
SCAG COVID-19 PREVENTION PROGRAM (CPP)

I. POLICY STATEMENT:

The purpose of SCAG’s COVID-19 Prevention Program (“CPP”) is to provide employees a healthy and safe workplace as required under the California Occupational Safety and Health Act (Labor Code §§ 6300, *et seq.*) and associated regulations (8 C.C.R. § 3205).

Nothing in this CPP precludes SCAG from complying with federal, state, or local laws or guidance that recommends or requires measures that are more prescriptive and/or restrictive than are provided herein.

II. APPLICATION

This CPP reflects an update from the “SCAG Protocols for Maintaining a Safe and Healthy Workplace Related to COVID-19” and applies to all SCAG employees except for SCAG employees who are teleworking.



APPROVAL:
Chief Operating Officer, Darin Chidsey

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III. DEFINITIONS:

For the purposes of the CPP, the following definitions shall apply:

“COVID-19” means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

“COVID-19 case” means a person who either: (1) Has a positive “COVID-19 test” as defined in this section; (2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or (3) 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. A person is no longer a “COVID-19 case” when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or title 17, California Code of Regulations to CDPH or the local health department.

“Close contact COVID-19 exposure” means being within six (6) 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 “high-risk exposure period” as defined here. This definition applies regardless of the use of face coverings.

“COVID-19 hazard” means exposure to 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 procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

“COVID-19 symptoms” means one of the following: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) 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 viral test for SARS-CoV-2 that is both: (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

“Exposed workplace” means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas.

The exposed workplace does not include buildings or facilities not entered by a COVID-19 case. Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the “worksites” of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).

“Face covering” means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

“High-risk exposure period” means the following time period: (1) For persons who develop COVID-19 symptoms: from two (2) days before they first develop symptoms until ten (10) days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or (2) For persons who test positive who never develop COVID-19 symptoms: from two (2) days before until ten (10) days after the specimen for their first positive test for COVID-19 was collected.

IV. **PROGRAM**

A. **SYSTEM FOR COMMUNICATING WITH SCAG EMPLOYEES**

1. **Reporting Symptoms, Possible Close Contact Exposures, and Possible Hazards at SCAG Worksites as it relates to COVID-19**

SCAG policy requires that SCAG employees immediately report to their manager or supervisor or to the Department of Human Resources any of the following:

- (1) the employee’s presentation of COVID-19 symptoms;
- (2) the employee’s possible COVID-19 close contact exposures;
- (3) possible COVID-19 hazards at SCAG worksites.

SCAG will not discriminate or retaliate against any SCAG employee who makes such a report.

2. **Accommodations Process for SCAG Employees with Medical or Other Conditions that put them, or those they reside with, at Increased Risk of Severe COVID-19 Illness**

SCAG policy provides for an accommodation process for employees who have a medical or other condition identified by the Centers for Disease Control and Prevention (“CDC”) or the employees’ health care provider as placing or potentially placing the employees at increased risk of severe COVID-19 illness.

The CDC identifies the following medical conditions and other conditions as placing or potentially placing individuals at an increased risk of severe COVID-19 illness

The CDC guidance provides that adults of any age with the following conditions are at increased risk of severe illness from the virus that causes COVID-19:

1. Cancer
2. Chronic kidney disease

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3. COPD (chronic obstructive pulmonary disease)
 4. Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
 5. Immunocompromised state (weakened immune system) from solid organ transplant
 6. Obesity (body mass index [BMI] of 30 kg/m² or higher but < 40 kg/m²)
 7. Severe Obesity (BMI ≥ 40 kg/m²)
 8. Pregnancy
 9. Sickle cell disease
 10. Smoking
 11. Type 2 diabetes mellitus

The CDC guidance also provides that adults of any age with the following conditions might be at an increased risk for severe illness from the virus that causes COVID-19:

1. Asthma (moderate-to-severe)
2. Cerebrovascular disease (affects blood vessels and blood supply to the brain)
3. Cystic fibrosis
4. Hypertension or high blood pressure
5. Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
6. Neurologic conditions, such as dementia
7. Liver disease
8. Overweight (BMI > 25 kg/m², but < 30 kg/m²)
9. Pulmonary fibrosis (having damaged or scarred lung tissues)
10. Thalassemia (a type of blood disorder)
11. Type 1 diabetes mellitus

SCAG may also provide certain employment-related reasonable accommodations to employees who reside with individuals whose age and/or underlying medical condition places them at higher risk of severe illness if they contract the virus that causes COVID-19 unless an accommodation presents a hardship to or a direct threat to the health and safety of SCAG employees.

SCAG will periodically review the following web address in order to account for any additional medical conditions and other conditions or circumstances that the CDC has identified as placing or potentially placing individuals at an increased risk of severe COVID-19:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>

SCAG employees are encouraged to review the list of medical conditions and other conditions and circumstances mentioned above in order to determine whether they have such a condition.

To request an accommodation under the SCAG policy, employees may make a request with Human Resources in accordance with SCAG's Reasonable Accommodation Policy – Personnel Rule 12.3.

Following receipt of the request, Human Resources will require a note from the individual's health care provider(s) certifying that the individual has a qualified underlying medical condition that exposes the employee to a higher risk of severe illness if they contract the virus that causes COVID-19 and evidence the employee resides with that individual. As with any request for an accommodation, SCAG is not requesting medical information. Employees have a duty, however, to submit accurate and truthful information. An employee's dishonesty or failure to abide by the terms of this policy may subject that employee to discipline up to and including termination.

Human Resources will make determinations regarding reasonable accommodations under this program on a case-by-case basis depending on factors including, but not limited to: (1) The operational needs of the employee's department and SCAG; (2) The potential for disruption to SCAG's functions; (3) The portability of the employee's work; (4) Other considerations deemed necessary and appropriate by SCAG.

Reasonable accommodations may include, but are not limited to, the following: Alternative work assignments or locations; Telework; Reassignment; Increased social distancing measures; and Leave.

Determinations made by Human Resources are final and are not subject to appeal by the employee under Personnel Rule 12.4 or any other rule, policy, or procedure.

3. COVID-19 Testing

SCAG possesses authority to require that employees who report to work at SCAG worksites or facilities be tested for COVID-19.

Where SCAG requires that employees be tested, SCAG will inform employees for the reason that testing is required.

SCAG will also inform SCAG employees of the possible consequences of a positive COVID-19 test, which may include, but is not limited to, a requirement that employees not report to SCAG offices during the high-risk exposure period and satisfying the minimum criteria to return to work.

