

COVID-19 Prevention Program (CPP) for the Alameda County Fire Department (ACFD)

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date:

Revised:
September 17, 2021
January 13, 2021
December 18, 2020

Authority and Responsibility

The Fire Chief has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies, and procedures (including the ACFD's COVID-19 Prevention Program (CPP), Illness and Injury Prevention Program (IIPP) and COVID-19 Incident Action Plan (IAP)), Alameda County Public Health Department (ACPHD) guidelines, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form; Inspections QR form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- The Alameda County Emergency Regional Emergency Communications Center (ACRECC) will utilize the updated screening process for potential COVID-19 advisement using a modified questioning procedure and Emerging Infection Disease Survey (EIDS) tool.
- Instruct employees regarding how to identify hazards through the ACFD's IIPP and how to notify COVID-19 hazards through the chain of command through the COVID-19 IAP.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Completing the Daily Check Off List for fire station/ACRECC cleanliness.

Further complete instructions for employee participation are included in the ACFD's COVID-19 IAP. (General instructions for identifying any/all workplace hazards is outlined in the IIPP, under "Organization and Responsibilities" 2-9 and 2-10).

On December 11, 2020, the International Association of Firefighters (IAFF), Local 55A and 55B, was invited to assist in identifying any COVID-19 hazards that needed to be addressed, along with contact information for communicating those hazards.

Employee screening

We screen our employees by:

- Employees are instructed to self-screen prior to entering any ACFD worksite and reminded not to report to work if they have any of the following signs/symptoms of COVID-19:
 - Shortness of breath or difficulty breathing
 - Cough
 - Fever, chills, or repeated shaking/shivering
 - Feeling unusually weak or fatigued
 - Congestion or runny nose
 - Diarrhea
 - Muscle or body ache/pains
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Nausea or vomiting
- Each ACFD worksite has a designated single entry and exit point, where employees conduct a self-screening upon arrival. The self-screening station includes self-screening questions, the COVID-19 Workplace Guide, hand sanitizer for initial personal disinfecting, a non-contact thermometer, alcohol wipes for disinfecting the thermometer between uses, a Symptom Document Guide for reference, and a trash can.

Employees are instructed to begin the self-screening process by cleaning their hands with the hand sanitizing solution, then utilize a prep-wipe to clean the thermometer before use.

It is required that all employees and visitors entering the worksite self-screen using the posted self-screening questions at the beginning of their assigned work shift as well as at the conclusion of their assigned shift.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections form/Inspections QR form**, and corrected in a timely manner based on the severity of the hazards, as follows:

Managers/supervisors are responsible for identifying and reporting any COVID-19 hazards, as well as unsafe or unhealthy work conditions, practices, or procedures, which they will report through the chain of command. The appropriate individual (based on the hazard and/or unsafe or unhealthy work condition, practice, or procedure) will be responsible for the timely correction/resolution of the hazard or unsafe or unhealthy work condition, practice, or procedure, as well as documenting the issue using **Appendix B: COVID-19 Inspections form/Inspections QR form**.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Telecommuting is in place for administrative employees who are able to work from home. These employees will work onsite two (2) days/week in adherence to other COVID 19 safety protocols.
- Assigned days onsite for administrative employees are staggered and monitored to ensure physical distancing between workspaces.

