



# COVID-19 Prevention Procedures



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## Introduction

{Insert Production Company Name} is committed to taking steps to provide a safe and healthy workplace for our employees. In pursuit of this goal, these COVID-19 Prevention Procedures (CPP) have been implemented and are designed to control our employees' exposures to the SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in the workplace. They have been developed to meet or exceed the requirements of California Code of Regulations, Title 8, sections 3205, 3205.1, 3205.2, and 3205.3. This CPP will be implemented at all Production workplaces in California. The production may implement more stringent procedures if desired to reduce risk.

## Definitions

**Close Contact** means the following, unless otherwise defined by regulation or order of the California Department of Public Health (CDPH), in which case the CDPH definition shall apply:

1. In indoor spaces of 400,000 or fewer cubic feet per floor, a close contact is defined as sharing the same indoor airspace as a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period, as defined by this section, regardless of the use of face coverings.
2. In indoor spaces of greater than 400,000 cubic feet per floor, a close contact is defined as being within six feet of the COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period, as defined by this section, regardless of the use of face coverings.
3. Offices, suites, rooms, waiting areas, break or eating areas, bathrooms, or other spaces that are separated by floor-to-ceiling walls shall be considered distinct indoor spaces.
4. EXCEPTION: Employees have not had a close contact if they wore a respirator required by the employer and used in compliance with California Code of Regulations, Title 8, section 5144 (Respiratory Protection) whenever they would otherwise have had a close contact under subsections 3205(b)(1)(A) or (b)(1)(B).

**COVID-19** (Coronavirus Disease 2019) means the disease caused by SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2).

**COVID-19 Case** means a person who:

1. Has a positive COVID-19 test; or
2. Has a positive COVID-19 diagnosis from a licensed health care provider; or
3. Is subject to a COVID-19-related order to isolate issued by a local or state health official; or
4. Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

**COVID-19 Hazard** means 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, or sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids.

**COVID-19 Symptoms** mean fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional (e.g., doctor, nurse practitioner, physician assistant, registered nurse), determines the person's symptoms were caused by a known condition other than COVID-19.

**COVID-19 Test** means a test for SARS-CoV-2 that is:

1. Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test); and administered in accordance with the authorized instructions.
2. To meet the return-to-work criteria, a COVID-19 test may be both self-administered and self-read only if another means of independent verification of the results can be provided (e.g., a time-stamped photograph of the results).

**Exposed Group** means all employees at a work location, working area, or a common area at work, within employer-provided transportation, or residing within housing covered by section 3205.2, where an employee COVID-19 case was present at any time during the infectious period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:

1. For the purpose of determining the exposed group, a place where persons momentarily pass through, without congregating, is not a work location, working area, or a common area at work.
2. If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.
3. If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the infectious period, and the COVID-19 case was wearing a face covering during the entire visit, other people at the work location, working area, or common area are not part of the exposed group. NOTE: An exposed group may include the employees of more than one employer.

**Face Covering** means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana,

turtleneck, collar, or single layer of fabric.

1. This definition includes clear face coverings or cloth face coverings with a clear plastic panel that otherwise meet this definition, and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

**Infectious Period** means the following time period, unless otherwise defined by CDPH regulation or order, in which case the CDPH definition shall apply:

1. For COVID-19 cases who develop COVID-19 symptoms, from two days before the date of symptom onset until: (1) Ten days have passed after symptoms first appeared, or through day five if testing negative on day five or later; and (2) Twenty-four hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved.
2. For COVID-19 cases who never develop COVID-19 symptoms, from two days before the positive specimen collection date through 10 days (or through day five if testing negative on day five or later) after the date on which the specimen for their first positive test for COVID-19 was collected.

**Outbreak** means three or more employee COVID-19 cases in an "exposed group" within a 7-day period.

**Major Outbreak** means 20 or more employee COVID-19 cases in an "exposed group" within a 30-day period.

**Respirator** means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator.

**Returned Case** means a COVID-19 case who was excluded from work but returned pursuant to subsection 3205(c)(5)(A) and did not develop any COVID-19 symptoms after returning. A person shall only be considered a returned case for 30 days after the initial onset of COVID-19 symptoms or, if the person never developed COVID-19 symptoms, for 30 days after the first positive test. If a period of other than 30 days is required by a CDPH regulation or order, that period shall apply.

