



# **COVID-19 PREVENTION PROGRAM**

**June 2023**

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## INTRODUCTION

The COVID-19 virus, also referred to as the “novel coronavirus,” while similar to SARS (severe acute respiratory syndrome) and MERS (Middle East respiratory syndrome), is as its name implies “novel” or new. As has been evidenced, it is having an unprecedented impact on global health and world economies.

The Northern California Sound and Communication Joint Apprenticeship and Training Committee (NorCal S&C JATC) follows the mandate of Cal/OSHA and the guidance of the Centers for Disease Control (CDC), California Department of Public Health (CDPH), and local public health agencies to provide a safe working environment and to ensure our employees have a safe and healthy workplace. All management and employees alike must exercise diligence and an abundance of caution to ensure our health and safety. To do so, we have put this COVID-19 Prevention Program in place and will enforce it in conjunction with our Injury and Illness Prevention Program (IIPP).

In the application of this Program, during outbreaks of communicable diseases, the NorCal S&C JATC expects our employees, visitors, and students to consider that every person they may come into contact with may be a carrier of the disease, and to take every necessary precaution to prevent from becoming ill.

The NorCal S&C JATC Training Director, Terry Monroe, will administer the requirements of the IIPP and this Program. All inquiries can be directed to the Training Director.

Employees have access to this Program through the NorCal S&C JATC Slack application.

The NorCal S&C JATC, in its discretion, may revise this Program in response to updated guidance from the CDC, Cal-OSHA, California Department of Public Health (CDPH) or local public health authorities, and operational needs. The NorCal S&C JATC may adopt policies regarding Covid-19 that are stricter than those required by public health authorities and Cal-OSHA. Please see Appendix A below for definitions of terms used in this Program.

## COMMUNICATING INFORMATION

Employees will be provided with the following information regarding COVID-19 and prevention protocols through access to this Program, and through employee training programs.

## ACCOMMODATIONS

Any employee requesting accommodations for pre-existing conditions or medical, mental, or other physical conditions that put them at an increased risk of severe COVID-19 symptoms may do so by contacting the NorCal S&C JATC Training Director either in person or by email. This information will be considered confidential. The JATC will make every effort to provide a reasonable accommodation.

## CONTACT REPORTING

All employees are encouraged to report any personal contact with someone known to be COVID-19 positive or report any potential COVID-19 risks at the workplace. There will be no retaliation for reporting these hazards.

Any employee experiencing symptoms of COVID-19 may request a test, which will be provided at no charge to the employee, regardless of where the employee was exposed to COVID-19. The test will be arranged during work hours.

## PREVENTION PROCEDURES

### **Mechanism of Transmission**

COVID -19 is an airborne infectious disease that is transmitted by aerosolized droplets that are produced while talking, coughing, sneezing, etc. Certain precautions are appropriate to prevention transmission of this disease. Knowing the potentially devastating and sometimes fatal outcome of this disease, NorCal S&C JATC has implemented the following procedures for the protection of our employees, visitors, and students.

### **Vaccinations**

The vaccines approved for protection against COVID-19 have been proven to be safe and highly effective at preventing serious illness, hospitalization, and death. NorCal S&C JATC employees and students are strongly encouraged to be vaccinated unless they have medical reasons or sincerely held religious beliefs that preclude receiving the vaccination against Covid-19. Vaccination against COVID-19 is not a condition of employment, but the JATC strongly encourages all employees and students to become vaccinated. The JATC will provide paid leave time to employees as necessary to accommodate vaccination or booster shot appointments. The JATC also strongly encourages all employees and students to obtain booster shots when they become eligible.

There will be no retaliation against person who chooses not to be vaccinated for medical or religious reasons.

### **Face Coverings**

Effective April 4, 2022, in accordance with current CDPH orders, face coverings will not be required in the Training Center for employees, visitors, or students. Any person may choose to wear a face covering at any time. No person will face retaliation for choosing to, or not to, wear a face covering. The CDC and CDPH continue to recommend the use of face coverings to prevent the transmission of Covid-19.

The NorCal S&C JATC will continue to make face coverings available in the Training Center.

