

COVID-19 Prevention Program (CPP) For GMR California Locations

Date Last Reviewed: December 29, 2020

Global Medical Response and subsidiaries (AMR, REACH, Cal-Ore) hereinafter referred to as GMR is committed to providing a safe and healthy workplace for all our workers, and customers, clients, patrons, guests, and visitors. To ensure we have a safe and healthy workplace, GMR has developed the following COVID-19 Prevention Program [CPP] in response to the COVID-19 pandemic and Cal OSHA Emergency Temporary Standard. Managers and employees are all responsible for implementing this plan. The CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in the GMR workplace. This plan applies to all employees¹ not identified in the [Aerosol Transmissible Diseases \("ATD"\) standard](#)².

This document is not intended to supersede applicable local or state guidelines

Authority and Responsibility

The GMR Pacific Regional President has overall authority and responsibility for implementing the provisions of this CPP in the workplace. In addition, all directors, 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, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

GMR has implemented the following in the workplace:

- Workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluation of employees' potential workplace exposures to all persons at, or who may enter, the workplace.
- Review of applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and local health departments related to COVID-19 hazards and prevention.
- Evaluation of existing COVID-19 prevention controls in the workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections 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.

¹ This plan covers all employees with the following exceptions (a) Workplaces where there is only one employee who does not have contact with other people (b) Employees who are working from home and (c) Employees who are covered by the [Aerosol Transmissible Diseases](#) Program (i.e. those who have contact with patients (EMT, Paramedic, RN) or certain environments where exposure potential exists (Vehicle Service Technician)

² Cal OSHA's [FAQs](#) indicate that for facilities already subject to the ATD, this ETS only applies to the employees at those facilities who are not identified in the employer's ATD Exposure Control Plan.

Employee participation

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

- Participation in Safety Committee Meetings
- Attending in-person and virtual listening and learning opportunities with clinical and safety leadership.
- Accessing the Emergency Infectious Disease website for important guidelines related to the COVID response.
- Using the national telephone hotline, available 24/7, that has been established for COVID related questions and exposure management. **(855.361.1996)**
- Direct reporting to Supervisors/Manager/Director.
- Mask wearing non-compliance email: MASKUP@GMR.NET

Employee/Visitor screening

GMR screens employees/visitors by:

- Directing employees to not come to the workplace if they have any signs/symptoms related to COVID-19.
- Limiting entry points to controlled areas for screening and requiring people maintain physical distance (>6ft) during the screening process.
- Pre-entry self-screening is completed using the **GMR SafeRestart** employee screening tool
- Posting building access and masking requirements visible to employees, guests and visitors with a QR code for employees, guests and visitors to readily access the GMR SafeRestart site.
- Designated individuals engage in the screening of employees at select locations per CDPH guidelines.
- Employees/visitors that fail the GMR SafeRestart or other location specific entry screening tool will be considered not clear to report to work or enter a work location.
- Employees will receive email instructions from the SafeRestart program and will be directed to immediately contact their Supervisor and separate themselves from others.
- Employees self-reporting by phone will be directed to complete the screening tool in SafeRestart.
- COVID-19 testing will be immediately arranged with rapid testing where available. If internal testing resources are not readily available, the employee will be directed to a local external source for testing. Once test results are received, they must be entered by the employee into the SafeRestart system.

Available resources:

- GMR Emerging Infectious Diseases Portal: <https://www.globalmedicalresponse.com/coronavirus>
- SafeRestart Information [Appendix E]
- COVID-19 Return to Work Playbook

Correction of COVID-19 Hazards

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

- Hazards reported by employees or determined to be present during an audit/inspection will be appropriately documented and reported up-chain per GMR SRM Policy 1110, National Safety Incident Reporting policy and GMR Safety Policy 1115, GMR Safety Inspection Policy.
- Upon recognition of a hazard through the safety inspection process or a report of a hazard, local leadership will initiate correction in a timely fashion based on the severity of the hazard. Leaders are encouraged to consult with the Regional Safety Manager or Director.
 - A local Supervisor, Manager or Director shall take steps to correct hazards that can be readily resolved by employees or leaders in the workplace.
 - Subcontracted service providers or appropriately skilled GMR employees should be utilized whenever specialized skills or expertise is necessary to effectively address an identified hazard.
 - Significant hazards that cannot be corrected immediately may trigger the need to cordon off the area, deny access to the facility or equipment, or take other assertive measures to protect employees / individuals until such time that the hazard is fully addressed.
 - Depending on the contents of GMR's facility lease arrangements, responsibility to correct a recognized hazard may belong to either GMR or the facility landlord depending on the circumstances. However, despite a landlord's responsibility, if any, GMR shall not knowingly expose employees to a significant safety hazard that the landlord has failed to abate in a timely fashion.
- Managers or Regional Directors will be responsible for verifying that hazards have been corrected.

