



SCAG COVID-19 PREVENTION PROGRAM (CPP)

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.

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 staff.

DocuSigned by:

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APPROVAL: ED or COO or RC

Darin Chidsey
Chief Operating Officer

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DATE OF CURRENT UPDATE: May 1, 2024

UPDATE CYCLE: As needed

REVISION HISTORY: Seventh edition

NOTE: This Policy No. 6.03 supersedes and replaces in its entirety Policy No. 6.02 to account for updates to COVID related leaves including COVID-19 Administrative Leave Policy, revised definitions, and waiting period based off Public Health guidelines.



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I. 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 a 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..

“Close contact COVID-19 exposure” is defined as (1) in indoor spaces 400,000 or fewer cubic feet per floor (such as homes, clinic waiting rooms, airplanes, etc.), a close contact is defined as sharing the same indoor airspace for a cumulative total of 15 minutes or more over a 24-hour period (for example, three separate 5-minute exposures for a total of 15 minutes) during a confirmed case's infectious period. (2) In large indoor spaces greater than 400,000 cubic feet per floor (such as open-floor-plan offices, warehouses, large retail stores, manufacturing, or food processing facilities), a close contact is defined as being within 6 feet of the confirmed case for a cumulative total of 15 minutes or more over a 24-hour period during the confirmed case's infectious period. (3) Offices, suites, rooms, waiting areas, break or eating areas, bathrooms, or other spaces that are separated by floor-to-ceiling walls shall be considered distinct indoor spaces.

“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, vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things.

“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 healthcare 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: (1) Cleared, approved, or authorized, including in 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 (2) Administered in accordance with the authorized instructions. (3) To meet the return-to-work criteria set forth in subsection [3205\(c\)\(5\)](#), 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, within employer-provided transportation covered by section [3205.3](#), or residing within housing covered by section [3205.2](#), 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:

- (1) For the purpose of determining the exposed group, a place where persons momentarily pass through, without congregating, is not a work location, working area, or a common area at work.
- (2) 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.
- (3) 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.

“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. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. 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 does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

“Infectious period” means the following time period, unless otherwise defined by CDPH regulation or order, in which case the CDPH definition shall apply: (1) For COVID-19 cases who develop COVID-19 symptoms, from two days before they first develop symptoms onset until (A) it has been 10 days since symptoms first appeared, or through day five if testing negative on day five or later; (B) 24 hours have passed with no fever, without the use of fever-reducing medications and symptoms have improved. (2) For COVID-19 cases who never develop COVID-19 symptoms, from two days before the positive specimen collection date through 10 days (or through day five if testing negative on day five or later) after the date on which the specimen for their first positive test for COVID-19 was collected.

II. 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
3. Chronic liver disease
4. Chronic lung diseases
5. Cystic fibrosis
6. Dementia or other neurological conditions
7. Diabetes (type 1 or type 2)
8. Disabilities
9. Heart conditions
10. HIV infection
11. Immunocompromised condition or weakened immune system
12. Mental health conditions
13. Overweight and obesity
14. Physical inactivity
15. Pregnancy
16. Sickle cell disease or thalassemia
17. Smoking, current or former
18. Solid organ or blood stem cell transplant
19. Stroke or cerebrovascular disease
20. Substance use disorders
21. Tuberculosis

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 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 16.

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 for example but not limited to: the current state of the pandemic and any public health measures.

Reasonable accommodations may include but are not limited to the following: Alternative work assignments or locations; remote work; reassignment; and temporary leave.

Determinations made by Human Resources are final and are not subject to appeal by the employee under Personnel Rule 16 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 of the reason why testing is required.

CDPH recommends testing only for:

- (1) All people with new COVID-19 symptoms.
- (2) Close contacts who are at higher risk of severe disease or who have contact with people who are at higher risk of severe disease.

Where SCAG requires testing, SCAG will 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 otherwise 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 employees of any cleaning and disinfecting measures being undertaken to ensure the health and safety of the worksite or facility where the potential exposure occurred.

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

1. Screening for COVID-19 Symptoms

SCAG may screen employees and all guests for COVID-19 symptoms upon arriving at SCAG worksites or employees and all guests may self-screen for COVID-19 symptoms prior to reporting to any SCAG worksite as allowed by California Department of Public Health. SCAG may also adopt technology to aid in the screening process.

