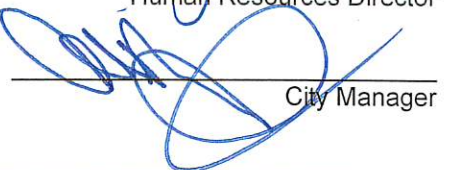


City of Riverside, California  
Safety and Health Policy and Procedure Manual

Approved:

  
Human Resources Director  
  
City Manager

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Number: V-09 Effective Date: 06/2021

**SUBJECT:** COVID-19 Prevention Program (CPP)

**PURPOSE:**

To provide guidelines in establishing a safe and healthful work environment for each employee; to establish written procedures and rules for the implementation of COVID-19 Prevention Program (CPP); and to comply with the requirements of the California Code of Regulations (CCR) Title 8, §3205 – 3205.3.

**COMPLIANCE:**

Department Heads are responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly. All City employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

The City of Riverside system for ensuring that all workers comply with the rules and maintain a safe work environment includes:

1. Informing workers of the provisions of the CPP.
2. Evaluating worker safety performance.
3. Providing training to workers whose safety performance is deficient; and
4. Disciplining workers for failure to comply with safe and healthful work practices.

Police and Fire Department personnel are exempt from this policy. However, all personnel shall comply with the basic protocol which includes adopted CDC COVID-19 prevention protocols contained in this policy. In addition, police and fire personnel will comply with department-specified protocols outlined in the city's infectious disease control plan as it relates to COVID-19 (V-08 Infectious Disease Control Plan Policy in the

Safety and Health Policies and Procedures Manual). Updates to the infectious disease control plans for Police and Fire departments will be updated, as needed, by each individual department. To comply with the changes, the city's V-08 Infections Disease Control Plan will be updated accordingly.

Non-Compliance of these procedures may result in disciplinary action in accordance with the Human Resources Policy and Procedures Manual, Section III - 1.

### **POLICY:**

The personal safety and health of each employee of the City of Riverside is of utmost importance. Prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operational productivity when necessary. It is therefore a basic requirement that each manager and supervisor make the safety of all employees an integral part of his or her regular supervisory or management function, and employees make safety a regular part of their jobs. Supervisory personnel shall provide leadership by setting a proper safety example. Each employee is responsible for following safety regulations and policies.

The City of Riverside's CPP shall apply to all city employees and all other workers controlled, directed, or directly supervised by the City on the job. The CPP is designed to outline the responsibilities for the required written employee safety program. It is the policy of the City of Riverside that all aspects of Cal/OSHA'S requirements for illness prevention program under Title 8 of the California Code of Regulations, Section 3205 (T8 CCR 3205) shall be implemented and maintained.

### **RESPONSIBILITIES:**

#### **Safety Officer**

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Program Administrator

#### **City of Riverside**

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Establishment Name

City Manager has overall authority and responsibility for implementing the provisions of the CPP in our workplace. Safety Officers or designees are responsible for complying with federal, state and county health regulations. Department heads shall ensure managers, supervisors, and lead personnel are held responsible and accountable for the implementation and actions of their departments/divisions in compliance with CPP protocol.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

**Attachments:**

1. Identification of COVID-19 Hazards
2. COVID-19 Inspections
3. Investigating COVID-19 Cases
4. COVID-19 Training Roster
5. COVID-19 Exposure Procedures for Non-Sworn
6. Addendum 1: Multiple COVID-19 Infections and COVID-19 Outbreaks
7. Addendum 2: Major COVID-19 Outbreaks

## **Definition of Terms**

*California Code of Regulations, Title 8, Section 3205, Subsection (b)*

**Close Contact:** Being within six 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” defined by this section. This definition applies regardless of the use of face coverings. Exception: employees have not had a close contact if they wore a respirator required by the employer and used in compliance with CCR 5144, whenever they were within six feet of the COVID-19 case during the high-risk exposure period.

**COVID-19:** Coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

**COVID-19 Case:** a person who 1) has a positive COVID-19 test; or 2) has a positive COVID-19 diagnosis from a licensed health care provider; or 3) is subject to a COVID-19 related order to isolate issued by a local or state health official; or 4) has perished due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

**COVID-19 Hazard:** 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, or sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

**COVID-19 Symptoms:** A fever of 100.4 degrees Fahrenheit or higher, 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.

**COVID-19 Test:** A viral test for SARS-CoV-2 that is 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 Group:** All employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply 1) for the purpose of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a

work location, working area, or a common area at work; 2) if the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group; 3) if the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and the COVID-19 case was wearing a face covering during the entire visit, other people at the work location, working area, or common area are not part of the exposed group. NOTE: An exposed group may include the employees of more than one employer.

**Face Covering:** A surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

**Fully Vaccinated:** A person who received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Vaccines must be FDA approved; have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO).