Control of COVID-19 Hazards

Physical Distancing [3205(c)(6)]

Where possible, GMR ensures at least six feet of physical distancing at all times in the workplace. Strategies to increase physical distancing include but are not limited to:

- Moving workstations 6-feet apart;
- Placing employees at every other workstation;
- Workstations that cannot be separated by 6-feet have barriers/shields installed to prevent the spread of droplets;
- Spacing seating/tables in common areas, such as breakrooms, 6-feet apart and/or marking seats or seating areas as closed.
- Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements or rotating schedules.
- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggered arrival, departure, work, and break times.
- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.
- Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing

cannot be achieved and GMR's masking policy will be enforced.

Face Coverings

GMR provides cloth face coverings and ensures they are properly worn by employees over the nose and mouth at all times when indoors, in GMR vehicles and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Both cloth masks and disposable masks are available in the work location for all employees and disposable masks are available for guests or visitors. Employees that encounter persons not wearing masks should maintain a 6-foot distance and immediately report the finding to a Supervisor. These events may also be reported to GMR's mask wearing non-compliance email: MASKUP@GMR.NET. Visitors and guests encountered not wearing masks should immediately be provided with a mask and reminded of GMR's facility policy requiring a mask.

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

- While eating and drinking at the workplace, provided employees are at least six feet apart and outside, if indoors, air change has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with section 5144 or other title 8 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. Human Resources should be notified of all requests for exceptions. In those circumstances the impacted employee may (a) wear a face shield with drapes or (b) work remotely or be segregated from other employees in the workplace (when feasible).
- Where specific tasks that cannot feasibly be performed with a face covering exist employees may remove the mask, this is limited to the time period in which such tasks are actually being performed, and the unmasked employee shall be at least 6-feet away from all other persons.

Engineering controls

GMR has implemented the following measures for situations where we cannot maintain at least six feet between individuals:

- Separating workstations and common area seating (e.g. breakrooms and classrooms) by 6-feet.
- Restricted/limited access to facilities, breakrooms and restrooms
- Installing barriers where workplace separation is not possible
- Limiting access to facilities
- Controlling traffic patterns in the workplace

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

- Ensuring all HVAC air filters used in the HVAC system are maintained and replaced as needed to ensure the proper function of the ventilation system; and
- Ensuring all intake ports that provide outdoor or fresh air to the HVAC system are cleaned, maintained, and cleared of any debris that may affect the function of the ventilation system
- Increase filtration efficiency to the highest level compatible with the existing ventilation system. Current

vendor for HVAC maintenance should be consulted. The National Director of Facilities, will provide additional support.

- Circumstances exist where the amount of outside air needs to be minimized due to other hazards, such as heat, wildfire smoke, poor air quality as indicated by reported by the National Weather Service Air Quality Index {AQI}.

Cleaning and disinfecting

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

- Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects which reduces the risk of exposure and must be completed multiple times during work periods.
- Cleaning/Disinfection is accomplished by using only EPA N List-approved disinfectants against COVID-19.
- When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that may be very dangerous to breathe in All solutions must be properly labeled (when placed into blank containers) and disposed of at the end of the work cycle. Labels are available via the 3E portal.
- Disinfecting stations should be established and easy to access by employees to encourage routine disinfecting of surfaces throughout the work period.
- Common areas must be cleaned daily.
- Clean and disinfect high-touch surfaces in work areas (e.g. keyboards, desks, tables, hard-backed chairs, doorknobs, light switches, remotes, handles, desks, toilets, sinks) routinely during the workday at shift started and end and during any employee hand off.
- Discourage employees from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- In addition, cleaning vendors across our network have been provided guidance to place special focus on cleaning and disinfecting "high touch" areas such as light switches and door handles. Vendors will also be screened before they enter the building unless it is after regular business hours.
- Determine a deep cleaning routine (immediately, if someone becomes ill).

- Employees should clean workstations a minimum of two times daily (Once at the beginning of their shift and once at the end). Cleaning supplies and disinfectants will be provided and are also available to order through Basware (*See complete product listing in Appendix 6 of the GMR RTW Playbook*). Pay special attention to the following areas:
 - Shared office spaces
 - Breakrooms
 - Dispatch Centers
 - Keyboards, phones, and equipment

- Take your possessions home and reduce the number of items on and around your workspace.

