

# ELECTRICAL TRAINING INSTITUTE

For  
NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION L.A. COUNTY CHAPTER  
And  
INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS LOCAL UNION NO. 11



## COVID-19 Prevention Plan

(Effective March 29, 2023)

The Electrical Training Institute, Inc. (the “ETI”) takes the health and safety of our employees and students very seriously.

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

The ETI 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 at the ETI. This Plan, like the prior versions of this Plan (including, but not limited to, those versions entitled *COVID-19 Containment, Response, and Control Plan, including the Exposure Management Plan*), is also an Addendum to the ETI’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 7 shall be effective through February 3, 2026.)

We have a designated an IHE COVID-19 Compliance Task Force that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that employees and students receive education about COVID-19. The members of the Compliance Task Force responsible for establishing COVID-19 safety protocols are Joël Barton, David Nott, Allen Sloan, and Ormond Brown. The members of the Compliance Task Force responsible for enforcing all COVID-19 safety protocols are David Nott, Deon Mayes, Steve Rose, Summer Zachary, and Ormond Brown.

We have designated a COVID-19 Coordinator/Compliance Officer, who is vested with full authority and responsibility for implementing this Plan, to act as a liaison to the Department of Public Health in the event of a cluster or outbreak at the ETI, and to monitor available guidance regarding the virus from the U.S. Center for Disease Control and Prevention (“CDC”), Cal/OSHA, and state and local health department guidance. The COVID-19 Coordinator/Compliance Officer is the Training Director, David Nott, who can be reached at (323) 221-5881, ext. 3010; [director@laett.com](mailto:director@laett.com).

This Plan is based on currently available information, primarily from the CDC, Cal/OSHA, the California Department of Public Health (“CDPH”), and the County of Los Angeles Department of Public Health, and is subject to change based on further information provided by these entities and others. The ETI 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. Responsibilities of the ETI**

The ETI Training Director, Assistant Training Directors, Human Resources Manager, Instructors, Apprentice Coordinators, and other employees, must be familiar with this Plan and be ready to answer questions from employees, students, and visitors. All employees of the ETI 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 ETI employees must encourage this same behavior from all students and visitors.

## **2. Responsibilities of ETI Students and ETI Employees**

In this Plan, the term “student” includes anyone who receives any training through the ETI, including apprentices, journey-level workers, construction wiremen, and construction electricians.

We require that every one of our employees and students help with our prevention efforts while at ETI. To minimize the spread of COVID-19 at ETI, we all must play our part. As set forth below, ETI has instituted various best practices at ETI. All employees and students must follow these practices, and abide by all provisions of this Plan. In addition, all employees are expected to report to the Training Director, Assistant Training Directors, or Human Resources Manager if they experience signs or symptoms of COVID-19, as described below. Similarly, all students are expected to report to Senior Instructors, Apprentice Coordinators, Assistant Training Directors, or Training Director, if they experience signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask the Senior Instructors, Assistant Training Directors, Human Resources Manager, or Training Director.

The ETI recommends the following practices for all students and 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:
  - Cover your mouth and nose with a tissue when you cough or sneeze.
  - Immediately throw used tissues in the trash.
  - If you do not have a tissue, cough or sneeze into your elbow, not your hands.
  - 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, students and employees must familiarize themselves with the common and not so common symptoms of COVID-19 including, but not limited to: 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 ETI and call your supervisor and healthcare provider right away. If you develop such symptoms while at the ETI, advise your supervisor, leave the ETI, and call your healthcare provider. For students, in this section, the reference to "supervisor" refers to the student's instructor, senior instructors, or apprentice coordinators.

Students who are assigned to work for employers at jobsites are required to adhere to the same COVID-19 safety protocols (including testing policies) implemented for other employees of the off-campus business, facility, or jobsite.

### 3. 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 shared 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 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: (A) Has a positive "COVID-19 test; or (B) Has a positive COVID-19 diagnosis from a licensed health care provider; or (C) Is subject to a COVID-19-related order to isolate issued by a local or state health official; or (D) 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: (A) 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 (B) Administered in accordance with the authorized instructions. To meet the return to work/school criteria set forth in the *Return-to-Work/School 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. 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 or 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 speed or sign language respectively.