**High-Risk Exposure Period:** Means the following time period 1) for COVID-19 cases who develop COVID-19 symptoms, from two days before they first develop symptoms until all of the following are true: it has been 10 days since symptoms first appeared, 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; 2) for COVID-19 cases who never develop COVID-19 symptoms, from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

**Respirator:** A respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator.

**Worksite:** For the limited purposes of COVID-19 prevention regulations only, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter. The term worksite is used for the purpose of notice requirements.

### **Communication**

The City of Riverside recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The system of communication is intended to facilitate a

continuous flow of safety and health information between management and staff in a manner that is readily understandable and consists of one or more of the following items:

1. New Employee Onboarding including overview of safety and health policies and procedures.
2. Review of City CPP.
3. Regularly scheduled safety meetings for high hazard areas.
4. Safety meetings for low hazard exposure areas should be scheduled as deemed necessary.
5. Effective communication of safety and health concerns between workers and supervisors, including translation when appropriate.
6. Additional forms of communication to promote employee safety throughout the City include, but not limited to posters, emails, flyers, and an intranet webpage.
7. Anonymous phone line (951) 826-2180, is made available to all City employees to report any safety concerns and workplace hazards.
8. Regularly scheduled manager/supervisor safety committee meetings. Meeting minutes will be documented and distributed to committee members for review. Committees may:
  - a. Review mishaps for the department and/or division;
  - b. Review alleged hazardous conditions;
  - c. Review results of periodic audits and inspections of work sites/places and equipment;
  - d. Make recommendations to correct unsafe conditions;
  - e. Review all new substances, processes, procedures and equipment;
  - f. Review and recommend policy changes regarding the safety program; and
  - g. Identify methods of recognition for positive safety performance.
9. In addition to the anonymous phone line, it is recommended that departments/divisions develop a method for employees to address safety concerns (i.e., suggestion box).

### **Identification and Evaluation of COVID-19 Hazards**

The City of Riverside will implement the following procedures to identify and evaluate COVID-19 hazards:

1. Conduct workplace-specific evaluations using the Identification of COVID-19 Hazard's form (Attachment 1). **(Departments may elect to utilize a department-equivalent form approved by a Safety Officer or designee);**
  - a. Evaluation shall be utilized:
    - i. Initially;
    - ii. When a new process and/or procedure is introduced to a facility;
    - iii. When an existing process and/or procedure is modified due to operational needs.
  - b. Evaluate an employee's potential workplace exposures to all persons at, or who may enter, our workplace.
  - c. Specify controls implemented to eliminate the hazard.
2. Review applicable orders, general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards

- and prevention.
3. Evaluate existing COVID-19 prevention controls in our workplace and the need for alternate or additional controls.
  4. Conduct periodic inspections using the COVID-19 Inspections form (Attachment 2) to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures **(Departments may elect to utilize a department-equivalent form approved by a Safety Officer or designee).**

### **Employee Participation**

Employees shall participate in the identification and evaluation of COVID-19 hazards by conducting daily visual inspections of their workplace to identify hazards and corrective actions needed. Furthermore, employees shall evaluate current PPE used and request replacement of items as needed. Central Stores will have specific items and PPE as recommended by the CDC. If additional items not listed are needed, please contact the Finance Department to obtain details and requirements of the procurement process for COVID-19 related stock items.

### **Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures will be documented on the COVID-19 Inspection's form (Attachment 2), and corrected in a timely manner based on the severity of the hazards, as follows:

1. Employees will provide detailed explanation of the hazard identified using the COVID-19 Inspection's form (Attachment 2).
2. Employees will submit form to manager or supervisor to discuss corrective actions needed.
3. Manager or supervisor will assess the severity of the hazard and activate necessary corrective actions;
  - a. For severe hazards, assessments will be done immediately upon notification, along with the corrective action.
4. Manager or Supervisor will discuss the corrective action plan with the employee and implement the necessary corrective actions;
  - a. Manager and Supervisor will provide the necessary safety tools and equipment needed.
5. Department will document the corrective action(s) and maintain record on-site.

### **Control of COVID-19 Hazards**

Continued physical distancing, expanded use of Personal Protective Equipment (PPE) and other safety measures will be in place to limit the spread of COVID-19. Each department shall consider all necessary modifications to frequent staff or customer contact areas, and/or cleaning and disinfecting procedures.

## **Physical Distancing**

The City of Riverside is committed to protecting employees during work shifts from all potential COVID-19 hazards. Department managers and supervisors shall conduct workplace inspections to identify hazards and corrective measures. Furthermore, consideration will be taken to preserve or modify current physical distancing measures to remove identified hazards. As a best practice if physical barriers are needed such as sneeze guards, departments shall continue to evaluate the expansion of telecommuting rotational schedules and staggering schedules.

On a case-by-case basis, facilities with high customer visitation, such as the City Hall Lobby, libraries, community centers and the One Stop Shop may need to limit the number of visitors allowed in the space at any one time. The General Services Department can assist with obtaining cost estimates for necessary workspace modifications

Physical distancing will be mandatory when the following exceptions are met:

1. During a multiple COVID-19 outbreak (three or more employee COVID-19 cases within an exposed group); or
2. During a major COVID-19 outbreak (20 or more employee COVID-19 cases in an exposed group); or
3. Employees exempted from wearing face coverings due to medical condition, mental health condition or disability; or
4. When required by federal, state, county, or city mandates.

