



*City of*

**LEMOORE**  
CALIFORNIA

**COVID-19**  
**Prevention Program**

City of Lemoore HR  
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## I. **PURPOSE**

The purpose of the City of Lemoore's COVID-19 Prevention Program ("CPP") is to provide employees with 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 Lemoore from complying with federal, state, or local laws or guidance that recommends or requires measures that are more prescriptive and/or restrictive than are provided herein.

## II. **SCOPE**

This CPP applies to all City of Lemoore employees except for City of Lemoore employees who are teleworking.

## III. **DEFINITIONS**

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

**"COVID-19"** means coronavirus disease, an infectious disease caused by the 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; or
- 3) 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. A person is no longer a "COVID-19 case" when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or title 17, California Code of Regulations to CDPH or the local health department.

**"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.**

**"COVID-19 hazard"** means exposure to 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, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. 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.
- 12) Trouble breathing\*
- 13) Persistent pain or pressure in the chest\*
- 14) New confusion\*
- 15) Inability to wake or stay awake\*
- 16) Bluish lips or face\*

\*Identified as serious symptoms, emergency medical care should be sought immediately.

“COVID-19 test” means a viral test for SARS-CoV-2 that is both: (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

“Exposed workplace” means any work location, working area, or common area at work 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 does not include buildings or facilities not entered by a COVID-19 case. Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the “worksite” of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).

“Face covering” means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

“High-risk exposure period” means the following time period:

- 1) For persons who develop COVID-19 symptoms: from two (2) days before they first develop symptoms until ten (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; or
- 2) For persons who test positive who never develop COVID-19 symptoms: from two (2) days before until ten (10) days after the specimen for their first positive test for COVID-19 was collected.

## **IV. PROGRAM**

### **A. SYSTEM FOR COMMUNICATING WITH CITY OF LEMOORE EMPLOYEES**

1) Reporting COVID-19 Symptoms, Possible COVID-19 Close Contact Exposures, and Possible COVID-19 Hazards at City of Lemoore Worksites and Facilities

City of Lemoore policy requires that City of Lemoore employees immediately report to their manager or supervisor or to the Human Resources office any of the following:

- The employee's presentation of COVID-19 symptoms;
- The employee's possible COVID-19 close contact exposures;
- Possible COVID-19 hazards at City of Lemoore worksites or facilities.

The City of Lemoore shall not discriminate or retaliate against any City of Lemoore 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

City of Lemoore policy 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, placing or potentially placing the employees at increased risk of severe COVID-19 illness.

The CDC identifies specific 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:

- Cancer
- Chronic kidney disease
- COPD (Chronic Obstructive Pulmonary Disease)
- Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 kg/m<sup>2</sup> or higher but < 40 kg/m<sup>2</sup>)
- Severe Obesity (BMI ≥ 40 kg/m<sup>2</sup>)
- Pregnancy
- Sickle cell disease
- Smoking
- 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:

- Asthma (moderate-to-severe)
- Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- Cystic fibrosis
- Hypertension or high blood pressure
- Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- Neurologic conditions, such as dementia
- Liver disease
- Overweight (BMI > 25 kg/m<sup>2</sup>, but < 30 kg/m<sup>2</sup>)
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Thalassemia (a type of blood disorder)
- Type 1 diabetes mellitus

The City of Lemoore Human Resources office will periodically review the following web address in order to acknowledge 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>

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

To request an accommodation, employees may make a request with their manager or supervisor or the Human Resources office.

### 3) COVID-19 Testing

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

Should the City of Lemoore require that City of Lemoore employees be tested, the City of Lemoore shall inform employees for the reason that testing is required.

The City of Lemoore shall also inform City of Lemoore employees of the possible consequences of a positive COVID-19 test, which may include, but is not limited to, a requirement that employees not report to City of Lemoore worksites during the high-risk exposure period and the requirements for satisfying the minimum criteria to return to work.

