Alameda County Health Care Services Agency
Public Health Department
www.acphd.org

Colleen Chawla, Director
Kimi Watkins-Tartt, Director
Nicholas Moss, MD, Health Officer

Public Health Department: Main Line (510) 267-8000
COVID-19 Information: (510) 268-2101

Workplace Steps to Controlling and Preventing Outbreaks

Alameda County has moved Beyond the Blueprint, but COVID-19 continues to circulate in our community. It is essential that employers respond quickly and effectively to COVID-19 in the workplace. When an outbreak is suspected or confirmed, follow these steps to ensure rapid control and to prevent future transmission.

Controlling COVID-19 in the workplace will help to:

- ✓ Protect public health and safety
- ✓ Safeguard the health and well-being of your workers
- ✓ Promote public confidence in your business as a safe workplace
- ✓ Maintain usual business operations

<table>
<tr><td colspan="2" align="center"><h3>STEP 1: KNOW THE REQUIREMENTS</h3></td></tr>
<tr><td>☐</td><td>Review Cal/OSHA Emergency Temporary Standards (ETS).
   o Specifically, review the FAQs -- pay close attention to recent updates.</td></tr>
<tr><td>☐</td><td>Review CDPH's outbreak checklist Responding to COVID-19 in the Workplace for Employers Sections 1-6. Quarantine guidance changes frequently and may not be current on the checklist. For the most current quarantine guidance, use CDPH Guidance on Isolation and Quarantine</td></tr>
<tr><td>☐</td><td>Visit ACPHD's Workplace Guidance webpage for local requirements, reporting instructions, and other resources.</td></tr>
<tr><td>☐</td><td>Revisit your COVID-19 Prevention Program to include the latest Cal/OSHA ETS updates.</td></tr>
<tr><td colspan="2" align="center"><h3>STEP 2: TRACK AND REPORT CASES</h3></td></tr>
<tr><td>☐</td><td>Per Assembly Bill 685 (AB 685), effective January 1, 2021 employers are required to report three (3) or more laboratory-confirmed COVID-19 cases as defined by State Department of Public Health at the same worksite who reside in different households within a 14-day period to the ACPHD. See CDPH's COVID-19 Outbreak Definitions.</td></tr>
<tr><td>☐</td><td>Report to ACPHD through the CalConnect SPOT portal. If you have not yet done so, you must complete the SPOT Intake Form and follow instructions to register.
Once you are registered, enter new cases and contacts within 48 hours</td></tr>
<tr><td>☐</td><td>The following information is required to be entered in the SPOT portal per AB 685:
   o Name and business address of the worksite
   o Number of cases
   o Names, phone numbers, and occupations of the COVID-19 (+) workers
   o North American Industry Classification System (NAICS) code for your worksite. To find your NAICS code search here.
  ✦ In accordance with HIPAA Privacy and Security Rules, all information you provide in this form will remain confidential; it will not impact immigration status.</td></tr>
<tr><td>☐</td><td>Provide cases with CDPH Guidance on Isolation and Quarantine and Alameda County Health Officer Orders for Isolation .</td></tr>
</table>

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| ☐ | For guidance and questions, contact COVIDOB@acgov.org. If you have urgent need after 5:00 pm weekdays or on the weekend, call Alameda County Fire Dispatch at (925) 422-7595 and ask to speak to the Public Health Duty Officer. |

STEP 3: IDENTIFY CLOSE CONTACTS

| ☐ | View CDC Case Investigation and Contact Tracing in Non-Healthcare Workplaces: Information for Employers. |

CLOSE CONTACT:
Someone sharing the same indoor airspace, e.g., home, clinic waiting room, airplane etc., for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes) during an infected person's (laboratory-confirmed or a clinical diagnosis) infectious period.

✦ **Infectious period** is defined as 2 days before the start of COVID symptoms through 10 days after symptoms began for those without severe COVID-19 disease (or through Day 5 if testing negative on Day 5 or later). If no symptoms, the infectious period is defined as 2 days prior to the date that the test specimen was collected through 10 days after (or through Day 5 if testing negative on Day 5 or later).

| ☐ | When doing **contact tracing** in your workplace, remember to:

1. Verify the shifts the cases worked during their infectious period through interviews or by reviewing the employment records.
2. Identify other workers who may have worked closely with the cases during their infectious period.
3. When a larger indoor space cannot be easily divided into smaller discrete spaces, then close contacts may be determined based on proximity to the positive case and duration of exposure.
4. Ask about carpooling or social gatherings outside of the work setting.
5. Consider close contacts that occurred onsite but were unrelated to work duties, especially activities that occurred during break times and in shared spaces.
6. Consider the following:
    a. How and where do workers take meal breaks?
    b. If workers change into uniforms onsite, how do they avoid crowding? |
| ☐ | Provide close contacts with CDPH Close Contact Guidance and Cal/OSHA Close Contact Guidance |

STEP 4: TEST

☐	View and follow Cal/OSHA ETS testing requirements.
☐	An additional resource for testing is https://covid-19.acgov.org/testing
☐	A key resource for developing an ongoing testing plan is CDC's SARS-CoV-2 Testing Strategy: Considerations for Non-Healthcare Workplaces.
☐	An additional resource for antigen testing is CDC's Antigen Testing Guidance

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☐	Exposed workers who tested positive for SARS-CoV-2 within the previous 90 days should not be retested unless symptomatic.
☐	If a worker has symptoms of COVID-19, they should leave work and get tested even if fully vaccinated or previously infected with COVID-19. If COVID-19 is suspected, they must follow ACPHD Health Officer Isolation Orders.