## **Physical Distancing – Field Guidelines**

1. Departments need to allow field technicians and personnel to call a “safety stop” when they are reluctant to enter a dwelling or other building.
2. Departments shall utilize work practices, where feasible, to limit the number of workers onsite at one time. This may include scheduling (e.g., staggering shift start/end times) or rotating access to a designated area during a shift. Stage facilities to stagger work and limit overlap of work crews. Place additional limitations on the number of workers in enclosed areas to ensure at least six feet of separation to limit transmission of the virus.
3. Where physical distancing cannot be maintained, crews responding to outages or other service calls should drive separate vehicles if feasible. If not feasible, employees shall wear face coverings in the cab, keep the cab well ventilated, and do not reassign or comeingle crew members.

## **Engineering Controls**

The General Services department, in coordination with city department liaisons, will implement the following engineering controls to adhere to all CDC recommendations and protocols:

1. Changing the filters at a higher frequency to assure airborne particulates are captured (frequency is modified on a case-by-case basis);

- a. Install filters that are designed to capture airborne transmissible diseases.
2. Reconfiguring work areas in facilities.
3. Reconfiguring path of travel to minimize interactions with employees and visitors alike.
4. Moving workstations to promote social distancing.
5. Build higher partitions to increase barrier while standing at workstation.
6. Plexiglass installation at face-to-face contact areas.
7. Barriers to control grouping of people.
8. Removal of chairs from breakrooms to adhere to modified room capacities.

### **Cleaning and Disinfecting**

The City of Riverside is dedicated to providing a safe work environment for employees and visitors alike. Therefore, The General Services department, in collaboration with Human Resources, has developed a three-level cleaning approach that include increases in daily cleanings, as well as specified and detailed cleanings on a case-by-case basis.

In addition to nightly contract cleaning services, the General Services Department has arranged for a Day Porter to provide additional special disinfecting services at City facilities Mondays through Fridays. The special disinfecting services focus on high-touch surfaces such as: public counters and chairs, conference room tables and chairs, door handles, stairwell rails, elevators, restroom doors, faucets, toilet handles, and drinking fountains.

Departments will obtain disinfectant from Central Stores to have available for employees to use for cleaning their desks, phones, communal equipment such as copiers and printers, lockers, as well as public counter areas between customers. In the event disinfectant supplies are unavailable from Central Stores, Departments may obtain bleach and spray bottles from Central Stores, as the Centers for Disease Control and Prevention (CDC recommends a solution of 5 tablespoons of bleach per gallon of water as an effective disinfectant. Employees using cleaners or disinfectants should wear gloves as provided by the product instructions. Employees are discouraged from using other employees' phones, desks, headsets, offices, or other equipment whenever possible. If it is necessary to share equipment, employees will use disinfectants to clean the equipment before and after each use. (For example, if an IT professional uses an employee's station to offer technical assistance, the employee should clean the keyboard and mouse or any surface that will be or has been touched before and after the IT professional performs the repair.)

If necessary, Department supervisors will work with staff to create a rotation schedule to supplement shared space cleaning that is normally performed by contract janitorial services to prevent the spread of COVID-19. Contract janitorial services will continue to perform general cleaning and disinfecting of City facilities.

Provide disinfectant wipes and aerosol disinfectants anywhere there is a seat for visiting customers. This can be used before and after a customer's visit.

### **Immediate Cleaning and Disinfecting**

Upon receiving notification of an employee testing positive for COVID-19, the Human Resources Department will contact General Services to initiate a deep cleaning and sanitizing of the exposed area and/or facility. Employees will be instructed to stay away from the area for a minimum of 24-hours, when feasible. Employees will be directed to telecommute, when possible, if their work shift falls within the 24-hour period. For field employees, managers and supervisors will be responsible to provide them the equipment needed to complete their task and avoid entering the area in the facility that is closed for cleaning and disinfecting. Additional directives may be given depending on the logistics of the work site to ensure the continuity of departmental operations.

The facility will be thoroughly cleansed, and disinfected following guidelines issued by the Centers for Disease Control and Prevention (CDC). The cleaning will consist of the following steps:

1. Close off areas visited by the ill person(s).
2. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24-hours or as long as practical before beginning cleaning and disinfection.
3. Cleaning staff will clean and disinfect all areas (offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, laptops, etc.) used by the ill person(s) focusing on frequently touched surfaces.

### **Cleaning and Disinfecting – Field Guidelines**

The City's nightly contract janitorial service will perform thorough cleaning on high traffic areas, such as break rooms, lunch areas and changing areas, and areas of ingress and egress including stairways and stairwells, handrails, and elevator controls, etc.

