

CITY OF BISHOP COVID-19 PREVENTION PROGRAM

[Updated Frequently]

<https://www.cityofbishop.com/covid-19/covid-19.php>



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REVIEWED BY:

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I. Introduction

COVID-19 (Coronavirus Disease 2019) is the disease caused by SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2). This plan applies to all employees and places of employment except: (a) work locations with one employee who does not have contact with other persons; (b) employees working exclusively from home; and (c) employees working remotely from a location of the employee's choice which is not under the control of their Department. Nothing in this document is intended to limit more protective or stringent state, local, or departmental mandates or guidance.

This CPP helps reduce and control work-related exposures to the SARS-CoV-2 virus for City employees and volunteers. An individual's behavior can compromise the health of others, as some persons may be contagious but asymptomatic; therefore, **employees are expected to practice, and will be held accountable for practicing, the measures outlined in this CPP** as well as related guidance and instruction.

This document continues the establishment and implementation of the City of Bishop's effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205). Cal/OSHA developed the model program to assist employers with creating their own unique CPP tailored to their workplace. The City of Bishop's Prevention Program is an updated and customized version of the Cal/OSHA sample COVID-19 Prevention Program, dated June 2021. We thank Cal/OSHA for the additional guidance materials at www.dir.ca.gov/dosh/coronavirus/.

This living document may be frequently updated based on investigation of COVID-19 cases, control efforts of COVID-19 hazards, release of new regulations, and advances in real science. The most recent version of the CPP is always available at: <https://www.cityofbishop.com/covid-19/covid-19.php>. This update supersedes multiple memos from 2020 and the six previous CPP versions (2/8/2021, 3/9/2021, 8/6/2021, 9/7/2021, 10/29/2021, and 2/24/2022). All directives in this document are considered temporary and subject to change until further notice. The City of Bishop City Council, State of California, ratified this version of the CPP on **3/28/2022**.

Employees continue to be encouraged to contribute to the prevention program, and their input continues to be welcomed and appreciated. Anonymous participation is welcome by submitting comments in the safety suggestion box located at City Hall.

Please take special note of the following updated definitions:

- A. **CLOSE CONTACT:** Means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or longer in any 24-hour period within or overlapping with the high-risk exposure period. This definition applies regardless of the use of face coverings. **EXCEPTION:** Employees have not had a close contact if they wore a respirator (N95 or above) in compliance with 8CCR5199 (Aerosol Transmissible Diseases) whenever they were within six feet of the COVID-19 case during the high-risk exposure period.
- B. **COVID-19 CASE:** Means a person who (a) has a positive COVID-19 test; or (b) has a positive COVID-19 diagnosis from a licensed health care provider; or (c) is subject to a COVID-19 related order to isolate issued by a local or state health official; or (d) has died due to COVID-19 in determination of a local health department official.
- C. **COVID-19 HAZARD:** Means 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 persons which may aerosolize saliva or respiratory tract fluids. This includes objects or surfaces that may be contaminated with SARS-CoV-2.

- D. COVID-19 SYMPTOMS: Means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.
- E. COVID-19 TEST: Means a test for SARS-CoV-2 that is (a) cleared, approved, or authorized, including in an Emergency Use Authorization (EUA) by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test); (b) administered in accordance with the authorized instructions; and (c) not both self-administered and self-read unless observed by the employer or an authorized telehealth proctor. Employer observed specimen collection or specimen processing may satisfy the proctoring requirement.
- F. EXPOSED GROUP: Means all employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the high-risk exposure period. Only employees within the distinct group that the COVID Case physically worked during the high-risk exposure period are part of the exposed group. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:
 - i. A place where employees momentarily pass through while wearing face coverings and not congregating is not "a work location, working area, or common area at work" for determining the exposed group.
 - ii. Exposed Group does not include employees or groups thereof who were at the same work location, working area, or common area as the COVID-19 case during the high-risk exposure period but were not present when the COVID-19 case was there.
 - iii. Exposed Group does not include employees that had less than 15 minutes of exposure to the COVID-19 case, provided that the COVID-19 case was wearing a face covering during the entire visit.
- G. FACE COVERING: Means a solid piece of material without slits, visible holes, or punctures, that fits snugly over the nose, mouth, and chin with no large gaps on the outside of the face, and is secured to the head with ties, ear loops, or elastic bands that go behind the head. It may be either (a) surgical mask, (b) medical procedure mask, (c) a respirator worn voluntarily, or (d) a tightly woven fabric or non-woven material of at least two layers (that does not let light pass through when held up to a light source). A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric. The City of Bishop recognizes that the light test for a mask is confusing and incomplete, but that's the current definition provided by Cal/OSHA. Clear face coverings or cloth face coverings with clear plastic panels, though they allow light to pass through, may be used exclusively for the purposes of facilitating communication with persons who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language.
- H. FULLY VACCINATED: Means the employer has documented the person's status two weeks after receiving the second dose of any combination of two doses of COVID-19 vaccine that is approved or authorized by the FDA that were administered as directed with at least 17 days between doses. This definition will be updated to include boosters when CDPH and Cal/OSHA

update their definitions again.

