



Policy Statement

Orange County Water District (OCWD or the District) 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 written program is developed in accordance with the guidelines outlined by the CDPH, and California Code of Regulations, Title 8, section §3205 COVID-19 Prevention, as well as 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.

An infectious person may have no symptoms.

Employees should 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
- Shortness of breath or difficulty breathing

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.

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. Managers, Supervisors, and employees all share unique roles and responsibilities within OCWD; many of these responsibilities are outlined in the Risk & Safety policies and procedures. COVID-19 presents a need for these roles and responsibilities to grow to enact both our safety protocols and emergency plan.

Below is a general guideline of Roles and Responsibilities. Managers and supervisors are familiar with this program and prepared to answer any questions.

Managers/Supervisors

- Managers and supervisors are responsible for the overall implementation and enforcement of this program.
- Reviewing Flairz prescreening of their employees.
- 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.
- Ensuring required signage is current and properly posted in their department.
- Enforcing face covering if required.
- Enforcing social distancing if required.
- Coordinating among visitors, contractors, subcontractors etc. with regards to District operations and COVID-19 response.
- Enforcing requirements including re-training for safety policy violations.
- Ensuring updates and changes are communicated to staff.

Employees

- Employees are responsible for complying with this written program.
- Minimizing the spread of COVID-19.
- Practicing good hygiene.
- Completing the Flairz prescreening questionnaire prior to physically coming to work.
- Contacting Risk & Safety for COVID-19 related questions and needs.
- Immediately reporting to their supervisor sickness, COVID-19 symptoms, and exposure to a Covid-19 positive person.
- Immediately reporting possible COVID-19 hazards at the workplace to their supervisor, Risk & Safety, or anonymously: [Hazard Report - Waterweb \(ocwd.com\)](#).

- If an employee has a medical condition that puts them at an increased risk of severe COVID-19 illness, notify H.R.

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. Common areas will be cleaned and sanitized regularly (i.e., restrooms).
4. Employees can request surgical mask or an N95 for voluntary use from the Risk & Safety department.
5. Hand sanitizers and wipes to clean the workspace, equipment, and tools are available from the Warehouse or Risk & Safety.
6. Hand sanitizers and wipes are available in shared District vehicles for cleaning before and after use.
7. Workers are encouraged to wash their hands regularly to avoid the spread of COVID-19.
8. When feasible, internal doors can remain open to reduce ongoing handling.

Employee Screening

Employees are expected to evaluate their own symptoms before reporting to work each day.

Employees are also expected to complete the online or Flairz MyWellness Application (App) prescreening assessment prior to physically 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 prescreening questionnaire. Supervisors should forward the 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.

COVID-19 CASES:

Below are the four steps the District will follow for a COVID-19 case. A “COVID-19 case” means a person who is positive for COVID-19.

1. Return-to-Work Protocol for Positive COVID-19

Everyone who tests positive, regardless of vaccination status, previous infection, or lack of symptoms cannot return to work until:

- At least five days have passed since the onset of symptoms or positive test if no symptoms.

- Symptoms improved and fever-free for 24 hours without the use of fever-reducing medications.
- A negative COVID-19 test (antigen test preferred) taken on the fifth day or later.

If unable to test or testing positive on Day 5 (or later), isolation can end after Day 10 if fever-free for 24 hours without the use of fever-reducing medications or test positive on fifth day, the employee remains out for 10 days from onset of symptoms or positive test if asymptomatic.

NOTE: Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.

2. Close Contact

A person with NO symptoms but exposed to someone with COVID-19, regardless of vaccination status does not need to quarantine:

- Test within 3-5 days after last exposure.
- Per CDPH masking guidance, close contacts should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings and when near those at higher risk for severe COVID-19 disease.
- If symptoms develop, test and stay home. If test result is positive, follow isolation recommendations above.

NOTE: Persons infected within the prior 90 days do not need to be tested, quarantined, or excluded from work unless symptoms develop.

3. Clean and Disinfect the Workplace

After a confirmed COVID-19 case, the District will follow CDC and Cal/OSHA guidelines for cleaning and disinfecting the workplace. These guidelines include:

- Waiting a minimum of 24 hours, whenever possible, before beginning the cleaning and disinfection.

4. Notice to Employees

Following a confirmed COVID-19 case, the District will notify all employees, and their authorized representatives, independent contractors, and other employers who were on the premises at the same worksite as the COVID-19 case during the infectious period within one business day of confirmation. The District will do so without revealing confidential medical information of the employee. The notice will be communicated via email. The District will inform employees of the actions it has taken and its cleaning plan.

