

Policy Number: CEIEHS-2.35.1	Review Date: 8/6/21	Revision Date: 8/9/21	Revision: K
Approvals:			
<u>Corporate Safety</u>	<u>8/9/2021</u>	<u>Bruce Baxter</u>	<u>8/9/2021</u>
Originator	Date	Approval	Date

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Highlights denotes recent updates

1. Purpose:

This plan has been developed to provide CEI Office employees, Field employees, subcontractors and vendors with the necessary guidelines to prevent the contraction or spread of the COVID-19 virus in the workplace as recommended by the Center for Disease Control (CDC), World Health Organization (WHO) and the Occupational Safety and Health Administration (OSHA).

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. **Older adults and people who have severe underlying medical conditions** like heart or lung disease or diabetes seem to be at a higher risk for developing more serious complications from COVID-19 illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

(This list is not inclusive. Please consult your medical provider for any other symptoms that are severe or of concern.)

2. Scope:

This plan shall be implemented at all project locations (small or large) where CEI employees, visitors or CEI subcontractors work. There is to be no deviation to this plan without the approval of the Executive Leadership Team (ELT).

3. Responsibilities:

Managers and Supervisors:

All CEI Managers and Supervisors shall be responsible for ensuring that those employees assigned to their respective areas are in compliance with this plan. Managers and supervisors must follow, and role model all elements of this plan at all times.

Employees, Subcontractors, Visitors and Vendors:

It is the responsibility of every CEI employee, visitor, vendor and subcontractor to adhere to this plan, follow all directives and assist in maintaining a safe work environment.

Employees are to report any positive COVID-19 test, regardless if work related or not, to their supervisor or Human Resources at benefits@cei.com.

Subcontractors performing work on CEI projects are required to submit a COVID-19 Exposure Control Plan that meets or exceeds CEI's plan. Where dissimilarities to CEI's program exist, the more stringent shall apply.

4. Communication to Employees:

Field or office employees must immediately report to their supervisor or Human Resources if they are experiencing any signs or symptoms of COVID-19 or if they believe they have been exposed to someone with COVID-19. Employees shall also immediately report to their supervisor or Human Resources if they believe they may have been exposed to any COVID-19 hazards in the workplace.

Any employee that reports any of the items above should do so without fear of reprisal. CEI has a strict non-retaliation and non-discrimination policy and will not tolerate anyone retaliating against, discriminating against, or harassing any employee for informing CEI of COVID-19 hazards or health status.

Employees may be entitled to COVID related benefits depending on the state in which they live. To determine eligibility, please contact benefits@cei.com.

Please note that documented employee answers to symptom questions will be in line with current privacy policies including CCPA, HIPAA, and any relevant state and federal laws and will be secured as a confidential private medical record. For further assistance please contact benefits@cei.com

Note: Due to the evolving nature of the current COVID-19 situation, this plan is subject to changing conditions and recommended practices. When revisions are made to this plan, it will be communicated to employees as soon as practical.

5. General Requirements:

This plan has been structured to provide employees with the guidelines and precautions to take based on those activities most common to CEI field operations. Employees are to be provided with this plan at the time of hire and prior to returning to a project.

- Project Leadership shall designate a site-specific COVID-19 supervisor or supervisors for all projects.
- COVID-19 supervisor(s) must always be present on the construction site during construction activities. A COVID-19 supervisor may be a General Foreman or Foreman depending on the project size.
- The COVID-19 supervisor shall complete COVID-19 Hazard Assessment audits **daily** in the SmartTagIt system.
- The COVID-19 supervisor must review this ECP with all CEI workers and visitors to the construction site.
- Personal protective equipment (PPE) specifically for use in construction, including gloves, goggles, face shields, and face coverings as appropriate for the activity being performed will be provided.
- Drinking water will be strictly limited to bottled water.
- Employees will be encouraged to stagger breaks and lunches and maintain at least (6) feet apart at all times.
- Workers are prohibited from using others' phones or desks. Any work tools or equipment that must be used by more than one worker must be cleaned with disinfectants that are effective against COVID-19 before use by a new worker.
- Wash stations or hand sanitizers that are effective against COVID-19 will be placed at entrances to the jobsite and dispersed in multiple locations throughout the jobsite as warranted.
- Jobsites must maintain a daily attendance log of all workers and visitors that includes contact information, including name, address, phone number, and email. Daily logs shall be available **within seven (7) calendar days** of project mobilization.
- All CEI projects shall post the required signage listed in *Appendix A. COVID-19 Required Signage*.
- Notification of a positive COVID-19 test result shall be communicated to Production Leadership and Corporate Safety within one (1) hour of confirmation. Some states and counties have additional reporting requirements for positive test results, making this very important.
- In CEI owned or controlled buildings or structures with mechanical ventilation, CEI 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, CEI will use filters with the highest compatible filtering efficiency.
- CEI 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, if so, shall implement their use to the degree feasible.

Employee Screening- Jobsites/Offices

- Prescreening at jobsite and office entrances will be required.
- CEI will document vaccination status of all employees.
- CEI will require all employees to attest to their vaccination status and provide proof of vaccination.
- 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).

- Proof of vaccination that will be accepted:
 - **CDC Vaccination card showing:**
 - the employee's name, vaccine type, dose #, and the date the vaccine was given. The verifier will confirm that it has been **at least two weeks** after completing the second dose (Pfizer or Moderna) or one-dose (Johnson & Johnson/Janssen) to be considered "fully vaccinated".
 - **Doctors letter stating:**
 - the employee's name, vaccine type, dose #, and date the vaccine was given. The verifier will confirm that it has been **at least two weeks** after completing the second dose (Pfizer or Moderna) or one-dose (Johnson & Johnson/Janssen) to be considered "fully vaccinated".
 - **State of California Digital Vaccine Record/Health Provider App/Pharmacy App showing:**
 - the employee's name, vaccine type, dose #, and date the vaccine was given. The verifier will confirm that it has been **at least two weeks** after completing the second dose (Pfizer or Moderna) or one-dose (Johnson & Johnson/Janssen) to be considered "fully vaccinated".
- Employees will be required to "pass" a non-contact temperature screening and health questionnaire prior to entry.
- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite/office, return home and encouraged to get a COVID-19 test.
- Standard issued PPE including face coverings shall be worn by all CEI screeners and employees unless "fully vaccinated".

Any employee who falsifies information on their health screening may result in discipline, up to and including termination of employment. Please note that documented employee answers to symptom questions will be in line with current privacy policies including CCPA, HIPAA, and any relevant state and federal laws and will be secured as a confidential private medical record. The information collected is only the basic information essential to the public health and safety at CEI and not for any business use. In the case that the company needs to inform other employees or customers about potential exposure from an individual who has tested positive, we share only the information necessary for employees and customers to assess their own potential exposure and medical needs with as little identifiable personal information as possible. For further assistance please contact benefits@cei.com.

Use of Face Coverings:

FACE MASK & Social Distancing requirements in the workplace.		
	Fully Vaccinated*	NOT Vaccinated or Decline to state
6' Social Distancing	Not Required	Required
Indoor Mask Use**	Required	Required
Outdoor Mask Use**	Not Required	Not Required but must maintain 6' Social Distance from others
Vehicle & Enclosed Buggy Mask Use***	Required	Required
Vertical Transportation Mask Use***	Required	Required
Eating or Drinking	No Special Rules	Required 6' Social Distancing
*Fully vaccinated means it has been at least 14 days since you received the 2nd dose in a two-dose COVID-19 vaccine series or the 1 dose of a single-dose COVID-19 vaccine.		
**See ECP for the definition of both 'Indoor' & 'Outdoor'		
***No Social Distancing Requirements		

"Indoor workplace" is defined as four (4) enclosed walls or windows where employees perform duties of their employment.

"Outdoor workplace" is defined as work being performed strictly outdoors with no enclosed walls or windows.

- Vaccinated and unvaccinated employees must wear face coverings **indoors** at all times, including private offices, except when actively eating or drinking.
- CEI will provide approved face coverings to all employees in all locations.
- CEI will ensure face coverings are worn when indoors, in vehicles or in vertical transportation.
- Any unvaccinated employee requesting an N95 Respirator for voluntary use, must follow the CEI Respiratory Program and complete Appendix D of that program.
- Face coverings must **be made of at least two (2) layers of fabric**. Exceptions to wearing a multilayer face covering will be determined by Production Leadership and Corporate Safety to determine the appropriate protection needed on the project. [See Appendix G. COVID-19 Frequently Asked Question \(FAQ\)](#)
- Face coverings shall be worn covering the nose and mouth, fitting securely under the chin. *Note- The CDC does not recommend the use of neck gaiters or face shields as an alternative to face coverings.*
- Failure to follow these rules may result in discipline, up to and including, termination.
- When removing face coverings (i.e., eating, drinking), employees must:
 - Avoiding touching their eyes, nose and mouth; and
 - Wash their hands with soap and water for at least 20 seconds. If soap and water is unavailable, use an alcohol-based hand sanitizer containing at least 60% alcohol.
- 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 should contact HR and Corporate Safety to discuss reasonable accommodation requirements on a case-by-case basis.

Please contact us at benefits@cei.com or Safety_Communication@cei.com for further information.

