



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

STEP 1: KNOW THE REQUIREMENTS	
<input type="checkbox"/>	Review Cal/OSHA Emergency Temporary Standards (ETS) . <ul style="list-style-type: none"> ○ Specifically, review the FAQs -- pay close attention to recent updates.
<input type="checkbox"/>	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
<input type="checkbox"/>	Visit ACPHD's Workplace Guidance webpage for local requirements, reporting instructions, and other resources.
<input type="checkbox"/>	Revisit your COVID-19 Prevention Program to include the latest Cal/OSHA ETS updates.
STEP 2: TRACK AND REPORT CASES	
<input type="checkbox"/>	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. See CDC's Case Definitions
<input type="checkbox"/>	Report to both ACPHD and to the County public health department in which the case(s) reside as required by Cal/OSHA ETS.
<input type="checkbox"/>	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
<input type="checkbox"/>	The following information is required to be entered in the SPOT portal per AB 685: <ul style="list-style-type: none"> ○ Name and business address of the worksite ○ Number of cases ○ Names, phone numbers, and occupations of the COVID-19 (+) workers ○ 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.



- Provide cases with [CDPH Guidance on Isolation and Quarantine](#) and [Alameda County Health Officer Orders for Isolation and Quarantine](#).
- 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 AND REPORT CLOSE CONTACTS

- View [CDC Case Investigation and Contact Tracing in Non-Healthcare Workplaces: Information for Employers](#).

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. This definition shall apply unless close contact is defined by regulation or order of the CDPH. If so, the CDPH definition shall apply.

- ✦ **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. Identify work processes and locations where workers are < 6 ft apart for at least 15 minutes.
 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. Consider:
 - 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 [Alameda County Quarantine Guidance](#)

STEP 4: TEST

- View and follow [Cal/OSHA ETS testing requirements](#).
- 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](#)



<input type="checkbox"/>	Exposed workers who tested positive for SARS-CoV-2 within the previous 90 days should not be retested unless symptomatic.
<input type="checkbox"/>	If a worker has symptoms of COVID-19, they should leave work and seek medical evaluation 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

<input type="checkbox"/>	<p>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.</p> <ul style="list-style-type: none"> ○ 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.
<input type="checkbox"/>	For more information check CDC's Key Things To Know About COVID-19 Vaccines .

STEP 6: REVIEW WORKSITE PRACTICES

<input type="checkbox"/>	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.
<input type="checkbox"/>	Review your COVID Prevention Program. Cal/OSHA has a sample plan that you can use and adapt to your operations.
<input type="checkbox"/>	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.
<input type="checkbox"/>	For face covering requirements please see Alameda County's Mask & Face Coverings webpage . And CDPH's Face Covering Guidance



<input type="checkbox"/>	<p>In addition, Cal/OSHA ETS has strict requirements for face coverings.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> You are REQUIRED to provide and ensure use of face coverings during outbreaks and major outbreaks. <input type="checkbox"/> 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). <input type="checkbox"/> 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). <input type="checkbox"/> You must provide face coverings to any worker who requests one regardless of vaccination status. <input type="checkbox"/> You must provide well fitted respirator for voluntary use without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use, you must provide effective training and instructions. <input checked="" type="checkbox"/> 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. <input type="checkbox"/> You must allow workers to wear face coverings if they wish to unless wearing a face covering would create a safety hazard.
<input type="checkbox"/>	<p>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.</p>
<input type="checkbox"/>	<p>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.</p>
<input type="checkbox"/>	<p>Pay careful attention to staff break times and locations!</p> <ul style="list-style-type: none"> <input type="checkbox"/> Stagger break times <input type="checkbox"/> Encourage using outside space for breaks if weather permits <input type="checkbox"/> Encourage staff to use personal vehicles when removing their masks to eat/drink <input type="checkbox"/> 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 <input type="checkbox"/> Provide EPA approved disinfectant wipes so that staff can clean between uses <input type="checkbox"/> Provide hand sanitizer or handwashing stations <input type="checkbox"/> Post signage to remind workers to follow prevention practices
<input type="checkbox"/>	<p>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.</p>
<input type="checkbox"/>	<p>Provide education as well as a plan for monitoring and daily reminders to address gaps in prevention practices.</p>
<p>CLEANING AND DISINFECTING</p>	
<input type="checkbox"/>	<p>View CDC Guidance on Cleaning and Disinfection for Community Facilities.</p>
<p>MONITORING FOR ILLNESS & EXPOSURE</p>	



<input type="checkbox"/>	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 has experienced symptoms of COVID-19 in the past 14 days.
<input type="checkbox"/>	<p>Before each shift, preferably before entering the facility, workers should confirm that they are NOT experiencing symptoms suspicious for COVID-19:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <ul style="list-style-type: none"> ● 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 </div> <p>Actively encourage workers to self-monitor, to report symptoms immediately, and to NOT report to work if symptoms develop or if they are a close contact to a COVID-19 (+) case.</p> <ul style="list-style-type: none"> ○ Make sure that workers who recently tested COVID-19 (+) or were in close contact with someone who tested COVID-19 (+) have met CDPH return-to-work criteria before entering the facility.

STEP 7: PROVIDE WORKER EDUCATION

<input type="checkbox"/>	Follow AB 685 notification requirements when there has been a potential exposure.
<input type="checkbox"/>	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.
<input type="checkbox"/>	ACPHD has a list of worker resources that should be shared with affected employees.
<input type="checkbox"/>	Workers who test COVID-19 (+) and have high-risk conditions may qualify for treatment to prevent serious illness. Workers who are close contacts of a COVID-19 case and have a high-risk condition may qualify for postexposure therapy. 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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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 .
<input type="checkbox"/>	<p>Cal/OSHA ETS requires that employers provide extensive worker training that includes:</p> <ul style="list-style-type: none"> ○ 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 <p>See CalOSHA training requirements for further details.</p>

FOOD FACILITIES



<input type="checkbox"/>	<p>Read and follow Alameda County Department of Environmental Health's Novel Coronavirus (COVID-19) New Guidance for Food Facilities.</p> <p>This document provides additional instructions for food facilities to ensure compliance with Alameda County Health Officer Orders</p>
<input type="checkbox"/>	<p>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.</p>
TEMPORARY SUSPENSION OF OPERATIONS	
<input type="checkbox"/>	<p>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:</p> <ul style="list-style-type: none"> ✦ Investigation of the exposure ✦ Deep cleaning and disinfection ✦ Reviewing, revising, and reinforcing prevention measures
<input type="checkbox"/>	<p>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.</p>
<input type="checkbox"/>	<p>Keep in mind that under AB 685, Cal/OSHA may</p> <ul style="list-style-type: none"> ✦ 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](#)

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

Isolation & Quarantine

- [Isolation & Quarantine Guidance](#)

Food facilities:

Department of Environmental Health [COVID-19 New Guidance for Food Facilities](#)

California



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

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

- Workplace Vaccination Program
- <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/recommendations/essentialworker/workplace-vaccination-program.html>
- Workplace COVID-19 Vaccination Toolkit
- <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/toolkits/essential-workers.html>
- [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

[The American Rescue Plan of 2020-21](#)



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EEOC

[What you Should Know about COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws](#)