



# Infectious Disease Prevention & Return to Work Policy

Updated January 2021

## I. OVERVIEW

The coronavirus disease 2019 (“COVID-19”) is a respiratory disease that is spread from person to person, and can cause mild to severe illness. It is the goal of ACWA JPIA to take steps to reduce the spread of COVID-19 in the workplace and protect the wellness of our employees, especially our most vulnerable employee population. JPIA is committed to having all employees return to work *gradually*, in an *efficient* and *safe* manner following the closure of our workplace due to COVID-19. Further, JPIA is committed to treating all employees, applicants, contractors, visitors, and other third parties openly and honestly.

With this in mind, as employees return to the JPIA office following COVID-19 related closures, they will notice changes in the way the workplace looks as well as new protocols and requirements for all employees. We understand that these changes may create questions and be challenging, but JPIA’s goal is to ensure the safety and security of our workplace and our employees as we navigate what the workplace will look like following the COVID-19 pandemic.

JPIA is following the guidelines set up by California Department of Public Health, CalOSHA, and County of Placer for returning staff to office workspaces. Many aspects of this policy are based on their recommendations. For those visiting members, adherence to the local county requirements takes precedent.

This policy represents the JPIA’s intention to inform all individuals of the risk of exposure to COVID-19, and sets forth the protocols and requirements the JPIA will enforce to protect employees and reduce the risk of spreading COVID-19 in the workplace.

Any questions regarding the information contained in this policy should be addressed to Andy Sells, CEO, or Patricia Slaven, Director of Human Resources and Administration.

## II. INDIVIDUALS COVERED BY THIS POLICY

This policy applies to all employees, applicants, contractors, visitors, and other third parties in connection with the JPIA’s workplace.

## III. JPIA COMMITMENT

Additionally, the JPIA will take actions to attempt to maintain a healthy work environment. Such actions include, but are not limited to, nightly disinfecting by janitorial staff; discouraging employees from using other employee’s phones, desks, offices, or other tools and equipment when possible; provide cleaning supplies for individuals to wipe down desks and cubicles, and other equipment after use; reconfiguring break rooms to allow 6-foot distancing; limit number of individuals in one room at the same

time.

- JPIA has ensured that all offices and cubicles have barriers to prevent the spread of COVID-19. Engineering changes have been made to bring in more outside air to the HVAC system and hospital grade air filters have been installed.
- JPIA will conduct periodic inspections to identify any issues related to COVID – 19 prevention protocols
- JPIA may send employees home, as the California Department of Public Health suggests, if they exhibit symptoms of COVID-19 while in the workplace.

#### **IV. EMPLOYEE RESPONSIBILITIES**

Each employee has a responsibility to prevent the spread of COVID-19. This includes adhering to the recommendations issued by the CDC for reducing the spread of COVID-19. Additionally, this policy requires the following actions be taken to reduce the spread of COVID-19 in the workplace:

- Individuals should stay home if not feeling well, no matter how minor the symptoms.
- Individuals are required to stay home if they have or suspect they have COVID-19.
- If an individual is diagnosed with COVID-19, they must immediately notify the JPIA (section IV below) and should return to work only under the following circumstances:
  - At least 24 hours have passed since the individual last had a fever of 100.4 or higher without the use of fever-reducing medication; and
  - The COVID-19 symptoms have improved; and
  - At least 10 days have passed since symptoms first appeared.
- If an individual is sent home due to symptoms of COVID-19, they can return to work only under the following circumstances:
  - At least 24 hours have passed since the individual last had a fever of 100.4 or higher without the use of fever-reducing medication; and
  - The COVID-19 symptoms have improved; and
  - At least 10 days have passed since symptoms first appeared.
- Any individual who has tested positive but never developed symptoms can return to work after 10 days have passed from when the specimen was collected that resulted in a positive test.
- Any individual who was potentially exposed to COVID-19 but did not present any symptoms and received a negative test result can return to work after seven days.
- Individuals must immediately notify the JPIA, even if they are well, if they have a close family member or friend, or someone who lives in their household, who has COVID-19. The JPIA may take action to limit the individual's potential for spreading COVID-19 depending on the relevant circumstances. Employees should monitor their health on a daily basis to ensure they remain free of COVID-19.
- Employees and all building visitors are required to don face masks when in public areas of the building (hallways, meetings rooms, lunchroom, restroom, workroom, patio, etc.) when six feet distancing cannot be guaranteed. These must be worn over the nose and mouth. Exceptions are when eating or drinking, when at your desk, or

when unable to wear a mask due to a disability. Alternative to a face mask, one may wear a face shield with a drape at the bottom. Bandanas and gators are not acceptable.

