



**City of Rocklin**  
**Administrative Policy – COVID-19 Prevention Program Policy**  
**Effective Date: May 10, 2021**

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**I. PURPOSE**

The purpose of this Coronavirus-19 (COVID-19) Prevention Program (CPP) policy is to provide employees a healthy and safe workplace as required under the California Occupational Safety and Health Act (Cal/OSHA) (Labor Code §§ 6300, *et seq.*) and associated regulations (8 C.C.R. § 3205). Nothing in this CPP policy precludes the City of Rocklin (City) from complying with federal, state, or local laws or guidance that recommends or requires measures that are more prescriptive and/or restrictive than are provided herein.

**II. SCOPE**

This CPP policy applies to all City employees except for City employees who are teleworking, and employees covered by the Cal/OSHA regulation related to the Aerosol Transmissible Diseases (“ATD”).

**III. AUTHORITY AND RESPONSIBILITY**

All department directors are responsible for implementing and maintaining the CPP policy in their respective departments and work areas. All City employees are responsible for complying with this policy. Employees should immediately report to their manager or supervisor or to the Human Resources Department, without fear of reprisal, if they experience COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards at the work place. The City will not discriminate or retaliate against any City employee who makes such a report.

**IV. POLICY**

**A. IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS AT THE CITY’S WORKSITES AND FACILITIES**

**1. Screening City Employees for COVID-19 Symptoms**

The City possesses authority to screen employees or require that employees self-screen for COVID-19 symptoms.

The policy provides that the City will screen employees for COVID-19 symptoms prior to entering City worksites and facilities or employees will self-screen for COVID-19 symptoms prior to reporting to any City worksite or facility.

Should a City employee present COVID-19 symptoms during a City administered screening or a self-screen, the City will instruct the employee to remain at or return to their place of residence and not report to work until such time as the employee satisfies the minimum criteria to return to work.



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The City will advise employees of any leaves to which they may be entitled during this self-quarantine period.

Further, the City's policies and procedures shall ensure the confidentiality of employees, comply with the Confidentiality of Medical Information Act (CMIA), and will not disclose to other employees the fact that the employees presented COVID-19 symptoms.

2. City's Response to COVID-19 Cases

In the event that employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, the City will instruct the employees to remain at or return to their place of residence and not report to work until such time as they satisfy the minimum criteria to return to work.

The City will advise employees of any leaves to which they may be entitled during this self-isolation period.

The City will comply with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and institutions as required based on the individual circumstances: (1) the local health department; (2) Cal/OSHA; (3) employees who were present at a City worksite or facility when the COVID-19 case was present; (4) the employee organizations that represent employees at the City worksite or facility; (4) the employers of subcontracted employees who were present at the City worksite or facility; and (5) the City's workers' compensation plan administrator.

If possible, the City will interview the COVID-19 cases in order to ascertain the nature and circumstances of any contact that the employees may have had with other employees during the high-risk exposure period. If the City determines that there were any close contact COVID-19 exposures, the City will instruct those employees to remain at their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work.

The City has adopted policies and procedures that ensure the confidentiality of employees and comply with the CMIA. Specifically, the City will not disclose to other employees, except for those who need to know, the fact that the employees tested positive for or were diagnosed with COVID-19. Further, the City will keep confidential all personal identifying information of COVID-19 cases or persons unless expressly authorized by the employees to disclose such information or as other permitted or required under the law.



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3. Workplace-Specific Identification of COVID-19 Hazards

The City conducted a workplace-specific assessment of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.

As part of this process, the City identified places and times when employees and individuals congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, including, for example, during meetings or trainings, in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

As part of this process, the City identified potential workplace exposure to all persons at City worksites and facilities, including employees, employees of other entities, members of the public, customers or clients, and independent contractors. The City considered how employees and other persons enter, leave, and travel through City worksites and facilities, in addition to addressing employees' fixed workspaces or workstations.

As part of this process, the City treated all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious.

4. Maximization of Outdoor Air and Air Filtration

For indoor City worksites and facilities, the City evaluated how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the worksites and facilities' existing ventilation systems.

5. City Compliance with Applicable State and Local Health Orders

The City monitors applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention, including information of general application and information specific to the City's location and operations.

The City shall comply with all applicable orders and guidance from the State of California and the local health department.



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6. Evaluation of Existing COVID-19 Prevention Controls and Adoption of Additional Controls

Periodically, the City will evaluate existing COVID-19 prevention controls at the workplace and assess whether there is a need for different and/or additional controls.