The NorCal S&C JATC reserves the right to reinstate a face covering policy, in its sole discretion, in response to changing Cal-OSHA, CDPH or local public health directives or the NorCal S&C JATC's evaluation of Covid-19 risk factors in the community or at the

Training Center. Such a face covering policy may be imposed temporarily or for an indefinite period of time. If face coverings are required, the following policies shall apply:

- The face coverings must reach over the nose and extend down over the chin. Following the recommendations of the CDC and the Cal/OSHA regulation, face coverings must be at least two-ply and have no holes or openings. NorCal S&C JATC will provide face coverings. Employees, visitors and students may also voluntarily provide and wear their own face coverings. When not wearing a face covering, employees, visitors, and students will be denied entry into the facility. Scarves, ski masks, balaclavas, bandanas, clothing such as turtlenecks or collars, or single-layer face coverings are not acceptable face coverings and are prohibited.
- While at NorCal S&C JATC Training Center, these face coverings must be worn at all times, with the following exceptions:
  - While eating, drinking, or taking a smoke break, if such an activity is permissible at the work site (while remaining physically distanced from others).
  - While alone in an enclosed room or space.
  - While commuting alone or with someone from your household in a vehicle.
  - If a person has a medical reason not to wear a mask. A clear plastic face visor may be substituted for the face mask as a temporary measure.

### **Physical Distancing**

Unless there has been an outbreak of COVID-19, physical distancing is no longer required in the workplace or Training Center. Classrooms, exam rooms, and common areas may be used at full capacity. However, apprentices must leave the building during break times. Staff members should continue to stagger their break times to limit the number of people congregating in break areas.

In the event of an outbreak, the following physical distancing requirements will be implemented:

#### Training Center Distancing

To ensure physical distancing is maintained as much as possible, the following protocols will be implemented:

- Employees, visitors, and students must remain physically distanced while at the site following an outbreak.
- When in the break room, employees, visitors, and students shall wear approved face coverings at all times, unless they are eating or drinking.
- In-person meetings must be limited to the number appropriate to maintain physical distancing.
- If working conditions require employees to be closer than six feet apart, such as when lifting a heavy object or any other work that requires

cooperative assistance, the employees must return to the six-foot distancing rule as soon as possible after performing the work.

- Capacity controls in classrooms and/or remote classes may be implemented on a temporary basis.

### **Hand Hygiene**

Hand hygiene is an important part of preventing the transmission of any disease and applies to all employees, visitors, and students. The aerosolized droplets produced by an infected person can live on surfaces for some time, from hours to days. These droplets can be transmitted through human touch to mucous membranes in the eyes, nose, and mouth, which is why it is recommended that people refrain from touching these areas.

Soap is a virucide. It can reduce the potential for the virus to spread through thorough washing for at least 20 seconds, scrubbing the hands front and back, between fingers, and under nails. It does not matter if the water is warm or cold, just rinse completely. Dry hands by rubbing briskly with a towel. A consideration is to apply hand lotion after washing to keep the skin from getting irritated, where the droplets would be more penetrable. All employees, visitors, and students, vaccinated and unvaccinated should perform this procedure on the following schedule:

- Before, during, and after preparing food.
- Before and after eating food.
- Before and after caring for someone at home who is sick.
- Before and after treating a cut or wound.
- After using the restroom.
- After blowing their nose, coughing, or sneezing.
- After touching an animal, animal feed, or animal waste.
- After touching garbage.

Hand sanitizer with at least 60% alcohol can be used when soap and water are not available. However, a dirty surface is more difficult to sanitize. When possible, wash your hands first. After using hand sanitizer, hands should be washed at the first opportunity.

### **Workplace Sanitization**

The NorCal S&C JATC will ensure that all areas are maintained in a clean, disinfected, and sanitary conditions. This may be accomplished by assigning an employee cleaning crew.

Apprentices are required to disinfect their lab spaces after use.

After using a common area, such as a restroom or breakroom, employees, visitors, and students are encouraged to disinfect any surfaces they may have touched. The NorCal S&C JATC will provide disinfecting wipes for use in those areas.