Where the City of Lemoore requires testing, the City of Lemoore Human Resources office has adopted a process that ensures the confidentiality of



employees and complies with the Confidentiality of Medical Information Act (“CMIA”). Specifically, the City of Lemoore shall 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 Lemoore Human Resources office shall notify City of Lemoore employees and subcontracted employees of any potential COVID-19 exposure at a City of Lemoore worksite or facility where a COVID-19 case and City of Lemoore employees were present on the same day. The City of Lemoore Human Resources office will notify employees of such potential exposures within one (1) business day, in a manner that does not reveal any personal identifying information of the COVID-19 case.

The City of Lemoore shall also notify employees of any cleaning and disinfecting measures that the City of Lemoore has undertaken in order to confirm the health and safety of the City of Lemoore worksite or facility where the potential exposure occurred.

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

1) Screening City of Lemoore Employees for COVID-19 Symptoms

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

City of Lemoore has established a process in which employees will be screened for COVID-19 symptoms by checking their temperatures prior to entering City of Lemoore worksites and facilities or at the start of their work day.

2) Responding to Lemoore Employees with COVID-19 Symptoms

Should a City of Lemoore employee present COVID-19 symptoms during an administered screening or a self-screen, the City of Lemoore will instruct the employee to 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 to return to work.

The City of Lemoore Human Resources office shall advise employees of any leaves to which they may be entitled to during this self-quarantine period. Further, the City of Lemoore Human Resources office has adopted a process that ensures the confidentiality of employees and complies with the CMIA, and will not disclose to other employees the fact that the employees presented COVID-19 symptoms.

3) City of Lemoore’s Response to COVID-19 Cases

In the event that City of Lemoore employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, the City of Lemoore

shall 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 Lemoore Human Resources office shall advise employees of any leaves to which they may be entitled to during this self-isolation period.

The City of Lemoore shall 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:

- The local health department;
- Cal/OSHA;
- Employees who were present at a City of Lemoore worksite or facility when the COVID-19 case was present;
- The employers of subcontracted employees who were present at the City of Lemoore worksite or facility; and
- The City of Lemoore's workers' compensation plan administrator.

If possible, the City of Lemoore Human Resources office 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 Lemoore determines that there were any close contact COVID-19 exposures, the City of Lemoore 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 Lemoore Human Resource office has adopted a process that ensures the confidentiality of employees and complies with the CMIA. Specifically, the City of Lemoore shall 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 Lemoore 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 Lemoore departments conducted a workplace-specific assessment 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 Lemoore departments identified places 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.

As part of this process, the City of Lemoore identified potential workplace exposure to all persons at City of Lemoore worksites and facilities, including employees, employees of other entities, members of the public, customers or clients, and independent contractors. The City of Lemoore considered how employees and other persons enter, leave, and travel through City of Lemoore worksites and facilities, in addition to addressing employees' fixed workspaces or workstations.

5) Maximization of Outdoor Air and Air Filtration

For indoor City of Lemoore worksites and facilities, the City of Lemoore evaluated how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the worksites and facilities' existing ventilation systems.

6) City of Lemoore Compliance with Applicable State and Local Health Orders

The City of Lemoore Human Resources office monitors applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention, including information of general application and information specific to the City's location and operations.

The City of Lemoore 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 Lemoore departments will evaluate existing COVID-19 prevention controls at the workplace and assess whether there is a need for different and/or additional controls.

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).

8) Periodic Inspections

The City of Lemoore departments shall conduct periodic inspections of their 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 of Lemoore's COVID-19 processes and directives.

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

1) Procedure to Investigate COVID-19 Cases

The City of Lemoore Human Resources office has a process for investigating COVID-19 cases in the workplace. As provided below, the procedure provides for the following:

- The verification of COVID-19 case status; Receiving information

- regarding COVID-19 test results;
- Receiving information regarding the presentation of COVID-19 symptoms; and
- Identifying and recording all COVID-19 cases.