This includes evaluation of controls related to the correction of COVID-19 hazards, physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).

7. Periodic Inspections

The City will conduct periodic inspections of City worksites and facilities as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the City's COVID-19 policies and procedures.

B. PHYSICAL DISTANCING

1. The City requires that all City employees be separated from other persons by at least six (6) feet, except where it can be demonstrated that six (6) feet of separation is not possible and in moments while persons are in movement. The City has adopted several methods by which it increases physical distancing including, but not limited to, the following:
  - a. Providing City employees the opportunity to telework or engage in other remote work arrangements.
  - b. Reducing the number of persons in an area at one time, including visitors.
  - c. Posting visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
  - d. Adopting staggered arrival, departure, work, and break times.
  - e. Adjusting work processes or procedures, such as reducing production speed, to allow greater distance between employees.

C. FACE COVERINGS

1. The City shall post signage to inform City staff and the public that the City requires the use of face coverings at City worksites and facilities.
2. The City shall provide clean, undamaged face coverings to City employees and non-employees upon request and requires that such face coverings are worn by



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employees and non-employees when indoors, when outdoors and less than six (6) feet away from another person, or as otherwise required by orders from the California Department of Public Health or local health department. Face shields are not a replacement for face coverings, although they may be worn together for additional protection.

3. The City shall adhere to orders and guidance provided by the California Department of Public Health (CDPH). The City does not use COVID-19 testing as an alternative to face coverings.
4. The following are exceptions to the face coverings requirement:
  - a. When an employee is alone in a room.
  - b. While eating and drinking at the workplace, provided employees are at least six (6) feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
  - c. Employees wearing respiratory protection in accordance with section 5144 or other title 8 safety orders (8 C.C.R. 5144).
  - d. 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.
  - e. 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, and the unmasked employee shall be at least six (6) feet away from all other persons unless unmasked employees are tested at least twice (2x) weekly for COVID-19.
5. Required use of effective and non-restrictive alternative for City employees exempted from the face covering requirement.
  - a. City employees who are exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.
6. Physical distancing required if an employee is not wearing a face covering or non-restrictive alternative.
  - a. Any employee not wearing a face covering, face shield with a drape, or other effective alternative or respiratory protection, for any reason, shall be at least six (6) feet apart from all other persons unless the unmasked employees are tested at least twice (2x) weekly for COVID-19. However, the City does not



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use COVID-19 testing as an alternative to face coverings when face coverings are otherwise required by this section.

7. Prohibition on preventing employees from wearing a face covering.
  - a. The City does not prevent any City employee from wearing a face covering unless wearing a face covering would create a safety hazard, such as interfering with the safe operation of equipment.
8. Communication to non-employees regarding the face covering requirement.
  - a. The City will post signage to inform non-employees that the City requires the use of face coverings at City worksites and facilities.
9. Policies to reduce COVID-19 hazards originating from persons not wearing face coverings.
  - a. These policies include requiring that employees and non-employees wear face coverings at City worksites and facilities, that City employees maintain physical distance from persons not wearing a face covering, and that City employees observe proper hand hygiene.
  - b. The City has developed COVID-19 policies and procedures to minimize employee exposure to COVID-19 hazards originating from any person not wearing a face covering, including a member of the public.

**D. ACCOMMODATIONS**

1. Employees who have a medical or other condition identified by the Centers for Disease Control and Prevention (CDC), CDPH, or the employees' health care provider as placing or potentially placing the employees at increased risk of severe COVID-19 illness may request accommodation. City employees are encouraged to review the list of medical conditions and other conditions provided (<https://www.cdc.gov/>) to determine whether they have such a condition.
2. Employees may request an accommodation with the Human Resources Department. The City will use the interactive process to explore reasonable accommodations without compromising the safety of City employees and the public.
3. The City will periodically review the following web address in order to account for any additional medical conditions and other conditions that the CDC has identified as placing or potentially placing individuals at an increased risk of severe COVID-19: <https://www.cdc.gov/>



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E. OTHER ENGINEERING CONTROLS, ADMINISTRATIVE CONTROLS, AND PERSONAL PROTECTIVE EQUIPMENT

In order to effectively reduce aerosol transmission between employees and other persons, the City shall install cleanable solid partitions at fixed work locations where it is not possible to maintain the physical distancing requirement at all times. Maximizing to the extent feasible, the quantity of outside air for City buildings with mechanical or natural ventilation systems. Further, for City worksites and facilities with mechanical or natural ventilation, or both, the City shall maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency Air Quality Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to County employees, for instance from excessive heat or cold.

