June 1, 2022

Dear Sonoma County Employer,

This packet includes important guidance related to mitigating COVID-19 in the workplace and workplace outbreaks. Its contents have been updated to incorporate the new guidance from California Department of Public Health (CDPH) and to reflect the revisions adopted by California Occupational Safety and Health Standards Board that went into effect April 6, 2022, and May 6, 2022, respectively.

CDPH guidance on isolation and quarantine
https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx

CDPH masking guidance effective April 20, 2022
https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx

Cal/OSHA Emergency Temporary Standards effective, May 6, 2022
https://www.dir.ca.gov/dosh/coronavirus/ETS.html
Three or more cases of COVID-19 in the workplace within a 14-day period must be reported to local Public Health: covid.nurse@sonoma-county.org

Please review the following attached information on preventing and addressing COVID-19 in the workplace. Thank you for your help in keeping our community safe.

Regards,

Sonoma County COVID-19 Response Team
Public Health Nurse Hotline: (707) 565-4566
Email: covid.nurse@sonoma-county.org

COVID-19 Definitions

Common definitions: A clear understanding of the following terms is critical for managing worksite exposures and/or outbreak(s).

Term	Definition
COVID-19 Case	A person who tests positive for COVID-19 is considered a "case" and must isolate until it is safe for them to be around others.
Calculating Day 1 of Isolation	If the employee has symptoms, the date when symptoms started is considered day 0 of their isolation. Day 1 is the first full day after their symptoms started. If the employee has no symptoms, the date of their positive test is considered day 0. Day 1 is the first full day after their positive test.
Close Contact	Someone sharing the same indoor airspace, e.g., home, clinic waiting room, airplane for a cumulative total of 15 minutes or more over a 24-hour period. For example, someone having three separate 5-minute interactions with a case (for a total of 15 minutes over the course of a day) during an infected person's infectious period is considered a close contact.
Infectious Period	Infectious period is the 48 hours before the COVID-19 positive case developed symptoms (or 48 hours before positive test date if no symptoms) until that person is no longer contagious (usually another 10 days).
Worksite Exposure	When a case works during their infectious period.
Outbreak	3 or more employee COVID-19 cases that visited the workplace within 14 days in your worksite/ business.
Major Outbreak	20 or more employee COVID-19 cases that visited the workplace within 30 days in your worksite/ business.
Antigen Test	An antigen test may be done at work, in a clinic or at home. It detects specific proteins on the surface of the coronavirus. Results may come back in as little as 15 to 45 minutes.
PCR Test	A PCR test administered by a clinical professional detects genetic material of the virus using a lab technique called reverse transcription polymerase chain reaction.
Exposed Work Group	is defined as all employees at a work location working area, or common area, at work where an COVID-19 positive employee (case) was present and contagious.

COVID-19 Symptoms

List of Symptoms:
Do not allow sick workers who report COVID-19 symptoms to report to work.

COVID-19 Symptoms		
Fever >100.4F (38C); **or Subjective Fever** (Felt feverish)	**Abdominal pain** (>3 loose/looser than normal stools in 24 hr. period)	**Cough** (New onset or worsening of chronic cough)
Muscle Aches (Myalgia)	**Runny Nose** (Rhinorrhea)	**Shortness of breath** (Dyspnea)
Chills	**Headache**	**Sore Throat**
Congestion	**Tingling or numbness**	**Nausea or vomiting**

Step-by-Step Guide to Managing COVID-19 Worksite Cases and Outbreaks

Step 1: Determine Isolation and Quarantine

What to Do:	Determine if employee needs to Isolate or Quarantine
Isolation: All workers who test positive for COVID-19, regardless of vaccination status	• **Guidance for isolation and quarantine** (CDPH) • **COVID-19 prevention emergency temporary standards (ETS)** (Cal/OSHA) • Note: The County no longer can provide return-to-work letters for people who have had COVID-19 due to the volume of cases.
No Quarantine: Close contacts who are exposed to someone with COVID-19, regardless of vaccination status.	• **Guidance for isolation and quarantine** (CDPH) • **COVID-19 prevention emergency temporary standards (ETS)** (Cal/OSHA) Note: The County no longer can provide return-to-work letters for people who have had COVID-19 due to the volume of cases.

Step 2: Communicate with Employees

What to do:	Communicate and educate employees
Communicate to Employees: Notify <u>all</u> employees present during exposure	• Within one business day from the time of identifying the COVID-19 case(s), give written notice to close contacts and all employees present at the worksite during the infectious period of potential COVID-19 exposure. • Do not share personal identifying information of the COVID-19 Case • Educate employees on company procedures for reporting symptoms and illness without fear of retaliation. • Advise employees not to report to work when sick. • Provide training and instruction to employees on how to self-screen for symptoms. • Provide COVID-19 Isolation and Quarantine training and Instructions to cases and close contacts.