## 2) Response to COVID-19 Cases

As provided above at Section IV.B.3., in the event that City of Lemoore employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, the City of Lemoore shall 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 Lemoore Human Resources office will interview the COVID-19 cases in order to ascertain the following information:

- The date on which the employees tested positive, if asymptomatic, or the date on which the employees first presented COVID-19 symptoms, if symptomatic; -
- The COVID-19 cases recent work history, including the day and time they were last present at a City of Lemoore worksite or facility; and
- The nature and circumstances of the COVID-19 cases' contact with other employees during the high-risk exposure period, including whether there were any close contact COVID-19 exposure.

If the City of Lemoore Human Resources office determines that there were any close contact COVID-19 exposures, the Human Resources office 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.

### b) Reporting the Potential Exposure to Other Employees

The City of Lemoore shall 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:

- Employees who were present at a City of Lemoore worksite or facility when the COVID-19 case was present; and
- Subcontracted employees who were present at the City of Lemoore worksite or facility.

### c) Free COVID-19 Testing for Close Contact Exposures

The City of Lemoore shall 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 Lemoore worksite or facility.

d) Leave and Compensation Benefits for Close Contact Exposures

The City of Lemoore Human Resources office shall provide these employees with information regarding COVID-19 related benefits to which the employees may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act (FFCRA), Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the City of Lemoore's leave policies, and leave guaranteed by bargaining group contracts.

The City of Lemoore will continue to provide and will 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 of Lemoore may require that these employees use employer-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

City of Lemoore departments shall 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 Lemoore Human Resources office shall protect the confidentiality of the COVID-19 cases, and shall not disclose to other employees the fact that the employees tested positive for or were diagnosed with COVID-19. The City of Lemoore shall 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 LEMOORE WORKSITES AND FACILITIES**

The City of Lemoore departments shall implement effective processes 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 LEMOORE EMPLOYEES**

### **1) COVID-19 Symptoms**

The City of Lemoore Human Resources office has provided management employees instructions on the COVID-19 symptoms, including advising their employees of the typical symptoms of COVID-19, which include the following:

- Fever of 100.4 degrees Fahrenheit or higher or chills;
- Cough;
- Shortness of breath or difficulty breathing;
- Fatigue;
- Muscle or body aches;
- Headache;
- New loss of taste or smell;
- Sore throat;
- Congestion or runny nose;
- Nausea or vomiting; or
- Diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

The City of Lemoore Human Resources office monitors and adheres to guidance 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 of Lemoore Human Resources office will advise management employees in the event that the CDC makes any changes to its guidance concerning such symptoms so that they may relay the information to their employees.

The City of Lemoore Human Resources office has also provided management employees with information to relay to their employees on the importance of not coming to work if exhibiting COVID-19 symptoms.

2) City of Lemoore's COVID-19 Processes

The City of Lemoore's Human Resources office provides regular updates to management employees to help prevent COVID-19 hazards at City of Lemoore worksites and facilities and to protect City of Lemoore employees.

3) COVID-19 Related Benefits

The City of Lemoore Human Resources office advised City of Lemoore employees of any leaves to which the employees may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the FFCRA, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, any applicable local governmental requirements, the City of Lemoore's own leave policies, and leave guaranteed by bargaining group contracts.

Further, when employees require leave or are directed not to report to work by the City of Lemoore, the Human Resource office will advise the employees of the leaves to which the employees may be entitled for that specific reason.

4) Spread and Transmission of the Virus that Causes COVID-19

The City of Lemoore Human Resources office advised employees 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 City of Lemoore Human Resources office further advised employees of the fact 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.

5) Methods and Importance of Physical Distancing, Face Coverings, and Hand Hygiene

The City of Lemoore Human Resources office advised employees of the methods and importance of physical distancing, face coverings, and hand hygiene, including hand washing.

Specifically, the City of Lemoore provided visual guidelines to post at City facilities instructing employees on 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.

Further, the City of Lemoore instructed employees on the proper use of face coverings.