- Administrative floor plan was adjusted to allow for maximum distancing between personnel working onsite.
- Whenever possible, meetings will be conducted via MS Teams videoconferencing/conference call. When meetings must be held in person, all attendees will remain six (6) feet apart and wear a face covering.
- Within the fire stations, employees are instructed to avoid congregating at the kitchen table or in the living room recliners when a six-foot distance cannot be maintained.
- Internal mail service will be limited to designated self-screening entry and exit points.
- At ACRECC, all consoles, including furniture, chair, task lamp, keyboards, headsets/tails, monitors, tables/countertops, and remotes will be wiped down at the start of each shift with a 1:10 bleach solution, as well as after any meals. Employees have also been instructed to clean any personal items brought to the Dispatch Center.
In the breakroom/kitchen, the counters, appliances, and refrigerator are to be wiped down after each use, and dishes are to be washed immediately after use. Further, once all personnel have arrived for their shift and unloaded any personal/food items, the kitchen will be wiped down.
- Effective November 17, 2020, visitors to all ACFD facilities are limited to essential visits regarding work-related business only.
- Reducing the number of persons in an area at one time, including visitors. Employees/visitors are reminded to maintain a six-foot distance at all times with posted signage in common areas.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth at all times, per orders from the California Department of Public Health (CDPH). Face coverings have been made available to employees since March 2020. Instructions for requesting extra/replacement face coverings are included in the ACFD COVID-19 IAP.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room with a closed door.
- While actively eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- 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. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals: face coverings (required at all times) and frequent cleaning. Partitions were installed between workstations at ACRECC (employees are still required to wear a face covering at all times).

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- In the administrative office, the rear office door is kept open during work hours to increase ventilation throughout the building.
- When possible, based on environmental conditions, apparatus bay is kept open at the ACFD Vehicle Maintenance Facility and fire stations.
- The filtration system at all ACFD worksites has been updated to a MERV 13 filtration system.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Employees are provided with disinfecting wipes and cleanser and reminded to clean and disinfect frequently touched surfaces as necessary.
- At all ACFD locations, employees will perform their normal cleaning routine plus the enhanced cleaning routine (use of Decon Seven and Aeroclave when applicable).
- The EMS equipment and passenger compartments on ACFD apparatus are cleaned with Decon Seven every Monday.
- Employees are reminded of the cleaning and gross decontamination supplies available through signage posted at all worksites.
- Employees are provided at each fire station with the **FirstResponder Handheld UV-C Sterilizer** which utilizes UV light to eliminate pathogens on any surface in seconds.
- with The Department utilizes the Aero Clave RDS 3110 to disinfect rooms, vehicles, and equipment with an EPA-approved, hospital- grade disinfectant.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

The worksite will be cleaned using any (or all) of the following cleaning options, although the timing of the notification of the positive test may impact procedure:

1. Decon Seven disinfectant spray and/or mister;
2. E-23 cleaning solution (spray bottle); and/or
3. Aeroclave disinfectant spray.

When a fire apparatus has been identified as a potentially contaminated area, it will be cleaned using one of the above cleaning options.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles, gowns and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by employees utilizing disinfecting wipes and cleanser provided by the Department.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users prior to using the vehicle.

Physical distancing and face coverings

We will ensure that:

- When possible, in non-emergency vehicles, vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

Screening

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and disinfecting

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip and, for emergency vehicles, between crew change.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

Ventilation

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.
- The safety of personnel would be comprised during emergency incidents.

Hand hygiene

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Evaluating handwashing facilities.
- Determining the need for additional facilities.
- Encouraging and allowing time for employee handwashing.
- Providing employees with an effective hand sanitizer and prohibiting hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging employees to wash their hands for at least 20 seconds each time.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, gowns, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using our internal tracking documents for COVID-19 cases (both suspected and confirmed).

Employees who had potential COVID-19 exposure in our workplace will be:

- Offered COVID-19 testing at no cost during their working hours.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

- Employees will be directed to self-quarantine if they receive a positive test for COVID-19, experience symptoms of COVID-19 (with or without a positive test for COVID-19) or are identified as a close contact of someone who has tested positive for COVID-19 and are not fully vaccinated or fully vaccinated and experiencing symptoms.

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in the exposed workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees that are exposed and or potentially exposed at the workplace will have the option to be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable. When necessary due to critical staffing shortages and approved by ACPHD we may exercise the specific first responder exemptions outlined in the health orders provided by the ACPHD.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and

review. We will consider:

- Moving indoor tasks outdoors or having them performed remotely.
- Increasing outdoor air supply when work is done indoors.
- Improving air filtration.
- Increasing physical distancing as much as possible.
- Respiratory protection.

