

# COVID-19 Prevention Program



**La Tapatia Tortilleria, Inc.**

Last Reviewed December 2020

*Under the direction of the company President, this COVID-19 Prevention Program (CPP) is maintained and implemented by the Human Resources Manager.*

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## COVID-19 PREVENTION PROGRAM

The COVID-19 pandemic has changed the way we live and how we do business. It is our objective at La Tapatia to provide a safe and healthy environment in which we can produce top quality tortilla products for our customers. This COVID-19 Prevention Program (CPP) will help us to understand our obligations to minimize the spread of the SARS-CoV-2 virus (COVID-19) and put us in the best position of avoiding COVID-19 in our workplace.

We will continue to comply with local, state, and national laws and orders related to COVID-19 or other infectious diseases. Based on changes to the laws and orders, this program may be amended periodically.

All employees, including managers and supervisors, are responsible for learning and following the rules and practices established by La Tapatia to promote safe and healthful working conditions.

**Person Responsible for this Program.** Carla Monis, Human Resources Manager, is the person responsible for implementing this program. Please contact her with any questions or concerns. Additionally, all managers and supervisors are responsible for implementing the program in their individual areas and for answering employee questions. Key members of management involved in our health and safety protocols include Rafael Romero and Rita Cruz (Sanitation).

The Fresno County health department can be reached at 559-600-3200.

## COMMUNICATION

La Tapatia recognizes that open, two-way communication between management and employees on COVID-19 issues is essential to protecting employees and others. Managers and supervisors will communicate with employees about safe work practices in a form readily understandable by all employees. We encourage employees to inform supervisors or Human Resources about COVID-19 hazards or symptoms without fear of reprisal.

### Systems of Communication

#### *In-Person or Other Live Communication*

La Tapatia will provide comprehensive and specific in-person instructions to employees with respect to COVID-19 and this program, including when this program is first established, during regular team meetings, and when required by infection or outbreak.

Employees may also contact their supervisor or the Human Resources Manager at any-time, in person, about COVID-19 hazards or symptoms without fear of reprisal.

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### *Posters, Notices, and Other Written Communication*

In addition to the information contained within this program, employees can find information about COVID-19 posted in the Corn & Flour lunch room, the Chip lunch room, and the Drivers' room and at entrances to the workplace.

La Tapatia also communicates with employees through weekly e-mails sent to all facility managers, and through the "Remind" app which employees may choose to download to their personal cell phone or other device. Signing up for the Remind app will allow employees to receive updates on company, state, and county policies and procedures.

### *Anonymous Communication*

While employees may communicate with the company without fear of reprisal, those who wish to do so may communicate with the company anonymously by placing a note in the Anonymous Communication boxes in the front office and company lunchrooms.

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### *COVID-19-Related Communication*

#### *Symptoms, Exposures, and Possible Hazards*

We ask that employees **immediately** report, without fear of reprisal:

- COVID-19 **symptoms** at the workplace
- Possible COVID-19 **exposures** at the workplace
- Possible COVID-19 **possible hazards** at the workplace

#### *Employees at Increased Risk of Severe Illness*

Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness may discuss accommodations with the Human Resources Manager. As with any request for accommodation of a disability, we will explore all reasonable means of accommodation that protect the health and safety of our workplace without creating an undue hardship to the company.

#### *Available Testing*

When testing **is not** required, employees can access COVID-19 testing [in a number of locations throughout Fresno County](#). This voluntary testing is not provided by La Tapatia.

Testing is required in the event of a workplace exposure or outbreak. When testing **is** required, it will be provided at no cost to the employee, and employees will be permitted to test during work hours.

La Tapatia will communicate about this requirement by e-mails, in-person communication, and through the Remind app.

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### Hazards

Information about COVID-19 hazards to which persons in the workplace may be exposed, including what is being done to control those hazards, and La Tapatia policies and procedures, will be communicated by e-mails, in-person communication, and through the Remind app.

## IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

### Level of Risk

OSHA has classified worker exposure risk to COVID-19 into four groups. Our manufacturing facility and retail store are in the **Medium** exposure risk category. This means that our workplace may require frequent/close contact with people who may be infected, but who are not known to have or suspected of having COVID-19, such as customers, contractors, or vendors.

We recognize that the most likely sources of an infectious disease are other people, including customers, vendors, and co-workers. They may bring COVID-19 or other infections to the workplace because they have the disease or have touched something with the disease on it. The disease is most likely to be transmitted when we come into close contact with a person with a virus, and then we touch our eyes, nose or mouth or when a person in close proximity sneezes or coughs. You may also come into contact with COVID-19 when you touch an object with a virus on it.

Based on these likely sources of transmission as well as employees' risk factors, we have implemented the control and prevention measures in this program.

### Hazard Identification

Workplace-specific evaluations are conducted using **Appendix A: Identification of COVID-19 Hazards**. Periodic inspections are conducted using **Appendix B: COVID-19 Inspections** as needed to identify hazardous conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with this program. Evaluation of employees' potential workplace exposure to COVID-19 will consider **all persons** at the workplace or who may enter the workplace. Existing controls will also be evaluated to determine effectiveness and the need for different or additional controls.