- I. HIGH-RISK EXPOSURE PERIOD (HREP): For a COVID-19 case who develops COVID-19 symptoms, the HREP spans two days before they first developed symptoms until it has been (a) ten days since symptoms first appeared, (b) 24 hours have passed with no fever without the use of fever reducing medication, and (c) symptoms have improved. The HREP for COVID-19 cases who never develop COVID-19 symptoms spans two days before and five days after the specimen for their first positive test for COVID-19 was collected.
- J. RESPIRATOR: Means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece respiratory. Go to <https://www.cdc.gov/niosh/index.htm> for more information on NIOSH approved respirators.
- K. WORKSITE (Specific to exposure notification requirements): Means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter, locations where the worker worked by themselves without exposure to other employees, or to a worker's personal residence or alternative work location chosen by the worker when working remotely. See also the exceptions under the definition for EXPOSED GROUP.

The City Administrator has the ultimate authority over the CPP. The City Administrator has delegated general authority and responsibility for implementation in all City of Bishop workplaces and for maintenance of this document to the City Risk Manager in cooperation with the Personnel/Accounting Specialist. Department Heads, with the assistance of the City Administrator, City Risk Manager, and the Personnel/Accounting Specialist, are responsible for implementation of the CPP for their workers and volunteers. Department Heads make sure workers receive answers to their questions about the program in a language they understand. Department Heads may implement enhanced protocols due to unique needs of specific locations, and those protocols shall be at least as broad as those described in this document. All employees are responsible for using safe work practices, assisting in maintaining a safe work environment, and following all directives, policies, and procedures, and as a condition of employment.

II. System of Communications

The City of Bishop is committed to communicating information about COVID-19 hazards, policies, and procedures to employees and other persons who may come into contact with employees on work time. In addition to this CPP, the City has communicated via email blasts and posted signage, during meetings, via online training assignments, and through the City Administrator COVID-19 updates. Employees continue to be encouraged to contribute to the prevention program, and their input continues to be welcomed and appreciated. Continued contributions from the Inyo County Public Health Department, and the Inyo County Personnel and Risk Management Departments have been instrumental in updating messaging and this written program throughout this pandemic.

The most recent version of the CPP is always available to employees and the public at <https://www.cityofbishop.com/covid-19/covid-19.php>. Due to the frequency of updates, printed copies are generally not kept on hand, but a printed copy of the current version is available from one's supervisor or Risk Management upon request. Anonymous comments and hazard reports are welcome by submitting them in the safety suggestion box located at City Hall. Vaccinations, testing, and face coverings (for use at work) are provided to employees on paid time at no cost to the employee.

Employees are asked to report to their supervisors, Personnel, and/or Risk Management, without fear of reprisal, COVID-19 symptoms, possible close contacts (whether the contact was at work or off work), and possible COVID-19 hazards in the workplace. If an employee begins to feel symptoms while in the workplace, the employee should go home or to the hospital, as the case may require, avoid contact with persons outside their home, and inform their supervisor by telephone as soon as practical and by end of shift. An employee who believes that they contracted COVID-19 within the course and scope of their City employment should inform their supervisor and call Personnel at 760.873.5863 x122. Contact Personnel for more information.

Discriminatory actions, including harassment or bullying, are not permitted regarding vaccination status, testing, the wearing of face coverings, or the practice of social distancing. The protection includes vaccinated, unvaccinated, and those who decline to state their vaccination status.

Personally identifying information and medical records of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential unless disclosure is required or permitted by law. Un-redacted information on COVID-19 cases shall be provided to the local health department, CDPH, Cal/OSHA, and NIOSH upon request and when required by law.

The City of Bishop is an equal opportunity employer. In accordance with the requirements of Title I of the Americans with Disabilities Act (“ADA”) and the California Fair Employment & Housing Act (“FEHA”), the City of Bishop does not discriminate on the basis of disability in recruiting, selecting or hiring applicants for employment, or in the terms and conditions of employment. The City of Bishop complies with all regulations promulgated by the US Equal Employment Opportunity Commission (“EEOC”) and the California Department of Fair Employment and Housing (“DFEH”), including providing reasonable accommodations for applicants and employees as required thereunder. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Reasonable accommodation is available to any disabled employee, where their disability affects the performance of essential job functions and the accommodations may be implemented without undue burden on City operations. Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations by contacting the City Administrator at 760.873.5863 x124.

As the pandemic continues to evolve, Department Heads keep up to date with applicable orders and specific guidance related to COVID-19 hazards and prevention from Risk Management, Personnel, CDPH, and Cal/OSHA, and they share that information with employees via two-way communications. The City of Bishop is proud of its commitment to employee safety.