- Employees are required to practice proper hygiene in the workplace including regular hand washing with soap and water for at least 20 seconds or, if water is not available, using alcohol-based disposable hand wipes or sanitizers, by covering their mouth and nose when coughing or sneezing, immediately washing or sanitizing hands, and avoiding touching their eyes, nose, or mouth.
- Employees should practice social distancing, and stay at least 6-feet apart from others, when moving through any workplace. No more than 4 persons in lunchroom, rest room or workroom at one time if 6 foot distancing cannot be maintained
- Employees are required to wipe down all equipment after use including copy machines, fax machines, coffee makers, microwaves, ice maker, refrigerators, etc.
- Staff are encouraged to eat lunch on their own; for those in the office, this means at their desk. Meals should be packed in insulated bags with ice to minimize use of refrigerators.
- Employees should call, e-mail, message, or video conference as much as possible rather than meet face-to-face. If in –person meetings are conducted, protocols listed above must be followed.
- Employees must report any issues related to COVID prevention protocols immediately to a manager so that any hazards can be corrected.

Further, employees must adhere to the JPIA's return to work requirements as described further below.

## **V. RETURN TO WORK**

It is the JPIA's desire for all employees to return to work following a workplace closure due to COVID-19. However, the JPIA also desires to protect the health and safety of our employees and others in the workplace. Further, the JPIA complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, and all applicable state and local fair employment practices laws, and is committed to providing a work environment that is inclusive and provides equal employment opportunities to all qualified individuals, including those with limiting conditions or disabilities who may or may not need accommodation.

With these principles in mind, the JPIA is setting forth the following return to work requirements for COVID-19-related purposes:

- Upon the re-opening of the workplace following a COVID-19-related closure, all employees will be required to self-screen before being permitted to return to the JPIA office or any remote location. Self-screening includes temperature taking and reviewing possible symptoms of COVID before coming to work. JPIA reserves the right to conduct additional screening if necessary, including such screening as temperature testing and asking questions about potential symptoms. These testing/screening procedures will be in place as long as deemed necessary by the JPIA.
- All staff will have to complete TargetSolutions training modules on the following topics:

- Coronavirus 101 - What You Need to Know
- Coronavirus 105 - Cleaning and Disinfecting your Workplace

## **VI. JPIA NOTIFYING STAFF**

Where the JPIA receives information about an employee who is positive for COVID-19, the JPIA will take appropriate action to trace that employee's contact with other employees, including requesting information from the employee about recent contacts. The JPIA may notify other employees who had contact with the COVID-19 positive employee but will not disclose the identity of the infected employee as part of this contact tracing process. Any staff member with potential exposure can take advantage of no-cost testing through the JPIA medical plans, state testing site, CVS drive-through testing or local county clinics. Refer to flyer on The Fountain for specifics. If any cost is incurred by an employee for testing, JPIA will reimburse the full amount.

All confirmed cases of COVID-19 in the workplace will be investigated as described above and tracked per Cal/OSHA requirements and forms.

## **VII. DISCRIMINATION AND RETALIATION PROHIBITED**

The JPIA strictly prohibits and will not tolerate any retaliation or discrimination against any individual based on the individual having COVID-19, reporting potential exposure to COVID-19 or reporting related hazards in the workplace. However, the JPIA reserves the right to exclude a person with COVID-19 from the workplace if the JPIA finds that, based on relevant factors, such a restriction is necessary for the welfare of the individual with COVID-19 and/or the welfare of others within the workplace.

Any individual who believes that he or she has been wrongfully retaliated against or discriminated against for having COVID-19, reporting a potential exposure to COVID-19, exercising any rights under this policy, or for any other reason must immediately notify Human Resources.

## **VIII. CONFIDENTIALITY**

COVID-19-related diagnosis information, responses to questions about potential symptoms before returning to work, information regarding an employee's body temperature, or other medical information reported to the JPIA is treated as confidential information. The JPIA is committed to complying with all applicable federal, state, and local laws that protect the privacy of persons who have undergone screening for, have been diagnosed with, or have been exposed to COVID-19. Every effort will be made to ensure procedurally sufficient safeguards are in place to maintain the privacy of individuals who have or have been exposed to COVID-19.