Should GMR have a COVID-19 case in our workplace, the following procedures are used:

| | |
|---|---|
| Tier 1 - Proactive Cleaning Per GMR Cleaning and Decontamination guidelines | This remains local team and services responsibility |
| Tier 2 – Suspected Exposure: Includes fogging and detailed Decontamination | Contact SERVPRO |
| Tier 3 - Confirmed Exposure: Includes fogging and detailed Decontamination | |

- Request Process
 - Call 1-800-SERVPRO
 - State you are with a GMR affiliated company
 - Provide the address requiring decontamination
 - Provide the approximate square footage of the area to be treated
 - SERVPRO will then dispatch an appropriate service provider

Shared tools, equipment and personal protective equipment (PPE)

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:

- Clean and disinfect high-touch surfaces in work areas (e.g. keyboards, desks, tables, hard-backed chairs, doorknobs, light switches, remotes, handles, desks, toilets, sinks) routinely during the workday at shift started and end and during any employee hand off.
- Additional cleaning and sanitizing may be completed by contracted cleaning vendors based on location contracts for these services. Confirm that vendors are utilizing approved products. (*Appendix 6 of the GMR RTW Playbook*)

Hand sanitizing

Employees should follow normal preventative actions while at work and home including recommended hand hygiene and avoiding touching eyes, nose or mouth with unwashed hands. In order to implement effective hand sanitizing procedures, GMR has:

- Evaluated handwashing facilities to include adequate supplies.
- Determined the need for additional facilities.
- Provided hand sanitizer at all entry and screening locations and throughout work areas.
- Encourages and allows time for employee handwashing.
- Additional times to clean hands include:
 - After blowing one’s nose, coughing or sneezing
 - After using the restroom
 - Before eating or preparing food
 - After contact with animals or pets
 - Before and after providing routine care for another person who needs assistance
- Posted handwashing posters and reminders in restrooms and break rooms.
- Provides employees with an effective, approved hand sanitizer and prohibits hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encourages employees to wash their hands for at least 20 seconds each time.

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

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

Relative to respiratory protection, needs are assessed in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

GMR locations and positions that are not subject to ATD 5199 are covered by GMR's masking mandate while in a GMR workplace or vehicle.

Investigating and Responding to COVID-19 Cases

Investigations are accomplished by completing the **Appendix C: Investigating COVID-19 Cases form**.

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

- Referred to utilize the screening tool through the GMR SafeRestart program to assess employees for symptoms and workplace related exposures. Guidance regarding isolation, ability to work and follow-up medical care are provided based on the answers provided by the employee.
- Offered COVID-19 testing at no cost during their working hours at a location where internal testing is available or by referral to a county or clinic testing location.
- Managed by the employee's supervisor and Human Resources in accordance with established Company policies and procedures regarding illness and injury.
- Provided with information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases.

System for Communicating

GMR is committed to ensuring that we have effective two-way communication with our employees.

GMR Communications will send out focused "What you Need To Know" emails to designated employee groups updating employees to changes and new information being added to the GMR Emerging Infectious Diseases Portal.

The GMR Emerging Infectious Diseases Portal contains the most current general information and COVID-19 resources for employees including:

- PPE and Provider Well-Being
- Decontamination and Disinfecting Procedures
- GMR Employee Guidelines, Compliance and Policy Information
 - COVID-19 Pay Practice Guide
 - GMR PPE Policy
 - GMR Employee Work-Related Illness/Injury Notification Process
 - Guidance on Conducting Classes during COVID-19
- GMR SafeRestart
 - Daily Screening (including Facility Access)
 - New Test Results

- I need a COVID-19 Test
 - Return to Work Screening
- Links for CDC COVID-19 page
- GMR FAQ's
- GMR Leader Communications
 - COVID-19 screening too information (SafeRestart)
 - COVID-19 Pay practice Guide
- COVID Vaccine Information
- National employee hotline, available 24/7, for COVID related questions and exposure management.
- Methods of reporting hazards related to COVID-19;
 - Direct report to Supervisor, Manager or Director.
 - Report to Safety Committee
 - Report to local Safety Coordinator, Regional Safety Manager or Director
 - Mask wearing non-compliance email: MASKUP@GMR.NET
 - Ethics & Integrity Hotline (877) 631-5722. Report may be made anonymously.
- GMR provides procedures and policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness. Employees with accommodation requests are referred to the local or regional HR Manager to complete an accommodation request. These conditions include but are not limited to:
 - Cancer
 - Chronic kidney disease
 - COPD (chronic obstructive pulmonary disease)
 - Obesity (body mass index of 30 or higher)
 - Serious heart conditions, such as heart failure, coronary artery disease, or
 - Cardiomyopathies
 - Sickle cell disease
 - Type 2 diabetes mellitus
- Other Conditions to Consider
 - Cerebrovascular disease
 - Chronic lung conditions (asthma, cystic fibrosis, pulmonary fibrosis)
 - Endocrine disorders including Type 1 Diabetes
 - Autoimmune disorders
 - Hematologic disorders
 - Mental health conditions that include PTSD, anxiety, and depression
- 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. Testing will be provided at no-cost to the employee and requests for testing are entered into the GMR SafeRestart application.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with

our workplace) may be exposed to are contained within the California COVID-19 Communication Plan and on the GMR Emerging Infectious Diseases Portal.