**“Infectious period”** means (A) For symptomatic confirmed COVID-19 cases, 2 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 (B) For asymptomatic confirmed COVID-19 cases, 2 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 fact 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 or school but returned to work or school 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 the 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.

#### **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 County of Los Angeles Department of Public Health 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 the ETI.
- 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. ETI's Preventative Measures**

The ETI has implemented various workplace policies and practices to protect the health of employees and students, to ensure infection control, to communicate to the campus community and 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, student or visitor showing symptoms of COVID-19 will be asked to leave the premises and return home.
- The ETI strongly recommends that all employees and students be immunized each autumn against influenza unless contraindicated by personal medical conditions.
- The ETI strongly recommends that all employees and students become fully vaccinated against COVID-19 as soon as possible, and timely receive all booster shots when eligible.

## **6. 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 the ETI 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. The ETI 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, students, and visitors.

Upon request, ETI will provide clean, undamaged face coverings to employees, students, and visitors at no cost regardless of vaccination status, for voluntary use while working or on the premises. Upon request, ETI 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 respiratory or KN95.

The ETI 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 and students may wear face coverings at the ETI without the fear of retaliation.

ETI will provide face coverings and ensure they are worn by employees and students when required by orders from the CDPH or local health authority.

The ETI 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 and students are required to wear face coverings, the following exceptions apply:**

- When an employee or student is alone in a room or vehicle.
- While actively eating or drinking at the ETI, 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 or students are wearing respirators required by the ETI and used appropriately.
- For employees and students 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 and students 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. Clear masks or cloth masks with a clear plastic panel that fit well are an alternative type of mask for people who interact with people who are deaf or hard of hearing, children or students learning to read, people learning a new language, and people with disabilities. Persons with a medical condition, mental health condition, or disability, and whose medical provider has determined that it is unsafe for them to wear a mask may request an exemption. A certification from a state licensed health care provider attesting that the individual has a condition or disability that precludes them from wearing a mask safely may be accepted as proof of exemption. The following licensed health care professionals may provide such attestations: Medical providers including physician (MD or DO), nurse practitioner (NP), or physician assistant (PA) practicing under the authority of a licensed physician, and licensed mental and behavioral health practitioners including Clinical Social Worker (LCSW), clinical psychologist (Psy.D), Professional Clinical Counselor (LPCC), or Marriage and Family Therapist (LMFT). For such persons, the COVID-19 hazards will be assessed, and action taken as necessary.
- 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:**

The ETI 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. The ETI 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:**

The ETI 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, the ETI will provide respirators for voluntary use to all employees and students who are working indoors or in vehicles with more than one person. Whenever the ETI makes such a respirator for voluntary use available, the ETI shall encourage its use and shall ensure that each such employee or student 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:**

The ETI will make COVID-19 testing available at no cost, during paid time, to all employees who had a close contact in the workplace, with the following exception: The ETI is not required to make COVID-19 testing available to returned cases.

During a COVID-19 outbreak or major outbreak, the ETI 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.

The ETI 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, should get tested for COVID-19 and immediately isolate from others.

## **7. Reporting, Recordkeeping, and Access**

The ETI 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. The ETI shall report all



information to the local health department as required by Labor Code section 6409.6. Specifically, the ETI will notify the local health department within one business day if the ETI identifies a cluster of 3 or more confirmed cases (students or employees) with possible connections with each other within a 14-day period.

- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Ensure this written COVID-19 Prevention Plan is available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix B: Investigating COVID-19 Cases** form, or a 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.

## **8. Investigating and Responding to COVID-19 Cases**

The ETI has an effective procedure to investigate COVID-19 cases at the ETI. This includes procedures for seeking information from employees and students 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 at the ETI, the ETI 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/School* sections below.) The ETI will use **Appendix C: Letter to Employee/Student COVID-19 Case**, or a similar letter, to provide information and direction to employee/student COVID-19 cases. The ETI will also immediately notify its worker's compensation insurance carrier of any COVID-19 cases who are employees.

