

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 May 4, 2022)

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”). The ETI has created this revised COVID-19 Prevention Plan (the “Plan”) to comply with the revised emergency regulations 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.

We have 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, Rosalba Cervantes, and Diana Limon. The members of the Compliance Task Force responsible for enforcing all COVID-19 safety protocols are Deon Mayes, Steve Rose, Summer Zachary, Alan Mora, Scott Arnold, Ormond Brown, Rosalba Cervantes, and Diana Limon.

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, Diana Limon, who can be reached at (323) 221-5881, ext. 3001; dianal@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 Director, Instructors, Apprentice Coordinators, and other employees, must be familiar with this Plan and be ready to answer questions from 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 or HR 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 Director, 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 Director, 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 being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "infectious period" defined by this section, regardless of the use of face coverings, unless close contact is defined by regulation or order of the CDPH. If so, the CDPH definition will apply.

EXCEPTION: Employees have not had a close contact if they wore a respirator required by the employer and used in compliance with CCR Title 8 Section 5144, whenever they were within six feet of the COVID-19 case during the infectious period.

"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 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 the following time period, unless otherwise defined by CDPH regulation or order, in which case the CDPH definition shall apply: (A) For COVID-19 cases who develop COVID-19 symptoms: from two days before they first develop symptoms until all of the following are true: it has been 10 days since symptoms first appeared, 24 hours have passed with no fever without the use of fever-reducing medications, and symptoms have

improved; or (B) For COVID-19 cases who never develop COVID-19 symptoms: from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

“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 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 90 days after the initial onset of COVID-19 symptoms or, if the person never developed COVID-19 symptoms, for 90 days after the first positive test. If a period other than 90 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, locations where the worker worked by themselves without exposure to other employees, or to a worker’s personal residence or alternative work location chosen by the worker when working remotely. NOTE: The term worksite is used for the purpose of notice requirements as discussed in the *Investigating and Responding to COVID-19 Cases* section below.

4. System for Communicating

Our goal is to ensure that we have effective, two-way communication with our employees and students regarding COVID-19 prevention, in a form they can readily understand, and that includes the following information:

- We encourage employees to report to their supervisor and the Training Director any COVID-19 symptoms they are experiencing, without fear of reprisal. Similarly, we encourage students to report to their Instructors, Senior Instructors, Assistant Training Director, or Training Director any COVID-19 symptoms they are experiencing, without fear of reprisal.
- We encourage employees and students to report possible COVID-19 close contacts, and any potential COVID-19 hazards they see at the workplace, again without fear of reprisal.
- We advise employees and students with medical or other conditions that put them at an increased risk of severe COVID-19 illness, that they can request accommodations. If any employee or student believes they are at an increased risk of developing severe COVID-19 illness, they may contact the Training Director so that the ETI can consider possible and appropriate accommodations.
- We inform employees and students about potential COVID-19 hazards in the workplace, how the ETI addresses those hazards, and COVID-19 policies and procedures. (This includes informing not just our employees and students, but other employers and individuals within or in contact with our workplace.)

- We provide information as to how employees and students can get tested for COVID-19, voluntarily through health plans or local testing centers (not paid for by ETI).
- We provide information as to how certain employees can get tested for COVID-19 at no cost under certain circumstances described more fully herein.

5. Identification and Evaluation of COVID-19 Hazards

ETI effectively identifies and evaluates potential COVID-19 hazards in the workplace. We accomplish this by doing the following:

Conducting workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form or a similar form, evaluating all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees and students to COVID-19 hazards. Evaluations will be performed at least once per month or as otherwise determined to be needed by the COVID-19 Coordinator.

- Requiring each employee and student to evaluate their own symptoms before reporting to work or school. Requiring employees and students with COVID-19 symptoms to stay home. Requiring employees or students under an isolation order to stay home. For more details re: exclusion from the ETI, see *Exclusion of COVID-19 Cases* and *Return-to-Work/School Criteria* sections below.
- If there is a COVID-19 case at the ETI premises, the COVID-19 case will be required to immediately leave the premises to prevent or reduce the risk of transmission of COVID-19 at the ETI.
- Evaluating an employee’s or student’s potential exposure to COVID-19 considering all persons in the workplace, including visitors. This includes areas that are more likely to result in a congregation of persons or high traffic areas, such as common spaces or shared utility rooms. Remember, ALL persons regardless of symptoms or negative test results, shall be considered as potentially infectious.
- For indoor locations, the ETI shall evaluate how to maximize ventilation with outdoor air to the highest level of filtration compatible with the existing ventilation system; and whether the use of portable or mounted High Efficiency Particulate (“HEPA”) filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.
- Reviewing applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention. These orders and guidance are both information of general application, including Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments by the CDPH, and information specific to the ETI’s industry, location, and operations.
- Evaluating existing COVID-19 prevention controls at the ETI and assess the need for different or additional controls.