1. Cleaning and disinfecting requirements include the following:

- a. Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels. The City will inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.
- b. Prohibiting the sharing of PPE and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing will be minimized and such items and equipment shall be disinfected between uses by different people. Sharing of vehicles will be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.
- c. Cleaning and disinfection of areas, material, and equipment used by an individual who tests positive for COVID-19 or is diagnosed with COVID-19 by a health care provider (herein after referred to as a COVID-19 case) during the high-risk period. Employees are responsible for cleaning and disinfecting their workstations, phones, keyboards, etc. before the end of their shift every day with disinfecting wipes. The City will provide the cleaning and disinfecting.
- d. Further, the City requires that cleaning and disinfecting must be done in a manner that does not create a hazard to City employees or subcontracted employees.



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2. The City shall provide effective hand sanitizers that do not contain methyl alcohol. However, even with hand sanitizer present, the City highly encourages City employees to wash their hands for at least 20 seconds throughout their work period.
3. The City shall evaluate the need for PPE such as gloves, goggles, and face shields, to prevent employee exposure to COVID-19 hazards and provide such PPE as needed. In accordance with applicable law, the City shall evaluate the need for respiratory protection when physical distancing requirements, as provided herein, are not feasible or are not maintained. In accordance with applicable law, the City will provide and ensure use of respirators when deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action. In accordance with applicable law, the City will provide and ensure the use of eye protection and respiratory protection when City employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.
4. The City will periodically evaluate existing COVID-19 prevention controls and assess whether there is a need for different and/or additional controls.

**F. NOTIFICATION**

1. The Human Resources Department will notify City employees, employers of subcontracted employees, and union representatives of notified employees (within one business day of the report being received) of a potential COVID-19 exposure at a City worksite or facility where a COVID-19 case was present. Notification shall not reveal any personal identifying information of the COVID-19 case.
2. Additionally, the City will notify employees of cleaning and disinfecting measures the City undertakes in order to ensure the health and safety of the City worksite or facility where the potential exposure occurred.

**G. SELF-SCREENING**

City employees shall self-screen for COVID-19 symptoms prior to reporting to any City worksite or facility. Such self-screening shall be pursuant to CDPH guidelines, which shall be communicated to employees. However, the City possesses authority to screen employees when it's deemed necessary. If the City elects to conduct any screening at the workplace, the City shall ensure that face coverings are used during screening by both screeners and employees and, if temperatures are measured, that non-contact thermometers are used.

**H. MULTIPLE COVID-19 INFECTIONS, OUTBREAKS, AND MAJOR OUTBREAKS**

1. For employees who were potentially exposed to a COVID-19 case at a City worksite, the City will provide COVID-19 testing to all employees at no cost during their working hours. During the period of an outbreak all employees in the exposed worksite shall





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be tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 shall not impact the duration of any quarantine period required by, or orders issued by, the local health department. After the first two (2) COVID-19 tests, the City shall provide continuous COVID-19 testing of employees who remain at the worksite at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in the affected worksite for a (ten) 10-day period. The City shall provide additional testing when deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action.

2. The City will notify employees who may have been exposed to COVID-19. The City will also notify the local health department of three (3) or more COVID-19 cases at a worksite within a (ten) 10-day period, within 48 hours of learning such, and seek their guidance on preventing further exposure at the worksite.
3. In the event of a major COVID-19 outbreak (defined as 20 or more COVID-19 cases in an exposed worksite within a 30-day period), the City shall provide twice (2x) a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at the exposed worksite during the relevant 30-day period(s) and who remain at the worksite. Such testing shall continue until there are no new COVID-19 cases detected in the worksite for a 14-day period.
4. In the event of a COVID-19 outbreak, or when there are three (3) or more COVID-19 cases in an exposed worksite within a (ten)10-day period, the City shall 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 shall be documented and attempt to identify new or unabated COVID-19 hazards, which may include: (1) the City's leave policies and practices and whether employees are discouraged from remaining home when sick; (2) the City's COVID-19 testing policies; (3) insufficient outdoor air; (4) insufficient air filtration; or (5) lack of physical distancing. The review shall be updated every thirty (30) days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary. The City shall implement changes to reduce the transmission of COVID-19 based on the results of the investigation and review, including whether to move indoor tasks outdoors or having them performed remotely, increasing outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing as much as possible, respiratory protection and other applicable controls.
5. In addition, in the event of a major COVID-19 outbreak, the City shall take the following actions:



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- a. In buildings or structures with mechanical ventilation, the City shall filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, the City shall use filters with the highest compatible filtering efficiency. The City 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 shall implement their use to the degree feasible.
- b. The City shall determine the need for a respiratory protection program or changes to an existing respiratory protection program to address COVID-19 hazards.
- c. The City shall evaluate whether to halt some or all operations at the worksite until COVID-19 hazards have been corrected.
- d. Any other control measures deemed necessary by the Cal/OSHA through the Issuance of Order to Take Special Action.

