OPERATING ENGINEERS TRUST FUNDS

I.U.O.E. LOCAL 12 HEALTH & WELFARE / PENSION / VACATION / DCP

PASADENA: 100 CORSON STREET, SUITE 100, PASADENA, CALIFORNIA 91103 LAS VEGAS: 3826 MEADOWS LANE, LAS VEGAS, NEVADA 89107 PHONE: (866) 400-5200 TTY: (626) 356-3582 www.oefi.org

P.O. BOX 7063, PASADENA, CALIFORNIA 91109



COVID-19 Prevention Plan

(Effective August 31, 2023)

MISSION STATEMENT

Operating Engineers Funds, Inc. ("OEFI") takes the health and safety of its employees very seriously.

In late 2020, the COVID-19 Emergency Temporary Standards ("emergency regulations") were approved and authorized for enforcement by the California Division of Occupational Safety and Health ("Cal/OSHA"). The emergency regulations required that OEFI create and implement a comprehensive, written COVID-19 Prevention Plan. In response, OEFI created and implemented such a plan in order to comply with the emergency regulations and other orders and guidance from local and state entities, and to reduce the risk of COVID-19 exposure and infection in the workplace. Those emergency regulations were revised and approved effective June 17, 2021, and were later revised several times (collectively, the "revised emergency regulations"). On February 3, 2023, Cal/OSHA's new COVID-19 semi-permanent regulations went into effect.

OEFI has created this revised COVID-19 Prevention Plan (the "Plan") to comply with all applicable Cal/OSHA requirements, and to reduce the risk of COVID-19 exposure and infection in the workplace. This Plan, like the prior versions of this Plan, is also an Addendum to OEFI's Injury and Illness Prevention Program. This Plan replaces all prior versions of the COVID-19 Prevention Plan as of the effective date noted above, and will be in effect through February 3, 2025. (However, the first bullet-point of the recordkeeping requirements set forth in Section 10 shall be effective through February 3, 2026.) The provisions of the Plan apply to both the Pasadena and Las Vegas offices of the OEFI, unless otherwise indicated.

We have designated a COVID-19 Compliance Officer to act as a liaison to the local public health departments in the event of a cluster or outbreak at OEFI, and to monitor available guidance

¹ For the Las Vegas office, this Plan was also drafted to comply with any applicable requirements of Nevada OSHA, as well as other orders and guidance from the State of Nevada, Clark County, the City of Las Vegas, and the Southern Nevada Health District.

regarding the virus from the U.S. Center for Disease Control and Prevention ("CDC"), Cal/OSHA, Nevada OSHA, and guidance from state and local health departments. The COVID-19 Compliance Officer is Michael De Chellis, who can be reached at (626) 356-1079, or by email at mdechellis@oefi.org. In addition, we have designated Kelli Larson as the COVID-19 Coordinator.

This Plan is based on currently available information, primarily from the CDC, Cal/OSHA, Nevada OSHA, the California Department of Public Health ("CDPH"), the Pasadena Public Health Department and other applicable local public health departments, and is subject to change based on further information provided by these entities and others. OEFI may also amend this Plan, and its policies and procedures regarding COVID-19, based on operational needs and updated guidance, orders and legal authority.

1. Definitions of Certain Terms Used in this Plan

"Close contact" means the following, unless otherwise defined by regulation or order of the CDPH, in which case the CDPH definition shall apply: An individual who shares the same indoor airspace with the COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period, as defined in this section below, regardless of the use of face coverings. Spaces that are separated by floor-to-ceiling walls (e.g. offices, suites, rooms, waiting areas, bathrooms, or break or eating areas that are separated by floor-to-ceiling walls) must be considered distinct indoor airspaces.

"COVID-19" means the disease caused by SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2).

"COVID-19 case" means a person who: (1) Has a positive "COVID-19 test"; or (2) Has a positive COVID-19 diagnosis from a licensed health care provider; or (3) Is subject to a COVID-19-related order to isolate issued by a local or state health official; or (4) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

"COVID-19 hazard" means potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids.

"COVID-19 symptoms" means fever of 100.4 degrees Fahrenheit or higher, 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, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

"COVID-19 test" means a test for SARS-CoV-2 that is: (1) Cleared, approved, or authorized, including an Emergency Use Authorization ("EUA") by the United States Food and Drug Administration ("FDA") to detect current infection with the SARS-CoV-2 virus (e.g. a viral test); and (2) Administered in accordance with the authorized instructions. (3) To meet the return to work criteria set forth in the *Return-to-Work Criteria* section below, a COVID-19 test may be both

self-administered and self-read only if another means of independent verification of the results can be provided (e.g. a time-stamped photograph of the results).

"Exposed group" means all employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the infectious period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:

- (A) For the purpose of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.
- (B) If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.
- (C) If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the infectious period, and the COVID-19 case was wearing a face covering during the entire visit, other people at the work location, working area, or common area are not part of the exposed group.

NOTE: An exposed group may include the employees of more than one employer. See Labor Code sections 6303 and 6304.1.

"Face covering" means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a solid piece of material without slits, visible holes or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering or mask does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

This definition includes clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet this definition and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

"Infectious period" means (1) For symptomatic confirmed COVID-19 cases, two days before the confirmed case had any symptoms (symptom onset date is Day 0) through Days 5-10 after the symptoms first appeared AND 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or (2) For asymptomatic confirmed COVID-19 cases, two days before the positive specimen collection date (collection date is Day 0) through Day 5 after positive collection date for their first positive COVID-19 test.

For the purposes of identifying close contact and exposures, symptomatic and asymptomatic infected persons who end isolation in accordance with this guidance are no longer considered to be within their infectious period. Such persons should continue to follow CDPH isolation recommendations, including wearing a well-fitting face mask through Day 10.

"Respirator" means a respiratory protection device approved by the National Institute for Occupational Safety and Health ("NIOSH") to protect the wearer from particulate matter, such as an N95 filtering face piece respirator.

"Returned case" means a COVID-19 case who was excluded from work but returned to work after being excluded because they were a COVID-19 case, and did not develop any COVID-19 symptoms after returning. A person shall be considered a returned case for 30 days after the initial onset of COVID-19 symptoms or, if the person never developed COVID-19 symptoms, for 30 days after the first positive test. If a period other than 30 days is required by a CDPH regulation or order, that period shall apply.

"Worksite" for the limited purposes of COVID-19 prevention regulations only, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the infectious period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter.

2. Responsibilities of OEFI/Management Level Employees

The COVID-19 Compliance Officer and the Human Resources Director are invested with full authority and responsibility for implementing this Plan. These individuals will also be responsible for identifying and communicating with the local health department, in the event a COVID-19 outbreak occurs among employees. All OEFI management level employees and supervisors, as well as all other OEFI employees, must be familiar with this Plan and be ready to answer questions from employees and visitors. All employees of OEFI must always set a good example by following this Plan. This involves practicing good personal hygiene and workplace safety practices to prevent the spread of the virus. All management level employees much encourage the same behavior from all employees and visitors and all OEFI employees must encourage this same behavior from all visitors.