STEP 5. PROMOTE VACCINATION

☐	Vaccination is a critical tool for protecting workers, businesses, and the public. When all or most of your workers are fully vaccinated and have received their booster, your facility will be better protected. You are **REQUIRED** by the ETS to provide information about the benefits of vaccination and how workers can access vaccination. - Employees should be directed to make appointments at https://www.primarybio.com/r/alco-vax-signup (In Alameda County) or state-wide at My Turn. - Support vaccination by allowing workers to go get vaccinated and boosted during paid work hours whenever possible. - It is common to experience low grade symptoms for a day or two after vaccination. Institute permissive sick leave policies. - Explore options for setting up a mobile on-site vaccination clinic at Alameda County Mobile COVID-19 Vaccination Request Form. The mobile vaccination clinics need a minimum of 20 persons to vaccinate to come out to a site and they can handle up to 300 persons. Making vaccinations easy and accessible will increase vaccine acceptance. - For more information on COVID-19 vaccination go to ACPHD's COVID-19: Vaccinations webpage or if you have additional questions email covax@acgov.org. - You should also review Cal/OSHA requirements for vaccine information and training.
☐	For more information check CDC's Key Things To Know About COVID-19 Vaccines.

STEP 6: REVIEW WORKSITE PRACTICES

☐	Per the ETS, conduct a workplace evaluation to identify possible COVID-19 hazards. You should review all relevant policies, procedures, and operations. Identify opportunities for improvement and implement changes that will control and prevent spread.
☐	Review your COVID Prevention Program. Cal/OSHA has a sample plan that you can use and adapt to your operations.
☐	Make sure that you are following all recommended infection control practices and that you have a system for monitoring and reinforcing compliance across your worksite. You should promote appropriate hand hygiene, respiratory etiquette and, in some situations, proper PPE use.
☐	For face covering recommendations and requirements please see Alameda County's Mask & Face Coverings webpage. And CDPH's Face Covering Guidance

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☐	In addition, Cal/OSHA ETS has strict requirements for face coverings. ☐ You are **REQUIRED** to provide and ensure use of face coverings during outbreaks and major outbreaks. ☐ In the setting of an outbreak, all employees in the exposed group regardless of vaccination status must wear face coverings when indoors, or when outdoors and less than six feet from another person, unless an exception applies (see Cal/OSHA ETS FAQ). ☐ You must monitor to ensure that they are worn over the nose and mouth while indoors except in certain situations (see Cal/OSHA ETS FAQ). ☐ You must provide face coverings to any worker who requests one regardless of vaccination status. ☐ Upon request, employers shall provide respirators for voluntary use in compliance with subsection 5144(c)(2) to all employees who are working indoors or in vehicles with more than one person. Whenever respirators are provided for voluntary use, you must provide effective training and instructions. In addition, employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation, as specified in section 3205(c)(5)(J). ☐ Employers shall evaluate the need for personal protective equipment to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and provide such personal protective equipment as needed. ☐ You must allow workers to wear face coverings if they wish to unless wearing a face covering would create a safety hazard.
☐	Per the ETS, implement ventilation changes to mechanical ventilation systems including increasing filtration efficiency to at least MERV-13, or the highest efficiency compatible with the ventilation system. Evaluate whether HEPA air filtration units are needed. See CDPH Interim Guidance For Ventilation, Filtration, and Air Quality in Indoor Environments.
☐	Consider instituting stable work cohorts (by shifts, locations, and/or work duties). Do not float staff to different areas of the facility if at all possible.
☐	Pay careful attention to staff break times and locations! ☐ Stagger break times ☐ Encourage using outside space for breaks if weather permits ☐ Encourage staff to use personal vehicles when removing their masks to eat/drink ☐ If staff must take breaks together indoors, make sure to use a space where people can safely maintain a minimum 6-foot distance and space tables accordingly ☐ Provide EPA approved disinfectant wipes so that staff can clean between uses ☐ Provide hand sanitizer or handwashing stations ☐ Post signage to remind workers to follow prevention practices
☐	Minimize sharing of other equipment between workers; for equipment that must be shared, conduct frequent cleaning between worker use. Workers should not share headsets or other objects that may come into contact with their face, mouth, or nose.
☐	Provide education as well as a plan for monitoring and daily reminders to address gaps in prevention practices.
	CLEANING AND DISINFECTING
☐	View CDC Guidance on Cleaning and Disinfection for Community Facilities.
	MONITORING FOR ILLNESS & EXPOSURE

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☐	Place signs at all entrances that direct the public not to enter if they are experiencing signs and symptoms of COVID-19.
☐	Before each shift, preferably before entering the facility, workers should confirm that they are NOT experiencing symptoms suspicious for COVID-19: ● Fever or 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 ● Diarrhea Actively encourage workers to self-monitor, to report symptoms immediately, and to NOT report to work if symptoms develop.
☐	• Make sure that workers who recently tested COVID-19 (+) have met CDPH return-to-work criteria before entering the facility. ● Make sure that workers who are close contacts follow Cal/OSHA Close Contact Guidance.