**I. COVID-19 TRAINING AND INSTRUCTION**

The City shall provide training and instruction to existing and new employees on the following:

1. The City's COVID-19 policies and procedures to protect employees from COVID-19 hazards;
2. COVID-19 symptoms and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms;
3. Spread and transmission of the virus that causes COVID-19, including the fact that:
  - a. COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs or exhales;
  - b. 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;
  - c. An infectious person may have no symptoms;
  - d. Particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
4. Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.



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5. 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.
6. The proper use of face coverings and the fact that face coverings are not respiratory protective equipment.
7. Information regarding COVID-19-related benefits to which employees may be entitled under applicable federal, state, or local laws, the City's own leave policies and the collective bargaining agreements.

**J. REPORTING, RECORDKEEPING, AND ACCESS**

In accordance with applicable law, the City will:

1. Report information about COVID-19 cases at City workplaces to the local health department whenever required by law, and provided any related information requested by the local health department.
2. Record and immediately report to Cal/OSHA any serious COVID-19-related illnesses or deaths, as defined under CCR Title 8 section 330(h), of City employees occurring at a City worksite or facility or in connection with any employment.
3. Keep record of and track all COVID-19 cases with the following information: (1) employee's name; (2) contact information; (3) occupation; (4) location where the employee worked; (5) the date of the last day at the workplace; and (6) the date of a positive COVID-19 test. In accordance with the Confidentiality of Medical Information Act (CMIA) and applicable law, the City will keep the employees' medical information confidential. In accordance with the CMIA and applicable law, the City will make this information available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed. See Appendix D- Investigating COVID-19 Cases.
4. Maintain records of the steps taken to implement this CPP policy.
5. Make this written CPP policy available to employees and employee organizations at City worksites or facilities. Further, the City will make this CPP policy available to Cal/OSHA representatives immediately upon request.

**K. RETURN TO WORK CRITERIA**

1. Minimum Criteria to Return to Work for Symptomatic COVID-19 Cases

COVID-19 cases who present with symptoms must remain at their home or place of residence and not report to any City worksite or facility until they satisfy each of the following conditions:



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- a. At least twenty-four (24) hours have passed since having a fever of 100.4 degrees or higher has resolved without the use of fever-reducing medications;
- b. COVID-19 symptoms have improved; and
- c. At least ten (10) days have passed since COVID-19 symptoms first appeared.

The City will follow the most recent guidelines in effect by the CDC, CDPH, and the local health department.

2. Minimum Criteria to Return to Work for Asymptomatic COVID-19 Cases

COVID-19 cases who tested positive but never developed COVID-19 symptoms shall not report to any City worksite or facility until a minimum of ten (10) days have passed since the date of specimen collection of their first positive COVID-19 test.

3. COVID-19 Testing Not Required in Order to Return to Work

In accordance with CDC guidance concerning symptom-based strategies for the discontinuation of isolation, the City does not require employees submit to a COVID-19 test or produce a negative COVID-19 test result in order to return to work.

4. Minimum Criteria to Return to Work for Employees Directed to Self-Quarantine or Isolate by a State or Local Health Official

If employees are subject to an isolation or quarantine order issued by a state or local health official, the employee will not report to any City worksite or facility until the period of isolation or quarantine is completed or the order is lifted. If the order did not specify a definite isolation or quarantine period, then the period shall be ten (10) days from the time the order to isolate was effective.

5. Allowance by Cal/OSHA for an Employee to Return to Work

If there are no violations of state or local health officer orders for isolation or quarantine, the City may request Cal/OSHA waive the quarantine or isolation requirement for essential employees and allow such employees to return to work on the basis that the removal of employees would cause a staffing shortage that would have an adverse on a community's health and safety and pose an undue risk to the community's health and safety as a result, Cal/OSHA may grant such waiver.

In order to request a waiver under such circumstances, the City will submit a written request to [rs@dir.ca.gov](mailto:rs@dir.ca.gov). In the event of an emergency, the City may request a provisional waiver by contacting the local Cal/OSHA office while the City prepares the written waiver request.