Where SCAG requires testing, SCAG has adopted policies and procedures that ensure the confidentiality of employees and comply with the Confidentiality of Medical Information Act (“CMIA”). Specifically, SCAG will keep confidential all personal identifying information of COVID-19 cases or persons with COVID-19 symptoms unless expressly authorized by the employee to disclose such information or as other permitted or required under the law.

4. COVID-19 Hazards

SCAG will notify SCAG employees and subcontracted employees of any potential COVID-19 exposure at a SCAG worksite or facility where a COVID-19 case and SCAG employees were present on the same day. SCAG will notify SCAG employees of such potential exposures within one (1) business day, in a way that does not reveal any personal identifying information of the COVID-19 case.

SCAG will also notify SCAG employees of cleaning and disinfecting measures the SCAG is undertaking in order to ensure the health and safety of the SCAG worksite or facility where the potential exposure occurred.

B. IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS AT SCAG WORKSITES

1. Screening SCAG Employees for COVID-19 Symptoms

SCAG possesses authority to screen employees or require that employee self-screen for COVID-19 symptoms.

SCAG policy provides that SCAG will screen SCAG employees for COVID-19 symptoms prior to entering SCAG worksites or SCAG employees will self-screen for COVID-19 symptoms prior to reporting to any SCAG worksite.

2. Responding to SCAG Employees with COVID-19 Symptoms

Should a SCAG employee present COVID-19 symptoms during a SCAG administered screening or a self-screen, SCAG will instruct the employee to remain at or return to their home or place of

residence and not report to work until such time as the employee satisfies the minimum criteria to return to work.

SCAG will advise employees of any leaves to which they may be entitled during this self-quarantine period.

Further, SCAG has adopted policies and procedures that ensure the confidentiality of employees and comply with the CMIA and will not disclose to other employees the fact that the employees presented COVID-19 symptoms.

3. SCAG's Response to COVID-19 Cases

In the event that SCAG employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, the SCAG will instruct the employees to remain at or return to their home or place of residence and not report to work until such time as they satisfy the minimum criteria to return to work.

SCAG will advise employees of any leaves to which they may be entitled during this self-isolation period.

SCAG will comply with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and institutions as required based on the individual circumstances: (1) the local health department; (2) Cal/OSHA; (3) employees who were present at a SCAG worksite or facility when the COVID-19 case was present; (4) the employee organizations that represent employees at the SCAG worksite or facility; (4) the employers of subcontracted employees who were present at the SCAG worksite or facility; and (5) SCAG's workers' compensation plan administrator.

If possible, the SCAG will interview the COVID-19 cases in order to ascertain the nature and circumstances of any contact that the employees may have had with other employees during the high-risk exposure period. If SCAG determines that there were any close contact COVID-19 exposures, SCAG will instruct those employees to remain at their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work.

SCAG has adopted policies and procedures that ensure the confidentiality of employees and comply with the CMIA. Specifically, SCAG will not disclose to other employees, except for those who need to know, the fact that the employees tested positive for or were diagnosed with COVID-19. Further, SCAG will keep confidential all personal identifying information of COVID-19 cases or persons unless expressly authorized by the employees to disclose such information or as other permitted or required under the law.

4. Workplace-Specific Identification of COVID-19 Hazards

SCAG conducted a workplace-specific assessment of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.

As part of this process, SCAG identified places and times when employees and individuals congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, including, for example, during meetings or trainings, in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

As part of this process, SCAG identified potential workplace exposure to all persons at worksites and facilities, including employees, employees of other entities, members of the public, customers or clients, and independent contractors. SCAG considered how employees and other persons enter, leave, and travel through SCAG worksites and facilities, in addition to addressing employees' fixed workspaces or workstations.

As part of this process, SCAG treated all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious.

5. Maximization of Outdoor Air and Air Filtration

For indoor SCAG worksites and facilities, the SCAG evaluated how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the worksites and facilities' existing ventilation systems.

6. SCAG Compliance with Applicable State and Local Health Orders

SCAG monitors applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention, including information of general application and information specific to the SCAG's location and operations.

SCAG fully and faithfully complies with all applicable orders and guidance from the State of California and the local health department.

7. Evaluation of Existing COVID-19 Prevention Controls and Adoption of Additional Controls

Periodically, SCAG will evaluate existing COVID-19 prevention controls at the workplace and assess whether there is a need for different and/or additional controls.

This includes evaluation of controls related to the correction of COVID-19 hazards, physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).

8. Periodic Inspections

SCAG will conduct periodic inspections of SCAG worksites and facilities as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with SCAG's COVID-19 policies and procedures.

C. INVESTIGATING AND RESPONDING TO COVID-19 CASES IN SCAG WORKSITES

1. Procedure to Investigate COVID-19 Cases

SCAG has a procedure for investigating COVID-19 cases in the workplace. As provided below, the procedure provides for the following: (1) the verification of COVID-19 case status; (2) receiving information regarding COVID-19 test results; (3) receiving information regarding the presentation of COVID-19 symptoms; and (4) identifying and recording all COVID-19 cases.

2. Response to COVID-19 Cases

As provided above at Section IV.B.3., in the event that SCAG employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, SCAG will instruct the employees to remain at or return to their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work.

a. Contact Tracing

If possible, SCAG will interview the COVID-19 cases in order to ascertain the following information: (1) the date on which the employees tested positive, if asymptomatic, or the date on which the employees first presented COVID-19 symptoms, if symptomatic; (2) the COVID-19 cases recent work history, including the day and time they were last present at a SCAG worksite or facility; and (3) the nature and circumstances of the COVID-19 cases' contact with other employees during the high-risk exposure period, including whether there were any close contact COVID-19 exposure.

If SCAG determines that there were any close contact COVID-19 exposures, SCAG will instruct those employees to remain at their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work.

b. Reporting the Potential Exposure to Other Employees

SCAG will comply with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and institutions as required based on the individual circumstances: (1) employees who were present at a SCAG worksite or facility when the COVID-19 case was present; and (2) subcontracted employees who were present at the SCAG worksite or facility.

c. Free COVID-19 Testing for Close Contact Exposures

SCAG will provide COVID-19 testing at no cost to employees during their working hours to all employees who had potential close contact COVID-19 exposure at a SCAG worksite or facility.

d. Leave and Compensation Benefits for Close Contact Exposures

SCAG will provide these employees with information regarding COVID-19-related benefits to which the employees may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the SCAG's own leave policies, and leave guaranteed by contract.

