

COVID-19 Prevention Program (CPP) for Superior Court of California, County of Santa Barbara

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: December 9, 2020

Authority and Responsibility

The Chief Deputy Executive Officer and Human Resources Manager have overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment. Appendix E contains a detailed list of responsibilities by position.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: Being alert to possible hazards and communicating those potential hazards to their supervisor, manager, Human Resources (HR), or their union representative.

Employee screening

We screen our employees by: Having them self-screen according to CDPH guidelines and report daily regarding their temperature, symptoms, and possible exposure.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

The manager responsible for the area in which the hazard is located will review the reported hazard within one business day, collect additional information, and assess the severity of the hazard and possible corrective actions. This assessment will include, but not be limited to, the following considerations:

- The number of people affected by the hazard.
- The potential for exposure to known or suspected sources of COVID-19.
- The ease with which preventative measures can be put in place.

Reports of an employee who has tested positive for COVID-19 should be made to HR at hr@sbcourts.org or 805-882-4739. HR will immediately contact the employee with the positive test to assess the situation and begin the contact tracing process.

Employees who have been in close contact as defined by the Santa Barbara County Public Health Department with the employee who tested positive will be notified as soon as possible. Employees, entities supplying contract employees, employee organizations, and other identifiable individuals who were in the same workplace as the employee who tested positive during their infectious period, will be notified within 24 hours of the Court being notified of a positive test.

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements.
- Reducing the number of persons in an area at one time, including members of the public.
- 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.
- Adjusted work processes or procedures, such as holding court proceedings and meetings virtually when possible.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

The Court provides clean, undamaged face coverings, and ensures that they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

Face coverings are available from supervisors, managers, and HR. Both disposable and reusable masks are available.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis and requests should be directed to HR.

Engineering controls

We have implemented the following measures for situations where we cannot maintain at least six feet between individuals:

- Plexiglas barriers have been added to workspaces where employees may come in to contact with others, examples include the counter in the Administration Office in Figueroa, Courtroom Clerk workspaces in the courtroom, the judges' workspace in the courtroom, and witness stands.
- Counters with public access such as the clerks' offices have glass between the employee and members of the public.
- All employees who are able to do so are working from home.
- Most Court proceedings are taking place virtually, eliminating the need for members of the public to enter the workplace.
- Employees' workspaces have been reassigned to ensure a six-foot distance from coworkers.

The Court maximizes, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by working with the building management company to schedule reviews and the changing of filters.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Each unit must implement a cleaning and disinfection schedule for its area, supervisors are responsible for ensuring the schedule is adhered to.
- A custodial company has been retained to perform thorough cleaning and disinfecting of public and shared surfaces each night.
- Adequate cleaning and disinfecting supplies are available to all employees.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- Access to the employee's immediate workspace will be restricted.
- As much as possible, other areas that the employee spent time in during the infectious period will be restricted.

- A custodial company will be instructed to perform a thorough cleaning and disinfection of the area at least 24 hours after the employee was last at work.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, masks, and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by providing the employees with the materials and training to disinfect the items before and after their use, and including items such as copy machines in the regular cleaning schedule.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users. Cleaning supplies will be available in each car for the use of the driver and passengers.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Encourage and allow time for employee hand washing.
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encourage employees to wash their hands for at least 20 seconds each time.
- Have signs posted in restrooms and work facilities describing proper hand washing technique and reminding employees to wash or sanitize their hands frequently.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

Masks, face shields, and gloves are available for use for all employees.

We evaluate the need for PPE (such as gloves and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Investigating and Responding to COVID-19 Cases

Upon knowledge of a positive case of COVID-19 in the workplace, HR will immediately begin an investigation and contact tracing. This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be:

- Made aware of their possible exposure within 24-hours of the Court gaining knowledge of a positive case in our workplace.
- Offered COVID-19 testing at no cost during their working hours. Information regarding testing sites can be found on the Court's website at www.sbcourts.org/qi/HR/.
- Supervisors will arrange the employees' release from work and ensure that the time away is coded as regular working hours.
- If an employee is charged by the test administrator, they will promptly be reimbursed for any costs.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.
- Employees experiencing COVID-19 like symptoms will be instructed to stay home.
- Employees not experiencing COVID-19 like symptoms will be instructed to report to work and be diligent about safety protocols such as physical distancing, mask wearing, and hand washing.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

Reporting Symptoms and Hazards

- Employees must complete the COVID-19 Daily Health Survey through SurveyMonkey each day prior to coming to work. If an employee is feeling ill, they should not report to work that day.
- Employees should immediately inform their supervisor, manager, or HR if they experience possible COVID-19 symptoms or if they become aware of possible hazards in the workplace. Contact may be made in person, through email, or phone. HR may be contacted at 805-882-4739 or hr@sbcourts.org.
- If an employee has been exposed to a positive case of COVID-19, they must immediately notify HR.
- Employees may report symptoms or hazards without fear of reprisal. If an employee feels that they have been retaliated against due to their symptoms or report of hazard, they should immediately report the situation to their manager and HR who will look in to the situation in a timely manner.
- If an employee believes that they have a medical or other condition that puts them at increased risk of severe COVID-19 illness, they should contact HR to discuss possible accommodations or alterations to their environment.

