Contact Name: Date:
Phone: Name of Location:
Fax/Email: Complete Address:

This checklist is intended for use by employers in non-healthcare, non-residential congregate workplaces. It outlines recommended steps necessary to investigate, manage, and control suspected or confirmed COVID-19 outbreaks. This document complements the Alameda County Public Health Department (ACPHD) Workplace COVID-19 Cases Response Protocol which can be found under the Worksite-Specific Protection Plans tab of ACPHD's COVID-19 Recovery Webpage.

Please also view CDPH Responding to COVID-19 In the Workplace for Employers.

All employers should be well versed in Cal/OSHA Emergency Temporary Standards (ETS).

REPORTING REQUIREMENTS
☐   Per Assembly Bill 685 (AB 685), effective January 1, 2021 employers are required to report three (3) or more laboratory-confirmed COVID-19 cases at the same worksite who reside in different households within a 14-day period to the ACPHD. Read Assembly Bill 685 (AB 685) online.
☐   Alameda County employers should track all confirmed positive COVID-19 cases and report when outbreak investigation threshold is met (3+ confirmed cases at the same worksite residing in different households occurring within a 14-day period) to both ACPHD and to the County public health department in which the case(s) reside as required by Health Officer Order No. 20-14c, Appendix A.
☐   Report to ACPHD through the Cal Connect SPOT portal. If you have not yet done so, you must complete the SPOT Intake Form to be registered. Once you submit this intake form you will receive 2 emails from: o Cal Connect SPOT portal with registration link and instructions for log in. You will be directed to create a username and password.   o ACPHD's COVID Workplace team with an Exposure Event number. This number is assigned to current outbreak at your facility and is required for successful reporting.   Register and report new cases and contacts within 48 hours.
☐   If your intake form is not accepted, you will receive an email informing you that you have not reached outbreak reporting threshold. If you think this is not correct because you have 3 or more cases to report within a 14 day period, contact COVIDworkplace@acgov.org.
☐   SPOT allows you to register multiple COVID Liaisons for one work location or one COVID Liaison for multiple work locations. Each Liaison must register separately. Make sure that your registered Liaison(s) is familiar with the affected worksite location.
☐   The following information is required to be entered in the SPOT portal and 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. Visit the NAICS website to find your NAICS code.   ✦ In accordance with HIPAA Privacy and Security Rules, all information you provide in this form will remain confidential; it will not impact immigration status.
☐   You may update information on cases, contacts, and/or your facility in the SPOT portal once you have registered and the Exposure Event is open.
☐   If you have questions about < 3 cases, contact: **COVIDworkplace@acgov.org**

☐	Report to Cal/OSHA all serious injury and illness resulting in hospitalization and death from COVID-19, even if work-relatedness is uncertain. ✦ Reports must be made immediately but not longer than 8 hours after the employer finds out. ✦ Cal/OSHA prefers calls by phone but will also accept email reports to caloshaaccidentreport@tel-us.com. Read more about details on reporting. ✦ Contact information for your district offices is available online..
☐	For guidance and questions, contact your Outbreak Investigator if assigned and/or 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.

DEFINITIONS

See CDC's Case Definitions

OUTBREAK Investigation Threshold:
Three (3) or more cases of confirmed COVID-19 who reside in different households within a 14-day period. Learn about Non-Healthcare Congregate Setting COVID-19 Outbreak Definitions and Reporting Thresholds.

CONFIRMED COVID-19 CASE:
Laboratory-confirmed evidence of SARS CoV2, the virus that causes COVID-19 disease, using a molecular test (e.g., PCR).

CLOSE CONTACT:
Cumulative total of ≥15 minutes spent within 6-feet of a COVID-19 infected person over 24-hours during that person's infectious period even if both people were wearing masks; OR unprotected direct contact with an infected person's sneeze, saliva, or cough.
✦ **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. 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.