Step 3: Document and Record

What to do:	Document and record all cases and close contacts
Document all COVID-19 positive employees and their close contacts	• Document and record all positive COVID-19 cases and close contacts per Cal/OSHA guidelines. • Keep record of and track all COVID-19 cases and close contacts.
Resource Weblinks	• Cal/OSHA: **COVID-19 Prevention Emergency Temporary Standards**

Step 4: Report Information

What to do:	Report to agencies
Report Worksite Outbreaks to Sonoma County Public Health: A Worksite Outbreak is 3 or more positive COVID-19 cases within 14 days.	• Report all suspected outbreaks within 48 hours to your local health department at **covid.nurse@sonoma-county.org** • Register your business with SPOT (School and Shared Portal for Outbreak Tracking). • Anticipate a request for a scheduled meeting with a public health nurse for further guidance and follow-up within 72 hours (depending on capacity). • Engage in open communication with Sonoma County Public Health to discuss COVID-19 cases and measures to contain the outbreak. • Less than 3 cases in 14 days **do not need** to be reported to Sonoma County Public Health.
Report hospitalizations and deaths to Cal/OSHA **Resource Weblinks**	• Notify Cal/OSHA immediately of COVID-19 hospitalizations or deaths by phone or email. • Email **Covid.nurse@sonoma-county.org** • Register on the SPOT Portal (School and Shared Portal for Outbreak Tracking) **https://spot.cdph.ca.gov/s/IntakeForm** • Cal/OSHA American Canyon District Office **Phone: 707-649-3700** • **Email: DIRDOSHAmericanCanyon@dir.ca.gov**

Step 5: Employee COVID-19 Testing

What to do:	Provide free COVID-19 testing
Make COVID-19 testing available to all exposed employees	• **Guidance for isolation and quarantine** (CDPH) • **COVID-19 prevention emergency temporary standards (ETS) (Cal/OSHA)**
Resource Weblinks	• SoCo Emergency **Report of Home Antigen Test** • SoCo Emergency **COVID-19 Testing Locations in Sonoma County** • Ca.Gov **COVID-19 Testing Task Force**

Step 6: Share COVID-19 Vaccine Information with Employees

What to do:	Provide free COVID-19 vaccinations
COVID-19 vaccine information	• Provide information on a no-cost option for COVID-19 Vaccines.
Resource Weblinks	• SoCo Emergency **Vaccination Information** • SoCo Emergency **Vaccination Clinic Calendar** • Sonoma County **Vaccine Booster Information** - *Printable Poster* • Safer at Work **Employer Vaccination Toolkit**

Step 7: Review Your COVID-19 Prevention Plan and Educate Employees.

What to do:	Establish a COVID-19 prevention plan
Establish and implement a COVID-19 Prevention Plan	• Cal/OSHA **requires** employers to establish, implement, and maintain an effective COVID-19 Prevention Plan. • Refer to the Cal/OSHA COVID-19 Temporary Emergency Standards website for details, and to view a sample COVID-19 Model Prevention Plan. • Investigate new or unaddressed COVID-19 hazards in the workplace and implement changes as required. • Increase your infection control measures on site and in employer-provided transportation. Simple steps might include physical distancing, appropriate masks or respirator use, appropriate disinfecting and cleaning, improving air ventilation and filtration. • Provide training and instruction to employees on your company COVID-19 Prevention Plan.
Resource Weblinks	• Cal/OSHA **Model Prevention Plan -** *Word File* • Cal/OSHA **COVID-19 Prevention Emergency Temporary Standards**

Step 8: Supply Personal Protective Equipment (PPE)

What to do:	Provide PPE
Supply PPE to Employees	• Cal/OSHA requires employers to provide face coverings in outbreaks • Educate employees on how to properly wear a face covering. • All employees can request face coverings from the employer at no cost to the employee, regardless of vaccination status, without fear of retaliation. • Employers shall review CDPH and local health department recommendations regarding face coverings and implement face covering policies that effectively eliminate or minimize transmission in vehicles.
Resource Weblinks	• California Department of Public Health **Guidance for the Use of Face Masks** • California Department of Public Health **Get the Most Out of Masking** • Centers for Disease Control **Your Guide to Masks** • PPE Unite **Request Free N95 Masks** • Cal/OSHA **List of N95 Vendors**

Additional Resources

COVID-19 Regulation Updates and Guidance

Cal/OSHA
COVID-19 Prevention Emergency Temporary Standards

Cal/OSHA
COVID-19 Prevention Emergency Temporary Standards - **FAQs**

Cal/OSHA
COVID-19 Prevention Emergency Temporary Standards - **What Employees Need to Know**

Sonoma County Emergency Response
Coronavirus Response

Sonoma County Health Orders
Health Orders by Date

Sonoma County Department of Public Health
HIPAA Regulation

California Department of Public Health (CDPH)
COVID-19 Response

CA.Gov Development and Workforce Agency
Resources for Employers and Workers

Centers for Disease Control and Prevention (CDC)
COVID-19 Workplaces and Businesses

California Department of Public Health **Beyond the Blueprint for Industry and Business Sectors** (Includes Travel and Mega Events)

Agriculture Farmworker Information

Centers for Disease Control and Prevention (CDC)
H2A Workers Protect yourself - *Printable Poster Spanish*

H2A Workers Protect Yourself - *Printable Poster English*

Centers for Disease Control and Prevention (CDC)
Protect Yourself - H2 Workers from Mexico to US

Centers for Disease Control and Prevention (CDC)
Agriculture Workers and Employers

Centers for Disease Control and Prevention (CDC)
Shared Transportation - *Printable Poster Spanish*

Shared Transportation - *Printable Poster English*

Local Government Agency Contact Information

Sonoma County Department of Public Health - Business and Worksite Response Team
Phone: 707-565-4566
covid.nurse@sonoma-county.org

Cal/OSHA Reporting Office
Phone: 707-649-3700
DIRDOSHAmericanCanyon@dir.ca.gov
Cal/OSHA Inquiries
Phone: 510-622-2891
OaklandConsultation@dir.ca.gov

Sonoma County Environmental Health
Phone: 707-565-6565
mailto:eh@sonoma-county.org