### **Hazard Inspections**

Much as an inspection of a workplace can prevent harm through the ability to see a potential issue before it develops into a problem, inspecting the working environment before a COVID-19 exposure occurs may reduce the likelihood of an outbreak. The inspection team should include employees as well as management and all comments must be deemed as worthy of consideration. This is a fact-finding process, not a fault-finding one.

Before the inspection, the Training Director will review the most current guidance from the CDC and the California Department of Public Health (CDPH) as it may apply to potential hazards and preventative protocols. During the inspection, some questions that may be considered include the following:

- Is the area and facility adequately ventilated? Can doors be opened or is there a source to access outside air? If not, is the addition of a HEPA filtered system possible?
- Is the area being inspected properly cleaned and disinfected?
- Are the employees able to work spaced at a safe distance? Do areas where employees may congregate, such as entry points, restrooms, break rooms, stairways, have adequate spacing?
- Does the working environment encourage face coverings?
- Are the employees, visitors, and students able to properly wash their hands? Is hand sanitizer readily available?
- Is there guidance posted to ensure commonly touched surfaces are properly disinfected?
- What other preventative measures and controls should be implemented?

### **Correction of Hazards**

Any additional hazard or hazardous condition identified in the investigation of a COVID-19 infection will be corrected immediately, if feasible. This may include, but not be limited to:

- **Scheduling:** Additional scheduling may be required to limit the number of persons in a workplace, which would then increase the ability for distancing.
- **PPE:** Additional face masks or other PPE may be required to provide adequate protection. All face masks and PPE will be provided by the NorCal S&C JATC at no cost.
- **Ventilation:** Additional steps may be taken to ensure adequate ventilation, as needed.
- **Other measures:** Additional measures may be required, such as placing plexiglass barriers between workstations, restricting access to common areas where people may congregate, etc.

### **Documentation of Inspections**

Following a COVID-19 case at the Training Center, an inspection must be conducted to assess what conditions exist that may have contributed to the infection. These inspections should also be conducted regularly, but not less than monthly, and documented. The documentation should include who conducted the inspection, conditions that were noted

that are potential risks for exposure to COVID-19, conditions that required immediate correction, and appropriate corrective actions are taken/controls put into place.

## **SIGNS, SYMPTOMS, AND SCREENING**

COVID -19 is known to affect individuals differently, ranging from asymptomatic infection to severe illness. Symptoms can appear two to 14 days after exposure to someone who has the disease. An exposure is defined as being within six feet of someone who may be infected with the disease for at least 15 minutes with or without a mask.

The common symptoms of COVID-19 are:

- A fever of 100.4° Fahrenheit or higher.
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- The new or recent loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Remember that this list contains the most common symptoms; it is not a complete list. All are encouraged to contact their healthcare provider with any symptom for further diagnosis.

If any of the following occur, employees, visitors and students must seek emergency medical assistance immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

### **Screening**

The NorCal S&C JATC continues to require employees, visitors, and students to self-screen before coming to the Training Center. No one is allowed at NorCal S&C JATC's Training Center if they believe they have any symptoms of COVID-19 that cannot be reasonably explained as something else. Congestion or a runny nose may be due to seasonal allergies, for example. If anyone suspects they have COVID-19, their priority must be to seek medical attention and take every measure to get well. The second priority is to contact the Training Director, Training Coordinator, or supervisor to report their condition. Reporting an illness is encouraged; there is no retaliation for making such a report.



A log will be maintained of who is in the facility. Employees, visitors, and students should sign in as they enter the facility. They must record their name and time of arrival. They must record the time they leave the workplace for the day. This will allow NorCal S&C JATC to track potential exposures, should an employee, visitor, or student, report that they have been exposed or are sick.

### **Reporting Exposures, Signs, and Symptoms**

Employees, visitors, and students are encouraged to report any exposure, sickness, or potential signs or symptoms of COVID-19 as soon as possible by calling or texting the Training Director, Training Coordinator and/or their immediate supervisor. There will be no reprisal or discrimination of any kind for reporting related to COVID-19.