- If an employee is exempted from wearing a face covering due to a medical condition, mental health condition, or disability, the employee shall wear an alternative such as a face shield with a drape on the bottom, if their condition permits it. Any employees not wearing a face covering due to the below exceptions or utilizing an alternative method:
 - 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.
 - Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed

Shall be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested weekly for COVID-19 during paid time at no cost to the employee.

Respirators for Voluntary Use

Upon request, CEI will provide respirators of the correct size for voluntary use in compliance with CEI's Respiratory Program (this includes appendix D) to all CEI employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person.

When respirators are provided upon request for voluntary use, training shall include:

- How to properly wear the respirator provided;
- How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with a seal.

Physical Distancing:

- Physical distancing is required for all unvaccinated employees.
- Physical distancing may also be required when a facility or jobsite determines there is a hazard, or it meets the outbreak definition as described in the section 11 and 12 of this ECP.

Requirements When CEI is Acting as a General Contractor:

Project Leadership must assign a COVID-19 Safety Compliance Officer (SCO) to the jobsite and ensure the SCO's name is posted on the Site-Specific Health Safety Plan. Project Leadership has fourteen (14) days to be in compliance before being elevated to senior management. **Small construction projects require a COVID-19 Supervisor, see *general requirements*.**

Duties of the SCO:

- Verify vaccination status, see [Appendix J: Vaccine Verification Guidance](#)
- Document employee vaccination status in CEI Vaccination Status Spreadsheet and email spreadsheet to Christen_Burdick@cei.com every Monday and Thursday by close of business.
- Implementation of all recommended safety and sanitation requirements regarding the COVID-19 virus at the jobsite.
- The SCO must conduct a COVID-19 audit in SmartTagIt anytime an employee on the project tests positive.

- Establish a daily screening protocol for arriving staff, to ensure that potentially infected employees do not enter the construction site. If workers leave the jobsite and return the same day, establish a cleaning and decontamination protocol prior to entry and exit of the jobsite. Post the daily screening protocol at all entrances and exits to the jobsite.
- Conduct daily briefings in person or by teleconference that must cover the following topics:
 - New jobsite rules and pre-job site travel restrictions for the prevention of COVID-19 community spread.
 - Review of sanitation and hygiene procedures.
 - Solicitation of worker feedback on improving safety and sanitation.
 - Coordination of construction site daily cleaning/sanitation requirements.
 - Updated information regarding COVID-19.
 - Emergency protocols in the event of an exposure or suspected exposure to COVID-19.

Travel:

The CDC continues to recommend against unnecessary travel. If a fully vaccinated person with no symptoms has direct (close) contact with a person that is suspected or confirmed to have COVID-19, **travel is not recommend until a negative a PCR test is received** (see Return to work section for additional guidance). For more information about domestic and international travel requirements, please reference your local county, state and CDC guidance for your area.

6. Training

Training will be provided to employees at time of hire and/or on the jobsite via [Appendix I. COVID-19 Exposure Control Plan \(ECP\) Training Toolbox](#) that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- **All employees must wear face coverings indoors.**
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- Ensure that employees are trained in the use of PPE. Maintain and make available a log of all PPE training provided to employees and monitor all employees to ensure proper use of the PPE.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- 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.

7. Investigating and Responding to Potential or Positive COVID-19 Cases

When to Use this Protocol

If the person diagnosed with COVID-19 ever had symptoms, use this protocol if they were ever symptomatic while at work or developed symptoms within 48 hours of being at work.

If the person diagnosed with COVID-19 never had symptoms, use this protocol if they tested positive within 48 hours of being at work.

Reference [Appendix B: Potential COVID-19 Exposure Identification Process for Employees and Contractors](#) for more instructions.

Step 1: Provide instructions to the COVID-19 positive or suspected positive worker

Work Exclusion & Isolation Period:

Positive Results:

The worker should be sent home immediately and instructed to **isolate for 10 days** from the date they tested positive **AND**, if symptomatic, **24 hours** after resolution of fever without the use of fever-reducing medication and improvement in any other symptoms; (whichever is longer). The individual may return to the worksite after **both** of these criteria are met (10/1 rule).

Suspected and Denied Entry:

If an employee is suspected of having COVID-19 and denied entry to the jobsite or office, [Appendix D: COVID-19 Contact Tracing and Monitoring Form](#) shall be completed by the site leader or designee for the denied entry employee. The Superintendent or Safety Compliance Officer (SCO) must update the case as new information is learned. If the suspected employee tests positive for COVID-19, Appendix D must be updated within **1 hour** of positive case notification.

Step 2: Identify all close contacts of the COVID-19-positive or suspected positive worker

If CEI learns that an employee has tested positive, Project Leadership will investigate to determine which, if any, employees had close contact with the positive employee. **Direct contact** (a.k.a. close contact) is defined as someone who was, for at least 15 minutes, within six feet from the person who tested positive.

Maintain Confidentiality

CEI must keep employees' personal and medical information confidential in accordance with federal and state laws. Do not disclose the identity of the COVID-19 positive worker in your effort to identify close contacts.

Identify Close Contacts During the Exposure Period

CEI will investigate and document the employee's schedule and work location to determine: 1) the day their symptoms began (if applicable); 2) the date of their first positive test; and 3) the last day that the person diagnosed with COVID-19 was present at the workplace. This information is to be documented on [Appendix D: COVID-19 Contact Tracing and Monitoring Form](#).

The information obtained should then be used to identify all individuals who may have had close contact with the confirmed positive employee during the exposure period.

The exposure period is defined as:

- o **Start:** 2 days (48 hours) before the person had symptoms (or 2 days before date of first positive test for employees who are asymptomatic)
- o **End:** last day the positive person was at work

Complete the Case and Contact Data Collection

CEI must gather the following information for all people who have been identified as close contacts to the positive employee, including any vendors/suppliers, visitors, or others who had close contact with the employee at the worksite.

- Name
- Phone number
- Address
- Language spoken (if not fluent in English)

In addition, we will evaluate common areas and commonly used items (such as equipment and materials), or places people congregated or visited in the workplace (such as the restroom, hallways, aisles, walkways, elevators, break areas, etc.) associated with the COVID-19 case during the infectious period.

Step 3: Communicate with All Employees

Work Exclusion, Quarantine & Testing Recommendations for Close Contacts to a Positive Case

Anyone who has been determined as close contact with the person diagnosed with COVID-19 during the exposure period (defined above) will be notified and should not be allowed at the worksite and should stay at home for 14 days, starting the last day that the person diagnosed with COVID-19 was at work.

Close contacts who start to show COVID-19 symptoms should get tested **immediately**. Close contacts who do not show symptoms should get tested 7 days after they were exposed. If testing was done earlier than 7 days after exposure, close contact should repeat testing at the end of their 14-day quarantine period. Even if the test is negative, close contacts should remain in quarantine for the full 14 days. Test results, positive or negative, should be shared with CEI.

Testing will be required of those employees who are unvaccinated or vaccinated and showing symptoms and were identified as having potential COVID-19 exposure through close contact to the positive worker. Records for these tests will be kept in accordance with title 8 Cal. Code Regs. § 3204.

General Advisory & Symptom Monitoring for All Other Employees

All others present at the workplace, but NOT identified as close contacts, should be advised to self-monitor for symptoms for 14 days after the last day that the person diagnosed with COVID-19 was at work. See Return to Work requirements for additional information.

COVID-19 Testing:

COVID-19 testing must be made available at no cost during paid time, to unvaccinated employees who have had a close contact in the workplace. The following exceptions apply to COVID-19 testing:

- Employees who were fully vaccinated before the close contact and **do not** have COVID-19 symptoms.
- COVID-19 cases who returned to work pursuant to subsection after all back to work criteria has been met 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 symptoms, for 90 days after the first positive test.
- Fully vaccinated employees do not need to be offered testing or excluded from the work after a close contact exposure **unless** they have COVID-19 symptoms.

8. Return-to-Work Criteria

COVID-19 cases **with COVID-19 symptoms** will not return to work until **all** of the following have occurred:

- At least 24 hours have passed since a fever of 100.0 or higher has resolved without the use of fever-reducing medications.
- COVID-19 symptoms have improved.
- At least 10 days have passed since COVID-19 symptoms first appeared.

COVID-19 cases who **tested positive** but never developed COVID-19 symptoms **will not** return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test. A COVID-19 test shall not be required for an employee to return to work once the above criteria is met.

When testing for COVID-19, a molecular PCR test will be required. Rapid Antigen tests will not be accepted for return to work.

An **unvaccinated person** who had close contact may return to work as follows:

- Had close contact but never developed any COVID-19 symptoms may return to work when 10 days have passed since the last known close contact.
- Unvaccinated person had a close contact and developed any COVID-19 symptoms cannot return to work until the requirements for those who had symptoms have been met, unless **all of** 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 **unvaccinated** employee is exposed to a positive COVID-19 case within 90 days of testing positive themselves, they do not need to be excluded from the workplace as long as they do not develop symptoms. If they do develop symptoms, they must be excluded from the workplace and to be managed to scenario C.

When an employee tests positive for COVID-19, they will be required to follow the above criteria.