- Conducting periodic inspections using the **Appendix B: COVID-19 Inspection form** or a similar form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures. The COVID-19 Coordinator will be responsible for either conducting the inspections, or for designating a properly trained representative to conduct the inspections. Inspections shall be performed at least once per month or as deemed necessary by the COVID-19 Coordinator.

Employees and their authorized employee representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards. Any employee and/or their authorized representative may participate by contacting our COVID-19 Coordinator.

6. Correction of COVID-19 Hazards

The ETI is committed to correcting any unsafe or unhealthy work conditions, practices or procedures that may contribute to COVID-19 hazards. This includes:

- Implementing controls and/or policies and procedures in response to the workplace exposure evaluation pursuant to the **Appendix A: Identification of COVID-19 Hazards** form or a similar form.
- Implementing controls such as face coverings, and other applicable engineering or administrative controls in appropriate circumstances.

Hazards will be documented on the **Appendix B: COVID-19 Inspections** form or a similar form, and corrected in a timely manner based on the severity of the hazards, as follows:

- Where engineering controls are missing and/or in need of repair, correction shall be prioritized and accomplished, if at all possible, within 24-48 hours. The individual assigned to the corrective action will be noted on the inspection form and held responsible for timely correction.
- For instances where administrative controls have been observed as lacking or insufficient (such as lack of soap or sanitizer), supplies will be reestablished immediately, but in no case by end of the work day.
- When social distancing is required and is not being observed, or face coverings are required and are not being worn, the employees in violation will immediately be notified and corrected on the spot.

The inspection forms will be provided to the COVID-19 Coordinator who will be responsible for ensuring the hazards are timely corrected per the above. All inspection forms, including documentation of any hazard corrections, will be maintained for at least one (1) year.

7. Training and Instruction

The ETI provides training and instruction to employees on the following topics:

- Our COVID-19 policies and procedures to protect employees and students from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.

- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick and vaccination leave, if applicable, including, but not limited to, any leave available under the 2022 COVID-19 Supplemental Paid Sick Leave Law, workers' compensation law, local governmental requirements, the ETI's own leave policies, leave guaranteed by contract (if any), and leave under this Plan.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air when an infectious person talks, vocalizes, sneezes, coughs, or exhales.
 - Although less common, COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19, but are most effective when used in combination.
- ETI's policies for providing respirators, and the right of employees to request a respirator for voluntary use without fear of retaliation and at no cost to the employee. Whenever respirators are provided for voluntary use, the ETI will provide effective training and instruction to employees regarding: how to properly wear the respirator provided; and how to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interacts with a seal.
- The importance of frequent hand washing with soap and water for at least 20 seconds, and using hand sanitizer when employees or students do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work or school if the employee or student has COVID-19 symptoms.
- Information on the ETI's COVID-19 policies; how to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

- The conditions under which face coverings must be worn at the ETI. Employees can request face coverings from the ETI at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

The ETI will use **Appendix C: COVID-19 Training Roster**, or a similar form, to document this training for employees.

8. 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.
- Effective February 28, 2022, the ETI implemented a policy requiring all employees and students to be fully vaccinated or test for COVID-19 weekly, and visitors must provide proof that they are fully vaccinated or provide proof of a negative COVID-19 test within the last 72 hours. See **Appendix I**, for the ETI/JAC COVID-19 Vaccination and Testing Policy for Students, and **Appendix J**, For the ETI/JAC COVID-19 Vaccination and Testing Policy for Employees.

