

COVID-19 PREVENTION PROGRAM

Sacramento County District Attorney's Office



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INTRODUCTION

The Sacramento County District Attorney's Office is committed to protecting our employees and preventing the spread of COVID-19 at our workplace. In accordance with the State of California's Department of Industrial Relations Division of Occupational Safety and Health (commonly referred to as Cal/OSHA) regulations and other legal requirements, we have developed this COVID-19 Prevention Program (CPP). We encourage you, our employees, to share information about and assist in evaluating potential COVID-19 hazards at our workplace. We will investigate all workplace illnesses and make needed corrections to avoid hazards. We stay informed on the virus presence in our community as well as recommendations made by national and local health agencies. This plan will be reviewed and updated as necessary.

All managers and supervisors are responsible for implementing this program in their assigned work areas and ensuring employees' questions are answered in a language they understand. This CPP applies to all employees and places of employment, with the exception of when working from home. All employees are required to follow the policies and procedures laid out in this plan, use safe work practices, and assist in maintaining a safe work environment.

TRAINING AND INSTRUCTION

The following is provided per Cal/OSHA regulations:

- 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, although that is less common.
- An infectious person may have no symptoms.
- Particles containing the virus can travel more than six feet, especially indoors, so maintaining physical distancing of at least six feet from other people must be combined with other controls, including face coverings and hand hygiene, to be effective.
- Hands should be frequently washed with soap and water for 20 seconds.
- Use hand sanitizer when immediate access to a sink or hand washing facility is not available.
- Hand sanitizer does not work if hands are soiled.
- Face coverings must be used properly and should not be considered respiratory equipment.
- Symptoms of COVID-19 include fever (100.4° F or higher) 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, and diarrhea.
- Do NOT enter any workplace when experiencing any COVID-19-like symptom.
- Get a COVID-19 test if you are experiencing any COVID-19-like symptom.

Additional training and instruction materials regarding COVID-19 and our operations, including this Prevention Program, are available on the DA Intranet page, which is located at <https://saccoda.sharepoint.com/sites/COVIDInformation>. This site includes guidance on leave, performing a daily health check, current status of court operations, and various forms that may be useful to employees. It also includes a link to complete the daily work-from-home log, should an employee be assigned to telework. We will continue to communicate with employees through office e-mails, teleconference meetings, and through unit supervisors.

For purposes of this CPP, the following definitions apply:

A “COVID-19 case” (also referred to as a “COVID-19 qualifying individual”) is someone who:

- Has a positive viral test for COVID-19,
- Is diagnosed with COVID-19 by a licensed health care provider,
- Is ordered to isolate for COVID-19 by a public health official, or
- Died due to COVID-19, as determined by a public health department or per inclusion in the COVID-19 statistics of a county.

“Infectious period” *for those with or who develop symptoms* begins two days prior to onset of symptoms and ends when the following criteria are met:

- 10 days since symptoms first appeared, and
- At least 24 hours have passed with no fever without the use of fever-reducing medications, and
- Other symptoms have improved.

“Infectious period” *for those without symptoms* begins two days before and ends 10 days after the specimen for their first positive COVID-19 test was collected.

The “infectious period” is also referred to as the “high-risk exposure period.”

“Close contact” means:

- You were within six feet of a COVID-19 qualifying individual for a cumulative total of 15 minutes or more over a 24-hour period during the infectious period
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

“Workplace,” for purposes of exposure guidelines, means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk exposure period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas, but does not include buildings, floors, or other locations the person did not enter.

IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

We have evaluated, in consultation with the County Safety Office, and will continue to evaluate our worksites and operations to identify tasks that may have exposure to COVID-19.

All persons, regardless of symptoms or negative COVID-19 test results, are considered potentially infectious. Particular attention is paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned task. This includes meeting and training rooms, workplace entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting rooms.

Evaluation of potential workplace exposure considers all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, victims and witnesses, and independent contractors. This evaluation includes all interactions, areas, activities, processes, equipment, and materials that could present potential exposure to COVID-19.

