT	NAME	PHONE NUMBER
CITY MANAGER/CITY CLERK	Ross Brandon	510-225-5643
PLANNING	Viviane Nguyen	408-655-3047
PUBLIC WORKS	Christina Alberti	831-420-5162
PARKS AND RECREATION	Daniel (DC) Lawson-Thomas	831-420-5267
POLICE	Lt. Carter Jones	831-212-4079
FIRE	Battalion Chief Danny Kline	831-419-2858
FINANCE	Ross Brandon	510-225-5643
IT	Ross Brandon	510-225-5643
HUMAN RESOURCES	Sara DeLeon	530-301-0846
ECONOMIC DEVELOPMENT	Ross Brandon	510-225-5643
LIBRARY	Eric Howard	415-971-1680
WATER	Chris Coburn	831-359-6295
DEPARTMENT LIAISON/BACKUP		
DEPARTMENT LIAISON/BACKUP	NAME	PHONE NUMBER
CITY MANAGER/CITY CLERK	Bonnie Bush	420-5035
PLANNING	Eric Marlatt	420-5115
PUBLIC WORKS		
PARKING LIAISON	Jessica Hulse	420-5381
WASTEWATER LIAISON	Rome Norman - Collections David Meyers - Treatment Operations Akin Babatola - Lab and EC	420-6036 420-6293 420-6045
REFUSE LIAISON	Paul Soderstrom Jesus Herrera	420-5543 420-5558
PARKS AND RECREATION		
POLICE	Deputy Chief Jon Bush	831-212-4848
IT	Ken Morgan	420-5095
HUMAN RESOURCES	Ross Brandon	510-225-5643
ECONOMIC DEVELOPMENT	Jennifer Shelton	420-5155
LIBRARY	Kira Henifin	427-7707 X7608
WATER	Katy Fitzgerald	420-5206

City of Santa Cruz EMPLOYEE COVID-19 QUESTIONNAIRE

POLICY

In the event of a reported COVID-19 Employee Case or Exposure, the survey below is to be asked of the employee when they report to their supervisor that they have tested positive for COVID-19 or may have been exposed to someone with COVID-19. Upon completion of the questionnaire, return to Risk Management. It is the Designated Department Response Coordinator's responsibility to notify the employees listed below of the potential exposure and provide them with the "Notice of Potential Exposure" letter.

INSTRUCTIONS:

Ensure the employee that their name will be kept confidential. The City will not release their name to other employees unless they are confirmed to have COVID-19.

Exposed Employee Name: _____

Date of Potential Exposure: _____

Name of Individual Completing Questionnaire: _____

Date and Time Completed: _____

1. Where did the Exposure to a COVID-19 positive individual occur?

WORK		HOME		COMMUNITY	
------	--	------	--	-----------	--

2. When was your last day at work/on job site?

3. Where is your work location? List all potential sites visited.

4. Do you drive a City Vehicle? Vehicle# _____

YES		NO	
-----	--	----	--

5. Were you wearing your PPE or practicing social distancing protocols while at work?

YES		NO	
-----	--	----	--

6. List the names of the employees you came in contact with while at work.

7. Has the Employee been Vaccinated:

YES		NO	
-----	--	----	--
8. Was COVID-19 test offered: _____
9. Date that the COVID-19 test was taken: _____
- a. COVID-19 test result: _____
10. Date the employee first had COVID-19 symptoms: _____
11. Was Notice given (within one business day, in a way that does not reveal any personal identifying information of the employee) of the potential COVID-19 exposure to: _____
12. List all employees who had COVID-19 exposure and their authorized representatives:
- _____
- _____
- _____
- _____
- _____
- _____
13. List all independent contractors that were present at the workplace during the high-risk exposure period:
- _____
- _____
- _____
14. What were the workplace conditions that could have contributed to the risk of COVID-19 exposure: _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
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15. Based on this incident what could be done to reduce exposure to COVID-19 in the future:
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