**Worksite** means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the infectious period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter.

## Authority and Responsibility

The (Insert the title of the person assigned to oversee COVID Protocols for the BU) has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the procedures in a language they understand. All employees are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

## Applicability

COVID-19 is a recognized hazard in our workplace that is addressed through these procedures, which will be effectively implemented at our worksites in California and maintained to ensure the following:

1. When determining measures to prevent COVID-19 transmission and identifying and correcting COVID-19 hazards in our workplace:
  - a. All persons in our workplace are treated as potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.
  - b. COVID-19 is treated as an airborne infectious disease. Applicable State of California and Los Angeles County Department of Public Health orders and guidance will be reviewed when determining necessary and feasible measures to prevent transmission and identifying and correcting COVID-19 hazards. COVID-19 prevention controls that may be used during outbreak circumstances include without limitation the following:
    - i. Physical distancing
    - ii. Reducing population density indoors
    - iii. Moving indoor tasks outside
    - iv. Implementing separate shifts and/or break times
    - v. Restricting access to work areas
    - vi. Available free tests
    - vii. Close contact notification system
2. Procedures to investigate COVID-19 illnesses at the workplace include:
  - a. Determining the day and time a COVID-19 case was last present; the date of the positive COVID-19 tests or diagnosis; and the date the COVID-19 case first had one or more COVID-19 symptoms. All information included in Appendix A: Investigating COVID-19 Cases, will be collected, and documented. The contact tracing form is utilized by the assigned COVID Compliance Coordinator (CCC).
  - b. Effectively identifying and responding to persons with COVID-19 symptoms at the workplace. Employees are instructed to stay home with exhibiting COVID-19 Symptoms and reach out to their CCC. Employees will be instructed to stay home and test to confirm their symptoms and update the Production CCC with results. Testing is offered at no cost to the employee. Further instructions are provided as needed.
  - c. Encouraging employees to report COVID-19 symptoms and to stay home when ill. Employee training will include information about how to report symptoms and what will be done to determine if those symptoms are related to COVID-19.
3. Effective procedures for responding to COVID-19 cases at the workplace include:
  - a. Immediately excluding COVID-19 cases according to the following requirements:
    - i. COVID-19 cases who do not develop COVID-19 symptoms will not return to work during the infectious period.
    - ii. COVID-19 cases who develop COVID-19 symptoms will not return to work during the shorter of either of the following:
      - The infectious period.

- Through 5 days after the onset of symptoms and at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication.
- iii. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case must wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
- iv. Elements i. and ii. apply regardless of whether an employee has been previously excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.
- b. Reviewing current [California Department of Public Health \(CDPH\) guidance](#) for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
- c. The following effective policies will be developed, implemented, and maintained to prevent transmission of COVID-19 by persons who had close contacts.
  - i. Individuals that report a positive result are interviewed on their timeline and whereabouts at the worksite during the infectious period.
  - ii. Positive individual is asked to list any employees they may have been in close contact with.
  - iii. Close contacts are notified of exposure and instructed to follow local public health guidelines and provided information regarding free tests.
  - iv. A building exposure notice is also sent to all employees that may have been exposed while at the workplace containing guidance and resources.
- d. If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.
- e. Upon excluding an employee from the workplace based on COVID-19 or a close contact, WBD will provide excluded employees information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, workers' compensation law, local governmental requirements, and leave policies. Production HR (P&C) are available to answer any questions regarding COVID-19 leave.

## Training

Training and instruction on COVID-19 prevention is provided through the Contract Services COVID-19 course. Each employee will be required to successfully completed the course prior to their first day of in-person work.

Additional instruction will be provided

1. When this CPP was first established.
2. To new employees.
3. To employees given a new job assignment involving COVID-19 hazards and they have not been previously trained.
4. Whenever new COVID-19 hazards are introduced.
5. When we are made aware of new or previously unrecognized COVID-19 hazards.
6. For supervisors to familiarize themselves with the COVID-19 hazards to which employees under their immediate direction and control may be exposed.
7. Training will be documented via electronic and/or other means.

## Testing of Close Contacts

COVID-19 tests are available at no cost, during paid time, to all of our employees who had a close contact in the workplace. These employees will be provided with the information outlined in *Applicability* paragraph (3)(e), above. Exceptions are returned cases as defined in above. The company also provides tests for employees voluntarily, should they become symptomatic or potentially exposed. Information and instructions regarding availability of tests will be provided to employees upon hire.