Assessments include reviewing existing COVID-19 prevention procedures and whether we need different or additional control measures. We will continue to review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the Sacramento County Department of Health Services Public Health Division (County Public Health) related to COVID-19 hazards and prevention.

We will continue to evaluate how to safely maximize the amount of outdoor air entering our indoor spaces and increase the filtration efficiency to the highest level possible for our ventilation system.

EMPLOYEE PARTICIPATION

Employees, as well as authorized employee representatives, are invited to participate in this evaluation. You can, without fear of reprisal, contact DA Personnel to share information on potential COVID-19 hazards at our workplace or to assist in evaluating these hazards.

CONTROL OF COVID-19 HAZARDS

Many aspects of our operation have been modified. Some modifications are safety-related and are to be considered as required. Any employee who declines to follow safety-related requirements must contact DA Personnel prior to entering the workplace to discuss concerns and for the evaluation of available or appropriate accommodations.

Other operational items, such as teleworking, shift modification, and staggered schedules, are at the discretion of the District Attorney, and will only be approved based on the needs of the office. They may be modified or rescinded at any time.

REMOTE WORK

To the extent possible and in accordance with the needs of the office, employees with responsibilities that can be conducted remotely and that are demonstrable when conducted remotely may be assigned by their supervisor to telework for a portion of their workdays or workweeks. Employees assigned to such a schedule would alternate between working in the office and working remotely at home on a staggered basis. This will facilitate social distancing by reducing the number of employees in the workspace while continuing to provide essential services.

Employees assigned to staggered schedules will work a 3-2/2-3 schedule, with 3 days work-in-office and 2 days work-from-home one week, and 2 days work-in-office and 3 days work-from-home the following week. Supervisors will determine the schedule for each unit. For example, some supervisors may set a M-W-F in office and T-Th from home work schedule. Some supervisors may set a M-T in office, W-Th from home, with Fridays alternating. Other supervisors may set some variation thereof that meets the overall goal of reducing the number of employees in the office. Whatever schedule the supervisor sets, the employees will be required to come to the office on work-in-office days and will be required to work from home on work-from-home days. Exceptions may be provided on an as-needed basis upon the recommendation of the supervisor and the approval of a Bureau Chief or Program Manager.

Other alternative schedules recommended by a supervisor will be evaluated on a case-by-case basis. They may be implemented only with the approval of a Bureau Chief or Program Manager.

To be eligible for telework, employees must have the necessary equipment and/or connectivity (phone, e-mail, access to Office 365, etc.) available at their remote location to complete assigned telework tasks.

When approved by their supervisor for teleworking, employees must satisfy all of the following conditions in order to work remotely: (1) you will be “on call,” meaning that you must be available by phone to complete a task or request at any time during the workday if so ordered; (2) you must have demonstrable responsibilities when working remotely; and (3) by the end of the day, you must complete the required bureau-specific automated log of the work that you completed (the link is available through your supervisor or in the Intranet’s COVID-19 information section).

If you are working from home, your work location shall be your home.

For any time you do not come to the office on a work-in-office day or cannot meet the required conditions on a work-from-home day, you must use available leave as approved by your supervisor.

A remote work assignment may be revised or rescinded at any time based on the needs of the office.

STAGGERED SHIFT TIMES

Start times for shifts for those working in the office may be staggered to help with social distancing by minimizing the number of employees arriving at the office during what would otherwise be high traffic times. Supervisors will determine shift start times as appropriate.

Breaks and lunch times may also be staggered by supervisors as appropriate.

A staggered shift time may be revised or rescinded at any time based on the needs of the office.

EMPLOYEE SCREENING

If you are sick, have COVID-19-like symptoms, have had close contact with someone who has COVID-19, or have reason to believe you may have the virus, tell your supervisor and stay home.

Employees are to conduct a self-health assessment before entering a DA facility. This will be done once a day at the start of your shift, or no more than one hour before arriving at work if you complete your temperature screening at home. Screening stations are available at various locations (listed below). At the self-health assessment screening station, a list of symptoms is posted for you to review (such as, 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, or diarrhea). A no-touch thermometer is provided to take your temperature, along with wipes for disinfecting before and after use, hand sanitizer, disposable gloves, and disposable masks. Wear a face mask while at the screening station.