Training and Instruction

GMR provides training and instruction that includes:

- Providing an Emergency Infectious Disease website to catalogue important guidelines related to the COVID response and resources for employees:
 - COVID-19 policies and procedures to protect employees from COVID-19 hazards.
 - COVID pay practices and benefits
 - Information on how COVID-19 disease is spread and prevention methods.
- Disease Transmission Considerations: The virus that causes COVID-19 is thought to spread primarily from person to person mainly through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within approximately 6-feet), and when face masks are not being worn.
- Risk factors for employees include individuals of any age that have chronic health conditions should be aware that while no increased risk of contracting COVID-19 exists, the progression of the illness may be more severe and/or prolonged with certain medical conditions including the following:
 - Cancer
 - Chronic kidney disease
 - COPD
 - Obesity (body mass index of 30 or higher)
 - Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathy.
- Physical distancing requirements: distancing of at least six feet and combining physical distancing with the wearing of face coverings are important to reduce the risk of transmission and/or infection.
- Hygiene in the form 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, is important to reduce infection. Employees should avoid touching their face.
- To be effective, face coverings need to cover the nose and mouth. Face coverings are not respiratory protective equipment and are intended to primarily protect other individuals from the wearer of the face covering.
- Employees experiencing COVID-19 symptoms are not permitted to report to work and should contact their supervisor. The employee will be directed to utilize the screening tool and follow the email directions they receive.
- GMR provides in-person and virtual listening and learning opportunities with clinical and safety leadership.
- **Appendix D: COVID-19 Training Roster** will be used to document this training along with reports generated from the Learning Management System (LMS) to track online training assignments.

Exclusion of COVID-19 Cases/Contact Tracing (AB-685 Provision for All Employees)

Where GMR experiences a COVID-19 case in the workplace, transmission will be limited by:

- Ensuring that COVID-19 cases are excluded from the workplace until return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever demonstrated that the COVID-19 exposure is work related and the employee is otherwise able to work (has not developed COVID-19 or COVID-19 symptoms). This will be accomplished by opening claims for workplace exposures and following GMR Pay Practices Guidelines for all COVID related illnesses.
- GMR Pay Practices and Reporting COVID related illnesses documents are available on the GMR Emerging Infections Diseases Portal.
- Determining when the COVID-19 case was last in the workplace, and if possible the date of testing and onset of symptoms
- Determining which employees may have been exposed to COVID-19
- Notifying employees of any potential exposures within one business day (and notifying any other employer who has potentially exposed employees in the workplace) (**Contact Tracing Template: appendix F**)
- Offer testing to potentially exposed employees at no cost and during working hours
- Investigate the exposure, whether workplace conditions could have contributed to the risk of exposure, and what corrections would reduce exposure
- For Multiple COVID-19 Infections or Multiple/Major Outbreaks see Appendix H for Guidance

Reporting, Recordkeeping, and Access

It is GMR's policy to:

- Report information about COVID-19 cases at our workplace to local health departments 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 a GMR place of employment or in connection with any employment. Leaders shall contact the Regional Safety Manager or Director for guidance and assistance with reporting requirements immediately upon learning of an employee pending admission or hospital admission.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- GMR's written COVID-19 Prevention Program is available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- GMR locations covered by this plan will use the SafeRestart tool record 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.
- GMR locations will track all quarantined employees and employee's off-work related to COVID-19 illness and monitor their return-to-work status.

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 by GMR for an employee to return to work.
 - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
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Tom L. Baldwin, VP of Safety
Global Medical Response