SCAG will continue to provide and will maintain these employees' earnings, seniority, and all other employee rights and benefits, including the employees' right to their former job status, as if the employees had not been removed from their jobs.

SCAG may require that these employees use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

e. Investigation to Determine Whether Workplace Conditions Contributed to COVID-19 Exposure

SCAG will conduct an investigation in order to determine 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.

3. Confidential Medical Information

SCAG will protect the confidentiality of the COVID-19 cases, and will not disclose to other employees the fact that the employees tested positive for or were diagnosed with COVID-19.

SCAG will keep confidential all personal identifying information of COVID-19 cases unless expressly authorized by the employees to disclose such information or as other permitted or required under the law.

D. CORRECTION OF COVID-19 HAZARDS AT SCAG WORKSITES

SCAG will implement effective policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.

This includes, but is not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted related to the identification and evaluation of COVID-19 hazards and investigating and responding to COVID-19 cases in the workplace. This also includes implementing controls related to physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).

E. TRAINING AND INSTRUCTION OF SCAG EMPLOYEES

1. COVID-19 Symptoms

SCAG provided employees training and instruction on the COVID-19 symptoms, including advising employees of COVID-19 symptoms, which include the following: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

SCAG monitors and adheres to guidance by the CDC concerning COVID-19 symptoms, including guidance provided at the following web address:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

SCAG will advise employees in the event that the CDC makes any changes to its guidance concerning such symptoms.

SCAG provided employees instruction on the importance of not coming to work and obtaining a COVID-19 test if the employees have COVID-19 symptoms.

2. SCAG's COVID-19 Policies and Procedures

SCAG provides regular updates to employees on the SCAG's policies and procedures to prevent COVID-19 hazards at SCAG worksites and facilities and to protect SCAG employees.

3. COVID-19 Related Benefits

SCAG advised SCAG employees of the leaves to which the employees may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, any applicable local governmental requirements, SCAG's own leave policies, and leave guaranteed by contract.

Further, when employees require leave or are directed not to report to work by the SCAG, SCAG will advise the employees of the leaves to which the employees may be entitled for that specific reason.

4. Spread and Transmission of the Virus that Causes COVID-19

SCAG advised SCAG employees of the that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.

SCAG further advised SCAG employees of the fact that particles containing the virus can travel more than six (6) feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, including hand washing, in order to be effective.

5. Methods and Importance of Physical Distancing, Face Coverings, and Hand Hygiene

SCAG advised SCAG employees of the methods and importance of physical distancing, face coverings, and hand hygiene, including hand washing.

Specifically, SCAG trained and instructed SCAG employees on the importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees

do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.

Further, SCAG trained and instructed employees on the proper use of face coverings and the fact that face coverings are not respiratory protective equipment.

F. PHYSICAL DISTANCING

SCAG requires that all SCAG employees be separated from other persons by at least six (6) feet, except where SCAG can demonstrate that six (6) feet of separation is not possible and where there is momentary exposure while persons are in movement.

SCAG has adopted several methods by which it increases physical distancing including, but not limited to, the following: (1) providing SCAG employees the opportunity to telework or engage in other remote work arrangements; (2) reducing the number of persons in an area at one time, including visitors; (3) posting visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; (4) adopting staggered arrival, departure, work, and break times; and (5) adjusting work processes or procedures, such as reducing production speed, to allow greater distance between employees.

When it is not possible for SCAG employees to maintain a distance of at least six (6) feet, SCAG requires individuals to be as far apart as possible.

G. FACE COVERINGS

1. Face Covering Requirement

SCAG provides face coverings to SCAG employees and requires that such face coverings are worn by employees and individuals at SCAG worksites and facilities.

SCAG policy adheres to orders and guidance provided by the CDPH and the local health department, including as provided at the following web address:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>

SCAG's policy on the use of face coverings ensures that they are worn over the nose and mouth when indoors, when outdoors and less than six (6) feet away from another person, and where required by orders from the CDPH or local health department.

SCAG's policy requires that face coverings are clean and undamaged. SCAG's policy allows for face shields to be used to supplement, and not supplant face coverings.

SCAG's policy provides for the following exceptions to the face coverings requirement:

1. When an employee is alone in a room.
2. While eating and drinking at the workplace, provided employees are at least six (6) feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.

3. Employees wearing respiratory protection in accordance with section 5144 or other title 8 safety orders (8 C.C.R. 5144 is available at the following web address: <https://www.dir.ca.gov/title8/5144.html>).
 4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
 5. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed, and the unmasked employee shall be at least six (6) feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.
2. **Required Use of Effective Non-Restrictive Alternative for Employees Exempted from Face Covering Requirement**

SCAG's policy requires that SCAG employees who are exempted from wearing face coverings due to a medical condition, mental health condition, or disability wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

3. **Communication to Non-Employees Regarding Face Covering Requirement**

SCAG posts signage to inform non-employees that the SCAG requires the use of face coverings at SCAG worksites and facilities.

4. **Policies to Reduce COVID-19 Hazards Originating from Persons Not Wearing Face Coverings**

SCAG has developed COVID-19 policies and procedures to minimize employees' exposure to COVID-19 hazards originating from any person not wearing a face covering, including a member of the public.

These policies include requiring that employees and non-employees wear face coverings at SCAG worksites and facilities, that SCAG employees wear face coverings at other times, maintain physical distance from person not wearing a face covering, and observe proper hand hygiene.

- H. **OTHER ENGINEERING AND ADMINISTRATIVE CONTROLS AND PERSONAL PROTECTIVE EQUIPMENT (PPE)**

1. **Installation of Solid Partitions Between Workstations Where Physical Distancing is Not Possible**

At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, the employer shall install cleanable solid partitions that effectively reduce aerosol transmission between the employees and other persons.

2. Maximization of Outdoor Air

As provided above at Section IV.B.5., for indoor SCAG worksites and facilities, the SCAG evaluated how to maximize the quantity of outdoor air.

Further, for SCAG worksites and facilities with mechanical or natural ventilation, or both, the SCAG has maximized the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (“EPA”) Air Quality Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to SCAG employees, for instance from excessive heat or cold.

3. Cleaning and Disinfecting Procedures

SCAG’s cleaning and disinfecting policy requires the following:

1. Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, and bathroom surfaces. The SCAG will inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.
2. Prohibiting the sharing of personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing will be minimized and such items and equipment shall be disinfected between uses by different people.
3. Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.

