

TULARE PUBLIC CEMETERY DISTRICT Covid-19 Prevention Program – CPP

**COVID-19:
workplace COVID-19
prevention plans**



Approved by District Manager
Version Document 1.0
November 16, 2021

Tulare Cemetery District

COVID-19 Prevention Program (CPP)

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: 3 September 2021 ; Version: Draft 1.0

Date: November 16, 2021 ; Version: Approved by District Manager Document 1.0

Authority and Responsibility

This CPP applies to all employees except for those employees who do not have contact with other persons, employees who are teleworking.

Clara Bernardo, District Manager, has overall authority and responsibility for implementing the provisions of this CPP. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

DEFINITIONS

For the purposes of the CPP, the following definitions shall apply:

Close Contact - Being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period" defined by this section. This definition applies regardless of the use of face coverings.

Exception: Employees have not had a close contact if they wore a respirator required by employer and used in compliance with California Code of Regulations (CCR), Title 8 Section 5144, whenever they were within six feet of the COVID-19 case during the high-risk period.

Exception: Fully vaccinated employees without symptoms do not need to be tested or quarantined after close contact with COVID-19 cases unless they have symptoms.

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

COVID-19 case - A person who: (1) Has a positive "COVID-19 test" as defined in CCR Title 8 Section 3205; (2) Has a positive COVID-19 diagnosis from a licensed health care provider; (3) Is subject to COVID-19-related order to isolate issued by a local or state health official; or (4) Has died due to COVID-19, in determination of a local health department or per inclusion in the COVID-19 statistics of a county.

COVID-19 hazard - Exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing or sneezing, or from procedures performed on a person that may aerosolize saliva or respiratory tract fluids. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

COVID-19 symptoms - means one of the following: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea, unless a licensed health care professional determines the person's symptoms

were caused by a known condition other than COVID-19.

COVID-19 test - means a viral test for SARS-CoV-2 that is both: (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

Exposed Group - All employees at a work location, working area, or a common area at work, where an employee was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:

- A. For the purposed 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.
- B. 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.
- C. 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 all persons were wearing face coverings at the time the COVID-19 case was present, other people at the work location, working area, or common area are not part of the exposed group.

NOTE: An exposed group may include the employees of more than one employer.

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

Fully vaccinated - The employer has documented that the person 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; or have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO).

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

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

Worksite - For the limited purposes of COVID-19 prevention regulations only, it is a 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.

Determination of Fully Vaccinated

We will determine who meets the definition of fully vaccinated using the following method:

- Request a copy of the vaccination record.

- Request self-attestation using the form found at the end of this program.

Employees have the right to refuse to disclose their vaccination status without fear of reprisal. All unvaccinated and non-disclosing employees will be required to wear face coverings as outlined in this program.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using **Appendix B: COVID-19 Inspections** form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Screening Employees for COVID-19 Symptoms

Tulare Cemetery District possesses the authority to require employees to be screened for COVID-19 symptoms prior to entering a worksite. Each worksite will either require employees to self-screen according to CDPH guidelines or will send a link to Fever Free application for employees to direct screen prior to arrival.

- Team members are prompted to submit daily health checks prior to arrival. This includes both temperature and symptom reporting.
- Health checks are immediately processed by the application for clearance.
- Tulare Cemetery District is notified if a failed health check is detected. Tulare Cemetery District can send automated protocols to employees with the next steps.
- Healthy employees receive clearance to go to their destination.

When direct screening is used indoors, face coverings will be worn by both the screener and unvaccinated employees using a non-contact thermometer.

Should an employee display COVID-19 symptoms during an administered screening or during self-screening, Tulare Cemetery District will instruct the employee to remain at or return to their home or place of residence and not report to work until such time as the employee satisfies the minimum criteria to return to work. Tulare Cemetery District will advise employees of any leaves to which they may be entitled during this self-quarantine period. Tulare Cemetery District has adopted policies and procedures that ensure the confidentiality of employees and comply with the California CMIA (Confidentiality of Medical Information Act) and will not disclose to other employees the fact that the employees presented COVID-19 symptoms.

Ventilation and Filtration Efficiency

For indoor locations, we will evaluate how to maximize ventilation with outdoor air to the highest level of filtration efficiency compatible with the existing ventilation system and whether the use of portable or mounted High-Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.

We will review applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention. These orders and guidance are both information of general application, including Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments by the California Department of Public Health (CDPH) and information specific to our industry, location, and operations.