December 29, 2020

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: GMR Safety & Risk

Date: December 29, 2020

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

| DATE: December 2020 | COVID-19 RISK ANALYSIS FORM | | |
|---|---|--|----------------------------|
| COMPLETED BY: GMR Safety, Location OM/RD | | | |
| JOB TITLES | POTENTIAL TASKS BEING PERFORMED | SAFE JOB PROCEDURES IN PLACE (Engineering/Administrative/Work Practice and PPE Controls) | WORKER EXPOSURE RISK LEVEL |
| Administration employees: Employee works in non-patient care environment These areas include: billing offices, operations administrative areas, membership centers | May interact with providers or employees who may have been exposed to or are infected by the COVID-19 virus. Touching infected environmental surfaces in the workplace. | <ul style="list-style-type: none"> • Screening employees for COVID-19 symptoms prior to entering our facilities • Restricting non-employee access to the place of employment • Telecommuting • Staggered shifts • Adherence to facility decontamination and cleaning guidelines • Deep cleaning protocols in place for workplace infection • Physical distancing and re-arranging workstations • Limit provider access | Low to Medium Risk |

| | | | |
|---|--|---|---------------------------|
| | | <ul style="list-style-type: none"> • Access to common areas, breakrooms, restrooms, and lunchrooms is controlled to permit physical distancing • Wearing at least a cloth face covering while in the workplace. • The use of barriers where appropriate • Access to hand soap, water, and alcohol-based hand sanitizer • Occupancy limits that permit physical distancing | <p>Low to Medium Risk</p> |
| <p>Support employees: Ground/Air maintenance areas Supply chain facilities</p> | <p>May interact with providers or employees who may have been exposed to or are infected by the COVID-19 virus. Touching infected environmental surfaces in the workplace.</p> | <ul style="list-style-type: none"> • Screening employees for COVID-19 symptoms prior to entering our facilities. • Staggered shifts. • Adherence to facility decontamination and cleaning guidelines • Deep cleaning protocols in place for workplace infection • Physical distancing and re-arranging workstations. • Access to common areas, breakrooms, restrooms, and lunchrooms is controlled to permit physical distancing. • Wearing at least a cloth mask while in the workplace. • Install barriers where appropriate. • Access to hand soap, water, and alcohol-based hand sanitizer. • Decontamination of vehicles per GMR guidelines prior to support employees servicing • Occupancy limits that permit physical distancing | <p>Medium Risk</p> |

| | | | |
|---|---|--|-----------------|
| <p>Communication employees to include: Communications Center</p> | <p>Not expected to interact with employees or visitors who may have been exposed to or are infected by the COVID-19 virus. Touching infected surfaces in the workplace.</p> | <ul style="list-style-type: none"> • Screening employees for COVID-19 symptoms prior to entering our facilities • Staggered shifts • Adherence to facility decontamination and cleaning guidelines • Deep cleaning protocols in place for workplace infection • Physical distancing and re-arranging workstations • Access to common areas, breakrooms, restrooms, and lunchrooms is controlled to permit physical distancing. • Wearing at least a cloth mask while in the workplace. • Install barriers where appropriate • Access to hand soap, water, and alcohol-based hand sanitizer • Limit provider access | <p>Low Risk</p> |
|---|---|--|-----------------|

Appendix B: COVID-19 Inspections
www.dir.ca.gov/dosh/coronavirus/ for additional guidance.

Date: _____

Name of person conducting the inspection: _____

Work location evaluated: _____

| Exposure Controls | Status | Person Assigned to Correct | Date Corrected |
|--|--------|----------------------------|----------------|
| Engineering | | | |
| Barriers/partitions | | | |
| Ventilation (amount of fresh air and filtration maximized) | | | |
| Additional room air filtration | | | |
| Restricted access to facilities | | | |
| Signs/Posters related to screening and masking requirements for entry | | | |
| Administrative | | | |
| Physical distancing observed | | | |
| 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 | | | |
| (Other – add) | | | |
| (Other – add) | | | |
| PPE - Disposable masks (not shared, available and being worn) | | | |
| Face coverings (cleaned sufficiently often) | | | |
| Gloves available | | | |
| Face shields/goggles if needed for cleaning | | | |
| (Other – add) | | | |
| (Other – add) | | | |



Appendix C: Investigating COVID-19 Cases

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

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

Date: _____

Name of person(s) conducting the investigation: _____

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

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

| | | | |
|---|---|---|--|
| Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to: | | | |
| All employees who may have had COVID-19 exposure and their authorized representatives. | Date: | | |
| | Names of employees that were notified: | | |
| Independent contractors and other employers present at the workplace during the high-risk exposure period. | Date: | | |
| | Names of individuals that were notified: | | |
| What were the workplace conditions that could have contributed to the risk of COVID-19 exposure? | | What could be done to reduce exposure to COVID-19? | |
| Was local health department notified? | | Date: | |

Appendix E: GMR SafeRestart


Global Medical
Response
PROVIDING CARE TO THE WORLD AT A MOMENT'S NOTICE



**EMPLOYEE SCREENING
TOOL**



gmr.saferestart.net



ALL PERSONS **MUST** COMPLETE THE SCREENING TOOL PRIOR TO FURTHER ENTRY TO THIS FACILITY

PLEASE DO NOT ENTER IF YOU CURRENTLY HAVE:

| | |
|---|--|
| <ul style="list-style-type: none"> ■ COUGH ■ SHORTNESS OF BREATH ■ FEVER ≥ 100.4 ° F ■ CHILLS | <ul style="list-style-type: none"> ■ HEADACHE ■ SORE THROAT ■ NEW LOSS OF TASTE OR SMELL ■ UNEXPLAINED MUSCLE PAIN |
|---|--|

MASKS ARE REQUIRED TO BE WORN AT THIS FACILITY

Thank you for helping us keep our team safe.