STEP 7: PROVIDE WORKER EDUCATION

☐	Follow AB 685 notification requirements when there has been a potential exposure.
☐	Always maintain strict confidentiality regarding the identity of the COVID-19 (+) case(s) in all communications. Avoid messaging that stigmatizes a site or group of people.
☐	ACPHD has a list of worker resources that should be shared with affected employees.
☐	Workers who test COVID-19 (+) and have high-risk conditions may qualify for treatment to prevent serious illness. Share the ACPHD treatment website with your workers so that they can learn more and, if eligible, get access to treatment that could prevent life-threatening illness.
☐	Cal/OSHA requires training on COVID-19 related benefit information. See Department of Industrial Relations COVID-19 Resources page for benefits that may be available to employees impacted by COVID-19 including paid sick leave and workers' compensation. It is extremely important that workers are aware of such benefits so that they are more likely to stay home when sick and keep COVID-19 out of the workplace.
☐	Share information on relevant laws and protections by referring to the Equal Employment Opportunities Commission's (EEOC) What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws.

☐	Cal/OSHA ETS requires that employers provide extensive worker training that includes:
	  ○ Your facility's COVID-19 policies and procedures
	  ○ Worker benefits
	  ○ COVID-19 transmission
	  ○ Face coverings and respirators
	  ○ Hand hygiene
	  ○ Symptoms of COVID-19 and the importance of not coming to work when symptomatic
	  ○ How to access testing and vaccination
	  ○ Vaccine effectiveness
	See CalOSHA training requirements for further details.

FOOD FACILITIES

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☐	Read and follow Alameda County Department of Environmental Health's Novel Coronavirus (COVID-19) New Guidance for Food Facilities. This document provides additional instructions for food facilities to ensure compliance with Alameda County Health Officer Orders
☐	Food services facilities may contact Alameda County Department of Environmental Health for additional guidance related to food service by visiting www.deh.acgov.org or call (510) 567-6700.

TEMPORARY SUSPENSION OF OPERATIONS

☐	Consider voluntarily suspending all or part of operations when an outbreak has occurred in the workplace. Temporarily closure can be an invaluable tool that allows: ✦ Investigation of the exposure ✦ Deep cleaning and disinfection ✦ Reviewing, revising, and reinforcing prevention measures
☐	If you need further assistance to manage an outbreak at your facility or if you have additional questions, do not hesitate to contact ACPHD's workplace outbreak team by emailing COVIDOB@acgov.org.
	Keep in mind that under AB 685, Cal/OSHA may ✦ Issue an "Order Prohibiting Use" to shut down an entire worksite or a specific worksite area that exposes employees to an imminent hazard related to COVID-19. ✦ Cite or fine employers for serious violations related to COVID-19 without having to provide 15-days' notice. ✦ Cite or fine employers for violations of AB 685 worker notification provisions.

RESOURCES and LINKS

Please review and bookmark these important links. They include national, state, and local guidance and requirements for reopening and management of COVID-19 outbreaks.

Alameda County

COVID-19 Workplace Guidance

- o Alameda County COVID-19 Recovery Resources for the Workplace

Isolation & Quarantine

- o Isolation & Quarantine Guidance

Food facilities:

Department of Environmental Health COVID-19 New Guidance for Food Facilities

California

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California Department of Public Health Event Playbook -resource for planning ahead for onsite events such as trainings and conferences.

California Department of Public Health Safely Reopening California

Cal/OSHA COVID-19 ETS Guidance and Resources

Cal/OSHA COVID-19 Emergency Temporary Standards Frequently Asked Questions

Cal/OSHA Sample Model Program – links to fillable document

AB 685 Full Text of Assembly Bill

California Coronavirus Testing Task Force Home Page – resources for setting up a testing plan in your facility

United States

CDC

Workplaces and Businesses, Plan, Prepare, and Respond

Interim Guidance for SARS-CoV-2 Testing in Non-Healthcare Workplaces

Ventilation in Buildings

CDC Vaccination

- o Workplace Vaccination Program
- o https://www.cdc.gov/coronavirus/2019-ncov/vaccines/recommendations/essentialworker/workplace-vaccination-program.html

- o Workplace COVID-19 Vaccination Toolkit
- o https://www.cdc.gov/coronavirus/2019-ncov/vaccines/toolkits/essential-workers.html

- o Post-vaccination Considerations for Workplaces.

NIOSH

Hierarchy of Controls can be viewed here.

Environmental Protection Agency List N: Disinfectants for Coronavirus (COVID-19)

Department of Labor

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The American Rescue Plan of 2020-21

EEOC

What you Should Know about COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws