

**COVID-19 Prevention Program****1.3.11****PURPOSE**

The purpose of this Program is to set forth the City's measures to prevent the spread of SARS-CoV-2 virus in the workplace.

**SCOPE OF APPLICATION**

This guidance is applicable to all City officers, employees, unpaid interns, volunteers, contractors, vendors, and suppliers. Each of these individuals are responsible for using safe work practices, following directives, policies and procedures, and assisting in maintaining a safe work environment for all.

The City Safety Officer has overall authority and responsibility for implementing the provisions of this Program. In addition, all managers and supervisors are responsible for implementing and maintaining the Program in their assigned work areas and for ensuring employees understand the information covered in the Program.

**AUTHORITIES AND RELEVANT POLICIES**

- California Code of Regulations (CCR), Title 8, Section 3205 et seq:  
<https://www.dir.ca.gov/title8/3205.html>
- COVID-19 Guidance Policy:  
<https://www.sanjoseca.gov/home/showpublisheddocument?id=55562>

**Procedures and Resources****1. Communication to Employees Regarding COVID-19**

- Any employee who may come into a City facility and is experiencing COVID-19 related symptoms, has had contact with an individual who tested positive, including household members, or tests positive must report the information to their supervisor, without fear of reprisal. Supervisors should immediately contact the department Safety Liaison who will work with Human Resources Safety (HR Safety) to determine appropriate steps including, required quarantine and notifications.
- The symptoms associated with COVID19 can be found on the [County of Santa Clara Public Health website](#) which are incorporated into the City's [COVID-19 Guidance – Resuming Onsite Work Policy](#), under “Recognizing the Signs and Symptoms of COVID19,” and the [Clearance to Report to Work/Return to Work Procedure](#).
- Information on how exposures are communicated to employees can be found in the City's [Quarantine Guidance/Workplace Exposures](#).
- Potential hazards of COVID-19 can be found of [OSHA's website](#).
- Information on COVID-19 related accommodations can be found in the City's [COVID-19 Guidance – Resuming Onsite Work Policy](#), under “Compensation and Leaves,” “Employee Assistance Program,” and “Worker's Compensation.”
- Information regarding free testing sites can be found on the [County of Santa Clara Public Health website](#). Additionally, employees may request testing through their healthcare provider or [Verily](#), at their free community testing locations. The City can also facilitate a referral to County Public Health for employees who are exposed at work and are experiencing COVID related symptoms. If an employee exposed at

**COVID-19 Prevention Program****1.3.11**

work and symptomatic requests testing, they should contact their department Safety Liaison.

**2. Identification and Evaluation of COVID Related Hazards**

- Information regarding screening employees for symptoms can be found in City's [COVID-19 Guidance – Resuming Onsite Work Policy](#), under “Workplace Safety Measures for Employees Who are in the Workplace,” item x. “Health Screenings.”
- Information on how the City responds to employees who present COVID-19 related symptoms can be found in City's [COVID-19 Guidance – Resuming Onsite Work Policy](#), under “Employees who Develop Symptoms Consistent with COVID-19” and the [Clearance to Report to Work/Return to Work Procedure](#).
- Information on how the City responds to employees who test positive for COVID can be found in City's [COVID-19 Guidance – Resuming Onsite Work Policy](#), under the [Clearance to Report to Work/Return to Work Procedure](#) and in the City's [Quarantine Guidance/Workplace Exposures](#).
- HR Safety will work with department Safety Liaisons to implement, review and revise Codes of Safe Practice based on information and guidance from the County of Santa Clara Public Health Department, State of California Health Department, CDC and Cal/OSHA. The Codes of Safe Practice can be found [here](#). Employees and their authorized representatives may contact the [department Safety Liaison](#) to participate in the identification and evaluation of COVID-19 hazards.
- Employees are encouraged to report COVID-19 hazard concerns to their department Safety Liaison, HR Safety, the Office of Employee Relations or the City's Whistleblower Hotline.

**3. Investigating and Responding to COVID Related Cases in the Workplace**

- Information on the City's procedure for investigating COVID-19 cases can be found in City's [COVID-19 Guidance – Resuming Onsite Work Policy](#), under the [Clearance to Report to Work/Return to Work Procedure](#) and in the City's [Quarantine Guidance/Workplace Exposures](#).
- Information on the City's procedures for possible workplace exposures can be found in the City's [Quarantine Guidance/Workplace Exposures](#).
- Information on the City's notification within one business day to employees who may have been exposed to COVID-19 in the workplace can be found in the City's [Quarantine Guidance/Workplace Exposures](#).
- Employees who receive email notification of possible workplace exposure are provided with information and links for free COVID-19 testing.
- Personal identifying information of persons with COVID-19 and employee medical records shall be kept confidential and will not be disclosed without the employee's written consent, unless such disclosure is required by law.

