

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

Approved:

Human Resources Director

City Manager

Number: V-09 Effective Date: 12/2020

SUBJECT: **COVID-19 Protection Plan (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 Plan (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

Program Administrator

City of Riverside

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. Addendum 1: Multiple COVID-19 Infections and COVID-19 Outbreaks
6. Addendum 2: Major COVID-19 Outbreaks

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).

COVID-19 Notification Process

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.

Departments will need to investigate any COVID-19 employee illness and determine if any work-related factors could have contributed to risk of infection

Department managers and supervisors shall inform affected employees of a positive COVID-19 case(s) in their facility within 24-hours of obtaining information of a confirmed positive COVID-19 individual. The information shall be shared through a written notice to be distributed by email, posted in a common area or verbally through safety meetings and tailgates.

The city will coordinate with the Riverside County Health Department in the event the city is required to provide testing because of a workplace exposure or outbreak to expedite testing for affected employees.

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 Hazards 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 Inspections 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 Inspections 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

1. Employees will be advised to practice physical distancing by maintaining at least six feet away from others while waiting in lines or conducting business, using elevators or moving within the facility. Floor tape, decals or other demarcation will be used where necessary to indicate where staff or visitors should stand to maintain six feet of distance.
2. Elevator capacity will be limited to two (2) persons at a time with signage posted outside and inside each elevator cab, and floor decals or tape markings on the floor

- of the cab showing occupants where to stand. At City Hall, one elevator will be designated for the public, and two elevators designated for staff use.
3. Employee shift start times, breaks and ending times may need to be staggered to prevent congregating in break rooms and arrival areas. Departments will close or restrict common areas using barriers or increase physical distance between tables and chairs where personnel are likely to congregate and interact, such as kitchenettes and breakrooms, and discourage employees from congregating in high traffic areas such as restrooms, hallways and stairwells. If possible, establish directional hallways and passageways for foot traffic to eliminate employees from passing by one another. Employees must avoid handshakes and similar greetings that break physical distance.
 4. If any employees work at stations that are within six feet of each other (person to person), Departments will need to make reassignments to different workstations to ensure the minimum physical distancing. If available space does not allow this much separation, Departments will evaluate options for expanding telecommuting rotational schedules, staggering schedules as an alternative or adding physical barriers between stations. Clear protective panels (“sneeze screens”) will be installed at public counters and/or interface areas prior to reopening. All associated costs for these measures must be included in each Department’s Safe Return to Work Plan.
 5. Departments will implement workflows which discourage and highly limit all employees and guests from entering others’ workspaces unless necessary.
 6. Facilities with high customer visitation, such as the City Hall Lobby, libraries, community centers and the One Stop Shop will 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, as well as square footage calculations for estimating maximum occupancy during physical distancing.
 7. Departments will remove paper displays that would encourage browsing/touching and Use floor markers to indicate where customers should wait.
 8. Departments will develop plan for instituting “line management” set-up outside to manage crowding and have the ability to queue walk-in clients in a “virtual line.” When feasible, encourage visitors to stay in their vehicles or outside until they receive a text alert advising them to enter.
 9. Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.
 10. Visual cues such as signs and floor markings will be utilized to indicate where employees and others should stand to maintain the 6 feet of distance.
 11. Directional arrows will be placed on the floors to identify the direction and path of travel.

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. For example, a field worker should call a supervisor and discuss essential vs. nonessential work and proper precautions to take;

2. Supervisors will adjust safety meetings to ensure physical distance and implement smaller safety meetings at facilities to maintain physical distancing guidelines;
3. Departments shall transition all meetings and interviews to phone or virtual platforms or hold outside or in a space allowing for at least six feet of physical distance between employees;
4. 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;
5. Where physical distancing cannot be maintained, crews responding to outages or other service calls should drive separate vehicles if feasible. If not feasible, require that employees wear face coverings in the cab, keep the cab well ventilated, and do not reassign or comingle crew members;
6. Close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing;
7. Reassign lockers or limit or stagger locker use to increase distance between employees.

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.

COVID-19 related supplies such as gloves, cleaners and disinfectants may be ordered from Central Stores using the COVID-19 Order Supply Request Form. The order form, along with instructions can be obtained through the Finance Department.

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 staff 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.

Staff is to 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. Never 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. Employees will use the Central Stores Order form found on the intranet to request all cleaning supplies necessary for daily cleaning.

Shared Tools, Equipment and Personal Protective Equipment (PPE)

We 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

The City of Riverside shall provide employees with clean, undamaged face covering. Central Stores has various selections of face coverings. Employees will discuss with manager and/or supervisor the type of face covering needed based on job duties.

Employees shall wear face coverings when within six feet of others when indoors and outdoors, 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 and where required by orders from the California Department of Public Health (CDPH) or local health department.. Face coverings must be properly worn by employees over the nose and mouth, must not be shared and should be washed after every shift.

Face coverings are also required for all visitors in all City facilities with the exception of Public Safety facilities, whereby the wearing of masks 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.