III. Identification and Evaluation of COVID-19 Hazards

The City of Bishop has implemented procedures to identify all interaction, areas, activities, processes, equipment, and materials in our workplaces that could potentially expose employees to COVID-19 hazards. All persons regardless of symptoms, negative COVID-19 test results, or vaccinations, are considered and treated as potentially infectious until further notice. Section IV (Control and Correction of COVID-19 Hazards) has additional information that will not be repeated here. Risk Management assists Department Heads with systematic evaluation of COVID-19 prevention controls at work for continuous improvement as well as evaluations of new potential exposures in work areas as they become known.

Risk Management and Department Heads, or their designees, conduct routine and periodic workplace-specific evaluations of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards. This includes places and times when people may congregate or come into contact with one another, regardless of

whether employees are performing an assigned work task or not, in stationary or nonstationary situations. Employee input is encouraged throughout this process. Areas of concern may include training areas, meeting spaces, entrances, rest rooms, hallways, elevators, break areas, and waiting areas. New signage may indicate temporary occupancy limits for these areas. "Appendix A: COVID-19 Hazard Identification form" can be helpful in identifying and documenting conditions, work practices, traffic flows, and work procedures which may be of concern, though the form itself is not required.

IV. Control and Correction of COVID-19 Hazards

This section reviews COVID-19 controls currently in place. "Appendix B: COVID-19 Controls Inspection form" is helpful in identifying and documenting controls of concern and corrections of those concerns, though the form itself is not required. Hazards are corrected in a manner and timeliness respective of the severity of the hazards identified. Individuals who identify gap in controls that can correct those controls immediately should do so. If corrections could adversely involve coworkers, then the chain of command should be consulted. Other corrections will follow the work order system, and Risk Management should be notified for additional assessment and follow-up. Reports may also be made to Risk Management.

- A. Participation. Employees and their authorized representatives are welcome to participate in the identification and evaluation of COVID-19 hazards. Employees do their part to reduce exposures to COVID-19 in the workplace by fully complying with CPP and by participating in hazard identification. Employees participate in the prevention or reduction of the spread of COVID-19 by practicing good personal hygiene, maintaining social distancing, wearing face coverings, using appropriate measures to clean frequently touched surfaces, and by staying home when they are sick. Employees are expected to clean and disinfect their own work areas and items, including desks, doorknobs, phones, keyboards, mouse, pens, printer controls, and frequently touched parts of work vehicle/equipment interiors, with materials provided.
- B. Screening. Self-care and self-reporting are vital to reducing risks of and exposures to COVID-19. Employees should try to maintain a healthy diet, sleep, stay active, and maintain social contacts off work through the phone or internet. It is normal to feel sad, stressed, or confused during a crisis, and talking with others who understand can help. Employees having difficulty or who feel overwhelmed may wish to contact the City's Employee Assistance Program called "Ability Assist" by visiting their website at www.guidanceresources.com. An employee who feels uncomfortable or unsafe in a work situation is directed to leave the situation and contact their supervisor or Personnel immediately.

Employees are directed to self-monitor by screening themselves for COVID symptoms, including temperature checks, before leaving their residence to come to work. Employees are not directed to check the temperatures of other employees. Personal use thermometers were distributed to all employees who wanted them in 2020, and more thermometers are available from Personnel upon request. Employees with underlying health conditions concerned about exposure to COVID-19 should contact Personnel or Risk Management immediately.

We realize that employees are motivated to come to work in service to each other and the public; however, sick employees are instructed to remain at home, inform their supervisors immediately, and not come to work until cleared to do so. Employees may not come to work if they are ill. This is for the protection of all employees and the general public. Employees with mild symptoms who are otherwise healthy should self-isolate. Those with fever, cough, or difficulty breathing should call ahead for medical attention. The CDC's self-check tool is here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html#cdc-chat-bot->

[open](#). Persons who feel sick should rest, drink plenty of fluid, eat nutritious food, keep your distance, wear their face covering, and clean and disinfect frequently touched surfaces.

Supervisors visually monitor employees at a safe distance for signs and symptoms of active COVID-19 infection, and they ensure by visual checks that employees are wearing their face coverings as directed. Employees failing to don face coverings apart from reasonable accommodations established through the continuous individualized interactive process will be addressed through the progressive discipline procedures currently in place.

C. Physical Distancing. Employees should avoid unnecessary congregating. They should also avoid being within six feet of any specific person for longer than fifteen total minutes within a 24 hour period. Those unable to do so should wear additional protection, inform their supervisor, and suggest solutions. Some of the measures implemented during this pandemic to help ensure physical distancing have included:

- Those whose jobs can effectively and consistently be done partially or fully remotely with minimal impact on the public we serve have been directed to do so.
- Workplace occupancy and work station layouts have been re-engineered to reduce congregating.
- Most in-person trainings have been moved to electronic formats.
- Public access to areas used by employees has been reduced where possible.
- Signage has been posted, and emails have been sent, reminding employees to social distance.
- Visitors have been directed to remain in their vehicles until called in order to avoid people congregating in a waiting area.
- No more than two employees are permitted per vehicle, and employees must wear face coverings and keep the windows open (conditions permitting).
- Plexiglas shields have been provided at front desks where members of the public may be served.
- Employees have been encouraged to avoid crowds, singing, and shouting, as these may increase the minimum distance required.
- Face shields and N95s have been made available at no cost to employees for use during work time when six feet of distance cannot be maintained during interactions that exceed 15 minutes in duration.