Further, SCAG requires that cleaning and disinfecting must be done in a manner that does not create a hazard to SCAG employees or subcontracted employees.

4. Evaluation of Handwashing Facilities

In order to protect SCAG employees, SCAG evaluated its handwashing facilities in order to determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer.

SCAG encourages SCAG employees to wash their hands for at least 20 seconds each time.

SCAG does not provide hand sanitizers with methyl alcohol.

5. Personal Protective Equipment (PPE)

SCAG policy provides for PPE.

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

In accordance with applicable law, SCAG evaluates the need for respiratory protection when the physical distancing requirements, as provided herein, are not feasible or are not maintained.

In accordance with applicable law, SCAG will provide and ensure use of respirators in accordance when deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action.

In accordance with applicable law, SCAG will provide and ensure use of eye protection and respiratory protection when SCAG employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

I. REPORTING, RECORDKEEPING AND ACCESS**1. Reporting COVID-19 Cases to the Local Health Department**

In accordance with applicable law, SCAG will report information about COVID-19 cases at the workplace to the local health department.

Further, SCAG will provide any related information requested by the local health department.

2. Reporting Serious COVID-19 Illnesses and Deaths to Cal/OSHA

In accordance with applicable law, SCAG will immediately report to Cal/OSHA any serious COVID-19-related illnesses or deaths of SCAG employees occurring at a SCAG worksite or facility or in connection with any employment.

Further, in accordance with applicable law, SCAG will record any serious work-related COVID-19-related illnesses or deaths.

3. Maintenance of Records Related to the Adoption of the CPP

In accordance with applicable law, SCAG will maintain records of the steps taken to implement this CPP.

4. Availability of the CPP for Inspection

SCAG will make this written CPP available to employees and employee organizations at SCAG worksites or facilities.

Further, the SCAG will make this written CPP available to Cal/OSHA representatives immediately upon request.

5. Records Related to COVID-19 Cases

SCAG will keep a record of and track all COVID-19 cases with the following information: (1) employee's name; (2) contact information; (3) occupation; (4) location where the employee worked; (5) the date of the last day at the workplace; and (6) the date of a positive COVID-19 test.

In accordance with the Confidentiality of Medical Information Act (CMIA) and applicable law, the SCAG will keep the employees' medical information confidential.

In accordance with the CMIA and applicable law, the SCAG will make this information available to employees and employee organizations with personal identifying information removed. The SCAG will also make this information available as otherwise required by law.

J. EXCLUSION OF COVID-19 CASES**1. Exclusion of COVID-19 Cases from SCAG Worksites and Facilities**

SCAG will ensure that COVID-19 cases are excluded from the workplace until the individual satisfies the minimum return to work criteria provided for in Section IV.K.

2. Exclusion of Employees with Close Contact COVID-19 Exposures from SCAG Worksites and Facilities

a. Close Contact Exclusion Period

Unless the employee is covered by the limited exception described below, SCAG will exclude employees with close contact COVID-19 exposure from the workplace for 10 days after the last known close contact COVID-19 exposure. In order for the employee to return to work after the 10th day of quarantine, the employee must satisfy the following conditions: (1) be asymptomatic; (2) wear a face covering at all times; (3) maintain a distance of at least six (6) feet from others; (4) self-monitor for COVID-19 symptoms; and (5) if symptoms do appear, immediately isolate, contact the local health department or health care provider, and seek testing.

3. Provision of Benefits to SCAG Employees Excluded from Work as a Result of a Positive COVID-19 Test or Diagnosis or a Close Contact COVID-19 Exposure

a. Employees Who Are Able to Telework During Isolation or Quarantine Period

SCAG will allow employees who are able to telework, and are able and available to work, to telework during the isolation or quarantine period. The SCAG will provide these employees their normal compensation for the work that they perform for the SCAG during the isolation or quarantine period.

b. Employees Who Are Unable to Telework During Isolation or Quarantine Period

The provision of benefits described below does not apply to either: (1) SCAG employees who SCAG can demonstrate that the close contact COVID-19 exposure was not work-related; and (2) SCAG employees who are unable to work for reasons other than protecting employees and non-employees at SCAG worksites and facilities from possible COVID-19 transmission. Such employees may still use paid sick leave for the purpose of receiving compensation during the isolation or quarantine period if they elect to do so.

For other employees, SCAG will require that employees who are unable to telework, but are otherwise able and available to work, to use paid sick leave in order to receive compensation during the isolation or quarantine period. SCAG employees retain their entitlement to elect not to use other earned or accrued paid leave during this time. SCAG may provide such employees who are unable to telework, but who do not have any paid sick leave available, paid administrative leave in order to receive compensation during the isolation or quarantine period.

For all employees who are subject to an isolation or quarantine because of a COVID-19 case or a close contact COVID-19 exposure, SCAG will maintain the employees' seniority and all other

employee rights and benefits, including the employees' right to their former job status, during the isolation or quarantine period.

SCAG may consider benefit payments from public sources, in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

4. Adherence with Laws, Policies, and/or Agreements Providing Excluded Employees Greater Protections

The obligations set forth in this section do not limit any other applicable law, SCAG policy, or collective bargaining agreement that provides SCAG employees with greater protections or benefits.

5. Provision of Information Concerning Benefits to Excluded Employees

At the time of exclusion, SCAG will provide the excluded employees the information on benefits to which the employees may be entitled under applicable federal, state, or local laws.

This includes any benefits available under workers' compensation law, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, any applicable local governmental requirements, SCAG's own leave policies, and leave guaranteed by contract.

K. RETURN TO WORK CRITERIA

1. Minimum Criteria to Return to Work for Symptomatic COVID-19 Cases

SCAG policy requires that COVID-19 cases with COVID-19 symptoms remain at their home or place of residence and not report to any SCAG worksite or facility until they satisfy each of the following conditions:

1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
2. COVID-19 symptoms have improved; and
3. At least 10 days have passed since COVID-19 symptoms first appeared.

2. Minimum Criteria to Return to Work for Asymptomatic COVID-19 Cases

SCAG policy requires that COVID-19 cases who tested positive but never developed COVID-19 symptoms not report to any SCAG worksite or facility until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

3. COVID-19 Testing Not Required in Order to Return to Work

In accordance with CDC guidance concerning symptom-based strategies for the discontinuation of isolation, SCAG does not require employees submit to a COVID-19 test, or produce a negative COVID-19 test result, in order to return to work.