- A negative COVID-19 test shall not be required for an employee to return to work once the above criteria is met.

Vaccine Guidance

COVID-19 vaccines are effective at protecting you from getting sick. Based on what we know about COVID-19 vaccines, people who have been fully vaccinated can do things that they had stopped doing because of the pandemic. You may have some side effects, which are normal signs that your body is building protection. However, because the side effects can be very similar to actual COVID-19 symptoms, the guidance is as follows:

- Employees who show COVID-19 symptoms **within 72** hours after receiving their vaccination shot **will be prohibited** from entering a CEI jobsite or facility and be required to stay home and self-monitor until they are **24 hours free of symptoms** and no use of fever reducing medications. If after 72 hours the employee is not symptom free, they will be required to complete a 14-day quarantine and be managed to a **Scenario C**.
- Employees that show no symptoms after receiving a vaccination shot, will be permitted to enter a CEI office or facility as long as they can pass the entry screening process.

Fully Vaccinated Person with No Symptoms Exposed to a Suspected or Confirmed Positive COVID-19 case:

If a **fully vaccinated** person who comes into direct (close) contact to a suspected or confirmed positive COVID-19 case:

- The fully vaccinated person will not be required to isolate or quarantine during this time unless they develop symptoms. Person shall monitor themselves for symptoms.
- They will be required to get tested (PCR test) 3-5 days after exposure. If the person tests positive, they will be managed to scenario A.
- Travel- is not recommend until a negative a PCR test is received.

Fully Vaccinated Person Showing COVID-19 Symptoms

If a **fully vaccinated** person is showing COVID-19 symptoms, the employee must be excluded from the workplace until:

(1) at least 24 hours free of fever-reducing medications

AND

(2) improvement in respiratory symptoms (e.g., cough, shortness of breath);

and/or

(3) produces a doctor's note clearing them to return to work **or** negative test results.

9. Field Sanitation Guidelines

In the event of a confirmed case of COVID-19 at any jobsite, the following must take place:

- Immediately removal of the infected individual from the jobsite with directions to seek medical care.
- Each location the infected worker was at must be decontaminated and sanitized, and work in these locations must cease until decontamination and sanitization is complete.

How to clean and disinfect

Hard (Non-porous) Surfaces:

- Cleaning of high touch surfaces shall be conducted once per day minimum.
- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning.
- Clean hands immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

Tools / Equipment

Shall be wiped down with soap and water or disinfecting wipes prior to use. Use of a bleach solution is not recommended on tools.

Phones/Tablets/Radios/Other Mobile Electronic Equipment

Shall be wiped down using disinfecting wipes prior to use. No sharing of devices is allowed.

Eyeglasses / Face Shields

Safety glasses should be cleaned regularly throughout the shift with approved Isopropyl wipes including the frame and stems.

Face masks or face shields shall be wiped down with soap and water or other disinfecting agent prior to and after each use. Face masks or shields will be issued to the individual employee and shall not be shared.

Vehicles and Refueling Operations

Steering wheel, door handles, seatbelt buckles, armrests, shifters, etc., will be disinfected between use.

Ensure hands are sanitized after any refueling operation.

Fall Protection

Fall protection equipment shall be wiped down with soap and water after each use if being shared.

Disinfecting is not required if this is not shared.

- It is best to begin with the harness on a flat surface, leaving open to visible inspection.
- Using a moist sponge, wipe down the harness to remove excess dirt and dust.
- Mix a cleaning solution using laundry detergent or dish soap. DO NOT use any cleansers that contain chlorine, bleach, or abrasives.

- Dip your sponge into the solution and thoroughly scrub each portion of the harness until a thick lather forms.
- Using a sponge dipped in CLEAR water, wipe down the harness to remove the suds and soap residue.
- When cleaning multiple harnesses, store each in a separate, dry compartment. Hang them in such a way that they are not crushed, worn, or creased.

Two important cautions:

- Dampen but DO NOT SOAK the harness. The excessive expansion of the fibers by soaking (and the contraction by drying) can compromise the fabric's effectiveness and shorten the harness's life.
- NEVER put a harness in the dryer. Excessive heat and tumbling can (and will) damage the harness.

Project Trailers, Plan Shacks and Other Common Areas (including offices)

Surfaces shall be wiped down with soap and water or other disinfecting agent prior to each use. To include, but not limited to, the following:

- Handrails in stairways and walkways
- Gang box handles
- Entry gates
- Doors
- Interior and exterior doorknobs, handles, locks
- Lunch areas, conference rooms and other tables/chairs (including backs and arms)
- Shared hand/power tools, battery charging stations, etc.
- Restrooms – including handles, seats, locks, hand-wash stations, and soap dispensers
- Climate control/thermostat knobs
- Call buttons for elevators/personnel hoists
- Light switches
- Plan tables
- Printers
- Laptops / cell phones/ tablets (do not use soap and water, use other disinfecting agents)
- Other shared/common areas

10. Reporting, Recordkeeping and Access

- CEI will require all employees to provide proof of vaccination.
- 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).

Proof of vaccination that will be accepted:

- **CDC Vaccination card showing:**
 - the employee's name, vaccine type, dose #, and the date the vaccine was given. The verifier will confirm that it has been **at least two weeks** after completing the second dose (Pfizer or Moderna) or one-dose (Johnson & Johnson/Janssen) to be considered “fully vaccinated”.
- **Doctors letter stating:**

- the employee's name, vaccine type, dose #, and date the vaccine was given. The verifier will confirm that it has been **at least two weeks** after completing the second dose (Pfizer or Moderna) or one-dose (Johnson & Johnson/Janssen) to be considered "fully vaccinated".
 - **State of California Digital Vaccine Record/Health Provider App/Pharmacy App showing:**
 - the employee's name, vaccine type, dose #, and date the vaccine was given. The verifier will confirm that it has been **at least two weeks** after completing the second dose (Pfizer or Moderna) or one-dose (Johnson & Johnson/Janssen) to be considered "fully vaccinated".
- CEI will report all COVID-19 cases as required by the local department of health whenever required by law.
- CEI will report any COVID-19 serious illness or death in accordance with applicable state or local health departments.
- CEI will maintain records of steps taken to implement this plan.
- A copy of this plan will be available at the workplace to all CEI employees, authorized employee representatives and to Cal/OSHA upon request.
- CEI will maintain a record of all employee COVID-19 positive cases including the name, contact information, job title, locations where the employee worked, the date last worked and the date of the positive test at minimum.
- Records will be maintained using [Appendix D. COVID-19 Contact Tracing and Monitoring Form.](#)
- If the worker tests positive for COVID-19, the worker must notify his or her supervisor immediately. CEI must report positive cases in the county of Santa Clara at www.sccsafeworkplace.org **within 24 hours** of learning of the case.

11. Multiple COVID-19 Infections and COVID-19 Outbreaks

This policy will go into effect if the workplace is identified by a local health department as the location of a COVID-19 outbreak, or if there are **three or more** employee COVID-19 cases in the exposed group within a 14-day period. This section of ECP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 Testing

This section applies where **three or more** employee COVID-19 cases are found within an exposed group. This section of the regulation will apply until there are no new COVID-19 cases detected in the exposed group for a 14-day period. COVID-19 testing shall be made available to the exposed group as soon as it is known. Then once again, one week later, during employees paid time, except:

- Employees who were not present at the workplace during the relevant 14-day period(s)
 - Employees who were fully vaccinated before section 3205.1 became applicable and who do not have COVID-19 symptoms;
- and**
- For COVID-19 cases who did not develop COVID-19 symptoms after returning to work. No testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.

Employees in the exposed group shall wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions above applies.

Investigation of Workplace COVID-19 Illness

An investigation will immediately take place to determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with this ECP.

COVID-19 Investigation, Review and Hazard Correction

CEI will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick
 - Our COVID-19 testing policies
 - Insufficient outdoor air
 - Insufficient air filtration
 - Lack of physical distancing

Updating the review:

- Every thirty days that the outbreak continues
- In response to new information or to new or previously unrecognized COVID-19 hazard
- When otherwise necessary
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review:
 - 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

In CEI owned or controlled buildings or structures with mechanical ventilation, CEI 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, CEI will use filters with the highest compatible filtering efficiency.

CEI 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, if so, shall implement their use to the degree feasible.

Notifications to the Local Health Department

- In Santa Clara County - All businesses (and governmental entities) are legally required to report to the Public Health Department **within 24 hours** if they learn that any of their workers are confirmed to be positive for COVID-19. Corporate Safety will make all notifications to government entities.

- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, hospitalization and/or fatality status, North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.
- Positive COVID-19 cases outside of California will need to communicate with Corporate Safety to ensure we notify applicable government entities within our allotted time.

12. Major COVID-19 Outbreaks

This policy will go into effect when the workplace experiences **20 or more** COVID-19 cases within a 30-day period. This section of ECP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 Testing

All employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace will be required to undergo **twice a week** COVID-19 testing, or more frequently if recommended by the local health department. COVID-19 testing will be provided to all employees in the exposed group, regardless of vaccination status and at no cost to employees during working hours.

Exclusion of COVID-19 Cases

CEI will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our ECP Exclusion of COVID-19 Cases and Return to [8. Return-to-Work Criteria](#), and any relevant local health department orders.