Correction of COVID-19 Hazards

Tulare Cemetery District will implement effective policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies, and procedures in a timely manner based on the severity of the hazard.

Unsafe or unhealthy work conditions, practices, or procedures will be documented on **Appendix B: COVID-19 Inspections** form and corrected in a timely manner based on the severity of the hazards, as follows:

- Hazard assessments shall be conducted as required by Cal/OSHA's COVID-19 prevention standard and noted in this plan.
- If any hazards are identified, an action plan will be created to mitigate the hazard.
- Additional training will be provided to all employees following the identification and mitigation of the hazard.

Control of COVID-19 Hazards

Face Coverings

For all employees who are not fully vaccinated, we will provide face coverings and ensure they are worn when indoors or in vehicles and where required by orders from the CDPH. We will ensure required face coverings are clean and undamaged, and are worn over the nose and mouth.

When employees are required to wear face coverings, the following exceptions apply:

- A. When an employee is alone in a room or vehicle.
- B. 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.
- C. When outdoors (except during outbreaks), regardless of vaccination status, though employees must be trained on CDPH recommendations for outdoor use of face coverings.
- D. Employees wearing respirators required by the employer and used in compliance with CCR Title 8 Section 5144.
- E. 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.
- F. Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, pursuant to the exceptions listed in items (D) and (E) above, and not wearing a non-restrictive alternative when allowed by CCR Title 8 Section 3205 (c)(6)(E) shall be at least six feet apart from all other persons. When face coverings are not required, we will provide face coverings to employees upon request, regardless of vaccination status.

Engineering Controls

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems.

Outside air will be allowed to circulate by opening doors and windows, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than one hundred for any pollutant,

or if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance, from excessive heat or cold.

Cleaning and Disinfecting

We implement the following cleaning and disinfection measures for areas, material, and equipment used during the high-risk exposure period and frequently touched surfaces:

Daily cleaning of high touch surfaces will include:

- Doorknobs
- Handrails
- Handles
- Bathroom surfaces
- Work surfaces
- Keyboards, mice, and other equipment

Workers traveling in shared vehicles must clean and sanitize before and after each shift, including, to the extent possible:

- The outside and inside door handles
- Steering wheel
- Gear shift
- Turn and wiper signal levers
- Any buttons on your radio and climate control unit
- Seat upholstery
- Seat belts
- Mirrors
- Driver and passenger armrests
- Grab handles and seat adjustment levers on both driver and passenger seats

Hand sanitizer is provided at locations throughout the office area and at work sites.

Shared Tools, Equipment and Personal Protective Equipment (PPE)

PPE must not be shared, e.g., gloves, goggles, and face shields.

No office equipment, such as phones, headsets, desks, keyboards, and writing materials shall be shared, to the extent feasible. Workstations are assigned to one employee per shift.

Sharing of vehicles will be minimized to the extent feasible. Cleaning and disinfection protocols must always be followed as described above.

Hand Sanitizing

In order to implement effective hand sanitizing procedures, we:

- Evaluate handwashing facilities.
- Determine the need for additional facilities.
- Encourage and allow time for employee handwashing.
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e., methyl alcohol).
- Encourage employees to wash their hands for at least 20 seconds.

Personal Protective Equipment (PPE) Used to Control Employees' Exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, Section 3380, and provide such PPE as needed.

Upon request, we will provide respirators for voluntary use, in compliance with CCR Title 8 Section 5144 (c)(2) to all employees who are not fully vaccinated and who are working indoors or in vehicles with more

than one person. We will encourage their use and ensure employees are provided with a respirator of the correct size.

Additional measures will be utilized as required by state and local health departments.

We will make COVID-19 testing available, during employee paid time, at no cost to employees with COVID-19 symptoms who are not fully vaccinated.

Investigating and Responding to COVID-19 Cases

If employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, the Tulare Cemetery District will instruct the employees to remain at or return to their home or place of residence and not report to a worksite until such time as the employees satisfy the minimum criteria to return to work. An investigation will be conducted to determine who may have had close contact with a COVID-19 case.

Unvaccinated employees who had potential COVID-19 close contact in our workplace will be:

- Informed of their possible exposure to COVID-19 in the workplace while maintaining confidentiality.
- Offered COVID-19 testing through their health provider or, if not covered by insurance, offered testing through another provider at no cost during their working hours.
- Provided information on benefits as outlined in the Training and Instruction section.
- Advised of the temporary closing of the general area where the infected employee(s) worked until cleaning is completed.
- Advised of the deep cleaning of the entire area where the infected employee(s) worked and may have been.