Testing

- Employees who feel the need to be tested for COVID-19 may do so at various locations throughout the County. These locations are listed at www.sbcourts.org/qi/HR/.
- In the event that the Court is required to provide testing because of a workplace exposure or outbreak, the Court will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible

consequences of a positive test.

- In the event of three or more positive cases of COVID-19 in our workplace within 14 days, the Court will be in contact with the Santa Barbara County Health Department to inform them and to discuss testing of the employees who may have been exposed to the virus. Information regarding testing will be disseminated to employees through email, phone, and the Everbridge notification system. HR will track the employees testing and their results and will provide information via the methods above to affected employees.

Possible Hazards in the Workplace

Possible workplace hazards include exposure to co-workers and members of the public who are infected with, and are currently in the infectious period for, the COVID-19 virus. Actions taken to mitigate include, but are not limited to, the following:

- All employees who are able to do so are working from home.
- Employees reporting to the workplace are required to complete a survey each day confirming that they have taken their temperature, that the temperature is normal for them, noting symptoms they may be experiencing, and possible exposure to COVID-19.
- The daily survey is reviewed by HR staff each day to ensure that all employees in the workplace have taken the survey and to evaluate possible risks.
- Plexiglas barriers have been added to workspaces where employees may come in to contact with others, examples include the counter in the Administration Office in Figueroa, Courtroom Clerk workspaces in the courtroom, the judges' workspace in the courtroom, and witness stands.
- Counters with public access such as the clerks' offices have glass between the employee and members of the public.
- Meetings are taking place virtually, if employees must meet, physical distancing is observed.
- Employees' workspaces have been reassigned to ensure a six-foot distance from coworkers.
- Signs are posted throughout the buildings to remind employees to stay home if they are sick and for people to maintain a six-foot distance from others, wear their mask, and wash their hands.
- Chairs have been removed from break rooms, leaving only enough chairs for proper physical distancing.
- Disinfectant, sanitizer, and cleaning supplies are readily available to all employees.
- All locations have been evaluated to determine the maximum occupancy while continuing to maintain a six foot distance between people and occupancy maximums have been posted.
- Security personnel take the temperature of each non-employee entering the building and ensure that they are wearing a mask.
- Markings have been added to floors where members of the public wait in line to indicate a six foot distance, assisting with appropriate physical distancing.
- Most Court proceedings are taking place virtually, eliminating the need for members of the public to enter the workplace. If parties are physically present for proceedings, the number of people in the department are limited and physical distancing is observed.

- Areas with fixed seating have been marked to indicate seats which are currently not in use.
- Hand sanitizer stations have been placed throughout the buildings.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information on how to report possible hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace according to the California Department of Public Health guidelines for essential workers.
- Continuing and maintaining 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 by informing employees of benefits available through the State or Federal government, such as SDI and unemployment, allowing the use of accrued leave balances such as sick, holiday, and vacation leave, and working with employees individually if such benefits have been exhausted.
- All health benefits will be continued as indicated in the Court's leave of absence policies.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all 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.
- Report all COVID-19 cases to the Court's workers' compensation administrator within 24 hours of the Court becoming aware of a positive test result.

Return-to-Work Criteria (these criteria may change with direction from the California Department of Public Health and Santa Barbara County Department of Public Health)

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - 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.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
 - COVID-19 cases who tested positive but never developed COVID-19 symptoms will 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.
 - A negative COVID-19 test will not be 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 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.
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Multiple COVID-19 Infections and COVID-19 Outbreaks

Minor COVID-19 Outbreaks

This section of the CPP become effective if there are three employees who test positive for COVID-19 and will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees in our 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, the local health department.
 - 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 the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, 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 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 air 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. We will consider:

- 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.

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in a workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department 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 by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Major COVID-19 Outbreaks

This section of CPP will become effective if there are 20 or more positive cases in a workplace within 30 days and will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees in our 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, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least twice per week, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, 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 local health department

We will comply with the requirements of our **Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department**.

Darrel E. Parker
Superior Court Executive Officer

Date

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, and waiting areas.

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, 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.

