

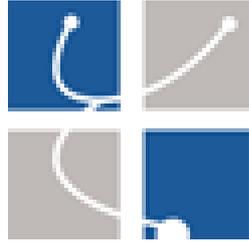


C C F M G
Central California Faculty Medical Group

Pandemic and COVID-19 Prevention Plan

December 21, 2020

Purpose



- Cal/OSHA requires all California employers to have a Pandemic Prevention Plan (PPP) and a COVID-19 Prevention Program (CPP) that includes safety procedures to reduce the risk of exposure to an identified pandemic.
- In addition to the Cal/OHSA requirement, CCFMG takes employee health and wellbeing very seriously and want to make sure all employees have the tools and resources to keep safe in the workplace.
- The training today is to inform employees of the PPP and CPP. Site location protocols may vary depending on staffing needs.

Designation of Responsibility

- The COVID-19 Taskforce together with the Sr. Leadership team, has the overall authority and responsibility for implementing this plan.
- Irene Moreno, Clinical Quality and Compliance Director or designee will work closely with the CCFMG Senior Leadership team and has functional authority.

Planning Considerations

- CCFMG considers how best to decrease the effect of COVID-19 in the workplace. Some of the key prevention measures we've put in place are:
 - Education on how the coronavirus can cause some workers to become seriously sick.
 - Preparing for when workers are not coming to work due to being sick or their family members being sick, schools closures, etc.
 - Discuss and plan how we will respond in the event of an outbreak and ongoing changes.
 - Planning for flexible schedules, work hours and working from home to increase space between our workers.
 - Different ways to reduce the spread of germs between workers, and between the public and workers.
 - Different ways to hold work related meetings and events.
 - Reviewing Personal Protective Equipment (PPE) that can help reduce the spread of the coronavirus.

What You Can do if You are at Higher Risk of Severe Illness from COVID-19

Are You at Higher Risk for Severe Illness?



Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- People aged 65 years and older
- People who live in a nursing home or long-term care facility

People of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

Here's What You Can do to Help Protect Yourself



Stay home if possible.



Wash your hands often.



Avoid close contact (6 feet, which is about two arm lengths) with people who are sick.



Clean and disinfect frequently touched surfaces.



Avoid all cruise travel and non-essential air travel.

Preventative Measures

- ✓ Employee's completing their daily screening before entering the building or starting their work
- ✓ Wearing face masks at all times
- ✓ Physical Distancing
 - ✓ When physical distancing is not available providing a barrier between staff and/or others
 - ✓ Only utilize breakroom when physical distancing can be maintained
- ✓ Coughing and sneezing into a tissue or your elbow
- ✓ Washing hands for at least 20 seconds
- ✓ Keeping your hands out of your mouth, nose, and eyes
- ✓ Not sharing personal items with coworkers (i.e. dishes, towels, pens, tools)
- ✓ Providing tissues, no-touch disposal trash cans, and hand sanitizer for use by workers
- ✓ Personal Protection Equipment

Correction of COVID-19 Hazards

- Unsafe or unhealthy work conditions, practices or procedures will be documented and corrected in a timely manner based on the severity of the hazards, as follows:
 - Supervisors will be trained and required to evaluate their worksite/location
 - The severity of the hazard will be assessed and correction time frames assigned accordingly. Administrators and/or Directors of the sites will review and confirm the review was completed and measure(s) taken to correct hazards.

Identification and Evaluation of COVID-19 Hazards

- Supervisors with the help of CCFMG's COVID-19 Taskforce Team will:
 - Conduct workplace-specific evaluation and create a plan to correct hazards
 - 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 to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Responsibility

Management

- Knowing what coronavirus (COVID-19) is and how it spreads, and communicating that to employees.
- Encouraging sick workers to stay home.
- Sending workers with cough, fever and/or shortness of breath home immediately.
- Providing information and training to workers as identified in the training section of this plan
- Keeping things clean that we touch at work like equipment and furniture.
- Advising workers to check CDC's Traveler's Health Notices to travel.
- Encouraging employees to limit travel out of the county.
- Monitor compliance in your location and implement corrections

Worker

- Knowing what coronavirus (COVID-19) is and how it spreads
- Staying home if you are sick and/or have cough, fever and shortness of breath
- If you are infected with COVID-19 stay home and follow CDC's guidelines
- Information and training as identified in the training section of this plan.
- Keeping things clean at work like equipment and furniture.
- Checking the CDC's Traveler's Health Notices to travel.
- Limit travel out of town to reduce exposure potential

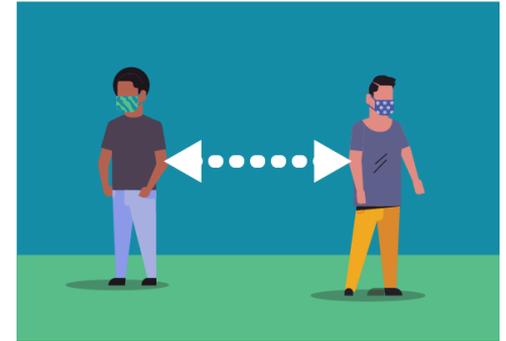
COVID-19 Illness and Prevention Measures

- ✓ Complete daily employee screening for symptom of illness
- ✓ Cough, fever, and shortness of breath may appear 2-14 days after exposure
- ✓ Early symptoms may include chills, body pains, sore throat, headache, diarrhea, nausea/vomiting, and runny nose. If you show any symptoms, contact your employer and **DO NOT GO TO WORK**. Stay home
- ✓ Practice good hygiene. Wash hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer with at least 60% ethyl alcohol or 70% isopropyl alcohol
- ✓ Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands

Work Control Measures – Physical Distancing

Physical Distancing is maintaining a six-foot distance from others and shall be practiced at all times.

