

**SAN DIEGO CONVENTION CENTER CORPORATION
EXECUTIVE COMMITTEE MEETING
OF THE BOARD OF DIRECTORS**

**Director Elvin Lai, Chair
Director Carol Kim
Director Allan Farwell
Director Carlos Cota
Director Jaymie Bradford**

**MONDAY, AUGUST 23, 2021, NOON
111 W. Harbor Drive, 2nd Floor, Executive Boardroom
San Diego, California 92101**

AGENDA

Pursuant to Governor Newsom's Executive Orders N-29-20 and N-08-21, members of the San Diego Convention Center Corporation Board and staff may participate in public meetings via teleconference or video conference. In the interest of reducing the spread of COVID-19, in-person public participation is prohibited at this time. Board meetings are held live via teleconference at the number indicated at the top of the agenda. Members of the public may participate live in the Board meeting and submit comments on the teleconference line.

**Telephone number for members of the public
to observe, listen, and address the meeting telephonically:
1(888) 251-2909 – Access code is 6724115#**

1. **Call to Order** - Elvin Lai, Chair
2. **Non-Agenda Public Comment:**
This portion of the agenda provides an opportunity for members of the public to address the Board on items of interest within the jurisdiction of the Board that have not previously been before the Board. Pursuant to the Brown Act, no discussion or action shall be taken by the Board on items not posted on the agenda.
3. **Approval of Proposed Minutes of May 17, 2021 Executive Committee Meeting**
4. **Chair's Report**
5. **Action Item(s):**
 - A. **Recommendation to Authorize Approval of the San Diego Convention Center Corporation Coronavirus Prevention Program**
 - B. **Recommendation to Authorize Approval of the San Diego Convention Center Corporation Injury and Illness Prevention Program**

6. **Staff Updates:**

- CFO
- President & CEO

7. **Urgent non-agenda items** (must meet the requirements of Government Code, Section 54954.2)

8. **Executive Committee Comment** [Govt. Code §54954.2(a)(2)]

Adjournment

This information is available in alternative formats upon request. To request an agenda in an alternative format, or to request a sign language or oral interpreter, or an Assistive Listening Device (“ALD”) for the meeting, please call Pat Evans at (619) 525-5131 at least five working days prior to the meeting to ensure availability.

In compliance with Government Code section 54957.5, non-exempt written material that is distributed to the Board prior to the meeting will be available at the meeting or it may be viewed in advance of the meeting at the corporation’s offices at 111 West Harbor Drive, San Diego, CA. Materials distributed to the board after the posting of this agenda also will be available online at visitsandiego.com. Please contact Pat Evans at (619)525-5131 or pat.evans@visitsandiego.com if you would like to pick up a copy of any material related to an item on this agenda.

Action items on this agenda may be consolidated for voting purposes into a single vote of the Board, to the extent they are routine or otherwise do not require further deliberation. A Board member may comment on an action item before it is voted upon as part of the consolidated vote; however, if a Board member wishes to discuss an action item, that item will not be included in the consolidated vote. If a member of the public wishes to comment upon an action item, they should so advise the Board chair at or before the public comment portion of the meeting, in which case that item will not be included in any consolidated vote.

Agenda Item 3

MINUTES

**SAN DIEGO CONVENTION CENTER CORPORATION
EXECUTIVE COMMITTEE
OF THE BOARD OF DIRECTORS**

**MONDAY, MAY 17, 2021, NOON
111 W. Harbor Drive, 2nd Floor, Executive Boardroom
San Diego, California 92101**

**Director Elvin Lai, Chair
Director Carol Kim, Vice-Chair
Director Allan Farwell, Treasurer
Director Carlos Cota, Secretary
Director Jaymie Bradford**

BOARD MEMBERS PRESENT: Chair Elvin Lai and Directors Carlos Cota and Jaymie Bradford

BOARD MEMBERS ABSENT: Directors Carol Kim and Allan Farwell

STAFF PRESENT: Rip Rippetoe, Mardeen Mattix and Pat Evans (Recorder)

ALSO PRESENT:

1. Call to Order:

Chair Elvin Lai called the meeting to order at 12:02 p.m. in the Executive Conference Room of the San Diego Convention Center Corporation, San Diego, California.

Chair Lai announced that since this meeting is being conducted via teleconference, the first action is to perform a roll-call to determine which Board members are present on this call.

**Director Lai - Present
Director Kim - Absent
Director Farwell - Absent
Director Cota - Present
Director Bradford - Present**

All Directors were present except Directors Kim and Farwell. All votes taken at today's meeting will be recorded via roll-call vote.

2. **Non-Agenda Public Comment** – None

3. **Approval of Minutes of January 19, 2021 Executive Committee Meeting:**

Directors Bradford and Cota moved and seconded, respectively, to approve the minutes from the January 19, 2021 meeting.

Director Lai - Aye
Director Kim - Absent
Director Farwell - Absent
Director Cota - Aye
Director Bradford - Aye

Vote: Unanimous

AYES: 3

NAYS: 0

ABSTENTIONS: 0

4. **Chair's Report:** Chair Lai thanked the staff for their continuing hard work in support of Operation Artemis.

Director Kim joined the meeting at 12:07 p.m.

5. **Discussion Item (s):**

a. **SDCCC Strategic Plan Update:** Mr. Rippetoe reported:

- Staff is in the process of continuing to work within small groups to flesh-out all of the imperatives.
- The Executive team has been meeting to try to focus on establishing KPIs in support of the imperatives.

Imperative – Building Confidence for a Safe and Effective Reopening:

- One of the largest pieces of the strategic plan is reopening the Center safely. Staff has prepared correspondence in response to two clients' inquiries regarding guidance from the State re: COVID protocols. It appears that the State was caught off guard by the CDC's directives regarding masking last week and some of the changes that were made. The State is now rewriting some of its guidelines and SDCCC is clarifying the new standards for clients.

- The letter prepared by staff for clients refers to the blueprint guidance which outlines how California intends to fully reopen its economy on June 15th.
- All of the sectors listed in the current blueprint will be able to return to usual operations with exceptions.
- The testing and vaccination requirements for large-scale, high-risk events was put into place between June 15th and October 1st.
 - If there are more than 5,000 attendees and show organizers at an event, attendees must show proof of a negative test or vaccinations status.
 - All international attendees will only be allowed if fully vaccinated.
- The Chief Resilience Officer of San Diego County will also review the SDCCC client letter with the event's show organizer and then will forward an e-mail to the organizer that indicates that their safety plan was approved for their event.
- This is a short-term solution for the two upcoming events; however, unless and until formal state guidelines are clarified and adopted, there is a risk that future events may cancel. There are still questions pending such as: What does proof of vaccination look like? What does proof of negative testing look like? What type of international vaccine is acceptable (Astro Zeneca, Pfizer-Moderna or J&J)? What are protocols for face coverings (masking)?
- Staff will address those type of issues in the reopening imperative.
- Ms. Mattix reported that staff is already practicing procedures related to reopening and staff will continue to plan Operation Artemis' demobilization in order to be ready for full reopening for the SPIE event. Staff will also continue to adjust standards as other events materialize.
- As part of the Operation Artemis demobilization, DHS will stop intakes of additional minors on or about June 10, 2021. DHS intends to have reunified or moved unaccompanied minor children to other locations on or about July 5th. They will spend the last ten days on their license agreement moving out their equipment and assisting with cleaning and repairs. SDCCC will acquire usage of the building on July 15, 2021.

