

COVID-19 Prevention Program

Title 8 Section 3205 (Revised 6/17/2021)

Company Name: Legacy Stone Works, Inc.

Location: All Locations

Authority and Responsibility of the COVID-19 Prevention Program:

Emily Serrano

has overall authority and responsibility for implementing the provisions of this COVID-19 Prevention Program in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the program in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

This COVID-19 Prevention Program is established to protect employees from workplace COVID-19 hazards in compliance with California Code of Regulation Title 8 §3205. This COVID-19 Prevention Plan is an integrated part of the company's Injury & Illness Prevention Program (IIPP). The company's main priority is the safety, health, and well-being of our staff, contractors, and our community.

All federal, state, and local regulations and directives must be followed, which will be monitored frequently for new requirements.

System for Communicating:

Employees are required to report without fear of reprisal, COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards in the workplace.

The company will make every attempt to accommodate employees with medical or other conditions that put them at increased risk of severe COVID-19 illness with modified working conditions. Modified temporary conditions may include a change in job assignment, location, or remote work from home.

COVID-19 testing may be required under specific conditions. If testing is required, the company will inform affected employees of the reason for the COVID-19 testing and the possible consequences of a positive test. Where testing is not required, or provided by the company, employees can access voluntary COVID-19 testing through health plans or local testing centers. Testing will be provided at no cost to the employee during normal working hours. All COVID-19 testing or related medical services provided by the company under this program will be provided in a manner that ensures the confidentiality of the employees and are not disclosed or reported without the employee's express written consent. Information on COVID-19 cases will be provided to the local health department, California Department of Public Health (CDPH), the Division (Cal/OSHA), the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.

Information about COVID-19 hazards which 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 will be provided during employee training, workplace posting and the company's COVID-19 Prevention Program.

Identification and Evaluation of COVID-19 Hazards:

Employees and authorized employee representatives are allowed to and encouraged to participate in the identification and evaluation of COVID-19 hazards.

The company has developed and implemented a process for screening employees for, and responding to, employees with COVID-19 symptoms.

- Employees are asked to evaluate their own health and/or symptoms before reporting to work. Employees are required to stay home from work if they have a 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.
- If any employee presents or is experiencing COVID-19 symptoms during their workday, they will immediately notify their supervisor. The supervisor will determine a course of action up to and including sending the employee home to prevent or reduce the risk of transmission of COVID-19 in the workplace. Sick employees are encouraged to follow CDC guidelines by contacting their healthcare provider and following medical recommendations.
- The company has conducted a workplace-specific identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.
 - This includes identification of places and times when people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, during meetings or trainings, and including in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.
 - This includes an evaluation of employees' potential workplace exposure to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, delivery personnel, members of the public, customers or clients, and independent contractors. How employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Identified interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards:

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- Indoor locations have been evaluated to maximize ventilation with outdoor air to the highest level of filtration efficiency compatible with the existing ventilation system and to decide 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.
- The company will continually evaluate existing COVID-19 prevention controls at the workplace and the need for different or additional controls.
- The company will conduct periodic inspections, as needed, to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the company’s COVID-19 policies and procedures.

Investigation and Responding to COVID-19 Cases in the Workplace:

All possible COVID-19 exposures will be investigated and documented. The company will treat all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious. Management will conduct all investigations and medical information will remain confidential. Employees with possible exposure in their work area will be notified of the exposure.

The company will take the following actions when there has been a COVID-19 case at the place of employment:

1. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
2. Determine who may have had close contact. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.