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide as applicable to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

System for Communicating

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

- Instructions regarding who employees should report COVID-19 symptoms and possible hazards to, and how was distributed to all employees via email and Department bulletin board on December 31, 2020.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, employees can access COVID-19 testing at one of the sites listed here: <https://covid-19.acgov.org/testing>.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- 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.

- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

The Alameda County Fire Department will provide training to all employees using an internal online training program. The ACFD will track the status of employees training.

Appendix D: COVID-19 Training Roster or equivalent will be used to document this training.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for the mandated quarantine period.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. When not covered by workers' compensation benefits or other state and federal pay entitlements, this will be accomplished by use of the employer-provided sick leave benefit. If an employee does not have available sick leave, they will be placed on a paid administrative leave.
- Providing employees at the time of exclusion with information on available benefits.

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 internal tracking documents 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.

Quarantine Requirements for Close Contacts of Persons with COVID-19 and Return-to-Work Criteria

COVID-19 cases with COVID-19 symptoms will 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.
- At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

- A negative COVID-19 test will not be required for an employee to return to work.

Requirements for Fully Vaccinated Individuals:

Fully vaccinated means it has been ≥ 2 weeks following receipt of the second dose in a 2-dose FDA-authorized vaccine series, or ≥ 2 weeks following receipt of one dose of a single-dose FDA authorized vaccine. A person is also considered to be fully vaccinated ≥ 2 weeks after completing a WHO-authorized vaccine series.

- A. **Fully vaccinated individuals** who are close contacts of a person with COVID-19 are NOT required to quarantine IF they are asymptomatic.
 - a. Fully vaccinated persons must strictly adhere to all recommended non-pharmaceutical interventions, including wearing face coverings and maintaining a distance of at least 6 feet from others for 14 days after an exposure.
 - b. Fully vaccinated individuals are recommended to be tested for COVID-19 between 3 to 5 days after an exposure and must isolate for 10-days if the test is positive.

Quarantine Requirements for Close Contacts of Persons with COVID-19 and Return-to-Work Criteria for NON-Fully Vaccinated Individuals:

- A. **Individuals with a laboratory-confirmed COVID-19 diagnosis** in the past 90 days AND who are asymptomatic are NOT required to quarantine after a new exposure.
- B. **The duration of quarantine** for individuals who are not fully vaccinated and do not fall under (A) above is at least 7 days and up to 14 days after the date of last close contact to a COVID19 case, except as specified below.
 1. Quarantine begins immediately after the exposure. Day 0 of quarantine is the date of last close contact and Day 1 is the following day.
 2. Quarantine can end after Day 10 from the date of last exposure without testing.
 3. Quarantine can end after Day 7 if a diagnostic specimen is collected on Day 5 or later from the date of last exposure and tests negative.
 4. Asymptomatic **HCP, emergency response personnel**, and **social service workers who work face-to-face with clients in the child welfare system** may return to work before completing quarantine if their employer is facing **critical staff shortages**.
 - a. For the purposes of this Order, **critical staff shortages** occur when there are no longer enough staff to provide safe patient, resident, or inmate care or protect public safety and the shortages cannot be alleviated absent the return of the otherwise quarantined employee to work.
 - b. For the purposes of this Order, emergency response personnel include Federal, state, and local law enforcement; 911 call center staff; hazardous material responders from the public and private sectors; and EMT firefighters
 - c. Workers may return to work after Day 7 from the date of last exposure if they have received a negative result from a PCR test performed after Day 5. This is considered a completed quarantine.
 - d. Workers may return to work before Day 7, but must test negative by PCR multiple times on different days before Day 7 (e.g., Day 3, Day 5).
 - e. Workers who return to work before completing their full quarantine must continue wearing surgical masks or respirators at all times during work and must also continue to self-monitor for symptoms each day. If an employee develops symptoms at any point during the 14 days after exposure (including if the employee develops symptoms while at work), the employee must immediately return to and remain at home, not return to work, and follow the Health Officer's Isolation Order and Guidance.
 - f. Workers who return to work before completing quarantine may only leave quarantine to provide services needed to alleviate the critical staffing shortages in the Public Safety Sector or health care sector. These individuals remain subject to the quarantine restrictions at all other times until their quarantine period is complete.