When the ETI becomes aware of a COVID-19 case, the ETI 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 ETI which may have been visited by the COVID-19 case during the infectious period. The ETI will use **Appendix D: Close Contact Assessment Form**, or a similar form, in this regard.

Within one business day of the time the ETI knew or should have known of a COVID-19 case, the ETI 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 cases who are: employees and students 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.

The ETI 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 the ETI 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 notified); 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. The ETI 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 the ETI knew, or should have known, of a COVID-19 case, the ETI 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.

The ETI 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.**)

The ETI 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 by 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, the ETI 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, the ETI 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.

## **9. Exclusion from Work and/or School at the ETI**

### **A. COVID-19 Cases:**

In order to limit COVID-19 transmission at the ETI, the ETI will ensure that COVID-19 cases (employees and students) are excluded from the ETI to self-isolate until the return-to-work/school 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 ETI's premises, but who are able to work despite their COVID-19 status, the ETI will consider whether remote work opportunities are available.

Any students excluded from school per the above must submit a Leave of Absence form to the ETI for their absence from both school and work.

### **B. Close Contacts:**

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

- Wear a highly protective face covering around others while indoors, except when eating or drinking, for a total of 10 days after the last contact with a person infected with COVID-19. 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 within 3-5 days after the close contact's last 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 or school and will not be allowed to return until the return-to-work/school criteria set forth below has been met; **and**
- Monitor themselves for symptoms for 10 days following their exposure. If symptoms develop, they must test and stay home away from others. If the close

contact tests positive, they will be considered a COVID-19 case and they will be excluded from work or school and will not be allowed to return until the return-to-work/school criteria set forth below has been met.

## 10. Return-to-Work/School Criteria

### A. COVID-19 Cases:

Includes employees or students 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. Employee or student COVID-19 cases who **have/had COVID-19 symptoms** will not return to work or school and must isolate during the shorter of either of the following:
  - (a) the infectious period; or
  - (b) through 10 days after the onset of symptoms and at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever reducing medication.
2. Employee or student COVID-19 cases who **do not develop COVID-19 symptoms**, will not return to work or school and must isolate during the infectious period.
3. Subsections (1) and (2) apply regardless of whether an employee or student has been previously excluded or other precautions were taken in response to an employee's or student's close contact or membership in an exposed group.
4. If a *student* meets the criteria to end isolation before Day 11, it is recommended that they wear a highly protective mask around others, especially in indoor settings, for a total of 10 days after the positive COVID-19 viral test or the first full day after symptoms developed. In addition, for *employees* who meet the criteria to end isolation before day 11, it is required that they wear a highly protective mask around others, especially in indoor settings, for a total of 10 days after the positive COVID-19 viral test or the first full day after symptoms developed.
5. If an employee or student with symptoms of possible COVID-19 does not get tested and 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 and school criteria and isolate set forth above.

These provisions apply regardless of vaccination status, previous COVID-19 infection, previous exclusion from work or school, 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 in section 9 above, asymptomatic close contacts are not required to quarantine and are not required to be excluded from work or school at the ETI per the current CDPH and local health department guidance.

NOTE: If an order to isolate, quarantine, or exclude an employee or student is issued by a local or state health official, the employee or student will not return to work or school 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.

**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 in-patient hospitalization other than for medical observance or diagnostic testing.

Therefore, if any ETI employee becomes ill while at work for ETI and is admitted as an in-patient at a hospital for treatment, the ETI will report the illness to Cal/OSHA. This is true regardless of the length of the hospitalization. The ETI 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. The ETI will also report the serious illness to Cal/OSHA if the ETI has reason to believe the serious illness may be work related regardless of whether the onset of symptoms occurred at work. The ETI will also report the serious illness to Cal/OSHA whether or not COVID-19 has been diagnosed. Finally, the ETI 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.

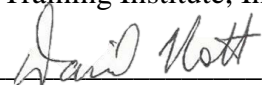
ETI will also report any major outbreaks to Cal/OSHA.

**12. Future Modifications to this Plan**

Given the fast-developing nature of the COVID-19 outbreak, the ETI may modify this Plan as required to comply with all relevant orders and guidance. If you have any questions concerning this Plan, please contact the Training Director.

Date: March 29, 2023

Electrical Training Institute, Inc.

By:   
David Nott, Training Director

## 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

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

Summary of employees, independent contractors, and employees of other employers that came 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 or Student COVID-19 Cases.  
(This letter should be modified if the COVID-19 case is a student)**

[INSERT LETTERHEAD]

[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 LAC DPH Guidelines for COVID-19 Cases (Isolation) effective March 13, 2023 (“LAC DPH Guidance”), which can be found at:

[http://publichealth.lacounty.gov/media/coronavirus/docs/isolation\\_quarantine\\_guidelines/LAC\\_DPH\\_Guidelines\\_for\\_COVID\\_cases\\_and\\_contacts.pdf](http://publichealth.lacounty.gov/media/coronavirus/docs/isolation_quarantine_guidelines/LAC_DPH_Guidelines_for_COVID_cases_and_contacts.pdf)

You will be unable to return to work or school at the Electrical Training Institute, Inc. (“ETI”) until your period of self-isolation is over, as set forth in LAC DPH Guidance referenced above, and you meet the return-to-work/school criteria in the ETI’s COVID-19 Prevention Plan. Typically, the self-isolation period will last at least 5 to 10 days. COVID-19 cases must stay home for at least 5 days after start of symptoms (Day 0) or after date of first positive test (Day 0) if no symptoms. More specifically:

- Isolation can end after Day 5 if: symptoms are not present, or are mild and improving; and you are fever-free without the use of fever-reducing medication. (It is strongly recommended that an individual test negative for COVID-19 prior to ending isolation between Day 6 and Day 10.)
- If fever is present, isolation should be continued until 24 hours after fever resolves.
- If symptoms, other than fever, are not improving, continue to isolate until symptoms are improving or until after Day 10.
- After you have ended isolation, if your symptoms recur or worsen, you should get tested again and if positive, restart isolation at Day 0.
- The above applies regardless of whether an employee or student has been previously excluded or other precautions were taken in response to an employee’s or student’s close contact or membership in an exposed group.
- If a *student* meets the criteria to end isolation before Day 11, it is recommended that they wear a highly protective mask around others, especially in indoor settings, for a total of 10 days after the positive COVID-19 viral test or the first full day after symptoms developed. In addition, for *employees* who meet the criteria to end isolation before day 11, it is required that they wear a highly protective mask around others, especially in indoor settings, for a

total of 10 days after the positive COVID-19 viral test or the first full day after symptoms developed.

- If an employee or student with symptoms of possible COVID-19 does not get tested and 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 and school criteria and isolate set forth above.

If you are an employee, attached is a form you can use to request paid leave. Please fill the form out and return it to me as soon as possible. However, if you feel you are able to work remotely from your home during your self-isolation period, contact me and we will determine whether such remote work is available to you. If you are a student, you must submit a leave of absence request to cover the self-isolation time period.

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 ETI's own leave policies, and leave guaranteed by contract (if any). Please contact me 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/](http://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. You are considered to be infectious (you can spread COVID-19 to others) from 2 days before your symptoms first appeared 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 until 10 days after your 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](http://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.

The ETI 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 the County of Los Angeles, please visit the County of Los Angeles's COVID-19 webpage at <http://publichealth.lacounty.gov/media/coronavirus/>, or call the COVID Info Hotline at 1-833-540-0473. If you have any questions or concerns, please contact me directly by telephone at (323) 221-5881, or by email at [director@laett.com](mailto:director@laett.com).

Sincerely,

David Nott  
Training Director

## Appendix D: 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:

(A) For symptomatic confirmed COVID-19 cases, 2 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

(B) For asymptomatic confirmed COVID-19 cases, 2 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 fact mask through Day 10.