2. Responding to persons with COVID-19 Symptoms

Should an employee or guest present with COVID-19 symptoms during a SCAG administered screening or if an employee report having symptoms after conducting 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 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 will ensure the confidentiality of employees and comply with the CMIA and will not disclose to other employees identifying information of the employees presented with COVID-19 symptoms.

3. SCAG's Response to COVID-19 Cases

In the event a 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 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, SCAG will conduct interviews 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 who are at a higher risk of severe disease or who have contact with people who are at higher risk of severe disease, SCAG will provide instruction to those employees.

SCAG will ensure the confidentiality of employees and comply with the CMIA. Specifically, SCAG will not disclose to other employees, except for those required to know, when employees tested positive for or were diagnosed with COVID-19. Further, SCAG will keep confidential all personal identifying information of COVID-19 cases unless expressly authorized by the employees to disclose such information or as otherwise 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.

5. Maximization of Outdoor Air and Air Filtration



For indoor SCAG worksites and facilities, SCAG consulted with building management to evaluate 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

In the event that SCAG employees test positive for COVID-19 or are diagnosed with COVID-19 by a healthcare provider, SCAG will instruct employees to remain at or return to their home or place of residence and not report to work until such 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 who are at a higher risk of severe disease or who have contact with people who are at higher risk of severe disease, SCAG will provide instruction to those employees based in public health guidelines.

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 options at no cost to employees during their working hours to all employees who had a potential close contact COVID-19 exposure at a SCAG worksite or facility or reimburse the cost for testing if instructed to do so by SCAG.

d. Leave and Compensation Benefits for Close Contact Exposures

SCAG will provide these employees with information regarding COVID-19-related benefits to which employees may be entitled to 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, 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 investigate 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 any COVID-19 cases and will not disclose to other employees any identifying information about those employees who 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 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 face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).

E. TRAINING AND INSTRUCTION OF SCAG EMPLOYEES

1. COVID-19 Symptoms

SCAG provides employees with training, which is available on the [LMS](#) and agency's [intranet](#) . Instruction on 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 if the CDC makes any changes to its guidance concerning such symptoms.

SCAG provides employees with instruction on the importance of not coming to work if sick 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 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

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

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

SCAG advises SCAG employees that COVID-19 is an infectious disease which 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 advises employees of the fact that particles containing the virus can travel more than six (6) feet, especially indoors, so controls, including ventilation, face coverings and hand hygiene, including hand washing, can be effective. Vaccinations and vaccine boosters are also effective controls to limit the spread and prevent severe COVID illness.

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

SCAG advises SCAG employees of the methods of face coverings, and hand hygiene, including hand washing.

Specifically, SCAG trains and instructs 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 trains and instructs employees on the proper use of face coverings and the fact that face coverings are not respiratory protective equipment.

F. 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 when directed by CDPH or local public health orders, which is subject to change through the duration of the pandemic.

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, 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, when a requirement is imposed:

1. When an employee is alone in a room.
2. While eating and drinking at the workplace.
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 hard of hearing or communicating with a hard of hearing 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.
- 2. Required Use of Effective Non-Restrictive Alternative for Employees Exempted from Face Covering Requirement**

SCAG's policy requires that SCAG employees who are exempt 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 will post signage or provide instruction upon arrival to inform non-employees when SCAG requires the use of face coverings at SCAG worksites and facilities.

G. OTHER ENGINEERING AND ADMINISTRATIVE CONTROLS AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

SCAG has installed cleanable solid partitions that may reduce aerosol transmission between the employees and other persons.

2. Maximization of Outdoor Air

For SCAG worksites and facilities with mechanical or natural ventilation, or both, SCAG has consulted with building management to ensure to maximize 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. SCAG's Los Angeles Office ventilation system recycles air six times per hour, leveraging outdoor air.

3. Cleaning and Disinfecting Procedures

SCAG's cleaning and disinfecting policy requires the following:

1. Identifying and providing cleaning and disinfecting products for cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, and bathroom surfaces.
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 with products provided by SCAG.



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

To protect SCAG employees, SCAG evaluates 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 employees and guests 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 or public health order, 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 PPE when deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action or a public health order.

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.



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

5. Records Related to COVID-19 Cases

SCAG will keep 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, SCAG will keep the employees' medical information confidential. COVID-19 medical records must be retained for at least 2 years.