9. Control of COVID-19 Hazards

A. Face Coverings:

Wearing a well-fitted highly protective face covering is strongly recommended (but is not required), especially when indoors. Wearing such a face covering is also recommended (but is not required) for outdoor classes, meetings, activities, or events, for those that are not fully vaccinated if six feet of distance between people cannot be maintained.

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 separate room, office, interior space, or vehicle.
- While actively eating or drinking at the ETI.
- 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. Special considerations are made for people with communication difficulties or certain disabilities. 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. If their condition or disability does not permit a non-restrictive alternative, the employee or student shall be tested at least weekly for COVID-19. For employees, this testing will be during paid time and at no cost to the employee.
- 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. Any such employee or student not wearing a face covering pursuant to this exception shall be tested at least weekly for COVID-19. For employees, this testing will be during paid time and at no cost to the employee.

B. Engineering Controls:

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. Hand Washing Facilities:

To protect employees and students from COVID-19 hazards, the ETI shall evaluate its handwashing facilities, determine the need for additional facilities, encourage and allow time for employee and student handwashing, and provide employees and students with an effective hand sanitizer. The ETI encourages all employees and students to wash their hands for at least 20 seconds each time. The ETI prohibits the provision or use of hand sanitizers with methyl alcohol.

D. Personal Protective Equipment (PPE) Used to Control Employee Exposure to COVID-19:

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. The ETI will provide and ensure the use of respirators as provided herein when deemed necessary by the Division through the Issuance of Order to Take Special Action.

E. COVID-19 Testing:

The ETI will make weekly COVID-19 testing available at no cost to employees during paid time, if weekly testing is required pursuant to the ETI/JAC COVID-19 Testing Policy for Employees.

The ETI will make COVID-19 testing available at no cost to employees with COVID-19 symptoms during the employees' paid time.

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.

The ETI will offer testing free of charge and during work hours to any employees who need a test to keep working or to return to work sooner (after Day 5) when in isolation.

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.

10. Reporting, Recordkeeping, and Access

The ETI will adhere to the following:

- 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 of: (1) students and employees with confirmed COVID-19 who were on the ETI's premises at any point within the 14 days prior to the illness onset date. The illness onset date is the first date of COVID-19 symptoms or the COVID-19 test date, whichever is earlier; and (2) 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 D: 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.

11. 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, COVID-19 test results, onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.

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 D: 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 investigate the case by using the **Appendix E: Investigating COVID-19 Cases** form, or a similar form. The ETI will determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.

The ETI will also 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 F: 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 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: Letter to Close Contact**, or a similar letter, in that regard.

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 H: General Notification Letter**, or a similar letter, in that regard.

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. Any hazards and corrections will be noted on **Appendix A [Identification of COVID-19 Hazards]** and **Appendix B [COVID-19 Inspections]**, or substantially similar forms.

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.

12. 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.

For employees excluded from work per the above, the ETI shall continue and maintain an employee's earnings, wages, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job. The ETI may use employer-provided employee sick leave for this purpose to the extent permitted by law. Wages due under this section are subject to existing wage payment obligations and must be paid at the employee's regular rate of pay no later than the regular pay day for the pay period(s) in which the employee is excluded. Unpaid wages owed in this regard are subject to enforcement through procedures available in existing law. If the ETI determines that one of the exceptions below applies, it shall inform the employee of the denial and the applicable exception.

EXCEPTION 1: The above requirement does not apply where the employee received disability payments or was covered by workers' compensation and received temporary disability.

EXCEPTION 2: The above requirement does not apply where the ETI demonstrates that the close contact is not work related.

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 CDPH 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 are required to:

- Wear a highly protective face covering around others, especially indoors and when near those at higher risk for severe COVID-19 disease, 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 as soon as possible (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

13. 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 until **all** the following have occurred:
 - At least 5 days have passed since the COVID-19 symptoms first appeared, and
 - The COVID-19 symptoms are not present or are improving, and
 - The COVID-19 case is fever-free without the use of fever reducing medications for at least 24 hours; and
 - The COVID-19 case has a negative COVID-19 viral test result from a specimen collected on Day 5 or later. (Day 0 is the first day of symptoms. Day 1 is the first full day after symptoms developed.)

OR

- At least 10 days have passed since the COVID-19 symptoms first appeared, and
- The COVID-19 symptoms are not present or are improving, and
- The COVID-19 case is fever-free without the use of fever reducing medications for at least 24 hours.