If your temperature is at or slightly above 100.4 but you believe there is a non-illness related reason for your elevated temperature, such as waiting outside on a warm day or in a warm car or walking a significant distance to get to the office, you may wait a few minutes and take another reading.

If you have any of the listed symptoms (unless a licensed health care professional has determined they were caused by a known condition other than COVID-19) or a temperature that remains at or above 100.4, do not enter the building further and immediately and safely inform your supervisor that you are unable to work.

If you have no symptoms and a temperature below 100.4, you can take a colored wristband available at the screening station and wear it for the rest of the day, signifying to other employees that you have been screened. A separate color will be used for each day of the week. Time spent waiting for and conducting the self-assessment at the screening station will be considered work time.

Records will not be kept of temperature results.

Screening locations are available at:

Downtown Facilities

Screening stations are just inside the NW and NE doors at 901 G (the back doors) and inside the secure lobby at 721 9th Street. There will be two screening stations located at least six feet apart inside the NW door at 901 G. Two employees will be allowed in at a time at the NW door. Only one employee will be allowed in at a time at the NE door at 901 G and 721 9th Street. Limiting the number of employees at or near the screening stations allows for privacy and sufficient social distancing. Any other employees will need to wait outside, lining up at six-foot intervals until an available screening station opens. Employees at 906 G should screen themselves at 901 G or 721 9th Street.

Employees will not be screened in the lobby of 901 G.

Screening stations are inside the employee access doors. As noted above, only one employee will be allowed in at a time; other employees will need to wait outside at appropriate social distancing intervals.

FACE COVERINGS

Every employee shall wear a cloth or disposable face covering that covers the mouth, nose, and chin while engaged in work, whether at the workplace or performing work off-site, unless one of the exemptions below applies:

Individuals are exempt from wearing face coverings in the following specific settings:

- Persons in a car alone or solely with members of their own household.
- Persons who are working in an office or in a room alone.
- Persons who are actively eating or drinking provided that they are able to maintain a distance of at least six feet away from persons who are not members of the same household or residence and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Persons who are outdoors and maintaining at least six feet of social distancing from others not in their household. Such persons must have a face covering with them at all times and must put it on if they are within six feet of others who are not in their household.
- Persons who are obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform the service.
- Workers who are required to wear respiratory protection.
- Persons who are specifically exempted from wearing face coverings by other California Department of Public Health guidance.

The following individuals are exempt from wearing face coverings at all times:

- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. Persons exempted from wearing a face covering due to a medical condition must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it. Employees who need an exemption due to a medical condition must contact DA Personnel to request an accommodation.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.

Employees who do not work in a room alone and/or do not have their own offices must wear facial coverings while at their cubicles or workstations and in common areas. In order for a cubicle to be considered an office, it must have walls that extend from floor to ceiling and must include a door. This means that if two or more employees have workstations in the same room and more than one person is

present, employees must wear their masks at their own workstations regardless of physical distancing or plexiglass.

Any employee not wearing a face covering for any reason as outlined in this policy shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19. COVID-19 testing may not be used as an alternative to face coverings when face coverings are otherwise required by this section.

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

Employees who have had exposure to COVID-19 in the past 14 days may be required to wear a face covering at all times while in the workplace, even if able to maintain six feet of social distancing.

All visitors to the office shall wear masks unless the situation prevents it, such as testifying remotely or for identification purposes. Signs are posted at all public entrances to communicate to non-employees the requirement of a face covering. Employees shall take all steps reasonably necessary when present in a room with a visitor who is not wearing a face covering in order to minimize exposure, such as maintaining a distance of at least six feet when feasible and wearing a mask regardless of distance.

Investigative staff and others working in the field shall wear masks when contacting members of the public or visiting facilities with concentrated occupancy (such as jails, police stations, prisons, and health care facilities). In these situations, the employee should consider the need for N95 respirators, eye protection, and gloves and shall utilize these items when the situation presents a heightened risk of exposure.

The office has a supply of disposable masks for employee use. These masks are available at all worksites at the employee screening stations. Masks are also available in various other locations. While you may use masks supplied by the office, use of a personal face covering is also encouraged, as long as it is regularly cleaned/replaced, is undamaged, meets CDC recommendations, and has a professional appearance.