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

I. EXCLUSION OF COVID-19 CASES

1. Exclusion of COVID-19 Cases from SCAG Worksites and Facilities

SCAG will ensure that a person with COVID-19 is excluded from the workplace until the individual satisfies the minimum return to work criteria. This applies to employees who are not fully vaccinated and are COVID-19 positive or have had COVID-19 exposure. SCAG will also exclude fully vaccinated employees if they are COVID-19 positive or have had a COVID-19 exposure and exhibit COVID-19 symptoms. However, SCAG may not need to exclude fully vaccinated employees who have had a COVID-19 exposure who are asymptomatic.



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 exceptions described below, SCAG will exclude employees with close contact COVID-19 exposure from the workplace. These guidelines may be subject to change based on updated public health guidelines.

- Exclude from work for at least 24 hours, after last exposure.
- Work exclusion can end after 24 hours if ***both*** of the following are met:
 - (1) with no fever, without the use of fever-reducing medications
 - (2) Their symptoms are mild and improving
- If unable to test or choosing not to test, and symptoms are not present, work exclusion can end after 24 hours.
- Comply with CDPH masking guidance (i.e., universal masking and, in some cases, where surgical masks or higher filtration respirators may be required).
- Strongly encouraged to get vaccinated or boosted.
- If symptoms develop, stay home and test as soon as possible; AND
- If test result is positive, contact Human Resources immediately.

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 Remote Work During Isolation or Quarantine Period

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

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

The provision of benefits described below does not apply to either: (1) SCAG employees if 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 remote work, 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 not use other earned or accrued paid leave during this time. SCAG may provide such employees who are unable to remote work, 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.

J. RETURN TO WORK CRITERIA

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

SCAG policy requires that those with COVID-19 and 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. Isolation can end after day 5 if symptoms are not present or are resolving and a diagnostic specimen* collected on Day 5 or later tests negative. If unable to test, choosing not to test, or testing positive on Day 5 (or later), isolation can end after Day 10 if fever-free for 24 hours without the use of fever-reducing medications. If fever is present, isolation should



be continued until 24 hours after fever resolves. If symptoms, other than fever, are not resolving, continue to isolate until symptoms are resolving or until after Day 10.

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 5 days have passed since the date of specimen collection of their first positive COVID-19 test.

3. 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 5 days from the time the order to isolate was effective, or 5 days from the time the order to quarantine was effective.

4. 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.



III. COVID-19 RELATED POLICIES

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

1. Preamble

SCAG implements the 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, COVID-19 vaccination status or 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.
- COVID-19 vaccination status

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. A handwritten Authorization must state:



- The specific uses and limitations on the types of Medical Information to be disclosed;
- The name or function of SCAG that may disclose the Medical Information;
- The names or functions of the persons or entities authorized to receive the Medical Information;
- The limitations, if any, on the use of the Medical Information by the persons or entities authorized to receive the Medical Information; and
- 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, her, or their 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 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 adhere to 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 with 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 Division of Human Resources. All SCAG employees must therefore direct all requests for Medical Information to SCAG's Division of Human Resources.

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.

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. VACCINE RESOURCES

Purpose

Southern California Association of Governments (“SCAG”) seeks to provide a safe work environment and protect the health and safety of agency employees and the public. These resources are intended to educate on the importance of vaccinations.

Resources around COVID-19 Vaccines

The CDC has promoted the benefits and safety of approved and Emergency Use Authorization approved COVID-19 vaccines and boosters. According to the CDC, COVID-19 vaccines currently approved or in development in the US:

- do not contain the COVID-19 virus;
- do not change your DNA;
- will not make you sick with COVID-19;
- will not affect fertility; and
- will not make you test positive for the COVID-19 virus.

(<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/facts.html>.) COVID-19 vaccinations have been shown to be highly effective at preventing you from getting sick with COVID-19 and may prevent you from experiencing the most severe consequence of the disease and spreading the virus to others.

For information about what you can expect when getting the vaccine, see the CDC: Vaccine What to Expect Handout. (<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/expect.html>)

Employees may obtain the vaccine at any authorized provider for vaccinations. Employees are encouraged to visit <https://myturn.ca.gov/> for information on where they can obtain the vaccine. The COVID-19 vaccine is free to all and does not require health insurance.