Hazard identification has considered applicable orders and food production industry-specific guidance from the state of California, Cal/OSHA, and the Fresno health department related to COVID-19 hazards and prevention.

### Employee Participation

Employees and their authorized representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards. They may contact their immediate manager, the General Manager or

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Human Resources Manager, or our sanitation or security supervisors via e-mail or telephone, to report concerns/hazards or to provide suggestions/feedback.

### *Symptom Screening and Temperature Checks*

In accordance with guidance issued by the California Department of Public Health, all employees must complete a self-screening and temperature check before work to verify that they are symptom and fever-free. In addition, we ask that all visitors complete a self-screening and temperature check. During this self-screening they will be asked whether they are experiencing any of the COVID-19 symptoms identified above. Any person who does not pass the self-screening will be asked to leave the workplace. For employees, this means that they cannot return to work until meeting the return-to-work criteria outlined below.

All temperature checks will be conducted using non-contact thermometers.

Medical examinations or inquiries are permissible when there is a business justification and the inquiry is job-related. The EEOC and CDC have determined that in times of a pandemic, an employer is justified in screening employees, conducting a temperature scan, or even requiring that an employee be tested for COVID-19 or another virus. We may utilize any of these measures, as appropriate, to protect others in the workplace. Remember, however, that many people who carry the virus are asymptomatic. This means that they show no signs of illness. Therefore, it is critical that we all use good hygiene practices.

### INVESTIGATING AND RESPONDING TO COVID-19 CASES

In the event of a COVID-19 case, the Human Resources Manager will determine the following information using **Appendix C: Investigating COVID-19 Cases**:

COVID-19 Case
<ul style="list-style-type: none"><li>• Date and time the COVID-19 case was <b>last present</b></li><li>• If applicable, the date of the <b>positive COVID-19 test(s)</b>/ diagnosis</li><li>• If applicable, the date the COVID-19 case first had <b>COVID-19 symptoms</b></li></ul>

Workplace Exposure
<ul style="list-style-type: none"><li>• Who may have had a <b>COVID-19 exposure</b> based on the activities of the COVID-19 case during the high-risk exposure period</li></ul>

This information will enable the company to respond appropriately to those who've had COVID-19 exposure:

### *Notice*

Within one business day, the company will give notice to employees and others (e.g. contractors or vendors) of the potential COVID-19 exposure.



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When an employee has tested positive for COVID-19, La Tapatia will report to our workers' compensation claims administrator the following information **within three business days**:

1. An employee has tested positive. La Tapatia will not provide any personally identifying information (PII) regarding the employee who tested positive unless the employee asserts the infection is work related and a claim is filed.
2. The date the employee tests positive.
3. The specific address or addresses of the employee's specific place of employment during the 14-day period preceding the date of the employee's positive test.
4. The highest number of employees who reported to work at the employee's specific place of employment in the 45-day period preceding the last day the employee worked at each specific place of employment.

### *Testing*

All employees potentially exposed to the COVID-19 case will be offered COVID-19 testing at no cost and during working hours.

### *Benefits*

All employee potentially exposed to the COVID-19 case will receive information about the various company, state, and federal benefits described in this program.

### *Investigation*

La Tapatia will investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and determine what could be done to reduce exposure to COVID-19 hazards.

In all cases, personally identifying information (PII) of COVID-19 cases will be kept confidential, and testing or related medical services will be provided in a manner that ensures the confidentiality of employees. Likewise, any required records will be kept confidential and not disclosed unless expressly authorized in writing or as required by law.

## COVID-19 HAZARD CORRECTION

Hazards identified during workplace specific evaluations (using **Appendix A: Identification of COVID-19 Hazards**) and periodic inspections (using **Appendix B: COVID-19 Inspections**) will be corrected in a timely manner based on the severity of the hazard. The severity of the hazard will be assessed by the Human Resources Manager or the investigator, who will then assign corrective measures and timeframes.

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La Tapatia will implement effective policies and/or procedures to correct any unsafe or unhealthy conditions, work practices, policies, and procedures in a timely manner based on the severity of the hazard. These efforts may include an expanded application of the controls discussed in this program or the addition of new controls.

All hazards identified, the corrective actions taken, and the dates that they are completed, will be documented and available from the Human Resources department with other program documentation.

### EMPLOYEE TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will receive training and instruction on company policies and procedures to protect persons in the workplace from COVID-19 hazards, including safe practices and infection prevention. Training is overseen by the Human Resources Manager and department managers, and provided:

- When the program is first established
- When new employees and supervisors are hired
- During regular staff meetings
- When any procedure or practice is discovered that is not conducive to infection prevention

Training is documented using **Appendix D: COVID-19 Training Roster**.