3. Responsibilities of OEFI Employees

We require that every one of our employees help with our prevention efforts while at OEFI. In order to minimize the risk of COVID-19 at OEFI, we all must play our part. The OEFI has instituted various best practices as recommended by Cal/OSHA, the CDC, the California Department of Public Health ("CDPH"), the Pasadena Public Health Department, and other agencies to protect against COVID-19. All employees must take the potential threat of COVID-19 seriously, read and become familiar with this Plan, follow these protocols and abide by all provisions of this Plan at all times. In addition, all employees are expected to report to Kelli Larson, Human Resources Director, if they experience signs or symptoms of COVID-19, as described below. In addition, Las Vegas employees should also report to the Office Manager. If you have a specific question about this Plan or COVID-19, or workplace safety in general, please ask the COVID-19 Compliance Officer or the Human Resources Director.

OEFI recommends the following practices for all employees, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60% ethanol (alcohol) or 70% isopropanol.
- Avoid touching your eyes, nose, or mouth with your hands.
- Follow appropriate respiratory etiquette:
 - O Cover your mouth and nose with a tissue when you cough or sneeze.
 - o Immediately throw used tissues in the trash.
 - o If you don't have a tissue, cough or sneeze into your elbow, not your hands.
 - o Bend your arm, and make sure you sneeze into, not over, your elbow.
- Immediately wash your hands after blowing your nose, coughing or sneezing.
- Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with, and are also expected to report to their Department Manager if they are experiencing signs or symptoms of COVID-19 including, but not limited to, the following: cough; fever; chills; shortness of breath; difficulty breathing; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion; runny nose; nausea; vomiting; or diarrhea. NOTE: The above symptoms are not considered to be COVID-19 symptoms if a licensed health care provider determines a person's symptoms were caused by a known condition other than COVID-19.

If you develop a fever or other symptoms of COVID-19, such as cough or shortness of breath, or if you test positive for COVID-19, or are diagnosed with COVID-19, or you are under an isolation order, DO NOT COME TO WORK, and call the Human Resources Director and your healthcare provider right away. If you develop such symptoms while at work, advise the Human Resources Director, leave OEFI, and call your healthcare provider.

4. COVID-19 is a Workplace Hazard

COVID-19 is a recognized hazard in our workplace that is addressed in this Plan, which will be effectively implemented and maintained to ensure the following:

- A. When determining measures to prevent COVID-19 transmission and to identify and correct COVID-19 hazards in our workplace:
 - 1. All persons in our workplace are treated as potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.
 - 2. COVID-19 is treated as an airborne infectious disease. Applicable State of California and the local health department with jurisdiction over the workplace orders and guidance will be reviewed when determining measures to prevent transmission and identifying and correcting COVID-19 hazards. COVID-19 prevention controls include, as appropriate, remote work, physical distancing, reducing the density of people indoors, moving indoor tasks outdoors, implementing separate shifts and/or break times,

restricting access to the work areas, and other prevention measures deemed appropriate by OEFI.

B. Training and instruction on COVID-19 prevention is provided: when this Plan was first established, to new employees, to employees given a new job assignment involving COVID-19 hazards and they have not been previously trained, whenever new COVID-19 hazards are introduced, when we are made aware of new or previously unrecognized COVID-19 hazards, and for supervisors to familiarize themselves with the COVID-19 hazards to which employees under their immediate direction and control may be exposed. **Appendix A: COVID-19 Training Roster** will be used to document this training.

5. Control of COVID-19 Hazards

A. Face Coverings:

Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, an employee COVID-19 case must wear a face covering at OEFI until 10 days have passed since the date that the COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.

For all other persons, wearing a well-fitted highly protective face covering is strongly recommended (but is not required), when indoors.

OEFI will post clearly visible and easy-to-read signage at entry points for indoor and outdoor settings to communicate any masking requirements to all employees and visitors.

Upon request, OEFI will provide clean, undamaged face coverings to employees and any visitors at no cost regardless of vaccination status, for voluntary use while working or on the premises. Upon request, OEFI shall provide its employees who work indoors and in close contact with others with a well-fitting medical grade mask, surgical mask, or higher level respirator, such as a N95 filtering facepiece respirator or KN95.

OEFI will not prevent or discourage the wearing of face coverings when not required, unless the wearing would create a safety hazard such as interfering with the operation of equipment. Employees may wear face coverings at OEFI without the fear of retaliation.

OEFI will provide face coverings and ensure they are worn by employees when required by orders from the CDPH or Nevada health authorities or Nevada OSHA or local health authority.

OEFI will ensure that required face coverings are clean and undamaged, and that they are worn over the nose and mouth. NOTE: A face shield is not a replacement for a face covering, but may be worn together for additional protection.

When employees are required to wear face coverings, the following exceptions apply:

- When an employee is alone in a room or vehicle.
- While actively eating or drinking at OEFI, provided employees are at least six feet apart and, if indoors, the supply of outside or filtered air has been maximized to the extent feasible.

- When employees are wearing respirators required by OEFI and used appropriately.
- For 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: Employees subject to this exception shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.
- While performing specific tasks which cannot be feasibly performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed. For such persons, the COVID-19 hazards will be assessed, and action taken as necessary.

B. Ventilation.

OEFI will review CDPH and Cal/OSHA guidance regarding ventilation, including "Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments," applicable guidance to develop, implement, and maintain effective methods to prevent COVID-19 transmission by improving ventilation. OEFI will maximize the quantity of outside air provided to the extent feasible, except where the United States Environmental Protection Agency ("EPA") Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance, excessive heat or cold.

C. Personal Protective Equipment ("PPE") and Respirators:

OEFI will evaluate the need for PPE to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and provide such PPE as needed.

Upon request, OEFI will provide respirators for voluntary use to all employees who are working indoors or in vehicles with more than one person. Whenever OEFI makes such a respirator for voluntary use available, OEFI shall encourage its use and shall ensure that each such employee is provided with a respirator of the correct size and that employees are trained how to properly wear the respirator provided; how to perform a user seal check according to the manufacturer's instructions each time a respirator is worn; and the fact that facial hair interferes with a seal.

D. COVID-19 Testing:

OEFI will make COVID-19 testing available at no cost, during paid time, in a manner that ensures employee confidentiality, to employees of OEFI who had a close contact in the workplace, with the following exception: OEFI is not required to make COVID-19 testing available to returned cases.