Definitions

1. **COVID-19 Vaccine:** A COVID-19 vaccine satisfies the requirement of this policy if the U.S. Food and Drug Administration (FDA) has issued Emergency Use Authorization (EUA) or full licensure for the vaccine. Vaccines that currently meet this requirement include Moderna (EUA), Pfizer-BioNTech (full licensure), and Novavax (EUA).
2. **COVID-19 Vaccine Booster:** As with vaccines for other diseases, people are best protected against infection with the virus that causes COVID-19 when they stay up to date with vaccinations. CDC recommends everyone ages 5 years and older receive a COVID-19 vaccine booster after completing their primary COVID-19 vaccination series. Some people can receive two boosters.
3. **Fully Vaccinated:** A person is fully vaccinated two weeks after receiving all recommended doses



in the primary series of their COVID-19 vaccination.

[NOTE: This definition is subject to change and should be updated to correspond with any changes to the definition of fully vaccinated issued by the CDPH and/or Cal/OSHA.]

4. **Partially Vaccinated:** Employees who have received at least one dose of a COVID-19 vaccine but do not meet the definition of fully vaccinated.
5. **Up to Date:** A person is up to date with their COVID-19 vaccination if they have received all recommended doses in the primary series and one booster when eligible. Getting a second booster is not necessary to be considered up to date at this time.
6. **Unvaccinated:** Employees who have not received any doses of the COVID-19 vaccine or whose status is unknown.



IV. 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 directs 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 directs 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.

WORKSITE CONFIGURATIONS & GUIDELINES

1. Los Angeles Office 900 Wilshire Blvd. Floors 17 and 16

The Los Angeles Office consists of 10 offices, 22 cubicles, 15 bench spaces on the 17th floor and 20 offices, 96 cubicles and 12 bench spaces on the 16th. The office also 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 in order to comply with any public health orders. Limited capacity may be determined by SCAG as prescribed by public health order and will be posted at entrances.

SCAG has confirmed with the Wilshire Grand Center that the design of the air flow allows for 100% outside air flow to be recycled 6 times per hour and the air filtration system is comparable to hospital grade. The Wilshire Grand Center and SCAG may place signage outside the facility/worksite that instructs people to remain at least six feet apart, including when waiting to enter the facility/worksite.



2. Imperial Office 1503 N. Imperial Ave., Suite 104 El Centro, CA 92243

The Imperial Office consists of one dedicated private office and several communal areas, which are utilized by SCAG employees. Access to such areas at any one time **may** be limited to comply with any public health orders. Additionally, SCAG shares restrooms with the Imperial County Transportation Commission (ICTC), which are cleaned and maintained to adhere to Cal-OSHA requirements.

SCAG has confirmed with the building that they have increased the frequency of cleaning and sanitizing shared spaces, heavy traffic areas and any other common areas SCAG employees have access to. SCAG and ICTC have placed signage throughout the space to remind employees and visitors on proper COVID-19 protocols. SCAG will provide any necessary PPE and disinfectant and/or sanitation materials, to maintain cleaning protocols in shared spaces between scheduled cleanings. SCAG shares restrooms with other tenants in the building which are cleaned and maintained to adhere to COVID-19 protocol requirements.

The Imperial Office building may also require a temperature check and screening prior to entering the building based on public health orders. This protocol must be adhered to in addition to any SCAG requirements for temperature test and risk screening. They also have a COVID-19 Response Plan that is in alignment with SCAG policies and is available upon request from SCAG or from the Imperial County Transportation Commission (ICTC).

3. Orange Office OCTA Bldg 600 South Main Street, Suite 741 Orange, CA 92868

The Orange County Office consists of one dedicated private office, one cubicle workstation and several communal areas, which are utilized by SCAG employees. Access to such areas at any one time **may** be limited to comply with any public health orders.

SCAG has confirmed with the building that they have increased the frequency of cleaning and sanitizing shared spaces, heavy traffic areas and any other common areas SCAG employees have access to. OCTA has placed signage throughout the space to remind employees and visitors on proper COVID-19 protocols. SCAG will provide any necessary PPE and disinfectant and/or sanitation materials in addition to items provided by OCTA, to maintain cleaning protocols in shared spaces between scheduled cleanings. SCAG shares restrooms with the OCTA which are cleaned and maintained to adhere to COVID-19 protocol requirements.

The Orange County Office building may require a temperature check and screening prior to entering the building. This protocol must be adhered to in addition to any SCAG requirements for temperature test and risk screening. They also have a COVID-19 Response Plan that is in alignment with SCAG's COVID-19 Prevention Program and is available upon request from SCAG or from the building management.

4. Riverside Office 3403 10th Street, Suite 805 Riverside, CA 92501

The Riverside Office consists of a private suite that includes a reception area, private offices, shared open office desk space for two, and several communal areas, which are all utilized by SCAG employees and guests. Access to areas at any one time **may** be limited to comply with any public health orders.