Tulare Cemetery District will protect the confidentiality of the COVID-19 cases and will not disclose to other employees the fact that the employees tested positive for or were diagnosed with COVID-19. Tulare Cemetery District will keep confidential all personal identifying information of COVID-19 cases unless expressly authorized by the employees to disclose such information or as other permitted or required under the law.

System for Communicating

Information regarding COVID-19 prevention and hazards is communicated at the weekly huddle meeting. The huddle meeting will be used to communicate ongoing safety requirements and information about COVID-19 hazards, policies, and procedures to all employees. Additional information will be communicated verbally and electronically by email to all employees. COVID-19 informational posters will also be posted in common areas throughout the office.

Employees should be provided with the following information:

- Reports of COVID-19 symptoms and possible hazards should be communicated to Clara Bernardo, Phyllis Schneider Secretary, or David Faria Foreman.
- That employee can report symptoms and hazards without fear of reprisal.
- Reasonable accommodations will be made for employees with medical or other conditions that put them at increased risk of severe COVID-19 illness, including working remotely, from home, or other administrative means to limit employee interactions.
- Where testing is not required, voluntary COVID-19 testing can be accessed regardless of symptoms at a Tulare County community testing site: visit <https://covid19.tularecounty.ca.gov/covid-19-testing-sites> to find a location and register for an appointment.
- In the event we are required to provide testing because of a workplace exposure or outbreak, employees will be directed to community testing sites.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth
 - An infectious person may have no symptoms
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings for unvaccinated employees.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or handwashing facility.
- Hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Face coverings are intended to primarily protect other individuals from the wearer with the face covering.
- COVID-19 symptoms and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policy, how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- The conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained. Employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

Appendix D: COVID-19 Training Roster will be used to document this training.

Reporting, Recordkeeping, and Access

It is our policy to:

- 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.
- 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.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 Section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** 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.

Investigation to Determine Whether Workplace Conditions Contributed to COVID-19 Exposure

Tulare Cemetery District will conduct an investigation in order to determine whether any worksite conditions

could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

EXCLUSIONS OF COVID-19 CASES

Where we have a COVID-19 case in our workplace and employees who had close contact, we will limit transmission by:

- Ensuring COVID-19 cases are excluded from the workplace until our return-to-work requirements are met, with the following exceptions:
 - 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 pursuant to the requirements and have remained free of COVID-19 symptoms for 90 days after the initial onset of COVID-19 symptoms or for COVID-19 cases who never developed COVID-19 symptoms for 90 days after the first positive test.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work-related. This will be accomplished by:
 - Allowing them to work remotely when they can fulfill their duties from home
 - Providing employees at the time of exclusion with information on available benefits

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to a worksite until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medications
 - COVID-19 symptoms have improved
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to worksite until a minimum of 10 days has 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 a worksite

Persons who have a close contact may return to work as follows:

- Persons who had close contact but never developed any COVID-19 symptoms may return to work when 10 days have passed since the last contact.
- Persons who had close contact and developed any COVID-19 symptom cannot return to work until the requirements listed above have been met unless all the following are true:
- The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms
- At least 10 days have passed since the last known close contact; and
- The person has been symptom-free for at least 24 hours without using fever-reducing medications.

During critical staffing shortages when there are not enough staff to provide safe patient care, emergency response workers who did not develop COVID-19 may return after Day 7 from the date of last exposure if they have received a negative PCR COVID-19 test result from a specimen collected after Day 5.

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.

Multiple COVID-19 Infections and COVID-19 Outbreaks

If there are three or more COVID-19 cases within a 14-day period or a worksite is identified by the local health department as the location of an outbreak, this section of CPP will stay in effect until there are no new COVID-19 cases detected at that worksite for a 14-day period.

NAME: _____

DATE: _____

NAME: _____

DATE: _____

Self-Certification of COVID-19 Vaccine Status

Employer/Business/Entity Name: Tulare Cemetery District (the "Company").

(The Company) continues to strive to ensure a workplace free from recognized hazards and to promote the health and well-being of those on the premises. As part of this effort, we have implemented safety protocols in accordance with applicable law and guidelines. Employees who have been fully vaccinated against COVID-19 will be excluded from some of the COVID-19 protocols, as they are protected through the vaccination. For this reason, (the Company) is requesting that you provide us with your COVID-19 vaccination status.