During a COVID-19 outbreak or major outbreak, the OEFI will make COVID-19 testing available at no cost during paid time to employees who are part of an exposed group once per week in outbreaks and twice per week in major outbreaks, regardless of vaccination status or whether they are symptomatic, except for employees who were not present at the workplace during the relevant 14-day period.

OEFI will make COVID-19 testing available at no cost during paid time to employees if required to do so by a local health authority.

Anyone with COVID-19 symptoms, regardless of vaccination status or previous infection, should get tested for COVID-19 and immediately isolate from others.

6. **OEFI Preventative Measures**

All employees are advised not to come to work if they have COVID-19 symptoms, and that they should get a COVID-19 test and consult with their healthcare provider. OEFI has implemented various workplace policies and practices to protect the health of employees, to ensure infection control, to communicate to the public, and to ensure equitable access to the critical services. Such policies and practices include the following:

- Signage will be posted at all entrances advising all persons not to enter if they are under an isolation or quarantine order, or if they are experiencing COVID-19 symptoms.
- Any employee or visitor showing symptoms of COVID-19 will be asked to leave the premises and return home.
- OEFI strongly recommends that all employees be immunized each autumn against influenza unless contraindicated by personal medical conditions.
- OEFI strongly recommends that all employees become fully vaccinated against COVID-19 as soon as possible, and timely receive all booster shots when eligible.
- Employees are encouraged to bring food from home (to eat at the appropriate times and locations) and to not share their food or beverages with others. Employees are prohibited from eating anywhere inside the workplace other than in designated break areas. For the Pasadena office, the breakrooms on the ground floor and P1 area have been closed indefinitely. Employees can utilize the large breakroom on the 4th floor and its adjoined balcony. The 4th floor break room occupancy is limited to 6 individuals, as is the outside balcony. For the Las Vegas office, the kitchen/break area is open, but only one person can use the kitchen/break area at a time.
- For the Pasadena office, the Lactation Room on the 4th floor can only be used by lactating individuals. Checking-in to use the room and checking-out is required so that the room may be disinfected between uses. A designated Administrative employee oversees logging use of the room, assignments of the room key to employees, and cleaning/disinfecting after each use.

7. Exclusion of COVID-19 Cases

A. COVID-19 Cases:

In order to limit COVID-19 transmission in the workplace, the OEFI will ensure that COVID-19 cases are excluded from the workplace to self-isolate until the return-to-work requirements (see next section) are met. Employees may be eligible for worker's compensation pay and/or temporary

disability pay. Employees may also use any accrued but unused paid sick or vacation leave for this purpose.

At the time of exclusion from the workplace, the employee will be provided with information on available benefits. For employees who are excluded from the OEFI's premises, but who are able to work despite their COVID-19 status, OEFI will consider whether remote work opportunities are available.

B. <u>Close Contacts</u>:

The OEFI shall review current applicable guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission. The OEFI has developed, implemented, and maintained effective policies to prevent the transmission of COVID-19 by persons who had close contacts. Currently, consistent with CDPH, and local health department guidance, **asymptomatic close contact employees are not required to quarantine and are not excluded from work at OEFI**, but they should:

- Wear a highly protective face covering around others especially in indoor settings, for a total of 10 days after the last contact with a person infected with COVID-19 (through Day 10). The mask should be a well-fitting medical mask, a well-fitting respirator, or a well-fitting high filtration reusable mask with a nose-wire; and
- Test for COVID-19 between Days 3-5 after the close contact's last date of exposure to determine their infection status. If the close contact tests positive, they will be considered a COVID-19 case and will be excluded from work and will not be allowed to return to OEFI until the return-to-work criteria set forth below has been met; and
- Monitor themselves for symptoms for 10 days following the date of their exposure.
- Regardless of vaccination status or previous infection, if they have or develop symptoms, they must test immediately and stay away from OEFI. If the close contact tests positive, they will be considered a COVID-19 case and they will be excluded from work and will not be allowed to return to OEFI until the return-towork criteria set forth below has been met.

With regard to the second bullet-point above, testing is not required if the asymptomatic close contact previously tested positive using a viral test for COVID-19 in the past 30 days. Close contacts who recently tested positive for COVID-19 in the past 31-90 days should use an antigen test. Close contacts who are or live with persons at higher risk for severe illness are recommended to test as soon as possible after exposure. If they test negative before Day 3, they should retest during the 3-5 day window following exposure, with at least 24 hours between the first and second tests.

8. Return-to-Work Criteria

A. <u>COVID-19 Cases</u>:

Includes employees diagnosed with COVID-19, or those who tested positive for COVID-19 even with a self-administered COVID-19 test, or those whose healthcare provider thinks they might have COVID-19.

- 1. Employees who test positive for COVID-19 must be excluded from the OEFI for at least 5 days after start of symptoms or after date of first positive test if no symptoms.
- 2. Isolation can end and employees may return to the OEFI after Day 5 (between Day 6-10) if symptoms are not present or are mild and resolving; AND the employee is fever-free for 24 hours without the use of a fever-reducing medication.
- 3. If an employee has a fever, isolation must continue and the employee may not return to work until 24 hours after the fever resolves.
- 4. If an employee's symptoms other than fever are not improving, they may not return to work until their symptoms are resolving or until after Day 10.
- 5. Employees must wear face coverings indoors around others for a total of 10 days.

For symptomatic employees, Day 0 is the first day of symptoms; Day 1 is the first full day after symptoms develop. For employees who never develop symptoms, Day 0 is the day the first positive test was collected; Day 1 is the first full day after the positive test was collected. If they develop symptoms, their new Day 0 is the first day of symptoms.

It is **strongly recommended** that an employee test negative (with an antigen test) for COVID-19 prior to ending isolation between Day 6 and Day 10 to reduce the chance of infecting others with COVID-19.

Employees who have left isolation and have a return or worsening of their COVID-19 symptoms need to re-test (with an antigen test). If they test positive, they should re-start isolation at Day 0.

If an employee with symptoms of possible COVID-19 does not get tested <u>and</u> does not get cleared by a healthcare provider, they will be assumed to be a COVID-19 case and will be required to follow the return to work criteria and isolate as set forth above.

These provisions apply regardless of vaccination status, previous COVID-19 infection, previous exclusion from work, or other precautions were taken in response to an employee's close contact or membership in an exposed group.

B. Close Contacts to a COVID-19 Case:

As indicated above, asymptomatic close contacts are <u>not</u> required to quarantine and are <u>not</u> required to be excluded from work at the OEFI per the current CDPH and local health department guidance.

Close contacts who have or who develop symptoms of COVID-19 infection, regardless of vaccination status or previous infection, must stay away from the OEFI and test for COVID-19. If they test negative, they may return to work. If they test positive, they shall be treated as COVID-19 cases and will be excluded from work until the return-to-work criteria set forth in section A above are met.

NOTE: If an order to isolate, quarantine, or exclude 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 applicable time periods set forth above will apply.