D. Hand Hygiene. Employees and visitors are advised to wash their hands frequently and to use hand sanitizer upon entry to any City facility. Hand washing facilities with water, soap, and single use towels are available and regularly maintained. Hand sanitizer stations/bottles have been added to entrances and small bottles have been distributed for individual use. Sanitizer should be in each City vehicle for operators and passengers to use before and after vehicle use. Signage in restrooms and on exterior and other doors remind employees and visitors to wash their hands and/or to use hand sanitizer. When ordering hand sanitizer, please contact the Community Services Secretary at 760.873.5863 x121 for help to avoid unwanted chemicals. Inform your supervisor if soap, towels, or hand sanitizer is running low. We continue to educate employees about hand hygiene.

E. Face Coverings. On February 28, 2022, the California Department of Public Health (“CDPH”) issued a new Health Order that modified the requirement that unvaccinated people wear masks in indoor spaces. The new Health Order “strongly recommends” masks for all people within indoor settings. This modification means that CDPH is no longer requiring that agencies require

unvaccinated staff and visitors to wear masks indoors. The change in law is effective on March 1, 2022.

In addition, the Health Order modified the requirement that masks are required to be worn in K-12 schools and childcare settings. The modifications to the masking requirement will change on March 11, 2022. Thus, childcare providers will no longer be required by the state to require universal mask usage. However, the CDPH continues to strongly recommend that masks are used in this environment.

Masks continue to always be required in the following places (independent of vaccination status):

- Public Transit (examples: airplanes, ships, ferries, trains, subways, buses, taxis, and ride-shares)
- Transportation Hubs (examples: airport, bus terminal, marina, train station, seaport or other port, subway station, or any other area that provides transportation)
- K-12 school settings and other youth settings (until March 11, 2022)
- Healthcare Settings
- State and local correctional facilities and detention centers
- Homeless Shelters

F. The best way to prevent illness related to COVID-19 is to avoid being exposed to the virus. The virus is spread through the air when an infected person exhales, coughs, or sneezes. No person can be prevented from wearing a mask as a condition of participating in an activity. Employees may wear face coverings at other times if they so choose.

G. Face coverings, including voluntary and mandatory N95s, are provided to employees for use at work at no cost to the employees regardless of vaccination status. Training for use of N95s is mandatory and is made available by contacting the Risk Manager at 760.873.5863 x124. Department Heads are requested to order face coverings and N95 supplies through the Community Services Department. These items must be kept clean and replaced regularly. Cleaning and disinfecting. Cleaning is the removal of debris, dirt, and dust from a surface. Cleaning helps to remove allergens and microorganisms, including viruses and bacteria; however, the risk of only partially removing microbes and cross-contamination between surfaces creates concern. Sanitization and disinfection are sometimes used interchangeably, but there is a legal, though negligible, difference. Rather than removing germs as when cleaning, sanitizers kill 99.5 percent of microorganisms usually within less than a minute or as indicated on the label. Disinfectants kill viruses, too, but require a contact time of ten minutes before achieving a 99.99% effectiveness rate. Usually, the concentration of the diluted agent will determine whether it is a sanitizer or a disinfectant. To prevent the spread of infectious disease, first clean using detergent, soap, and water before disinfecting surfaces in the environment. It is crucial to ensure that the selected disinfectant agent is appropriate for the intended virus and the intended surface.

Common areas are cleaned and disinfected regularly, and high-use common areas are cleaned throughout the day, by qualified custodians. Employees are provided cleaning solution and towels and directed to clean their own work spaces daily to help avoid needless exposure to one another. More than 40 bottles of a Steramine solution (one tablet in 32 ounces of water) have been distributed to date. Eye and hand protection are not required per the Safety Data Sheet for the product, but employees should wash hands after touching a tablet. Employees may voluntarily use gloves, and gloves will be provided upon request at no cost to the employee for use at work. The Community Services Department ensures that each building has supplies of towels and

cleaning solution. If you need more supplies, inform your supervisor immediately. Frequently touched surfaces include doorknobs, light switches, handles, desks, toilets, faucets, sinks, tables, appliances, steering wheels, shift levers, keyboards, mice, and phones.

Do not order a sanitizing solution that has not been approved by Community Services in consultation with Risk Management in order to ensure that health and safety hazards of the solution have been reviewed. This process helps to limit such product use to those with the least physical and health risks to employees. Instructions on product labels and safety data sheets must be followed to ensure safe use, adequate ventilation, disposal, and use of appropriate personal protective equipment.