3. Within one business day of the time the company knew or should have known of a COVID-19 case, the company will give written notice, in a form readily understandable by employees, that people at the worksite may have been exposed to COVID-19. The notice shall be written in a way that does not reveal any personal identifying information of the COVID-19 case. Issuance of written notice may include, but is not limited to, personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one business day of sending. The notice will include the disinfection plan required by Labor Code section 6409.6(a)(4). The notice must be sent to the following:
 - a. All employees at the worksite during the high-risk exposure period.
 - b. Independent contractors and other employers at the worksite during the high-risk exposure period.
4. Within one business day of the time the company knew or should have known of the COVID-19 case, the employer shall provide the notice required by Labor Code section 6409.6(a)(2) and (c) to the authorized representative of any employee at the worksite during the high-risk exposure period.
5. Make COVID-19 testing available at no cost, during paid time, to all employees of the company who had a close contact in the workplace and provide them with the information on benefits, with the following exceptions:
 - a. Employees who were fully vaccinated before the close contact and do not have COVID-19 symptoms.
 - b. COVID-19 cases who returned to work pursuant to this program 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 symptoms for 90 days after the first positive test.
6. Investigate whether workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms will be kept confidential. All COVID-19 testing or related medical services provided by the company under this program will be provided in a manner that ensures the confidentiality of employees. COVID-19 testing or related medical services provided by the company will be conducted in a manner that ensures the confidentiality of the employees unless disclosure is required or permitted by law. Information on COVID-19 cases will be provided to the local health department, CDPH, the Division (Cal/OSHA), the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.

Correction of COVID-19 Hazards:

The company will correct identified unsafe or unhealthy conditions, work practices, policies, and procedures in a timely manner based on the severity of the hazard. This includes, but is not limited to, implementing controls and/or policies and procedures in response to evaluations, investigations, and inspections conducted under this program. The identified hazards will be followed up on to ensure timely correction.

Training and Instruction:

The company will provide effective training and instruction to employees that include the following:

1. The company's COVID-19 policies and procedures to protect employees from COVID-19 hazards and how to participate in the identification and evaluation of COVID-19 hazards.
2. Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick and vaccination leave, if applicable, workers' compensation law, local governmental requirements, the company's own leave policies, and leave guaranteed by contract.
3. The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.
4. The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19, but are most effective when used in combination.
5. Company's policies for providing respirators, and the right of employees who are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use:
 1. How to properly wear the respirator provided;
 2. How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with a seal.

6. 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 does not work if the hands are soiled.
7. Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.
8. COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.
9. Company's COVID-19 policies; 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.
10. 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 between people cannot be maintained. Employees can request face coverings from the company at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

Face Coverings:

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

“Face covering” means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. 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 single layer of fabric.

Face shields are not a replacement for face coverings, although they may be worn together for additional protection.

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

1. When an employee is alone in a room or vehicle.
2. While eating or drinking at the workplace, provided employees are at least six feet apart and outside air is supplied to the area, if indoors, has been maximized to the extent feasible.

3. Employees wearing respiratory protection required by the company and in accordance with section 5144 or other title 8 safety orders (Respiratory Protection Standard).
4. 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.
5. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability will wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

Any employee not wearing a face covering, pursuant to the exceptions and not wearing a non-restrictive alternative when allowed, shall be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19 during paid time and at no cost to the employee.

The company will provide face coverings to employees upon request, regardless of vaccination status. The company will not prevent any employee from wearing a face covering when not required by this program, unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Signage has been posted at all entrances to communicate face covering policies to non-employees.

Other Engineering Controls, Administrative Controls, and Personal Protective Equipment:

For buildings with mechanical or natural ventilation, or both, the company will maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

The company will ensure all building HVAC systems and restroom exhaust fans are fully functional. Good quality and/or HEPA filters will be in use. During maintenance proper PPE will be used.

Personal fans will be removed or redirected to prevent blowing air from one worker to another.

The company has implemented cleaning and disinfecting procedures in compliance with the CDC and EPA. Supplies will be monitored, purchased, and stocked on regular basis.

(“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 mask)

All personal protective equipment (PPE) is provided by the company at no cost to the employees.

Testing of Symptomatic Employees:

Employers shall make COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employees’ paid time.

Reporting, Recordkeeping, and Access:

The company will adhere to the following:

- 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.
- Record COVID-19 cases as applicable on OSHA Recordkeeping Log.
- Maintain records of the steps taken to implement the company’s written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make the company’s written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Keep a record of and track all COVID-19 cases with the employee’s name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test.