NOTE: If the COVID-19 case's health care provider initially thought the COVID-19 case's symptoms were due to COVID-19, but they reassessed the COVID-19 case's diagnosis, and decided that that COVID-19 case is not infected with COVID-19, the COVID-19 case can stop isolating after 24 hours of being fever-free without the use of fever-reducing medicine.

(2) Employee or student COVID-19 cases who **never developed COVID-19 symptoms**, will not return to work or school and must isolate until all of the following have occurred:

- At least 5 days have passed since the positive COVID-19 viral test result was taken, and
- The COVID-19 case has remained free of symptoms; and
- The COVID-19 case has a negative COVID-19 viral test result from a specimen collected on Day 5 or later. (Day 0 is the first day the positive test specimen was collected. Day 1 is the first day after the positive test was collected.)

OR

- 10 days have passed since the positive COVID-19 viral test result was taken.

However, if the COVID-19 case develops symptoms while isolated, the COVID-19 case must follow the return to work and school criteria and isolate as described in subparagraph (1) above.

- (3) To clarify, if an employee or student referenced in subparagraph (1) or (2) above is unable to test or chooses not to test, and symptoms are not present or are resolving, the student or employee can return to work or school on Day 11.
- (4) To clarify, if fever remains present, the COVID-19 case may not return to work or school and must isolate until the fever resolves without the use of fever resolving medications.
- (5) If a *student* meets the criteria to end isolation before Day 11, it is strongly 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.
- (6) Subsections (1) through (5) above 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.

NOTE: 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.

B. Close Contacts to a COVID-19 Case:

As indicated in section 12 above, 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.

14. 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.

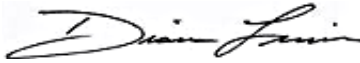
Therefore, if any ETI employee becomes ill while at work for ETI and is admitted as an in-patient at a hospital for treatment, the ETI will report the illness to Cal/OSHA. This is true regardless of the length of the hospitalization. The ETI will also report the serious illness to Cal/OSHA if the employee 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.

15. 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: May 4, 2022

Electrical Training Institute, Inc.

By: 

Diana Limon, Training Director

Appendix A: Identification of COVID-19 Hazards

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

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, students, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

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

Date: [enter date]

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

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

Appendix B: COVID-19 Inspections

[This form is only intended to get you started. Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Hazards noted? If so, explain	Person Assigned to Correct	Date Corrected
Engineering				
Barriers/partitions				
Ventilation (amount of fresh air and filtration maximized)				
Additional room air filtration				
[add any additional controls your workplace is using]				
[add any additional controls your workplace is using]				
Administrative				
Physical distancing				
Surface cleaning and disinfection (frequently enough and adequate supplies)				
Hand washing facilities (adequate numbers and supplies)				

Disinfecting and hand sanitizing solutions being used according to manufacturer instructions				
[add any additional controls your workplace is using]				
[add any additional controls your workplace is using]				
PPE (not shared, available and actually being worn by employees)				
Face coverings (cleaned sufficiently often)				
Gloves				
Face shields/goggles				
Respiratory protection				
[add any additional controls your workplace is using]				

Appendix C: COVID-19 Training Roster

Date: [enter date]

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

Topics Covered In Training:

Employee Name	Signature

**Appendix D: COVID-19 Letter to Employee or Student COVID-19 Cases.
(This letter should be modified if the COVID-19 case is a student or if the
COVID-19 is not work related or if the employee receives workers'
compensation or disability benefits.)**

[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 County of Los Angeles Department of Public Health's Emergency Isolation Order,

(http://publichealth.lacounty.gov/media/Coronavirus/docs/HOO/HOO_Coronavirus_Blanket_Isolation.pdf)

and the Home Isolation Instructions for People with COVID-19,

(<http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>).

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 the Instructions and Isolation Order 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. More specifically:

(1) Employee or student COVID-19 cases who **have/had COVID-19 symptoms** will not return to work or school and must isolate until **all** the following have occurred:

- At least 5 days have passed since the COVID-19 symptoms first appeared, and
- The COVID-19 symptoms are not present or are improving, and
- The COVID-19 case is fever-free without the use of fever reducing medications for at least 24 hours; and
- The COVID-19 case has a negative COVID-19 viral test result from a specimen collected on Day 5 or later. (Day 0 is the first day of symptoms. Day 1 is the first full day after symptoms developed.)