## **EXPOSURE PROTOCOLS**

Any employee, student, or visitor who has symptoms of COVID-19 or believes they have been exposed to COVID-19, should contact NorCal S&C JATC immediately. If at work or in training, they must leave the facility as soon as possible. If they have not yet reported to the JATC, they must remain at home, contact the Training Coordinator or immediate supervisor, and are encouraged to contact their personal healthcare provider for advice.

### **Employee Testing**

Employees will be offered COVID-19 testing when:

- They have symptoms of COVID-19
- They were in close contact\* with a person with confirmed COVID-19 at the worksite; or
- At the recommendation of their healthcare provider, or a public health official.

Testing will be offered under these circumstances regardless of the employee's vaccination status. Testing will be provided at no cost to the employee, during paid time.

Note: Information regarding visitors and/or students who may have been exposed will be given to the visitor/student(s) for determination of testing requirements.

“Testing” under this Plan means a laboratory-processed PCR test or a self-administered rapid test.

\* “Close contact” means being within the same indoor air space, for a cumulative period of 15 minutes or more during a 24-hour period, as a known Covid-19 case during that person's infectious period. An enclosed room with floor-to-ceiling walls, such as an office, conference room, restroom, breakroom, etc., is an indoor air space. The infectious period is the first 10 days after the person tested positive for Covid-19 (Day 1), unless the person has tested negative on or after Day 5.

### **Notification**

The NorCal S&C JATC will provide employees and their authorized representatives, visitors, and students who were in close contact with an infected or potentially infected employee or student at the site with notification in writing within one business day after receiving information about the infected person. The NorCal S&C JATC will also provide notice to all employees of a potential workplace exposure within one business day. The NorCal S&C JATC will protect the privacy and confidentiality of the infected person and will not share that person’s medical records.

NorCal S&C JATC must retain records and a copy of the notification for at least one year.

### **Exclusion and Employee Rights**

An employee who has exhibited COVID-19 symptoms, reported close contact with someone with COVID-19, or received a positive COVID-19 test will be sent home from work to self-isolate (“exclusion”). If the employee is unable to work remotely, the employee may use any available paid leave during the period of exclusion. Depending on the circumstances, the employee may also qualify for workers compensation or SDI through the State of California Employment Development Department. Further COVID-19 testing will be provided at no cost to the employee. All employee rights will be continued, including seniority and the employee’s right to his or her former job status. The NorCal S&C JATC will continue to provide health benefits during the exclusion period consistent with the JATC’s policies and applicable law.

### **Return to Work/School**

Return-to-work/school criteria are changing frequently with updated guidance from the CDC and the California Department of Public Health. The NorCal S&C JATC will promptly update employees and students with any changes in the return-to-work criteria. Effective June 1, 2023, employees and students who have been sent home or told to self-isolate must do so until the following conditions have been met.

**Table 1: Exclusion Requirements for Employees/Students Who Test Positive for COVID-19 (Isolation)**

<p>Requirements apply to <b>all</b> employees/students, <i>regardless of vaccination status</i>, previous infection, or lack of symptoms.</p>	<ul style="list-style-type: none"> <li>• A person who tests positive for COVID-19 must be excluded from school/work for at least 5 days. “Day 0” is the day the test was administered. “Day 1” is the first full day following the day the test was administered.</li> <li>• Isolation can end and the person may return to school/work after Day 5 if the person tests negative and is symptom-free.</li> <li>• A person who continues to experience symptoms should continue to isolate through Day 10.</li> </ul>
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	<ul style="list-style-type: none"> <li>• If the person has a fever, the person may not return to school/work until 24 after the fever has resolved.</li> <li>• If the person's symptoms other than fever are not resolving, the person may not return to work until the person is symptom-free.</li> </ul>
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**Table 2: Employees/Students Who Are Exposed to Someone with COVID-19**