Department supervisors will work with employees to ensure that working surfaces, tools, handles, and latches, and controls on stationary, hand-held, and mobile equipment (including surfaces in the cabs of vehicles, two-way radios, etc.) are cleaned between uses.

Employees shall avoid sharing phones, handheld mobile communications, office supplies, other work tools, or equipment wherever possible. Individually assigned peripheral equipment (keyboards, handsets, headsets, chairs, etc.) should be provided wherever possible. Employees shall not share PPE.

For field employees using such equipment, require that hard hats and face shields be sanitized at the end of each shift. Clean the inside of the face shield, then the outside,

then wash hands. Provide hand sanitizer to all field staff.

### **Shared Tools, Equipment and Personal Protective Equipment (PPE)**

The City of Riverside shall evaluate the need for PPE (such as gloves, goggles, and face shields), respiratory and eye protection (when the physical distancing requirements are not feasible or maintained and/or when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids) in accordance with the following policies in the Safety and Health Policies and Procedures Manual:

1. V-01 Personal Protective Equipment.
2. V-04 Respiratory Protection.

### **Face Coverings**

Face covering requirements in this section will be subject to change when mandates are issued by federal, state, county, and city entities.

The City of Riverside shall provide face coverings to employees that are clean and undamaged. Face coverings must be properly worn by employees over the nose and mouth, must not be shared and should be washed after every shift. Employees that are unvaccinated or have not submitted proof of vaccination to the city shall wear face coverings indoors, when in common areas, when in transit within a facility (for example, in hallways where another person may be encountered), when face-to-face with any member of the public regardless of distance and when in a vehicle during work-related travel with others. Face shields are not a replacement for face coverings, although they may be worn together for additional protection. Employees will discuss with managers and/or supervisors the type of face covering needed based on job duties. In addition, the city shall provide face coverings and ensure they are worn by employees when required by orders from the CDPH.

Face coverings are also required for all unvaccinated visitors in all City facilities with the exception of Public Safety facilities, whereby the wearing of masks is highly recommended, as no visitor will be denied assistance due to lack of a face covering. If State or County Orders are more restrictive regarding the wearing of face coverings in public facilities, those orders will take precedence over City policy.

When employees are required to use face coverings in the workplace the following exceptions apply:

1. When an employee is alone in a room or vehicle.
2. While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
3. Employees wearing respirators required by the City of Riverside and used in compliance with CCR Title 8 section 5144.

4. 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.
5. For employees completing specific tasks that cannot feasibly be performed with a face covering, this exception is limited to the time period in which such tasks are actually being performed.
6. Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.
7. Any employee not wearing a face covering pursuant to the exception described in item 4, and not wearing a non-restrictive alternative when allowed as described in item 6, shall be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested weekly for COVID-19 during paid time and at no cost to the employee.
8. Employees may not use any of the exceptions as an alternative to face coverings when face coverings are otherwise required by this section.

The City of Riverside shall not prevent any employee from wearing a face covering when not required by this section, unless it would create a safety hazard, such as interfering with the safe operation of equipment. When face coverings are not required by this section the City shall provide face coverings to employees upon request, regardless of vaccination status. In addition, the City shall implement measures to communicate to non-employees the face covering requirements on city premises.

Upon request, managers and supervisors shall provide N95 respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person, as well as vaccinated employees. Furthermore, managers and supervisors shall encourage their use and shall ensure that employees are provided with a respirator of the correct size. In addition, each employee will be required to acknowledge and sign the Voluntary Use of Dust Mask letter. This only needs to be completed once for continuous use. The City of Riverside shall make COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employees' paid time.

Departments will provide and ensure employees use all required protective equipment and consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer.

Supervisors will conduct daily safety briefings with field employees and develop internal communications that can be regularly updated on the use of PPE and other mitigation requirements.

## **Hand Sanitizing**

Alcohol-based hand sanitizer can be used as an alternative to handwashing and is especially useful when access to a handwashing station is limited. Hand sanitizer stations will be available near the entrance to or adjacent to the elevators at:

1. Each floor of City Hall.
2. Next to the Temperature Check Station in the City Hall Lobby.
3. In Council Chambers.
4. Library Facilities.
5. Riverside Public Utilities – Orange Square.
6. Riverside Public Utilities – Utilities Operations Center.
7. Riverside Public Utilities - Casa Blanca Resource Center.
8. Police Department – Orange Street.
9. Fire Department – Downtown.
10. Fire/Emergency Operations Center.
11. Corporation Yard.

Additional hand sanitizer stations are currently on backorder, with anticipated delivery within 1 – 3 months. Departments may order hand sanitizer from Central Stores for distribution to field staff without ready access to handwashing stations. Small empty containers may be refilled with hand sanitizer at Central Stores.

## **Self-Screening**

At a minimum, there will be a Temperature Screening Station at every City facility, and two at City Hall (lobby and second floor employee entrance). Employees are required to check their temperature, either at home or at a Temperature Screening Station at work prior to beginning their shift. Signage will be posted at each Temperature Screening Station advising employees to monitor their health for symptoms of COVID-19, including fever, cough, shortness of breath, chills, muscle pain, headache, sore throat, and new loss of taste or smell. The preferred thermometer model is a no-touch wall mounted or standalone type.