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In such cases, the City will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employees at the City worksite or facility and, if isolation is not possible, the use of respiratory protection in the workplace.

**V. PROCEDURE**

As provided herein, the procedure for investigating and responding to potential COVID-19 exposure in the City's workplace include the following:

1. The verification of COVID-19 case status.
2. Receiving information regarding COVID-19 test results.
3. Receiving information regarding the presentation of COVID-19 symptoms.
4. Identifying and recording all COVID-19 cases.
5. Providing notice to employees exposed to a COVID-19 case in the workplace, testing, and information on benefits.
6. Excluding COVID-19 cases from the workplace.
7. Reporting COVID-19 cases in the workplace, as required by law.
8. Implementing measures to prevent the spread of COVID-19 in the workplace.

**A. COVID-19 POSITIVE DIAGNOSIS**

The City shall instruct COVID-19 cases to remain at or return to their home or place of residence and not report to the workplace until such time as the employees satisfy the minimum criteria to return to the workplace provided for in this policy.

**B. REPORTING**

1. The City will comply with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and institutions as required based on the individual circumstances:
  - a. Public Health.
  - b. Cal/OSHA.
  - c. The City's workers' compensation plan administrator.
  - d. Employees who were present at a City worksite or facility when the COVID-19 case was present (within one business day of receiving the report).



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- e. Employers of subcontracted employees who were present at the City worksite or facility (within one business day of receiving the report).
- f. Employee organizations that represent employees in d. above.

**C. CONTACT INVESTIGATION**

The supervisor, manager, or Human Resources Department will interview the COVID-19 subject (case) in order to ascertain the following information: 1) the date on which the employee tested positive, if asymptomatic, or the date on which the employee first presented COVID-19 symptoms, if symptomatic; 2) the COVID-19 subject's recent work history, including the day and time they were last present at a City worksite or facility and other worksites or City facilities visited by the COVID-19 subject during the high-risk exposure period; and 3) the nature and circumstances of the COVID-19 subject's contact with other employees during the high-risk exposure period, including whether there were any close contacts. Based on this information, the City shall determine which employees have had COVID-19 exposure, and specifically which employees have had close contact.

**D. TESTING**

The City will provide COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure at a City worksite or facility, and provide such employees with information on potentially applicable benefits. Also reference Section IV.G. of this policy.

**E. EXCLUSION OF COVID-19 CASES**

1. In an effort to limit transmission of COVID-19 in the workplace, the City will ensure that COVID-19 cases are excluded from the workplace until the individual satisfies the minimum return to work criteria provided for in this policy.
2. The City will exclude employees from the workplace who are fully vaccinated if they (1) are COVID-19 cases, or (2) have had a COVID-19 exposure and exhibit COVID-10 symptoms. However, the City will not exclude employees from the workplace who are fully vaccinated and are asymptomatic.
3. The City will exclude employees with COVID-19 exposure from the workplace for ten (10) days after the last known COVID-19 exposure to a COVID-19 case. Emergency response employees may return after seven (7) days with a negative Polymerase Chain Reaction (PCR) test results collected and after five (5) days when there is a critical staffing shortage.

- a. Employees Who Are Able to Telework During Isolation or Quarantine Period



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- i. The City will allow employees who are able to telework, and are able and available to work, to telework during the isolation or quarantine period. The City will provide these employees their normal compensation for the work that they perform for the City during the isolation or quarantine period.
- b. Employees Who Are Unable to Telework During Isolation or Quarantine Period
  - i. The provision of benefits described below does not apply to either: (1) City employees who the City can demonstrate that the close contact with a COVID-19 case was not work-related; and (2) City employees who are unable to work for reasons other than protecting employees and non-employees at City worksites and facilities from possible COVID-19 transmission. Such employees may still use paid sick leave for the purpose of receiving compensation during the isolation or quarantine period if they elect to do so.
  - ii. The City will provide excluded employees who are unable to telework, but are otherwise able and available to work, with information regarding COVID-19-related benefits to which the employees may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act (FFCRA), Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the City's Personnel Rules, and leave guaranteed by collective bargaining agreements. The City will continue to provide and will maintain these employees' earnings, seniority, and all other employee rights and benefits, including the employees' right to their former job status, as if the employees had not been removed from their jobs. The City may require that these employees use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation. Excluded City employees retain their entitlement to elect not to use other earned or accrued paid leave during this time.
- c. Adherence with Laws, Policies, and/or Agreements Providing Excluded Employees Greater Protections



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- i. The obligations set forth in this section do not limit any other applicable law, City policy, or collective bargaining agreement that provides City employees with greater protections or benefits.
- d. Provision of Information Concerning Benefits to Excluded Employees
  - i. At the time of exclusion, the City will provide the excluded employees with information on benefits to which the employees may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law; the FFCRA; Labor Code sections 248.1 and 248.5, and 3212.86 through 3212.88; and the City's own leave policies.