Investigation of Workplace COVID-19 Illnesses

CEI will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with this ECP.

COVID-19 Hazard Correction

In addition to the requirements of our ECP, CEI will take the following actions:

- In CEI owned or controlled buildings or structures with mechanical ventilation, 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, filters with the highest compatible filtering efficiency shall be used. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected.

Notifications to the Local Health Department

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

- In Santa Clara County- All businesses (and governmental entities) are legally required to report to the Public Health Department within **24 hours** if they learn that any of their workers are confirmed to be positive for COVID-19.

13. COVID-19 Prevention in Employer-Provided Transportation to and from Work

Face coverings are required in vehicles and enclosed buggies regardless of vaccination status.

Screening

Effective procedures for screening and excluding drivers and riders with COVID-19 symptoms **prior** to boarding shared transportation will be required. See screening protocols for more information.

Cleaning and Disinfecting

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected each day.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers. Reference [9. Field Sanitation Guidelines](#) for further information.

Ventilation

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

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

15. Definitions

The definitions below are included to assist managers and employees in understanding the ECP.

“COVID-19” means coronavirus disease, an infection disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)

A **“COVID-19 case”** means a person who:

- (1) Has a positive “COVID-19 test”;
- (2) Is subject to COVID-19 related order to isolate issued by a local or state health official; or
- (3) Has died due to COVID-19 in the determination of the local health department or per inclusion in the COVID-19 statistics of a county.

Once a doctor or licensed health care professional determines the person does not have COVID-19, then the person is no longer considered a COVID-19 case.

“Close Contact” means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” defined by this section. This definition applies regardless of the use of face coverings.

EXCEPTION: Employees have not had a close contact if they wore a respirator required by employer and used in compliance with section 5144, whenever they were within six feet of the COVID-19 case during the high-risk exposure period.

“COVID-19 exposure” means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period.” Facemasks do not limit exposure pursuant to this definition.

“COVID-19 symptoms” means fever of 100.0 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19. Some common other conditions with similar symptoms include pregnancy, asthma, allergies, etc.

“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.

“Face covering” means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

“Fully vaccinated” means the employer has documentation showing that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Vaccines must be FDA approved or have an emergency use authorization from the FDA.

“Respirator” means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering face piece respirator.

“High-risk exposure period” means the following time period:

- For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or
- For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after, the specimen for their first positive test for COVID-19 was collected.

“Indoor workplace” is defined as four (4) enclosed walls or windows where employees perform duties of their employment.

“Outdoor workplace” is defined as work being performed strictly outdoors with no enclosed walls or windows.

16. Appendix

Appendix A. COVID-19 Required Signage

The following signs along with the COVID-19 ECP shall be displayed at the entry of projects in a visible location for all CEI employees, vendors and subcontractors on site or at the office.

- Shared Facts About COVID-19
 - Steps to prevent the spread COVID-19 if you are sick
 - COVID-19 Protect Yourself and Loved Ones
 - Keep Calm and Wash Your Hands
 - Vaccine Poster
-

SHARE FACTS ABOUT COVID-19 *Appendix A*

Know the facts about coronavirus disease 2019 (COVID-19) and help stop the spread of rumors.

FACT 1

Diseases can make anyone sick regardless of their race or ethnicity.

Fear and anxiety about COVID-19 can cause people to avoid or reject others even though they are not at risk for spreading the virus.

FACT 2

For most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low.

Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19.

FACT 3

Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

For up-to-date information, visit CDC's coronavirus disease 2019 web page.

FACT 4

There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

FACT 5

You can help stop COVID-19 by knowing the signs and symptoms:

- Fever
- Cough
- Shortness of breath

Seek medical advice if you

- Develop symptoms

AND

- Have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.



Steps to help prevent the spread of COVID-19 if you are sick

FOLLOW THE STEPS BELOW: If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to help protect other people in your home and community.

Stay home except to get medical care

- **Stay home:** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
- **Avoid public transportation:** Avoid using public transportation, ride-sharing, or taxis.



Separate yourself from other people in your home, this is known as home isolation

- **Stay away from others:** As much as possible, stay away from others. You should stay in a specific “sick room” if possible, and away from other people in your home. Use a separate bathroom, if available.
 - See COVID-19 and Animals if you have questions about pets. <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals>



Call ahead before visiting your doctor

- **Call ahead:** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- If you have a medical appointment that cannot be postponed, call your doctor's office, and tell them you have or may have COVID-19. This will help the office protect themselves and other patients.



If you are sick wear a facemask in the following situations, if available.

- **If you are sick:** You should wear a facemask, if available, when you are around other people (including before you enter a healthcare provider's office).
- **If you are caring for others:** If the person who is sick is not able to wear a facemask (for example, because it causes trouble breathing), then as their caregiver, you should wear a facemask when in the same room with them. Visitors, other than caregivers, are not recommended.



Note: During a public health emergency, facemasks may be reserved for healthcare workers. You may need to improvise a facemask using a scarf or bandana.

Cover your coughs and sneezes

- **Cover:** Cover your mouth and nose with a tissue when you cough or sneeze.
- **Dispose:** Throw used tissues in a lined trash can.
- **Wash hands:** Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



Clean your hands often

- **Wash hands:** Wash your hands often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Hand sanitizer:** If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water:** Soap and water are the best option, especially if hands are visibly dirty.
- **Avoid touching:** Avoid touching your eyes, nose, and mouth with unwashed hands.



Avoid sharing personal household items

- **Do not share:** Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash thoroughly after use:** After using these items, wash them thoroughly with soap and water or put in the dishwasher.



Clean all “high-touch” surfaces everyday

Clean high-touch surfaces in your isolation area (“sick room” and bathroom) every day; let a caregiver clean and disinfect high-touch surfaces in other areas of the home.



- **Clean and disinfect:** Routinely clean high-touch surfaces in your “sick room” and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
 - If a caregiver or other person needs to clean and disinfect a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the sick person has used the bathroom.
- High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.
- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**
- **Household cleaners and disinfectants:** Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
 - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
 - Most EPA-registered household disinfectants should be effective. A full list of disinfectants can be found [here](#).

Monitor your symptoms

- Common symptoms of COVID-19 include fever and cough. Trouble breathing is a more serious symptom that means you should get medical attention.
- **If you are having trouble breathing, seek medical attention, but call first.**
 - Call your doctor or emergency room before going in and tell them your symptoms. They will tell you what to do.
- **Wear a facemask:** If available, put on a facemask before you enter the building. If you can’t put on a facemask, cover your coughs and sneezes. Try to stay at least 6 feet away from other people. This will help protect the people in the office or waiting room.
- **Follow care instructions from your healthcare provider and local health department:** Your local health authorities will give instructions on checking your symptoms and reporting information.



If you develop **emergency warning signs** for COVID-19 get **medical attention immediately**.

Emergency warning signs include*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

Call 911 if you have a medical emergency: If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19. If possible, put on a facemask before medical help arrives.

How to discontinue home isolation

- People **with COVID-19 who have stayed home (home isolated)** can stop home isolation under the following conditions:
 - **If you will not have a test** to determine if you are still contagious, you can leave home after these three things have happened:
 - You have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers) AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
 - at least 7 days have passed since your symptoms first appeared
 - **If you will be tested** to determine if you are still contagious, you can leave home after these three things have happened:
 - You no longer have a fever (without the use medicine that reduces fevers) AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
 - you received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.



In all cases, follow the guidance of your healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.

More information is available <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>.

Additional information for healthcare providers: [Interim Healthcare Infection Prevention and Control Recommendations for Persons Under Investigation for 2019 Novel Coronavirus](#).

COVID-19

Protect yourself
and loved ones



Help prevent the spread of respiratory diseases like COVID-19

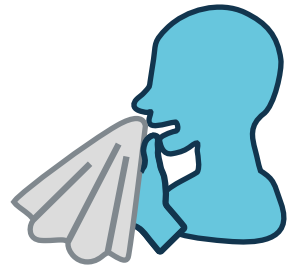
+ WASH YOUR HANDS

Wash your hands with soap and warm water regularly.



+ COVER A COUGH OR SNEEZE

Cover your cough or sneeze with your sleeve, or tissue. Dispose of tissue and wash your hands afterward.



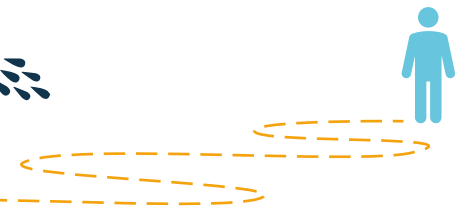
+ DON'T TOUCH

Avoid touching eyes, nose or mouth, especially with unwashed hands.



+ KEEP YOUR DISTANCE

Avoid close contact with people who are sick.



+ STAY HOME

If you experience respiratory symptoms like a cough or fever, stay home.



+ GET HELP

If you experience symptoms of COVID-19 (cough, fever, shortness of breath), call your health care provider or local health department before seeking care.