4. Minimum Criteria to Return to Work for Employees Directed to Self-Quarantine or Isolate by a State or Local Health Official

If employees are subject to an isolation or quarantine order issued by a state or local health official, SCAG policy requires that the employees not report to any SCAG worksite or facility until the period of isolation or quarantine is completed or the order is lifted.

If the order did not specify a definite isolation or quarantine period, then the period shall be 10 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine was effective.

5. Allowance by Cal/OSHA for an Employee to Return to Work

If there are no violations of state or local health officer orders for isolation or quarantine, Cal/OSHA may, upon request, allow employees to return to work on the basis that the removal of employees would create undue risk to a community's health and safety.

In such cases, SCAG will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employees at the SCAG worksite or facility and, if isolation is not possible, the use of respiratory protection in the workplace.

V. COVID-19 RELATED POLICIES

A. USE AND DISCLOSURE OF CONFIDENTIAL MEDICAL INFORMATION RELATED TO COVID-19

1. Preamble

SCAG implemented COVID-19 Prevention Program for employees in order to ensure the health and safety of SCAG employees in accordance with the California Occupational Safety and Health Act of 1973 and its purpose to assure safe and healthy working conditions for all workers. (Labor Code § 6300, et seq.)

SCAG's COVID-19 Prevention Program authorize[s] SCAG to collect certain confidential medical information ("Medical Information") about SCAG employees.

2. Statement of Policy

The purpose of this policy is to safeguard Medical Information in a manner compliant with the Confidentiality of Medical Information Act ("CMIA") and the Americans with Disabilities Act ("ADA") with respect to all Medical Information that SCAG acquires during the administration of these policies, or obtains by other means. SCAG recognizes the importance of confidentiality concerning the information at issue and will fully and faithfully comply with CMIA in its use and disclosure of such information.

3. Compliance

SCAG will fully and faithfully comply with the CMIA and ADA in the implementation and administration of this policy as well as the associated COVID-19 policies and/or protocols included in the COVID-19 Prevention Program for employees.

4. Policy

Definitions:

“Medical Information” means any Individually Identifiable information, in electronic or physical form, in possession of or obtained from a provider of health care, health care service plan, pharmaceutical company, or contractor regarding an employee's medical history, mental or physical condition, or treatment. It also means any Individually Identifiable information collected by SCAG in relation to the COVID-19 Prevention Program for employees implemented by SCAG.

“Individually Identifiable” means that the Medical Information includes or contains any element of personal identifying information sufficient to allow identification of the individual, such as the patient's name, address, electronic mail address, telephone number, or social security number, or other information that, alone or in combination with other publicly available information, reveals the individual's identity.

Scope of Coverage:

This policy covers all Individually Identifiable Medical Information of all SCAG employees and applicants that SCAG acquires or obtains and which relates to COVID-19, including, but not limited to, symptoms associated with COVID-19, positive COVID-19 test results, and other health or medical conditions that would place the employee at high-risk for a serious illness if the employee contracted COVID-19.

Specifically, this policy covers the following types of Medical Information:

- All Medical Information acquired by SCAG during or as a result of the administration of SCAG's COVID-19 temperature testing and COVID-19 symptom screening policy and/or an accommodation policy for high-risk employees.
- All Medical Information that SCAG obtains by means other than by testing administered by SCAG. For example, the County Public Health Department may inform SCAG that a SCAG employee has tested positive or a SCAG employee may voluntarily disclose a positive COVID-19 diagnosis not as the result of a test administered by SCAG.
- All Medical Information related to COVID-19 that SCAG acquires or obtains, including, but not limited to, information about an employee's health or medical conditions that may put the employee at increased risk

of serious illness should the employee contract COVID-19 as provided under SCAG's accommodation policy for high-risk employees.

Effective Dates:

This policy shall be effective immediately upon adoption and shall remain in effect as long as necessary to safeguard Medical Information acquired or obtained by SCAG employees and as otherwise required by law.

Notice of Privacy Practices:

SCAG will provide a Notice of Privacy Practices to employees to explain their rights under this policy.

Employee Authorization to Disclose Medical Information:

Permissible disclosures of employee Medical Information without prior written authorization from an employee are limited.

Should an employee wish to provide SCAG authority to make additional disclosures of Medical Information related to COVID-19, the employee or their legal representative may authorize such disclosure using the Authorization for Disclosure and Use of Medical Information ("Authorization"), and completing each of the required fields provided therein.

An employee may also authorize the Disclosure and Use of Medical Information in a handwritten document. Such a handwritten Authorization must:

- State the specific uses and limitations on the types of Medical Information to be disclosed;
- State the name or function of SCAG that may disclose the Medical Information;
- State the names or functions of the persons or entities authorized to receive the Medical Information;
- State the limitations, if any, on the use of the Medical Information by the persons or entities authorized to receive the Medical Information; and
- State a specific date after which SCAG is no longer authorized to disclose the Medical Information.

Permissible Uses and Disclosures of Medical Information:

Generally, SCAG may not disclose Medical Information without prior written authorization from an employee. SCAG may, however, use and disclose an employee's Medical Information for certain public interest and benefit purposes, including, but not limited to:

-
- If compelled by judicial or administrative process or by any other specific provision of law;
 - That part of the information which is relevant in a lawsuit, arbitration, grievance, or other claim or challenge to which SCAG and employee are parties and in which the patient has placed in issue his or her medical history, mental or physical condition, or treatment may be used or disclosed in connection with that proceeding;
 - For the purpose of administering and maintaining employee benefit plans, including health care plans and plans providing short-term and long-term disability income, workers' compensation and for determining eligibility for paid and unpaid leave from work for medical reasons;
 - To a provider of health care or other health care professional or facility to aid the diagnosis or treatment of the employee, where the employee or other person authorized by law to permit disclosure of Medical Information on the employee's behalf, is unable to authorize the disclosure.

The uses and disclosures of an employee's confidential information for these purposes do not require the employee's authorization.

Further, it shall not be a violation of the Policy and Protocols for SCAG to disclose information that does not contain Individually Identifiable information of an employee. For example, SCAG may notify other employees that an employee has tested positive for COVID-19 so long as SCAG does not disclose information that would lead others to identify that employee (e.g. their name, work location, position). In such a circumstance, it may be necessary for SCAG to inform certain persons, such as the individual's supervisor, janitorial staff, that an employee has tested positive so that SCAG may take appropriate steps to ensure a healthy and safe workplace for all SCAG employees.