Imperative –Identify and Implement Business Model to Ensure Financial Viability:

- Mr. Mikschl reported that staff is focusing on the following items:
 - Financial strategy – reestablishing the reserve balance
 - Monitoring debt
 - Researching and reviewing future alternative funding sources
 - Implementing and redefining cost control measures and creating policies for budget, debt and cash reserves
- Staff has been attempting to formulate KPIs for those items, i.e., for reestablishing the Corporation's reserve balance, the KPI would be:

determining an appropriate incremental year-over-year increase in our reserves.

- A potential KPI related to SDCCC's future alternative funding sources would be: Having some sources for additional funding identified by later this year.
- The second objective is a corporate-wide strategy to ensure consistency throughout the organization.
- This objective focuses on establishing and clearly identifying departmental expectations and client responsibilities. This entails getting everyone aligned with proposed billable hours for cleaning services, guest services, etc. Staff needs to examine some of those areas as they pertain to the Corporation's business model and what will be the "new normal." There are a lot of practices the Corporation has engaged in in the past that need to re-examined and now is a good time to review what services clients are billed for. Staff needs to formulate a KPI that specifically addresses client billing practices for guest services, dock officers, front drive staff, cleaning services and aisle cleaning in exhibit halls. Some of those policies exist, but the criteria need to be refined. This process may not be immediately implemented because clients may not welcome incurring additional costs immediately after reopening; however these costs may be redefined and implemented at the end of FY 2022 or in the beginning of FY 2023.
- Staff will also be monitoring more closely departmental revenues and savings. A potential KPI could be "increasing billable hours by a "X" percentage in FY 2023." Staff still needs to determine what that percentage increase would be.
- Staff is also working on developing sales strategies for both long and short term sales teams. Staff is working with SDTA on establishing new benchmarks. The short-term team is working on establishing profitability thresholds through the in-house pro-forma model that was created with the assistance of the Finance team. These procedures should be implemented by later in the fall.
- Staff is also continuing to research nontraditional revenue streams through business development, digital signage, naming rights and strategic partnerships. There may still be an opportunity to generate revenue with the "Clear" program working in conjunction with some of the Corporation's clients.
- The third objective is to work on championing exceptional customer service and determining how to retain a reputation as customer-centric while simultaneously creating more revenue opportunities and cost savings.
- Staff will attempt to solicit more timely feedback through a new customer and attendee satisfaction survey. A potential KPI regarding surveys could be "obtaining a satisfaction score of 90% or above" or whatever percentage number is appropriate.
- Staff is also attempting to develop standard service packages based on different event criteria. The Corporation could potentially offer more services based on the profitability of a specific event. This concept could

allow the Corporation to do more for some clients than others based on an internal profitability ratings system.

- Staff will continue to refine KPIs as they relate to this imperative.
Imperative – Grow and Nurture Culture:

- Mr. Kurtenbach and Ms. Dougherty discussed the objectives of employee empowerment; employment engagement and employee retention.
- The group will be attempting to establish KPIS for the following initiatives:
 - Create and implement employee surveys on a recurring basis, collect feedback, respond to employees and make changes as needed. The committee has reviewed survey tools and will be sending initial surveys to staff now so there will be material to review prior to reopening.
 - Reimagining the San Diego “Spirit” Program – this program was originally established to offer guidelines on how the Corporation was going to operate this facility and the way staff would provide customer service.
 - Updating and communicating employee safety protocols – This initiative is being reviewed by Operations managers.
 - Establish a new internal communications strategy – The goal is to improve the flow of information that is transmitted across the organization. It is important that there be a good communication process or a place where employees can go to find relevant information.
 - Refining the performance and management (review) process. The Corporation’s review process should be more aligned with the elements of the strategic plan. There should be corporate goals for which each division or department which support the strategic plan. The performance management process is being reworked.
 - Many of the proposed KPIs in this section relate to establishing baselines and benchmarks within the first year as well as the completion of certain tasks.
 - Within this section, staff is discussing the development and launch of the initial survey. Then staff is going to establish the baseline for the percentage of employees who take the survey and then plan to continue to survey employees on a regular basis to see if the Corporation is maintaining or improving on the number of employees that are taking the survey. That will help staff understand if employees are engaged, i.e., do they feel like their feedback is valuable and is the Corporation taking into consideration the things employees believe will improve the workplace or help internal communications. Staff will be looking for year-over-year improvements in the percentage of staff who take the survey, and the actual survey results. Another measure would be if staff compiles the survey results and shares them via town hall. There should be periodic town halls to show that staff is being transparent

- and staff should discuss what it is able to act on now and what staff may not be able to act on as well as what staff will be reviewing going forward.
- Finally, when reviewing the retention piece, staff will be tracking the number of internal promotions and overall job satisfaction as measured through the survey.

Imperative – Develop a Facility Maintenance and Improvement Program:

- Mr. Albright reported that this imperative is for the development of the Corporation’s facility maintenance and improvement program.
- The program is focused on identifying the building needs and creating a prioritization structure, insuring adequate available resources and executing on this living plan as it evolves.
- Staff is admittedly on a bit of a holding pattern on this imperative primarily due to the recent departure of the Corporation’s Director of Operations. The Corporation’s engineering foundation needs to be rebuilt. Staff has also had to face obstacles related to the current unaccompanied minor operation which hinders staff’s ability to complete a full building assessment.
- In the coming months, staff overseeing the engineering department should get back up to speed and the access issues should be resolved which will allow staff to focus on this imperative. At that time, staff will provide a more comprehensive update.

Imperative – Community Engagement:

- Ms. de la Fuente reported the following:
 - The first goal is to share the Corporation’s reopening and recovery story. That involves developing a reopening campaign that would include media relations, social media, community presentations and tours and developing key messages to be used internally.
 - The second objective is further connect staff to the community and to each other. That goal involves implementing a staff volunteer program, leading a group of entities that can make their buildings available for different causes and encouraging staff leadership within the community.
 - The final objective is to build one voice by engaging industry partners. The Corporation could learn from other entities’ experiences throughout the past several months and participating in the development of best practices and to stay current with business trends.
 - Similar to the culture imperative, it is staff’s intent to establish base lines for the first year and also some of the tasks will be measured regardless of whether they are completed. The Board will be periodically updated on progress of these objectives.

Mr. Rippetoe concluded that the internal groups will continue to meet and the groups are making progress. Staff has been very busy with the emergency intake site, communicating with clients and budget preparation. Although progress has been made with the strategic plan, more information regarding KPIs will be presented over the next couple of months as staff is able to dedicate more time to this process.

Chair Lai solicited comment regarding the discussion from Directors and they indicated they were satisfied with the results thus far. Director Cota also lauded the staff on its excellent communication with the City during Operation Artemis and he indicated that continued communication with the City will be integral to the Corporation's continued success.

Chair Lai asked staff if the Board was sufficiently supporting the strategic planning efforts or did staff need more input from them. Mr. Rippetoe indicated that staff was getting good feedback from the Board.

Chair Lai also asked if the KPI sample forwarded to the Board on April 22nd would be the format Directors would receive in the future. Mr. Rippetoe responded that April 22nd draft of the proposed strategic plan would be the cover page and each imperative would have a sub-page. Chair Lai also questioned the timeline of the completion of the strategic plan. Mr. Rippetoe requested that staff be able to present the completed strategic plan at the September Board meeting. Chair Lai asked if the September date was realistic for presentation and Ms. Mattix discussed some of her concerns with scheduling a September completion date. She indicated that staff could present a high-level overview of the plan; however, in terms of actual implementation of strategy, she did not believe strategies would be sufficiently honed to the point that staff would be fully prepared to move forward.

