



COVID-19 PREVENTION PROGRAM (CPP)



Prepared by
Business Services Section

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COVID-19 Prevention Program (CPP)

The Department of Rehabilitation (DOR) COVID-19 Prevention Program (CPP) is designed to control exposures to the SARS-CoV-2 (COVID-19) virus that may occur in our workplace.

Cal/OSHA COVID-19 Guidance and Resource materials are available at <https://www.dir.ca.gov/dosh/coronavirus/>

Authority and Responsibility

The DOR Deputy Director of Administrative Services 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 all employees of DOR receive answers to questions about the program in a language they understand.

All DOR 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

Inspections for potential COVID-19 Hazards are to be conducted in each DOR office:

- The Manager for each DOR office will initially conduct a workplace-specific evaluation using the [Attachment A: Identification of COVID-19 Hazards](#) form to identify any existing COVID-19 Hazards which need to be addressed.
- Additionally, the manager is responsible for conducting weekly, or more frequently if needed, COVID-19 inspections using the [Attachment 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. The manager may delegate the weekly COVID-19 inspections to the Health and Safety Coordinator or a designee; however, the manager will continue to participate in the evaluation and correction of potential COVID-19 hazards.
- COVID-19 Hazards include employees' potential workplace exposures to all persons at, or who may enter, our workplace.

- To assist in conducting thorough COVID-19 Inspections, the DOR office manager and Health and Safety Coordinator, and/or appointed designee(s), should 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.

Employee Participation

Aside from the weekly COVID-19 Inspections, DOR employees are encouraged to also participate in the identification, evaluation, and correction of COVID-19 hazards. DOR employees are encouraged to report any potential COVID-19 hazards to their manager. Managers and employees will work together to evaluate the potential hazards and participate in the correction of potential hazards that may exist within the workspace, as well as those that may develop because of work activities.

Self-Screening

DOR employees have been made aware of the importance of self-screening and that individuals with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness, and that symptoms may appear 2 to 14 days after exposure to the virus.

DOR employees and other workers shall follow the steps of self-screening in accordance with the [California Department of Public Health's \(CDPH\) guidelines](#), prior to coming to work to help curb the spread of COVID-19 and:

- Avoid entering state facilities or other public spaces and contact their supervisor if they have been diagnosed with COVID 19, or have a fever or symptoms of COVID-19 (such as fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, body or muscle aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea).
- If symptomatic, individuals should consult with their healthcare provider to determine if they need to be tested for COVID-19 or require other medical intervention and follow CDPH guideline for returning to work.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the [Attachment B: COVID-19 Inspections](#) form, and

corrected in a timely manner based on the severity of the hazards, as follows:

Easily correctable hazards, such as the need for signage, refilling of sanitizing solution, and small changes to work practices or procedures, should be addressed immediately.

For moderate correctable hazards, such as reordering of Personal Protective Equipment (PPE's) when stock is low, removal of chairs to limit the number of room occupants, and requests for additional janitorial or cleaning service, correction should be initiated immediately. Potentially impacted employees and visitors should be informed when the hazard(s) is identified and upon resolution. Area(s) may need to be cordoned off until hazard is corrected. Correction of hazard should be accomplished as soon as feasible.

Large correctable hazards, such as a confirmed COVID-19 exposure, correction should follow the same guidelines for moderate correctable hazards, including informing employee and visitor and cordoning off impacted areas, if appropriate. In addition, the increased use telework, or temporary office closure may also be employed to maintain safety, until hazard has been resolved. For facility related large or high-risk hazards, office leadership should contact the DOR Business Services Section (bssfacs@dor.ca.gov or 916-558-5500) for assistance or guidance.