OR

- At least 10 days have passed since the COVID-19 symptoms first appeared, and
- The COVID-19 symptoms are not present or are improving, and
- The COVID-19 case is fever-free without the use of fever reducing medications for at least 24 hours.

NOTE: If the COVID-19 case's health care provider initially thought the COVID-19 case's symptoms were due to COVID-19, but they reassessed the COVID-19 case's diagnosis, and decided that that COVID-19 case is not infected with COVID-19, the COVID-19 case can stop isolating after 24 hours of being fever-free without the use of fever-reducing medicine.

(2) Employee or student COVID-19 cases who **never developed COVID-19 symptoms**, will not return to work or school and must isolate until all of the following have occurred:

- At least 5 days have passed since the positive COVID-19 viral test result was taken, and
- The COVID-19 case has remained free of symptoms; and
- The COVID-19 case has a negative COVID-19 viral test result from a specimen collected on Day 5 or later. (Day 0 is the first day the positive test specimen was collected. Day 1 is the first day after the positive test was collected.)

OR

- 10 days have passed since the positive COVID-19 viral test result was taken.

However, if the COVID-19 case develops symptoms while isolated, the COVID-19 case must follow the return to work and school criteria and isolate as described in subparagraph (1) above.

(3) To clarify, if an employee or student referenced in subparagraph (1) or (2) above is unable to test or chooses not to test, and symptoms are not present or are resolving, the student or employee can return to work or school on Day 11.

(4) To clarify, if fever remains present, the COVID-19 case may not return to work or school and must isolate until the fever resolves without the use of fever resolving medications.

(5) If a *student* meets the criteria to end isolation before Day 11, it is strongly 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 you are an employee, attached is a form you can use to request COVID-19 related 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.

[Delete highlighted text below only if the COVID-19 case is a student or the employer can demonstrate that the COVID-19 is not work related or if the employee received disability payments or was covered by workers' compensation and received temporary disability payments.] For employees excluded from work due to self-isolation, and for whom remote work

is unavailable, the ETI shall continue and maintain your earnings, wages, seniority, and all other employee rights and benefits, including your right to your former job status, as if you had not been removed from their job. The ETI may use employer-provided employee sick leave for this purpose to the extent permitted by law. Wages due under this section are subject to existing wage payment obligations and must be paid at your regular rate of pay no later than the regular pay day for the pay period(s) in which the employee is excluded. Unpaid wages owed in this regard are subject to enforcement through procedures available in existing law. If the ETI determines that an exception applies, it shall inform you of the denial and the applicable exception. 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 and vaccination leave, including the 2022 COVID-19 Supplemental Paid Sick Leave Law, if applicable, workers' compensation law, local governmental requirements, the ETI's own leave policies, leave guaranteed by contract (if any), and leave under the ETI's COVID-19 Prevention Plan. 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/.

Generally, a "close contact" is any of the following people who were exposed to you while you were infectious:

- Any person who was within 6 feet of you for a cumulative total of 15 minutes or more over a 24-hour period.
- Any person who had unprotected contact with your body fluids and/or secretions. For example, you coughed or sneezed on them, or you shared utensils or a cup with them.

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).

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

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.

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

Sincerely,

Diana Limon
Training Director

Appendix E: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential to the extent required by applicable law. The following information will be tracked:

Date: [enter date]

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

COVID-19 Case Investigation Information

Employee/Student (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee or student worked (or non-employee was present in the workplace):		Date investigation was initiated:	
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 or negative test and/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):	

COVID-19 Case Investigation Information

<p>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the infectious period, and who may have been exposed (attach additional information):</p>	
--	--

<p align="center">Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</p>		
<p>All employees who may have had COVID-19 exposure and their authorized representatives.</p>	<p>Date:</p>	
	<p>Names of employees that were notified:</p>	

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:

Independent contractors and other: employers present at the workplace during the infectious period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
Was local health department notified?		Date:	

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

Appendix F: 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 being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “infectious period” defined by this section. This definition applies regardless of the use of face coverings.

EXCEPTION: Employees have not had a close contact if they wore a respirator required by the employer and used in compliance with CCR Title 8 section 5144, whenever they were within six feet of the COVID-19 case during the infectious period.