MORE INFORMATION

Follow the California Department of Public Health:
@capublichealth and www.cdph.ca.gov/covid19

Appendix A





KEEP
CALM
AND
WASH
YOUR
HANDS



What to Expect after Getting a COVID-19 Vaccine

The COVID-19 shot may cause side effects in some people. Side effects should go away in a few days.

COMMON SIDE EFFECTS

On the arm where you got the shot:

- Pain
- Redness
- Swelling

In the rest of your body:

- Fever
- Chills
- Tiredness
- Headache
- Muscle pain
- Nausea



Ask the facility healthcare provider (or facility staff) for help if:

- The redness or pain where you got the shot gets worse after 24 hours
- Your side effects are worrying you
- Your side effects do not seem to be going away after a few days

HELPFUL TIPS

If you have pain, headache, or fever, ask a healthcare provider (or facility staff) if you can have medicine.

If you are sore where you got the shot:

- Apply a clean, cool, wet washcloth over the area
- Use or move your arm gently

If you have a fever:

- Drink a lot of water
- Get plenty of rest
- Dress lightly



REMEMBER

Side effects may make you feel a little sick or even make it hard to do daily activities, but they should go away in a few days.

Some COVID-19 vaccines need 2 shots to work. You should get the second shot even if you have side effects after the first shot, unless a doctor tells you not to.

COVID-19 vaccines may not fully protect you until a week or two after your final shot. It takes time for your body to build protection after any vaccination.



Even after your COVID-19 vaccination, when you are in a correctional facility, it's important to continue wearing your mask, try to stay at least 6 feet away from others as much as possible, and wash your hands often.



cdc.gov/coronavirus

Appendix B

Potential COVID-19 Exposure Identification Process for Employees and Contractors

Scenario A

Worker **tested positive** for COVID 19 **or** has been tested for COVID-19 and is still awaiting results.

The worker to be sent home immediately and instructed to isolate for **10 days** from the date they tested positive **AND**, if symptomatic, **24 hours** after resolution of fever without the use of fever-reducing medication **AND** improvement in any other symptoms; (whichever is **longer**).

The worker may return to the worksite after these criteria are met (10/1 rule).

CEI Project Leadership Team / Office Supervisor engaged to identify exposure and take following actions:

- Notify Corporate Safety incl. Bruce Baxter, w/in1hr
- Document the following on **Appendix D** in ECP.
 - Collect dates worker was at workplace
 - Identify work area of infected person
 - Identify people who were in direct/indirect contact with the infected person
 - Record dates symptoms started
 - Record date of test
 - Project Leadership assesses and cleans potentially exposed areas per ECP

CANNOT IDENTIFY PERSON BY NAME PER FEDERAL REGULATIONS

Direct Contact

Indirect Contact

- All unvaccinated co-workers to be sent home for 14 days to self quarantine regardless of any test results. Fully vaccinated co-workers showing symptoms will also be sent home.
- Reference Scenario B for Direct Contact
- If no symptoms occur over 14 days, co-worker may return to work with medical clearance.
- If the co-workers develop symptoms, notify supervisor and managed to Scenario C.

- Notify co-workers of a potentially infected worker and confirm indirect contact.
- If the co-worker indicates they have had direct contact, follow **“Direct Contact”** box above. Send anyone home who has shown any COVID-19 symptoms and encourage testing.
- Those that have not shown symptoms are to continue working and self-monitor for any changes.
- If symptoms develop, self-quarantine and notify supervisor.

Scenario B

Unvaccinated Worker indicates **direct contact**/ lives with/provides care for someone that is confirmed to have COVID-19.

Unvaccinated worker will be in self- quarantine for 14 days and shall be requested to perform COVID-19/ PCR testing

"Fully vaccinated" persons with **no symptoms** exposed (*close contact*) to a suspected or confirmed positive COVID-19 case:

- will not be required to isolate or quarantine unless they develop symptoms.
- are required to get tested (PCR test) 3-5 days after exposure. If they test positive, they will be managed to **scenario A**
- Travel is not recommend until a negative a PCR test is received

CEI Project Leadership / Office Supervisor engaged to identify exposure and take following actions:

- Document the following on **Appendix D** in ECP.
 - Collect dates worker was at workplace
 - Identify work area of infected person
 - Identify people who were in direct/indirect contact with the infected person
 - Record dates symptoms started
 - Record date of test
 - Project Leadership assesses and cleans potentially exposed areas per ECP

CANNOT IDENTIFY PERSON BY NAME PER FEDERAL REGULATIONS

Direct Contact

Indirect Contact

- All unvaccinated co-workers who have been identified as **“Direct Contact”** shall be sent home for 14 days to self-quarantine, starting the last day that the person diagnosed with COVID-19 was at work.
- Close contacts who start to show COVID-19 symptoms should get tested immediately.
- Close contacts who do not show symptoms should get tested 7 days after they were exposed. If testing was done earlier than 7 days after exposure, close contact should repeat testing at the end of their 14 day quarantine period.
- Even if the test is negative, unvaccinated close contacts should remain in quarantine for the full 14 days
- If no symptoms occur over 14 days, co-worker(s) may return to work. If they develop symptoms, they are to notify their Supervisor and be managed to Scenario C.

- Notify co-workers of a potentially infected worker and confirm indirect contact.
- If the co-worker indicates they have had direct contact, follow **“Direct Contact”** box above.
- Send anyone home who has shown any COVID-19 symptoms and encourage testing.
- Those that have not shown symptoms are to continue working and self-monitor for any changes.
- If symptoms develop, self-quarantine and notify supervisor.

Scenario C

Unvaccinated Worker at site location showing COVID-19 symptoms

Unvaccinated worker will be in self- quarantine for 14 days and shall be requested to perform COVID-19/ PCR testing

Note: "Fully vaccinated" persons showing COVID-19 symptoms, must be excluded from the workplace until:
(1) at least 24 hours free of fever-reducing medications
AND
(2) improvement in symptoms
and/or
(3) produces a doctor's note clearing them to return to work or negative test results.

CEI Project Leadership / Office Supervisor engaged to identify exposure and take following actions:

- Document the following on **Appendix D** in ECP.
 - Collect dates worker was at workplace
 - Identify work area of infected person
 - Identify people who were in direct/indirect contact with the infected person
 - Record dates symptoms started
 - Record date of test
 - Project Leadership assesses and cleans potentially exposed areas per ECP

CANNOT IDENTIFY PERSON BY NAME PER FEDERAL REGULATIONS

Direct Contact

Indirect Contact

- Notify co-worker(s) of the situation and advise to be on alert. Direct co-workers to self-monitor over the next 14 days and continue to work.
- If COVID-19 symptoms occur, send co-worker home to begin 14 days self-isolation and encourage testing.
- In certain situations, the co-worker may be sent home to self isolate without COVID-19 symptoms.

None

Scenario D

Unvaccinated worker indicates **direct contact** to someone with COVID-19 symptoms but **not COVID-19 confirmed**

If the worker is showing or develops COVID-19 symptoms s/he is to be managed to Scenario C.

- If the unvaccinated worker is not showing COVID-19 symptoms they are to self-quarantine for 14 days. Document on Appendix D in ECP.
- If worker with symptoms produces negative test result, employee can cancel quarantine and self monitor for 14 days and continue to work.
- If employee develops symptoms, they are to notify their Supervisor and be managed to Scenario C.

Scenario E

Worker showing COVID-19 symptoms but received a COVID-19 vaccine within the last 72 hours

Worker to stay home until symptom free for 24 hours **and** no use of fever reducing medication before returning to work.

If the worker continues to have COVID-19 symptoms after 72 hours they will be managed to Scenario C, starting the day they received the vaccination shot.

Notes on Process

Process identifies the minimum requirement for dealing with COVID-19 exposure. Business units have discretion to take further action, as needed.

Contact Definitions:

Direct Contact (close contact)

- Being within 6 ft/2 m for a prolonged period of time (more than 15 min.)
- Having direct contact with infectious secretions, such as being coughed or sneezed on.

Indirect Contact

- Occupied the same room on the same day after person in question has occupied room
- Passed by someone within the 6 feet social distance Potentially touched common items (door handle, sink, railing) in common areas
- Interaction with person and strictly adhering to 6 ft/2 m physical distance.

“Fully vaccinated” means CEI has documentation showing that the worker received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine.

If any employee tests positive for COVID-19, regardless if it's work related, the project SCO must submit an Appendix D Form within 1 hr of notification.