Requirements apply to <i>asymptomatic</i> employees/students <i>regardless of vaccination status</i> :	<ul style="list-style-type: none"> <li>• The exposed person may continue to attend school/work. Isolation is not required unless the person tests positive or develops symptoms.</li> <li>• The exposed person must test within 3 to 5 days after their last close contact. Persons infected with COVID-19 within the prior 30 days do not need to be tested unless symptoms develop.</li> <li>• The person must wear a face covering at school/work for a total of 10 days after exposure.</li> <li>• If the person develops symptoms, the person must not attend school/work pending the results of a test.</li> <li>• If the person tests positive for COVID-19 or develops symptoms, the person must follow the isolation requirements above in Table 1.</li> </ul>
Requirements apply to <i>symptomatic</i> employees/students <i>regardless of vaccination status</i> :	<ul style="list-style-type: none"> <li>• The person must not attend school/work and should test as soon as possible. Exclusion from school/work must continue until test results are obtained.</li> <li>• If the person is unable or chooses not to test, exclusion must continue for 10 days.</li> <li>• If the person tests negative on or after Day 5, and all symptoms have resolved, the person may return to school/work before Day 10. The person must wear a face covering around others through Day 10.</li> <li>• CDPH recommends continuing exclusion and retesting in 1-2 days if</li> </ul>

	<p>testing negative with an antigen test, particularly if tested during the first 1-2 days of symptoms.</p> <ul style="list-style-type: none"> <li>• For symptomatic employees who have tested positive within the previous 90 days, using an antigen test is preferred.</li> </ul>
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**Reporting test results:** Employees and students who choose to produce a negative test result in accordance with the return to work/school criteria listed above may do so as follows. To report a negative PCR test result, email a copy of your negative result to the Training Director. To report a negative at-home rapid test result, send an email to the Training Director with a date-stamped screenshot of your negative test or the date of your rapid test and the result with a statement that you certify the accuracy of the information being provided. Test results will be securely stored as confidential medical information, apart from other personnel or student files.

**Person is Subject to an Isolation or Quarantine Order Issued by a State or Local Public Health Official**

- The person may return to work upon the expiration of the Order; *OR*
- If the Order has no expiration date, the person may return to work in accordance with the return-to-work/school standards listed above.

## INVESTIGATION AND RESPONSE

Management will investigate all known and potential cases of COVID-19 reported by NorCal S&C JATC's employees, visitors, or students to determine the origin of the initial infection. This is not a fault-finding mission. The purpose is to ascertain whether the occurrence is occupationally related. This will also provide NorCal S&C JATC with information as to whether other employees or visitors may have been exposed to the disease. Throughout the investigation, no personal or confidential information regarding the infected individual will be released to anyone other than those who need to know such as the Training Director.

The information gathered through the investigation will also provide NorCal S&C JATC with the necessary information as to where the infected person was during the time they could have been at NorCal S&C JATC's Training Center, so that effective cleaning and disinfecting protocols and additional ventilation can be implemented as necessary.

### **Cleaning and Disinfecting**

The area occupied by the potentially infected person will have restricted access until it can be cleaned and disinfected using the following protocols:

- Dirty surfaces will be cleaned with soap and water.
- The area will then be disinfected with products meeting the EPA criteria for use against COVID-19, following all product label directions, and the warnings and precautionary statements.

After cleaning and disinfecting, the area can be reopened and should be safe for use.

### **Correction of Hazards**

Any additional hazard or hazardous condition identified in the investigation of a COVID-19 infection will be corrected immediately, if feasible. This may include, but not be limited to:

- **Scheduling:** Additional scheduling may be required to limit the number of persons in the Training Center, which would then increase the ability for distancing.
- **PPE:** Additional face masks or other PPE may be required to provide adequate protection. All face masks and PPE will be provided by NorCal S&C JATC at no cost to employees, visitors, or students.
- **Ventilation:** Additional steps may be taken to ensure adequate ventilation, as needed.
- **Other measures:** Additional measures may be required, such as placing plexiglass barriers between workstations, restricting access to employee common areas where they may congregate, etc.

### **Required Reporting**

NorCal S&C JATC will continue to report cases of COVID-19 to state and local public health agencies as required by applicable law and public health orders. In Alameda County, reports can be made through the Alameda Public Health Department website at <https://covid-19.acgov.org/contact> or by calling 510-267-3250.