## Notice of COVID-19 Cases

Employees and independent contractors who had a close contact, as well as any employer with an employee who had a close contact, will be notified as soon as possible, and in no case longer than the time required to ensure that the exclusion requirements of *Applicability* paragraph (3)(a) above, are met.

When Labor Code section 6409.6 or any successor law is in effect, the Production will:

1. Provide notice of a COVID-19 case, in a form readily understandable to employees. The notice will be given to all employees at the worksite.
2. Provide the notice to the authorized representative if any of:
  - a. The COVID-19 case and of any employee who had a close contact.
  - b. All employees on the premises at the same worksite as the COVID-19 case within the infectious period.



## Face Coverings

Employees will be provided face coverings and required to wear them when required by a CDPH regulation or order. This includes spaces within vehicles when a CDPH regulation or county order requires face coverings indoors. Face coverings will be clean, undamaged, and worn over the nose and mouth.

The following exceptions apply:

1. When an employee is alone in a room or vehicle.
2. While eating or drinking at the workplace, provided employees are at least six feet apart and, if indoors, the supply of outside or filtered air has been maximized to the extent feasible.
3. While employees are wearing respirators required by the employer and used in compliance with CCR, Title 8 section 5144 (Respiratory Protection).
4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if the condition or disability permits it.
5. During 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.

If an employee is not wearing a face covering due to exceptions (4) and (5), above, the COVID-19 hazards will be assessed, and action taken as necessary.

Employees will not be prevented from wearing a face covering, including a respirator, when not required by this section, unless it creates a safety hazard.

## Respirators

Respirators will be provided for voluntary use to employees who request them and who are working indoors or in vehicles with more than one person. Employees who request respirators for voluntary use will be:

1. Encouraged to use them.
2. Provided with a respirator of the correct size.
3. Trained on:
  - a. How to properly wear the respirator provided.
  - b. How to perform a user seal check according to the manufacturer's instructions each time a respirator is worn.
  - c. Facial hair interferes with a seal.
4. The requirements of CCR, Title 8 section 5144(c)(2) will be complied with according to the type of respirator (disposable filtering face piece or elastomeric re-usable) provided to employees.
5. See Appendix B for the Training and Manufacturer Information that will be provided.

## Ventilation

For our indoor workplaces, the Production will:

1. Develop, implement, and maintain effective ventilation methods to aid in the prevention of the transmission of COVID-19, based on the CDPH and Cal/OSHA guidance regarding ventilation, including the CDPH Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments. One or more of the following actions to improve ventilation will be implemented in each indoor space:
  - a. Maximize the supply of outside air to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
  - b. In buildings and structures with mechanical ventilation, filter circulated air through filters at least as protective as Minimum Efficiency Reporting Value (MERV)-13, or the highest level of filtration efficiency compatible with the existing mechanical ventilation system.
  - c. Use High Efficiency Particulate Air (HEPA) filtration units in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where existing ventilation is inadequate to reduce the risk of COVID-19 transmission.
2. Ensure that our workplace areas subject to Title 8 CCR Section 5142 Mechanically Driven Heating, Ventilating and Air Conditioning (HVAC) Systems to Provide Minimum Building Ventilation, and those subject to Section 5143 General Requirements of Mechanical Ventilation Systems are in compliance.
3. In vehicles, we will maximize the supply of outside air to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.

## COVID-19 Prevention in Employer-Provided Transportation

The following will be implemented to the extent feasible for employer-provided motor vehicle transportation, during the course and scope of employment, which is provided, arranged for, or secured by the production:

1. The requirements of our CPP will be complied with within a vehicle, including how a COVID-19 case will be responded to.
2. Assignment of transportation
  - a. To the extent feasible, transportation will be assigned such that cohorts travel and work together, separate from other workers.
  - b. To the extent feasible, employees who usually maintain a household together will travel together.