INITIAL MANAGEMENT

A workplace that meets threshold for outbreak investigation and is eligible for additional support will be paired with an ACPHD Outbreak Investigator (OI) who works closely with a designated workplace point of contact (POC) to investigate suspected outbreaks. Once an outbreak is confirmed, the OI informs and advises workplace representatives of actions required to contain and resolve the outbreak and recommends measures necessary to prevent recurrence. Successful outbreak management requires clear and regular communication:

Point-of-Contact ✦ Designate a workplace infection prevention coordinator to communicate with the ACPHD OI, implement COVID-19 infection prevention and outbreak control measures, and manage COVID-related issues among workers.
Frequency ✦ At least weekly while the outbreak is active
Content You should promptly communicate: ✦ Information related to new confirmed or suspected cases

	✦ Results of contact tracing efforts ✦ Test results and test type (PCR, antigen) from employer sponsored testing events ✦ Difficulty implementing recommendations
	Security ✦ All communication that contains protected health information (PHI) or personally identifying information (PII) must be sent via secure methods. The ACPHD online system for reporting cases is a secure but emails to your OI or to COVIDOB@acgov.org must be sent using encryption.
	Questions and guidance ✦ Your ACPHD OI is available to support you. An extremely important part of outbreak management involves answering your questions and providing detailed recommendations. ✦ Your OI will guide implementation of effective public health and infection control practices that will help keep your employees safe and healthy. ✦ Your OI will also help you prepare your site to prevent future outbreaks. ✦ Please consider your OI a helpful resource and be prepared to ask questions so that you can get the help you need.
☐	In addition to this checklist, **REVIEW** the CDPH Responding to COVID-19 in the Workplace for Employers.
☐	Revisit your Worksite Specific Protection Plan. View ACPHD's COVID-19 Worksite-Specific Protection Plan Guidance & Template for Developing Your Own Plan.
	Per Cal/OSHA's COVID-19 Emergency Temporary Standards employers must develop a written COVID-19 Prevention Program which includes the following elements: ✦ Communication to employees about the employer's COVID-19 prevention procedures ✦ Identify, evaluate and correct COVID-19 hazards ✦ Physical distancing of at least six feet unless it is not possible ✦ Use of face coverings ✦ Use engineering controls, administrative controls and personal protective equipment as required to reduce transmission risk ✦ Procedures to investigate and respond to COVID-19 cases in the workplace ✦ Provide COVID-19 training to employees ✦ Provide testing to employees who are exposed to a COVID-19 case, and in the case of multiple infections or a major outbreak, implement regular workplace testing for employees in the exposed work areas ✦ Exclude COVID-19 cases and exposed employees from the workplace until they are no longer an infection risk ✦ Maintain records of COVID-19 cases and report serious illnesses and multiple cases to Cal/OSHA and the local health department, as required Cal/OSHA's COVID-19 Emergency Temporary Standards FAQ includes a helpful summary of requirements and link to a model Prevention Program.
☐	Identify all confirmed cases reported within a 14-day period. Report cases as instructed – see above "Reporting Requirements."
☐	An ACPHD OI may request additional information to supplement your online SPOT report including: o Last day onsite o Date symptoms started (or date of positive test if asymptomatic) o Shifts worked while infectious o Close contacts in the workplace

☐	Additionally you may be required to provide a roster of impacted employees, including job titles, shifts, and work areas.
☐	Confirm that isolation orders have been issued to all existing cases. If new cases are identified, make sure that each impacted staff member receive a Health Officer Isolation and Quarantine Order Packet immediately. Health Officer Isolation and Quarantine Orders can be viewed on the ACPHD Local Health Orders website.

☐	Complete contact tracing to identify all exposed individuals who may have had close contact with the case(s) while at work.
	
	1. Interview workers with laboratory-confirmed COVID-19 by phone to determine their infectious period. The infectious period starts 48 hours before symptoms started or, if asymptomatic, 48 hours before the date that the positive specimen was collected.
	2. Verify the shifts the cases worked during their infectious period through interviews or by reviewing the employment records.
	3. Identify other workers who may have worked closely with the cases during their infectious period.
	4. Identify work processes and locations where workers are <6 ft apart for at least 15 minutes.
	5. Ask about carpooling or social gatherings outside of the work setting.
	6. Consider close contacts that occurred onsite but were unrelated to work duties, especially activities that occurred during break times and in shared spaces. Consider:
	    a. How and where do workers take meal breaks?
	    b. If workers change into uniforms onsite, how do they avoid crowding?
	
