



ORANGE COUNTY WATER DISTRICT

COVID-19 PREVENTION PROGRAM

Procedure No: SP-3.7

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Policy Statement

Orange County Water District (the District or OCWD) is committed to ensuring that our worksites, employees, subcontractors, and vendors are prepared for and in compliance with the Centers for Disease Control and Prevention (CDC), the California Division of Occupational Safety and Health (Cal/OSHA), the California Department of Public Health (CDPH), and local guidance regarding COVID-19. The health and safety of our employees is the paramount concern of the District. This plan is developed in accordance with the guidelines outlined by the CDC and Cal/OSHA, as well as OCWD's Safety Manual, in addition to state and local guidelines.

COVID-19 Overview

COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales. Particles containing the virus can travel more than six feet, especially indoors. COVID-19 may also be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although this is less common.

An infectious person may have no symptoms.

Employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Tiredness
- Coughing
- Fever
- Sore Muscles
- New Loss of Smell or Taste
- Aches and Pains
- Nasal Congestion
- Runny Nose
- Sore Throat
- Nausea or vomiting
- Diarrhea, and
- Shortness of breath or difficulty breathing.

Identification and Evaluation of COVID-19 Hazards

The District will conduct an evaluation of the workplace to identify and evaluate COVID-19 hazards. Employees and authorized employee representatives shall be allowed to participate in this evaluation.

This evaluation will include identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards. Further, this evaluation will include identification of all places and times when employees may congregate or come in contact with one another.

The District will conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the District's policies and procedures.

Roles & Responsibilities

The General Manager has overall authority and responsibility for implementing the provisions of this COVID-19 Prevention Program (CPP) in the workplace. District employees share unique roles and responsibilities within OCWD, many of these responsibilities are outlined in OCWD's Safety Manual. COVID-19 presents a need for these roles and responsibilities to grow to enact our safety protocols.

Below is a general guideline of roles and responsibilities. The District will train employees on their roles and responsibilities with regards to this plan. Managers and supervisors are familiar with this plan and are prepared to answer questions about it.

Managers/Supervisors

- Responsible for overall implementation and enforcement of this plan.
- Review prescreening employee status.
- Informing Risk & Safety or Human Resources (H.R.) if an employee tested positive for COVID-19; has symptoms; or was in close contact with a COVID-19 positive person.
- Responsible for job site compliance and work health and safety.
- Ensuring proper required signage is current and properly posted.
- Provide face covering to employees who are not fully vaccinated, and ensure they are worn indoors, or in vehicles with more than one person.
- Ensure employees complete their training.

Employees

- Help minimize the spread of COVID-19; complete the Flairz pre-screening assessment prior to starting work.
- Unvaccinated employees are expected to wear face covering indoors and in vehicles with more than one person.
- Review the COVID-19 Prevention Program and contact Risk & Safety with any questions.
- Practice good hygiene and wash hands often.
- Immediately report sickness or COVID-19 symptoms to your supervisor.
- Immediately report possible COVID-19 hazards at the workplace. This can also be done anonymously: [Hazard Report - Waterweb \(ocwd.com\)](https://www.ocwd.com/hazard-report).

- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness should notify Human Resources of such conditions.

Operation Best Practices

1. Each visitor must complete a COVID-19 Visitor Form prior to entering the facility.
2. Avoid shared use of phones, desks, radios, equipment, tools, etc.
3. Face coverings are not required for vaccinated employees.
4. Face coverings are required for unvaccinated employees working indoors and in a vehicle with more than one person.
5. Employees are not required to wear face coverings when outdoors regardless of vaccination status except for certain employees during outbreaks.
6. Employees who are not fully vaccinated can request a respirator (i.e., N95) for voluntary use from the Risk & Safety department. N-95 respirators for voluntary use require a review of proper use and the respiratory voluntary use form.
7. Common areas will be cleaned daily (lunchrooms, restrooms, etc.).
8. Employees will be provided with hand sanitizers and/or wipes to clean their workspace, equipment, and tools daily.
9. Hand sanitizers and wipes will be available in the shared District vehicles for cleaning before and after use.
10. Workers are encouraged to continuously wash their hands to prevent the potential spread of COVID-19.

Employee Screening

Employees are provided with personal thermometers to check their temperatures each morning.

Employees are expected to evaluate their own symptoms and complete the online or Flairz MyWellness Application (App) prescreening assessment prior to physical reporting to work each day.

Supervisors can provide a hard copy assessment to employees who do not have access to the App or the online assessment. Forward completed assessments to H.R. on a weekly basis.

The safety and health of employees require participation of everyone. Without fear of reprisal the District asks employees to report COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards at the workplace.