9. Investigating and Responding to COVID-19 Cases

OEFI has an effective procedure to investigate COVID-19 cases in the workplace. This includes procedures for seeking information from employees regarding COVID-19 cases and close contacts, including determining the date and time a COVID-19 case was last present, the date of the COVID-19 test results or diagnosis, the date of onset of COVID-19 symptoms, and identifying and recording COVID-19 cases and possible close contacts. See **Appendix B**.

Upon learning of a COVID-19 case in the workplace, OEFI will take measures to prevent and reduce the risk of transmission of COVID-19. COVID-19 cases will be sent home to self-isolate pursuant to CDC and/or local health officer guidelines, and instructed to contact their medical provider for further instructions. (See also *Exclusion of COVID-19 Cases* and *Return-to-Work* sections below.) OEFI will use **Appendix C: Letter to Employee COVID-19 Case**, or a similar letter, to provide information and direction to employee COVID-19 cases. OEFI will also immediately notify its worker's compensation insurance carrier of any COVID-19 cases who are employees.

When OEFI becomes aware of a COVID-19 case, OEFI will conduct an evaluation to determine who may have had a close contact. This requires an evaluation, tracing 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 infectious period. OEFI will use **Appendix D: Close Contact Assessment Form** or a substantially similar form, in this regard.

Within one business day of the time OEFI knew or should have known of a COVID-19 case, OEFI shall:

- Give written notice that people at the worksite may have been exposed to COVID-19. That notice will be provided to all close contacts of the COVID-19 case who are: employees on the premises at the same worksite as the COVID-19 case during the infectious period and independent contractors and other employers on the premises at the same worksite as the COVID-19 case during the infectious period.
- Provide the notice required by Labor Code section 6409.6 to the authorized representative of the COVID-19 case and any employee who was on the premises at the same worksite as the COVID-19 case during the infectious period.

OEFI will use **Appendix E: Letter to Close Contact**, or a similar letter, in that regard.

On or after January 1, 2023, the notification to employees may instead be through the prominent display of a notice which will be displayed in all places where notices to employees concerning workplace rules or regulations are customarily posted. The notice will be posted within one business day from when OEFI is notified of the potential COVID-19 exposure and will remain posted for not less than 15 calendar days. The notice will provide the dates on which the COVID-19 case was on the worksite premises within the infectious period; the location of the exposure including the department, floor, building or other area (but this does not need to be so specific as to allow individual workers to be identified); contact information for employees to receive notification regarding COVID-19 related benefits to which the employee may be entitled under applicable federal, state, or local laws, as well as antiretaliation and antidiscrimination protections of the employee; and contact information for employees to receive the cleaning and disinfection plan the employer is implementing. OEFI will keep a log of all dates the required notice was posted at each worksite. See Appendix F: Posted Exposure Notice.

In addition, within one business day of the time OEFI knew or should have known of a COVID-19 case, OEFI shall:

- Give written notice that people at the worksite may have been exposed to COVID-19. That notice will be provided to all non-close contacts of the COVID-19 cases who are: employees on the premises at the same worksite as the COVID-19 case during the infectious period, and independent contractors and other employers on the premises at the same worksite as the COVID-19 case during the infectious period.
- Provide the notice required by Labor Code section 6409.6(a)(2) and (c) to the authorized representative of the COVID-19 case and any employee who was on the premises at the same worksite as the COVID-19 case during the infectious period.

OEFI will use **Appendix G: General Notification Letter**, or a similar letter, in that regard. Alternatively, on or after January 1, 2023, the notification to employees may instead be through the Posted Exposure Notice (See **Appendix F.).**

OEFI will also 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.

NOTE: All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee medical record required pursuant to this Plan, shall be kept confidential unless disclosure is required or permitted by law.

If there are three or more employee COVID-19 cases within an exposed group that visited the workplace during their infectious period at any time during a 14-day period, OEFI will follow Cal/OSHA's emergency regulations with regard to that situation, including its regulations re: COVID-19 testing; face coverings/respirator requirements; exclusion of COVID-19 cases; required notices to employees; investigation of workplace COVID-19 illness; investigation, review and hazard correction; consideration of implementation of physical distancing; and notifications to the local health department. Similarly, if there are 20 or more employee COVID-19 cases in an exposed group that visited the workplace during their infectious period within a 30-day period, OEFI will follow Cal/OSHA's emergency regulations with regard to that situation, including its regulations concerning the issues referenced above, and any other control measures deemed necessary by Cal/OSHA.

10. Reporting, Recordkeeping, and Access

The OEFI will adhere to the following:

- Keep a record and track of 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 and/or COVID-19 diagnosis. See, **Appendix B: Investigating COVID-19 Cases Form.** These records shall be retained until at least February 3, 2026.
- Report information about COVID-19 cases and outbreaks in our workplace to the local health department whenever required by law, and provide any related information requested by the local health department. Specifically, OEFI will notify the Pasadena Public Health Department of all clusters of 3 or more employee cases of COVID-19 in an office or other pre-defined or identifiable group (i.e., team, role, meetings, etc.) who were on-site at any point within the 14 days prior to illness onset dates, for so long as such notifications are required. Cases include employees and visitors with confirmed COVID-19. OEFI will submit this information to the Pasadena Public Health Department using the COVID-19 Case and Contact Line List for Businesses and the Initial COVID-19 Case Report for employers online by email to nursing@cityofpasadena.net, which is the preferred method for notifying the Pasadena Public Health Department of COVID-19 exposures. All clusters with information for the cases will be reported no later than one business day of being notified of the third, or last, case in the cluster. If needed, additional time may be requested. OEFI will provide whatever other notifications are required and information requested in outbreak or major outbreak situations. OEFI will report all information to the local health department as required by California Labor Code section 6409.6 or relevant Nevada laws and/or regulations, as applicable.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program (i.e. this Plan) in accordance with CCR Title 8 section 3203(b) and/or relevant Nevada laws and/or regulations.
- Ensure this written COVID-19 Prevention Plan is available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA and/or Nevada OSHA (as applicable) immediately upon request.

•

• Use the **Appendix B: Investigating COVID-19 Cases** form, or a substantially similar form, 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.

11. Cal/OSHA Reporting

Cal/OSHA requires employers to report to Cal/OSHA any serious illness, serious injury, or death of an employee that occurred at work, or in connection with work, within eight (8) hours of when the employer knew or should have known of the illness. This would include a COVID-19 illness

if it meets the definition of a serious illness. A serious illness includes, among other things, any illness occurring in a place of employment or in connection with employment that requires inpatient hospitalization other than for medical observance or diagnostic testing.