For more information, visit globalmedicalresponse.com/Coronavirus

GMR FAMILY OF COMPANIES











[Enter Date]

To: **[Company employees, employee representatives, and the employers of subcontracted employees, who were on premises at a worksite at the same time as the COVID-19 infected during the individual's infectious period (at minimum the 48 hours before the individual developed symptoms)]**

As COVID-19 dramatically impacts our lives, families, and communities, **[Enter Company Name]** is conducting business with an even greater sense of urgency and responsibility. We are **[describe activities and business operations]**, and in doing so we will continue to keep our employees safety a top priority.

Today we are writing to let you know that **[Enter Company Name]** learned on **[Enter Date]** that an employee at **[identify worksite location]** has tested positive for COVID-19. You are being notified of this occurrence because **[Enter Company Name]** determined you were at **[identify worksite location]** while this employee was on site and during a time that they may have been infectious. Even so, please know that **[Enter Company Name]** has conducted a comprehensive exposure assessment to identify those that had close contact and has personally notified them of their potential for exposure. The COVID-19 infected employee and those with close contact with the individual are self-quarantining in accordance with current state and local public health recommendations.

We understand that this notification may be troubling and want to reassure you that **[Enter Company Name]** is taking all available precautions to ensure our employees' health and safety during this time, and to prevent and minimize the potential spread of COVID-19. **[Enter Company Name]** is maintaining superior cleaning, sanitation, and disinfection standards, and enhancing cleaning of high traffic areas, high touch surfaces, and common areas. **[Enter Company Name]** has also implemented preventive measures, such as ongoing health monitoring, required use of cloth face coverings, use of social distancing, and good hygiene practices.

As a reminder, and to help us maintain a safe and healthy workplace:

- Please stay home if you are sick, have COVID-19 like symptoms (e.g., cough, fever, shortness of breath, or other flu-like symptoms), or have recently come in contact with someone known or suspected to have COVID-19.
- If you have COVID-19 like symptoms, suspect you are sick, have been directly exposed to COVID-19, or tested positive for COVID-19, please contact **[Enter Contact Name]**.
- Be familiar with **[Enter Company Name's]** COVID-19 safety protocols, which can be accessed by **[Enter location of protocols (e.g., office, posting, or intranet site) or include link]**.
- **[Enter Company Name]** has implemented many policies and procedures to support employees and their families during this difficult time, including **[Enter details on [Enter Company Name] policies]**. Employees that have been exposed to COVID-19 in the workplace may also be entitled to certain benefits under federal and state laws, including specifically workers compensation, **[sick leave, supplemental sick leave, and COVID-19 leave options, as applicable. Employees can obtain more information on these benefits by contacting [Enter Company Name's] HR Department]**.
- You have a right to raise concerns about potential COVID-19 exposures and **[Enter Company Name]** COVID-19 and other safety protocols without fear of reprisal or retaliation. If you would like to raise a concern anonymously you can **[Enter details on ways employees can raise concerns]**. **[Enter Company Name]** employees should also feel empowered to raise safety concerns **[directly with their supervisors or can reach out to [Enter Company Name] health and safety team.]**

As circumstances with COVID-19 continue to evolve, **[Enter Company Name]** will alert you to new information, including any new potential workplace exposures of which it has knowledge.

Should you have questions about this notification, your potential exposure, or anything related to this ongoing situation, feel free to contact your supervisor, or me.



[Enter Date]

To: **[Third Parties (e.g., contractors, employers of subcontracted employees, vendors) who were on premises at a worksite while the COVID-19 infected during the individual's infectious period (at minimum the 48 hours before the individual developed symptoms)]**

As COVID-19 dramatically impacts our lives, families, and communities, **[Enter Company Name]** is conducting business with an even greater sense of urgency and responsibility. We are **[describe activities and business operations]**, and in doing so we will continue to keep our employees safety a top priority.