	View the CDC Case Investigation and Contact Tracing in Non-Healthcare Workplaces: Information for Employers.

☐	ALL **unvaccinated** staff who meet definition as a close contact to the cases must be excluded from work and quarantine. See definition of close contact below. Issue Health Officer Isolation and Quarantine Order Packets.

☐	**Fully vaccinated** workers who are close contacts are not required to quarantine or be excluded from work if all of the following are true:
	    ○ They are fully vaccinated against COVID-19 (≥2 weeks following receipt of the second dose in a 2-dose series, or ≥2 weeks following receipt of one dose of a single-dose vaccine)
	    ○ Have remained without symptoms since the recent COVID-19 exposure
	    ○ They do not work in a healthcare or congregate residential workplace. Different standards apply in these settings.
	
	All workers must still comply with recommendations in CDC's Interim Public Health Recommendations for Fully Vaccinated People

	ACPHD Health Officer Isolation & Quarantine Orders are available in multiple languages from the ACPHD Local Health Orders website.
☐	Consult with ACPHD Outbreak Investigator for help determining which workers meet close contact definition and necessary follow up actions.
☐	Make sure to instruct quarantined workers to monitor for symptoms of COVID-19 and to inform you if they develop symptoms or test COVID (+). You must then report to ACPHD as described above under "Reporting Requirements."
☐	Follow ACPHD's Quarantine FAQ to determine acceptable duration of quarantine.
☐	Consult with ACPHD if you have questions about when workers can release from home isolation/quarantine and return to work.
TESTING	
☐	View the CDC's SARS-CoV-2 Testing Strategy: Considerations for Non-Healthcare Workplaces.

☐	Employers are required to inform all employees, even those with no known exposure, of how to obtain testing. Individuals may be referred to community testing sites, health plans, or their own healthcare providers for testing. A list of free community testing sites and other resources can be found at on the ACPHD COVID-19 Testing webpage.

☐	Additionally, Cal/OSHA COVID-19 Emergency Temporary Standards REQUIRE employers to:
	   o Offer and provide confidential COVID-19 testing to all potentially exposed workers during usual work hours at no cost.
	   o In the event of an outbreak:
	      a. Implement regular workplace testing for employees in exposed work areas when there are multiple infections identified or a large outbreak.
	      b. Workplace testing should occur 1-2 times per week in the exposed area until the outbreak has resolved. Consult with ACPHD to determine frequency of testing.
	View Cal/OSHA testing requirements.

☐	Track and record results of testing; report these results to your OI if assigned.
☐	For all contacts who convert to COVID-19 (+), isolation orders must be issued with revised timeline for release from isolation/return to work.
☐	Retesting at the end of quarantine is NOT recommended and should NOT be a prerequisite for return to work. View ACPHD Criteria for Release from Home Isolation and/or Quarantine and Return to Work on page 8 of the Home Isolation and Quarantine Instructions for People with Coronavirus-2019 (COVID-19) Infection and their Household or Close Contacts.

☐	ACPHD may recommend screening testing of all workers or a subset of workers. Screening tests individuals who are not showing symptoms of illness and who have no known close contacts/exposures. The goals are to:
	  ✦ Identify asymptomatic infections as early as possible
	  ✦ Quickly remove very contagious individuals so that they can isolate safely at home
	  ✦ Ensure early case investigation and contact tracing to stop further transmission
	  ✦ Reduce the number of people who get exposed
	  ✦ Make sure that the preventive measures you are taking are effective
	  ✦ Protect and preserve your workforce by preventing the spread of infection

☐	Employers should consider offering on-site COVID-19 testing of workers or otherwise arrange for testing through the company's occupational health provider. Search for full service testing providers on the California Testing Task Force (TTF) COVID-19 Testing Task Force Lab List.
☐	Anyone who has tested positive for SARS-CoV-2, should not be re-tested as part of asymptomatic screening for 3 months. However, if someone who has previously tested positive has symptoms of COVID-19, they should leave work and seek medical evaluation. If COVID-19 is suspected, they must follow ACPHD Health Officer Isolation Orders. Such cases require the consultation of a medical provider and ACPHD.