## COVID-19 Prevention in Employer-Provided Housing

The following will be implemented to the extent feasible for employer-provided housing which is provided, arranged for, or secured by the Production:

1. To the extent feasible, housing units will be assigned to employees that travel and work together, separate from other employees. To the extent feasible, residents who usually maintain a household together will be assigned in a single housing unit without other persons.
2. To the extent feasible, the quantity and supply of outdoor air will be maximized, and filtration efficiency will be increased to the highest level compatible with the existing ventilation system. If there is not a Minimum Efficiency Reporting Value (MERV-13) or higher filter in use, portable or mounted High Efficiency Particulate Air (HEPA) filtration units shall be used, to the extent feasible, in all sleeping areas.
3. Face coverings and COVID-19 testing will be made available to all employees as previously stated in this CPP.
4. Symptom reporting requirements will be required *as previously* stated in this CPP.
5. COVID-19 cases will be effectively isolated from all residents who are not COVID-19 cases, for the period established by subsection 3205(c)(5)(A). Effective isolation shall include housing COVID-19 cases only with other COVID-19 cases, and providing COVID-19 case residents with a sleeping area and bathroom that is not shared by non-COVID-19 case residents.
6. To the extent feasible, the Production will effectively quarantine residents who have had a close contact from all other residents, in accordance with subsection 3205(c)(5)(B). Effective quarantine shall include providing residents who had a close contact with a private bathroom and sleeping area.

## Employee Assistance Program (EAP)

An Employee Assistance Program (EAP) to help employees and their families through this difficult time is available to Production employees. The EAP provides confidential assessment, referral, and short-term intervention services to help employees and their household members resolve personal problems such as stress, couple and family concerns, grief, drug or alcohol abuse, and other issues. There is no charge for accessing the EAP.

## COVID-19 Outbreaks

### Outbreaks

If three or more employee COVID-19 cases within an exposed group visited the workplace during their infectious period at any time during a 7-day period, the following procedures will be implemented until there are one or fewer new COVID-19 cases detected in the exposed group for a 7-day period (unless a CDPH regulation or order defines outbreak using a different number of COVID-19 cases and/or a different time period). An exposed group is all employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present any time during the infectious period. This outbreak level will be reported to the Los Angeles County Department of

Public Health, when required.

### **COVID-19 Testing**

During an outbreak, we will immediately provide COVID-19 tests at no cost to our employees within the exposed group, regardless of vaccination status, during employees' paid time, except for returned cases and employees who were not present at the workplace during the relevant 7-day period(s).

Additional testing will be made available on a weekly basis to all employees in the exposed group who remain at the workplace until the outbreak has reduced to 1 case or less reported in 7 days.

Employees who had close contacts will have a confirmed negative COVID-19 test taken within three to five days after the close contact or will be excluded and follow our return-to-work requirements starting from the date of the last known close contact.

### **Face Coverings**

Employees in the exposed group, regardless of vaccination status, will wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in our CPP applies.

### **Respirators**

Employees will be notified of their right to request and receive a respirator for voluntary use, as stipulated in our CPP.

### **COVID-19 Investigation, Review, and Hazard Correction**

In the event of an outbreak, the Production will perform a review of potentially relevant COVID-19 policies, procedures, and controls, and implement changes as needed to prevent further spread of COVID-19 when this applies and periodically thereafter. The investigation, review, and changes will be documented and include:

1. Investigation of new or unabated COVID-19 hazards including:
  - a. Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - b. Our COVID-19 testing policies.
  - c. Insufficient supply of outdoor air to indoor workplaces.
  - d. Insufficient air filtration.
  - e. Insufficient physical distancing.
2. Review will be updated every 30 days that CCR, Title 8 section 3205.1 continues to apply in response to new information, new or previously unrecognized COVID-19 hazards or when otherwise necessary.
3. Any changes implemented to reduce the transmission of COVID-19 based on the investigation and review, which may include:

- a. Moving indoor tasks outdoors or having them performed remotely.
- b. Increasing the outdoor air supply when work is done indoors.
- c. Improving air filtration.
- d. Increasing physical distancing to the extent feasible.
- e. Requiring respiratory protection in compliance with CCR, Title 8 section 5144.
- f. Other applicable controls.

### **Ventilation**

Buildings or structures with mechanical ventilation will have recirculated air filtered with Minimum Efficiency Reporting Value 13 (MERV-13) or higher efficiency filters, if compatible with the ventilation system. If MERV-13 filters are not compatible with the ventilation system, filters with the highest compatible filtering efficiency will be used. High Efficiency Particulate Air (HEPA) air filtration units will be used in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.

These ventilation requirements will continue to be implemented after the outbreak has passed.