Chair Lai reframed the question and asked if staff would have a strategic plan ready with implementation guidelines attached to it or if that level of completion was out of reach for the September Board meeting. Mr. Rippetoe responded that staff would be able to clarify the one page summary and would have drafts of supporting documents; however, very little of the plan would be ready for implementation because that needed to occur in phases over a period of time in the future.

Chair Lai acknowledged how taxing it was on staff to undertake this endeavor at this time and he discussed the possibility of engaging a consultant to assist with finalizing the plan. Mr. Rippetoe acknowledged that engaging a consultant to assist with the plan was being considered but the Executive team had to weigh many factors before following that route.

Ms. Mattix also noted that it would be helpful to understand how much the Board would be willing to invest in some of the areas of the plan that won't necessarily produce revenue. For example, in "culture," staff has addressed the importance of additional training, but in order to implement that component of the plan, the Corporation would have to hire a "training" position. If the Corporation is going to succeed in with implementing the plan, a certain amount of capital will need to be invested to support different imperatives of the plan. Further discussion is needed regarding funding. Chair Lai indicated that the Board

may be open to adjusting the budget to ensure that the components of strategic plan are successfully *implemented.

The Committee also discussed the importance of ensuring that staff does not suffer from burn-out due to overburdened work schedules.

Chair Lai requested that the draft imperative regarding the reopening guidelines be distributed to the Executive Committee members for review.

6. Staff Updates:

- **CFO** – Ms. Mattix reported that she would be forwarding the April financial statements prior to the Board meeting.
- **President & CEO** - Mr. Rippetoe will provide an update regarding the latest reopening guidelines from the State at the Board meeting and the Board will receive a copy of the letter prepared for Center clients which explains SDCCC’s current approach to reopening.

7. Urgent non-agenda items – None

8. Executive Committee Comment: None

There being no further business, the meeting adjourned at 1:03 p.m.

CERTIFICATION

I, Elvin Lai, Chair of the Executive Committee of the Board of Directors of San Diego Convention Center Corporation, Inc., do hereby certify that the foregoing is a true and correct copy of the minutes of the business transacted by the Executive Committee of the Board of Directors of the San Diego Convention Center Corporation, Inc. at a duly noticed meeting held on May 17, 2021.

Elvin Lai, Chair

Agenda Item 5.A

San Diego Convention Center Corporation

Coronavirus Prevention Program

Revised August 2021

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Policy

Cal/OSHA's regulations require protection for workers exposed to airborne infectious diseases such as the 2019 novel coronavirus disease (COVID-19). All employees are required to comply with our safety and health policies and practices.

Authority and Responsibility

Terry Kurtenbach, Executive Director, Human Resources has overall authority and responsibility for implementing the provisions of this Coronavirus Protection Program (CPP) in our workplace. In addition, all executive team, 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

Human Resources personnel will ensure the following is implemented in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: COVID-19 Health and Safety Inspection Checklist**.
- Document the vaccination status of our employees by completing an attestation, which is maintained as a confidential medical record in Human Resources (HR); however, HR personnel may release information on a need to know basis as permitted by U.S. Equal Employment Opportunity Commission (EEOC). **Appendix B: COVID-19 Self Attestation of Vaccination Status**.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace. These provisions are contained within our UKG Pro Home Page in the COVID-19 Related Updates section.
- 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.
- Safety management committee to evaluate monthly existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Division management to conduct periodic inspections, minimum once in a calendar year quarter, using the **Appendix C: COVID-19 Inspection Form** as needed to identify and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures. The Human Resources Manager or her designee will conduct a quarterly audit to ensure inspections are completed.

Employee Participation

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

- In accordance with the health and safety article of each collective bargaining agreement
- Non-represented employees may participate by advising department/division management, HR, or any member of Leadership. This may be done in-person, via

- email or through leaving a message on the employee hotline at 619.525.5160.
- All employees who participate or report COVID-19 hazard identification are protected and shall not fear reprisal.

Employee Screenings

Employees are recommended to self-screen for temperature and other COVID-19 symptoms before coming into the workplace.

- Employees are trained on the symptoms of COVID-19 and the efficacious self-screening measures. Employees who exhibit any symptoms at work will be sent home and be provided with information on how to seek medical care.
- Eligible employees will be provided with protected leaves as appropriate and in accordance with all local, state and federal laws and regulations.

Tools and Equipment

The Facility & Environmental Services management evaluates existing technologies and considers implementation of those that can automate or increase efficacy and efficiency with regards to cleaning, disinfection, and infectious disease prevention strategies and processes. Such technologies include, but are not limited to, electrostatic sprayers, automation, robotics, validation meters, microfiber, touchless or powered versions of common tools, and single-use / disposable items for reduced cross-contamination.

Personal Protective Equipment (PPE)

Department management evaluates the need for PPE (such as gloves, goggles, and face shields) as required by section 3380, and provide and ensure use of such PPE as needed.

Upon request, department management provide respirators (i.e. N95 masks) for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. Employees who request a respirator will be encouraged to use it, and provided the information in Appendix D of CCR Title 8 section 5144.

The facility ensures that suitable selection, provision, use and maintenance of PPE, is specified based on the risk assessments. The facility makes PPE available and provides appropriate training for the use of PPE to relevant personnel. Respirator fit tests is conducted by the SDCCC's third party industrial medical facility when required. Training is done by division management.

Program Controls and Monitoring

Human Resources and operation management have implemented the following program controls. Together they ensure such controls are in place and used by the SDCCC staff to monitor the planning, execution, and completion of actions set forth in this program.

- Inspections:
 - Visual inspections will be conducted by assigned Acting Leads, Supervisors, and Managers throughout the operation. During this time, inspectors will confirm completion of work and quality of work process visually. In-the-moment coaching is encouraged during these inspections.
 - Divisions conduct monthly workplace-specific evaluations using the **Appendix A - Safety and Health Inspection Checklist**.

- Incident Reporting:
 - 24/7 Incident Management System: The SDCCC uses a combination of a computerized maintenance management system and phone hotline for reporting of work requests throughout the facility. The Facility Services Division is the conduit for the hotline and they can be contacted at phone extension 5468 for any incidents. Completion or instruction to complete work requests are documented in the end of shift report by the Facility Services Supervisor.
 - Public Safety Incident Response Methods: The SDCCC's Public Safety Division possesses a full investigative capability and uses that functionality to investigate any criminal or public safety related incidents on the SDCCC campus.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures are documented on the **Appendix C: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards. The severity of the hazard will be assessed by the Director of Facility and Environmental Services. The Director will make a determination of appropriate actions to correct the hazard. The Director will institute corrections with correction time-frames assigned. Facility Services Management is identified as being responsible for timely correction. Follow-up measures are assessed to ensure timely correction.

Control of COVID-19 Hazards

Face Coverings

Cal OSHA and California Department of Public Health (CDPH) give verified vaccinated employees, with some exception, the option to wear a face covering. Unvaccinated employees are required to wear a face covering indoors and in vehicles. Though face coverings are not required outdoors, it is highly recommended unvaccinated employees to wear a face covering outdoors where six feet of physical distance cannot be maintained.

Facility Services personnel provides to division management for distribution clean, undamaged disposable, daily use face coverings for unvaccinated employees and vaccinated employees who choose to wear a face covering. Division management ensures they are properly worn by unvaccinated employees over the nose and mouth when indoors, 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.

Employees may wear their own face covering, branded cloth masks or the daily disposable face coverings. Personal face coverings in the workplace must not contain any obscene words, profane language, logos or imagery, including anything that is racist, sexual, homophobic, ageist; must not promote violence or a hostile work environment. Cloth face masks must be a tightly woven fabric or non-woven material of at least two layers. Gators, scarfs, ski masks, balaclavas, bandanas, turtlenecks, collars or single-layer fabrics are not considered an approved face covering.