CEI Points of Contact (POC)

Production

Bruce Baxter
408-881-7377
Bruce_Baxter@cei.com

Paul Gigliotti
408-968-0306
Paul_Gigliotti@cei.com

Bob Diehl
415-716-2308
Robert_Diehl@cei.com

Bob Urquhart
408-595-2603
Bob_Urquhart@cei.com

Steve Gomez
408-640-3330
Steve_Gomez@cei.com

Jeremy Flanders
408-639-1331
Jeremy_Flanders@cei.com

Nick McComb
408-640-0399
Nick_McComb@cei.com

Gabe Lefave
408-816-5719
Gabriel_Lefave@CEI.com

Neal Hannifin
562-324-4682
Neal_Hannifin@cei.com

Mark Lopez
408-640-3401
Mark_Lopez@cei.com

Corporate Safety Team

Brent Bowers
408-613-5772
Brent_Bowers@cei.com

Allan Moore
408-931-2820
Allan_Moore@cei.com

Tim Kepler
408-712-4058
Tim_Kepler@cei.com

Appendix C. COVID-19 Exposure Control Job Hazard Analysis (JHA)

CEI COVID-19 Exposure Control Job Hazard Analysis (JHA)		
Sequence of Basic Job Steps	Potential Job Hazard	Required Action or Procedure
ALL	COVID-19 Exposure	<p>No employee should report to work if they are experiencing any symptoms associated with the COVID-19 virus.</p> <p>Where possible establish alternate days or extra shifts to reduce total workers on project.</p> <p>Coordinate and communicate with general contractors about their exposure control plan regarding large gatherings (maintain social distancing) and promoting best practices.</p> <p>If an employee has had a known exposure to or, has been in contact with someone who is symptomatic or has been diagnosed with the COVID-19 virus, he or she will not be allowed onto the project and must follow current CDC guidelines. <i>Reference CEI Potential COVID-19 Exposure Identification Process for Employees and Contractors.</i></p> <p>Employees who appear to have symptoms associated with the COVID-19 virus will be removed from the project and not allowed to return until cleared by their medical provider. <i>Reference CEI Potential COVID-19 Exposure Identification Process for Employees and Contractors.</i></p>

		<p>Employees who have been determined to be eligible to work remotely and can accomplish his or her responsibilities will not be allowed on-site without approval from their respective manager.</p> <p>Employees are to wash their hands with soap and water before and after touching their face or eyes, eating or drinking, smoking, sneezing, blowing nose, coughing, using toilet facilities or removing their gloves. Workers should refrain from touching their face.</p> <p>Field leadership shall provide a lined trash receptacle and designate it for disposal of any leftover food or trash from lunch/meal containers or used PPE.</p> <p>All liners must be disposed of at the end of each shift.</p> <p>Sharing of any food or beverage is strictly prohibited and if sharing is observed, the worker must be sent home for the day.</p> <p>All projects must assign a COVID-19 Safety Compliance Officer (SCO) to the jobsite and ensure the SCO's name is posted on the Site-Specific Health and Safety Plan. The SCO will conduct at least one (1) COVID-19 audit in SmartTagIt daily. <i>Reference the General Requirements section for duties of this role.</i></p> <p><i>Reference the General Requirements section for duties of this role.</i></p>
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Meetings (Tailgate/Stretch & Flex)	COVID-19 Exposure	<p>Communicate CDC, WHO, and county health organizations guidelines, mandates, or directives, daily.</p> <p>Tailboard/Daily Huddle meetings are recommended to be held outdoors when possible.</p> <p>Attendance rosters and sign-in sheets must follow ECP protocols.</p> <p>Safety meeting attendance shall be conducted outdoors whenever possible and, in an area, where the 6' social distancing can be maintained at all times.</p> <p>Crew FM to recommend that employees are able to maintain the 6' social distancing requirement when conducting daily huddles and SWI-Task Plan reviews.</p>
Project Access/Egress	COVID-19 Exposure	<p>All employees are required to have their temperature taken prior to being allowed on site. Prescreening at site entrance will be required. Employees will be expected to complete a verbal questionnaire prior to entry.</p> <p>Until hands free temperature devices are available, employees are to provide personal temperature devices and validate non-fever conditions (<100.0 degrees per CDC guidelines) to the job site supervision at the job site. If temperature exceeds 100.0 degrees per CDC guidelines, the worker will not be permitted on the project.</p>

		<p>Ensure social distancing is maintained while taking temperatures.</p> <p>Its recommended that stretch & Flex activities occur at the crew level and in an area where the 6' social distancing can be met.</p> <p>Project leadership shall work with client/owner representatives to schedule work activities and shift schedules to minimize required on-site personnel and trade stacking.</p> <p>Site supervision will ensure any lunch or break areas are cleaned and disinfected regularly. <i>See attached Field Sanitization Guidelines.</i></p> <p>Site supervision will coordinate with client/owner representatives to designate entry/exit routes in order to eliminate bottlenecks in line while also maintaining social distancing requirements.</p> <p>Supervision to discourage the use of man-lifts when stairs are available.</p> <p>Place wash stations or hand sanitizers that are effective against COVID-19 at entrance/exit of the jobsite and in multiple locations dispersed throughout the jobsite as warranted.</p> <p>Jobsites shall maintain a daily attendance log of all workers and visitors that includes contact information, including name, address, phone number, and email. Daily</p>
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		logs shall be made available within seven (7) calendar days of project mobilization.
Personal Protective Equipment Use	COVID-19 Exposure	<p>Employees shall ensure that all PPE is kept clean and in serviceable condition.</p> <p>CEI will provide approved face coverings to all employees in all locations.</p> <p>For all employees who are not fully vaccinated, CEI will provide face coverings and ensure they are worn when indoors, or in vehicles.</p> <p>All employees must wear face coverings at all times, including private offices, except when actively eating or drinking.</p> <p>Any unvaccinated employee requesting an N95 Respirator for voluntary use, must complete (respiratory program appendix D).</p> <p>Fully vaccinated employees are allowed to continue to wear a face covering if they so choose. Safety glasses should be cleaned regularly throughout the shift with approved Isopropyl wipes including the frame and stems. See attached Field Sanitization Guidelines.</p> <p>Disposable Latex or Nitrile gloves may be used as outer covering for cut resistant or leather gloves but must be disposed of after each use.</p> <p>Ear plugs must be inserted or removed with clean washed hands and replaced daily or if dropped on the ground or other surface.</p>

		<p>Muff type hearing protection must be cleaned before each use and after being dropped or laid down on any common use surface.</p> <p>Face coverings are required to be worn by unvaccinated employees (except when employees are actively eating or drinking) to slow the spread of the COVID-19 virus.</p> <p>Face coverings must be made of at least two (2) layers of fabric and worn covering the nose and mouth, fitting securely under your chin. <i>Note- The CDC does not recommend the use of gaiters or face shields as an alternative to face coverings.</i></p> <p>Face coverings will be issued to the individual employee and shall not be shared. Employees may choose to wear their own face covering so long as it meets the minimum guidelines for a face cover. Exceptions to wearing a multilayer face covering will be determined by Production Leadership and Corporate Safety to determine the appropriate protection needed for the project.</p> <p>Upon request, CEI will provide respirators of the correct size for voluntary use in compliance with CEI's Respiratory Program to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person.</p> <p>When respirators are provided upon request for voluntary use, training shall include:</p> <ul style="list-style-type: none"> ○ How to properly wear the respirator provided;
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		<ul style="list-style-type: none"> ○ How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with a seal. <p>Respiratory protection equipment will be in STRICT accordance with CCR, Title 8, Section 5144.</p> <p>If the specific task requires this level of protection to be worn, then you must follow the guidelines in the CEI Respiratory Protection Program.</p> <p>Ensure that employees are trained in the use of PPE. Maintain and make available a log of all PPE training provided to employees and monitor all employees to ensure proper use of the PPE.</p>
MEWP Use	COVID-19 Exposure	<p>Mobile Elevated Work Platforms shall be sanitized at the end of each shift or after each operator use. <i>See attached Field Sanitization Guidelines.</i></p> <p>Employees required to utilize man-lifts to access decks are required to wear face coverings when within 6 feet of another person.</p>
Ladders	COVID-19 Exposure	Ladders are to be sanitized at the end of each shift and prior to being used by another employee. See attached Field Sanitization Guidelines.
Confined Spaces	COVID-19 Exposure	Confined space operations must follow current ECP guidance for distancing.
Material Handling	COVID-19 Exposure	Hand hold areas on material/debris bins shall be sanitized at the end of each shift. See

		<p>attached Field Sanitization Guidelines. Wooden bins should be avoided, but if necessary, hand hold areas should be sprayed with disinfectant aerosol at the end of each shift.</p> <p>Employees shall not dispose of food waste or lunch containers in debris/material carts. Drinking water will be strictly limited to bottled water. Water dispensing coolers are not allowed.</p> <p>Employees are required to remove gloves and sanitize hands prior to grabbing water bottles for use.</p>
Toilet & Hand Washing Facilities	COVID-19 Exposure	<p>Supervision shall ensure adequate toilet and hand washing facilities are available based on a 20 to 1 ratio or fraction thereof. Toilets are 20 to 1 per sex or fraction thereof.</p> <p>Toilet facilities shall be pumped on a (daily/48hr/weekly) cycle and sanitized at the end of each shift. Restrooms must have alcohol based antibacterial hand sanitizer available.</p> <p>Employees shall wash their hands with soap and water for a minimum of twenty seconds after visiting toilet facilities. Employees observed not following hand washing requirements will be removed from the project.</p> <p>Handwash stations and or hand sanitizer stations shall be available at project entrances and exits.</p>
Smart Tag It	COVID-19 Exposure	<p>Audits/Observations must be completed daily. Unvaccinated workers must maintain physical distance at all times.</p>