Confirmed or Probable Case of COVID-19 Case

OCWD will follow this four-step plan when addressing a confirmed or probable case of COVID-19 case in the workplace:

1. Isolate/Quarantine Confirmed Employees

Employees who have COVID-19 symptoms, are not fully vaccinated, and have had a “close contact” should remain at home until cleared to return to work. Close contact is 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. The high-risk exposure period means the two days before the person who developed COVID-19 symptoms until it has been 10 days since symptoms first appeared.

For a COVID-19 case who never develop COVID-19 symptoms, from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

While quarantined, those employees should self-monitor for symptoms/emergency warning signs (check temperature twice a day, watch for fever, cough, or shortness of breath), avoid contact with high-risk individuals, and follow CDC guidance if symptoms develop. Any employee quarantined will be informed by the District on the terms and conditions of the employee’s return to work. The District will rely on CDC and state and federal health guidelines on employees returning to work.

2. Address Employees Working Near an Infected Co-Worker

When engaging in contact tracing, the employee will be asked to identify all individuals who were in close contact. Risk & Safety and H.R. will follow up on all potential exposures.

The District shall exclude from the workplace employees who had close contact until the return to work requirements are met. Exceptions to the exclusion of COVID-19 cases from work are as follows:

- Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms; and
- 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, for 90 days after the first positive test.

3. Clean the Workplace

After a confirmed or probable COVID-19 case, the District will follow the CDC and California guidelines for cleaning the workplace. These guidelines include:

- Cleaning the area where the person who is a probable or confirmed case of COVID-19 worked. If possible, opening outside doors and windows and increasing air circulation in the area.
- Waiting as long as practical, a minimum of 24 hours, whenever possible, before beginning the cleaning process.
- Cleaning staff shall also clean all areas such as offices, bathrooms, and common areas used by the employee.

4. Notify Employees

Following a confirmed or probable COVID-19 case, the District will notify all employees who may have had COVID-19 exposure and their authorized representatives and independent contractors, and other employers present at the workplace during the high-risk exposure period within one business day. The District will do so without revealing any confidential medical information such as the name of the employee, unless the employee has signed an authorization to disclose their diagnosis. The District will inform employees of the actions it has taken, including requiring employees who had close contact with the worker to go home. The District will let employees know about its cleaning efforts and remind employees to seek medical attention if they exhibit symptoms/emergency warning signs.

COVID-19 testing will be offered at no cost during working hours to all employees who had potential COVID-19 exposure in the workplace. Employees shall be paid during the time spent testing.

For employees excluded from work because of work-related exposure to COVID-19, the District will continue and maintain the employee's earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job. Any leave, whether paid or unpaid, will run concurrently with all other leave provided under the District's policy or provided by local, state or federal law.

After any and all positive workplace cases, the District will investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could have been done to reduce exposure to COVID-19 hazards.

Return to Work Criteria

A COVID-19 case with COVID-19 symptoms will not be permitted to return to work until:

1. At least 24 hours have passed since a fever of 100.4°F 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.

COVID-19 cases who tested positive but never developed symptoms will not be permitted to return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

A negative COVID-19 test will not be required for an employee to return to work.

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 or to quarantine was effective.

Training Requirements

OCWD will train employees on the potential hazards of COVID-19 and will utilize CDC guidelines as a baseline for meeting this training requirement.

Employees will be trained and provided instruction on the District's COVID-19 policies and procedures to protect employees from COVID-19 hazards.

Employees will be trained and provided instruction on COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.

All training shall be performed by a competent person and documented.

OCWD's employees and those working on District property must be properly trained in the following categories when required based on exposure assessment, Cal/OSHA regulation, and/or CDC guidelines:

- Respiratory protection
- Bloodborne pathogens
- Hygiene (i.e., proper handwashing)
- Sanitation
- SDS sheets and product data
- Emergency procedures
- Personal Protective Equipment (PPE)
- Cough and sneeze etiquette
- Hand hygiene
- Avoiding close contact with sick persons
- Avoiding touching eyes, nose, and mouth with unwashed hands
- Avoiding sharing personal items with coworkers

Face Coverings

Face coverings shall be provided to employees. Employees can also request and will be provided with N95 respirators for voluntary use. Whenever respirators are provided for voluntary use employees will receive information on how to properly wear the respirator; how to perform a seal check according to the manufacturer's instructions each time a respirator is worn; and be informed that facial hair interferes with a seal. Face coverings are required indoors for unvaccinated employees and when required by orders from the California Department of Public Health or local health department. Face covering should cover the nose and mouth. Face shields are not a replacement for face coverings.

The following are exceptions to the face coverings requirement:

- When an employee is alone in a room or in vehicle.
- While eating and drinking at the workplace, provided unvaccinated employees maintain at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- 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.
- Specific tasks which cannot feasibly be performed with a face covering.

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. Employees not wearing face coverings (or N95) as stated in the exceptions above, shall be at least six feet apart from all others unless the unmasked employee is fully vaccinated.