PHYSICAL DISTANCING

Where possible, employees shall be separated from all other persons in the workplace by at least six feet. Specific methods to ensure this physical distance include:

- Reducing the number of workers required to be in the workplace by allowing teleworking or other remote work arrangements, as set forth in the Remote Work section of this program, depending on the needs of the office.
- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.

- Staggered arrival, departure, work, and break times as directed by your manager or supervisor.

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

HAND WASHING

You are encouraged to frequently and thoroughly wash your hands. You should wash your hands for at least 20 seconds each time.

In addition to hand washing, hand sanitizer stations are located throughout the facilities, including at all employee entry points and at elevators.

PERSONAL PROTECTIVE EQUIPMENT (PPE) SUPPLIES

As previously noted, face coverings and gloves are provided at employee screening stations and in many other locations. Employees who have high levels of field contact with the public (mainly Investigative staff) have also been provided with eye protection.

Our purchasing staff will continue to work diligently to obtain PPE as feasible. While you may use PPE supplied by the office, personal PPE is also encouraged, as long as it is regularly cleaned/replaced, meets CDC recommendations, and has a professional appearance.

Used PPE shall not be shared.

WORKSTATIONS

Supervisors will regularly evaluate workplace configuration to ensure that proper social distancing is possible. Workstations will be separated by at least six feet between employees. This may necessitate moving some workstations to accommodate sufficient distancing depending on work schedules of nearby employees. At fixed work locations where it is not possible to maintain physical distancing requirements at all times, cleanable solid partitions, such as plexiglass shields, will be installed.

If you are not comfortable with the location of your workstation in relation to other employees, you may discuss the matter with your supervisor to determine whether accommodations are available. Supervisors will consult with the Assistant Chief Investigator before moving workstations to ensure safety requirements are met.

ENGINEERING CONTROLS

Maximum outside air ventilation will be provided to the extent feasible, in consultation with the County for County-owned facilities and with the lessor of leased facilities. Exception will be made when the United States Environmental Protection Agency Air Quality Index is greater than 100 for any pollutant or if letting in outside air by other means would cause a hazard to employees, such as from excessive heat or cold.

CLEANING AND DISINFECTING

Janitorial staff will continue to regularly disinfect common areas, such as restrooms and breakrooms, and frequently touched surfaces such as elevator buttons and some door handles.

However, it is not reasonable to expect janitorial staff to constantly clean facilities throughout the day, and janitorial staff at our leased facilities generally only clean after-hours. Moreover, it has been a longstanding practice that employees clean their own workspaces. Therefore, it is the responsibility of all employees to do what they can to help keep their workplaces disinfected. Supplies will be provided so that employees can clean high-touch areas in their workspaces throughout the workday. Also, after using shared equipment, such as copiers and printers, you are expected to also clean the areas you touched with a disinfecting wipe or equivalent. Disinfecting wipes or equivalent will continue to be provided as feasible. Certain staff may be designated to clean shared spaces or frequently touched surfaces at the end of the day, or on a schedule approved by their supervisor.

Employees are prohibited from sharing personal protective equipment and, to the extent feasible, items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing shall be minimized, and employees shall disinfect such items and equipment between uses by different people. When using an item that may be shared in the future, you should clean it after your use. Before using an item that may have been used by another, assume it has not been cleaned and disinfect it yourself to be sure.

Additional and more detailed cleaning will be ordered from janitorial staff of the workspace, material, and equipment used by a COVID-19 case during the high-risk exposure period.

PUBLIC LOBBIES

The lobby at 901 G will be open for controlled public access. Signage will be posted on the exterior door advising the public that the lobby is open, but access may be limited in number to assure proper social distancing can be met.

Employees are to enter 901 G through the rear employee entrances unless they are escorting or meeting with a witness.

Lobbies at other DA locations may remain closed to the public unless otherwise approved for opening by the Bureau Chief or Program Manager overseeing that facility's operation.