Company approved daily disposable face coverings from Facility Services will be provided to all employees. The disposable face coverings are for a single use while atwork.

Employees may voluntarily use N-95 or KN-95 masks which are considered a respiratory protection device according to OSHA regulations. These masks are available from Facility Services, are disposable and made for one day use only. Before wearing an N-95 or KN-95 mask,

employees must first have received and acknowledged training on OSHA Standard Sec. 29 CFR 1910.134 Appendix D on the Voluntary (Comfort) Respirator Use. Once understood employees are to receive a copy. Employees are then to sign an acknowledgement of voluntary use and understanding. Employees receive a copy of the signed acknowledgement. The original signed document is sent to HR for placement in employees' respective personnel files. **See Appendix D - Appendix D, Information and Acknowledgement Form for Employees using Respirators When Not Required under the OSHA Standard Sec. 29 CFR 1910.134**

All Employees are required to watch the Personal Protective Equipment (PPE) video available on GO1 for instruction on how and when to wear face coverings with a quiz. Program completion is documented in GO1.

Select employees may be required to wear a department uniform approved face covering, face shield (in combination with a covering) or advance PPE depending on the work assigned. Training is available on the proper way to wear advance PPE.

This policy may continue to change pending additional direction from the County or State, or changes in regulations.

The following are exceptions to the use of face coverings, for those required or by choice, in our workplace:

- When an employee is alone in a room such as working in an office.
- While 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. Approval will be made, documented and communicated by Human Resources personnel.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart. This exception is limited to the time in which such tasks are being performed.

Any unvaccinated employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons.

Employees may contact HR if they require a reasonable accommodation.

Corporation management will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Engineering Controls

The Convention Center's HVAC systems are managed through a building automation system that allows for adjustment of outside air intake as appropriate. It also monitors the pressure differential at the filter indicating if a filter may need replacing. Outside air is provided at the rate according to current ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers) ventilation standards. Additionally, a maintenance management software system is utilized that automatically generates planned maintenance work orders for routine filter

replacement.

Hand Sanitizing

In order to implement effective hand sanitizing procedures, facility services division personnel:

- Provide employees with an effective hand sanitizer which are available in offices, breakrooms, and employee meeting space as well as hand sanitizing dispensers located throughout the building.

Cleaning and disinfecting

Facility Services management have implemented cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels.

- Cleaning supplies will be available, and employees are encouraged to clean and disinfect workspaces throughout the workday.
- Hand sanitizer is provided throughout the building.
- Posters are displayed with reminders on how to prevent the spread of germs.

Personal Protective Equipment (PPE) Used to Control Employees' Exposure to COVID-19

Department management 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.

In addition to making available N-95 and KN-95 masks as mentioned earlier in the program document, when it comes to respiratory protection, department management evaluates the need in accordance with CCR Title 8 section 5144 when any required physical distancing requirements are not feasible or maintained.

Department management provides and ensures use of eye protection, gloves, coveralls and more as determined by the work being conducted in order to keep our staff in safe and healthy environment while working.

Testing

COVID-19 testing is available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employees' paid time. Additional testing is provided during an outbreak or major outbreak, per the provisions in those sections. Human Resources is responsible for overseeing COVID-19 testing requirements.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: COVID-19 Inspection Form**.

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

- [See Testing section of this document for details on testing following an exposure.] Fully vaccinated employees in the exposed group with no symptoms may continue to work. Staff may go to a free COVID-19 test location as found by calling 211, accessing the 211 website or by seeing their primary care physician. Mileage will be reimbursed at the standard IRS rate as applicable.
- All employees in an exposed group for a major outbreak will be tested regardless of vaccination status.
- Announcements and information has been shared with all employees, by Human Resources, and will be shared at new hire orientation. If someone is unable to work for COVID-19 reasons, an HR representative will reach out and advise them of available benefits. The HR representative will also discuss return to work guidelines.

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 un-redacted 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) Un-redacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed; and (3) on a need to know basis as permitted by EEOC.

System for Communicating

Our goal is to ensure there is an effective two-way communication with employees, in a form, such as verbal, written, postings, they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how.
- 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, how employees can access COVID-19 testing
- In the event, as an employer, are required to provide testing because of a workgroup exposure or outbreak, Human Resources personnel 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.
- Communications are handled via daily staff briefings and email. Email communications advising of a positive test, when and where the positive result employee worked are included. Emails are sent to the SDCCC distribution list as well as to employees' personal emails.

Employee Training

Personnel Training and Competency

Human Resources and/or division management as applicable, 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:
 - o COVID-19 is an infectious disease that can be spread through the air.
 - o COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - o An infectious person may have no symptoms (asymptomatic).

- Methods of physical distancing, if unvaccinated, 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.
- Regardless of vaccination status, 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.
- PPE Training video and other virtual trainings tracked in SDCC Learning Management System (LMS), GO1.
- All employees will be required to take training on the following:
 - COVID-19 - how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
 - The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
 - The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per County of San Diego guidelines). All hand sanitizer stations at SDCC meet this requirement.
 - The importance of physical distancing, both at work and off work time.
- Proper use of face coverings and PPE, including:
 - Employees should wash or sanitize hands before and after using or adjusting face coverings, and avoid touching the eyes, nose, and mouth.
 - Employees should dispose of used face coverings at the end of every shift in an appropriate trash bin.
 - Personal approved cloth face coverings should be clean. Refer to CDC website - [How to Wash a Cloth Face Covering | CDC](#)
 - If your role requires the use of face shields, it is still necessary to wear a daily disposable face covering underneath the face shield. In addition, face shields must be cleaned at the start of every shift. Exceptions to a mask under a face shield should be addressed with a Human Resources representative.
- Additional training may be required based on position.

Appendix E: COVID-19 Training Roster will be used to document this training.

Facility Infection Disease Prevention Practices

The SDCCC has infection control programs, procedures, and technologies which protect employees, clients, and customers. Contact Facility Services management with questions.

Limit Non-Essential Visits and Travel

Business travel is based on need. Executive management must approve travel for employees who report to them through the chain of command.

Exclusion of COVID-19 Cases and Employees Who Had a Close Contact

Where there is a COVID-19 case or close contact in our workplace, Human Resources personnel will limit transmission by:

- Ensuring that COVID-19 cases are excluded from our workplace until our return to work requirements are met.
- Excluding employees who had a close contact from the workplace until our return-to-work criteria have been met, with the following exceptions: (1) Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms; and (2) COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever determined that the COVID-19 exposure is work related, unless the employee is unable to work for reasons unrelated to protecting other employees from the risk of exposure to COVID-19.
- Providing employees at the time of exclusion with information on available benefits.
- Explaining and providing employees with Workers' Compensation Claim Form (DWC 1) & Notice of Potential Eligibility.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- **Use the Appendix F - Human Resources maintains a tracking spreadsheet** 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.

Return to Work Criteria

- **COVID-19 cases with symptoms** will not return to work until all the following have occurred and has been validated by HR:
 - At least 24 hours have passed since a fever of 100°F. or higher has resolved without the use of fever-reducing medications, and
 - COVID-19 symptoms have improved, and
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- **COVID-19 cases who tested positive but never developed 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. Fully vaccinated employees may continue to work as long as symptom free.