Additionally, SCAG has shared restrooms with other tenants on the floor/building which are cleaned and maintained by the building to adhere to Cal-OSHA requirements.

SCAG has confirmed with the building that they have increased the frequency of cleaning and sanitizing shared spaces, heavy traffic areas and any other common areas SCAG employees have access to. SCAG has placed signage throughout the suite to remind employees and visitors on proper COVID-19 protocols. SCAG will provide any necessary PPE and disinfectant and/or sanitation materials, to maintain cleaning protocols in shared spaces between scheduled cleanings. SCAG shares restrooms with other tenants in the Riverside Centre which are cleaned and maintained to adhere to COVID-19 protocol requirements.

The Riverside Centre Building has a COVID-19 Response Plan that is in alignment with SCAG policies and is available upon request from SCAG or from the Riverside building management.

5. San Bernardino Office 1170 West 3rd Street, Suite 140 San Bernardino, CA 92410

The San Bernardino Office consists of two dedicated private offices and several communal areas, which are utilized by SCAG employees. Access to such areas at any one time **may** be limited in order to comply with any public health orders.

SCAG has confirmed with the building property management company, and with building tenant San Bernardino County Transportation Authority (SBCTA) that they will increase the frequency of cleaning and sanitizing shared spaces, heavy traffic areas and any other common areas SCAG employees have access to upon returning to the worksite. SCAG has placed signage throughout the suite to remind employees and visitors on proper COVID-19 protocols. SCAG will provide any necessary PPE and disinfectant and/or sanitation materials to maintain cleaning protocols in shared spaces between scheduled cleanings. SCAG shares a restroom with the San Bernardino County Transportation Authority (SBCTA) in the office which are cleaned and maintained to adhere to COVID-19 protocol requirements.

The building also has a COVID-19 Response Plan that is in alignment with SCAG's COVID-19 Prevention Program and is available upon request from SCAG or from the building management.

6. Ventura Office 4001 Mission Oaks Blvd., Ste. L Camarillo, CA 93012

The Ventura Office consists of a private suite that includes a reception area with two desk spaces, two private offices, and a conference room, which are all utilized by SCAG employees and guests. Access to such areas at any one time **may** be limited to comply with any public health orders. Additionally, SCAG has shared restrooms with other tenants on the floor/building which are cleaned and maintained by the building to adhere to Cal-OSHA requirements.

SCAG has confirmed with the building that they have increased the frequency of cleaning and sanitizing shared spaces, heavy traffic areas and any other common areas SCAG employees have access to. SCAG has placed signage throughout the suite to remind employees and visitors on proper COVID-19



protocols. SCAG will provide any necessary PPE and disinfectant and/or sanitation materials, to maintain cleaning protocols in shared spaces between scheduled cleanings. SCAG shares restrooms with other tenants which are cleaned and maintained to adhere to COVID-19 protocol requirements.

The Ventura Office Building has a COVID-19 Response Plan that is in alignment with SCAG policies and is available upon request from SCAG or from the Riverside building management.



B. WORKPLACE ACCESS

VISITOR/GUEST ACCESS

SCAG's process to allow visitors access to the SCAG LA Office requires divisional administrative assistants, executive support, human resources or other select staff who have access to add visitors to Wilshire Grand Center's Easy Lobby for guest access. SCAG will also require an escort for each visitor(s) to receive them at the SCAG Lobby.

I. Process Details (Follow All Steps)

- a. The following have access to add individuals/groups to LA Office via the [eAdvance Visitor Pre-registration](#) (Easy Lobby) platform: Facilities Supervisor, Divisional Administrative Assistants, Executive Support Staff, Human Resources Staff:
- b. When adding a guest to the [eAdvance Visitor Pre-registration](#) (Easy Lobby), please also inform Security (security@scag.ca.gov), Reception (marin@scag.ca.gov), and Facilities Supervisor (jackson@scag.ca.gov) and include name of visitor(s), arrival date and time and SCAG host.
- c. Guests arriving on day of visit will:
 - i. Check-in at downstairs lobby entrance to obtain visitor badge (proof of ID required)
 - ii. Check-in at SCAG Lobby on 17th Floor. Check-in will consist of:
 1. Security Guard or SCAG authorized personnel will notify the host of guest arrival via Teams.
 2. Guest(s) must wait in lobby reception until host arrives to escort them. Host must collect guest.