When disinfecting during a viral outbreak, additional personal protective equipment (PPE) may be necessary to prevent cross-contamination between surfaces, building areas, and employee residences. The safety data sheet may require more stringent equipment (i.e., respiratory protection). Still, the City shall provide an N95 respirator or greater level of protection and any of the following as required by the safety data sheet: protective coveralls or gowns, shoe covers, safety goggles, and nitrile examination gloves. All PPE shall be adequately sanitized, stored, or disposed of after being used to prevent cross-contamination to other surfaces or areas. Before using PPE, employees shall be adequately trained in use, care, and the sequence for donning and doffing the PPE.

In the event of a confirmed COVID-19 case in a workplace, Community Services will promptly carry out enhanced cleaning protocols or endeavor to hire a contractor to carry out those enhanced protocols as soon as possible and to the greatest extent possible before the area is re-occupied. A new spray system has been identified to help expedite this enhanced cleaning protocol. If an outbreak occurs, Community Services will increase routine cleaning and disinfecting of frequently touched surfaces including doorknobs, light switches, handles, desks, toilets, faucets, sinks, tables, and appliances.

- H. Ventilation. Super-spreader events can occur in areas with limited ventilation. The amount of outside air inside City buildings is maximized with economizers to the extent feasible, unless there is poor outside air quality (an AQI of 100 or higher for any pollutant) or some other hazard to employees such as excessive heat or excessive cold. Employees are advised to keep windows open when safe to do so in buildings with natural ventilation. Mechanical air systems are checked regularly, and air filters are changed at least as frequently as manufacturer recommendations. Where appropriate, outdoor and air dampers have been fully opened, and recirculation dampers have been closed to reduce or eliminate air recirculation. Filtration has been improved in mechanical systems to the highest level compatible with the existing systems (currently MERV 8 is the highest our newer systems can accommodate), and HVAC systems run as continuously as possible. Indoor ventilation works best in combination with physical distancing, face coverings, vaccinations, and respiratory protection.
- I. Shared equipment. Items with which employees come in regular physical contact, including phones, headsets, desks, keyboards, writing materials, instruments, car door handles, shift levers, steering wheels, tools, and related equipment should not be shared to the extent feasible. Each employee is responsible for daily disinfection of their personal items in the workplace. We have eliminated to the greatest extent possible the sharing of phone and keyboards. Where this cannot be done, employees are expected to clean the items before and after each use with materials provided.
- J. Testing. COVID-19 testing is available from multiple sources, including community testing centers, Inyo County Public Health, and local hospital clinics. As information regarding testing

locations and availability may change frequently, employees should contact Personnel or Inyo County Public Health for information regarding testing locations and options. Acceptable tests are those approved by the FDA or that have an emergency use authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus.

Personnel shall offer testing to employees who are not fully vaccinated, or who are vaccinated with symptoms, at no cost and during paid time in the event of a close contact at work. The testing is done on paid time, though the City is not obligated to provide the test during the employee's normal working hours. When testing is offered to an employee, that testing shall be at no cost to the employee, including travel and testing time and associated reasonable costs. An employee may decline or refuse such an offer for a COVID-19 test, and no declination form is required. Most testing is offered offsite.

In the event of a COVID-19 outbreak, weekly or biweekly (depending on the severity of the outbreak) testing will be made available at no cost to all employees within an exposed group during the outbreak except for those who were not at work during the relevant period, for vaccinated employees without symptoms, and – for a limited time – employees who recently recovered from COVID-19 and have no symptoms since returning to work.

- K. Vaccinations. See Personnel for vaccination options. All employees are eligible for free vaccinations on work time. Employees who decline the COVID-19 vaccine may use “Appendix E: Vaccination Declination form.”

As of January 14, 2022, an employee is considered to be “fully vaccinated” when the City has documented that the employee has received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. If Federal OSHA adopts a standard obligating employers to require either vaccines or weekly tests, then California will have 30 days to adopt a similar standard, and the County and City will have a short window thereafter to implement the new California standard. Vaccines must be FDA approved or have an emergency use authorization from the FDA. The City and the DFEH do not consider requests and retention of documentation of vaccination status to be a disability-related inquiry or record, a religious creed-related inquiry or record, or a medical examination or record thereof, though employees are directed to omit any actual medical information from such documentation. Cal/OSHA does not obligate the City to require employees to submit proof of vaccination status; however, employees who do not submit such documentation will be treated as unvaccinated. It may be to your advantage to submit such documentation.

Acceptable documentation options include vaccine card, image of vaccine card, or health care document. There is current debate as to whether employee self-attestation to vaccination status can be considered adequate. Watch this space for updates or check with Personnel. Any such documentation should be exclusively shared with Personnel and shall be treated as confidential. Retention of the records is subject to need as they are not considered medical records.