If a handheld thermometer is used, hand sanitizer and disinfectant must be available at the screening station to clean and disinfect the thermometer before and after each use. Departments may also assign a supervisor to staff the Temperature Screening Station at arrival times to take employees' temperatures. This may shorten wait times to enter the facility and prevent employees congregating in long lines.

Signage will be posted at the entrance of each facility to inform all visitors that they should avoid entering the facility if they have a cough or fever. Visitors will be encouraged to self-check their temperature as they enter the facility.

## **Signage**

Signage will be posted at each public entrance to inform all employees and visitors that they should:

1. Avoid entering the facility if they have a cough or fever.
2. Maintain a minimum of six-foot distance from one another.
3. Sneeze and cough into a tissue, or if not available, into one's elbow.
4. Not shake hands or engage in any unnecessary physical contact.
5. Post signage regularly throughout the facility promoting healthy hygiene and best practices for customers and employees.
6. Any signage explaining updates to federal, state, county, and city mandates.

## **Investigating and Responding to COVID-19 Cases**

Any employee who has been exposed to COVID-19 or is experiencing symptoms must consult his/her personal physician or other medical professional of the employee's choice as soon as possible. The employee must notify his/her immediate supervisor and leave the workplace. In the event the exposure or onset of symptoms occurs outside the workplace or before arriving at work, the employee must contact his/her immediate supervisor to make the supervisor aware of the possible exposure. The supervisor will then notify their Department Head, who will then notify the Human Resources Department. Employees may contact the Riverside County Health department for a list of active testing locations in their area. In addition, employees may utilize the city's contracted internal COVID-19 testing sites to complete testing. Symptomatic employees shall contact their health care provider to complete testing and obtain health recommendations based on symptoms (health care, self-isolation and/or self-quarantine). If an employee tests positive for COVID-19, the physician or testing site will report the results to the Centers for Disease Control and the Riverside County Department of Public Health. For more detailed information on exposure procedures, please refer to the **COVID-19 Exposure Procedures for Non-Sworn** (Attachment 5).

The City of Riverside will take all necessary actions when a confirmed positive COVID-19 case, and/or possible "close contact" exposure to a confirmed positive COVID-19 individual, is discovered. This notification may be obtained directly from the employee or through their direct manager or supervisor. To prevent the spread of COVID-19 exposure, immediate steps must be taken. The Human Resources Department, in coordination with department managers and supervisors, shall immediately begin the investigation to determine the level of response needed. All employees with positive cases, along with those identified as exposed to the employee testing positive through contact tracing, will be required to undergo quarantine. The City Safety and Employee Relations divisions will activate the necessary steps to assure facilities are isolated from employee entry and the exposure rate is identified. The General Services department will be contacted to provide detailed cleaning of the exposed area and/or facility. The Human Resources Department will communicate with the city Designated Infection Control Officer (DICO) to 1) discuss positive cases among sworn employees; 2) share information regarding updates in protocols as directed by the Riverside County Health

Department.

**Investigating COVID-19 Cases** form (Attachment 3) shall be used by the Human Resources Department to document the information obtained in the interview process. The investigative process will assist in collecting information to determine the level of response and activate notification procedures. This process will include:

1. Determining the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
2. Determining who may have had a close contact. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
3. Within one business day of the time the employer knew or should have known of a COVID-19 case, the employer shall give written notice in a form readily understandable by employees, that people at the worksite may have been exposed to COVID-19. The notice shall be written in a way that does not reveal any personal identifying information of the COVID-19 case. Written notice may include, but is not limited to, personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one business day of sending. The notice shall include the city's disinfection plan. The notice must be sent to the following:
  - a. All employees at the worksite during the high-risk exposure. If the employer should reasonably know that an employee has not received the notice or has limited literacy in the language used in the notice, the employer shall provide verbal notice, as soon as practicable, in a language understandable by the employee;
  - b. Independent contractors and other employers at the worksite during the high-risk exposure period.
4. Within one business day of the time the employer knew or should have known of the COVID-19 case, the employer shall provide the notice to the authorized representative of any employee at the worksite during the high-risk exposure period.
5. Make COVID-19 testing available at no cost, during paid time, their working hours to all employees who had a close contact in the workplace and provide them with the information on benefits with the following exceptions:
  - a. Employees who were fully vaccinated before the close contact and do not have COVID-19 symptoms;
  - b. COVID-19 cases who returned to work and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 90 days after the first positive test.
6. Investigate whether workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

All departments involved in this process shall adhere to the confidentiality of the employee who has tested positive and limit the information shared amongst departments and their staff. The Safety and Employee Relations divisions, along with department heads and managers/supervisors, are responsible for maintaining open communication of any changes and/or discoveries made during this process.