Types of tests:
 	
  ✦ RT-PCR and other "molecular" tests are the most sensitive test type and are considered the "gold standard" for detecting SARS-CoV-2 infection.
  ✦ Antigen tests are less sensitive but have the advantage of lower cost and rapid turnaround time. These tests were authorized by the FDA to be used on people with symptoms of COVID-19 but their accuracy in detecting infection in people without symptoms is being studied and is currently not known.

☐	If you are working with an OI, discuss testing resources. The OI can help you develop a testing strategy and direct you to local testing resources. OI may recommend prioritizing

	workers by location or work functions. Testing recommendations may vary depending on community transmission/positivity rates especially if testing capacity is limited.
	INFECTION CONTROL MEASURES AND ENVIRONMENTAL CONTROLS
☐	Review and follow NIOSH's "Hierarchy of Controls."

☐	Institute and reinforce Enhanced Infection Control measures.
	Train on, monitor, and reinforce the following practices:
	    ☐ Universal masking
	    ☐ Physical distancing (6+ feet)
	    ☐ Respiratory etiquette
	    ☐ Hand hygiene
	    ☐ Cleaning/disinfecting

☐	Emphasize and reinforce strict compliance with face coverings and social distancing at all times in the workplace.
☐	Post signage in key locations to remind staff of infection control measures
☐	Provide hand sanitizer or handwashing stations in multiple locations throughout the workplace and encourage frequent use.
☐	Provide education as well as a plan for monitoring and daily reminders to address gaps in prevention practices.
☐	All workers in the workplace, regardless of employment arrangement, should follow instructions for infection prevention and outbreak management.
☐	Set up workstations at 6-foot distance if possible; consider physical barriers between stations
☐	Install plexiglass shields between workers and the public if maintaining a 6-ft distance between workers and the public is not possible.
☐	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.
¨	For industries whose employees travel as a part of their duties and are not localized to one work site, communicate with your OI to identify a range of practices that may be most effective for your workforce.
☐	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! When staff remove their masks to eat, drink, or smoke they are at higher risk for transmission of COVID-19.
	    ☐ 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
	    ☐ Post signage to remind workers to follow prevention practices
	    ☐ Increase ventilation by opening windows and outside doors whenever possible

☐	Improve ventilation in the building in consultation with an HVAC specialist per CDC guidance on engineering controls. Options may include:
	    ✦ Increase the percentage of outdoor air
	    ✦ Use natural ventilation (i.e., opening) when environmental conditions, building requirements, and industry regulations allow
	    ✦ Improve central air filtration by installing portable high-efficiency air cleaners and upgrading air filters to the highest efficiency possible
	    ✦ Use portable high-efficiency particulate air (HEPA) fan/filtration systems (especially in

	higher-risk areas)
	✦ Ensure exhaust fans in restroom facilities are functional and operating at full capacity
	✦ Fans should be positioned so that clean air blows at the workers' breathing zone.

CLEANING AND DISINFECTING

☐	View CDC Guidance on Cleaning and Disinfection for Community Facilities.
☐	When a worker tests COVID-19 (+), perform enhanced cleaning/disinfection of all workspaces that the worker contacted.
☐	Close off areas visited by the ill persons until "terminal cleaning" has been performed.
☐	Open outside doors and windows and use ventilating fans to increase air circulation in the area.
☐	Wait 24 hours or as long as practical before re-entering the affected area to begin cleaning and disinfection; and before resuming usual operations.
☐	Cleaning staff should be properly trained per CDC guidance and must use products approved by the EPA as effective against COVID-19 using the proper PPE. Find approved products on the list of EPA approved cleaning agents and follow instructions for safe use.
¨	*Pay close attention to dilution instructions and contact time specified on product label*
☐	Clean and disinfect all areas such as offices, **bathrooms, breakrooms** and other common areas, shared electronic equipment used by the ill persons**,** focusing especially on frequently touched surfaces**.**
☐	On a routine/ongoing basis, regularly clean and disinfect frequently touched surfaces throughout the workplace, such as doorknobs, equipment, and handrails.
☐	If cleaning is performed by staff provided by a contracted agency, it is your responsibility to confirm: ☐ Use of proper cleaning products, disinfectants, and equipment ☐ Adequate training has been provided ☐ Cleaning staff are following all recommended practices

MONITORING FOR ILLNESS & EXPOSURE

☐	Place signs at all entrances that direct the public not to enter if they are experiencing signs and symptoms of COVID-19 or have been in close contact with a person who tested positive or who have experienced symptoms of COVID-19 in the past 14 days.
☐	Institute permissive leave policies. Actively encourage workers to self-monitor for symptoms, to report symptoms immediately, and NOT to report to work if symptoms develop or if they are a close contact to a COVID-19 (+) case.