- L. Personal protective equipment (PPE). Proper use and selection of PPE helps control COVID-19 exposure. Gloves, goggles, face coverings, face shields, and other PPE must not be shared. N95 respirators are available upon request without fear of reprisal for voluntary use at no cost to the employee. N95 users must select the right size for their face so the device seals for maximum benefit. PPE needs are evaluated on a continuous basis, and employee input is very welcomed in this endeavor, in accordance with Cal/OSHA standards 8CCR3380. Employees who perform tasks that may involve procedures that may aerosolize potentially infectious material (such as saliva or respiratory tract fluids) are trained, advised, and provided higher levels of PPE as

appropriate for the environment and task, including eye and respiratory protection.

V. Investigating and Responding to COVID-19 cases in the Workplace

Risk Management and Personnel investigate, respond to, and document COVID-19 cases in cooperation with the Inyo County Public Health Department and the employees reporting COVID-19 symptoms or positive test results. Risk Management, Personnel, and the Inyo County Public Health Department have their own unique processes and responsibilities that have evolved over time as a part of continuous improvement in COVID prevention and they share information to help protect and notify employees. All three units strive with their own processes to identify when the COVID-19 case was last in the workplace, dates of testing and onset of symptoms, close contacts, and who might have been potentially exposed.

Employees are expected to self-identify themselves to the Personnel Department if they have symptoms of COVID, or if they obtain a positive test result, without fear of reprisal. Personnel Department will then assist each employee who reported symptoms or a positive test result with information and resources regarding self-isolation, return to work dates, testing options, and leave documentation. Employees who are self-isolating are encouraged to contact Personnel if situations change that might affect their return-to-work date. Personnel contacts known close contacts of the reporting employee without sharing personally identifying information of the COVID-19 case to explain return to work criteria and to offer testing at no cost during paid time (with the exception of asymptomatic employees who were fully vaccinated before the close contact). Personnel shares the information with Risk Management and where required by law.

Separately from Personnel, Risk Management contacts the reporting employee to conduct a COVID-19 case investigation to identify close contacts and ways to further prevent or reduce transmission of COVID-19 in the workplace. Risk Management may use “Appendix C – COVID-19 Case Investigation form” for this purpose, and employee cooperation is required. Risk Management will also send a letter in PDF to the reporting employee’s work email with a copy to their personal email, if known, and to their union representative, if applicable, and a printed copy to their home address on file, describing rights, benefits, protections, a statement about anti-discrimination, cleaning and disinfection protocols, and, if applicable, information regarding workers’ compensation.

Risk Management then sends letters to the potentially exposed employees, contractors, and volunteers via email (work email, with a copy to their personal email, if known, and to their union representative, if applicable) without sharing personally identifying information of the COVID-19 case. Letters to potentially exposed persons include information regarding rights, benefits, return to work criteria, a statement about anti-discrimination, and testing options. Printed potential exposure letters are not required to be sent to home addresses. Personnel then does SB1159 reporting and shares information with Risk Management, the Inyo County Public Health Department, and other agencies when as required by law.

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 un-redacted 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) Un-redacted 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.

VI. Training and Instruction

The City of Bishop provides effective training and instruction, including signage, webinars, online training assignments, emails, posters, and other resources shared readily with employees. “Appendix D: COVID-19 Training Roster” is a good resource to document such training, but it is not required, as in-person group training is not advised during the pandemic. This CPP includes and explains the following training and instruction, but these points bear repeating here:

- Not coming to work if the employee has COVID-19 symptoms.
- Face coverings and N95s are available for free to employees for use while working regardless of vaccination status and without fear of retaliation.
- Proper use of face coverings, which are not respiratory protective equipment.
- Respirators such as N95s are more effective at preventing COVID-19, an airborne illness.
- How to properly fit and wear an N95, and that facial hair interferes with the seal.
- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards and how employees can participate in hazard identification.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws, including exclusion pay and workers’ compensation.
- These facts: (a) COVID-19 is an infectious disease that can be spread through the air; (b) COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth; (c) an infectious person may have no symptoms; and (d) particles containing the virus can travel more than six feet, so physical distancing combined with other controls, such as face coverings and hand hygiene, are effective.
- What physical distancing is and the importance thereof.
- 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 hand washing facility, and that hand sanitizer is less effective if the hands are soiled.
- COVID-19 symptoms, the importance of obtaining a COVID-19 test, and information on eligibility for the COVID vaccine.

VII. Reporting, Recordkeeping, and Access

Personnel and Risk Management share with and provide recording and tracking information to the local health department and whenever required by law regarding COVID-19 cases, hazard corrections, and outbreaks. Personnel handles reporting in accordance with SB1159 via the Sedgwick portal provided for that purpose. Any serious illnesses or deaths of an employee occurring in our place of employment or in connection with any employment are reported immediately to Cal/OSHA per 8CCR330(h). Copies of all versions of this CPP are maintained for up to three years in an effort to document implementation of this CPP. The current version of this CPP is always available at <https://www.cityofbishop.com/covid-19/covid-19.php>. Revisions are emailed to all employees and their authorized representatives as the revisions become available. Printed copies are available from Department Heads and Risk Management. Investigation records are available to employees and their authorized representatives subject to redacting names where required by law.