### **Return-to-Work Criteria**

Where the city has COVID-19 cases in other workplace, transmission will be limited by:

1. Ensuring that COVID-19 cases are excluded from the workplace until the return-to-work requirements are met.
2. Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
3. Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever the city has demonstrated that the COVID-19 exposure is work related.
4. Providing employees at the time of exclusion with information on available benefits.

COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:

1. At least 24-hours have passed since a fever of 100 degrees Fahrenheit or higher has resolved without the use of fever-reducing medications; and
2. COVID-19 symptoms have improved; and
3. At least 10 days have passed since COVID-19 symptoms first appeared.
4. 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.
5. A negative COVID-19 test will not be required for an employee to return to work.
6. 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.
7. Employees who had a close contact may return to work as follows:
  - a. Employees who had a close contact but never developed any COVID-19 symptoms may return to work when 10 days have passed since the last known close contact;
  - b. Employees who had a close contact and developed any COVID-19 symptoms cannot return to work until symptoms have improved unless all of the following are true:
    - i. The employee tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
    - ii. At least 10 days have passed since the last known close contact; and
    - iii. The employee has been symptom-free for at least 24 hours, without using fever-reducing medications.

Each department shall be responsible for implementing a site-specific Return-to-Work plan outlining any additional guidelines and protocols implemented at their work sites. The department's safety liaison or designee will be responsible for providing a copy of the plan to returning employees, along with instructing employees to watch the Safe Return-to-Work video on the city's intranet site. The safety liaison or designee will retain record of training for each requirement.

### **Training and Instruction**

To help bring all employees up to speed on COVID-19 guidelines and protocols, the Human Resources/Safety Division will provide training on various topics including information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus. Upon their first day of returning to work employees will be required to watch the Safe Return to work video located on the city's intranet site. In addition, employees will be provided informational flyers as it relates to COVID-19 guidelines and protocols.

In addition, all employees will receive training on how to self-screen at home, including temperature and/or symptom checks using CDC guidelines, and the importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19. Employees will be advised to seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.

Additional training topics will include: Hygiene and Social Distancing the COVID-19 Intranet Site, Worksite Self-Screening Process, When to Wear Face Coverings, COVID-19 Leave Guide, Anxiety in the Workplace, COVID-19 Safety Stand-down presentations and Customer Service during the Pandemic.

**COVID-19 Training Roster (Attachment 4)** may be used to document this training (Departments may elect to utilize a department-equivalent form approved by a Safety Officer or designee).

### **Reporting, Recordkeeping, and Access**

The City of Riverside understands the need to report all severe cases of COVID-19 to the appropriate governing agencies. Therefore, the following steps will be taken by the Safety Officer or designee(s):

1. 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.
2. Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
3. Make the written COVID-19 Prevention Program available at the workplace to

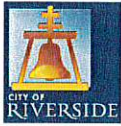
employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

4. The Human Resources department will use the **Investigating COVID-19 Cases** (Attachment 3) form to keep a record of and track all COVID-19 cases.

# **Attachment 1**

## **Identification of COVID-19 Hazards**

See following page.



### **Identification of COVID-19 Hazards**

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

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

**Please note:** Departments may elect to utilize a department-equivalent form approved by a Safety Officer or designee.

| Location(s) and time(s) | Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards | Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers | Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
|                         |                                                                                                                                |                                                                                                                           |                                                                                                         |
|                         |                                                                                                                                |                                                                                                                           |                                                                                                         |
|                         |                                                                                                                                |                                                                                                                           |                                                                                                         |
|                         |                                                                                                                                |                                                                                                                           |                                                                                                         |
|                         |                                                                                                                                |                                                                                                                           |                                                                                                         |
|                         |                                                                                                                                |                                                                                                                           |                                                                                                         |
|                         |                                                                                                                                |                                                                                                                           |                                                                                                         |

Person conducting the evaluation: \_\_\_\_\_

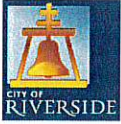
Date: \_\_\_\_\_

Name(s) of employee and authorized employee representative that participated: \_\_\_\_\_

# **Attachment 2**

**COVID-19 Inspections**

See following page.



### COVID-19 Inspections

Please use the form below to conduct safety inspections of your work area. Report any hazards identified, name of employee assigned to correct the hazard and the date corrected. For urgent hazards, please notify your Safety Officer or designee immediately to initiate the corrective action.