		<p>Photos can be taken from a safe distance for upload.</p> <p>COVID-19 audits shall be completed by the designated COVID-19 Safety Compliance Officer / COVID-19 Supervisor daily at a minimum.</p> <p>Daily Safety Huddles or Weekly Safety Meetings should be documented in SmartTagIt.</p> <p>Ensure devices are disinfected each day. See attached Field Sanitization Guidelines.</p>
Hand and Power Tools	COVID-19 Exposure	<p>The transfer of tools, radios, cell phones, materials, documents, etc., shall be sanitized prior to transfer. No direct (handshake) transfer is allowed. See attached Field Sanitization Guidelines.</p>

Field Office/ Office Staff	COVID-19 Exposure	<p>Have hand sanitizers available at all doors.</p> <p>Following current CDC guidelines, simple cloth face coverings will be worn by all unvaccinated employees, subcontractors and vendors to slow the spread of the COVID-19 virus. Social distancing protocols must still be followed while wearing a face covering for the unvaccinated.</p> <p>No visitors are allowed at company offices without a company escort and prior approval.</p> <p>Water coolers are prohibited.</p> <p>Wash hands regularly for no less than 20 seconds.</p> <p>Use electronic communication where possible.</p> <p>Do not shake hands.</p> <p>Use hand sanitizer after any contact with other employee's body, materials, tools, or documents.</p> <p>Physical distancing is recommended on all CEI projects and offices.</p> <p>Physical distancing may be required when a facility or jobsite determines there is a hazard, or it meets the outbreak definition as described in the section 11 and 12 of this ECP.</p> <p>All unvaccinated employees must maintain 6' distance at all times.</p> <p>Employees are to wash their hands with soap and water before and after touching their face or eyes, eating or drinking, smoking,</p>
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		<p>sneezing, blowing nose, coughing and using toilet facilities. Workers should refrain from touching their face.</p> <p>Avoid allowing people to congregate during lunch and break or in break areas.</p> <p>Regularly sanitize door handles including entrance doors, refrigerators, worksurfaces etc. See attached Field Sanitization Guidelines.</p>
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Appendix D. COVID-19 Contact Tracing and Monitoring Form

All Appendix D submissions will now be electronic and must be submitted by selecting the following link or scanning the QR code below.

Web link: Click link to access Appendix D Contact Tracing and Monitoring Form

https://forms.office.com/Pages/ResponsePage.aspx?id=hcah_yvStkmUMdV-7JVCnqp9AvRkl8IloroFF2zT4KZURVY0SkdHN0s1VVU0RTUzWDFDUEdDWUpGOC4u

OR

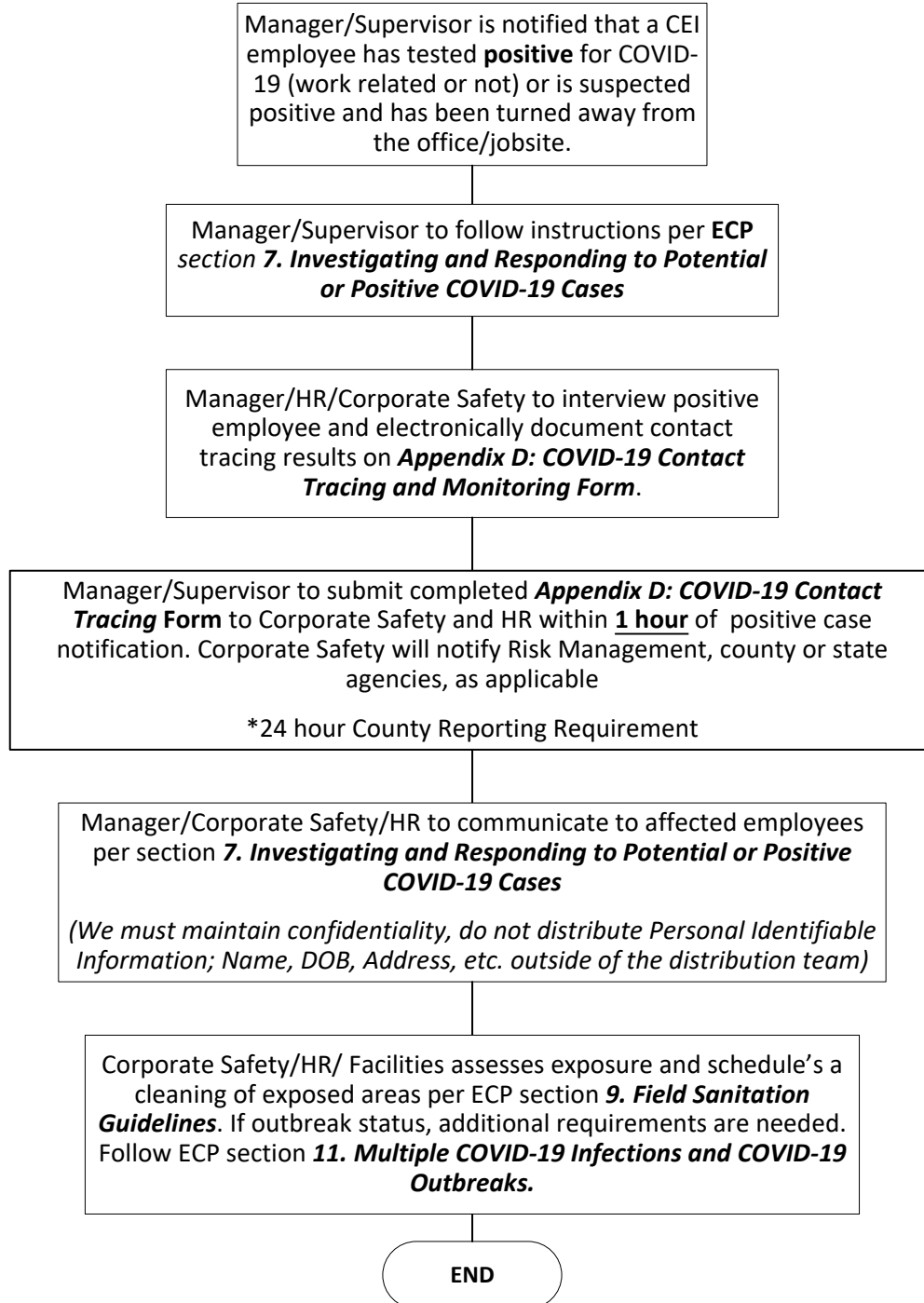
QR Code: Scan QR code with your mobile device to access Appendix D Contact Tracing and Monitoring Form



Appendix E.

Employee Tests or is Suspected Positive for COVID-19

Manager/Supervisor Overview



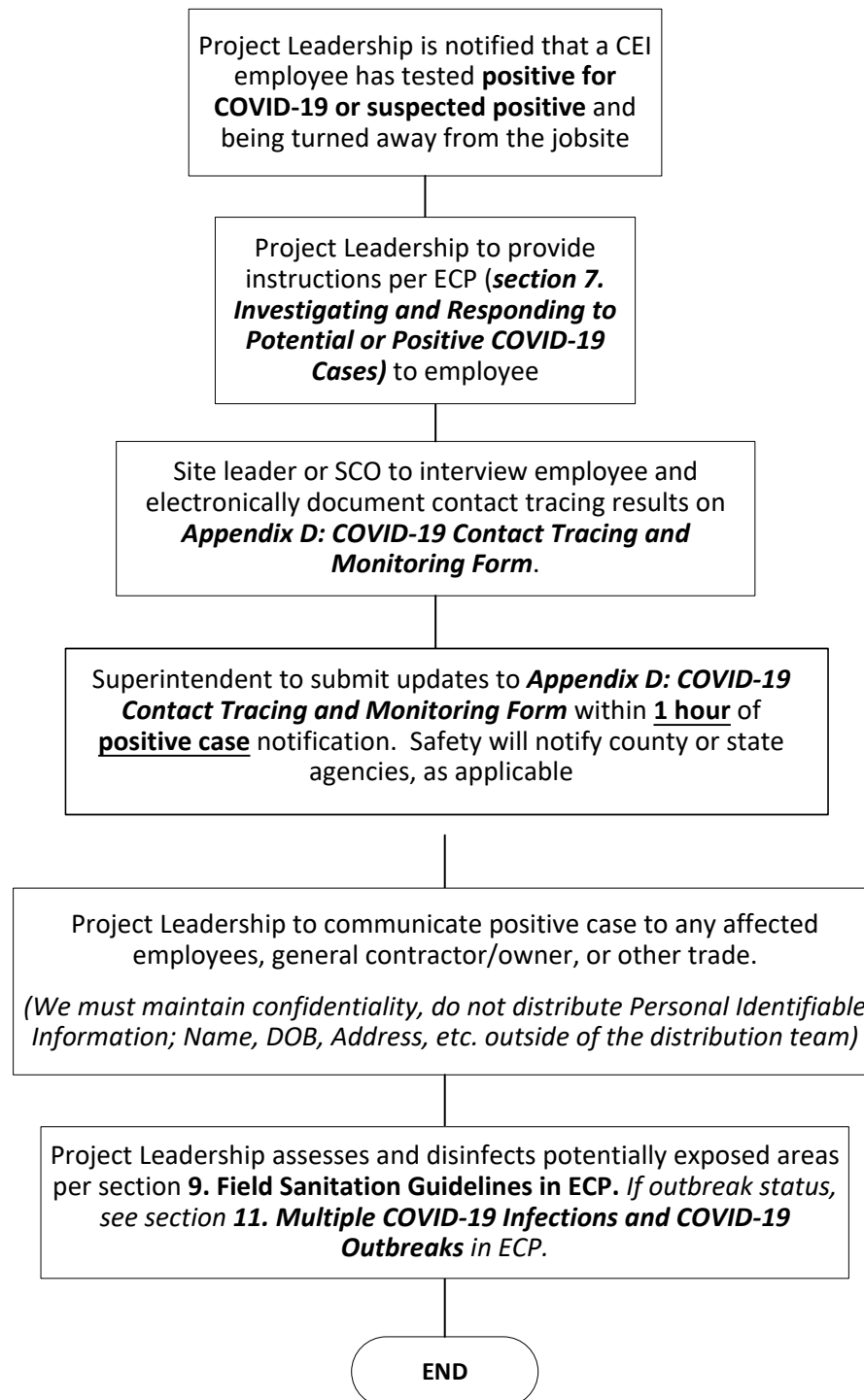
For any questions on the process, please contact the
Corporate Safety Team