Therefore, if any OEFI employee becomes ill while at work for OEFI and is admitted as an inpatient at a hospital for treatment, OEFI will report the illness to Cal/OSHA. This is true regardless of the length of the hospitalization. OEFI will also report the serious illness to Cal/OSHA if the employee became sick at work and was later admitted as an in-patient for treatment as a result. OEFI will also report the serious illness to Cal/OSHA if OEFI has reason to believe the serious illness may be work related regardless of whether the onset of symptoms occurred at work. OEFI will also report the serious illness to Cal/OSHA whether or not COVID-19 has been diagnosed. Finally, OEFI will report the serious illness to Cal/OSHA if it results in in-patient hospitalization for treatment and if there is substantial reason to believe that the employee was exposed in their work environment.

OEFI will also report any major outbreaks to Cal/OSHA.

Similarly, OEFI shall make the appropriate reports to Nevada OSHA as required regarding COVID-19 serious illnesses or death of employees from the Las Vegas office.

12. General Questions and Modification to this Plan

Given the fast-developing nature of the COVID-19 outbreak, OEFI may modify this Plan as required to comply with all relevant orders and guidance. If you have any questions concerning this Plan, please contact Michael DeChellis, Operating Engineers Funds, Inc., COVID-19 Compliance Officer, at (626) 356-1079, or by email at mdechellis@oefi.org.

Date: August 31, 2023 OPERATING ENGINEERS FUNDS, INC.

By: *Michael De Chellis*Michael DeChellis, Fund Manager,

Secretary and COVID-19 Compliance Officer

Appendix A: COVID-19 Training Roster

Date: [enter date]

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

Topics Covered In Training:

Employee Name	Signature

Appendix B: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

Date COVID-19 case (suspected or confirmed) became known: [enter date]

Date investigation was initiated: [enter date]

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

COVID-19 Case Summary

Employee (or non- employee*) name:	Occupation (if non- employee, why they were in the workplace):
Location where employee worked (or non-employee was present in the workplace):	Contact information for COVID-19 case:
Was COVID-19 test offered?	Name(s) of staff involved in the investigation:
Date and time the COVID-19 case was last present in the workplace:	Date of the positive test or diagnosis:
Date the case first had one or more COVID-19 symptoms:	Information received regarding COVID-19 test results and onset of symptoms (attach documentation):

Summary (of employees,	independent	contractors,	and e	employees	of other	employers	that c	ame
into close (contact.								

Name	Contact Info	Date Notified	Date offered COVID-19 testing
			(employees only)

Summary of notice of a COVID-19 case (employees, employers, independent contractors) during the infectious period and **regardless of close contact occurring**.

Name	Date Notified

Summary notice of a COVID-19 case (authorized representative of the COVID-19 case and employee who had close contact).

Name	Date Notified

What were the workplace conditions that could have contributed to the risk of COVID-19 exposure: [enter information]

What could be done to reduce exposure to COVID-19? [enter information]

Was the local health department notified? Date? [enter information]

Appendix C: COVID-19 Letter to Employee COVID-19 Cases.

(This letter should be modified if the COVID-19 case if the employee is from the Las Vegas office.)

OPERATING ENGINEERS TRUST FUNDS

I.U.O.E. LOCAL 12 HEALTH & WELFARE / PENSION / VACATION / DCP

PASADENA: 100 CORSON STREET, SUITE 100, PASADENA, CALIFORNIA 91103 LAS VEGAS: 3826 MEADOWS LANE, LAS VEGAS, NEVADA 89107 PHONE: (866) 400-5200 TTY: (626) 356-3582 www.oefi.org P.O. BOX 7063, PASADENA, CALIFORNIA 91109



[DATE]

Dear [COVID-19 case]:

You recently advised us that you tested positive for [or were diagnosed with] COVID-19 on _______. You are hereby instructed to follow the Pasadena Public Health Department Guidelines for COVID-19 Cases (Isolation) and Close Contacts dated July 13, 2023, ("Pasadena Guidance"), which can be found at:

 $\underline{https://www.cityofpasadena.net/public-health/wp-content/uploads/sites/32/Guidelines-COVID-19-Isolation.pdf}$

You will be unable to return to work at OEFI until your period of self-isolation is over, as set forth in the Pasadena Guidance referenced above, and you meet the return-to-work criteria in OEFI's COVID-19 Prevention Plan. Typically, the self-isolation period will last at least 5 to 10 days regardless of vaccination status, previous COVID-19 infection, previous exclusion from work, or other precautions that were taken in response to an employee's close contact or membership in an exposed group.

More specifically:

- Employees who test positive for COVID-19 must be excluded from the OEFI for at least 5 days after start of symptoms or after date of first positive test if no symptoms.
- Isolation can end and employees may return to the OEFI after Day 5 (between Day 6-10) if symptoms are not present or are mild and resolving; AND the employee is fever-free for 24 hours without the use of a fever-reducing medication.
- If an employee has a fever, isolation must continue and the employee may not return to work until 24 hours after the fever resolves.
- If an employee's symptoms other than fever are not improving, they may not return to work until their symptoms are resolving or until after Day 10.
- Employees must wear face coverings indoors around others for a total of 10 days.

For symptomatic employees, Day 0 is the first day of symptoms; Day 1 is the first full day after symptoms develop. For employees who never develop symptoms, Day 0 is the day the first positive test was collected; Day 1 is the first full day after the positive test was collected. If they develop symptoms, their new Day 0 is the first day of symptoms.

It is **strongly recommended** that an employee test negative (with an antigen test) for COVID-19 prior to ending isolation between Day 6 and Day 10 to reduce the chance of infecting others with COVID-19.

Employees who have left isolation and have a return or worsening of their COVID-19 symptoms need to re-test (with an antigen test). If they test positive, they should re-start isolation at Day 0.

If an employee with symptoms of possible COVID-19 does not get tested <u>and</u> does not get cleared by a healthcare provider, they will be assumed to be a COVID-19 case and will be required to follow the return to work criteria and isolate set forth in the OEFI's COVID-19 Prevention Plan.

Attached is a form you can use to request paid leave. Please fill the form out and return it to Kelli Larson as soon as possible. However, if you feel you are able to work remotely from your home during your self-isolation period, contact Kelli Larson and we will determine whether such remote work is available to you.

You may be entitled to various COVID-19-related benefits under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, workers' compensation law, local governmental requirements, OEFI's own leave policies, and leave guaranteed by contract (if any). Please contact Kelli Larson for information in this regard. You may also be entitled to disability benefits through California's Employment Development Department, which can be reached at edd.ca.gov/.

Generally, a "close contact" is someone who shares the same indoor space with a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period. Spaces that are separated by floor-to-ceiling walls (e.g. offices, suites, rooms, waiting areas, bathrooms, or break or eating areas that are separated by floor-to-ceiling walls) must be considered distinct indoor airspaces.