- A negative COVID-19 test will not be required for an employee to return to work once the requirements for "cases with symptoms" or "cases who tested positive but never developed symptoms" (above) have been met.
- Persons who had a close contact may return to work as follows:
 - Close contact but never developed symptoms: when 10 days have passed since the last known close contact.
 - Close contact with symptoms: when the "cases with symptoms" criteria (above) have been met, unless the following are true:
 - The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
 - At least 10 days have passed since the last known close contact, and
 - The person has been symptom-free for at least 24 hours, without using fever-reducing medications.
- If an order to isolate, quarantine, or exclude 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. Return to work communications will be sent by Human Resources personnel.

Multiple COVID-19 Infections and COVID-19 Outbreaks

An outbreak has occurred if three or more employee COVID-19 cases within an exposed group visited the workplace during their high-risk exposure period at any time during a 14-day period.

This section of the 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*

- COVID-19 testing is provided to all employees in an exposed group except for: (a) employees who were not present during the relevant 14-day period; (b) employees who were fully vaccinated before the multiple infections or outbreak and who do not have symptoms; and (c) COVID-19 cases who did not develop symptoms after returning to work pursuant to our return-to-work criteria, no testing is required for 90 days after the initial onset of symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.
- 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 group are immediately tested and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, COVID-19 testing will continue to be provided once a week of employees in the exposed group who remain at the workplace, 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.
 - Additional testing provided when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

Human Resources personnel 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

Division management 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**. This information will be provided to the Executive Director, Human Resources.

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**, leadership 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. This information will be provided to the Executive Team.

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. Executive team 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.

Physical Distancing

During an outbreak management will evaluate whether physical distancing or barriers are necessary to control the transmission of COVID-19.

“Exposed group” means all employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:

- (A) For the purpose of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.
- (B) 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.
- (C) If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and all persons were wearing face coverings at the time the COVID-19 case was present, other people at the work location, working area, or common area are not part of the exposed group.

Note: An exposed group may include the employees of more than one employer.

- Telecommuting is available where feasible based on the employee's position and duties. **Refer to Employee Handbook, Section 2 – Employment, Policy 220.**

Buildings or structures with mechanical ventilation

In buildings or structures with mechanical ventilation, engineering personnel 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, engineering personnel will use filters with the highest compatible filtering efficiency. Engineering personnel 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.

Notifications to the local health department

- As soon as reasonably possible, but no longer than 48 hours after learning of an outbreak of COVID-19 cases in our workplace, Human Resources personnel will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- Human Resources personnel 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. Human Resources personnel will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

*No cost testing available through 211 Free Testing Locations or by Employee's Primary Care Physician. If free testing not done on-site SDCCC will reimburse employee mileage as applicable.

Major COVID-19 Outbreaks

A major outbreak has occurred if twenty (20) or more employee COVID-19 cases in an exposed group visit our workplace during the high-risk exposure period within a 30-day period.

This addendum will stay in effect until there are fewer than three COVID-19 cases detected in our exposed group for a 14-day period.

COVID-19 testing*

As an employer, continue to comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, except that the COVID-19 testing, regardless of vaccination status, is made available to all employees in the exposed group twice a week, or more frequently if recommended by the local health department.

Exclusion of COVID-19 cases

Human Resources personnel 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

Division management 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**, designated leadership (such as Director, Facility & Environmental Services), dependent on situation in conjunction with executive leadership, will take the following actions:

- Provide employees in the exposed group with respirators for voluntary use in compliance with CCR Title 8 section 5144(c)(2) and determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
- Separate by six feet (except where it can be demonstrated that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employees in the exposed group who are not wearing respirators required by us and used in compliance with section 5144. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible.
- Assess the need and install cleanable solid partitions that effectively reduce transmission between the employee and other persons at workstations where an employee in the exposed group is assigned to work for an extended period, such as cash registers, desks, and production line stations, and where the physical distancing requirement (described above) is not always maintained.
- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.

[Notifications to the local health department](#)

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

*No cost testing available through 211 Free Testing Locations or by Employee's Primary Care Physician. If free testing not done on-site SDCCC will reimburse employee mileage as applicable.

APPENDIX

COVID - 19 Health and Safety Inspection Checklist

Department inspections are to be completed daily (per /shift if applicable) maintain these reports for 2 years



Date: _____ Location: _____
 Name of employee conducting inspection: _____
 Signature of employee conducting inspection: _____

A. Routine Employee Safety Practices:		Check a single box for each question	Safe	Correction Required	Unsafe Hazard	N/A
1	Safety Practices followed: Are Safety practices applicable to your work area		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Safety Practices followed: Employees, visitors entering facility are entering with facial covering upon arrival (dependent on CDC guidelines and/or show manager request).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Safety Practices followed: High touch point areas area being cleaned after each employee works (insert location such as Dispatch, and items to clean such as phone, keyboard, desk area, etc.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Safety Practices followed :		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Safety Practices followed :		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appendix A – COVID-19 Safety Health Inspection Checklist

B. COVID-19 Safety Training:	Check a single box for each question		Safe	Correction Required	Unsafe Hazard	N/A
7	COVID-19 Training On GO1: Employees working in the facility received COVID-19 training (CPP, safety protocols, use of PPE , proper hygiene)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. In Place Modifications (Minor Outbreak assessed / Major Outbreak required ways to prevent person to person contact):	Check a single box for each question		Safe	Correction Required	Unsafe Hazard	N/A
8	Physical Distancing 6ft. Distance: Are there visible markers on flooring in the break areas, briefing room and offices with multiple employees to maintain a distance of 6 ft.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Seating removal in break area: Is there limited seating in the break areas tables to prevent close proximity among employees.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Staggered breaks: Are breaks being staggered to avoid too many employees taking breaks at the same time.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Are there alternative break areas available: Is there more than one area for employees to use when taking breaks if one area is already in use.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appendix A – COVID-19 Safety Health Inspection Checklist

D. Proper Hygiene and PPE Personal Protective Equipment in use:		Check a single box for each question	Safe	Correction Required	Unsafe Hazard	N/A
12	Hand washing: Is there a sink available with hot water, soap and paper towels for employees to use.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Use off PPE: Are employees being provided with PPE while at work surgical mask, N95 mask, latex gloves, facial shield (if requested) hand sanitizer.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Office Cleaning (High Touch Areas):		Check a single box for each question	Safe	Correction Required	Unsafe Hazard	N/A
14	Location: Are high touch point areas being cleaned daily at the beginning and end of each shift - List:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Location: Are high touch point areas being cleaned daily at the beginning and end of each shift - List:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appendix A – COVID-19 Safety Health Inspection Checklist

F. Safety Precaution Signage:		Check a single box for each question			
		Safe	Correction Required	Unsafe Hazard	N/A
16	COVID-19: Safety Practices Guidelines for Employees Posted: Are there COVID-19 signage posted in each work area where employees frequent. List:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	COVID-19: Safety Practices Guidelines for Visitors Posted: Are COVID-19 guidelines posted in visitor areas and entrances in plain view.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18					
19					
Comments:					

Appendix B - Self-Attestation of Vaccination Status



Self-Attestation of Vaccination Status

Employee Name: _____

Position/Department: _____

Employee #: _____

Cal/OSHA's revised regulations allow employees who are fully vaccinated against the coronavirus to work without a face covering, except in certain situations. In accordance with the revised regulation, unvaccinated employees, partially vaccinated employees or employees choosing to not disclose vaccination status are required to wear a face covering in the workplace, with some exceptions, until Cal OSHA regulations change or end. Exceptions include, only person in an office, during breaks or meal periods when other unmasked individuals are more than six (6) feet away if unmasked for more than five (5) minutes.