☐	Monitor all workers for signs and symptoms of COVID-19 before each shift preferably before entering the facility. Screening should include:		
	Exposure	Determine if worker has tested COVID-19 (+) or been in close contact with someone who tested COVID-19 (+) within the last 14 days	
	Symptom review	Subjective complaints 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	
	Visual check	Observed evidence of illness (even if not reported)	
	Temperature check	Fever of ≥ 100° F (37.8° C)	

☐	Encourage workers to be vaccinated against COVID-19 and influenza (flu).

	Vaccination is a critical tool for protecting workers, businesses, and the public. Check CDC's [Key Things To Know About COVID-19 Vaccines](#) and CDC's [Key Facts About Seasonal Flu Vaccine](#).
VACCINATION	

☐	ACPHD strongly encourages COVID-19 vaccination for all eligible people and particularly for workers at facilities that have experienced clusters or outbreaks.
	
	  o Employees should be directed to make appointments for vaccinations here: https://www.primarybio.com/r/alco-vax-signup.
	  o Consider supporting vaccination by allowing workers to go get vaccinated during paid work hours whenever possible.
	  o Discuss options for setting up a mobile on-site vaccination clinic with your OI.
	  o For more information on COVID-19 vaccination go to [ACPHD's COVID-19Vaccinations](#) webpage or if you have additional questions email [covax@acgov.org.](mailto:covax@acgov.org)

Be advised that the best vaccine is the one you can get the soonest!
The Alameda County Health Officer, jointly with other Bay Area Health Officers, fully supports all three currently available vaccines for COVID-19. All three vaccines are safe and have been shown to be highly effective at preventing symptomatic illness and hospitalization.

WORKER RESOURCES	

☐	AB 685 requires employers to notify all employees and employers of subcontracted employees who were at the same worksite as the worker(s) diagnosed with COVID-19 during their infectious period. Notification requirements include the following:
	  o Possible exposure to COVID-19 -- You may include dates of possible exposure but no information that could reveal the identity of cases.
	  o Information about benefits and options under federal, state, or local laws. This includes workers' compensation, company sick leave, state-mandated leave, supplemental sick leave, negotiated leave, and anti-retaliation and anti-discrimination protections.
	  o Details of your site's disinfection and safety plan.
	  o Must be in writing and delivered by hand, email, or text message within 1 business day of receiving notification of potential exposure.
	  o Should be in both English and any other language understood by the majority of employees.
	  o Notification must also be provided to labor representatives within 1 business day as pursuant to [AB 685](#).
	
	Note: Cal OSHA can cite or fine employers for violations of AB 685 worker notification provisions.

☐	Always maintain strict confidentiality regarding the identity of the COVID-19 (+) case(s) in all communications.
	  o Work closely with your occupational medicine/employee health department
	  o Avoid messaging that stigmatizes a site or group of people

☐	ACPHD has a [list of worker resources](#) that should be shared with affected employees.
☐	Make sure that Human Resources leadership is well versed in AB 685 and [California Labor & Workforce Development Agency's Summary of Benefits for Workers Impacted by COVID-19](#). Facilitate applications whenever appropriate.
☐	Beginning March 29, 2021 [SB 95](#) adds certain additional COVID-19-related benefits and protections including new Supplemental Paid Sick Leave which are retroactive to January 1, 2021. For details see this [SPSL FAQ](#) and [Dept of Industrial Relation's information sheet](#).

☐	Additionally HR should 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.

