



## **COVID-19 Prevention Rules for All PLT Staff & Stewards:**

***Until further notice, these rules apply even if you have been fully vaccinated against COVID-19.***

1. Don't come to the worksite if you feel ill or have symptoms of COVID-19, have tested positive for COVID-19 (even if you do not have symptoms), or have been exposed to someone who has tested positive. Follow the isolation or quarantine advice of your doctor and county health department before returning to work. The San Mateo County Health Department may be reached at 650-573-2222 or 1-800-675-8437 (Hotline for Older Adults).
2. Immediately notify the PLT Project Manager if, within 14 days after being at the worksite, you test positive for COVID-19. (PLT Staff should notify the PLT Board President.) Within one business day, the PLT will notify all other employees, staff, volunteers, and contractors who may have had exposure to the infected person at the worksite, but shall keep the identity of the infected person confidential.
3. All participants in a PLT event shall be required to sign the PLT's sign-in sheet upon arrival. They must provide email and telephone contact information in case it is necessary to contact them for purposes of contact tracing.
4. Upon arrival, the PLT Project Manager or team leader will ask basic health questions of all participants to be sure they are not experiencing symptoms of or tested positive for COVID-19. Anyone experiencing such symptoms will be asked to leave.
5. CDC and state and county health guidelines must be followed. This includes frequently washing hands or using hand sanitizers containing at least 60% alcohol; wearing face masks, social distancing, covering one's face with a tissue or elbow when coughing or sneezing, etc. Hands should be cleaned immediately after blowing your nose, coughing or sneezing, after using the restroom, and before eating or preparing food. Avoid touching your face, nose and eyes.
6. Have a face covering with you at all times. Wear your face covering if you cannot avoid being within 6 feet of others. Stay at least 6 feet away from anyone not wearing a face covering. Try to stay at least 6 feet from others as much as possible even if everyone is wearing a face covering. Anyone who refuses or fails to follow the social distancing and masking rules will be asked to leave. This guidance assumes all work takes place outdoors. For more information see: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>
7. The PLT Project Manager or event leader will have Personal Protective Equipment (PPE) on hand including face masks, gloves, tissues and garbage bags. The PLT will supply PPE and hand sanitizers to those who need them. PPE is not to be shared and shall be properly disposed of.
8. Clean shared surfaces with wipes or spray bottle with sanitizer + towel – eg. locks and handles on gates, shared tools, etc. PLT will supply necessary materials including

disinfectants. A list of acceptable disinfectants is here:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19>

9. Do not share vehicles (eg. carpool to the work site) with anyone outside of your household unless all persons are wearing masks or are fully vaccinated against COVID-19.

10. Do not share cell phones or other devices with others who are not part of your household.

**Procedures for PLT Staff:**

1. Prior to reporting to work, PLT employees must self-screen for any of the COVID-19 symptoms and make sure they have a normal temperature. Do not report to work if you do have symptoms or an elevated temperature. Seek medical attention if your symptoms are severe including persistent pain or pressure in the chest, confusion, or bluish lips or face.

2. If you have tested positive for COVID-19, do not return to work until all the following have occurred:

- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
- COVID-19 symptoms have improved; and
- At least 10 days have passed since COVID-19 symptoms first appeared or, if you are asymptomatic, since the date of specimen collection for the positive test. See the criteria in the California Guidance on Returning to Work or School, viewable at: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Returning-to-Work-or-School-Following-COVID-19-Diagnosis.aspx>

3. Any PLT staff member who contracts COVID-19, whether at work or elsewhere, must immediately report that information to the PLT Board President or other Board member. Within one business day, the PLT will notify all other employees, staff, volunteers, and contractors who may have had exposure to the infected employee at the worksite, but shall keep the identity of the infected person confidential. The PLT shall attempt to provide written notice by email as follows:

“The PLT has learned that a worker at the Pedro Point Headlands work day on [date] tested positive for COVID-19. The worker received positive test results on [date]. This email is to notify you that you may have been exposed to the virus. You should contact your physician and your local public health department for guidance and any potential actions to take based on individual circumstances or if you develop COVID-19 symptoms.”

4. The PLT will make a written record of the case information and status which shall be available to PLT employees or their authorized representatives upon request, with personal identifying information removed.

5. Any PLT employee who contracts COVID-19 while working at a PLT worksite will not suffer any reprisals and will remain entitled to any earnings, rights and benefits that would

otherwise be available.

6. Any PLT employee who is exposed to COVID-19 while working at a PLT worksite will be entitled to COVID-19 testing at no cost, either through the employee's health plan if available, or at a local testing center. Vaccine locations can be found at <https://myturn.ca.gov/>

### **Reporting, Recordkeeping, and Access**

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **attached "Pacifica Land Trust Procedures for Investigating COVID-19 Cases"** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

**Pacifica Land Trust Procedures for Investigating COVID-19 Cases**

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees’ medical records will also be kept confidential and not disclosed or reported without the employee’s express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:** [enter date]

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

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	
<b>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 high-risk exposure period, and who may have been exposed (attach additional information):</b>			

<b>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:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

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