**4. Correcting COVID Related Hazards**

- The City's EOC Safety Branch developed Codes of Safe Practices (COSPs) to protect employees who are present in the workplace providing services during COVID-19. HR Safety will work with department Safety Liaisons to implement, review and revise Codes of Safe Practice. The COSPs provide general guidance based on information from CAL/OSHA and the Center for Disease Control on best

**COVID-19 Prevention Program****1.3.11**

- practices on how staff can protect themselves from infection and limit the spread of the virus.
- In addition, HR Safety will work directly with department Safety Liaisons to provide guidance on safe and healthy workplaces during COVID-19 based on information from the Santa Clara County Department of Public Health, State of California Department of Public Health, CAL/OSHA and the Center for Disease Control. Departments/workgroups may have additional Code of Safe Practices based on their respective job functions to ensure the workplace is safe and healthy for all employees who must work onsite.
  - HR Safety will work with department Safety Liaisons to conduct periodic assessments of City facilities to ensure any COVID-19 hazards are identified and addressed in a timely manner.
  - Employees are encouraged to report COVID-19 hazard concerns to their department Safety Liaison, HR Safety, the Office of Employee Relations or the City's Whistleblower Hotline. Any concerns should be elevated to HR Safety, as needed for assistance in correcting any COVID-19 hazards.

**5. Training and Instruction for Employees**

- The City provides all employees with its COVID-19 policies and procedures to protect employees from COVID-19 hazards which include, but are not limited to, proper use of face coverings, the importance of hand washing, and reporting COVID related symptoms, exposures to COVID-19 and testing positive for COVID-19 City's [COVID-19 Guidance – Resuming Onsite Work Policy](#).
- The City provides all employees with information regarding COVID-19 related benefits to which the employee may be entitled under applicable federal, state or local laws which can be found in City's [COVID-19 Guidance – Resuming Onsite Work Policy](#).
- Information on COVID-19 and how it is transmitted can be found on the [Center for Disease Control](#) and [OSHA](#) websites.
- Information on stopping the spread of COVID-19 can be found on the [Center for Disease Control](#) and [OSHA](#) websites.

**6. Personal Protective Equipment Requirements**

- Information on face covering requirements can be found in City's [COVID-19 Guidance – Resuming Onsite Work Policy](#), under "Workplace Safety Measures for Employees Who are in the Workplace," item x. "Cloth Face Coverings."
- Other COVID-19 related PPE including, but not limited to, gloves, goggles, face shields and N-95 respirators, will be provided as need based on the job duties.

**7. Site Specific Engineering and Administrative Controls**

- Information on the City's Code of Safe Practices and site-specific code of safe practices including engineering controls can be found [here](#). Additional information on the following topics can be found [here](#):
  - N95 Instructions
  - Cloth Face Covering instructions
  - Handwashing and Hand Sanitizer
  - Shared Tools and Equipment

**COVID-19 Prevention Program****1.3.11**

- High touch point areas are cleaned on a regular basis by the City's custodial contractor.
  - When there is a positive exposure at the workplace the City complies with all CDC and County recommendations and conducts enhanced cleaning and disinfecting of facilities, including the surfaces and workspaces where the employee worked.

**8. Recording, Record Keeping and Access to Reports and Records**

- HR Safety will 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.
- The City's Safety Officer will report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- The City will maintain records of the steps taken to implement this COVID-19 Prevention Program and make this Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- HR Safety will maintain record of and track all COVID-19 employee cases. This information will be made available, as required by law, with personal identifying information removed.

**9. Exclusion of COVID-19 Cases**

- Information on the steps the City takes when an employee working onsite tests positive for COVID-19 can be found in the City's [Quarantine Guidance/Workplace Exposures](#).

**10. Minimum Criteria to Return to Work**

- Information on the criteria to report to work/return to work can be found in City's [COVID-19 Guidance – Resuming Onsite Work Policy](#), under "[COVID-19 Clearance to Work or Return to Work to Work Procedure](#)."

Approved:

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 /s/ Jennifer Schembri  
 Director of Employee Relations  
 Director of Human Resources

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 July 27, 2021  
 Date

Approved for posting:

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 /s/ Jennifer A. Maguire  
 Assistant City Manager

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 July 27, 2021  
 Date