Disclosures of Medical Information to the Employee:

Employees are entitled to access and review their medical file as maintained by SCAG. SCAG must disclose the Medical Information contained in the employee's medical file to the employee when requested.

Reasonable Safeguards for Medical Information:

SCAG employs reasonable safeguards in order to protect against and limit the incidental use and disclosure of employee's Medical Information.

SCAG will store Medical Information in a medical file that is separate and distinct from the employee's personnel file.

SCAG employees follow the following safeguards in order to limit the incidental use and disclosure of Medical Information:

1. Determine who is with an employee before discussing the employee's Medical Information.
2. Do not assume that an employee will permit disclosure of their Medical Information to a family member or friend.
3. Request that individuals leave the room or vicinity in order to provide the employee an opportunity to object to the disclosure of their Medical Information.
4. Dispose of unnecessary paper products that have protected health information in a shredder.

Limiting the Disclosures of Medical Information:

All requests for Medical Information, whether routine or non-routine, are handled by SCAG's Department of Human Resources. All SCAG employees must therefore direct all requests for Medical Information to SCAG's Department of Human Resources.

Policy on Requests to Review and/or Amend Employee Authorization for Disclosure of Medical Information:

Employees are entitled to request a true copy of an employee's authorization for the disclosure of Medical Information.

Employees are also entitled to cancel or modify an employee authorization for the disclosure of Medical Information. Employees who wish to cancel or modify an employee authorization must provide written notice to SCAG. Cancellations and modifications of employee authorizations only become effective after SCAG receives written notice of any such action.

Policy on Requests to Restrict Use and Disclosure of Medical Information:

Employees are entitled to request that SCAG restrict the use and/or disclosure of protected health information, as outlined in Civil Code Section 56.11(d)-(h).

If an employee has authorized disclosure of Medical Information but wishes to restrict such authorization, SCAG shall communicate to the person or entity to which it discloses the Medical Information any limitations in the authorization regarding the use of the Medical Information.

B. ADMINISTRATIVE POLICY AND PROTOCOLS FOR EMPLOYEE COVID-19 LEAVE AND CHILD CARE LEAVE**1. Preamble**

SCAG values its employees and understands the challenge this pandemic has presented to many of our SCAG families. This policy is intended to address the leaves provided under the Families First Coronavirus Response Act that expired on December 31, 2020 and provide employees of the Southern California Association of Governments (SCAG) with leaves due to the COVID-19 pandemic. **This leave is not required by law, is temporary, and is initiated and granted only at the discretion of SCAG’s Executive Director.**

2. Statement of Policy

SCAG will provide eligible employees with leave in order to address sick leave and childcare concerns due to the COVID-19 pandemic. The following provisions set forth certain policies and obligations with respect to said leave. Except as modified by this Policy, all SCAG policies, procedures, regulations, and protocols remain in full force and effect. This is an emergency policy and is not intended to be a binding practice.

3. Policy**Effective Dates:**

This Administrative Policy and Protocols for Employee COVID-19 Leave may be amended or revoked at any time at the discretion of the Executive Director. However, if not revoked before, this Policy shall expire on June 30, 2021.

Definitions:

A. COVID-19 Leave refers to the paid leave provided under Section 3 of this Policy.

B. “Individual” means an employee’s immediate family member, a person who regularly resides in the employee’s home, or a similar person with whom the employee has a close relationship that creates an expectation that the employee would care for the person if he or she were quarantined or self-quarantined. “Individual” does not include persons with whom the Employee has no personal relationship.

C. “Subject to a Quarantine or Isolation Order” means a quarantine or isolation order and includes quarantine, isolation, containment, shelter-in-place, or stay-at-home orders issued by any Federal, State, or local government authority that causes the employee to be unable to work even though his or her Employer has work that the employee could perform but for the order.

D. “Health Care Provider” has the same definition in 29 C.F.R. § 825.125 of the Family and Medical Leave Act.

E. “Child Care Provider” means a provider who receives compensation for providing childcare services on a regular basis. The term includes a center-based child care provider, a group home child care provider, a family child care provider with or without compensation, or provider of child care services for compensation that is licensed, regulated, or registered under State law; and satisfies the State and local requirements.

COVID-19 Leave:

Qualifying Reasons for COVID-19 Leave:

COVID-19 Leave is only permitted for the following reasons:

- A. The employee is Subject to a Quarantine or Isolation Order related to COVID-19.
- B. The employee has been advised by a health care provider or SCAG Manager to self-quarantine due to concerns related to COVID-19.
- C. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- D. The employee is caring for an Individual who is Subject to a Quarantine or Isolation Order or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- E. The employee is caring for the employee’s child(ren) if the school or place of care has been closed, or the Childcare Provider is unavailable, due to COVID-19 precautions. “Child” refers to a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is not able to take care of themselves.

Employees Eligible for COVID-19 Leave:

- A. Subject to the provisions of this Policy, all benefits-eligible SCAG employees may be eligible for COVID-19 Leave.
- B. Employees are not eligible for COVID-19 Leave if SCAG determines that the employee’s duties and services are not needed during all or part of the period of requested COVID-19 Leave (for example, because SCAG has temporarily stopped providing the services that the employee would otherwise provide). In this circumstance, SCAG may deem that the employee is not working due to lack of work.
- C. Employees hired on or after April 1, 2020 who took the full 80 hours of Emergency Paid Sick Leave under the Families First Coronavirus Response Act are not eligible to take any additional paid COVID-19 Leave.

D. Employees who have used all COVID-19 Leave and have exhausted their leave bank, may sign an agreement to incur a negative leave balance.

Amount of COVID-19 Leave:

A. Leave taken as COVID-19 Leave must be taken before taking any other available statutory or contractual leave to which the employee is entitled.

B. Full time employees working 40 hours per week may take up to 80 hours of COVID-19 Leave at their regular rate of pay.

C. Part time employees may take a pro-rata amount of leave.

D. COVID-19 Leave must be used first for the qualifying reasons, prior to using any other leave.

Intermittent Leave

Generally, an employee must use the permitted days of COVID-19 Leave consecutively until the employee no longer has a qualifying reason to take the leave.

An employee may use COVID-19 Leave on an intermittent basis if SCAG agrees to the intermittent leave schedule and if:

(1) The employee is teleworking; or

(2) The employee is reporting to the worksite *and* has requested COVID-19 Leave to care for their son or daughter if the child's school or place of care has been closed, or the child's child-care provider is unavailable, due to COVID-19 precautions.