Signage will be posted at all open public lobbies advising that anyone not a DA employee entering the building will be required to wear a face mask or covering. Non-DA employees, hereinafter referred to as "visitors," includes victims, witnesses, law enforcement personnel, defense attorneys, non-DA county employees, and vendors.

Visitors will be asked to remain outside if there is not sufficient room in a lobby open to the public. The lobby floor will be marked in six-foot increments to encourage spacing for social distancing.

Visitors will be required to wear a face mask or covering before entering the lobby. Waiting areas shall only be used in a manner that ensures proper social distancing protocols are followed.

Any visitor admitted to the secure part of any facility must be screened (symptom questions and temperature) and must wear a mask covering the nose, mouth, and chin unless specific circumstances prevent it. At the Crime Lab, the Safety Officer or their designee will ensure that screenings are conducted and will escort visitors to secure areas as necessary.

The public counter and surface areas at public lobbies will be cleaned and disinfected regularly.

VISITORS AND OUTSIDE VENDORS

All visitors (including law enforcement) and outside vendors allowed admittance to a public lobby shall wear a face mask. It can be their own face covering or a disposable mask provided by our office. Any visitor refusing to wear a mask without indicating a medical condition that reasonably restricts their use of a mask will be refused entry. Children under the age of two, who are unable to maintain or use a mask, may be exempted.

All visitors must be screened before entry into a DA facility beyond the public lobby. Visitors to any of our downtown facilities must be screened at the 901 G Lobby before further entry into any of our suites at 906 G and 721 9th Streets or into 901 G beyond the lobby. Any visitor (including law enforcement) or vendor entering the secure area of any DA facility will be required to complete a temperature and symptom screening. If a visitor or vendor has any of the listed symptoms or a temperature that remains at or above 100.4, they will be denied entry to the building.

In addition, each day all visitors must be logged in using a form as provided by the Assistant Chief Investigator. Again, this includes law enforcement, as well as county employees who are not DA staff. Visitors to 906 G and 721 9th Streets must be logged in at 901 G before entry into any of our suites. This log is necessary in order to provide any notifications required under this program.

ACCESS CONTROL

Various doors generally used for entry to our facilities may be locked to control access. If you find a door you normally use is locked, use an alternative door. Additionally, it may be advisable to prop some interior doors open to avoid the need to touch door handles to access certain office locations. Access controlled doors (ones with card readers) or exterior doors may not be propped open without consulting with the DA Security Team and DA Facilities.

To ensure that anyone who is not a DA employee does not enter our facilities without being properly screened, do not let anyone in an access door with you who does not have a DA ID badge. If a visitor or someone who does not have a DA ID badge wants to come in through one of our employee access doors, kindly direct them to enter through the lobby.

COMMON AREAS

Breakrooms will remain available for storing and preparing food. Chairs will be removed to discourage congregating. If you are not comfortable utilizing shared facilities, you may consider bringing your own coolers for storing food and refrain from using shared instrumentalities like kitchen sinks, coffeemakers, and water dispensers. If you are eating inside the facility, meals are to be eaten in your own office or at your own desk or workstation.

The maximum capacity in an elevator with social distancing protocols ranges from two to three people, depending on the elevator. If an elevator has too many people in it to ensure social distancing, you must wait for another elevator. If you use the stairs as an alternative, remember to practice social distancing in the stairwell.

To facilitate social distancing when using the restroom, if it is not practical to keep at least a six-foot distance from another restroom user, wait outside of the restroom for space to become available. Public use of restrooms is discouraged.

To facilitate social distancing in the stairwells at 901 G, the NW stairwell will be designated “up” only and the NE stairwell will be designated “down” only to minimize the number of people passing each other.

VEHICLES

Sharing of vehicles shall be minimized to the extent possible. Any user of a pool or shared vehicle shall appropriately disinfect any areas they or their passengers used or touched upon returning the vehicle, such as steering wheel, door handles, seatbelt buckles, armrests, mirrors, and shifter. Wipes or other cleaning supplies will be made available as feasible.

Employees are discouraged from riding together in County vehicles when practical.