For purposes of this inquiry, an individual is considered "fully vaccinated" if it has been at least 14 days since the person received the last dose, as recommended by the manufacturer, of a vaccine that has been authorized by the FDA for use in the United States, including vaccinations that have been approved pursuant to an Emergency Use Authorization. For persons fully vaccinated outside of the United States, the vaccination must be listed for emergency use by the World Health Organization (WHO).

You are required to provide accurate information about your vaccination status, or you may decline to provide your vaccination status. If you decline, we will be required to treat you as unvaccinated for purposes of workplace rules and requirements based on vaccination status. When responding to this inquiry, provide no more information than contained on a COVID-19 Vaccination Record Card (i.e., if you have been vaccinated, we ask that you only identify the provider who administered your vaccine; which vaccine you received; and date(s) on which it was administered). ***Please do not submit*** any additional medical or family history information, including your reason for deciding to be vaccinated or not to be vaccinated. In lieu of the declaration below, you may present a copy of your completed COVID-19 Vaccination Record Card or documentation from a healthcare provider that you are fully vaccinated. All vaccine-related information should be submitted to only Clara Bernardo, who may be contacted at (559) 686-5544 and will be maintained in compliance with applicable law.

Declaration of COVID-19 Vaccine Status

Employee Name: _____

Vaccine Status:

- ☐ Fully Vaccinated: Vaccine Manufacturer _____; Date(s) of Dose(s) _____
- ☐ Partially Vaccinated: Vaccine Manufacturer _____; Date(s) of Dose(s) _____
- ☐ Not Yet Vaccinated, but COVID-19 Appointment is Scheduled
- ☐ Not Yet Vaccinated
- ☐ Decline to Answer

I understand I am required to provide accurate information in response to the questions above and that any failure to do so may result in disciplinary action. By signing below, I certify that I accurately and truthfully answered the questions above. I understand that if I stated I am fully vaccinated, (the Company) may request documentation of my vaccination status (e.g., a copy of my vaccine card) if not already provided. I further understand and agree that if I do not follow required safety protocols consistent with my vaccination status, this may result in disciplinary action, up to and including termination.

Employee Signature

Date

Appendix A: 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.

Person conducting the evaluation: [enter name(s)]

Date: [enter date]

Name(s) of employee and authorized employee representative that participated: [enter name(s)]

Interaction, area, activity, work task, process, equipment, and material that potentially exposes employees to COVID-19 hazards	Places and times	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

Appendix B: COVID-19 Inspections

[This form is only intended to get you started. Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify the form accordingly.]

Date: [enter date]

Work location evaluated: [enter information]

Name of person conducting the inspection: [enter names]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Handwashing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
PPE (not shared, available, and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
[add any additional controls your workplace is using]			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: [enter date]

Name of person conducting the investigation: [enter name(s)]

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	

Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):	
---	--

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:		
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:	
	Names of employees that were notified:	
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:	
	Names of individuals that were notified:	

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:

<p>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</p>		<p>What could be done to reduce exposure to COVID-19?</p>	
<p>Was local health department notified?</p>		<p>Date:</p>	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix D: COVID-19 Training Roster

Date: [enter date]

Person that conducted the training: [enter name(s)]

Employee Name	Signature

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section of the 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

- Testing shall be made available to all employees in the 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 period required by, or orders issued by, the local health department.
- After the first two COVID-19 tests, we will continue to make COVID-19 testing available once a week at no cost to all employees in the exposed group who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until this section no longer applies, pursuant to more protective stringent state or local health department mandates or guidance. Any employees in the exposed group who are not wearing respirators required by the policy and used in compliance with CCR Title 8 Section 5144 shall be separated from other persons by at least six feet, except where it can be demonstrated that six feet of separation is not feasible, and except for momentary exposure while persons are in movement. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.

All employees in the exposed group shall wear face coverings when indoors or when outdoors and less than six feet from another person.

Notice shall be given to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.

An evaluation of the worksite will be completed to determine whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

Exclusion of COVID-19 Cases

We 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

We 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**, we 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:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick
 - Our 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
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely
 - Increasing outdoor air supply when work is done indoors
 - Improving air filtration
 - Increasing physical distancing as much as possible
 - Respiratory protection

In buildings or structures with mechanical ventilation, we 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, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable mounted high-efficiency particulate air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, will implement their use to the degree feasible.

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, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will 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. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Major COVID-19 Outbreaks

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

We 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

We 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

We 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**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we 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, we 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.
- We will determine the need for a Respiratory Protection Program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the Local Health Department

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

COVID-19 Prevention in Employer-Provided Transportation to and from Work

If all employees traveling in the same vehicle are fully vaccinated, the following does not apply.