### **PRELIMINARY INFORMATION**

HR Manager Name: \_\_\_\_\_

Person conducting assessment: \_\_\_\_\_

Interview Date: \_\_\_\_\_

Time of interview: \_\_\_\_\_

Location [if multiple worksites] \_\_\_\_\_

Employee Name: \_\_\_\_\_  
Employee Position: \_\_\_\_\_  
Employee Manager: \_\_\_\_\_  
Best contact number to reach employee: \_\_\_\_\_  
Does employee have COVID-19 symptoms? \_\_\_\_\_  
Date that employee notified HR: \_\_\_\_\_  
Date of COVID-19 test: \_\_\_\_\_  
Date of COVID-19 test results: \_\_\_\_\_

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

*\*The below are questions assuming symptoms are present. Modify for students and 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 for COVID-19?
- 4.) What days have you worked, 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?

- 7.) Do you remember coughing or sneezing on or near anyone, during the period starting 2 days prior to your coronavirus symptoms first starting, through today?
- 8.) Did you share or exchange any items with anyone (tools, water bottles, pens, etc.) during the time period identified above?
- 9.) Did you carpool to work with anyone during the time period identified above?
- 10.) Where did you eat your lunch during the time period identified above?
- 11.) Where did you take your rest breaks during the same period?
- 12.) 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?
- 13.) Have you participated in any meetings or gathered in a location with multiple people, during the time period identified above?
  - Where did the meeting take place?
  - Who attended those meetings?
  - How long was the meeting?
- 14.) How and where do you think you contracted COVID-19? From a social event? Friend or family? At the workplace?

## 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, students, 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 close contact is a student.**

[INSERT LETTERHEAD]

[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 or student at the offices of the Electrical Training Institute, Inc. (“ETI”). That employee or student (the “COVID-19 case”) was instructed to self-isolate, and will not be allowed to return to the ETI until their self-isolation period ends and the ETI’s return-to-work/school criteria has been met. The last date the COVID-19 case was present at the ETI 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 COVID-19 case is considered to be infectious from 2 days before the COVID-19 case’s symptoms first appeared 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 until 10 days after the test was taken.

Although we believe you are a close contact, you are not required to quarantine away from the ETI for work or school and you are not excluded from the ETI assuming you have no symptoms of COVID-19. See, LAC DPH Guidelines for COVID-19 Cases (Isolation) and Close Contacts effective March 13, 2023 (“LAC DPH Guidance”), which can be found at:

[http://publichealth.lacounty.gov/media/coronavirus/docs/isolation\\_quarantine\\_guidelines/LAC\\_DPH\\_Guidelines\\_for\\_COVID\\_cases\\_and\\_contacts.pdf](http://publichealth.lacounty.gov/media/coronavirus/docs/isolation_quarantine_guidelines/LAC_DPH_Guidelines_for_COVID_cases_and_contacts.pdf)

You should continue attend work or school at the ETI if you have no COVID-19 symptoms. However, you should:

- Wear a highly protective face covering around others while indoors, except when eating or drinking, for a total of 10 days after your last contact with a person infected with COVID-19. 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 within 3-5 days after your last exposure to determine your infection status<sup>1</sup>; **and**
- If you test positive, you will be considered a COVID-19 case and will be excluded from work or school and will not be allowed to return until ETI's return-to-work/school criteria set forth below has been met; **and**
- Monitor yourself for symptoms for 10 days following your exposure. If symptoms develop, you must test and stay home away from others. If you test positive, you will be considered a COVID-19 case and you will be excluded from work or school and will not be allowed to return until ETI's return-to-work/school criteria 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 ETI's own leave policies, and leave guaranteed by contract (if any). Please contact me 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/](http://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://covid19.lacounty.gov/testing/>. 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 ETI will make COVID-19 testing available at no cost, during paid time, to all employees who had a close contact in the workplace with the following exception: COVID-19 cases who returned to work after being previously excluded because they were a COVID-19 case and have remained free of COVID-19 symptoms for 30 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 30 days after the first positive test. Please notify me 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, LAC DPH Guidance, which can be found at:

[http://publichealth.lacounty.gov/media/coronavirus/docs/isolation\\_quarantine\\_guidelines/LAC\\_DPH\\_Guidelines\\_for\\_COVID\\_cases\\_and\\_contacts.pdf](http://publichealth.lacounty.gov/media/coronavirus/docs/isolation_quarantine_guidelines/LAC_DPH_Guidelines_for_COVID_cases_and_contacts.pdf)

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<sup>1</sup> 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.