VIII. Exclusion of COVID-19 Cases and Return to Work Criteria

The City of Bishop does not tolerate discrimination against persons who test positive for COVID-19. We exclude employees with COVID-19 or those subject to an isolation order from the workplace until return-to-work criteria are met, as updated on **3/1/2022**. We continue and maintain an employee's earnings, seniority, and other employee rights and benefits while the employee is off work in the event of a positive test or a workplace COVID-19 exposure. We encourage employees to get tested in order to avoid bringing the virus to work unintentionally. Employees wishing to get tested voluntarily at no cost during paid time should contact Personnel to verify eligibility. Employees who were notified in writing of a possible exposure at work will be offered testing at no cost to them during paid time. During an outbreak or in certain environments, testing may be required as a condition of employment to return to the workplace. For counting days, day one is the first full day after symptoms began.

The following rules apply to all employees regardless of vaccination status, previous infection, or lack of symptoms **who report a positive test result for COVID-19** (except for certain critical health care workers): The employee must be excluded from the work place for at least ten days. They may return to the workplace after day number ten provided symptoms have improved and they are without fever for at least 24 hours without fever-reducing medication. [To be announced: A new five day rule may be included here in the future, pending direction from Cal/OSHA.] If fever continues after ten days, then the employee may not return to work until the fever has resolved. If symptoms other than fever are not resolving after ten days, then the employee may not return to work until symptoms resolve OR after ten days from the positive test. Self-administered and unobserved specimen collections and testing operations may be considered inadequate for the calculation of days. See <https://www.dir.ca.gov/dosh/coronavirus/COVID19FAQs.html> - iso.

The following rules apply to a **vaccinated and boosted** employee (or vaccinated but **not yet eligible** for a booster) **exposed to someone with COVID-19** for longer than fifteen minutes in any 24-hour period during the COVID-19 positive person's high risk exposure period: The employee does not need to quarantine if they test on day five with a negative result, and wear approved face coverings around others for ten days after exposure. If the employee cannot test on day five, then they must wear a face covering and maintain six feet of distance for ten (10) days following the close contact or until they are able to provide a negative test result prior to the tenth day. If the employee develops symptoms, then they must be excluded from the workplace pending the results of a test. If the employee tests positive during the ten days following exposure, then they must notify Personnel immediately and they may not return to work until certain additional criteria are met. The exclusion period may be reduced by Personnel in cooperation with guidance from Public Health and Cal/OSHA during critical staffing shortages. These rules are subject to change by Public Health order.

The following rules apply to an **unvaccinated or under-vaccinated** (no booster yet) employee **exposed to someone with COVID-19** for longer than fifteen minutes in any 24-hour period during the COVID-19 positive person's high risk exposure period: The employee must be excluded from the workplace for five days after the exposure. The employee must present a negative COVID 19 test in order to return to work. If the employee does not have symptoms by day ten, then the employee may return to the workplace. If the employee develops symptoms, then they must be excluded from the workplace. If the employee tests positive during the ten day period, then they must notify Personnel immediately and they may not return to work until certain additional criteria are met. The exclusion period may be reduced by Personnel in cooperation with Public Health and Cal/OSHA during critical staffing shortages. These rules are subject to change by Public Health order.

If the removal of an employee after an exposure would create an undue risk to the community's health and safety, the City of Bishop shall develop, implement, and maintain effective control measures to prevent transmission in the workplace, including providing isolation for the employee in the workplace and, if isolation is not feasible, the use of respirators in the workplace.

IX. Multiple COVID-19 Infections and COVID-19 Outbreaks

This section applies to a worksite only when three or more employee COVID-19 cases within an exposed group visited that worksite during their high-risk exposure period at any time during a 14-day period. See definitions in Section I (Introduction). Section IX shall apply until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

When Section IX applies, COVID-19 testing shall be made available at no cost to employees within the exposed group, during paid time, except for:

1. Employees who were not present at the workplace during the relevant 14-day period.
2. Employees who were fully vaccinated before this section became applicable to the workplace and who do not have COVID-19 symptoms.
3. For COVID-19 cases who did not develop COVID-19 symptoms after returning to work, no testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.

Immediately upon being covered by this section, 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 shall not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department. Testing shall be made available at no cost to employees, during paid time, when the City is so ordered to offer such testing.

COVID-19 testing will be made available once a week at no cost, during paid time, to all employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until Section IX no longer applies.

While this section applies, all provisions of the CPP shall be maintained. This especially includes the following three points. Employees in the exposed group shall wear face coverings when indoors, or when outdoors and less than six feet from another person. Employees in the exposed group will be informed of their right to request a respirator for voluntary use, if they are not fully vaccinated. The City shall evaluate 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. Common area occupancies will be reduced.