**F. PHYSICAL DISTANCING**

The City of Lemoore requires that all employees be separated from other persons by at least six (6) feet, except where the department can demonstrate that six (6) feet of separation is not possible and where there is momentary exposure while persons are in movement.

The City of Lemoore has adopted several methods by which it increases physical distancing including, but not limited to, the following:

- Providing employees the opportunity to telework or engage in other remote work arrangements;
- Reducing the number of persons in an area at one time, including visitors;
- Posting visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel;
- Adopting staggered arrival, departure, work, and break times; and
- Adjusting work processes or procedures, such as reducing production speed, to allow greater distance between employees.

When it is not possible for City of Lemoore employees to maintain a distance of at least six (6) feet, the City requires individuals to be as far apart as possible.

## **G. FACE COVERINGS**

### **1) Face Covering Requirement**

The City of Lemoore provides face coverings to employees and requires that such face coverings be worn by employees and individuals at City of Lemoore worksites and facilities.

The City of Lemoore directive adheres to orders and guidance provided by the CDPH and the local health department, including as provided at the following web address:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>

The City of Lemoore directive on the use of face coverings ensures that they are worn over the nose and mouth when indoors, when outdoors and less than six (6) feet away from another person, and where required by orders from the CDPH or local health department.

The City of Lemoore requires that face coverings are clean and undamaged.

The City of Lemoore provides for the following exceptions to the face coverings requirement:

- When an employee is alone in a room.



- 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 possible.
- Employees wearing respiratory protection in accordance with section 5144 or other title 8 safety orders (8 C.C.R. 5144 is available at the following web address: <https://www.dir.ca.gov/title8/5144.html>).
- 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. In this case, a face shield shall be provided.
- 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, and the unmasked employee shall be at least six (6) feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID- 19.

2) Required Use of Effective Non-Restrictive Alternative for Employees Exempted from Face Covering Requirement

The City of Lemoore’s directive requires that 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.

3) Physical Distancing Required If Employee Is Not Wearing Face Covering or Non-Restrictive Alternative

The City of Lemoore’s policy requires that any employees not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six (6) feet apart from all other persons unless the unmasked employees are tested at least twice (2x) weekly for COVID-19.

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

4) Prohibition on Preventing Employees from Wearing Face Covering

The City of Lemoore 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.

5) Communication to Non-Employees Regarding Face Covering Requirement

The City of Lemoore posts signage to inform non-employees that the City of Lemoore requires the use of face coverings at City worksites and facilities.

6) Processes to Reduce COVID-19 Hazards Originating from Persons Not Wearing Face Coverings

The City of Lemoore has developed COVID-19 processes to minimize employees' exposure to COVID-19 hazards originating from any person not wearing a face covering, including a member of the public.

These processes include requiring that employees and non-employees wear face coverings at City of Lemoore worksites and facilities, that City of Lemoore employees wear face coverings at other times, maintain physical distance from person not wearing a face covering, and observe proper hand hygiene.

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

1) Installation of Solid Partitions Between Workstations Where Physical Distancing is Not Possible

At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, the employer shall install cleanable solid partitions that effectively reduce aerosol transmission between the employees and other persons.

2) Maximization of Outdoor Air

As provided above in Section IV.B.5., for indoor City of Lemoore worksites and facilities, the City evaluated how to maximize the quantity of outdoor air.

Further, at City of Lemoore worksites and facilities with mechanical and/or natural ventilation, the City of Lemoore has maximized the quantity of outside air provided to the extent feasible. Exceptions to this practice would occur when the United States Environmental Protection Agency ("EPA") Air Quality Index 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.

3) Cleaning and Disinfecting Procedure

The City of Lemoore's cleaning and disinfecting policy requires the following:

- Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels. The City of Lemoore shall inform employees/ and authorized employee representatives, of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection upon request.
- Prohibiting the sharing of personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent

sharing, sharing will be minimized and such items and equipment shall be disinfected between uses by different people. Sharing of vehicles will be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.

- Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.

Further, the City of Lemoore requires that cleaning and disinfecting must be done in a manner that does not create a hazard to employees or subcontracted employees.