Exclusion of COVID-19 Cases and Employees Who had Close Contact:

The purpose of this subsection is to limit transmission of COVID-19 in the workplace.

The company will ensure that COVID-19 cases are excluded from the workplace until the return-to-work requirements are met.

- The company will exclude from the workplace employees who had close contact until the return-to-work requirements are met, with the following exceptions:
 1. Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms; and
 2. COVID-19 cases who returned to work pursuant to the program 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.
- Employees excluded from work under this section will continue to maintain earnings, seniority, and all other employee rights and benefits. Policy for maintaining earnings benefits:

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| To maintain earnings and benefits employees must use any available Families First Coronavirus Response Act (FFCRA) or equivalent paid sick leave and/or company provided paid sick leave if available. If unavailable employees must follow company policy to maintain earnings and benefits. |
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Exemptions:

- Does not apply where the employees received disability payments or was covered by workers' compensation and received temporary disability.
- Does not apply where the company demonstrates that the close contact is not work related.
- At the time of the exclusion the company will provide the employee with information on benefits.

Return to Work Criteria:

The company will adhere to the following:

- COVID-19 cases with COVID-19 symptoms will not return to work until:
 1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
 2. COVID-19 symptoms have improved; and
 3. At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not be allowed to return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- Persons who had a close contact may return to work as follows:
 1. Persons who had a close contact but never developed any COVID-19 symptoms may return to work when 10 days have passed since the last known close contact.
 2. Persons who had a close contact and developed any COVID-19 symptoms cannot return to work until the requirements of this section's criteria have been met, unless all of the following are true:
 - a. The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
 - b. At least 10 days have passed since the last known close contact; and
 - c. The person has been symptom-free for at least 24 hours, without using fever-reducing medications.
- 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 in accordance with the return-to-work periods as applicable.

Multiple COVID-19 Infections and COVID-19 Outbreaks (§3205.1):

This section applies to a workplace covered by section 3205 if three or more employee COVID-19 cases within an exposed group, as defined by section 3205(b), visited the workplace during their high-risk exposure period at any time during a 14-day period.

This section would apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

COVID-19 testing

1. The employer shall make COVID-19 testing available at no cost to its employees within the exposed group, during employees' paid time, except:
 - Employees who were not present at the workplace during the relevant 14-day period.
 - Employees who were fully vaccinated before section 3205.1 became applicable to the workplace and who do not have COVID-19 symptoms.
 - For COVID-19 cases who did not develop COVID-19 symptoms after returning to work. Pursuant to program, 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.
2. COVID-19 testing will consist of the following:
 - Testing will be made available to all employees in the exposed group immediately upon being covered by this program section, and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, the company will make COVID-19 testing 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 this section no longer applies.
 - The company will provide additional testing when deemed necessary by Cal/OSHA.

The company will continue to comply with all applicable provisions of section 3205, and shall also do the following:

1. Employees in the exposed group shall wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions applies:
 - a. Employees who were fully vaccinated before the close contact and do not have COVID-19 symptoms.
 - b. COVID-19 cases who returned to work pursuant to this program 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 symptoms for 90 days after the first positive test.
2. The company will give notice to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.
3. The company will 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.

The company will immediately investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak in accordance with Cal/OSHA. In addition, the company 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 will include:

- Investigation of new or unabated COVID-19 hazards including:
 - Leave policies and practices and whether employees are discouraged from remaining home when sick
 - COVID-19 testing policies
 - Insufficient outdoor air
 - Insufficient air filtration
 - Lack of physical distancing
- The review will be updated every thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.

- The company will implement changes to reduce the transmission of COVID-19 based on the investigation and review. The company will consider moving indoor tasks outdoors or having them performed remotely when possible, increasing outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing as much as feasible, requiring respiratory protection and other applicable controls.