Person conducting the evaluation: [enter name(s)]

Date: [enter date]

Name(s) of employee and authorized employee representative that participated: [enter name(s)]

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix B: COVID-19 Inspections

Date: **[enter date]**

Name of person conducting the inspection: **[enter names]**

Work location evaluated: **[enter information]**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Employees are assigned to workspaces with appropriate physical distancing			
Where needed, signs or markers are in place to distinguish appropriate distancing for standing or sitting.			
Administrative			
Physical distancing is being followed			
Surface cleaning and disinfection schedules being followed (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Instructional posters are in place and in good condition			
Temperature screening and mask mandate is being followed at entry			
PPE (not shared, available and being worn)			
Face coverings are available to employees and are being work at required times			
Gloves are available			
Face shields are available			
Respiratory protection is available if required			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: [enter date]

Name of person conducting the investigation: [enter name(s)]

Name of person being interviewed:		Is this person an employee?	
If not an employee, what is their role and/or who is their employer?		Has this person been tested for COVID-19? If yes, on what date and where was the test taken?	
If test not taken, was COVID-19 test offered?		Outcome of test and date the results and/or diagnosis were received:	
Has the person sought medical attention?		What was the recommendation of the medical provider?	
Information received regarding COVID-19 test results and onset of symptoms (attach documentation):		Do you know where and when you were exposed to the virus?	
Date the case first had one or more COVID-19 symptoms:		Dates of infectious period:	
Date and time the COVID-19 case was last present in the workplace:		Work schedule during the infectious period:	

<p>Location(s) where employee worked (or non-employee was present in the workplace) during the infectious period:</p>	<p>Remember to include restrooms, break rooms, parking lot, entry area/security screening, judges' chambers, conference rooms, jury rooms, etc.</p>		
<p>Who did you come within six feet of during the infectious period and what was the nature and duration of your contact?</p>			
<p>Did you share work tools with anyone during the infectious period?</p>		<p>If yes, when and where?</p>	
<p>Were you experiencing symptoms (coughing, sneezing, etc.) while in the workplace?</p>		<p>Have you been practicing safety protocols regarding mask wearing and hand washing?</p>	
<p>Are you willing for us to share your name during our exposure investigation?</p>		<p>If yes, ask for the person to follow up in writing.</p>	
<p>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</p>			

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix D: COVID-19 Training Roster

Date: **[enter date]**

Person that conducted the training: **[enter name(s)]**

Employee Name	Signature

Appendix E: Responsibilities by Role

The Chief Deputy Executive Officer and Human Resources Manager have overall authority and responsibility for implementing the provisions of this CPP in our workplace. All employees of the Court bear some responsibility for ensuring that we all have a safe environment in which to report to work. Everyone falls in to the Employee category.

Managers (or designee)

Work with custodial companies to ensure that routine deep cleaning of common areas is performed.
Provide no-touch receptacles and sanitizing stations when possible.
Maintain supply of sanitation and protective supplies for employees and the public.
Ensure that sanitation stations in public areas are maintained.
Ensure that maximum occupancy designations are being respected.
Replace physical distancing cues and safety signs as needed.

Supervisors (or designee)

Devise a sanitation schedule for their unit and ensure that it is followed. This schedule should include high-touch surfaces, for example, tables, door handles, railings, water dispensers and faucets.
Replace sanitation and protective supplies as needed.
Ensure that people are wearing their masks when appropriate and keeping an appropriate physical distance.
Stagger work schedules if possible so that employees are not all arriving/leaving at the same time.
Review and revise work flows and processes to reduce the risk of virus transmission, for example having staff meetings and training virtually.
Minimize shared supplies and equipment.
If an employee tests positive for COVID-19, ensure other employees do not enter their work area, work with HR to clean the area at least 24 hours after the employee was last at work.

Employees

Do not come to work if you are sick.
Complete the COVID19 Daily Health Survey each day before reporting to work.
Maintain a six foot physical distance from other people.
Wear your mask at all times according to Court guidelines.
Wash your hands frequently, especially after coughing, sneezing or using the restroom and before eating.
Cough or sneeze into a tissue or your elbow. If a tissue is used, dispose of it immediately.
Clean and sanitize your workstation frequently.
Participate in the sanitizing schedule as assigned by your supervisor.
Attend all training programs as required by the Court and read all communications from the Court regarding COVID-19.
Sanitize Court cars after use.

Purchasing

Work with managers and supervisors to ensure adequate products and supplies.
Make MSDS and usage instructions for sanitation products available to employees.

Human Resources

Provide training and education on COVID-19 and safety measures to employees.
Manage the COVID19 Daily Health Survey, checking in with employees who report symptoms or who do not complete the survey.
Work with employees who suspect that they may have contracted the virus, tracking testing, results, contact with others in the workplace, quarantine and isolation periods, available benefits, communication, cleaning/disinfection of work areas and other relevant issues.
Work with employees who may have been exposed to COVID-19 in the workplace to determine the need for testing, quarantine, medical attention, and available benefits.
Notify other agencies or individuals who may have been exposed to COVID-19 at the Court.
Report workplace outbreaks to the Public Health Department.
Provide testing information to employees in the event of a workplace outbreak.