Today we are writing to let you know that **[Enter Company Name]** learned on **[Enter Date]** that an individual at **[identify worksite location]** has tested positive for COVID-19 or been confirmed as having COVID-19. You are being notified of this occurrence because **[Enter Company Name]** determined you or one of your employees was at **[identify worksite location]** while this individual was on site and during a time that they may have been infectious. **[Enter Company Name]** has also conducted a comprehensive exposure assessment to identify those that had close contact and determined **[identify any specific contacts for the Third Party, such as employees]** may have had a potential exposure. We ask that you notify these individuals of their potential for exposure and have them follow appropriate precautions related to self-quarantining in accordance with current state and local public health recommendations.

We understand that this notification may be troubling and want to reassure you that **[Enter Company Name]** is taking all available precautions to provide a healthy and safe worksite during this time, and to prevent and minimize the potential spread of COVID-19. **[Enter Company Name]** is maintaining superior cleaning, sanitation, and disinfection standards, and enhancing cleaning of high traffic areas, high touch surfaces, and common areas. **[Enter Company Name]** has also implemented preventive measures, such as ongoing health monitoring, required use of cloth face coverings, use of social distancing, and good hygiene practices.

As a reminder, and to help us maintain a safe and healthy workplace:

- Please have your employees stay home when they are sick, have COVID-19 like symptoms (e.g., cough, fever, shortness of breath, or other flu-like symptoms), or have recently come in contact with someone known or suspected to have COVID-19.
- If any of your employees have COVID-19 like symptoms, suspect illness, have been directly exposed to COVID-19, or recently tested positive for COVID-19 and have been at our worksite, please contact **[Enter Contact Name]**.
- Be sure employees are familiar with **[Enter Company Name's]** COVID-19 Prevention Plan and safety protocols before arriving to the worksite. **[Enter details on how the Third Party can find out about the protocols]**.

As circumstances with COVID-19 continue to evolve, **[Enter Company Name]** will alert you to new information, including any new potential workplace exposures of which it has knowledge.

Should you have questions about this notification, your potential exposure, or anything related to this ongoing situation, feel free to contact me.

[Enter Date]



To: [Company employee determined to have had **close contact** (cumulative of 15 minutes of contact over a 24 hour period with less than 6 ft. separation with or without face coverings) with a COVID-19 infected during the individual's infectious period (at minimum the 48 hours before the individual developed symptoms or tested positive)]

As COVID-19 dramatically impacts our lives, families, and communities, [Enter Company Name] is conducting business with an even greater sense of urgency and responsibility. We are [describe activities and business operations], and in doing so we will continue to keep our employees safety a top priority.

Today we are writing to let you know that [Enter Company Name] learned on [Enter Date] that an employee at [identify worksite location] has tested positive for COVID-19 or been confirmed to have COVID-19. You are being notified of this occurrence because [Enter Company Name] determined you had close contact with this individual during a time that they may have been infectious on [Enter Date(s)]. In accordance with [Enter Company Name's COVID-19 Prevention Plan], we ask that you stay home for the next [Enter Date(s) for exclusion period] and quarantine as well as monitor for COVID-19 like symptoms. Absent any symptoms of illness or development of COVID-19, you may return to work on [Enter Date(s)]. In the event you develop symptoms or illness, you may need to be out of the workplace for longer.

We understand that this notification may be troubling and want to reassure you that [Enter Company Name] is taking all available precautions to ensure our employees' health and safety during this time, and to prevent and minimize the potential spread of COVID-19. As you have had a potential exposure to COVID-19 in the workplace, [Enter Company Name] has made arrangements for you to obtain COVID-19 testing at no cost and during normal working hours by [Enter additional details on [Enter Company Name's] testing policies]. As an alternative to this resource, free testing is also available to Californians at testing locations across the state. You can find a testing location at <https://covid19.ca.gov/get-tested/>.

[Enter Company Name] has also implemented many policies and procedures to support employees and their families during this difficult time, including [Enter details on [Enter Company Name] policies]. As you have been identified as having had a potential exposure to COVID-19 at work, you are entitled to the following benefits during your quarantine period [enter details on the exclusion pay, sick leave, supplemental sick leave, and COVID-19 leave options, as applicable, that are available for this employee]. Employees that have been exposed to COVID-19 in the workplace and later develop an illness may also be entitled to workers compensation. [You can obtain more information on these benefits by contacting [Enter Company Name's] HR Department].