Personal Protective Equipment (PPE)

Managers and supervisors have reviewed required and necessary PPE for each task and will ensure that workers are properly trained to utilize PPE. OSHA's standard on PPE shall be followed in addition to the respiratory protection program. All employees requesting an N95 respirator for voluntary use must receive respiratory review from the Risk & Safety department prior to receiving an N95 respirator.

Eye Protection:

Employees must use appropriate eye or face protection when exposed to eye or face hazards from airborne COVID-19 particles, liquid chemicals, acids, or caustic liquids or chemical gases or vapours.

Hand Protection:

- Gloves are required to be worn when performing work which may potentially expose the hands' surfaces to COVID-19 or chemicals.
- Chemical Impervious (chemical resistant) gloves shall be worn when handling chemicals that specify that PPE gloves should be used.
- The District will provide employees working with chemicals their own individual gloves for hygiene purposes, or employees should use a new pair of disposable gloves with each job task.

Cleaning Procedures

OCWD has implemented cleaning and disinfecting procedures required for all shared areas. In the event employees are performing cleaning and disinfection of their areas, proper training and protective equipment will be available and must be utilized. Supervisors will review product Safety Data Sheets (SDS) and train all workers on the product that is being utilized according to manufacturing recommendations. SDS are always available to workers either by hard copy or electronically. Access to SDSs can be found on the Waterweb, Risk & Safety, msdsonline: [eBinder | MSDSonline \(ehs.com\)](#)

It is OCWD's expectation that work sites are cleaned on a frequent and consistent basis in a manner appropriate with its exposure. Frequently touched surfaces and shared areas such as lunchrooms, bathrooms, and other high use areas, etc. shall be cleaned daily.

If cleaning procedures or practices are found to be inadequate, site supervision shall make immediate adjustments to meet CDC guidelines and/or close the area to workers until it can be properly cleaned.

- Restrooms and break/lunchrooms must be cleaned at least once per day
- Trash cans and debris bins shall be cleaned, sanitized, and emptied as needed but at least daily
- Shared District vehicles, tools, and equipment shall be cleaned at least daily and before any new user. Sanitizing wipes, and hand sanitizers are placed in shared vehicles for cleaning before and after use.

Purchasing shall take steps to obtain emergency cleaning services and/or obtain emergency cleaning products in adequate supply to perform site cleaning if a positive COVID-19 case is confirmed at a specific location. Extreme care shall be taken to ensure that the products being utilized to disinfect and sanitize an area are designed for COVID-19 and that workers performing the cleaning are adequately protected.

When selecting cleaning products, Purchasing shall reference the approved EPA/CDC list of products prior to utilizing, ensuring that the product is appropriate for the intended surface. Contact Risk & Safety for assistance.

Engineering Controls

Engineering controls help reduce exposure to hazards by isolating employees from the hazards. The District has implemented the following engineering controls to increase employee safety, which may include but are not limited to:

- To the extent feasible, maximize the quantity of outside air provided.
- Installing clear plastic barriers between employees who work near each other.

Administrative Controls

Administrative controls require action by both the employee and the District. These are changes in work policies and procedures to reduce or minimize exposure to COVID-19 in the workplace. These changes are discussed in further detail in this written program and include, but are not limited to:

- Requiring sick employees to stay at home (or to go home).
- Providing employees with up-to-date information on COVID-19 and protective behaviors (e.g., proper hygiene, PPE, and cough etiquette).
- Providing employees with and training employees on proper use of personal protective equipment.
- Encouraging regular hand washing and use of hand sanitizer.

Confidentiality/Privacy

Except for circumstances in which OCWD is legally required to report workplace occurrences of communicable disease, and/or the individual provides a written authorization to disclose his or her diagnosis to coworkers, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested

positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. OCWD reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. OCWD also reserves the right to inform subcontractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

Reporting, Recordkeeping, and Access

This COVID-19 Prevention Program will be available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

The District will keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. The District will report information about COVID-19 cases at the workplace, including COVID-19-related serious illnesses or death, as defined under section 330(h), of an employee occurring in a place of employment or in connection with any employment, whenever required by law. Medical information will be kept confidential as required by law.



COVID-19 VISITOR FORM

THIS FORM MUST BE COMPLETED ON THE DATE OF THE VISIT

Print Name: _____ **Company:** _____

1. Are you experiencing or have experienced in the last 2 days Covid-19 symptoms (fever \geq 100.4 °F; difficulty breathing; loss of taste/smell; fatigue/muscle or body ache; new onset cough; nausea/vomiting/diarrhea; sore throat; headache, congestion/runny nose)?
Yes No
2. Have you recently been in contact with anyone who tested positive for the Covid-19 or who exhibits Covid-19 symptoms?
Yes No
3. Do you know that it's your responsibility to inform OCWD if you test positive for Covid-19 or experience any symptoms? Yes No
4. By signing this form, you are acknowledging that you understand that all visitors/contractors/vendors to OCWD are required to wear a face covering indoors if they are unvaccinated.

Signature: _____

Date: _____