#### 4) Evaluation of Handwashing Facilities

In order to protect City of Lemoore employees, the City of Lemoore evaluated 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 of Lemoore encourages employees to wash their hands for at least 20 seconds each time.

The City of Lemoore does not provide hand sanitizers with methyl alcohol.

#### 5) Personal Protective Equipment (PPE)

City of Lemoore policy provides for PPE.

The City of Lemoore departments evaluate the need for PPE, such as gloves, goggles, and face shields, to prevent exposure to COVID-19 hazards and provides such PPE as needed.

In accordance with applicable law, the City of Lemoore departments evaluate the need for respiratory protection when the physical distancing requirements, as provided herein, are not feasible or cannot be maintained.

In accordance with applicable law, the City of Lemoore shall provide and ensure use of respirators when deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action.

In accordance with applicable law, the City of Lemoore shall provide and ensure use of eye protection and respiratory protection when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

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

#### 1) Reporting COVID-19 Cases to the Local Health Department

In accordance with applicable law, the City of Lemoore Human Resources office will report information about COVID-19 cases at the workplace to the local health department.

Further, the City of Lemoore Human Resources office shall provide any related information requested by the local health department.

2) Reporting Serious COVID-19 Illnesses and Deaths to Cal/OSHA

In accordance with applicable law, the City of Lemoore Human Resources office will immediately report to Cal/OSHA any serious COVID-19-related illnesses or deaths of employees occurring at a City of Lemoore worksite or facility or in connection with any employment.

Further, in accordance with applicable law, the City of Lemoore Human Resources office will record any serious work-related COVID-19-related illnesses or deaths.

3) Maintenance of Records Related to the Adoption of the CPP

In accordance with applicable law, the City of Lemoore Human Resources office will maintain records of the steps taken to implement this CPP.

4) Availability of the CPP for Inspection

The City of Lemoore shall make this written CPP available to employees and employee organizations at all City of Lemoore worksites or facilities.

Further, the City of Lemoore Human Resources office shall make this written CPP available to Cal/OSHA representatives immediately upon request.

5) Records Related to COVID-19 Cases

The City of Lemoore shall keep a record of and track all COVID-19 cases with the following information:

- Employee's name;
- Contact information;
- Occupation;
- Location where the employee worked
- The date of the last day at the workplace;
- The date of a positive COVID-19 test.

In accordance with the Confidentiality of Medical Information Act (CMIA) and applicable law, the City of Lemoore Human Resources office shall keep the employees' medical information confidential.

In accordance with the CMIA and applicable law, the City of Lemoore Human Resources office shall make this information available to employees and employee organizations with personal identifying information removed.

The City of Lemoore Human Resources office shall also make this information available as otherwise required by law.

## J. EXCLUSION OF COVID-19 CASES

- 1) Exclusion of COVID-19 Cases from City of Lemoore Worksites and Facilities  
The City of Lemoore shall ensure that COVID-19 cases are excluded from the workplace until the individual satisfies the minimum return to work criteria provided for in Section IV.K.
- 2) Exclusion of Employees with Close Contact COVID-19 Exposures from City of Lemoore Worksites and Facilities  
The City of Lemoore shall exclude employees with close contact COVID-19 exposure from the workplace for **10 days after the last known close contact COVID-19 exposure.**

During critical staffing shortages when there are not enough staff to provide safe patient care, essential critical infrastructure workers in the following categories may return after Day 7 from the date of a last exposure if they have received a negative PCR test result from a specimen collected after Day 5:

- Exposed asymptomatic health care workers; and
- Exposed asymptomatic emergency response and social services workers who work face-to-face with clients in the child welfare system or in assisted living facilities.