In buildings or structures with mechanical ventilation, employers 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, employers shall use filters with the highest compatible filtering efficiency. Employers shall 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, if so, shall implement their use to the degree feasible.

The company will continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.

Major COVID-19 Outbreaks (§3205.2):

This section applies to any workplace covered by section 3205 if 20 or more employee COVID-19 cases in an exposed group visited the workplace during their high-risk exposure period within a 30-day period.

This section would apply until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period.

The company will continue to comply with section 3205.1 (*Multiple COVID-19 Infections and COVID-19 Outbreaks*) with the following additions:

In the event of a major outbreak, the company will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees in the exposed workgroup, regardless of vaccination status. COVID-19 testing will be provided at no cost to employees during employees' working hours.

The company will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with the company's COVID-19 Prevention Program and any relevant local health department orders.

The company will comply with the requirements of our COVID-19 Prevention Program investigating, responding and hazard correction procedures.

In addition to the requirements of our COVID-19 procedures, the company will take the following actions:

- In buildings or structures with mechanical ventilation, the company 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, the company will use filters with the highest compatible filtering efficiency. The company will evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission and will implement their use to the degree feasible.
- The company will provide a respirator for voluntary use in compliance with Title 8 5144(c)(2) to employees in the exposed group and shall determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.

- Any employees in the exposed group who are not wearing respirators required by the company and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where the company can demonstrate that six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include; telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.
- At workstations where an employee in the exposed group is assigned to work for an extended period of time, such as desks and production line stations, and where the physical distancing requirement is not maintained at all times, the company will install cleanable solid partitions that effectively reduce transmission between the employee and other persons.
- The company will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Notifications will be made to the local health department in compliance with the company's COVID-19 Prevention Program.

COVID-19 Prevention in Employer-Provided Transportation to and from Work (§3205.4):

This section applies when the company provides motor vehicle transportation, which is any transportation of an employee, during the course and scope of employment, including transportation to and from different workplaces, jobsites, delivery sites, buildings, stores, facilities, and agricultural fields, provided, arranged for, or secured by an employer regardless of the travel distance or duration involved.

The following exceptions apply:

- If the driver and all passengers are from the same household outside of work, such as family members or if the driver is alone in the vehicle.
- When necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations.
- Vehicles in which all employees are fully vaccinated.
- Public transportation

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

Face coverings and respirators - the company will ensure that:

- Face covering requirements are followed for employees waiting for transportation.
- All employees who are not fully vaccinated are provided and wear a face covering in the vehicle as required by the company's COVID-19 Prevention Program.
- Upon request, the company will provide respirators for voluntary use to all employee in the vehicle who are not fully vaccinated.

The company 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 – the company will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned to prevent the spread of COVID-19 before each trip and must be cleaned and disinfected if used by a COVID-19 case during the high-risk exposure period, when the surface will be used by another employee within 24 hours of the COVID-19 case.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, will be cleaned to prevent the spread of COVID-19 between different drivers and are disinfected after use by a COVID-19 case during the high-risk exposure period, if the surface will be used by another employee within 24 hours of the COVID-19 case.
- The company provides sanitizing materials and ensure they are kept in adequate supply.

Ventilation - the company 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 excessive outdoor heat would create a hazard to employees.
- The vehicle has functioning heating in use and excessive outdoor cold would create a hazard to employees.
- Protection is needed from weather conditions, such as rain 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 – the company 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.

COVID-19 Prevention in Employer-Provided Housing (§3205.3):

This section applies when the company provides housing. Employer-provided housing is any place or area of land, any portion of any housing accommodation, or property upon which a housing accommodation is located, consisting of: living quarters, dwelling, boardinghouse, tent, bunkhouse, maintenance-of-way car, mobile home, manufactured home, recreational vehicle, travel trailer, or other housing accommodations. Employer-provided housing includes a “labor camp” as that term is used in title 8 of the California Code of Regulations or other regulations or codes. The employer-provided housing may be maintained in one or more buildings or one or more sites, including hotels and motels, and the premises upon which they are situated, or the area set aside and provided for parking of mobile homes or camping. Employer-provided housing is housing that is arranged for or provided by an employer, other person, or entity to workers, and in some cases to workers and persons in their households, in connection with the worker’s employment, whether or not rent or fees are paid or collected.