Promptly upon applicability of this section, the City shall 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 shall be documented and include: (1) Investigation of new or unabated COVID-19 hazards including the employer's leave policies and practices and whether employees are discouraged from remaining home when sick; the employer's COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing; (2) The review shall be updated every 30 days that this section continues to apply, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary; and (3) The implementation of changes to reduce the transmission

of COVID-19 based on the investigation and review. Indoor tasks that can be moved outdoor or done remotely shall be done so. For indoor work areas, outdoor air supply shall be increased, air filtration shall be improved where possible, and physical distancing shall be increased as much as feasible.

In buildings or structures with mechanical ventilation, the City shall filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, the City shall use filters with the highest compatible filtering efficiency and evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, shall implement their use to the degree feasible.

X. Major COVID-19 Outbreaks

This section shall apply if and when 20 or more employee COVID-19 cases in an exposed group visit the same worksite during their high-risk exposure period within a 30-day period. It shall continue to apply until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period.

In addition to the testing requested under Section X (Multiple COVID-19 Infections and COVID-19 Outbreaks), testing shall be made available to all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by the local health department.

In addition to the other provisions under Section X, the City shall do the following:

1. Respirators shall be provided for voluntary use to employees in the exposed group.
2. Any employees in the exposed group who are not wearing respirators 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. 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, individuals shall be as far apart as feasible.
3. At work stations where an employee in the exposed group is assigned to work for an extended period of time, such as reception areas and cubicles, and where the physical distancing requirement is not maintained at all times, the City shall install cleanable solid partitions that effectively reduce transmission between the employee and other persons.

The City will evaluate whether to halt some or all operations at the worksite until COVID-19 hazards have been corrected, and shall implement other control measures deemed necessary by the local health department or Cal/OSHA.

Appendix A: COVID-19 Hazard Identification Form

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: _____

Date: _____

Name(s) of employee and authorized employee representative that participated: _____

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 Controls Inspection Form

This form may be used as a guide. See Risk Management for assistance specific to each location, as questions may vary depending on possible hazards.

Date: _____. Name of person conducting the inspection: _____

Work location evaluated: _____

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

Appendix C: COVID-19 Case Investigation Form (v20220111/ah)

NOTES: Notices to close contacts and to those who may have been exposed to the COVID-19 do not reveal personally identifying information of the COVID-19 case. If disclosure is required, names shall be redacted from this document. For more information, see Section V.

01. Name of COVID-19 Case & date interviewed for this form.	
02. Interviewer Name? Who else was involved in investigation?	
03. Source case job title (or why in workplace if not employee)	
04. When did you first get COVID-19 symptoms?	
05. When and where were you last at work?	
06. Did you go to work with symptoms? Review rules if necessary.	
07. Date, location, and results of tests/diagnosis	
08. Is County Public Health aware of your test result?	
09. Has Personnel offered you a COVID-19 test?	
10. Are you vaccinated? If not, do you plan to?	
11. Have you traveled out of town in the last 2 weeks?	
12. Any known exposures to COVID-19?	
13. Where have you been when not at work in the last 14 days?	
14. Where were you for work in the last 14 days?	
15. Were coworkers wearing face coverings and practicing social distancing while at work? Were you?	
16. CLOSE CONTACTS: Where were you for work, and who were you around, in the 3 days before symptoms began?	
17. Where do you think you might have gotten COVID?	
18. What workplace conditions could have contributed to your risk of COVID-19 exposure?	
19. What could be done to reduce exposure to COVID?	
20. Any questions or comments for me?	

Appendix D: COVID-19 Training Roster

Date: _____ Leader: _____ Training: _____

Employee Name	Signature

Appendix E: Vaccination Declination Statement – *OPTIONAL / NOT IN USE*

COVID-19 vaccines is available and is offered to employees. Employees who decline to accept the recommended and offered vaccination must sign and date the following statement:

I understand that I may be at risk of contracting COVID-19 at work, and I have been given the opportunity to be vaccinated against this disease or pathogen at no charge to me. However, I decline this vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring a serious disease and related potential complications. If in the future I continue to have occupational exposure to COVID-19 and want to be vaccinated, I can receive the vaccination at no charge to me as supplies become available.

Print Employee Name: _____

Sign here: _____ Date Signed: _____

THIS DOCUMENT IS NOT KEPT IN PERSONNEL FILES.]

**CITY OF BISHOP
COVID-19 PREVENTION PROGRAM (CPP)
ACKNOWLEDGEMENT FORM**

I, _____, have received, read, and understand the City of Bishop's Covid-19 Prevention Program (CPP). I understand this signed acknowledgement will be maintained in my personnel file.

I agree to comply with all provisions of this Program which includes the COVID-19 policies and procedures.

Signed _____

Date _____

Appendix F: Newest COVID Safety Signage

The following pages contain copies of the newest signage posted in and around City facilities. Signage is subject to update through the hazard identification, control, and correction process. We wish to thank employees for their input and assistance with signage and other messaging.