Assignment of transportation

We will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew, or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

Physical distancing and face coverings

We will ensure that the:

- Physical distancing and face covering requirements of our CPP **Physical Distancing and Face Coverings** are followed for employees waiting for transportation.
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

Screening

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and Disinfecting

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles, and shifter are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

Ventilation

We will ensure that vehicle windows are kept open and the ventilation system set to maximize outdoor air and not set 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 the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use, and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use, and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand hygiene

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

Tulare Public Cemetery District

Covid-19 Prevention Program (CPP)

EMPLOYEE ACKNOWLEDGEMENT STATEMENT

The purpose of this form is to ensure that all Tulare Cemetery District employees understand and acknowledge their responsibility, to comply with institutional and public health guidance to reduce the risk of COVID-19 transmission in the workplace.

I _____, acknowledge that I have been provided with a copy of the COVID-19 Prevention Program (CPP), November 16, 2021, Version Document 1.0. The CPP is designed to control exposures to the SARS-CoV2 virus that may occur in our workplace and provides a comprehensive overview of company policies to mitigate this risk.

I further acknowledge that as an employee of the Tulare Cemetery District, I play an important role in supporting practices listed in the CPP. I acknowledge that I have an individual responsibility to ensure that I have read, understand and abide by the policies in the CPP.

This will include:

- Staying home and notifying the District Manager if I am sick, or if I have been exposed to someone who has tested positive for COVID-19.
- Completing a COVID-19 Screening Questionnaire before reporting to my scheduled shift.
- Following department safety protocols included in the CPP.
- Practicing these same safety protocols when I am taking a lunch or rest break, and I am on company property.

Employee Signature

Date

Employee Print

Self-Certification of COVID-19 Vaccine Status

Employer/Business/Entity Name: Tulare Cemetery District (the "Company").

(The Company) continues to strive to ensure a workplace free from recognized hazards and to promote the health and well-being of those on the premises. As part of this effort, we have implemented safety protocols in accordance with applicable law and guidelines. Employees who have been fully vaccinated against COVID-19 will be excluded from some of the COVID-19 protocols, as they are protected through the vaccination. For this reason, (the Company) is requesting that you provide us with your COVID-19 vaccination status.

For purposes of this inquiry, an individual is considered "fully vaccinated" if it has been at least 14 days since the person received the last dose, as recommended by the manufacturer, of a vaccine that has been authorized by the FDA for use in the United States, including vaccinations that have been approved pursuant to an Emergency Use Authorization. For persons fully vaccinated outside of the United States, the vaccination must be listed for emergency use by the World Health Organization **Work location evaluated:** [enter information] (WHO).

You are required to provide accurate information about your vaccination status, or you may decline to provide your vaccination status. If you decline, we will be required to treat you as unvaccinated for purposes of workplace rules and requirements based on vaccination status. When responding to this inquiry, provide no more information than contained on a COVID-19 Vaccination Record Card (i.e., if you have been vaccinated, we ask that you only identify the provider who administered your vaccine; which vaccine you received; and date(s) on which it was administered). **Please do not submit** any additional medical or family history information, including your *reason* for deciding to be vaccinated or not to be vaccinated. In lieu of the declaration below, you may present a copy of your completed COVID-19 Vaccination Record Card or documentation from a healthcare provider that you are fully vaccinated. All vaccine-related information should be submitted to only **Clara Bernardo**, who may be contacted at (559) 686-5544 and will be maintained in compliance with applicable law.

Declaration of COVID-19 Vaccine Status

Employee Name: _____

Vaccine Status:

- ☐ Fully Vaccinated: Vaccine Manufacturer _____; Date(s) of Dose(s) _____
- ☐ Partially Vaccinated: Vaccine Manufacturer _____; Date(s) of Dose(s) _____
- ☐ Not Yet Vaccinated, but COVID-19 Appointment is Scheduled
- ☐ Not Yet Vaccinated
- ☐ Decline to Answer

I understand I am required to provide accurate information in response to the questions above and that any failure to do so may result in disciplinary action. By signing below, I certify that I accurately and truthfully answered the questions above. I understand that if I stated I am fully vaccinated, (the Company) may request documentation of my vaccination status (e.g., a copy of my vaccine card) if not already provided. I further understand and agree that if I do not follow required safety protocols consistent with my vaccination status, this may result in disciplinary action, up to and including termination.

Employee Signature

Date