



## COVID-19 Non-Emergency Standard Cheat Sheet

### Close Contact

- Definition
  - Indoor spaces 400,000 cubic feet or lower: a close contact is defined as sharing the same indoor airspace for a cumulative total of 15 minutes or more over a 24-hour period.
  - Indoor Spaces larger than 400,000 cubic feet: being within 6 feet of the infected person for a cumulative total of 15 minutes or more over a 24-hour period.
  - For reference, 400,000 cubic feet is similar to the size of your standard grocery store.
  - Cubic Feet Calculation = **Length** of Space X (multiplied by) **Width** of Space X (multiplied by) **Height** of space.
  - **REMINDER:** This permanent regulation notes that if CDPH changes the definitions of "Close Contact" in the future by regulation or order, the new definition will apply to the Cal/OSHA regulation Automatically.

### IIPP/COVID-19 Prevention Plan

- The Non-Emergency regulation mandates all employers to include COVID-19 in their IIPP or maintained in a separate document. This written program should include the following:
  - How you will communicate to employees your COVID-19 Prevention Procedures.
  - What trainings employees will receive regarding COVID-19.
  - Supply employees with face coverings, and remind your employees that they can wear a face covering at work, regardless of vaccination status.
  - Procedures that will be used to investigate and respond to COVID-19 in the workplace.
  - Exclude from the workplace COVID-19 cases and certain employees after close contact until they are no longer an infection risk and follow return to work criteria.
  - Maintain records of COVID-19 cases, and report serious illnesses and outbreaks to Cal/OSHA and to the local health department when required.
  - Make testing available at no cost to employees:
    - With COVID-19 symptoms
    - Who had Close Contact with a person who has COVID-19
  - During an Outbreak (3 or more COVID-19 case in an exposed group):
    - Make testing available weekly to everyone in the exposed group
    - Test employees after close contact



- During a Major Outbreak (20 or more employee COVID-19 cases in an exposed group):
  - Testing is required twice a week for all employees in the exposed group.
  - Test employees in the exposed group or exclude them from the workplace until the return-to-work criteria has been met.
  - The employer shall report the outbreak to the Division. This subsection does not limit the employer's obligation to report employee deaths, serious injuries, or serious illnesses when required by subsection 342(a).

### **COVID-19 Training**

The following should be included in your COVID-19 Prevention Training:

- Your company policies and procedures to protect employee's from COVID-19 Hazards.
- Information regarding COVID-19 related benefits, either from the employer or from federal, state or local government, that maybe available to employees impacted by COVID-19.
- The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose or mouth, although that is less common; and that an infectious person may show no symptoms.
- How to properly wear and perform a seal check on respirators when used voluntarily.
- The symptoms of COVID-19 and to importance of staying home if you feel sick.
- The importance of practicing good hygiene (washing hands, using hand sanitizer, etc.).
- How to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19.

### **Return to Work Procedure**

- COVID-19 Case's with symptoms:
  - Ten days have passed after symptoms first appeared or receive a negative COVID test after day five or later, **AND** 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved.
- COVID-19 Case's without symptoms:
  - Ten days have passed after receiving the positive test or receive a negative COVID-19 test after day five or later.



### **What to do if someone tests positive for COVID-19**

1. Immediately exclude from the workplace all employees who tested positive for COVID-19, along with anyone who had "Close Contact" during the "Infectious Period" of the positive COVID-19 Case.
2. Notify all employees and independent contractors who were in Close Contact of a COVID-19 Case, as well as any employer with an employee who had a Close Contact. This notice shall be provided as soon as possible.
  - a. **For employees who have Close Contacts with a COVID-19 Case per the current CDPH definition:**
    - i. Asymptomatic Close Contacts do not need to be excluded as long as they are tested within three to five days after their last close contact.
    - ii. Close Contacts with Symptoms must be excluded from work and tested as soon as possible. If the employee is unable to test or chooses not to, exclusion must continue for 10 days.
3. Notify all employees, employers, and independent contractors at the jobsite, in a form readily understandable to everyone, of the COVID-19 Case.
4. Supply all employees who were excluded from work with information regarding COVID-19 related benefits. This includes any benefits available under legally mandated sick leave, if applicable, workers' compensation, local government requirements, your companies specific leave policy, and leave guaranteed by contract.
5. If someone returns to work before 10 days have passed since their first positive test (you can return to work after day 5 with a negative test) that employee will be required to wear a mask until 10 days have passed since the first positive test.
6. Be sure to document 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 the positive COVID-19 test. These records should also be kept on file for 2 years.

**REMINDER:** All personal identifying information of COVID-19 and any employee medical records need to be confidential.
7. You no longer need to document all individuals who had close contact with a COVID-19 case, only individuals who tested positive need to be documented.
8. Along with COVID-19 Cases, all notifications that were sent out should also be retained.