WORKERS

Public Sector workers required to quarantine who are NOT healthcare personnel or firefighters who are EMTs MAY be eligible to return to work before their quarantine ends if **all** the following criteria are met:

1. Employee has never experienced symptoms
2. Employee works in any one of the following sectors:
   - ✦ Federal, state, & local law enforcement
   - ✦ 911 call center employees
   - ✦ Hazardous material responders from government and the private sector
3. There is a critical staffing shortage which poses an immediate risk to public safety, efforts to maintain critical functions using alternative staffing have been exhausted, and no other alternatives exists.

SPECIAL CATEGORIES:
PUBLIC SAFETY SECTOR WORKERS AND PROVIDERS OF DIRECT PATIENT CARE

Close contacts of COVID-19 cases who have NOT been fully vaccinated and work in any one of the following capacities may follow a modified quarantine strategy when there is a CRITICAL staffing shortage:

- ✦ Healthcare workers
- ✦ Emergency response workers
- ✦ Social services workers who provide face to face services in the child welfare system or in assisted living facilities

Workers in these special categories who are not fully vaccinated may return to work after Day 7 from the date of last exposure if they have received a negative result from a COVID-19 PCR test performed after Day 5. They must use surgical face masks at all times during work and continue to quarantine while not at work through Day 10-14 after last exposure.

Workers who are not fully vaccinated if may ONLY return to work during the 7-day quarantine period if the following criteria are met:

1. Employee has never experienced symptoms
2. There is a critical staffing shortage which poses an immediate risk to public safety, efforts to maintain critical functions using alternative staffing have been exhausted, and no other alternatives exists.
3. Employee provides direct patient care or
4. Employee works in the Public Safety Sector:
   a. Federal, state, & local law enforcement
   b. 911 call center employees
   c. Hazardous material responders from government and the private sector
   d. EMT firefighters
5. Results of multiple COVID-19 PCR tests conducted on different days before day 7 of quarantine remain negative.
6. Such workers are only permitted to leave quarantine to provide services necessary to alleviate the critical staffing shortage. At all other times, they must adhere to quarantine restrictions.

Critical staffing shortage occurs when there are no longer enough staff to provide safe patient, resident, or inmate care and the shortages cannot be alleviated without the return of the otherwise-quarantined employee to work.

☐	If assigned, consult with your OI to determine if a worker who is not fully vaccinated meets criteria for early return to work.

	If a worker who is not fully vaccinated is approved to return to work before completing the standard 10-14 day quarantine, employer must ensure that:
☐	Worker must still quarantine when not performing work duties. That is, the worker is permitted to leave their home only to go to work and should travel directly to and from work in a private vehicle if possible.
☐	Worker undergoes screening at the start of each shift and before entering the facility. Screening must include temperature and symptom review.
☐	Worker self-monitors for temperature and COVID-19 symptoms at home and work.
☐	Worker maintains a minimum of six feet of distance from other workers in the workplace.
☐	If possible, physical barriers are in place between fixed work locations to supplement distancing.
☐	Worker wears a surgical mask throughout the workday, except while eating.
☐	Worker complies with all infection prevention procedures.
☐	Facility has implemented all best practice infection prevention procedures, as described above.
☐	Cleaning and disinfection of all shared equipment and workspaces must be performed routinely. High touch surfaces should be cleaned and disinfected with increased frequency.
☐	Essential infrastructure workers who have not been fully vaccinated but are permitted to return to work early should remain in quarantine for as much of the recommended 10-14 day period as possible. This is especially important for workers who have experienced a household exposure to COVID-19, and for those whose job duties bring them frequently into contact with other employees or the public.
☐	If, at any time, a worker (whether fully vaccinated or not) develops symptoms or tests COVID-19 (+) they must immediately stop work, return home, and isolate according to ACPHD Health Officer Isolation instructions. Report and discuss with OI.
☐	A review of these instructions can be found in the Alameda County Health Officer Order of COVID-19 No. 20-06i.

FOOD FACILITIES

☐	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.
☐	Review CDPH COVID-19 Industry Guidance: Food Packing and Processing. This provides comprehensive guidance for facilities that process or pack meat, dairy, or produce.