Control of COVID-19 Hazards

Physical Distancing

Where possible, DOR employees are directed to maintain six (6) feet of physical distancing at all times in our workplace, as well as following these additional guidelines:

- Avoid congregating in common areas and high-traffic areas.
- Avoid shaking hands or engaging in unnecessary physical contact.
- Use signage and/or reduce the number of available chairs to limit the number of people who can use a room, to maintain physical distancing.
- Utilize increased availability of telework and conduct meetings through available technology (teleconference, MS Teams, Zoom, etc.) as a method to physical distancing.
- Follow additional [California Department of Public Health's guidance](#) regarding physical distancing and other way to stay safe in the workplace.

Facial Coverings

The DOR provides cloth and/or disposable face coverings for all DOR employees and disposable face coverings are available at DOR Offices for visitors. Follow CDPH [guidance](#) for proper use and care of face coverings and refer to [“Updated Guidance for the Use of Face Coverings”](#) DORALL (dated November 25, 2020) for the DOR’s policy for handling situations involving employees who may be exempt from wearing a face covering.

Cleaning and Disinfecting

All DOR offices and business areas have been approved to purchase non-methanol hand sanitizing solutions, disinfecting wipes and personal use cleaning products for daily needs.

- Disinfecting wipes and either paper towels or tissues are available in all meeting rooms. Before and after using a meeting room, employees should use the available disinfecting wipes to clean table surfaces, telephones, chair arms, etc. Employees should factor cleaning time into meeting room reservations.
- DOR employees should clean their personal workspaces frequently. All frequently touched surfaces and office tools should be disinfected, including keyboards, mice, computer docking stations, telephones, staplers, writing instruments, storage cabinets, chair arms, etc.

The Department of General Services, private lessors and/or private cleaning vendors perform daily cleaning in DOR Offices. This includes building common areas (such as lobbies, elevators, stairways, corridors, restrooms, etc.) and normal cleaning within the DOR suite. Due to COVID-19 and guidance provided from Cal/OSHA and the Centers for Disease Control and Prevention (CDC), daily cleaning has been escalated to include greater frequency on high touch areas and communications have been released which identify cleaning and disinfecting products that are effective against the coronavirus (SARS-CoV-2), the virus that causes COVID-19. If there are any questions or concerns regarding the daily custodial cleaning practices at your workplace, your supervisor can contact the property manager or cleaning vendor. Your supervisor can also contact the DOR Business Services Section (bssfacs@dor.ca.gov or 916-558-5500) for assistance.

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

- Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must 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. All State vehicles will be equipped with proper sanitizing materials. The number of passengers should also be limited to the extent possible and face coverings should always be worn when a vehicle has more than one occupant.
- Personal protective equipment (PPE) must not be shared, e.g., gloves, goggles, and face shields.

Investigating and Responding to COVID-19 Cases

When a positive COVID-19 test result for a DOR employee (a COVID-19 Case) is reported, [Attachment C: Investigating COVID-19 Cases](#) form, will be utilized by the office manager to collect relevant information used to assess the risk of potential COVID-19 exposure and to determine the appropriate action to be taken. The Attachment C: Investigating COVID-19 Cases form contains personnel and medical information that is confidential and must be maintained in a secure manner. The information is collected in accordance with DOR's COVID-19 Prevention Program and California Code of Regulations, title 8, section 3205 and may only be disclosed to authorized personnel.

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.

- Any DOR employee can report to their manager/supervisor, without fear of reprisal:
 - If they are exhibiting symptoms of COVID-19.
 - If they live with someone who has tested positive for COVID-19.
 - If they have tested positive for COVID-19 themselves.
 - If they have had close contact (less than six (6) feet for at least 15 minutes) with someone who has tested positive for COVID-19.
 - If they identify any possible COVID-19 hazards at the workplace.

- If DOR employees at higher risk for serious illness from COVID-19 because of age or health condition, can take precautions to reduce risk of getting sick, including discussing options for telework and flexible work schedules with their supervisors.

COVID-19 Testing

DOR employees can obtain no-cost COVID-19 testing during working hours if “potentially exposed” to COVID-19. Additionally, testing during normal working hours will also be available to all employees in an “exposed workplace” when there are three or more COVID-19 cases in a 14-day period. An “exposed workplace” is not the entire building or department, but the area of the building where the COVID-19 cases were present.