Training topics also include, but are not limited to, the following:

### COVID-19

COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales. COVID-19 may also be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth. Those infected with COVID-19 may have no symptoms.

COVID-19 is transmitted mainly from person-to-person, between people who are in **close contact** with one another (within six feet for a cumulative total of 15 minutes or more over a period of 24 hours, regardless of the use of face coverings). This is due to the virus being carried through respiratory droplets produced when an infected person coughs, sneezes, breathes, sings, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. As a consequence, you should not come to work if you are coughing or sneezing frequently. A person who exhibits any of these signs will be sent home. Likewise, we ask that you stay home if any person with whom you are living in the home is sick. Your family's health should take precedence over your coming to work.

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

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### Symptoms, Self-Screening, and Seeking Medical Care

Before coming into work, all employees should first determine whether they are experiencing any [symptoms of COVID-19 infection](#). If so, they should not come to work. Symptoms may appear 2-14 days after exposure to the virus and include:

- 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

Employees will also be required to attest to being free of symptoms before starting work.

It is critical that you do not come to work if you are sick or if you are experiencing COVID-19 symptoms, or if you or someone you live with have been diagnosed with COVID-19. Employees are encouraged to obtain a COVID-19 test in this case.

The [CDC recommends](#) that individuals seek medical attention **immediately** when experiencing emergency warning signs, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

### Protecting Yourself

In order to [protect yourself from infection](#), it is important to engage in the following behaviors.

**Physical Distancing.** Avoid close contact with people who are sick, inside *and* outside your home. If possible, maintain six feet between the person who is sick and other household members. Remember that some people without symptoms may be able to spread virus.

To maintain distance between yourself and others:

- Stay at least six feet (about two arms' length) from other people.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.
- Keeping distance from others is especially important for people who are at higher risk of getting very sick.

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Physical distancing should be combined with the use of face coverings. In fact, because particles containing the virus can travel more than six feet, especially indoors, physical distancing should be combined with other controls, including face coverings and hand hygiene, to be effective.

**Face Coverings.** You could spread COVID-19 to others even if you do not feel sick. Everyone should wear a cloth face cover when near customers or co-workers. Because the cloth face cover is meant to protect *other* people in case you are infected, continue to keep at least six feet between yourself and others. Face coverings do not protect the wearer and are not protective equipment. Wash your hands before and after using or adjusting face coverings.

**Hand Washing.** Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Hand sanitizer does not work if hands are soiled.

Avoid touching your eyes, nose, and mouth with unwashed hands.

### Leaves of Absence, Workers' Compensation, and Other Benefits

You may use available paid time off for absences. Paid time off could be company provided, such as vacation, sick leave, or leave guaranteed by contract. Paid time could also be pursuant to a state or federal law. Depending upon the circumstances, you could qualify for State Disability Insurance or Paid Family Leave benefits.

**Disability Insurance.** [Disability Insurance](#) provides short-term benefit payments to employees unable to work due to medical quarantine or illness related to COVID-19 (as certified by a medical professional).

**Paid Family Leave.** [Paid Family Leave](#) provides up to eight weeks of benefit payments to employees unable to work because they are caring for an ill or quarantined family member with COVID-19 (as certified by a medical professional).

**Unemployment Insurance.** [Unemployment Insurance](#) provides partial wage replacement benefit payments to employees who have lost their job or have had their hours reduced for reasons related to COVID-19.

**California Paid Sick Leave.** State-mandated paid sick leave provides paid time off for employees if they or a family member are sick or for preventive care, including when civil authorities recommend quarantine, isolation, or stay-at-home. (See our Employee Handbook for complete sick leave policy.)

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**Emergency Paid Sick Leave (expires 12/31/2020).** Paid sick leave through the [FFCRA](#) provides up to 80 hours of paid time off for employees unable to work due to reasons related to COVID-19, including:

1. You are subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
2. You have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. You are experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. You are caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in paragraph (2).
5. You are caring for a child whose school or place of care has been closed, or whose childcare provider is unavailable, for reasons related to COVID-19.
6. You are experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

***This benefit expires December 31, 2020, but may be available for employee use through March 31, 2021.***

**Expanded FMLA (expires 12/31/2020).** FMLA leave through the [FFCRA](#) provides up to an additional 10 weeks of paid time off for employees unable to work because they are caring for a child whose school or place of care has been closed, or whose child care provider is unavailable, for reasons related to COVID-19.

***This benefit expires December 31, 2020, but may be available for employee use through March 31, 2021.***

**COVID-19 Food Sector Supplemental Paid Sick Leave and COVID-19 Supplemental Paid Sick Leave.** This paid sick leave benefit provides up to 80 hours of paid time off for employees unable to work due to reasons related to COVID-19, including:

1. You are subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
2. You have been advised by a health care provider to self-quarantine or self-isolate due to concerns related to COVID-19.
3. You are prohibited from working due to health concerns related to the potential transmission of COVID-19.