**Please note:** Departments may elect to utilize a department-equivalent form approved by a Safety Officer or designee.

| Exposure Controls                                                                            | Status | Person Assigned to Correct | Date Corrected |
|----------------------------------------------------------------------------------------------|--------|----------------------------|----------------|
| <b>Engineering</b>                                                                           |        |                            |                |
| Barriers/partitions                                                                          |        |                            |                |
| Ventilation (amount of fresh air and filtration maximized)                                   |        |                            |                |
| Additional room air filtration                                                               |        |                            |                |
|                                                                                              |        |                            |                |
|                                                                                              |        |                            |                |
| <b>Administrative</b>                                                                        |        |                            |                |
| Physical distancing                                                                          |        |                            |                |
| Surface cleaning and disinfection (frequently enough and adequate supplies)                  |        |                            |                |
| Hand washing facilities (adequate numbers and supplies)                                      |        |                            |                |
| Disinfecting and hand sanitizing solutions being used according to manufacturer instructions |        |                            |                |
|                                                                                              |        |                            |                |
|                                                                                              |        |                            |                |
| <b>Personal Protective Equipment (PPE)</b>                                                   |        |                            |                |
| Face coverings (cleaned sufficiently/ often)                                                 |        |                            |                |
| Gloves                                                                                       |        |                            |                |
| Face shields/goggles                                                                         |        |                            |                |
| Respiratory protection                                                                       |        |                            |                |
|                                                                                              |        |                            |                |
|                                                                                              |        |                            |                |

Person conducting the evaluation: \_\_\_\_\_

Date: \_\_\_\_\_

Name(s) of employee and authorized employee representative that participated: \_\_\_\_\_

\_\_\_\_\_

# **Attachment 3**

## **Investigating COVID-19 Cases**

**Page intentionally left blank. Form to be utilized by Human Resources personnel only.**

# Attachment 4

## COVID-19 Training Roster

See following page.

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# **Attachment 5**

## **COVID-19 Exposure Procedures for Non-Sworn**

**(The following procedure is subject to change as needed to comply with federal, state, county and/or city mandates. As a result, this procedure shall be updated independently from this policy.)**

See following page.

## COVID 19 EXPOSURE PROCEDURES FOR NON-SWORN

This guide is for the use of City of Riverside employees, supervisors and managers to assess, counsel, and care for employees that have potential exposure to someone infected with COVID 19.

Understandably, employees have growing concerns about potential exposure to COVID-19. Practicing preventative measures in the work environment is key to stopping the spread of communicable disease. Employees have a responsibility to communicate potential exposures to their supervisor.

### TIMEKEEPING INSTRUCTIONS

Employees directed to quarantine or isolate due to COVID-19 may submit a request for 2021 COVID-19 Supplemental Paid Sick Leave (SPSL), or use personal accruals to cover their absence.

Employees may contact their HR Leave administrator to discuss SPSL request, or additional leave options if additional time beyond the 10-day quarantine/isolation order is required (i.e. FMLA/CFRA, Voluntary Furlough, LOA).

**FOR FURTHER ASSISTANCE, OR REQUESTS  
RELATED TO LOCAL EMERGENCY, PLEASE CONTACT  
OUR HUMAN RESOURCES DEPARTMENT AT:**

951.826.5808

[HRAdmin@riversideca.gov](mailto:HRAdmin@riversideca.gov)

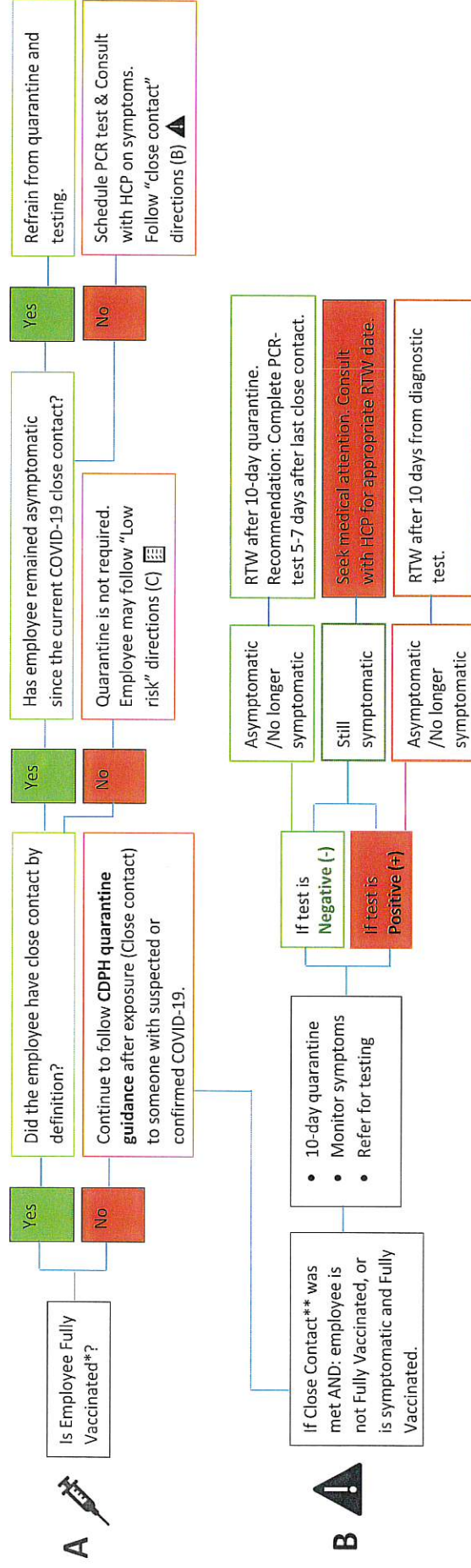
### ABBREVIATIONS

HCP-Health Care Provider  
PCR-Polymerase Chain Reaction COVID-19 Test

**\*Fully Vaccinated:** ≥ 2 weeks following receipt of the second dose in a 2-dose series, or ≥ 2 weeks following receipt of one dose of a single-dose vaccine.