No-cost COVID-19 testing may be available through an employee’s local health department, a health plan, or at a [community testing center](#). To obtain testing through a state funded community testing site, state employees must follow the location specific directions for setting up an appointment, which are available online or via phone registration when internet is not available. If an employee tests with their personal health care provider, as a condition of employment, the state entity will reimburse any out-of-pocket costs incurred by the employee through a Travel Expense Claim (TEC). Testing may be completed during work time.

State employees may receive COVID-19 testing with no out-of-pocket costs from their health plans. Health plans must cover the cost of COVID-19 testing for symptomatic members, or those with known or suspected exposure, at no cost to the member. For asymptomatic members, who are essential workers, pursuant to guidance issued by the Department of Managed Health Care, health plans must cover the cost of COVID-19 tests if the employees are likely to interact with the public or with people who have been exposed to COVID-19 during the course of the site visit. Asymptomatic enrollees may be subject to cost-sharing for COVID-19 testing and must first attempt to obtain a testing appointment from an in-network provider.

See below for the different scopes of potential COVID-19 exposure and COVID-19 testing requirements for each:

- A “**potentially exposed employee**” is one who was within six (6) feet of a “COVID-19 case” (someone who tested positive for COVID-19) for a cumulative total of 15 minutes within any 24 hour period of the case’s “high risk exposure period”. The high risk exposure period is for COVID-

19 cases who develop symptoms, from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved. For persons who test positive but never develop COVID-19 symptoms, from two days before until ten days after the specimen for their first positive test for COVID-19 was collected. In a non-outbreak setting, all potentially exposed employees can obtain no-cost COVID-19 testing during normal working hours.

- An “**outbreak setting**” is one in which there are three or more COVID-19 cases in an “exposed workplace” (accessed by COVID-19 case during their high risk exposure period) within a 14-day period or identified as an outbreak by a local health department. All employees in the workplace can initially obtain no-cost COVID-19 testing during normal working hours, and normal working hours’ can be utilized for an additional test one week following. Testing during normal work hours will be available weekly, thereafter, until workplace is no longer considered an “outbreak setting”.
- In a “**major outbreak setting**”, 20 or more COVID-19 cases in an “exposed workplace” within a 30-day period, no-cost COVID-19 testing during normal working hours will be available to all employees in the exposed workplace at least twice weekly, until there are no new cases detected for a 14-day period.

An “**exposed workplace**” is a work location, working area, or common area used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace includes only the areas of the building where the COVID-19 cases were present during the “high-risk exposure period.” When determining which areas constitute a single “exposed workplace” for purposes of enforcing testing requirements, Cal/OSHA does not expect employers to treat areas where masked workers momentarily pass through the same space without interacting or congregating as an “exposed workplace,” so they may focus on locations where transmission is more likely.

Training and Instruction

DOR will provide effective training and instruction that includes:

- Cal/OSHA COVID-19 training is available through the [Learning Management System \(LMS\)](#) to educate employees on how the COVID-19 virus is spread and preventative measures on how to prevent the potential spread of the COVID-19 virus.

- As new guidance is received by CDPH or CalHR outlining the hazards, safeguards, and COVID-19 preventative procedures, information will be communicated to all DOR employees.
- Information on benefits for workers impacted by COVID-19 is available by visiting the [Labor and Workforce Development Agency website](#).

Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Ensuring that employees with COVID-19 exposure do not return to the workplace for 14 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 demonstrated that the COVID-19 exposure is work related.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is the DOR's policy to report and maintain records in the following areas:

- 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 California Code of Regulations 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 California Code of Regulations 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.
- Managers will use the [Attachment C: Investigating COVID-19 Cases](#) form, 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 the office 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 14 days from the time the order to quarantine was effective.

Management representative formally approving the departments COVID-19 Protection Program:

Name: Armel Biscocho, Deputy Director Administrative Services Division

Date: December 31, 2020