- Access to the workplace will be limited to only those necessary for work.
- All meetings/trainings shall be conducted by phone or other electronic means if possible.
- Provide additional seating to allow employees to take breaks while staying at least six feet apart.
- Enforce contact-free deliveries by establishing a location to receive packages away from high traffic areas.



Work Control Measures and Practices

- Assess the workplace to determine if engineering and/or administrative controls are needed. These may include barriers, floor markings to identify six-foot spacing, and establishing if one-way pedestrian traffic routes, are feasible.
- Place hand sanitizer or other hand cleaning devices at the entry and exit of the workplace.
- Post signage regarding hand washing, social distancing, cleaning, and disinfecting, throughout the workplace.
- Pre-screen all visitors to ensure they are not exhibiting symptoms.
- Ask employees, contractors, and visitors to leave the workplace and return home if they are showing symptoms.
- Provide training on personal protective equipment (PPE) to address pandemic exposure.
- Communicate your response plan with other business partners
- Do not share tools, water bottles, PPE or any other equipment with your co-workers.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible.

Cleaning and Disinfection Procedures

- Janitorial services will provide daily cleaning to high touch surfaces.
- Use products that meet EPA's criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface.
- Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs.
- Clean shared spaces such as break/lunchrooms after use but no less than once per day.
- Clean and disinfect restrooms regularly.
- Ensure handwashing supplies in restrooms are fully stocked.
- Trash must be removed frequently by someone wearing disposable gloves.

Cleaning and Disinfection Procedures

- Janitorial services will remove trash nightly. Employees emptying trash during the day must wear disposable gloves.
- Deep cleaning will take place in locations where a confirmed COVID 19 employee worked.
- In higher risk offices deep cleaning will take place more often.
- In clinical spaces, high touch surface areas will be disinfected between patient visits.

Clinical Site - PPE

- Select PPE based on function, fit, and availability.
- Explain to all employees when and why PPE is necessary.
- Train employee on the proper procedure for putting on and removing PPE.
- Employees must wear face masks, face shields and goggles.
- Employees required to wear a respirator in the workplace (N95, ½-face elastomeric APR, etc.) must abide by the Respiratory Protection Program.
- Face masks, such as surgical masks and homemade masks/face coverings, are not respirators and do not fall under the Respiratory Protection Program.

Investigating and Responding to COVID-19 Cases

- Supervisors should refer all employees suspected of exposure of COVID-19 or experiencing symptoms to the Clinical Quality and Compliance Director and/or notify the Clinical Quality and Compliance Director of employees remaining at home due to COVID-19 concerns.
- All employees failing the daily screener or suspecting they had an exposure to COVID-19 must call (559)478-2463 or email COVID-19@ccfmq.org to report in.
- After evaluation, the Clinical Quality and Compliance Director will provide the employee with testing sites. Testing sites can also be found on the COVID-19 Information & Resources for CCFMG Employees & Providers website at <https://www.universitymds.com/ccfmq-covid-resources>
- If applicable, Human Resources will contact the employee to review benefits available including paid time off and Workers' Compensation benefits. A list of state programs can be found on the COVID-19 website under State of California Employee Benefits Resources section

CCFMG COVID 19 Employee Snapshot

- Insert updated dashboard day of presentation

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:
 - Employees failing the daily screen must contact their supervisor and the COVID-19 hotline. In addition, providers will report symptoms to Employee Health Services through Community Medical Centers (CMC).
 - That employees can report symptoms and hazards without fear of reprisal by calling the COVID-19 Hotline at (559) 478-2463 or email COVID-19@ccfmfg.org.
 - We have procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness. Employees should contact Human Resources for accommodations.
 - Clinical Quality and Compliance Director will provide employees with testing sites in the area. Testing sites are listed on the COVID-19 website for all employees to access.
 - In the event we need to provide testing to an employee due to a workplace exposure or outbreak, we 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.
 - Information about COVID-19 hazards that employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
 - Updated information is made available on an ongoing basis for both employees and visitors/patients on the COVID-19 webpages located on the CCFMG website.
 - Signage made available in high traffic areas to employees regarding COVID-19 exposure prevention.

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 until the CPHD guidelines for return to work have been met.
 - 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 providing employees with information on employer-provided employee sick leave benefits, payments from public sources, or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

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 Investigating COVID-19 Cases form to keep a record of and track all COVID-19 cases. The information will be made available to employees or as otherwise required by law, with personal identifying information removed.
 - Coordinate with Employee Health Services through CMC and UCSF Fresno.
 - Report total COVID-19 numbers weekly on the COVID-19 employee and provider website.

Return to Work Criteria

- 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. CCFMG will comply with the CDPH guidelines on return to work criteria.

Review Plan and Sign off In Paylocity

This plan will be available for review and sign-off in Paylocity under the employee portal.

Questions?