Restoration to Prior Position:

SCAG will use reasonable efforts to reinstate an employee on COVID-19 Leave to their prior or an equivalent position, unless the employee's employment would have ended regardless of whether he or she took leave.

COVID-19 Leave is *Not* Protected Leave:

COVID-19 Leave is not a protected leave and may be denied or ended based on the operational needs of SCAG.

COVID-19 Leave Request:

An employee who seeks COVID-19 Leave must notify their supervisor and Human Resources as soon as practicable of the need for leave. SCAG may deny COVID-19 Leave where the employee does not request the leave in advance.

Certification of COVID-19 Leave:

An employee who seeks COVID-19 Leave must provide the following information, in writing, prior to the commencement of the leave or as soon thereafter as practicable:

- (1) Employee's name;
- (2) Date(s) for which leave is requested;
- (3) Whether the request is for intermittent leave and, if so, the schedule requested;
- (4) Qualifying reason for the leave; and
- (5) Statement under penalty of perjury that the Employee is unable to work because of the qualified reason for leave.

In addition, the employee must provide the following documentation in support of his/her request for COVID-19 Leave:

- (1) To take COVID-19 Leave because the employee is Subject to a Quarantine or Isolation Order related to COVID-19, a copy of the Quarantine or Isolation order.

- (2) To take COVID-19 Leave because the employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19, the employee must provide a note from the health care provider that the health care provider advised the employee to self-quarantine due to concerns related to COVID-19.1 If a SCAG manager has advised the employee to self-quarantine, the employee must provide the name of the manager.

- (3) To take COVID-19 Leave because the employee is caring for an individual who is Subject to a Quarantine or Isolation Order related to COVID-19 or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19, the employee must provide either: (1) A copy of the Quarantine or Isolation Order to which the individual being cared for is subject; or (2) A note from the health care provider who advised the individual being cared for that they advised the individual to self-quarantine due to concerns related to COVID-19 and that the Individual requires care.

- (4) To take COVID-19 Leave because the employee is caring for the employee's child(ren) if the school or place of care has been closed, or the Child Care Provider is unavailable, due to COVID-19, the employee must provide: (1) The name of child(ren) being cared for; and (2) The name of the School or Child Care Provider that has closed or become unavailable, along with documentation that the School or Child Care Provider is unavailable.

SCAG may require information or documentation in addition to the above in order to establish an employee's eligibility for COVID-19 Leave.

COVID-19 Leave Carry-Over:

Unused COVID-19 Leave will not carryover after the expiration of this Policy.

No COVID-19 Leave Cash-Out or Conversion to Service Credits:

Unused COVID-19 Leave may not be cashed out upon termination, resignation, retirement, or other separation from employment.

Unused COVID-19 Leave may not be converted to retirement service credits.

COVID-19 Leave is *Not* Subject to Grievance or Appeal:

SCAG's Executive Officer will resolve any ambiguities in this Policy. SCAG's right to grant, deny, modify, or revoke COVID-19 Leave under this policy is not subject to any grievance or appeal process.

Public Health Emergency Leave

This leave is not required by law and is initiated and granted only at the discretion of SCAG's Executive Director. Employees may not request Public Health Emergency Leave.

If an employee is unable to work or is restricted from working due to precautionary, responsive, or mandated measures that SCAG has implemented due to COVID, the Executive Director may initiate placing the employee on Public Health Emergency Leave.

The Executive Director may designate the leave as full time, part time, or intermittent leave based on SCAG business needs, and may approve additional periods of Public Health Emergency Leave if needed.

Eligibility:

All regular and limited term employees may be eligible.

Benefits:

Full time employees may be eligible to receive up to 80 hours at their regular rate of pay per pay period. The number of hours will be prorated using the methodology described in this Policy for part time employees.

Public Health Emergency Leave is *Not* Subject to Grievance or Appeal:

SCAG's Executive Director will resolve any ambiguities in this Policy. SCAG's right to grant, deny, modify, or revoke the Public Health Emergency Leave under this policy is not subject to any grievance or appeal process.

VI. PROTOCOLS**A. CLEANING AND DISINFECTING**

Break rooms, restrooms, and other common areas are disinfected frequently and thoroughly, according to the following schedule:

- 1. Breakrooms: Daily; 2. Restrooms: Daily; 3. Waiting areas: Weekly; 4. Conference rooms: Weekly; 5. Elevators: Daily**

The frequency of cleaning may be subject to change based on the needs of SCAG.

SCAG has directed all employees to discontinue the use of shared office equipment to the extent practicable, or in the alternative to, sanitize shared surfaces and objects (e.g., conference room chairs and tables, counter tops, refrigerator door handles, agency vehicles keyboards, shared office supplies) after use. Sanitizers and wipes are available throughout the office, in communal areas, at copiers and extra supplies are available in the reprographics supply room.

SCAG has directed all employees to frequently wash their hands with soap and water, or use sanitizer when a sink is not available, approximately every 60 minutes, for 20-seconds and after the following activities: using the restroom, sneezing, touching their face, blowing their nose, touching the refrigerator, using shared equipment such as copiers and file cabinets, eating, drinking, entering and leaving the building, going on a break and before the start of their work shift.

Employees are allowed breaks, as needed, to wash their hands.

SCAG has placed tissues/paper towels and no-touch disposal receptacles at locations where they can be easily accessed by employees and members of the public, including but not limited to outside of every restroom, public entrance and entrance to SCAG if such an entrance requires an individual to touch a door handle in order to enter.

B. WORKSITE CONFIGURATIONS**1. Los Angeles Office 900 Wilshire Blvd. Floors 17 and 16**

The Los Angeles Office maintains several communal areas, which are utilized by SCAG employees. These communal areas are listed below. Access to such areas at any one time may be limited to the number of individuals identified in the chart below in order to maintain proper social distancing.