**F. WORKSITE/FACILITY INVESTIGATION**

The City's Human Resources Department will conduct an investigation in order to determine whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to possible further COVID-19 hazards.

**G. POSSIBLE UPDATES TO POLICIES AND PROCEDURES**

As a result of any City investigation, the City will implement effective policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies, and procedures in a timely manner based on the severity of the hazard.

**VI. DEFINITIONS**

For the purposes of the CPP, the following definitions shall apply:

- A. "COVID-19" means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
- B. "COVID-19 case" means a person who either: (1) has a positive "COVID-19 test" as defined in this section; (2) is subject to COVID-19-related order to isolate issued by a local or state health official; or (3) has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a City. A person is no longer a "COVID-19 case" when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by CDPH or the local health department pursuant to authority granted under the Health and Safety Code or title 17, California Code of Regulations to CDPH or the local health department.
- C. "Close contact COVID-19 exposure" means being within six (6) feet of a COVID-19 case for a cumulative total of fifteen (15) minutes or greater in any 24-hour period within or





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overlapping with the “high-risk exposure period” as defined here. This definition applies regardless of the use of face coverings.

- D. “COVID-19 hazard” means exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.
- E. “COVID-19 symptoms” means one of the following: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.
- F. “COVID-19 test” means a viral test for SARS-CoV-2 that is both: (1) approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and (2) administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.
- G. “Exposed workplace” means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas.
- H. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case. Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the “worksite” of the COVID-19 case as defined by Labor Code section 6409.6(d)(5), which includes the building, facility or other location where a worker worked during the infections period.
- I. “Face covering” means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.
- J. “High-risk exposure period” means the following time period: (1) for persons who develop COVID-19 symptoms: from two (2) days before they first develop symptoms until ten (10) days after symptoms first appeared, and twenty-four (24) hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or (2) for persons who test positive who never develop COVID-19 symptoms: from two (2) days before until ten (10) days after the specimen for their first positive test for COVID-19 was collected.



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**VII. REFERENCES**

Refer to the hyperlinks included in this CPP policy

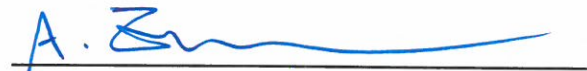
California Occupational Safety and Health Standards Board (Cal/OSHA) Sections 3205-3205.4

California Assembly Bill No. 685

California Senate Bill No. 1159

**Responsible Department(s):** Department of Human Resources

Dated: 05/10/2021

  
\_\_\_\_\_  
City Manager



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# Appendices

**Appendix A: Identification of COVID-19 Hazards**

All persons regardless of symptoms or negative COVID-19 test results will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including co-workers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person conducting the evaluation:** Enter Name(s)

**Date:** Enter Date

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

Interaction, area, activity, work task, process, equipment, and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions, and ventilation

**Appendix B: COVID-19 Inspections**

This form is only intended to get you started. Review the information available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/) for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify this form accordingly.

**Date:** Enter date

**Name of person conducting the inspection:** Enter names

**Work location evaluated:** Enter information

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

## Appendix C: Employee Self-Screening Checklist

For your safety and the safety of our staff and the community, all employees are required to complete a COVID-19 self-screening just prior to the start of each workday.

Review the following symptoms and potential COVID-19 exposures:

- If your response is “no” to all of the listed symptoms within the past 48 hours and you answered “no” to the three exposures questions, you are approved to come to the workplace.
- If your response is “yes” to any of the listed symptoms within the past 48 hours and/or “yes” to any of the three exposure questions, then you must contact enter name or title of who the employee should contact for further screening and assessment.