If you are symptomatic, you are considered to be infectious (you can spread COVID-19 to others) from 2 days before your symptoms first appeared (symptom onset date is Day 0) until your home isolation ends. If you tested positive for COVID-19 but never had any symptoms, you are considered to be infectious from 2 days before your test was taken (collection day is Day 0) through Day 5 after positive specimen collection date for your first positive COVID-19 test.

If we have not done so already, we will be contacting you as part of our analysis to determine the identities of your close contacts. Please notify me if you begin to suffer any symptoms of COVID-19, such as cough, fever, chills, shortness of breath, difficulty breathing, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting, or diarrhea. Information regarding your symptoms is relevant to both the analysis of close contacts and the timing of your return to work.

We suggest you contact your health care provider for further guidance, especially if you develop symptoms of respiratory illness (fever and cough or shortness of breath), even if the symptoms are

mild. You may be eligible to get COVID-19 treatment (ph.lacounty.gov/covidmedicines), which can prevent you from getting very sick and help keep you out of the hospital. The oral medicines must be started within 5 days of when symptoms start and work best when they are given as soon as possible after symptoms begin.

Please note that all information, including the name(s) of confirmed cases of COVID-19 or close contacts of confirmed COVID-19 cases, shared regarding any public health investigation will be kept confidential to the extent reasonably practicable to protect patient and employee privacy.

Ensuring that you and our office is safe is of greatest importance to us. For additional questions about COVID-19 in Pasadena, please visit Pasadena's COVID-19 webpage at http://www.cityofpasadena.net/covid-19/.

The OEFI will not discriminate or retaliate against you for disclosing a COVID-19 positive test or diagnosis, or an order to quarantine or isolate.

If you have any questions or concerns, please contact me directly by telephone at (626) 356-1079, or by email at mdechellis@oefi.org.

Sincerely,

Michael DeChellis Operating Engineers Funds, Inc. COVID-19 Compliance Officer

[cc: Applicable Local Unions]

Appendix D: Sample COVID-19 Close Contact Assessment Form

After a COVID-19 case is confirmed in the workplace, it is important that an exposure assessment be performed as soon as possible to identify who may be a close contact.

This assessment requires an evaluation of the activities of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the infectious period.

This form and the below list of questions is provided to help get you started and guide you in conducting the close contact assessment. You should modify the list as appropriate for your workplace.

"Close contact" means someone who shares the same indoor space with a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period. Spaces that are separated by floor-to-ceiling walls (e.g. offices, suites, rooms, waiting areas, bathrooms, or break or eating areas that are separated by floor-to-ceiling walls) must be considered distinct indoor airspaces.

"Infectious period" means the following time period:

- (1) For symptomatic confirmed COVID-19 cases, two days before the confirmed case had any symptoms (symptom onset date is Day 0) through Days 5-10 after symptoms first appeared AND 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or
- (2) For asymptomatic confirmed COVID-19 cases, two days before the positive specimen collection date (collection date is Day 0) through Day 5 after positive collection date for their first positive COVID-19 test.

For the purposes of identifying close contact and exposures, symptomatic and asymptomatic infected persons who end isolation in accordance with this guidance are no longer considered to be within their infectious period. Such persons should continue to follow CDPH isolation recommendations, including wearing a well-fitting face mask through Day 10.

PRELIMINARY INFORMATION

Human Resources Manager N	Tame:
Person conducting assessment	t:
Interview Date:	
Time of interview:	
Worksite Location:	
T 1 D 1/2	
	employee:
	-19 symptoms?
	DEFI:
D	
Date of COVID-19 test results	S.

SAMPLE QUESTIONS WHEN INTERVIEWING COVID-19 CASE / CONDUCTING CLOSE CONTACT ASSESSMENT

*The below are questions assuming symptoms are present. Modify for asymptomatic cases, as needed.

- 1.) Have you been tested for COVID-19, and if so, what was the result?
 - Date of the test (specimen collection)?
 - Date of the positive test result?
- 2.) Have you been diagnosed with COVID-19?
 - Date of the diagnosis?
- 3.) Do you have any symptoms of COVID-19?
 - When did you first have symptoms of COVID-19?
- 4.) What days have you worked or attended other activities, at the OEFI during the period starting 2 days prior to your coronavirus symptoms first starting (or the date of your COVID-19 positive test specimen collection), through today?
- 5.) Starting 2 days prior to your coronavirus symptoms first starting (or positive test result specimen collection) through today, who shared the same indoor space with you for a cumulative total of 15 minutes or more over a 24-hour period. [Spaces that are separated by floor-to-ceiling walls (e.g. offices, suites, rooms, waiting areas, bathrooms, or break or eating areas that are separated by floor-to-ceiling walls) must be considered distinct indoor airspaces.]
- 6.) If the answer is no, have you had close physical contact or actual physical contact with any employees, during the period starting 2 days prior to your coronavirus symptoms first starting, through today?
 - If so, who?
- 6.) Do you remember coughing or sneezing on or near anyone at the OEFI, during the period starting 2 days prior to your coronavirus symptoms first starting, through today?
- 7.) Did you share or exchange any items (tools, water bottles, pens, etc.) with anyone at the OEFI during the time period identified above?
- 8.) Did you carpool to work with anyone during the time period identified above?
- 9.) Where did you eat your lunch during the time period identified above?
- 10.) Where did you take your rest breaks during the same period?

- 11.) Did you ever eat lunch at the same table with someone else during the same time period?
 - Did you share any food or utensils with this person?
- 12.) Have you participated in any meetings or gathered in a location with multiple people at the OEFI, during the time period identified above?
 - Where did the meeting take place?
 - Who attended those meetings?
 - How long was the meeting?
- 13.) How and where do you think you contracted COVID-19? From a social event? Friend or family member? At the workplace?

[Insert other questions that may assist in your close contact assessment]

Appendix E: Letter to Close Contact

To be sent within one business day to all close contacts to the COVID-19 case (who are employees, independent contractors, and the employers of subcontracted employees) to the COVID-19 case, with copies to relevant union(s). (This letter should be modified if the COVID-19 case or the close contact or employee relates to the Las Vegas office where exclusion is currently required for close contacts).

OPERATING ENGINEERS TRUST FUNDS

I.U.O.E. LOCAL 12 HEALTH & WELFARE / PENSION / VACATION / DCP

PASADENA: 100 CORSON STREET, SUITE 100, PASADENA, CALIFORNIA 91103 LAS VEGAS: 3826 MEADOWS LANE, LAS VEGAS, NEVADA 89107 PHONE: (866) 400-5200 TTY: (626) 356-3582 www.oefi.org

P.O. BOX 7063, PASADENA, CALIFORNIA 91109



[DATE]

Dear [close contact of COVID-19 case]:

We would like to inform you that we have recently received information about a confirmed case of COVID-19 in at least one employee at the offices of the Operating Engineers Funds, Inc. ("OEFI") in Pasadena. That employee (the "COVID-19 case") was instructed to self-isolate, and will not be allowed to return to work at the OEFI until their self-isolation period ends and OEFI's return to work criteria has been met. The last date the COVID-19 case was present at our offices was ________. Please note that pursuant to applicable law, we will not disclose the identity of the COVID-19 case in order to protect his or her privacy.