COVID-19 testing will be offered at no cost during working hours to all employees who had a work-related close contact, except for employees who had COVID-19, met the return-to-work criteria, and have remained symptom free for 90 days after symptom onset or 90 days after their

first positive test for those that never developed symptoms. Employees will be paid for the time spent testing.

For employees excluded from work because of exposure to COVID-19 in the workplace, 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 a positive workplace case, the District will investigate whether 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.

Collecting Information Regarding Employee Vaccination Status

The District encourages, but does not mandate, that employees get vaccinated and boosted, if eligible against COVID-19. To fulfill its obligations under Cal/OSHA and local requirements, the District will ask employees to inform H.R. whether they have been fully vaccinated against COVID-19 as defined above. This information will be kept confidential.

All employees subject to the exclusion and return to work criteria set forth above, must complete and return the **Exclusion and Return to Work Attestation Form**.

Training Requirements

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

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

Employees will be provided information on how to access COVID-19 testing and vaccination and the effectiveness of vaccination at preventing COVID-19 serious illness or death. Training can be in person or online and documented.

OCWD’s employees shall be trained in the following categories when required based on exposure assessment and Cal/OSHA regulation:

- 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 upon request and when required by orders from the California Department of Public Health. Employees may choose to wear face covering if they choose to.

Cal/OSHA definition of face covering: means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers (i.e., fabrics that do not let light pass through when held up to a light source) that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

Personal Protective Equipment (PPE)

Supervisors shall review required and necessary PPE for each task and ensure that workers are properly trained to utilize PPE. The District's PPE procedure and respiratory program shall be followed. Contact Risk & Safety for assistance.

Risk & Safety will provide N95 respirators for voluntary use to all employees who request one.

Whenever respirators are provided for voluntary use, Risk & Safety will provide training on:

1. How to properly wear the respirator provided; and
2. How to perform a seal check according to the manufacturer's instructions each time the respirator is worn, and the fact that facial hair interferes with a seal.

Cleaning and Sanitation

It is the District's expectation that job sites are cleaned on a frequent and consistent basis in a manner appropriate with its exposure. Bathrooms, high use areas, etc. shall be cleaned daily. If cleaning procedures or practices are found to be inadequate, contact the Purchasing Department

Workers are encouraged to clean their work area and continuously wash their hands to prevent the potential spread of COVID-19.

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, increased ventilation in the work environment.

- Limiting interactions between employees and visitors.

COVID-19 TESTING

A COVID-19 test taken for return-to-work purposes may be both self-administered and self-read, but only if a time-stamped picture of the results is sent to Risk & Safety or H.R.

Kaiser Permanente Members

Kaiser will make more rapid antigen home tests available to members directly. To submit a claim for tests purchased login at kp.org. Visit Kaiser's [COVID- 19 testing FAQs](#) or kp.org/coronavirus for the most up-to-date information.

Anthem Blue Cross HMO Members

Employees can order Over The Counter home tests from Anthem using the Sydney app or by logging in at www.anthem.com/ca. To submit a claim for tests purchased, Select Claims & Payments, then select Submit a Claim. You will need to upload a copy of your receipt.

Anthem Blue Cross PPO/CDHP Members (MedImpact)

To submit a claim for tests purchased, complete a [MedImpact claim form](#). You may contact MedImpact at (888) 728-5056 for further information.

Because the information and requirements surrounding COVID-19 are ever changing, the insurance carriers' customer service phone numbers and websites are the best resource for up-to-date information.

Confidentiality/Privacy

Except for circumstances in which the District 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. The District 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. The District 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.

H.R. 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. Risk & Safety or H.R. will report information about COVID-19 cases at the workplace whenever required by law. Medical information will be kept confidential as required by law.

Attachments:

Appendix A: Multiple COVID-19 Infections and Outbreaks

Appendix B: Major COVID-19 Outbreaks

Appendix C: COVID-19 Prevention in Employer-Provided Transportation

COVID-19 Visitor Form

N95 Voluntary Respirator Use Form

Appendix A: Multiple COVID-19 Infections and COVID-19 Outbreaks

This Appendix will be implemented if three or more COVID-19 cases within an exposed group visit the workplace during their infectious period at any time during a 14-day period. This Appendix will stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

COVID-19 testing

- The District will make COVID-19 testing available to all employees in an exposed group except:
 - Employees who were not present during the relevant 14-day period.
 - For returned cases who did not develop COVID-19 symptoms after returning to work (see the **Return-to-Work Protocol for Positive COVID-19** section).
- COVID-19 testing shall be made available at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - Testing will immediately be made available to all employees in an exposed group and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, the District will continue to make COVID-19 testing available once a week to all employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in the workplace for a 14-day period.
 - Employees who had close contacts shall have a negative COVID-19 test taken within three and five days after the close contact or shall be excluded and follow the return-to-work requirements of subsection 3205(c)(10) starting from the date of the last known close contact

Investigation of workplace COVID-19 illness

The District shall investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with the COVID-19 Case Investigation.