TODAY'S DATE: \_\_\_\_\_

## CDC FACILITIES COVID-19 SCREENING

Accessible version available at <https://www.cdc.gov/screening/>

**PLEASE READ EACH QUESTION CAREFULLY**

**PLEASE CIRCLE  
THE ANSWER  
THAT APPLIES  
TO YOU**

**1. Have you experienced any of the following symptoms in the past 48 hours:**

- 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

**YES**

**NO**



If you have had any of the above symptoms in the last 48 hours, DO NOT physically return to the workplace until symptoms have subsided for more than 48 hours. If you have a chronic medical condition that causes COVID-19-like symptoms and you need access to a CDC facility within the next few days, please obtain medical documentation from your primary care physician and then call CDC's Occupational Health Clinic (OHC) at 404-639-3385 to determine whether you can safely be granted access to a CDC facility. Fully vaccinated individuals should not access campus if they are currently experiencing any of the above symptoms. If you have an urgent need to access a CDC facility while experiencing any of the above symptoms, please contact your CIO management officer and ask them to request a waiver through OHC. Waivers will only be granted in exigent circumstances and only if it is safe to do so. OHC will not respond to waiver requests made by individuals. Fully vaccinated individuals with symptoms will also require a waiver and should also work through their CIO management officer.

**2. Are you isolating or quarantining because you tested positive for COVID-19 or are worried that you may be sick with COVID-19?**

**YES**

**NO**



If you have concerns about being exposed to or sick with COVID-19, please stay home and self-quarantine or isolate. Read more about when you should be in isolation or quarantine (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>). If you have questions about when it is safe to return to the workplace, please call CDC's Occupational Health Clinic (OHC) at 404-639-3385. If you have an urgent need to access a CDC facility while quarantining, please contact your CIO management officer and ask them to request a waiver through OHC. Waivers will only be granted in exigent circumstances and only if it is safe to do so. OHC will not respond to waiver requests made by individuals. Fully vaccinated individuals will also require a waiver and should also work through their CIO management officer.

**3. Are you fully vaccinated OR have you recovered from a documented COVID-19 infection in the last 3 months?**

*To be considered fully vaccinated, you must be ≥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.*

**IMPORTANT: IF YOU ANSWERED "YES" TO QUESTION 3 AND "NO" TO QUESTIONS 1 AND 2, PLEASE SKIP TO THE CERTIFICATION STEP BELOW. YOUR ACCESS TO CDC FACILITIES IS APPROVED.**




**YES**

**NO**



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<p><b>4. Have you been in close physical contact in the last 14 days with:</b></p> <ul style="list-style-type: none"> <li>• <b>Anyone who is known to have laboratory-confirmed COVID-19?</b></li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• <b>Anyone who has any symptoms consistent with COVID-19?</b></li> </ul> <p><i>Close physical contact is defined as being within 6 feet of an infected/symptomatic person for a cumulative total of 15 minutes or more over a 24-hour period starting from 48 hours before illness onset (or, for asymptomatic individuals, 48 hours prior to test specimen collection).</i></p>	<b>YES</b>	<b>NO</b>
<p> If you have been in close contact with someone with COVID-19, you should stay home and self-quarantine for 14 days before returning to a CDC facility. Read more about when you should be in isolation or quarantine (<a href="https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html">https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html</a>). If you have an urgent need to end your quarantine early to access a CDC facility, please contact your CIO management officer and ask them to request a waiver through CDC's Occupational Health Clinic (OHC). Waivers will only be granted in exigent circumstances and only if it is safe to do so. OHC will not respond to waiver requests made by individuals.</p>		
<p><b>5. Are you currently waiting on the results of a COVID-19 test?</b></p> <p><b>IMPORTANT: ANSWER "NO" IF YOU ARE WAITING ON THE RESULTS OF A PRE-TRAVEL OR POST-TRAVEL COVID-19 TEST</b></p>	<b>YES</b>	<b>NO</b>
<p> If you have an urgent need to access a CDC facility while waiting for a test result, please contact your CIO management officer and ask them to request a waiver through CDC's Occupational Health Clinic (OHC). Waivers will only be granted in exigent circumstances and only if it is safe to do so. OHC will not respond to waiver requests made by individuals.</p>		
<p><b>6. Have you traveled in the past 10 days?</b></p> <p><i>Travel is defined as any trip that is overnight AND on public transportation (plane, train, bus, Uber, Lyft, cab, etc.) OR any trip that is overnight AND with people who are not in your household.</i></p>	<b>YES</b>	<b>NO</b>
<p> If you have an urgent need to access a CDC facility during your 10-day, post-travel self-quarantine (<a href="https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html">https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html</a>), please contact your CIO management officer and ask them to request a waiver through CDC's Occupational Health Clinic (OHC). Waivers will only be granted in exigent circumstances and only if it is safe to do so. OHC will not respond to waiver requests made by individuals. It is possible to reduce your post-travel self-quarantine (<a href="https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html">https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html</a>) to 7 days if you have a negative viral test (<a href="https://www.cdc.gov/coronavirus/2019-ncov/testing/diagnostic-testing.html">https://www.cdc.gov/coronavirus/2019-ncov/testing/diagnostic-testing.html</a>) 3-5 days after travel (<a href="https://www.cdc.gov/coronavirus/2019-ncov/travelers/testing-air-travel.html">https://www.cdc.gov/coronavirus/2019-ncov/travelers/testing-air-travel.html</a>). OHC can help arrange testing, if needed. A waiver is needed from OHC to reduce your quarantine period.</p>		
<p><b>I certify that my responses are true and correct</b></p>	<input type="checkbox"/>	
<p>If you <b>ARE NOT</b> fully vaccinated, did you answer <b>NO</b> to <b>ALL</b> QUESTIONS?</p>	<p>Access to CDC facilities <b>APPROVED</b>. Please show this to security at the facility entrance. Thank you for helping us protect you and others during this time.</p>	
<p>If you <b>ARE NOT</b> fully vaccinated, did you answer <b>YES</b> to <b>ANY</b> QUESTION?</p>	<p>Access to CDC facilities <b>NOT APPROVED</b>. Please see next page for further instructions. Thank you for helping us protect you and others during this time.</p>	