TRANSPORTING OF PUBLIC

Transporting of the public is discouraged. If you must transport a witness or in-custody prisoner in a vehicle, you and those being transported must wear masks. Utilizing private transportation or taxi transportation for witnesses and victims is recommended, while utilizing local law enforcement to transport in-custody persons is also recommended when possible.

MEETINGS

All employees are discouraged from having in-person meetings. Even if you are participating in a meeting at the office, meetings should be conducted by phone or use of Zoom, Microsoft Teams, or other teleconferencing applications.

Meetings with victims and witnesses should also occur by phone or teleconferencing applications where feasible. You should minimize meeting with victims or witnesses personally in the field, or having victims or witnesses come to our office.

Remember to promote a professional appearance in meetings held by teleconference, especially those you attend from home. This includes not only your personal appearance, but the appearance of the surroundings visible to others in the meeting.

FIELD CONTACTS

All employees should avoid field contacts whenever possible. Contact by telephone or videoconference is recommended. When feasible, maintain social distancing and wear a mask when contacting members of the public or visiting facilities with concentrated occupancy (jails, police stations, prisons, health care facilities). In these situations, you should consider the need for N95 respirators, eye protection, and gloves and shall utilize these items when the situation presents a heightened risk of exposure.

Crime Lab employees will adhere to their internal protocols for PPE when on crime scene response callouts.

TRAVEL AND TRAINING

All non-essential travel and off-site training is curtailed.

Requests for essential travel must be approved by a Bureau Chief. When on essential travel, employees should utilize PPE as appropriate, avoid public transportation when possible, and review and follow all CDC and local guidelines.

SUPPLIES

When retrieving office or other supplies from the supply room, employees will wear masks and sanitize their hands or wear gloves. Stations with sanitizer and gloves will be available in the supply room.

Requests for large supply orders should be directed to DASupply@sacda.org and those supplies will be delivered.

DELIVERIES

All downtown deliveries should be made to 901 G whenever possible. Direct deliveries to the Crime Lab and Juvenile Division will follow existing procedures. Those receiving deliveries should wear appropriate PPE when accepting and handling delivered items.

If a delivery person must enter any building, he or she must complete a health screening, including a temperature check.

EMPLOYEE ACCOMMODATION

Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness may request accommodation by contacting DA Personnel. A doctor's order may be required.

Considerations will be made to move vulnerable employees (such as those 65 and older, or those with compromised immune systems) from work situations that put them at higher risk of contracting COVID-19.

OTHER EXPOSURE MINIMIZATION PRECAUTIONS

To help minimize exposure between employees and exposure to employees from members of the public, employees are encouraged to:

- Engage in respiratory etiquette, including covering coughs and sneezes.
- Not shake hands or engage in any unnecessary physical contact.

CORRECTION OF COVID-19 HAZARDS

Unsafe or unhealthy workplace conditions, work practices, policies, or procedures will be corrected in a timely manner based on the severity of the hazard. This includes, but is not limited to, implementing controls or policies and procedures in response to the evaluations conducted under Identification and Evaluation of COVID-19 Hazards and implementing the controls required under the Physical Distancing, Face Coverings, Engineering Controls, and Personal Protective Equipment (PPE) Supplies sections of this program.

INVESTIGATING AND RESPONDING TO COVID-19 CASES

The office has developed a procedure for reporting illness and exposures. This should be utilized whether you become ill or exposed at work or you stay home due to COVID-19-like symptoms or a COVID-19 diagnosis.

REPORTING ILLNESS OR CLOSE CONTACT

If you are diagnosed with COVID-19, or if you are experiencing COVID-19-related symptoms, please safely advise your supervisor. If you are at work, go home. If you are home, stay home. Please take care of yourself and consult your medical provider.

If you had close contact with a COVID-19 case or someone who is exhibiting symptoms, safely advise your supervisor. If you are at work, go home. If you are home, stay home. Take care of yourself and contact your medical provider.

Supervisors must then immediately notify Personnel by e-mailing DAPersonnel@sacda.org of any of the above-noted situations. Time is of the essence so necessary notifications can be made.

Employees will receive further information from Personnel, which will include instruction of when they can return to work.