COVID-19 investigation, review and hazard correction

In addition to the identification and evaluation of COVID-19 hazards and correction of COVID-19 hazards, the District will immediately perform a review of potentially relevant COVID-19 policies and procedures to implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:

- Leave policies and practices and whether employees are discouraged from remaining home when sick.
- COVID-19 testing policies.
- Insufficient outdoor air.
- Insufficient air filtration.
- Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Below are some of the implemented changes to reduce the transmission of COVID-19 based on the investigation and review:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing distance between persons as much as feasible.
 - Requiring respiratory protection.
 - The District will evaluate mechanical ventilation to identify the possibility to increase outdoor air. The District 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.

Appendix B: Major COVID-19 Outbreaks

This Appendix will be implemented if 20 or more COVID-19 cases in an exposed group visit the workplace during their infectious period within a 30-day period. If implemented, this Appendix will stay in effect until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period.

All of the requirements set forth in Appendix A will be in place during a major outbreak, with the following additional actions:

- **COVID-19 testing:** The District shall require COVID-19 testing twice a week, or more frequently if recommended by the local health department, to all employees in the exposed group regardless of vaccination status. COVID-19 testing will be provided at no cost to employees during paid time.
- Employees in the exposed group shall be tested or shall be excluded and follow the return-to-work requirements of subsection starting from the date that the outbreak begins
- The District will provide a respirator for voluntary use to employees in the exposed group and will determine the need for a respiratory protection program or changes to an existing respiratory protection program to address COVID-19 hazards.
- Any employee in the exposed group who is not wearing a respirator required by the District will be separated from other persons by at least six feet, except where the District can demonstrate that six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six feet, employees will be as far apart as feasible.
- The District will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Any other control measures deemed necessary by Cal/OSHA.

Appendix C - COVID-19 Prevention in Employer-Provided Transportation

This section applies to District-provided vehicles including transportation to and from different workplaces, jobsites, deliveries, buildings, stores, facilities regardless of the travel distance or duration involved.

Assignment of transportation

To the extent feasible, the District will reduce exposure to COVID-19 hazards by assigning employees sharing vehicles to distinct groups and ensuring that each group remains separate from other such groups during transportation and during work activities. The department manager shall prioritize shared transportation assignments in the following order:

- Employees working in the same crew or workplace will be transported in the same vehicle.
- Employees who do not share the same household, work crew, or workplace will be transported in the same vehicle when no other transportation alternatives are feasible.

Screening

Employees are required to complete either the Flairz App, online, or a hard copy of the prescreening questionnaire prior to physically arriving to work. Employees with COVID-19 symptoms shall be excluded from the workplace.

Ventilation

Vehicle windows should be kept open, and the ventilation system set to maximize outdoor air and not to recirculate air.

Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and excessive outdoor heat would create a hazard to employees.
- The vehicle has functioning heating in use and excessive outdoor cold would create a hazard to employees.
- Protection is needed from weather conditions, such as rain.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

This appendix will take precedence where it conflicts with any portions of this program.



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 10 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. It is your responsibility to inform OCWD (or MWD OC) if you test positive for COVID -19 or experience ANY COVID-19 like symptoms.

Signature: _____

Date: _____

N95 VOLUNTARY RESPIRATOR USE FORM

I, (print name) _____, am requesting to use an N95 respirator for voluntary use for protection against COVID-19 infection.

I understand the hazard to me is minimal, and I should be able to complete the task without a respirator, if necessary. I am not aware of any current health conditions or family history involving heart/lung disease or breathing disorders that may be affected by the wearing of a disposal respirator. If I experience any discomfort, I will notify my supervisor immediately.

Appendix D to Title 8, Section 5144. Information for Employees Using Respirators When Not Required Under the Standard:

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

- 1. Read and heed ALL instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.*
- 2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.*
- 3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designated to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or tiny solid particles of fumes or smoke.*
- 4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.*

I have read Appendix D to Title 8, Section 5144 (above). My supervisor or Risk & Safety can answer questions on respirator use. **Forward the signed form to Risk & Safety.**

Respirator User Signature _____ Date: _____

Department: _____ N95 respirator training completed on: _____