### **Major Outbreaks**

If 20 or more employee COVID-19 cases in an exposed group visited the worksite during their infectious period within a 30-day period the following will be done while Title 8 CCR 3205.1 is in effect:

1. COVID-19 testing will be required of all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by Los Angeles Department of Public Health. Employees in the exposed group will be tested or excluded and follow our CPP return to work requirements. The twice a week testing requirement will end when there are fewer than three new COVID-19 cases in the exposed group for a 7-day period. We will then follow weekly testing requirement until there are one or fewer new COVID-19 cases in the exposed group for a 7-day period.
2. The major outbreak will be reported to the Division (Cal/OSHA).
3. Provide respirators for voluntary use to employees in the exposed group, encourage their use, and train employees according to CCR, Title 8 section 5144(c)(2) requirements (see Appendix D).
4. Any employees in the exposed group who are not wearing respirators as required will be separated from other persons by at least six feet, except where it can be demonstrated that at least six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include:
  - a. Telework or other remote work arrangements.
  - b. Reducing the number of persons in an area at one time, including visitors.
  - c. 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. Staggered arrival, departure, work, and break times.
  - e. Adjusted work processes or procedures, such as reducing production speed, to allow

greater distance between employees.

5. When it is not feasible to maintain a distance of at least six feet, individuals will be as far apart as feasible.

## Reporting and Recordkeeping

1. We will keep a record of and track all COVID-19 cases (See Appendix A for an example tracking sheet).
2. The notices required by subsection 3205(e) will be kept in accordance with Labor Code section 6409.6 or any successor law.
3. These records will be retained for two years beyond the period in which it is necessary to meet the requirements of CCR, Title 8, sections 3205, 3205.1, 3205.2, and 3205.3.
4. Training records will be maintained in accordance with the Production Injury and Illness Prevention Program (IIPP).

## Approvals

|                  | Prepared By | Reviewed By | Approved By |
|------------------|-------------|-------------|-------------|
| <b>Title</b>     |             |             |             |
| <b>Name</b>      |             |             |             |
| <b>Signature</b> |             |             |             |
| <b>Date</b>      |             |             |             |

## Revision History

| Rev. | Effective Date | Description of Changes |
|------|----------------|------------------------|
| 001  |                |                        |
| 002  |                |                        |
| 003  |                |                        |

## Appendix A: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

**Name of Case:** [ ] **Date of Birth:** [ ]  
**Phone Number:** [ ] **Email:** [ ]  
**Department:** [ ] **Positive Test Date:** [ ]  
**Symptom onset date (if applicable):** [ ] **Last Date on site for Work:** [ ]

**Work site location** (sites within the 48 hours leading up to positive/ onset of symptoms): *Please be specific*

**Other common areas you may have spent 15 minutes or more (including events):** *Please be specific*  
 [ ]

**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?** [ ]

**Was local health department notified? Date?** [ ]

**Close Contacts:**

List the co-workers with whom you had significant interaction\* with over the 48 hours prior to positive or on-set of symptoms. A person may be a close contact and have \*significant interaction if:

- You had face-to- face contact or conversation within 6 feet
- Been within 6 feet for more the 15 minutes (over a 24 hr. Period)
- LA County as someone sharing the same indoor airspace if in a space under 400,000 cubic feet for a cumulative total of 15 minutes or more over a 24-hour period while the case was infectious. If in a space more than 400,000 cubic feet, close contacts should be defined as anyone within 6 feet for 15 minutes or more over a 24-hour period.

Note: If you do not have their contact information, please provide as much detail as possible, including their department/ production/ worksite exposed

| <u>Name</u> | <u>Contact Information:</u> | <u>Date of Exposure:</u> | <u>Notes:</u> |
|-------------|-----------------------------|--------------------------|---------------|
|             |                             |                          |               |
|             |                             |                          |               |
|             |                             |                          |               |
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|             |                             |                          |               |

## Appendix B: Voluntary Respirator Use Guidelines

All employees regardless of vaccination status may request an N95 filtering facepiece respirator for voluntary use at no cost. Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers.

However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designated to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

The respirator manufacturers' instructions should be followed as detailed on the following pages:

### **3M 8210 Particulate Respirator N95 Use and Fitting Instructions**

1. Do not use with beards or other facial hair or other conditions that prevent a good seal between the face and the sealing surface of the respirator.
2. Pre-stretch top and bottom straps before placing respirator on the face (Fig. 1).
3. Cup the respirator in your hand, with the nosepiece at your fingertips, allowing the headbands to hang freely below your hand (Fig. 2).
4. Position the respirator under your chin with the nosepiece up. Pull the top strap over your head resting it high at the top back of your head. Pull the bottom strap over your head and position it around the neck below the ears (Fig. 3).