Based on our investigation, we believe you were a "close contact" of the COVID-19 case. Generally, a "close contact" is someone who shares the same indoor space with a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period. Spaces that are separated by floor-to-ceiling walls (e.g. offices, suites, rooms, waiting areas, bathrooms, or break or eating areas that are separated by floor-to-ceiling walls) must be considered distinct indoor airspaces.

A symptomatic COVID-19 case is considered to be infectious from 2 days before the COVID-19 case's symptoms first appeared (symptom onset date is Day 0) until their home isolation ends. If a COVID-19 case tested positive for COVID-19 but never had any symptoms, the COVID-19 case is considered to be infectious from 2 days before his or her test was taken (collection date is Day 0) through Day 5 after positive specimen collection date for the COVID-19 case's first positive COVID-19 test.

Although we believe you are a close contact, you are <u>not</u> required to quarantine away from OEFI for work and you are not excluded from OEFI assuming you have no symptoms of COVID-19. See, Pasadena Public Health Department Guidelines for COVID-19 Cases (Isolation) and Close Contacts dated July 13, 2023, ("Pasadena Guidance"), which can be found at:

https://www.cityofpasadena.net/public-health/wp-content/uploads/sites/32/Guidelines-COVID-19-Isolation.pdf

You should continue to attend work at OEFI if you have no COVID-19 symptoms. However, you should:

- Wear a highly protective face covering around others, especially in indoor settings, for a total of 10 days after your last contact with a person infected with COVID-19 (through Day 10). The mask should be a well-fitting medical mask, a well-fitting respirator, or a well-fitting high filtration reusable mask with a nose-wire; and
- Test for COVID-19 between Days 3-5 after the date of your last exposure to determine your infection status¹; and
- If you test positive, you will be considered a COVID-19 case and will be excluded from work and will not be allowed to return until OEFI's return-to-work criteria set forth below has been met; and
- Monitor yourself for symptoms for 10 days following the last date of your exposure. If symptoms develop, you must test and stay home away from others.
- Regardless of vaccination status or previous infection, if you have or develop symptoms, you must test immediately and stay away from the OEFI and follow the instructions for a confirmed COVID-19 case. If you test positive, you will be considered a COVID-19 case and you will be excluded from work and will not be allowed to return to OEFI until the return-to-work criteria for COVID-19 cases has been met.

You may be entitled to various COVID-19-related benefits under applicable federal, state, or local laws. This includes any benefits available under legally mandated leave, workers' compensation law, local governmental requirements, the OEFI's own leave policies, and leave guaranteed by contract (if any). Please contact Ms. Larson at kLarson@oefi.org or (626) 356-3532 for information in this regard. You may also be entitled to disability benefits or Paid Family Leave through California's Employment Development Department, which can be reached at edd.ca.gov/.

All exposed persons should get tested for COVID-19, whether you have symptoms or not. Testing resources can be found through your physician and https://www.cityofpasadena.net/public-health/covid-19-testing-info/. Individuals who need assistance finding a medical provider can call the Los Angeles County Information line 2-1-1, which is available 24/7. Check first with your own health care provider, who will likely provide you with such testing free of charge. The OEFI will make COVID-19 testing available at no cost, during paid time, in a manner that ensures

exposure, with at least 24 hours between the first and second tests.

¹ Testing is not required if you previously tested positive using a viral test for COVID-19 in the past 30 days, as long as you have no symptoms. Close contacts who recently tested positive for COVID-19 in the past 31-90 days should use an antigen test. Close contacts who are or live with persons at higher risk for severe illness are recommended to test as soon as possible after exposure. If testing negative before Day 3, retest during the 3-5 day window following

employee confidentiality, to employees of OEFI who had a close contact in the workplace with the following exception: OEFI is not required to make COVID-19 testing available to returned cases. Please notify me or Ms. Larson promptly of your test results.

Please notify us if you begin to suffer any symptoms of COVID-19 (such as cough, fever, chills, shortness of breath, difficulty breathing, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting, or diarrhea). If you develop such symptoms or you test positive for COVID-19, you should begin self-isolation, notify us, and contact your health care provider. See, Pasadena Guidance, which can be found at:

https://www.cityofpasadena.net/public-health/wp-content/uploads/sites/32/Guidelines-COVID-19-Isolation.pdf

If you haven't done so yet, we strongly recommend that you get vaccinated against COVID-19, and receive all booster shots when eligible. Vaccinations remain the best way to protect against the spread of this virus and against severe disease. Vaccination also reduces the risk of long COVID.

Please note that all information, including the name(s) of confirmed cases of COVID-19 or close contacts of confirmed COVID-19 cases, shared regarding any public health investigation will be kept as confidential as reasonably practicable to protect patient and employee privacy.

OEFI will not discriminate or retaliate against you for disclosing a COVID-19 positive test or diagnosis, or an order to quarantine or isolate.

Cleaning and disinfecting of the exp	posed locations per the CDC	's guidance has been	ompleted
or will be completed no later than _		·	

Ensuring that you and our office is safe is of greatest importance to us. For additional questions about COVID-19 in Pasadena, please visit Pasadena's COVID-19 webpage at https://www.cityofpasadena.net/covid-19.

If you have any questions or concerns, please contact me directly by telephone at (626) 356-1079, or by email at mdechellis@oefi.org.

Sincerely,

Michael DeChellis Operating Engineers Funds, Inc. COVID-19 Compliance Officer

[cc: Applicable Local Unions]

Appendix F:

Posted Exposure Notice:

On or after January 1, 2023, the notification to employees *may* instead be through the prominent display of a notice which will be displayed in all places where notices to employees concerning workplace rules or regulations are customarily posted (including employee portals, if any). The notice will be posted within one business day from when OEFI is notified of the potential COVID-19 exposure and will remain posted for not less than 15 calendar days. OEFI is required to keep a log of all the dates the required notice was posted.

OEFI is still required to provide written notice to the exclusive representative (e.g., union), if any, of confirmed cases of COVID-19 and of employees who had close contact with the confirmed cases of COVID-19 within one business day. This notice must contain the same information as would be required in an incident report in a Cal/OSHA Form 300 injury and illness log unless the information is inapplicable or unknown to the employer.

To All Employees:

U 3	u that we have recently received information about a confirmed case of 19 case") in the workplace.
	COVID-19 case was in the worksite premises within his or her infectious. The location of the potential exposure was
•	ormation about COVID-19 related benefits to which you may be entitled a local laws, please contact Ms. Larson at kLarson@oefi.org or (626) 356-

If you haven't done so yet, we strongly recommend that you get vaccinated against COVID-19, and receive all booster shots when eligible. Vaccinations remain the best way to protect against the spread of this virus and against severe disease.