The following are exceptions to the use of face coverings in our workplace:

1. When an employee is alone in a room;
2. While eating and 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 possible;
3. Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders;
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. Alternatives will be considered on a case-by-case basis;
5. Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Gloves will be provided for employees whose responsibilities require them, for example accepting customer payments, checking out library materials or handling construction documents or other materials taken in from the outside.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by using disinfectant wipes to clean each piece of instrument after its use. Each employee is responsible for cleaning after each use.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Personal Protective Equipment – Field Guidelines

Employees shall wear face coverings when within six feet of others, 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, when in a vehicle during work related travel with others and during service calls, (except where there is the potential for arc flash or respiratory protection may be required). Face coverings must not be shared and should be washed (if fabric) after each shift.

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; and
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 outside of the office entry with communication about what to expect inside the office (e.g. – wait in reception, complimentary hand sanitizer, physical distance please);
6. Post signage outside the office that outlines what precautions the business place has taken to sanitize the work environment and allows visitors to choose entrance at their own discretion. Offer alternatives to physical entry by posting a phone number for assistance;
7. Post signage regularly throughout the facility promoting healthy hygiene and best practices for customers and employees;
8. A Cal/OSHA COVID-19 General checklist for Office Workspaces poster will be placed in a visible location at every facility.

Investigating and Responding to COVID-19 Cases

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 to inform the proper staff to initiate a detailed cleaning of the exposed area, initiate contact tracing to determine the level of exposed employees, inform affected employees and direct them to complete a COVID-19 test, and follow-up on test results.

The Human Resources Department shall be made aware of any positive COVID-19 cases within departments and initiate 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.

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.

Investigating COVID-19 Cases form (Attachment 3) shall be used to document the information obtained in the interview process.

Critical Infrastructure Workers

The Center for Disease Control and Prevention (CDC) has developed a framework for implementing safety practices for critical infrastructure workers who may have had exposure to a person with suspected or confirmed COVID-19. Based on the sectors of work identified by the CDC as critical infrastructure, the employees in the Fire and Police Department are designated as critical infrastructure workers and the City of Riverside has adopted the safety practices outlined in the framework.

To ensure continuity of operations of essential functions, critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and follow the city's safety COVID-19 protocols.

A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19 case. The timeframe for having contact with an individual includes the period of time of 48-hours before the individual became symptomatic.

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 or higher has resolved without the use of fever-reducing medications.
2. COVID-19 symptoms have improved.
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.

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, 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. 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;
3. Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b);
4. Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request;
5. 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. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.



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.

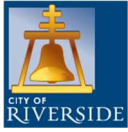
Please note: Departments may elect to utilize a department-equivalent form approved by a Safety Officer or designee.

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: _____



COVID-19 General Checklist

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
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
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			
Personal Protective Equipment (PPE)			
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: _____

Investigating COVID-19 Cases

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

In the event of an outbreak (three or more COVID-19 cases in an “exposed workplace” within a 14-day period or identified as an outbreak by a local health department), the City of Riverside will take additional steps to protect employees and minimize exposure and transmission.

An “exposed workplace” is defined as a work location, working area, or common area used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. If, within 14 days, three COVID-19 cases share the same “exposed workplace,” then the Multiple COVID-19 Infections and COVID-19 Outbreaks section of the California Code of Regulations standard 3205.1 applies and additional testing will be required. When determining which areas constitute a single “exposed workplace” for purposes of enforcing testing requirements, areas where masked workers momentarily pass through the same space without interacting or congregating will not be considered as an “exposed workplace,” so that focus may remain on locations where transmission is more likely.

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 Testing

1. The Human Resources department will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees’ working hours.
2. COVID-19 testing consists of the following:
 - a. All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - b. After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees 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 our workplace for a 14-day period.
 - c. The Human Resources department will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 Cases

Department Heads, Managers and Supervisors will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our **CPP Exclusion of COVID-19 Cases and Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of Workplace COVID-19 Illness

The Human Resources Department will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our **CPP Investigating and Responding to COVID-19 Cases**.

COVID-19 Investigation, Review and Hazard Correction

In addition to our **CPP Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards**, the Human Resources Department 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.

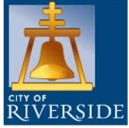
The investigation and review will be documented and include:

1. Investigation of new or unabated COVID-19 hazards including:
 - a. Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - b. Our 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.
 - c. When otherwise necessary.
3. Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. The city will consider:
 - 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 possible.
 - e. 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 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 our workplace.



Addendum 2: Major COVID-19 Outbreaks

In the event of a major outbreak (20 or more COVID-19 cases in an “exposed workplace” within a 30-day period or identified as a major outbreak by a local health department), the City of Riverside will take additional steps to protect employees and minimize exposure and transmission.

An “exposed workplace” is defined as a work location, working area, or common area used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. If, within 14 days, three COVID-19 cases share the same “exposed workplace,” then the Multiple COVID-19 Infections and COVID-19 Outbreaks section of the California Code of Regulations standard 3205.1 applies and additional testing will be required. When determining which areas constitute a single “exposed workplace” for purposes of enforcing testing requirements, areas where masked workers momentarily pass through the same space without interacting or congregating will not be considered as an “exposed workplace,” so that focus may remain on locations where transmission is more likely.

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 Testing

The Human Resources department will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees’ working hours.

Exclusion of COVID-19 Cases

Department Heads, Managers and Supervisors will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

Investigation of Workplace COVID-19 Illnesses

The city will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 Hazard Correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, departments will take the following actions:

1. In buildings or structures with mechanical ventilation, General Services department will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, the city will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
2. Safety Officer or department safety liaisons will determine changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
3. 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
4. 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**.