At the time Human Resources collected vaccination status information for the Emergency Intake Site (EIS), if you did not complete a consent form identifying you as fully vaccinated, you must provide the information requested below. Selecting "I am fully vaccinated" is an attestation to being fully vaccinated as defined below. Should you choose, you may update your status by completing a new form, once you meet the compliance below for being "fully vaccinated."

Please note that you are required to provide accurate information about your vaccination status in response to the questions below, or alternatively may decline to provide your vaccination status. If you decline to provide information about your vaccination status, as your employer, we will be required to assume you are unvaccinated for purposes of rules or requirements in the workplace that are different for vaccinated employees. For example, if requirements on face coverings allow fully vaccinated employees not to wear face coverings in certain settings, the information collected below will be used to determine whether you will be required to wear a face covering in those settings. Employees are explicitly allowed to wear a face covering without fear of retaliation from employers or other employees.

For purposes of this certification, you are considered "fully vaccinated" two weeks after completing the second dose of a two-dose COVID-19 vaccine (e.g., Pfizer or Moderna) or two weeks after receiving a single dose of a one-dose vaccine (e.g., Johnson & Johnson/Janssen).

Please select the statement below that accurately describes your vaccination status:	
<input type="checkbox"/>	I am fully vaccinated.
<input type="checkbox"/>	I have not been vaccinated.
<input type="checkbox"/>	I decline to answer whether I have been vaccinated.

I understand that I am required to provide accurate information in response to the question above. I hereby affirm that I have accurately and truthfully answered the question above. I also understand that if I stated that I am fully vaccinated, my employer may request documentation of my vaccination status (e.g., a copy of my vaccination card or other similar official document confirming vaccination status).

Signature: _____

Date: _____

***** Please return to Human Resources once completed. *****

Appendix C - Inspection Form



COVID-19 INSPECTION FORM

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			
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			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Appendix D

Appendix D, Information and Acknowledgement Form for Employees using Respirators When Not Required Under the OSHA Standard Sec. 29 CFR 1910.134

Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

You have indicated that you wish to voluntarily wear a respiratory protection device. The following information is required by OSHA to be supplied to employees who wish to use respiratory protection devices voluntarily. Please read this information and sign the form to indicate that you have received this information:

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance doesn't exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the US Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Don't wear your respirator into atmospheres containing contaminants for which your respirator isn't designed to protect against. For example, a respirator designed to filter dust particles won't protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you don't mistakenly use someone else's respirator.

Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard Acknowledgement

I, _____, acknowledge that I received training regarding Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required under the Standard on

_____. I agree to abide by the principles that were explained in this training on the use of Voluntary (Comfort) Respirator Use and that I will seek the advice of a health care provider in the event that I have medical concerns regarding my choice to use a respirator. I understand that if I have any questions that were not addressed in training or if I encounter any problems, I can contact management and/or Executive Director, Human Resources.

Employee Signature _____

Date _____

HR Use Only:

Received by/date: _____ (check) Copy to Employee By/Date: _

(check) Original to Employee Personnel File By/Date: _



111 W. Harbor Drive, San Diego, CA 92101
 visit@sandiego.com | 619.525.6000

SDCC TRAINING ROSTER

COURSE: _____
 INSTRUCTOR: _____
 DATE: _____
 TIME: _____

	Name	Division	EE Number	Signature	Check if Course Completed	Email Address (GO1 ID)
1						
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Appendix E – COVID-19 Training Roster

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Printout additional pages as needed

PROTOCOL	
1. CARING FOR DEPENDENT W/ FLU LIKE SYMPTOMS - NOT CONFIRMED COVID-19	7 Day LOA *If fully vaccinated and does not have flu-like or COVID-19 symptoms may immediately return to work. Permitted to return if not showing symptoms after 7 days Should the employee choose, he/she may return to work after 3 days and less than 7 days with a physician's clearance note.
2. EMPLOYEE CALLED OUT SICK (FLU LIKE SYMPTOMS) - NOT CONFIRMED COVID-19	7 Day LOA Permitted to return after 24 hours symptom free Should the employee choose, he/she may return to work after 3 days and less than 7 days with a physician's clearance note.
3. EXPOSED TO PERSONS / CARING FOR DEPENDENT DIAGNOSED W/ COVID-19	14 Day LOA *If fully vaccinated and does not have immediately return to work. Permitted to return if not showing symptoms after 14 days MAY NOT RETURN EARLY WITH DOCTORS NOTE ASK STANDARD QUESTIONS 1-2
4. DIAGNOSED W/ COVID-19 - NO SYMPTOMS	10 Day LOA *If fully vaccinated may continue to work; self isolation not required. May discontinue home isolation when at least 10 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness. * If develop any symptoms during these 10 days, employee will need to follow the isolation
5. DIAGNOSED W/ COVID 19 - EXPERIENCED SYMPTOMS	10 Day LOA Discontinue isolation under the following conditions: .At least 10 days have passed since symptoms first appeared. .Has not had a fever for at least 24 hours, WITHOUT the use of fever-reducing medication AND symptoms have improved. ** People with severe to critical illness or who are severely immunocompromised should consult with their healthcare provider and may be advised to extend their isolation period up to 20 days. ASK STANDARD QUESTIONS 1-4

PROTOCOL

1. CARING FOR DEPENDENT W/ FLU LIKE SYMPTOMS - NOT CONFIRMED COVID-19
2. EMPLOYEE CALLED OUT SICK (FLU LIKE SYMPTOMS) - NOT CONFIRMED COVID-19
3. EXPOSED TO PERSONS / CARING FOR DEPENDENT DIAGNOSED W/ COVID-19
4. DIAGNOSED W/ COVID-19 - NO SYMPTOMS
5. DIAGNOSED W/ COVID 19 - EXPERIENCED SYMPTOMS

Standard Questions:

- SQ1: When did symptoms occur?
 SQ2: When did you come into contact?
 SQ3: Who have you been in physical contact with in the past 14 days?
 SQ4: Where on property have you been the last 14 days?

Note: A close contact is someone who spent 15 minutes or more within 6 feet of an individual with COVID-19 infection during their infectious period, which includes, at a minimum, the 2 hours before the individual developed symptoms.

Appendix F - Human Resources Coronavirus Tracking Spreadsheet

Coronavirus Concerns - Unscheduled											
EMP #	Employee Name	Status	FT/PT	Division	First Day Out	Scheduled Return Date	Actual Return Date	Days Out	Comments	Leave Type	HR REP
1234	Jack Doe	Active	PT	Guest Services	05/04/20	N/A	LAYOFF	39	High risk for COVID-19	None	KO

San Diego Convention Center Corporation

**Injury and Illness
Prevention Program**

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Policy

We have established this written Injury and Illness Prevention Program (IIPP) in accordance with Title 8, California Code of Regulations, Section 3203, of the General Industry Safety Orders. All employees are required to comply with our safety and health policies and practices. This includes employees at every level and in all positions.

This IIPP includes the following elements:

- Responsibility and Authority
- Compliance
- Communication
- Hazard Assessment
- Accident Investigation
- Hazard Correction
- Training and Instruction
- Recordkeeping

Responsibility and Authority

Terry Kurtenbach, Executive Director, Human Resources, is the designated IIPP Administrator and has the authority and responsibility for implementing and maintaining this IIPP.

Directors, Managers and Supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP. Employees are responsible for understanding and following the requirements of the IIPP and for asking questions when direction is unclear.

The Corporate Crisis Management plan provide company-wide specific information and additional direction. A copy of our IIPP and Employee Handbook are available through the Human Resources department and accessible at any time on the UKG Pro Home Page.

Department-specific training procedures are located in the department's Standard Operating Procedures.