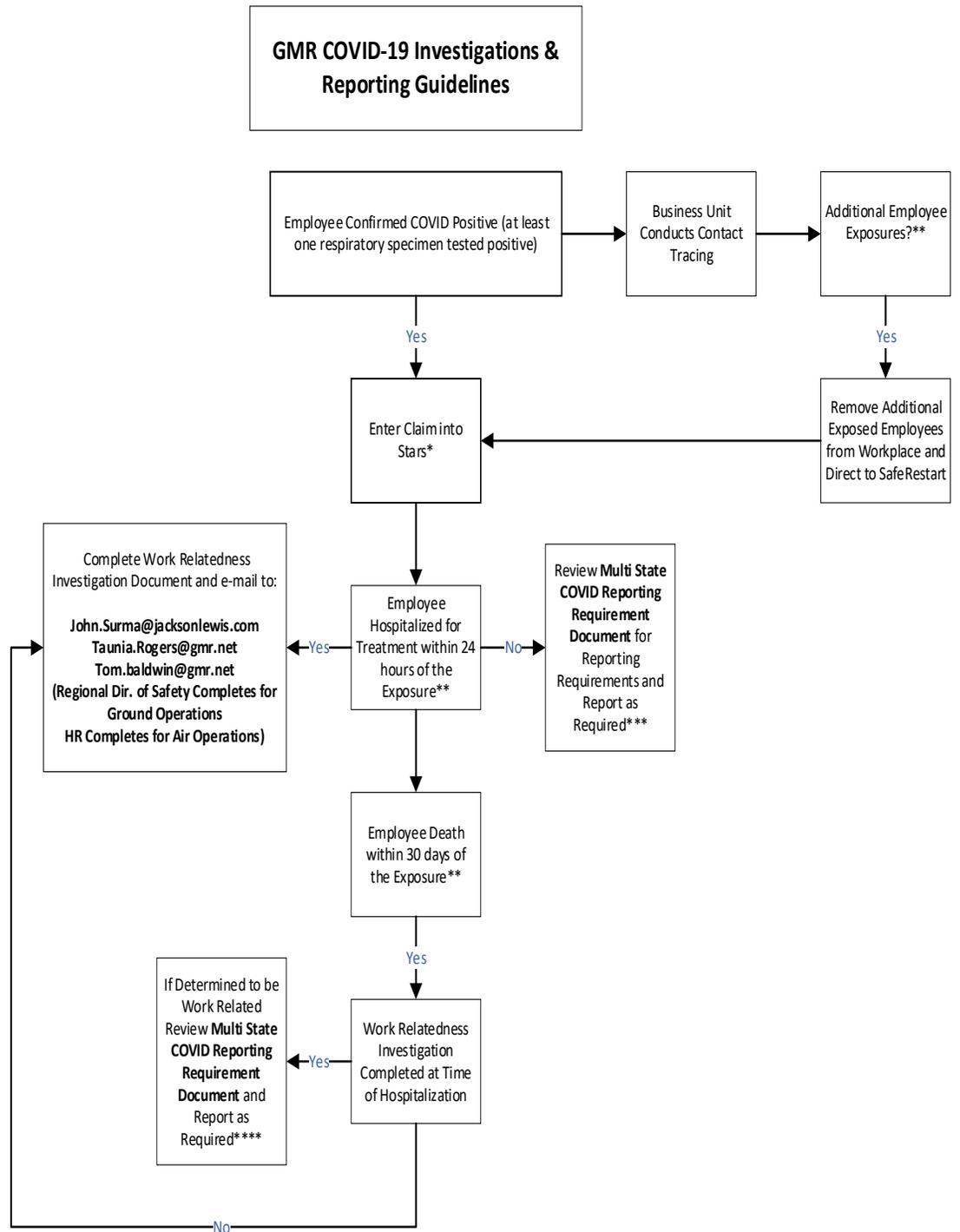
After today, please maintain frequent contact with [Enter Contact Name] to keep us up to date on your condition and any concerns you may have. Should you have questions about this notification, your potential exposure, or anything related to this ongoing situation, feel free to contact your supervisor, or me directly.

***OSHA 300 Log Recordability:**
Not all Positive Cases are Entered onto the 300 Log (regardless of the Stars claim entry each case must meet the OSHA recording threshold for work relatedness)

****Exposure-Employee within 6ft for 15 minutes or > of COVID Positive/Symptomatic Person**

*****COVID Positive Reporting**
California: (Immediately, but no more than 8 hours after the employer knows, or with diligent inquiry would have known, of the serious illness.

******COVID Work Related Hospitalization/Death Reporting**
California: Within 8 hours of employer knowledge of work related Hospitalization or Death



Appendix H: Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

[This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section [3205.1](#) for details.]

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

COVID-19 testing

- GMR 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 in our exposed workplace will 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 or the local department of health.

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.

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 using Appendix C and include:

- Investigation of new or unabated COVID-19 hazards including:
 - GMR's 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 in a 14 day period of time, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide 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.

Additional Consideration #2

Major COVID-19 Outbreaks

[This section will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section [3205.2](#) for details.]

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

COVID-19 testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.