5. Place your fingertips from both hands at the top of the metal nosepiece. Using two hands, mold the nose area to the shape of your nose by pushing inward while moving your fingertips down both sides of the nosepiece (Fig. 4).
6. Pinching the nosepiece using one hand may result in improper fit and less effective respirator performance. Use two hands.
7. Perform a User Seal Check prior to each wearing. To check the respirator-to-face seal, place both hands completely over the respirator and exhale sharply. Be careful not to disturb the position of the respirator. If air leaks around nose, readjust the nosepiece as described in step 4. If air leaks at the respirator edges, work the straps back along the sides of your head (Fig. 5).



**Moldex 2200 N95 Particulate Respirator Use and Fitting Instructions**

1. Hold respirator in hand with molded nose contour (narrow end) at your fingertips, allowing head straps to fall below your hand (Fig. 1).
2. Place respirator under your chin with molded nose contour (narrow end) up. Nose cushion must be uncreased inside respirator. Raise top strap to top back of your head. Pull shorter bottom strap over your head, below ears, to around the neck. Do not wear with only one strap (Fig. 2).
3. Adjust respirator for comfortable fit (Fig. 3).
4. Each time you wear a respirator, perform a user seal check. Cover front of respirator by cupping both hands. INHALE SHARPLY. A negative pressure should be felt inside respirator. If any leakage is detected at respirator edges, adjust straps by pulling back along the sides and/or reposition respirator. Repeat until sealed properly (Fig. 4).
5. Please note that Facial hair interferes with a seal.



Fig. 1



Fig. 2



Fig. 3



Fig. 4

## Appendix C: COVID-19 Outbreak Assessment Checklist

In the event of a COVID-19 Cluster/ Outbreak (3 or more cases at a single worksite within 7 days), the Production will perform the below review of relevant COVID-19 policies, procedures, and controls. Changes will be implemented as needed to prevent further spread of COVID-19. A new review will take place as needed until there are no new COVID-19 cases for 7 days.

|                                 |  |   |  |
|---------------------------------|--|---|--|
| <b>Outbreak Location:</b>       |  | <b>Date Inspected:</b>                      |  |
| <b>Department:</b>              |  | <b>Outbreak Date:</b>                       |  |
| <b>Inspection Conducted by:</b> |  | <b>Total Cases (at time of inspection):</b> |  |

| Yes                      | No                       | N/A                      | Inspection Question   | NOTES |
|--------------------------|--------------------------|--------------------------|---|-------|
| <b>GENERAL</b>           |                          |                          |   |       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Department/ exposed group are discouraged from working on site when symptomatic   |       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Department/ exposed group have been provided information regarding company provided COVID-19 Telehealth testing           |       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Department/ Exposed group are aware there is an option for Bulk Test ordering   |       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | PPE is available on site for exposed group  |       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Department/exposed group can implement physical distancing during outbreak  |       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Department/ exposed group can stagger breaks/ lunches   |       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Additional ventilation/ air filtration (open windows/ doors, additional personal HEPA filters in place)                   |       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ventilation system running efficiently (MERV-13 or highest compatible filter level)                                       |       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Department/ exposed group are aware they can request an N95 respirator for optional use                                   |       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | N95 respirators provided (Major Outbreaks)  |       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | This cluster/outbreak has been reported to LA County  |       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Cal/OSHA and local jurisdiction protocols have been reviewed against company protocols                                    |       |
| <b>CLOSE CONTACTS</b>    |                          |                          |   |       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provided a test on day 3, 4 or 5 after exposure, or quarantined for a full 10 days  |       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If on site, wore a mask for ten days following exposure (unless eating, drinking or alone in a room with the door closed) |       |
| <b>SIGNAGE</b>           |                          |                          |   |       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | COVID-19 Hazard signage   |       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | COVID-19 'Handwashing' reminder signage   |       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | COVID-19 'Physical Distancing' signage  |       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | COVID-19 'Sanitize after use' signage   |       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | COVID-19 Outbreak Notice is displayed in a location where all employees and guests are likely to see it.                  |       |