If you haven't done so yet, we strongly recommend that you get vaccinated against COVID-19 and stay up to date with all recommended doses, including updated boosters. 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.

The ETI 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 exposed locations per the CDC's guidance has been completed 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 the County of Los Angeles, please visit the County of Los Angeles's COVID-19 webpage at <http://publichealth.lacounty.gov/media/coronavirus/>.

If you have any questions or concerns, please contact me directly by telephone at (323) 221-5881, or by email at [director@laett.com](mailto:director@laett.com).

Sincerely,

David Nott  
Training Director

[cc: 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 the ETI is notified of the potential COVID-19 exposure and will remain posted for not less than 15 calendar days. The ETI is required to keep a log of all the dates the required notice was posted.

The ETI is still required to provide written notice to the exclusive representative (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:

We are informing you that we have recently received information about a confirmed case of COVID-19 (“COVID-19 case”) in the workplace.

The last date that the COVID-19 case was in the worksite premises within his or her infectious period was \_\_\_\_\_. The location of the potential exposure was \_\_\_\_\_.

If you would like information about COVID-19 related benefits to which you may be entitled under federal, state, or local laws, please contact Jennifer Hawkins at (323) 221-58681, ex. 3005, or by email at [jhawkins@laett.com](mailto:jhawkins@laett.com).

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.

The ETI 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 exposed locations per the recommended guidance by the CDC and/or the Company’s COVID-19 Prevention Policy has been completed 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 Los Angeles County’s COVID-19 webpage at <http://publichealth.lacounty.gov/media/coronavirus/>.

## Appendix G: COVID-19 General Notification Letter:

**To be sent within one business day to non-close contacts (employees, students, 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). Modify if COVID-19 case or addressee is a student.**

**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.**

[INSERT LETTERHEAD]

[DATE]

Dear [employee/student],

We would like to inform you that we have recently received information about a confirmed case of COVID-19 ("COVID-19 case") in at least one employee or student at the Electrical Training Institute, Inc. (the "ETI"). That COVID-19 case was instructed to self-isolate, and will not be allowed to return to the ETI until their self-isolation period ends and ETI's return-to-work/school criteria has been met. The last date the COVID-19 case was present at the ETI 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 or student 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 COVID-19 case is considered to be infectious from 2 days before the COVID-19 case's symptoms first appeared 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 until 10 days after the test was taken.

**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 per the CDC's guidance has been 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 or school 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 stay up to date with all recommended doses, including updated boosters. Vaccinations remain 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 ETI's own leave policies, and leave guaranteed by contract (if any). Please contact me 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/](http://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://covid19.lacounty.gov/testing/>.

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 promptly notify me 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, LAC DPH Guidelines for COVID-19 Cases (Isolation) and Close Contacts effective March 13, 2023 (“LAC DPH Guidance”), which can be found at:

[http://publichealth.lacounty.gov/media/coronavirus/docs/isolation\\_quarantine\\_guidelines/LAC\\_DPH\\_Guidelines\\_for\\_COVID\\_cases\\_and\\_contacts.pdf](http://publichealth.lacounty.gov/media/coronavirus/docs/isolation_quarantine_guidelines/LAC_DPH_Guidelines_for_COVID_cases_and_contacts.pdf)

The ETI 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 the County of Los Angeles, please visit the County of Los Angeles’s COVID-19 webpage at <http://publichealth.lacounty.gov/media/coronavirus/>.

If you have any questions or concerns, please contact me directly by telephone at (323) 221-5881 ext. 3001, or by email at [director@laett.com](mailto:director@laett.com).

Sincerely,

David Nott  
Training Director

[cc: Local Unions]