**Workers' Compensation.** [Workers' Compensation](#) may provide temporary disability payments after exhausting state or federal COVID-19 paid sick leave benefits to employees who reported to work during the pandemic and were tested positive or were diagnosed with a COVID-19-related illness.

**Exclusion Pay.** Exclusion pay will maintain an employee's earnings for any period of time when the employee is excluded from work and the exclusion is work-related. Exclusion pay includes company-provided sick leave benefits and will consider benefit payments from public sources.

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**California Family Rights Act (CFRA) Leave.** Eligible employees with a serious health condition, as certified by a health care provider, are permitted to take unpaid protected leave from work for up to 12 weeks. (Please see our Employee Handbook for complete FMLA and CFRA policies.)

### CONTROL MEASURES

In order to reduce the risk of infection, La Tapatia employs the following control measures and screening practices.

#### Compliance with the Law

First, we have, and will continue to follow governmental regulations and orders.

#### Physical Distancing

Where possible, employees should maintain at least six feet between themselves and others. This is approximately two arm-lengths. They should also avoid gathering in groups. Remember that some people without symptoms may be able to spread virus. Employees are required to discontinue handshakes or other similar greetings that break physical distance. When it is not possible to achieve six feet of distance, individuals will stay as far apart as possible.

To promote physical distancing, La Tapatia will do the following:

- Discourage employees from congregating together in groups.
- Reconfigure office workspaces to allow for maximum physical distance.
- Install plexiglass shields between work areas.

We will also post about physical distancing at the entrance to the office.

#### Face Coverings

You could spread COVID-19 to others even if you do not feel sick. Employees are required to wear a cloth face cover over the nose and mouth at work, including when indoors, when outdoors and less than six feet away from another person, and when required by state or local health department orders. "Face covering" means a tightly woven fabric or non-woven material with no visible holes or openings.

Employees working in high heat areas may be permitted to use a face shield with a drape in place of a face mask.

Because the cloth face cover is meant to protect *other* people in case you are infected, continue to keep at least six feet between yourself and others. Face coverings do not protect the wearer and are not protective equipment. Wash your hands before and after using or adjusting face coverings. We will enforce the use of face masks in accordance with government orders.

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We have disposable face masks available for customers or employees who may have forgotten one. These can be obtained from the office. Non-disposable face masks should be washed after each shift.

Store-front employees should also communicate frequently to customers that they should use face coverings while at our retail location. We will also post about face coverings at the entrance to the store and the office. If you encounter a non-employee without a face covering, politely ask them to wear one or contact security personnel for assistance.

Employees may remove face coverings when alone in a room or while eating and drinking at the workplace, provided employees maintain at least six feet of distance and outside air into indoor spaces has been maximized.

Employees may be exempted from wearing a face covered due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with someone who is hearing-impaired; these employees. As permitted by their condition, these employees must wear an effective non-restrictive alternative (e.g. a face shield with a drape on the bottom).

Employees may also remove face coverings when performing work that requires the use of a welding helmet or visor, or respirator equipment.

### Engineering Controls

For situations when employees are unable to maintain at least six feet between individuals at the worksite, La Tapatia has taken the following measures:

- Required use of face coverings (with exceptions listed above)
- Frequent reminders to wash hands and avoid touching eyes, nose, and mouth.

We maximize the quantity of outside air into our building by |

- Departments have windows and roll up doors that allow outside air in
- Production departments have exhaust fans that pull air out the department
- Departments have air conditioners and cooler that filter and circulate outside air into the building

### Cleaning and Disinfecting

#### *Cleaning and Disinfecting Protocols*

We have implemented the practice of cleaning and disinfecting high-traffic areas such as restrooms, breakrooms, and external points of entry at least twice each day, and frequently cleaning and disinfecting commonly touched surfaces such as door handles, handrails, gate keypads, and office

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surfaces at least twice each day. Equipment such as forklifts, pallet jacks, and company vehicles must also be disinfected daily.

It is critical to perform a thorough cleaning in these high-traffic areas and of these frequently-touched surfaces. Products used during cleaning and disinfection will comply with [EPA guidelines for addressing COVID-19](#).

Employees responsible for cleaning and disinfecting are to use the available disposable gloves, available from the Sanitation department. These gloves may also be used to supplement frequent hand washing for tasks, including cleaning, handling commonly touched items, or conducting symptom screening. Sufficient time will be provided employees to implement these cleaning practices during their shift.

Customer and employee common areas are equipped with hand sanitizer and sanitizing wipes. These supplies will be checked frequently.

### *Tools and Equipment*

La Tapatia **never** requires the sharing of PPE (e.g. gloves, goggles, face shields, etc.) and discourages employees from sharing frequently touched items like phones, office supplies, and tools. When it is not feasible to prevent sharing, sharing is minimized and employees are responsible for disinfecting tools and equipment after use.