“**Infectious period**” means the following time period:

- (A) For COVID-19 cases who developed COVID-19 symptoms:, from two days before they first develop symptoms until all of the following are true: it has been 10 days since symptoms first appeared; 24 hours have passed with no fever, without the use of fever-reducing medications; and symptoms have improved.
- (B) For COVID-19 cases who never develop COVID-19 symptoms, from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

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?
- 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, through today?
- 5.) Who else worked within 6 feet of you, during the period starting 2 days prior to your coronavirus symptoms first starting, through today?
- 6.) Were any of the people identified above within 6 feet of you for longer than 15 minutes at a time?
- 7.) 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?
- 8.) 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?
- 9.) Did you share or exchange any items with anyone (tools, water bottles, pens, etc.) during the time period identified above?
- 10.) Did you carpool to work with anyone during the time period identified above?

- 11.) Where did you eat your lunch during the time period identified above?
- 12.) Where did you take your rest breaks during the same period?
- 13.) Did you ever eat lunch at the same table or within 6 feet of someone else during the same time period?
 - Did you share any food or utensils with this person?
- 14.) 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?
- 15.) How and where do you think you contracted COVID-19? From a social event? Friend or family? At the workplace?

Appendix G: Letter to Close Contact

To be sent within one business day to all close contacts (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, or the close contact is not work related (re: no cost testing and maintenance of earnings and benefits).

[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 any of the following people who were exposed to a COVID-19 case while that person was infectious:

- Any person who was within 6 feet of the COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period; or
- Any person who had unprotected contact with a COVID-19 case’s body fluids and/or secretions. For example, a COVID-19 case coughed or sneezed on you, or you shared utensils or a cup with them.

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. (See the Los Angeles County Department of Public Health’s Quarantine Order, which can be found at

http://publichealth.lacounty.gov/media/Coronavirus/docs/HOO/HOO_Coronavirus_Blanket_Quarantine.pdf).

You should continue attend work or school at the ETI. However, you must:

- Wear a highly protective face covering around others, especially indoors and when near those at higher risk for severe COVID-19 disease, 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 as soon as possible (within 3-5 days after your last exposure) to determine their infection status. 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 sick and vaccination leave, including 2022 COVID-19 Supplemental Sick Leave, if applicable, workers' compensation law, local governmental requirements, the ETI's own leave policies, leave guaranteed by contract (if any), and leave under the ETI's COVID-19 Prevention Plan. 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/.

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 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test. The ETI will also make COVID-19 testing available at no cost to employees with COVID-19 symptoms during the employees' paid time. 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, County of Los Angeles Department of Public Health's Emergency Isolation Order,

(http://publichealth.lacounty.gov/media/coronavirus/docs/HOO/HOO_Coronaviruss_Blanket_Isolation.pdf)

and the Home Isolation Instructions for People with COVID-19,

(<http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation>.)

If you haven't done so yet, we strongly recommend that you get vaccinated against COVID-19. 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, 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 ext. 3001, or by email at dianal@laett.com.

Sincerely,

Diana Limon
Training Director

[cc: Local Unions]

Appendix H: 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 any of the following people who were exposed to a COVID-19 case while that person was infectious:

- Any person who was within 6 feet of the COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period; or
- Any person who had unprotected contact with the COVID-19 case's body fluids and/or secretions. For example, a COVID-19 case coughed or sneezed on you, or you shared utensils or a cup with them.

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. 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 and vaccination leave, including California Supplemental Paid COVID-19 Sick Leave, if applicable, workers' compensation law, local governmental requirements, the ETI's own leave policies, leave guaranteed by contract (if any), and leave under the ETI's COVID-19 Prevention Plan. 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/.

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. The ETI will also make COVID-19 testing available at no cost to employees with COVID-19 symptoms during the employees' paid time. 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, County of Los Angeles Department of Public Health's Emergency Isolation Order,

(http://publichealth.lacounty.gov/media/Coronavirus/docs/HOO/HOO_Coronavirus_Blanket_Isolation.pdf)

and the Home Isolation Instructions for People with COVID-19

(<http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>).

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 dianal@laett.com.

Sincerely,

Diana Limon
Training Director

[cc: Local Unions]