COVID-19 CASES IN THE WORKPLACE

When there has been a COVID-19 case at one of our workplaces, we will do the following:

1. Determine the day and time the COVID-19 case was last present in the workplace and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
2. Determine who may have had a COVID-19 exposure. This will involve an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
3. Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
 - a. All employees who may have had COVID-19 exposure and their authorized representatives.
 - b. Independent contractors and other employers present at the workplace during the high-risk exposure period.
4. Offer COVID-19 testing at no cost to all employees, during their working hours, who had potential COVID-19 exposure in the workplace and provide them with information regarding COVID-19-related benefits to which they may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local government requirements, our own leave policies, and leave guaranteed by contract.
5. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any medical records required as part of these procedures, will be kept confidential, except as otherwise required or permitted by law.

EXCLUSION OF COVID-19 CASES

In order to limit the transmission of COVID-19 in the workplace, all COVID-19 cases and those who have had close contact with a COVID-19 case are excluded from the workplace until the Return to Work Criteria, as set forth in this plan, are met.

For employees excluded from work under this section who are otherwise able and available to work, we will continue and maintain the employee's earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job. The Office may use county-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation. This

paragraph does not apply to any period of time during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission. Nor does this paragraph apply when it is demonstrated that the COVID-19 exposure is not work-related. This paragraph does not limit any other applicable law, employer policy, or collective bargaining agreement that provides for greater protection. At the time of exclusion, the Office will provide the employee with information on the benefits described in this paragraph.

The Office need not exclude employees who have not been excluded or isolated by the local health department if they are temporarily reassigned to work where they do not have contact with other persons until the Return to Work Criteria, as set forth in this plan, are met.

We will consider allowing exposed and asymptomatic critical infrastructure workers who have not tested positive to continue to work in select instances when it is necessary to preserve the function of critical infrastructure workplaces. This option will be used as a last resort and only in limited circumstances, such as when cessation of operation of a facility may cause serious harm or danger to public health or safety.

RETURN TO WORK CRITERIA

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

1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications, and
2. COVID-19 symptoms have improved, and
3. At least 10 days have passed since COVID-19 symptoms first appeared.

COVID-19 cases *who tested positive but never developed COVID-19 symptoms* shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

Employees who had *close contact* with a COVID-19 case, did not develop COVID-19 symptoms, and have not tested positive shall not return to work until at least 10 days have passed since the last known COVID-19 exposure. Such employees shall wear face coverings and maintain six feet of distance from other persons at all times through Day 14 after last exposure. Such employees shall also self-monitor for COVID-19 symptoms through Day 14 and if symptoms occur, immediately self-isolate and safely contact DA Personnel and their supervisor.

Employees shall follow and adhere to all requirements as set forth by DA Personnel before returning to work.

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

If an order to isolate or quarantine an employee is issued by a local or state health official, the employee shall 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 shall be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

In the event Cal/OSHA allows an employee to return to work on the basis that the removal of the employee would create undue risk to a community's health and safety, the Office will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employee at the workplace and, if isolation is not possible, the use of respiratory protection in the workplace.

REPORTING, RECORDKEEPING, AND ACCESS

The Office will report information about COVID-19 cases at the workplace to County Public Health whenever required by law and will provide any related information requested.

The Office will report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under California Occupational Safety and Health Regulations section 330(h), of an employee occurring in a place of employment or in connection with any employment.

The Office will maintain records of the steps taken to implement the written COVID-19 Prevention Plan in accordance with California Occupational Safety and Health Regulations section 3203(b).

The written COVID-19 Prevention Plan will be made available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

The Office is required to keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information will be kept confidential as previously noted. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS

If there are three or more COVID-19 cases in an exposed workplace within a 14-day period, or a workplace has been identified by County Public Health as the location of a COVID-19 outbreak, the following requirements will apply until there are no new COVID-19 cases detected in that workplace for a 14-day period.

COVID-19 TESTING

The Office will provide COVID-19 testing to all employees in an exposed workplace except for employees who were not present during the period of the outbreak identified by County Public Health or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.

All employees in the exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, County Public Health.

After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by County Public Health, until there are no new COVID-19 cases detected in our workplace for a 14-day period.