### *Cleaning and Disinfecting Following a COVID-19 Case*

Should we have a COVID-19 case in our workplace, the Human Resources Manager will assign employees to disinfect high-risk areas, surfaces, and equipment. Employees responsible for cleaning the areas, surfaces, and pieces of equipment used by the COVID-19 case will be provided personal protective equipment, including disposable gloves, impermeable aprons, and eye and face protection. To the degree possible, the indoor air will be ventilated so as to maximize outside air.

### *Hand Washing*

Employees must wash their hands frequently with soap and water for at least 20 seconds. This should happen before each person begins work, and frequently throughout the day. Handwashing is especially important after visiting common areas such as the breakroom or restrooms, or after blowing their noses, coughing, or sneezing. Soap and water is available in restrooms and kitchen areas throughout our facility.

We also provide alcohol-based hand rubs throughout the workplace. Cover all surfaces of your hands and rub them together until they feel dry. Hand sanitizer does not work if hands are soiled.

Employees should avoid touching their eyes, nose, and mouth with unwashed hands. A good rule of thumb is to keep your hands below your shoulders.



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### Personal Protective Equipment (PPE)

La Tapatia evaluates the need for PPE (e.g. gloves, goggles, face shields, etc.) and provides it as needed.

When physical distancing is not feasible or maintained, La Tapatia will evaluate the need for respiratory protection.

### EXCLUSION OF COVID-19 CASES

A COVID-19 case is someone who:

1. Has tested positive for COVID-19
2. Is subject to a COVID-19-related order to isolate issued by a local or state health official
3. Has died due to COVID-19

To limit the transmission of COVID-19, when there is a COVID-19 case in the workplace, we will take the following actions:

- Ensure that COVID-19 cases are excluded from the workplace until the return-to-work criteria outlined below are met. The Human Resources Manager will use **Appendix C: Investigating COVID-19 Cases** to obtain all information required to make that determination.
- Those employees who have had exposure to a COVID-19 case will be excluded from the workplace for **10 days** from the last known exposure.
- For those employees otherwise able and available to work, La Tapatia will maintain an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work-related. This will be accomplished using a combination of benefits including workers' compensation benefits, payments from public sources, and company-provided sick leave. More information on these benefits and those described above in the ***Employee Training and Instruction*** section will be provided to all employees excluded from work under this policy.

### RETURN-TO-WORK CRITERIA

All COVID-19 cases, including employees who are sick or experiencing COVID-19 symptoms, will be sent home immediately. In accordance with state and [federal](#) guidance, employees will be permitted to return to work only when the criteria below has been met.

A negative COVID-19 test is not required for an employee to return to work.

### COVID-19 Cases with Symptoms

COVID-19 cases with symptoms may not return to work until:

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- At least **24 hours** have passed since a fever of 100.4° or higher has resolved without the use of fever-reducing medications;
- COVID-19 symptoms have **improved** (they need to go away completely); and
- At least **10 days** have passed since COVID-19 symptoms first appeared.

### COVID-19 Cases who Test Positive

COVID-19 cases who test positive but never develop COVID-19 symptoms may not return to work until at least **10 days** have passed since the date of their first positive COVID-19 test.

### COVID-19 Cases Subject to an Order to Isolate

If an order to isolate or quarantine 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. If no period was specified, then the period will be:

- **10 days** from the time the **order to isolate** was effective, or
- **14 days** from the time the **order to quarantine** was effective.

## REPORTING, RECORDKEEPING, AND ACCESS

### Reporting

Whenever required by law, La Tapatia will report information about COVID-19 cases at the workplace to the local health department and provide any related information requested by them. We will also notify the Fresno County Department of Public Health in case of outbreak as outlined in the section below.

La Tapatia will also **immediately** report any COVID-19-related serious illness or death occurring at the workplace or in connection with employment.

### Recordkeeping

Records of other steps taken to implement and maintain the program include the following:

- Records workplace specific evaluations and periodic inspections, including the person(s) conducting the inspections, the hazards identified, and the action taken to correct the identified hazards will be recorded using **Appendix A: Identification of COVID-19 Hazards** and **Appendix B: COVID-19 Inspections**. These will be retained for at least one year.
- Documentation of COVID-19 training provided to employees in accordance with this plan will be recorded using **Appendix D: COVID-19 Training Roster**. These will be retained for at least one year.

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- Records of all illnesses during the year are kept on Cal/OSHA logs 300, 300A, and 301C. This log will be maintained in records for five years. The summary (Form 300A) will be posted in a public area for workers to view.

The company will also keep a record of all COVID-19 Cases using **Appendix C: Investigating COVID-19 Cases**. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

### Access

This written program is available to all employees and their authorized representatives. It is also available to Cal/OSHA immediately upon request.

Employees may request a copy of this program from their immediate supervisor or from the Human Resources department.

## COVID-19 OUTBREAK CONSIDERATIONS

A COVID-19 outbreak exists when either identified by the Fresno County health department or when there are three (3) or more COVID-19 cases in an exposed workplace within a 14-day period. This section will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### Testing

COVID-19 testing will be provided to all employees at the exposed workplace. Employees not present during the outbreak are excepted. Testing will be provided at no cost to employees and during employees' work hours.