**\*\*Close Contact:** Someone who has been within 6 feet of an infected person (laboratory-confirmed or a clinically compatible illness) 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 in one day).

**\*\*\*A low risk person is someone who had contact of some sort, but does not meet the definition of "Close contact"**



- No preventative care leave required. The employee may continue to work.
- Practice preventative measures to decontaminate work areas and wash your hands frequently.
- Self-screen for temperature upon entering City Facilities. If not Fully Vaccinated, always wear a face covering when around others.
- Consult with HCP for any health-related concerns, or PCR testing recommendations.

Revised: 7/28/2021

# **Attachment 6**

## **Addendum 1: Multiple COVID-19 Infections and COVID-19 Outbreaks**

See following page.



## **Addendum 1: Multiple COVID-19 Infections and COVID-19 Outbreaks**

In the event of multiple COVID-19 outbreaks (three or more employee COVID-19 cases within an exposed group, as defined in this policy, who visited the workplace during their high-risk exposure period at any time during a 14-day period), the City of Riverside will take the appropriate steps to protect employees and minimize exposure and transmission.

This section of the CPP shall apply until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

### **COVID-19 Testing**

The City of Riverside shall make COVID-19 testing available at no cost to employees within the exposed group, during employees' paid time, except:

1. Employees who were not present at the workplace during the relevant 14-day period(s).
2. Employees who were fully vaccinated before the outbreak occurred in the workplace and who do not have COVID-19 symptoms.
3. For COVID-19 cases who did not develop COVID-19 symptoms after returning to work, no testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.

COVID-19 testing shall be made available immediately to all employees in the exposed group and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department. After the first two COVID-19 tests the City shall make COVID-19 testing available once a week at no cost, during paid time, to all employees in the exposed group who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

The City of Riverside will continue to comply with all requirements of the policy and shall also do the following:

1. Employees in the exposed group shall wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in the face covering section of the policy applies.
2. Give notice to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.
3. Evaluate whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

### **COVID-19 Investigation, Review and Hazard Correction**

The City of Riverside will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

1. Investigation of new or unabated COVID-19 hazards including:
  - a. Leave policies and practices and whether employees are discouraged from remaining home when sick;
  - b. The City's COVID-19 testing policies;
  - c. Insufficient outdoor air;
  - d. Insufficient air filtration;
  - e. Lack of physical distancing.
2. Updating the review:
  - a. Every thirty days that the outbreak continues;
  - b. In response to new information or to new or previously unrecognized COVID-19 hazards; or
  - c. When otherwise necessary.
3. Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. The City will consider the following controls:
  - a. Moving indoor tasks outdoors or having them performed remotely;
  - b. Increasing outdoor air supply when work is done indoors;
  - c. Improving air filtration;
  - d. Increasing physical distancing as much as feasible;
  - e. Requiring respiratory protection.

### **Notifications to the Local Health Department**

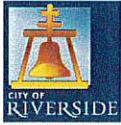
Immediately, but no longer than 48-hours after learning of three or more COVID-19 cases in our workplace, the city will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.

The city shall provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. The city will continue to give notice to the local health department of any subsequent COVID-19 cases at workplace.

# **Attachment 7**

## **Addendum 2: Major COVID-19 Outbreaks**

See following page.



## **Addendum 2: Major COVID-19 Outbreaks**

In the event of major COVID-19 outbreaks (20 or more employee COVID-19 cases within an exposed group, as defined in this policy, who visited the workplace during their high-risk exposure period within a 30-day period), the City of Riverside will take the appropriate steps to protect employees and minimize exposure and transmission.

This section of the CPP shall apply until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period.

### **COVID-19 Testing**

The City of Riverside shall make COVID-19 testing available to all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by the local health department. COVID-19 testing shall be made available immediately to all employees in the exposed group and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.

### **COVID-19 Hazard Correction**

The City of Riverside will continue to comply with all requirements of the policy and shall also do the following:

1. Provide a respirator for voluntary use to employees in the exposed group.
2. Employees in the exposed group who are not wearing respirators shall wear a face covering. If a face covering cannot be worn due to the exceptions outlined in this policy, the employee shall be separated from other persons by at least six feet, except where the City can demonstrate that six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six feet, employees shall be as far apart as feasible.
3. At workstations where an employee in the exposed group is assigned to work for an extended period of time, such as cash registers, desks, etc. and where the physical distancing requirement described in section two is not maintained at all times, the City shall install cleanable solid partitions that effectively reduce transmission between the employee and other persons.
4. Safety Officer or department safety liaisons will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected.
5. Implement any other control measures deemed necessary by Cal/OSHA.

### **Notifications to the Local Health Department**

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