EXCLUSION OF COVID-19 CASES

In accordance with this program, and any applicable local health order, we will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace.

INVESTIGATION OF WORKPLACE COVID-19 ILLNESS

In accordance with this program, we will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak.

COVID-19 INVESTIGATION, REVIEW, AND HAZARD CORRECTION

In addition to the procedures noted in this program, we 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 will include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick
 - Our COVID-19 testing policies
 - Insufficient outdoor air
 - Insufficient indoor filtration
 - Lack of physical distancing
- Updating the review:
 - Every thirty days that the outbreak continues
 - In response to new information or to new or previously unrecognized COVID-19 hazards
 - When otherwise necessary
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review, which will include consideration of:
 - Moving indoor tasks outdoors or having them performed remotely

- Increasing outdoor air supply when work is done indoors
- Improving air filtration
- Increasing physical distancing as much as possible
- Respiratory protection
- Any other applicable controls

NOTIFICATIONS TO THE HEALTH DEPARTMENT

Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in one of our workplaces, we will contact County Public Health for guidance on preventing the further spread of COVID-19 within the workplace.

We will provide to County Public Health the total number of COVID-19 cases and, for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested. We will continue to give notice to County Public Health of any subsequent COVID-19 cases at our workplace.

MAJOR COVID-19 OUTBREAKS

If there are twenty or more COVID-19 cases in an exposed workplace within a 30-day period, the following requirements will apply until there are no new COVID-19 cases detected in that workplace for a 14-day period.

COVID-19 TESTING

The Office will provide twice a week COVID-19 testing, or more frequently if recommended by County Public Health, to all employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

EXCLUSION OF COVID-19 CASES

In accordance with this program, and any relevant local health order, we will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace.

INVESTIGATION OF WORKPLACE COVID-19 ILLNESS

In accordance with this program, we will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak.

COVID-19 HAZARD CORRECTION

In addition to the procedures noted in this program, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.

NOTIFICATIONS TO THE HEALTH DEPARTMENT

We will comply with the requirements as set forth in this program for Multiple COVID-19 Infections and COVID-19 Outbreaks.

OTHER MODIFIED OFFICE PROCEDURES

ATTIRE

Employees may wear attire previously permissible only on Fridays, as defined in Section III (F) of the Employee Policy Manual, on any day of the week. The employee's supervisor may place restrictions on attire with respect to employees whose public contact makes casual dress inappropriate. Attorneys are expected to maintain professional and business dress standards when appearing in court and conducting other law-related business, inside or outside the office, when professional dress is appropriate.

COURT APPEARANCES

Court appearances eligible for appearance by video should be made via the court approved teleconferencing app, when possible. Attorneys must keep updated on the court's current guidelines and requirements.

At this time, most court proceedings are being conducted remotely. Under current Sacramento Superior Court rules, if you are subpoenaed or otherwise summoned to appear as a witness, you will appear remotely unless the court finds good cause to require you to actually appear in court. Contact the party that issued the subpoena to confirm that you will appear remotely, and for instructions on how to do so. If you are instructed by the party that you must personally appear, contact your supervisor to assist in determining whether personal appearance is necessary.

Appropriate courtroom attire is required when appearing by video.

Employees required to appear in person in court shall follow the rules established by the court. It is recommended that employees wear a mask whenever it is permissible to do so, and endeavor to maintain social distancing within the public areas of the courthouse and within courtrooms.

EMPLOYEE WELLNESS AND RESOURCES

The health and well-being of our DA Family is our most important goal as we return to work.

If you have personal issues or concerns, do not hesitate to reach out to others for assistance.

Our office has a Peer Support Team that is ready to help you with handling the challenging stressors of everyday life, especially during this health crisis. You can get in touch with Peer Support by clicking on the Peer Support tab at the top of the DA's Intranet page.

Additionally, information on our Employee Assistance Program is available through your supervisor, by contacting DA Personnel, or by contacting Magellan Healthcare directly at (800) 327-0632 or www.magellanascent.com.

Leading a healthy lifestyle is also key to reducing stress and staying healthy. Look for great information from our Live Well team at <http://livewell.sacda.org/>.