Please note that all information, including the name(s) of confirmed cases of COVID-19, or close contacts of confirmed COVID-19 cases, will be kept as confidential as reasonably practicable to protect patient and employee privacy.

OEFI will not discriminate or retaliate against you for disclosing a COVID-19 positive test or diagnosis, or an order to quarantine or isolate.

Cleaning a	and (disinfecting	of the	expose	d loca	itions _I	per	the reco	nme	nded	guidance	e by	the (CDC
and/or OE	EFI's	COVID-19	Preve	ntion P	olicy	has be	en	complete	d or	will	be comp	letec	l no	later
than				·										

Ensuring that you and our office is safe is of greatest importance to us. For additional questions about COVID-19 in Pasadena, please visit Pasadena's COVID-19 webpage at https://www.cityofpasadena.net/covid-19.

Appendix G: COVID-19 General Notification Letter

COVID-19 General Notification Letter: To be sent within one business day to non-close contacts (employees, independent contractors, and employers of subcontracted employees) who were on the premises at the same worksite as the COVID-19 case during the infectious period, with copies to relevant union(s).

Note: Worksite means the building or other location where a worker worked during the infectious period. It does not apply to buildings, floors, or other locations of the employer that the COVID-19 individual did not enter, locations where the COVID-19 employee worked by themselves without exposure to other employees, or to a worker's personal residence or other location while working remotely.

This letter should be modified if it relates to the Las Vegas office.

OPERATING ENGINEERS TRUST FUNDS

I.U.O.E. LOCAL 12 HEALTH & WELFARE / PENSION / VACATION / DCP

PASADENA: 100 CORSON STREET, SUITE 100, PASADENA, CALIFORNIA 91103 LAS VEGAS: 3826 MEADOWS LANE, LAS VEGAS, NEVADA 89107 PHONE: (866) 400-5200 TTY: (626) 356-3582 www.oefi.org

P.O. BOX 7063, PASADENA, CALIFORNIA 91109



[DATE]

Dear [employee],

We would like to inform you that we have recently received information about a confirmed case of COVID-19 in at least one employee at the offices of the Operating Engineers Funds, Inc. ("OEFI") in Pasadena. That employee (the "COVID-19 case") was instructed to self-isolate, and will not be allowed to return to OEFI until their self-isolation period ends and OEFI's return-to-work criteria has been met. The last date the COVID-19 case was present at our offices was _______. Please note that pursuant to applicable law, we will not disclose the identity of the COVID-19 case in order to protect his or her privacy.

We will promptly conduct an investigation and separately provide written notification to any employee that we believe would likely qualify as a "close contact" of the COVID-19 case.

Generally, a "close contact" is someone who shares the same indoor space with a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period. Spaces that are separated by floor-to-ceiling walls (e.g. offices, suites, rooms, waiting areas, bathrooms, or break or eating areas that are separated by floor-to-ceiling walls) must be considered distinct indoor airspaces.

A symptomatic COVID-19 case is considered to be infectious from 2 days before the COVID-19 case's symptoms first appeared (symptom onset date is Day 0) until their home isolation ends. If a COVID-19 case tested positive for COVID-19, but never had any symptoms, the COVID-19

case is considered to be infectious from 2 days before his or her test (collection date is Day 0) through Day 5 after positive specimen collection date for the COVID-19 case's first positive COVID-19 test.

Based on the information we have at this time, we do not believe that you were a close contact of the COVID-19 case. If we learn you are likely a close contact, we will notify you in a separate letter.

Cleaning and disinfecting of the	exposed locations 1	per the CDC's	guidance has bee	n completed or
will be completed no later than _				

As the COVID-19 situation in our country and our community is developing quickly, we urge you to take necessary precautions to limit coronavirus spread in our community.

How You Can Help

You should report to work pursuant to your regular schedule. Please continue to take the precautions that we have implemented very seriously. Important public health prevention messages include:

- Stay home when you are sick. Anyone with symptoms consistent with COVID-19 should remain at home and get tested for COVID-19.
- Wash your hands often with soap and water for at least 20 seconds. Sing the Happy Birthday song to help know when it has been 20 seconds. If soap and water are not available, use alcohol-based hand sanitizers that contain at least 60% alcohol.
- Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately. If you do not have a tissue, use your sleeve, not your hands, to cover your coughs and sneezes.
- Limit close contact with people who are sick, and avoid sharing food, drinks, or utensils.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipes.
- It is strongly recommended that you wear a well-fitting face covering indoors.
- **Get vaccinated.** If you haven't done so yet, we strongly recommend that you get vaccinated against COVID-19, and obtain all booster shots when eligible. Vaccination remains the best way to protect against the spread of this virus and against severe disease.

You may be entitled to various COVID-19-related benefits under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, workers' compensation law, local governmental requirements, the OEFI's own leave policies, and leave guaranteed by contract (if any). Please contact Ms. Larson at KLarson@oefi.org or (626) 356-3532 for information in this regard. You may also be entitled to disability benefits or Paid Family Leave through California's Employment Development Department, which can be reached at edd.ca.gov/.

You may decide to get tested for COVID-19, whether you have symptoms or not. Testing resources can be found through your physician and https://www.cityofpasadena.net/public-health/covid-19-testing-info/. Individuals who need assistance finding a medical provider can call

the Los Angeles County Information line 2-1-1, which is available 24/7. Check first with your own health care provider, who will likely provide you with such testing free of charge. Please notify me or Ms. Larson promptly of your test results.

Please notify us if you begin to suffer any symptoms of COVID-19 (such as cough, fever, chills, shortness of breath, difficulty breathing, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting, or diarrhea). If you develop such symptoms or you test positive for COVID-19, you should begin self-isolation, notify us, and contact your health care provider. See, Pasadena Public Health Department Guidelines for COVID-19 Cases (Isolation) and Close Contacts dated July 13, 2023, ("Pasadena Guidance"), which can be found at:

https://www.cityofpasadena.net/public-health/wp-content/uploads/sites/32/Guidelines-COVID-19-Isolation.pdf

OEFI will not discriminate or retaliate against you for disclosing a COVID-19 positive test or diagnosis, or an order to quarantine or isolate.

Ensuring that you and our office is safe is of greatest importance to us. For additional questions about COVID-19 in Pasadena, please visit Pasadena's COVID-19 webpage at https://www.cityofpasadena.net/covid-19.

If you have any questions or concerns, please contact me directly by telephone at (626) 356-1079, or by email at mdechellis@oefi.org.

Sincerely,

Michael DeChellis Operating Engineers Funds, Inc. COVID-19 Compliance Officer

[cc: Applicable Local Unions]