Occupationally related cases of COVID-19 must be recorded on the OSHA 300 log. Cases of COVID-19 that require hospitalization or become fatal must be reported to Cal/OSHA within eight hours. The report can be made by email at [caloshaaccidentreport@tel-us.com](mailto:caloshaaccidentreport@tel-us.com). Or a call can be placed to the nearest Cal/OSHA enforcement office. The Oakland office phone number is 510-622-2916.

## **MULTIPLE COVID-19 INFECTIONS AND OUTBREAKS**

If there are three or more COVID-19 cases at the workplace within a 14-day period, the following protocols will apply:

- NorCal S&C JATC will provide COVID-19 testing once a week to all employees who were at the workplace at the time of the exposure, regardless of vaccination status. The testing will be made available during normal work hours and will be provided at no cost to employees.
- The weekly testing will continue until there has been a period of 14 days with no additional COVID-19 cases.
- NorCal S&C JATC will begin an investigation into how the outbreak of COVID-19 began in the workplace.

- Any related workplace factors that might have contributed to the outbreak will be mitigated and remedied, including ventilation, physical distancing due to the configuration of the workplace.
- Any related workplace policies or procedures that might have contributed to the outbreak will be mitigated and remedied, including employee, visitor or student reporting and sick leave procedures.
- Any hazards within the workplace, including but not limited to indoor ventilation and air filtration systems.
- If the outbreak continues, this review of the workplace shall be updated every 30 days as necessary, when new information is received, or previously unrecognized hazards are found.
- When possible, controls shall be implemented to improve the workplace, including moving work outdoors, increasing physical distancing, or improving air filtration.
- NorCal S&C JATC shall notify the local public health department as soon as possible, and no more than 48 hours, after learning of the multiple COVID-19 positive cases. NorCal S&C JATC will provide all requested information to the local public health department as required.

Additional procedures will be implemented if 20 or more cases of COVID-19 are reported within 30 days. These procedures include the following:

- Employee COVID-19 testing shall be provided at least twice a week, at no cost, to any employees that might have been exposed during the 30-day period and who remain at the workplace.
- The twice-weekly testing will continue until there has been a period of 14 days with no additional COVID-19 cases.
- All positive cases of COVID-19 will be investigated for potential workplace factors or procedures that might have contributed to the outbreak. All contributing factors or procedures will be mitigated and remedied as quickly and effectively as possible.
- When working indoors, buildings with mechanical ventilation shall be reviewed to make sure that only air is filtered and recirculated with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system.
- If possible, portable, or mounted High Efficiency Particulate Air (HEPA) filtration systems or similar may be provided to reduce disease transmission.
- NorCal S&C JATC will consider a stoppage to some or all work at the workplace until conditions improve.
- If necessary, NorCal S&C JATC will consider implementation of a respiratory protection program.

## TRANSPORTATION

Effective June 1, 2023, the NorCal S&C JATC has lifted all requirements regarding transportation. In the case of an outbreak, or in response to updated public health directives or guidelines, the JATC may reinstate requirements regarding transportation, as follows:

There may be times that employees must commute to a worksite or to and from work together. Employees not in the same household or who are not on the same work crew may only be transported in a shared vehicle if no other transportation method is available.

Employees who do not share the same household may be transported in the same vehicle under the following conditions:

- While waiting for the transportation, face coverings must be worn and physical distances of at least six feet of separation between employees must be maintained.
- The vehicle operator and passengers must have passed a self-screening for COVID-19. Should any employee have or think they have symptoms of COVID-19, they must report it to their supervisor, and return to or stay home.
- Inside the vehicle, the vehicle operator and passengers must maintain at least three feet of distance at all times.
- Inside the vehicle, all employees must wear face coverings. The face coverings provided by NorCal S&C JATC may be worn, or the employees may voluntarily wear their own face coverings.
- All high-contact areas of the vehicle for the vehicle operator and the passengers must be cleaned and disinfected before each trip.
- The vehicle must be sanitized after use, including all high contact areas such as door handles, window controls, armrests, seat belts, and any vehicle controls for the driver.
- The vehicle must be supplied with hand sanitizer that contains at least 60 % alcohol. The vehicle operator and all passengers must sanitize their hands before entering and after leaving the vehicle.
- During transportation, the vehicle windows must be kept open for maximum ventilation, unless the following conditions exist:
  - The outside temperature is greater than 90° or less than 60° and the vehicle has sufficiently functioning air conditioning and heating.
  - The weather prohibits the windows from being open, i.e. rain or snow.
  - The outdoor air quality is greater than 100, and the vehicle has a cabin air filter in use.