Exposed employees will be tested immediately and then one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period.

Employees who remain at the workplace will be provided with weekly testing (or as recommended by the local health department) until this section is no longer in effect.

We will provide additional testing when deemed necessary by Cal/OSHA.

### Workplace Exclusion

COVID-19 cases and exposed employees will be excluded from the workplace as outlined above in the sections **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and as Fresno County health officer orders dictate.

### Investigation of COVID-19 Illness

The Human Resources Manager will immediately conduct an investigation into possible contributing factors using **Appendix C: Investigating COVID-19 Cases** and as outlined above in the section **Investigating and Responding to COVID-19 Cases**.

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

In addition to program sections **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, La Tapatia will **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 will be documented and include:

- Investigation of new or unabated COVID-19 hazards, including:
  - Company leave policies and practices, and whether employees are discouraged from remaining home when sick
  - Company COVID-19 testing policies
  - Insufficient outdoor air
  - Insufficient air filtration
  - Lack of physical distancing
- Updating the review every 30 days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary
- Implementation of changes to reduce the transmission of COVID-19 based on the investigation and the review, considering:
  - Increasing outdoor air supply when work is done indoors
  - Improving air filtration
  - Increasing physical distancing
  - Respiratory protection

### Health Department Notification

Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in the workplace, we will contact the Fresno County health department for guidance on preventing the further spread of COVID-19 in the workplace.

We will provide the health department with the total number of COVID-19 cases and the following information for each COVID-19 case:

- Name

#### COVID-19 PREVENTION PROGRAM

- Contact information
- Occupation
- Workplace location
- Business address
- Hospitalization and/or fatality status
- North American Industry Classification System (NAICS) code of the workplace of the COVID-19 case
- Any other information requested by the health department

We will continue to give notice to the health department of any subsequent COVID-19 cases at the workplace.

#### QUESTIONS OR CONCERNS

We recognize that any program cannot predict or cover every pandemic, outbreak or emergency. We encourage you to provide us with additional thoughts and ideas about protecting one another in the office while providing excellent service to our clients. If you have ideas, or concerns, please contact Carla Monis, Human Resources Manager. We encourage your participation and assistance in making this a great place to work.

# COVID-19 Prevention Program

## APPENDIX

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## COVID-19 PREVENTION PROGRAM

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

*Workplace-specific interactions, areas, activities, processes, equipment, and materials could potentially expose employees to COVID-19 hazards. La Tapatia treats all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious. Particular attention will be paid to places and times when people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not.*

*Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, 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.*

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Investigator, Job Title

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Date of Investigation

### Persons at the Workplace

	Exposure Consideration	Risk Level	Prevention Controls
<input type="checkbox"/>	Due to medical or other conditions, some employees are at increased risk for severe illness.	High	<ul style="list-style-type: none"><li>• Encourage sick employees to stay home. Those employees with COVID-19 symptoms should be advised to stay home.</li><li>• Communicate about infection risk to persons at the workplace.</li><li>• Train on and encourage individual infection prevention measures (e.g. hand hygiene, social distancing, respiratory etiquette, home isolation)</li><li>• Minimize close contact between at-risk employees or assign work tasks that allow them to avoid close contact.</li></ul>
<input type="checkbox"/>	Some employees have engaged in high-risk travel or other high-risk activities.	High	<ul style="list-style-type: none"><li>• Suspend international travel as advised by public health officials.</li><li>• Avoid all non-essential domestic business travel.</li><li>• Direct employees who engage in high-risk travel or other high-risk activities to isolate for 14 days and exclude those employees from the workplace.</li></ul>
<input type="checkbox"/>	One or more employees have tested positive for COVID-19.	High	<ul style="list-style-type: none"><li>• Exclude individuals who test positive from work according to state and federal guidance and as outlined in the program above.</li></ul>



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			<ul style="list-style-type: none"> <li>• Notify those employees potentially exposed of the exposure while keeping personal identifying information confidential; provide testing at no cost to employees.</li> <li>• Direct employees who have had close contact with the infected employee to isolate for 14 days and exclude those employees from the workplace. Direct others to closely monitor themselves for symptoms.</li> <li>• Conduct an investigation using <b>Appendix C</b>.</li> </ul>
<input type="checkbox"/>	One or more employees have shown COVID-19 symptoms.	High	<ul style="list-style-type: none"> <li>• Exclude individuals who show COVID-19 symptoms from work according to state and federal guidance and as outlined in the program above.</li> <li>• Notify those employees potentially exposed of the exposure while keeping personal identifying information confidential.</li> <li>• Direct employees who have had close contact with the symptomatic employee to closely monitor themselves for symptoms.</li> <li>• Conduct an investigation using <b>Appendix C</b>.</li> </ul>
<input type="checkbox"/>	A household member or close contact of one or more employees has tested positive for COVID-19.	High	<ul style="list-style-type: none"> <li>• Direct employees who have had close contact with the infected individual to isolate for 14 days <i>from their most recent exposure</i> and exclude those employees from the workplace. Direct others to closely monitor themselves for symptoms.</li> <li>• Train employees on infection prevention measures, including those outlined in the program above.</li> </ul>
<input type="checkbox"/>	Business interactions, areas, activities, or processes include interactions with clients, customers, or guests who may spread infection.	High	<ul style="list-style-type: none"> <li>• Modify service delivery to reduce interactions to others at the workplace.</li> <li>• Perform routine cleaning and disinfection as outlined in the program above.</li> <li>• Train employees on infection prevention measures, including those outlined in the program above.</li> </ul>
<input type="checkbox"/>	Our business employs a large number of people.	High	<ul style="list-style-type: none"> <li>• Vary work hours to reduce the number of employees in a space at one time.</li> <li>• Limit the employees who physically report to the workplace.</li> </ul>