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## THE SCREENING YOU COMPLETED INDICATES THAT YOU MAY BE AT INCREASED RISK FOR COVID-19

IF YOU ARE NOT FEELING WELL, WE HOPE THAT YOU FEEL BETTER SOON!

Here are instructions for what to do next

1

If you are not already at home, please avoid contact with others and go straight home immediately.

2

Seek medical care as needed. Seek COVID-19 testing as recommended. Call CDC's Occupational Health Clinic (OHC) at 404-639-3385 to schedule testing at CDC in the Atlanta area.

3

Contact your supervisor or your contracting company to discuss options for telework and/or leave.

Before going to a healthcare facility, please call and let them know that you may have an increased risk for COVID-19. In case of a life-threatening medical emergency, dial 911 immediately!

## RETURNING TO THE WORKPLACE



If you have had symptoms consistent with COVID-19 or have tested positive for COVID-19, DO NOT physically return to work until you have completed your quarantine (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>) or isolation (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>) per CDC guidance. Read more about when it is safe to be around others (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>).



If you have a chronic medical condition that causes COVID-19-like symptoms and you need to access a CDC facility within the next few days, please first get medical documentation from your primary care provider and then call OHC to determine whether you can safely be granted access to a CDC facility.



If you have been in close contact with someone with COVID-19 you should stay home and self-quarantine for 14 days before returning to work. Read more about when you should be in isolation or quarantine (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>). If you have an urgent need to end your quarantine early to access a CDC facility, please contact your CIO management officer and ask them to email a request to OHC.



If you are currently isolating or quarantining because of concerns about COVID-19, please do not return to the workplace until you have completed your quarantine (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>) or isolation (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>) per CDC guidance. If you have an urgent need to end your quarantine early, please contact your CIO management officer and ask them to email a request to OHC.

If you are waiting on the results of a COVID-19 test, please do not return to the workplace until you have received a negative test result and have completed any necessary quarantine or isolation per CDC guidance. If you have an urgent need to access a CDC facility while waiting for a test result, please contact your CIO management officer and ask them to email OHC.

If you have additional questions about when you can safely return to work, please call OHC at 404-639-3385. For information about COVID-19 and basic instructions to prevent the spread of disease, visit CDC's COVID-19 website (<https://www.cdc.gov/covid19>).



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**Appendix D: Investigating COVID-19 Cases**

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees’ medical records will also be kept confidential and not disclosed or reported, outside of the Workers’ Compensation process, without the employee’s express written consent to any person within or outside the workplace, with the following exceptions: (1) unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:** Enter date

**Name of person conducting the investigation:** Enter name(s)

COVID-19 Case Investigation Information			
Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Results of the evaluation of the			

COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period and who may have been exposed (attach additional information):

**Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:**

All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	

**Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:**

Was local health department notified?		Date:	
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**Appendix E: Potential COVID-19 Exposure Contact Investigation**

Name/Title of Person Being Traced: \_\_\_\_\_

Date Form was Completed: \_\_\_\_\_

Date I was within 6 feet (with or without a mask) of this person	Duration (Total number of minutes during a 24- hour period)	Name/Title of the Person Involved	Location/Task Where Contact was Made