Communal Area	Maximum number of people permitted in the area at a given time
17th Floor, 17B13, Reception Area	10 5 standing, 5 seated including Receptionist and Security Guard
17 th Floor, 17B07, Regional Council Room	68 Dais (36), Audience (32)
17 th Floor, 17B21, Policy Room B	36 Dais (18), Audience (18)
17 th Floor, 17B16, Policy A	34 Dais (16), Audience (18)
17 th Floor, 17K13, Innovation Conference Room	8
17 th Floor, 17I14, President’s Conference Room	2
17 th Floor, 17I12, Officer’s Conference Room	2
17 th Floor, 17F23, Executive Lunchroom	8
17 th Floor, Executive Conference Room	4
17 th Floor, 17F01, Board Lounge	8
17 th Floor, 17K11, Phone Room	1
17 th Floor, 17L11, The Other Phone Room	1
17 th Floor, 17H03, AV Control Room	2
17 th Floor, 17F03, Mother’s Room	1
16 th Floor, 16F24, Teamwork Conference Room	4
16 th Floor, 16I15, Catalyst Conference Room	4
16 th Floor, 16I11, Collaboration Conference Room	4
16 th Floor, 16F01, Leadership Conference Room	6
16 th Floor, 16D03, Corner Conference Room	2
16 th Floor, 16K13, Impact Café	7
16 th Floor, 16E04, Changing Room	1
16 th Floor, 16E05, Wellness Room – Closed until further notice	0

SCAG has confirmed with the Wilshire Grand Center that they have increased the frequency of air filter replacement and HVAC system cleaning. The Wilshire Grand Center has placed signage outside the facility/worksites that instructs people to remain at least six feet apart, including when waiting to enter the facility/worksites.

2. **Imperial Office 1503 N. Imperial Ave., Suite 104 El Centro, CA 92243**
3. **Orange Office OCTA Bldg 600 South Main Street, Suite 741 Orange, CA 92868**
4. **Riverside Office 3403 10th Street, Suite 805 Riverside, CA 92501**

5. San Bernardino Office 1170 West 3rd Street, Suite 140 San Bernardino, CA 92410
6. Ventura Office 4001 Mission Oaks Blvd., Ste. L Camarillo, CA 93012

C. WORKPLACE ACCESS (EFFECTIVE 8/3/2020)

SCAG has developed a process for each Division Director to identify staff who may need to access the office for essential work related to continuing SCAG's critical operations, e.g., to retrieve and scan time-sensitive mail, support the laptop migration project, retrieve files or belongings that you need to continue working at home. The process requires prior approval from the immediate supervisor, and Division Director. Effective Monday, August 3rd, office visits will be limited to ***Tuesdays ONLY*** unless exceptions are approved by the Risk Management & Safety Officer. Approvals are granted only if social distancing can be maintained and employees self-certify that they meet several health related criteria outlined below.

Process steps for all Divisions EXCEPT Planning: For Planning only, there is an added step for Ed Rodriguez to coordinate notifying the employee of the approval and entering the names approved by the Planning Director into the Office Access List in Sharepoint. All other steps remain the same for Planning.

1. At least 48 hours prior to the date and time requested to access the office, obtain email approval from immediate supervisor and Division Director, stating why you need access, when and for how long.
2. If Division Director approves the request they will notify the employee and supervisor and enter the request into an office log maintained in Sharepoint at least 24 hours prior to the date/time the employee has requested access.
3. SCAG's Safety Officer will automatically be notified of the request to access the office.
4. SCAG's Safety Officer will send the employee a self-certification form that must be completed and returned to her approximately 1-2 hours prior to date/time requested certifying the following:
 1. That the employee has not knowingly been exposed to anyone who has been infected with COVID-19 in the prior 14 calendar days
 2. That the employee has not tested positive for COVID 19 in the prior 14 calendar days
 3. That the employee is not currently exhibiting any symptoms known to be associated with COVID-19
 4. That the employee temperature is lower than 100.4

1. If the employee needs to purchase a thermometer to comply with taking their own temperature they may submit the expense for reimbursement up to a maximum of \$15.00 on the expense reimbursement form available in the SCAG form bank
5. That the employee agrees to wear a mask the entire time they are in SCAG's office space
6. That the employee agrees to maintain at least 6 feet of social distance from any persons encountered in SCAG's office space at all times
7. That the employee agrees to report any symptoms of COVID 19 immediately to James Ramirez, Safety Officer, Human Resources or their immediate supervisor should they start to experience them while in SCAG's office space and leaves the office immediately.
8. That the employee agrees to report immediately to James Ramirez, Safety Officer, Human Resources or their immediate supervisor any symptoms or infection of COVID 19 that occur within 14 days after they have accessed SCAG's offices to enable SCAG to address any possible exposure that may have occurred at SCAG's offices.

The self-certification is intended to minimize in person contact while at the office so that an employee does not need to screen other employees in person to achieve access approval.

All approved requests **must** comply with scheduled timeframes for entering the office and applicable physical distancing directives in accordance with the Centers for Disease Control and Prevention (CDC) and the Los Angeles County Department of Public Health. This includes wearing masks for the duration of your visit including upon entering the building lobby, while in SCAG's offices and until you exit the building, maintaining six feet of social distance. Please also wash your hands regularly and by all means if you are feeling unwell **at all** please do not enter the facilities until you have recovered and it is in within the CDC guidelines identified in the COVID-19 Prevention Program.

VII. **FORMS**



A. TEMPERATURE TEST AND SYMPTOM SCREENING FORM

Note to Employee Self-Certifying: Return this form promptly to SCAG’s Risk Management & Safety Officer at ramirez@scag.ca.gov the day of office access and no later than one hour prior to arriving at a SCAG facility to receive authorization to enter SCAG Facility. Time spent testing and requesting authorization shall be considered work time.

Pursuant to SCAG’s COVID-19 Prevention Program, SCAG will use this form to have employees record the results of their self-conducted temperature tests and symptom screenings. This form need only be used where such tests and screenings are required to enter a SCAG facility.

Name of Employee Tested and Screened _____ Date _____

Temperature Test:

I certify that I took my own temperature with a thermometer within an hour prior to reporting to SCAG’s Los Angeles Office and confirm that I do NOT have a fever, which is defined as a temperature of 100.4 degrees Fahrenheit or higher.

Symptom Screening:

I certify that I do NOT present any of the following symptoms, which the CDC associates with COVID-19.

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Nausea
- Vomiting
- Diarrhea

Exposure Screening:

I certify that I have not:

- Received a positive COVID-19 test result in the 14 calendar days pre-ceding my visit to SCAG’s facilities.
- Been knowingly exposed to anyone presenting the above COVID-19 symptoms or who has tested positive for COVID-19 in the 14 calendar days pre-ceding my visit to SCAG’s facilities.

Name of Employee

Date

SCAG
Facility or Worksite

Los Angeles Office
Entrance