## COVID-19 PREVENTION PROGRAM

<input type="checkbox"/>			•
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### Workplace Setting

	Exposure Consideration	Risk Level	Prevention Controls
<input type="checkbox"/>	Our business is considered part of the state's <a href="#">essential critical infrastructure</a> and continues to operate.	High	<ul style="list-style-type: none"> <li>• Implement a COVID-19 Prevention Program.</li> <li>• Consider interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards and modify practices to reduce hazards.</li> <li>• Review and revise, as needed, business continuity plans to prioritize key functions in the event of COVID-19 related employee exclusion and other workplace absenteeism.</li> </ul>
<input type="checkbox"/>	Employees engage in activities that involve close contact.	High	<ul style="list-style-type: none"> <li>• Direct employees to practice social distancing.</li> <li>• Conduct a COVID-19 inspection using <b>Appendix B</b> and implement appropriate engineering and administrative controls and use of personal protective equipment (PPE).</li> </ul>
<input type="checkbox"/>	Clients, customers, and guests access our business using public transit.	Medium	<ul style="list-style-type: none"> <li>• Encourage employees and customers to use public transit at non-peak times or to use a personal vehicle, if possible.</li> </ul>
<input type="checkbox"/>			•

## COVID-19 PREVENTION PROGRAM

### Environment

	Exposure Consideration	Risk Level	Prevention Controls
<input type="checkbox"/>	Our business does not have a regularly-reviewed emergency action plan or business continuity plan.	High	<ul style="list-style-type: none"> <li>Create an emergency action plan or business continuity plan for emergencies.</li> <li>Plan for disruption of operations in the event of COVID-19 related employee exclusion and other workplace absenteeism.</li> <li>Update emergency contact information of employees and contractors.</li> </ul>
<input type="checkbox"/>	Our business is not prepared to support or absorb increased employee absenteeism.	High	<ul style="list-style-type: none"> <li>Create an emergency action plan or business continuity plan for emergencies.</li> <li>Plan for disruption of operations in the event of COVID-19 related employee exclusion and other workplace absenteeism.</li> <li>Prepare to institute flexible workplace and leave policies for employees who are symptomatic, those directed to isolate, or those caring for family members.</li> </ul>
<input type="checkbox"/>	Our business does not follow a cleaning and disinfecting protocol.	High	<ul style="list-style-type: none"> <li>Implement cleaning and disinfecting protocols, with special attention to high-traffic areas and commonly-touched surfaces.</li> <li>Perform routine cleaning and disinfection as outlined in the program above.</li> </ul>
<input type="checkbox"/>	Some employees have engaged in high-risk activities.	High	<ul style="list-style-type: none"> <li>Direct employees who engage in high-risk activities to isolate for 14 days and exclude those employees from the workplace.</li> <li>Implement measures as outlined above, including physical distancing, face coverings, cleaning and disinfecting, hand washing, the use of personal protective equipment (PPE), and other engineering and administrative controls as outlined in the program above.</li> </ul>
<input type="checkbox"/>	Some employees share tools and equipment.	High	<ul style="list-style-type: none"> <li>Prohibit employees from sharing tools and equipment to the extent feasible.</li> <li>When it's not feasible to prohibit employees from sharing tools and equipment, disinfect items between use by different persons.</li> </ul>

## COVID-19 PREVENTION PROGRAM

<input type="checkbox"/>	Our business frequently conducts domestic and/or international travel.	High	<ul style="list-style-type: none"> <li>• Monitor travel advisories.</li> <li>• Suspend international travel as advised by public health officials.</li> <li>• Avoid all non-essential domestic business travel.</li> <li>• Consider alternatives to travel (e.g. virtual meetings).</li> <li>• Direct employees who engage in high-risk travel or other high-risk activities to isolate for 14 days and exclude those employees from the workplace.</li> </ul>
<input type="checkbox"/>	Employees may experience increased stress.	Medium	<ul style="list-style-type: none"> <li>• Plan ways to minimize employee stressors at the workplace.</li> <li>• Provide mental health support services.</li> <li>• Individuals experiencing mental health crisis in California may contact <a href="#">resources for emotional support</a>, including the crisis text line by texting <b>HOME to 741741</b>.</li> </ul>
<input type="checkbox"/>			<ul style="list-style-type: none"> <li>•</li> </ul>