The following exceptions apply:

- To housing provided for the purpose of emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations, if:
 - The employer is a government entity; or
 - The housing is provided temporarily by a private employer and is necessary to conduct the emergency response operations.
- This section does not apply to employer-provided housing used exclusively to house COVID-19 cases or where a housing unit houses one employee.
- This section does not apply to housing in which all residents are fully vaccinated.

The requirements below for controls, face coverings, cleaning and disinfecting, screening, and isolation of COVID-19 cases and persons with COVID-19 exposure do not apply to residents who maintained a household together prior to residing in employer-provided housing, such as family members, when no other persons outside the household are present.

Assignment of housing units

The company will ensure that shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same workplace will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or workplace will be housed in the same housing unit only when no other housing alternatives are feasible.

Ventilation

In housing units, the company will maximize the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system. If there is not a Minimum Efficiency Reporting Value (MERV) 13 or higher filter in use, portable or mounted High Efficiency Particulate Air (HEPA) filtration units shall be used, to the extent feasible, in all sleeping areas in which there are two or more residents who are not fully vaccinated.

Face coverings

The company will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

Cleaning and disinfecting

The company will ensure that housing units, kitchens, bathrooms, and common areas are effectively cleaned at least once a day to prevent the spread of COVID-19. Housing units, kitchens, bathrooms, and indoor common areas shall be cleaned and disinfected after a COVID-19 case was present during the high-risk exposure period, if another resident will be there within 24 hours of the COVID-19 case. Cleaning and disinfecting will be done in a manner that protects the privacy of residents.

The company will instruct residents not to share unwashed dishes, drinking glasses, cups, eating utensils, and similar items.

Screening

The company will encourage residents to report COVID-19 symptoms to the company.

COVID-19 testing

The company will establish, implement, and maintain effective policies and procedures for COVID-19 testing of residents who had a close contact or COVID-19 symptoms. These policies and procedures shall be communicated to the residents.

COVID-19 cases and close contacts

Employers shall effectively quarantine residents who have had a close contact from all other residents. Effective quarantine shall include providing residents who had a close contact with a private bathroom and sleeping area. The following residents are exempt from this requirement:

1. Fully vaccinated residents who do not have COVID-19 symptoms; and
2. COVID-19 cases who returned to work pursuant to this program 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 symptoms for 90 days after the first positive test.

The company will effectively isolate COVID-19 cases from all residents who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases and providing COVID-19 case residents with a sleeping area and bathroom that is not shared by non-COVID-19 case residents.

This Model COVID-19 Prevention Program is founded on the Cal/OSHA Emergency Temporary Standard CCR, Title 8 §3205, it is to be modified and made specific to your organization. This template is intended for California employers not covered by the Aerosol Transmissible Diseases (ATD) Standard. This program should be reviewed and updated frequently to account for any changes with Cal/OSHA, California Department of Public Health, CDC and state and local guidelines.

This model program is based on available information at the time of its publication. This model program does not supplant or replace the guidelines and/or recommendations set forth by Cal/OSHA, California Department of Public Health, CDC and/or Federal, State and Local guidelines, laws, ordinances or directives. This guide does not constitute medical advice. For advice on your specific situation, it is recommended that you engage a qualified professional directly.

Using this model alone does not ensure compliance with the emergency temporary standard. To use this model program effectively, the person(s) responsible for tailoring and implementing the COVID-19 Prevention Program should carefully review and understand:

California Code of Regulations, Title 8 Sections:

§3205, COVID-19 Prevention

§3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks

§3205.2, Major COVID-19 Outbreaks

§3205.3, Prevention in Employer-Provided Housing

§3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work