All exposed asymptomatic employees permitted to reduce the quarantine period to less than 14 days must:

- Adhere strictly to all recommended non-pharmaceutical interventions, including wearing face coverings at all times, maintaining a distance of at least 6 feet from others, and other control interventions through Day 14.
- Use surgical face masks at all times during work for those returning from Day 7 and continue to use face coverings when outside their home through Day 14 after last exposure.
- Self-monitor for COVID-19 symptoms through Day 14 and if symptoms occur, immediately self-isolate and contact the local public health department or health care provider and seek testing.

Use of the critical infrastructure provisions will be at the sole discretion of City of Lemoore Human Resources. Human Resources will contact all individual who are out due to exposures to determine if the critical infrastructure guidelines are necessary.

- 3) 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
  - Employees Who Are Able to Telework During Isolation or Quarantine

## Period

The City of Lemoore shall allow employees who are able to telework, and are able and available to work, to telework during the isolation or quarantine period. The City of Lemoore shall provide these employees their normal compensation for the work that they perform for the City of Lemoore during the isolation or quarantine period.

- Employees Who Are Unable to Telework During Isolation or Quarantine Period
  - The provision of benefits described below does not apply to either: City of Lemoore employees who the City of Lemoore can demonstrate that the close contact COVID-19 exposure was not work-related; and
  - City of Lemoore employees who are unable to work for reasons other than protecting employees and non-employees at City of Lemoore worksites and facilities from possible COVID-19 transmission. 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 of Lemoore will require that employees who are unable to telework, but are otherwise able and available to work, use paid sick leave in order to receive compensation during the isolation or quarantine period. City of Lemoore employees retain their entitlement to elect not to use other earned or accrued paid leave during this time. The City of Lemoore 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 of Lemoore shall 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.

The City of Lemoore may consider benefit payments from public sources, including under the FFCRA and Labor Code section 248.1 (until December 31, 2020 or longer if FFCRA leave and/or Labor Code section 248.1 leave is extended), in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

#### 4) 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 Lemoore policy, or collective bargaining agreement that provides employees with greater protections or benefits.

- 5) Provision of Information Concerning Benefits to Excluded Employees  
At the time of exclusion, the City of Lemoore Human Resources office shall provide the excluded employees with information on benefits to which the employees may be entitled under applicable federal, state, or local laws; this includes any benefits available under workers' compensation law, the FFCRA, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, any applicable local governmental requirements, the City of Lemoore's own leave policies, and leave guaranteed by contract.

## **K. RETURN TO WORK CRITERIA**

- 1) Minimum Criteria to Return to Work for Symptomatic COVID-19 Cases City of Lemoore policy requires that COVID-19 cases with COVID-19 symptoms remain at their home or place of residence and not report to any City of Lemoore worksite or facility until they satisfy each of the following conditions:
- 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; and
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- 2) Minimum Criteria to Return to Work for Asymptomatic COVID-19 Cases  
City of Lemoore policy requires that COVID-19 cases who tested positive, but never developed COVID-19 symptoms, not report to any City of Lemoore worksite or facility until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- **Exception: During critical staffing shortages as stated in the Exclusion of COVID-19 Cases section of this document, when authorized by Human Resources.**
- 3) COVID-19 Testing Not Required in Order to Return to Work  
In accordance with CDC guidance concerning symptom-based strategies for the discontinuation of isolation, the City of Lemoore does not require

employees submit to a COVID-19 test, or produce a negative COVID-19 test result, in order to return to work.

4) 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, City of Lemoore policy requires that the employees not report to any City of Lemoore worksite or facility until the period of isolation or quarantine is completed or the order is lifted.

If the order did not specify a definite isolation or quarantine period, then the period shall be 10 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine was effective.

5) Allowance by Cal/OSHA for an Employee to Return to Work

If there are no violations of state or local health officer orders for isolation or quarantine, Cal/OSHA may, upon request, allow employees to return to work on the basis that the absence of employees would create undue risk to a community's health and safety.

In such cases, the City of Lemoore departments shall develop, implement, and maintain effective control measures to prevent transmission in the workplace, including providing isolation for the employees at the City of Lemoore worksite or facility and, if isolation is not possible, the use of respiratory protection in the workplace.