This section does not apply if the driver and all passengers live in the same household.

## TRAINING

As required in the regulations, employees must be trained about potential hazards in the workplace and of the systems the employer has put into place to protect them from those hazards. Because it is impossible to eliminate the virus, employees must be informed about the virus, the potential signs and symptoms, and the controls put into place to prevent exposures.

The following topics will be covered in a training program:

- The mechanisms of transmission of the disease.
- The signs and symptoms of COVID-19.
- The importance of an employee being fully vaccinated, including the requirements for those who elect to not be vaccinated.

- The importance of wearing face masks and maintaining physical distancing, particularly for those who choose to not be vaccinated.
- How to properly wear a respirator, if that is the employee's choice as described in a Voluntary Respiratory Protection Program (See Appendix B).
- The importance of handwashing, and how to wash hands properly.
- How to properly self-screen before work each day.
- The importance of signing in and out, and contact tracing.
- Cleaning and disinfecting protocols.
- How to report potential exposures and/or a positive infection of the disease, with emphasis that there is no reprisal for notification of exposure or sickness.
- When testing for the virus is necessary, and how to schedule the test.
- How the NorCal S&C JATC will respond to potential exposures, including inspections, investigation of exposures, and correction of hazards. This will include a discussion of employees' rights, and the continuance of medical and employee benefits.
- When to report back for work following a required stay-at-home or sickness.
- The seriousness of an outbreak of the virus, and additional restrictions following an outbreak of three or more employees.
- The requirements for work-provided transportation.
- How the NorCal S&C JATC will respond to outbreaks of more than one person.

The NorCal S&C JATC will maintain the training records for at least one year.



## APPENDIX A – DEFINITIONS

**Asymptomatic:** Not experiencing symptoms associated with COVID-19.

**Close Contact:** Within a shared indoor air space with a known COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “infectious period” defined in 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 8 CCR §5144, whenever they were within six feet of the COVID-19 case during the high-risk exposure period.

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

**COVID-19 Case:** A person who meets at least one of the following:

- Has a positive COVID-19 test as defined in this section.
- Has a positive COVID-19 diagnosis from a licensed health care provider.
- Is subject to a COVID-19 related order to isolate issued by a local or state health official.
- Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

**COVID-19 Hazard:** A 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 the 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:** The following are COVID-19 symptoms:

- A fever of 100.4° Fahrenheit or higher.
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- The new or recent loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

A licensed health care professional may determine 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:

- Approved by the U.S. Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus. This includes PCR tests administered by a health care provider and rapid self-tests.
- 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 exemptions apply:

- 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.
- 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.
- 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 another employer.

**Face Covering:** A surgical mask, a medical procedure mask, a respirator that is worn voluntarily, or a tightly woven fabric or non-woven material mask 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 a single layer of fabric.

**Fully Vaccinated:** A person is fully vaccinated if the person has 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 U.S., be listed for emergency use by the World Health Organization (WHO).

**Infectious Period:** A person's infectious period is as follows:

- For COVID-19 cases who develop COVID-19 symptoms, from two days before the person first develops symptoms until:
  - It has been 10 days since symptoms first appeared; and
  - 24 hours have passed with no fever, without the use of fever-reducing medications; and

- The person's symptoms have improved. Note: Taste and/or smell may not return immediately.
- For Covid-19 cases who never develop COVID-19 symptoms, from two days before the specimen for the person's first positive test for COVID-19 was collected until 10 days after the specimen 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, if such as an N95 filtering facepiece respirator.

**Symptomatic:** Experiencing symptoms associated with COVID-19.

**Worksite:** For the limited purpose of COVID-19 prevention regulations only, is 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.

Note: The term worksite is used for the purpose of notice (notification) requirements only.