Compliance

All employees, including managers and supervisors, are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment.

The system to ensure all employees comply with these practices includes the following:

- Informing employees of the requirements within our IIPP in a readily understandable language
- Training all employees on general safety policies, rules, and work practices
- Recognizing employees who perform safe and healthful work practices
- Providing additional training to employees whose safety performance is deficient
- Disciplining employees for failing to comply with safe and healthful work practices

Communication

All directors, managers and supervisors are responsible for communicating with all employees about occupational safety and health in a format readily understandable by all employees. Our communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal. Employees can report workplace hazards anonymously by using the Close Call Form or the employee hotline at 619.525.5160.

Our communication system includes:

- New Hire Orientation including a discussion of safety and health policies and procedures
- Review of our IIPP
- Safety training programs
- Regularly scheduled safety meetings
- Posted or distributed safety information
- Quarterly Town Hall Meetings
- A Safety Committee that includes employee participation from each department
- A Management Safety Committee that includes Directors from each department

Department-specific training procedures are located in the department's Standard Operating Procedures.

Hazard Assessment

Periodic inspections will be conducted to evaluate physical hazards, use of hazardous materials, and safe work practices. The periodic inspection schedule and the responsibility for conducting the inspections will be shared with the management for each department. We will ensure that employees for each department meet regularly to emphasize Safety Guidelines and to guarantee consistency with them. The Human Resources Manager or her designee will conduct a quarterly audit to ensure inspections are completed.

In addition to each department's periodic inspection schedule, inspections will be conducted as required in the following situations:

- When we initially established our IIPP;
- When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur; and
- Whenever workplace conditions warrant an inspection.

Hazard Correction

When unsafe or unhealthy work conditions, practices, or procedures are observed or discovered, they will be corrected in a timely manner based on the severity of the hazards. When an imminent hazard exists that cannot be immediately corrected, the exposed employees will be removed from the immediate hazard except those needed to correct the condition and to address security issues. Employees who are required to correct the hazardous condition will be properly trained for their role and provided with the necessary protection.

Accident/Incident Investigations

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured employees and witnesses;
- Examining the workplace for factors associated with the accident/exposure;
- Determining the cause of the accident/exposure;
- Taking corrective action to prevent the accident/exposure from reoccurring;
- Conducting a Safety Review Meeting; and
- Recording the findings and actions taken.

Training and Instruction

All employees will participate in safety training on general and job-specific hazards and safe work practices. Each supervisor and manager will be trained on all health and safety hazards to which employees under their immediate direction and control are exposed. It is the responsibility of the Department Director to ensure proper training is provided and documented.

In addition to hazard-specific safety training, training will be provided when:

- The IIPP is first established
- New employees are hired
- Employees are reassigned to a new area or task with no prior training
- New substances, operations, or equipment are introduced

Recordkeeping

All of the following IIPP documentation is maintained for three (3) years:

- Safety training for each employee, including the employee's name, training dates, type of training, and training providers
- Inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices identified, corrective action, and follow up
- Accidents, illnesses, and near-miss inspections that identify the root cause and corrective action taken
- Safety committee meeting minutes
- Annual program reviews/inspections

Department IIPP Supplement

Responsibilities

The department manager has the overall authority and responsibility for ensuring the department IIPP supplement is effectively implemented throughout departmental operations. Supervisors have program oversight for operations under their direct supervision and control.

Compliance

The following department methods are used to reinforce employee compliance with safety work practices and procedures:

- Distribution of department policies and procedures
- Safety Action Plans
- Communicating IIPP responsibilities with all employees
- Employee training programs
- Recognizing employees who perform safe work practices
- Disciplinary process outlined in Employee Handbook.

Communication

Effective communications with employees have been established using the following methods:

- | | |
|--------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> Department safety meetings (part of staff meetings) | <input type="checkbox"/> Safety handouts |
| <input type="checkbox"/> Staff meetings | <input type="checkbox"/> Employee safety recognition – Idea Champion Program |
| <input type="checkbox"/> Tailgate meetings every 7 days and/or daily briefings | <input type="checkbox"/> Safety Data Sheets |
| <input type="checkbox"/> Specific policies/procedures | <input type="checkbox"/> Posters and warning labels |
| <input type="checkbox"/> Department hazard assessment | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Employee safety training | <input type="checkbox"/> Quarterly Town Halls |

Employees are encouraged to report any potential health and safety hazard that may exist in the workplace. The Hazardous/Unsafe Condition Report form (see Attachment A) is located at all employee breakrooms. Forms should be submitted to Alyssa Moniz, Human Resources Administrator.

Hazard Assessment and Correction

Periodic Workplace Inspections

Inspections are conducted at the following department’s admin offices or workplaces:

Admin Offices and Workplaces	Frequency

Inspection forms for department use are located at each manager office or Intranet.

Corrective Action

Supervisors will document corrective actions, including projected and actual completion dates. If an imminent hazard exists, work in the area must cease, and the manager must be contacted immediately. If the hazard cannot be immediately corrected without endangering employees or

property, all personnel need to leave the area except those qualified and necessary to correct the condition. Department Directors and the Executive Director, HR or her designee will determine immediate action for imminent hazards.

Accident Investigation

Employees will immediately notify their supervisor when an injury or illness occurs on the job. Supervisors will promptly investigate all accidents, injuries, occupational illnesses, and near-miss incidents to determine the cause of the incident. Appropriate corrective actions will be implemented promptly to mitigate the hazards identified during the investigation.

The Accident Report for Worker's Compensation and the Supervisor's Report of Injury form will be completed and a copy retained. The forms are located at the Human Resources Office.

Note: Serious occupational injuries and illnesses must be reported to Cal/OSHA within eight hours after they have become known to the supervisor. This includes, but is not limited to, permanent disfigurement or hospitalization. Cal/OSHA notification will be the responsibility of Alyssa Moniz, Human Resources Administrator.

Training and Instruction

Health and safety training, covering both general work practices and job-specific hazard training, is the responsibility of the manager/supervisor and Facility Services Manager.

General and department specific safety training requirements are located at GO1 Learning Management Systems, managed by Alyssa Moniz, HR Administrator.

Attachment A

Hazardous/Unsafe Condition Report

Person conducting inspection: _____ Date: _____

Area(s) inspected:

Were any unsafe conditions or work practices identified? Yes No

If yes, please describe:

What action(s) have been taken to correct the unsafe conditions or work practices identified?

Injury and Illness Prevention Program COVID-19 Addendum

Cal/OSHA's regulations require protection for workers exposed to airborne infectious diseases such as the 2019 novel coronavirus disease (COVID-19). All employees are required to comply with our safety and health policies and practices. As required by Cal/OSHA, the SDCCC does maintain a Coronavirus Prevention Program (CPP).

The SDCCC has cleaning, disinfection, and infectious disease prevention work practices, protocols, procedures, and systems already established and implemented.

The following outlines the SDCCC's commitment to our employees' safety and health.

Facility Leadership and Commitment

All levels of leadership/management ensure that roles, responsibilities, and authorities related to cleaning, disinfection, and infectious disease prevention are defined, documented, and communicated to those who manage, perform, and verify such work.

Conformity and Compliance

The SDCCC, on an on-going basis, identifies all legal requirements associated with cleaning, disinfection, and infectious disease prevention and verifies it has complied with applicable national / federal, regional / state, provincial, city, and local regulatory requirements.

Goals, Objectives, and Targets

The SDCCC has established and implemented documented objectives and targets for their cleaning, disinfection, and infectious disease prevention program.