COMMUNICATION with ACPHD

☐	Maintain and update a list of all new confirmed, probable, and suspected cases. ✦ Submit reports of new cases to ACPHD via secure VEOCI portal form. ✦ Alternately, email an updated line list to your assigned ACPHD Investigator and copy COVIDOB@acgov.org until instructed otherwise by ACPHD.
☐	Submit a map/floor plan of your facility to ACPHD within 24 hours of receiving an assigned investigator.
☐	Send a roster of all workers to your ACPHD OI. On the roster, include: ✦ Job description ✦ Work location ✦ Work schedule ✦ Contact information

☐	Issue work exclusions, Health Officer Isolation and Quarantine Order Packets as described above under "Initial Management."
**TEMPORARY SUSPENSION OF OPERATIONS**
☐	Consider voluntarily suspending operations when an exposure or 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
☐	ACPHD has the authority to order suspension of operations while an exposure or outbreak is being investigated and managed.
☐	In recognition of the impact of suspending operations, every effort is made to minimize the duration of closure. In order to control an outbreak as soon and effectively as possible, it is critical that management work closely with ACPHD investigators and strictly follow all recommendations.
¨☐	Criteria for ordering closure may include such factors as: ✦ Size of the workforce ✦ Number or percentage of the workforce impacted ✦ Vulnerability of consumers to severe COVID-19 infection ✦ Extent of community spread ✦ Other local factors
	Keep in mind that under AB 685, CalOSHA 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.

Work closely with your assigned ACPHD Outbreak Investigator who will help you manage and contain the outbreak as swiftly and effectively as possible. Regular and transparent communication with your Outbreak Investigator is essential.

Alameda County

ACPHD

COVID-19 Recovery Webpage for Businesses & Organizations

- Posted under the "Worksite-Specific Protection Plans" section find the Workplace Response Protocols

    Appendix A: all businesses except construction sites

COVID-19 Worksite-Specific Protection Plan Guidance & Template for Developing Your Own Plan

[ACPHD Criteria for Release from Home Isolation and/or Quarantine and Return to Work](#)

[Health Officer Orders for Isolation and Quarantine.](#)

[When Can I Leave Isolation infographic](#)

[How Long Should I Stay in Quarantine FAQ](#)

[Alameda County COVID-19 Recovery Resources for the Workplace](#)

[Alameda County Department of Environmental Health](#)

[COVID-19 New Guidance for Food Facilities](#)

California

[Employers Questions about AB 685](#).

The [text of AB 685](#).

[Information on responding to COVID-19 In the Workplace for Employers](#).
View [general Industry guidance](#).
   Specific industries:
   - [Food Packing and Processing](#)
   - [Office workspaces](#)
   - [Construction](#)
   - [Delivery service](#)
   - [Energy & Utilities](#)
   - [Communications](#)
   - [Gyms and Fitness Centers](#)
   - [Restaurants – take out](#)
     [Restaurants – dine-in](#)
   - [Restaurants – dine-out](#)
   - [Restaurants, Bars, and Wineries](#)
   - [Retail](#)

   Note that this is not an exhaustive list. See the general [Industry Guidance page](#) for links to ALL industry-specific guidance documents.

[Testing Resources and Services](#)

[Cal/OSHA COVID-19 Guidance and Resources](#)

[Cal/OSHA COVID-19 Emergency Temporary Standards Frequently Asked Questions](#)

[California's Roadmap to Modify the Stay-At-Home Order: Support for Working Families](#)

United States

CDC Guidance

[CDC Businesses and Workplaces Guidance](#) includes:

- Resource links for specific industries
- COVID-19 Stakeholder Calls
- Coronavirus Tax Relief and Economic Impact Payments
- Communication Resources (signage)

Information on preparing your Small Business and Employees for the Effects of COVID-19.

Prevention in the Workplace information

General Business FAQ

Considerations for Wearing Masks

Critical Infrastructure: Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19

Testing in non-healthcare workplaces

Protecting Workers at High Risk for Severe Illness: Information on people at Increased Risk

NIOSH

NIOSH Hierarchy of Controls

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

Department of Labor

Family First Coronavirus Response Act -- Employee Paid Leave Rights

EEOC

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

Pandemic Preparedness in the Workplace and the Americans with Disabilities Act