○ **William McDonald, Fire Chief**

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William McDonald
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Appendix A: Identification of COVID-19 Hazards

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

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

Person conducting the evaluation: **Megan O'Donoghue**

Date: **December 18, 2020**

Name(s) of employee and authorized employee representative that participated:

| Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards | Places and times | Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers | Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation |
|--|------------------------------|---|---|
| Fire Stations | 24 hours/day; 7 days/week | Other employees, members of the public (particularly as patients) | <ul style="list-style-type: none"> • Social distancing, wearing face coverings, increased hand washing/sanitizing; • Use of self-screening upon entry; • Screening of all EMS calls for COVID-19; • Use of enhanced PPE when responding to suspected COVID-19 case; • Limiting visitors to those on essential business; • Increased cleaning; and • Increased ventilation. |
| Alameda County Regional Emergency Communications Center (ACRECC) | 24 hours/day; 7 days/week | Other employees, subcontractors (janitorial staff) | <ul style="list-style-type: none"> • Social distancing, wearing face coverings, increased hand washing/sanitizing; • Use of self-screening upon entry; • Increased cleaning; and • Installation of partitions between consoles. |
| ACFD Administrative Office | Monday – Friday, 0700 - 1800 | Other employees, subcontractors (janitorial staff), visitors | <ul style="list-style-type: none"> • Social distancing, wearing face coverings, increased hand washing/sanitizing; • Use of self-screening upon entry; • Limiting visitors to those on essential business; • Encouraging telecommuting when possible and staggering onsite employees to maximize social distancing; • Increased cleaning; and |

| Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards | Places and times | Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers | Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation |
|--|------------------------------|---|--|
| | | | <ul style="list-style-type: none"> • Increased ventilation • Installation of partitions between cubicles. |
| Alameda County Fire Department Vehicle Maintenance Facility | Monday – Friday | Other employees, subcontractors (janitorial staff), visitors | <ul style="list-style-type: none"> • Social distancing, wearing face coverings, increased hand washing/sanitizing; • Use of self-screening upon entry; • Limiting visitors to those on essential business; • Increased cleaning; and • Increased ventilation. |
| Fire Prevention offices (various locations) | Monday – Friday, 0700 - 1800 | Other employees, subcontractors, visitors | <ul style="list-style-type: none"> • Social distancing, wearing face coverings, increased hand washing/sanitizing; • Use of self-screening upon entry; • Limiting visitors to those on essential business; • Increased cleaning; and • Increased ventilation. |
| ACFD Training Tower | | Other employees | <ul style="list-style-type: none"> • Social distancing, wearing face coverings, increased hand washing/sanitizing; • Use of self-screening upon entry; • Limiting visitors to those on essential business; • Increased cleaning; and • Increased ventilation. |
| | | | |

Appendix B: COVID-19 Inspections

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

| Exposure Controls | Status | Person Assigned to Correct | Date Corrected |
|--|--------|----------------------------|----------------|
| Engineering | | | |
| Barriers/partitions | | | |
| Ventilation (amount of fresh air and filtration maximized) | | | |
| Additional room air filtration | | | |
| Self-screening station (stocked/good working condition/being utilized) | | | |
| Administrative | | | |
| Physical distancing | | | |
| Surface cleaning and disinfection (frequently enough and adequate supplies) | | | |
| Hand washing facilities (adequate numbers and supplies) | | | |
| Disinfecting and hand sanitizing solutions being used according to manufacturer instructions | | | |
| Adequate supply of disinfecting and sanitizing solutions present | | | |
| PPE (not shared, available and being worn) | | | |
| Face coverings (cleaned sufficiently often) | | | |
| Gloves | | | |
| Face shields/goggles | | | |
| Respiratory protection | | | |
| Adequate supply (disposable gloves/face shields/goggles/respiratory protection) available | | | |