Program Controls and Monitoring

The following program controls are in place and used by the SDCCC staff to monitor the planning, execution, and completion of actions set forth this program.

Inspections:

- o Visual inspections will be conducted by Custodial Leads, Supervisors, and Managers throughout the operations periods. During this time, inspectors will confirm completion of work and quality of work process visually. In-the-moment coaching is encouraged during these inspections.
- o In addition, employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by visiting the facility as approved in Collective Bargaining Agreements (CBA) to ensure compliance.

Incident Reporting:

- o 24/7 Incident Management System: The SDCCC uses a combination of a computerized maintenance management system and phone hotline for reporting of work requests or concerns about compliance with COVID protocols throughout the facility. Completion or instruction to complete work requests are documented in the end of shift report by the Facility Services Supervisor. Concerns about compliance with COVID protocols – such as one employee reporting that another employee is not wearing a face covering as required – should be addressed immediately by an available manager or supervisor.

- Public Safety Incident Response Methods: The SDCCC's public safety division possesses a full investigative capability and uses that functionality to investigate any criminal or public safety related incidents on the SDCCC campus.

Standard Operating Procedures (SOP)

Standard Operating Procedures (SOP) have been established and developed specific to activities and processes within the facility, especially for routine activities associated with cleaning, disinfection, and infectious disease prevention programs.

Tools and Equipment

The organization evaluates existing technologies and considers implementation of those that can automate or increase efficacy and efficiency with regards to cleaning, disinfection, and infectious disease prevention strategies and processes. Such technologies include, but are not limited to, electrostatic sprayers, automation, robotics, validation meters, microfiber, touchless or powered versions of common tools, and single-use / disposable items for reduced cross-contamination.

Personal Protective Equipment (PPE)

The facility ensures that suitable selection, provision, use and maintenance of PPE, is specified based on the risk assessments. The facility makes PPE available and provides appropriate training for the use of PPE to relevant personnel. Respirator fit tests are conducted by the SDCCC's third party industrial medical facility.

Vaccination Status

SDCCC documents the vaccination status of our employees by completing an attestation, which is maintained as a confidential medical record in Human Resources (HR); however, HR personnel may release information on a need to know basis as permitted by U.S. Equal Employment Opportunity Commission (EEOC).

Employee Training

Personnel Training and Competency

The facility ensures that personnel who have responsibilities to clean, sanitize, and disinfect are trained and competent to do so. Competency levels shall be judged on appropriate education, training, certifications, and experience. Training records are maintained, and the organization verifies that staff members have attained required certifications and needed levels of competency.

The SDCCC's well-trained custodial staff is capable of handling an infection control cleaning regimen. All veteran staff are re-trained on current techniques, chemistry, and equipment to be prepared to engage in the new work environment. All training detailed below will be required within 90 days of any new hire.

The SDCCC will provide regular training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, audiovisual, and picture-centered handouts and other resources:

- COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

- Signs and symptoms of COVID-19 and the importance of not coming to work if employees have a cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).
 - Hand washing should occur before and after using the toilet, eating, coming and going to work, after interactions with others, after contacting shared surfaces or tools, before and after wearing masks or gloves, and after blowing nose or sneezing.
- Encouragement to follow physical distancing when possible, both at work and off work time.
- Employer or government-sponsored leave benefits the employee may be entitled to receive.
- Methods to avoid touching face, eyes, nose and mouth.
- Coughing and sneezing etiquette.
- Safely using cleaners and disinfectants.
- Instruction and demonstration on the proper use of face coverings and PPE including, but not limited to:
 - Washing or sanitizing hands before and after using or adjusting face coverings, and avoid touching the eyes, nose, and mouth.
 - If reusable cloth face coverings are used, they should be washed after each shift. Cloth face coverings do not protect the wearer and are not personal protective equipment (PPE).
 - The right for unvaccinated employees to request an N95 respirator for voluntary use.
- Information on how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- Policy prohibiting retaliation against employees for COVID-19-related activities such as wearing a face covering, reporting COVID exposure or symptoms, reporting a health or safety violation, or requesting or using paid leave.

Training records are maintained in the Learning Management System (LMS) GO1. HR Representative is the technical administrator and the system data administrator. Facility Services management has access to ensure Facility Services data is entered timely and correctly into GO1.

Emergency Preparedness and Response

The SDCCC has established, implemented and maintains processes needed for and to respond to potential emergency situations and incidents involving potentially infectious materials. The SDCCC has an extensive and comprehensive Emergency Management Plan.

Facility Infection Disease Prevention Practices

The SDCCC has infection control programs, procedures, and technologies which protect employees, clients, and customers.

Limit Non-Essential Visits and Travel

Business travel remains restricted to essential travel only. Executive management must approve travel for employees who report to them through the chain of command.

Procedures to Help Prevent the Spread of COVID-19

- Employees should do a daily assessment of their own health and consider if they have a cough, fever, shortness of breath or have been exposed to anyone with a positive diagnosis.
- Employees who exhibit any symptoms at work will be sent home and be provided with information on how to seek medical care. Employees will be provided access to COVID testing during paid time when symptomatic or when workplace exposure is suspected.
- Eligible employees will be provided with protected leaves as appropriate.
- If the SDCCC is informed that an employee who was present at the workplace at any time during the high-risk infectious period tests positive for COVID-19, it will provide notice to the appropriate county/city health officials and obtain further guidance. Information that will be provided to health officials includes but is not limited to:
 - The employee's work location, work hours, general and specific work duties, whether the employee has traveled to multiple worksites recently, and the last day the employee was at work. The SDCCC will also determine who has been in contact with the employee and take appropriate steps to ensure the health of those employees.
 - The employee's name will not be disclosed unless requested by the health officials.
- Employees who are COVID cases (as defined by Cal/OSHA), may not return to work in-person until they meet the then-current Cal/OSHA return-to-work criteria.

Worker Health Program

The facility has a Worker Health Program to ensure that risks to worker physical and psychological health are managed effectively, including preventive and protective measures. The Worker Health Program is administered through Human Resources.

Commitment

Company:

- Common areas and frequently touched surfaces are being cleaned daily. Cleaning supplies will be available, and employees are encouraged to clean and disinfect workspaces throughout the workday.
- Hand sanitizer is provided throughout the building.
- Posters are displayed with reminders on how to prevent the spread of germs.
- Will provide daily disposable face masks. Will provide N95 respirators to unvaccinated employees upon request.
- No physical distancing or barrier requirements regardless of employee vaccination status with the following exceptions:
 - Will evaluate whether it is necessary to implement physical distancing and barriers during an outbreak (3 or more cases in an exposed group of employees)
 - Will implement physical distancing and barriers during a major outbreak (20 or more cases in an exposed group of employees).

- Provide employees with access to COVID testing during paid time when symptomatic or when workplace exposure is suspected.
- Provide employees with options to maintain wages when ill or quarantining such as telework (where applicable), paid time off, and/or wage replacement benefits.

Employees:

- You are encouraged to get vaccinated against COVID-19. Vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- Stay home if you are sick. Do not return until you have been cleared by Human Resources to do so.
- Maintain social distancing practices in the workplace as directed by employer, as a result of an outbreak or major outbreak.
- Follow cleaning product instructions when cleaning your work areas.
- Wash your hands frequently or use hand sanitizer.
- Cover your nose and mouth when sneezing or coughing.
- Avoid touching your face.
- Wear a face covering if not vaccinated, by choice or as part of required PPE. (See division management regarding N95 voluntary use if desired and not part of required PPE)
- Talk to Human Resources if you have concerns specific to your circumstances, such as a health condition that places you or someone in your household at high risk.
- Follow all company policies and practices.