## COVID-19 PREVENTION PROGRAM

### Other Hazards

	<b>Exposure Consideration</b> <i>Interaction, area, activity, work task, process, equipment, and material that potentially exposes employees to COVID-19 hazards.</i>	<i>Places and times.</i>	<i>Potential for COVID-19 exposures for persons in the workplace.</i>	<b>Prevention Controls</b> <i>Existing and/or additional COVID-19 prevention controls, including barriers, partitions, and ventilation.</i>
<input type="checkbox"/>				•
<input type="checkbox"/>				•
<input type="checkbox"/>				•
<input type="checkbox"/>				•

COVID-19 PREVENTION PROGRAM

<input type="checkbox"/>				•
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## COVID-19 PREVENTION PROGRAM

### Appendix B: COVID-19 Inspections

**Commented [DL3]:** More information is available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/).

Investigator, Job Title

Date of Investigation

Work Location Evaluated

Describe the hazard:


The severity of this hazard is: ☐ High ☐ Medium ☐ Low

#### Engineering Controls

Proposed Control	Person Assigned to Correct	Date Corrected (Assigned)	Date Corrected (Actual)

#### Administrative Controls

Proposed Control	Person Assigned to Correct	Date Corrected (Assigned)	Date Corrected (Actual)

#### Personal Protective Equipment (PPE)

Proposed Control	Person Assigned to Correct	Date Corrected (Assigned)	Date Corrected (Actual)

## COVID-19 PREVENTION PROGRAM

### Examples of Engineering Controls

Proposed Control	Person Assigned to Correct	Date Corrected (Assigned)	Date Corrected (Actual)
Barriers/Partitions			
Ventilation			
Additional Room Air Filtration			

### Examples of Administrative Controls

Proposed Control	Person Assigned to Correct	Date Corrected (Assigned)	Date Corrected (Actual)
Physical Distancing			
Surface Cleaning/Disinfection			
Hand-Washing Facilities			
Disinfecting/Hand Sanitization			

### Examples of PPE

Proposed Control	Person Assigned to Correct	Date Corrected (Assigned)	Date Corrected (Actual)
Individual (not shared) PPE			
Face Coverings			
Gloves			
Face Shields/Goggles			
Respiratory Protection			



## COVID-19 PREVENTION PROGRAM

### Appendix C: Investigating COVID-19 Cases

A COVID-19 case is a person who either 1) has a positive COVID-19 **test**, 2) is subject to a COVID-19-related **order** to isolate issued by a local or state health official, or 3) has **died** due to COVID-19.

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. Testing or related medical services provided by La Tapatia will be provided in a manner that ensures the confidentiality of employees except as required by 8 CCR § 3205, and medical records will be kept confidential and not disclosed/reported without the employee's written consent, except as provided for in 8 CCR § 3205.

Investigator, Job Title

Date of Investigation

### Individual Information

Employee Name, Job Title

Last Day at the Workplace

Contact Phone Number

Occupation

Work Location

### High-Risk Period and Potential Exposure

Attach all documentation substantiating dates and locations highlighted below.

A. If applicable, provide the dates of the following:

Last COVID-19  
Case Exposure

First COVID-19  
Symptom(s)

Positive COVID-19  
Test

Order to Isolate

COVID-19 Death

B. If applicable, provide the dates two days before the following:

N/A

Last COVID-19  
Case Exposure

First COVID-19  
Symptom(s)

Positive COVID-19  
Test

Order to Isolate

COVID-19 Death

C. Provide the dates/times between the earliest date in items A or B above and when the individual was last at workplace:

Date(s), Time(s)

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D. Provide the activities of the individual and the associated workplace locations visited by the individual during the dates from item C above:

Activity	Workplace Location

E. Provide the names of individuals who may have been exposed during the high-risk period when the individual was present at the workplace.


**Notice**

As indicated in the CPP, notice is provided within one business day and in a way that does not reveal personal identifying information of the COVID-19 case.

A. Employees who may have had potential exposure and their authorized representatives:


*Date Notified*

☐ Testing offered \_\_\_\_\_ (date)      ☐ Benefits training provided \_\_\_\_\_ (date)

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B. Contractors, vendors, and others present in the workplace during the high-risk period:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
*Date Notified*

☐ Health department notified \_\_\_\_\_ (date)

**Contributing Factors**

Workplace conditions that could have contributed to the risk of COVID-19 exposure:

\_\_\_\_\_

What could be done to reduce exposure to COVID-19 hazards?

\_\_\_\_\_

\_\_\_\_\_  
*Investigator Signature*

\_\_\_\_\_  
*Date*

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COVID-19 PREVENTION PROGRAM

Appendix D: COVID-19 Training Roster

Trainer, Job Title

Date of Training

Training Topic

Employee PRINTED Name	Signature