Brent Bowers
408-613-5772
Brent_Bowers@cei.com

Allan Moore
408.931.2820
Allan_Moore@cei.com

Tim Kepler
408-712-4058
Tim_Kepler@cei.com

Appendix F. Employee Tests or is Suspected Positive for COVID -19 **Field Overview**



For any questions on the process, please contact the
Corporate Safety Team

Brent Bowers
408-613-5772
Brent_Bowers@cei.com

Allan Moore
408.931.2820
Allan_Moore@cei.com

Tim Kepler
408-712-4058
Tim_Kepler@cei.com

Employee name:

Project name:

Employee number:

Date of potential exposure (mm/dd/yyyy):

Step 1: Employee completing this form is to self-monitor for symptoms for 14 days from the time of potential exposure.

Step 2: The employee is responsible to send this document to their RTO Captain or supervisor **every day via text or email prior to accessing the project screening protocols.**

Supervisor/RTO Captain: Will review employee self-monitor template and approve or deny employee from accessing the project site-specific screening protocols.

	I.e.	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14
1. Temperature below 100.0 degrees? (Pass/Fail)	Pass														
2. Any exposures in your household? (Y/N)	N														
3. Any other potential exposures? (Y/N)	N														
4. Are you or your family currently experiencing any flu like symptoms? (i.e. loss or change in taste or smell, headache, body aches, fatigue, etc.)	N														

If **'Yes or Y'** is answered above, follow ECP for further guidance.

If no symptoms develop during 14-day self-monitoring, you can discontinue using this form.

Appendix H. COVID-19 Frequently Asked Question (FAQ)

COVID-19 ECP Rev. K Frequent Asked Questions (FAQs)

1. Do I have to wear a face covering at work?

Yes, all employees regardless of vaccination status must wear face coverings at all **indoor locations**.

2. What does “fully vaccinated” mean?

“Fully vaccinated” means that CEI has verified it has been at least 14 days since you received the 2nd dose in a two-dose COVID-19 vaccine series or the 1 dose of a single-dose COVID-19 vaccine.

3. Do I have to wear a face covering outdoors if I am not vaccinated or decline to answer?

Outdoor face covering use is not required if you are unvaccinated, however you must maintain six (6) foot physical distance from others.

4. Can I wear my own face covering to work?

Yes, as long as it meets our minimum requirements for face coverings as outlined in the COVID-19 Exposure Control Plan (ECP) Rev. K, you can wear your own face covering.

5. What if I decline to answer when asked to give my vaccination status?

If employees, vendors, guests or subcontractors decline to give vaccinations status, they will be managed as if they were unvaccinated until they can meet the “fully vaccinated” definition.

6. Do I need to wear a face covering at work or at my desk?

Yes, if its indoors.

7. Are CEI subcontractors required to comply with provisions of our ECP?

Yes, subcontractors, vendors and guests are still required to follow our ECP.

8. What vaccination proof must I bring to remove my mask at work?

Proof of vaccination that will be accepted:

- **CDC Vaccination card showing:**

- the employee’s name, vaccine type, dose #, and date the vaccine was given. The verifier will confirm that it has been **at least two weeks** after completing the second dose (Pfizer or Moderna) or one-dose (Johnson & Johnson/Janssen) to be considered “fully vaccinated”.

- **Doctors letter stating:**

- the employee’s name, vaccine type, dose #, and date the vaccine was given. The verifier will confirm that it has been **at least two weeks** after completing the second dose (Pfizer or Moderna) or one-dose (Johnson & Johnson/Janssen) to be considered “fully vaccinated”.

- **State of California Digital Vaccine Record/Health Provider App/Pharmacy App showing:**

- the employee’s name, vaccine type, dose #, and date the vaccine was given. The verifier will confirm that it has been **at least two weeks** after completing the second dose (Pfizer or Moderna) or one-dose (Johnson & Johnson/Janssen) to be considered “fully vaccinated”.

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Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

- Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment.
- Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol-based hand sanitizer with at least 60% alcohol frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes. COVID-19 can also be spread by droplets on surfaces; however,

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. **Older adults and people who have severe underlying medical conditions** like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms or may have COVID-19:

- Fever (100.0° F) or chills
- Headache
- New loss of taste or smell
- Cough
- Sore throat
- Shortness of breath or difficulty breathing
- Congestion or runny nose
- Fatigue
- Nausea or vomiting
- Muscle or body aches
- Diarrhea

(This list is not inclusive. Please consult your medical provider for any other symptoms that are severe or of concern.)

It is important to remember that some persons with an active case of COVID-19 may never develop symptoms and can weather the entire disease remaining asymptomatic (without symptoms), while shedding COVID-19 virus contamination everywhere they go. This is one of the reasons that contact tracing becomes so vitally important.

This Exposure Control Plan (ECP) shall be implemented at all project locations (small or large) where CEI employees, visitors or CEI subcontractors work. There is to be no deviation to this plan without the approval of the Executive Leadership Team (ELT).



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Responsibilities of Employees, Subcontractors, Visitors and Vendors:

It is the responsibility of every CEI employee, visitor, vendor and subcontractor to adhere to this plan, follow all directives and assist in maintaining a safe work environment.

Communications to Employees

Employees must immediately report any COVID-19 positive test, symptoms or if they believe they have been exposed to someone with COVID-19 regardless if work related or not, to their supervisor or Human Resources at benefits@cei.com.

Employees shall also immediately report to their supervisor or Human Resources if they believe they have possibly been exposed to any COVID-19 hazards in the workplace.

CEI has a strict non-retaliation and non-discrimination policy and will not tolerate anyone retaliating against, discriminating against, or harassing any employee for informing CEI of COVID-19 hazards or health status. Any employee that reports any of the items above should do so without fear of reprisal.

Employees may be entitled to COVID related benefits depending on the state in which they live. To determine eligibility, please contact benefits@cei.com.

Employee Screening- Jobsites/Offices

- Prescreening at jobsite or office entrances will be required.
- Employees will be required to “pass” a non-contact temperature screening and health questionnaire prior to entry.
- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite/office return home and encouraged to get a COVID-19 test.
- CEI will document vaccination status of all employees.
- CEI will required all employees to attest to their vaccination status and provide proof of vaccination.
- **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).**
- Proof of vaccination that will be accepted:
 - **CDC Vaccination card showing:**
 - the employee’s name, vaccine type, dose #, and the date the vaccine was given. The verifier will confirm that it has been **at least two weeks** after completing the second dose (Pfizer or Moderna) or one-dose (Johnson & Johnson/Janssen) to be considered “fully vaccinated”.
 - **Doctors letter stating:**
 - the employee’s name, vaccine type, dose #, and date the vaccine was given. The verifier will confirm that it has been **at least two weeks** after completing the second dose (Pfizer or Moderna) or one-dose (Johnson & Johnson/Janssen) to be considered “fully vaccinated”.
 - **State of California Digital Vaccine Record/Health Provider App/Pharmacy App showing:**
 - the employee’s name, vaccine type, dose #, and date the vaccine was given. The verifier will confirm that it has been **at least two weeks** after completing the second dose (Pfizer or Moderna) or one-dose (Johnson & Johnson/Janssen) to be considered “fully vaccinated”.

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- Standard issued PPE including face coverings shall be worn by all unvaccinated CEI screeners and employees at minimum.
- Any employee who falsifies information on their health screening may result in discipline, up to and including termination of employment.

Use of Face Coverings:

FACE MASK & Social Distancing requirements in the workplace.		
	Fully Vaccinated*	NOT Vaccinated or Decline to state
6' Social Distancing	Not Required	Required
Indoor Mask Use**	Required	Required
Outdoor Mask Use**	Not Required	Not Required but must maintain 6' Social Distance from others
Vehicle & Enclosed Buggy Mask Use***	Required	Required
Vertical Transportation Mask Use***	Required	Required
Eating or Drinking	No Special Rules	Required 6' Social Distancing
*Fully vaccinated means it has been at least 14 days since you received the 2nd dose in a two-dose COVID-19 vaccine series or the 1 dose of a single-dose COVID-19 vaccine.		
**See ECP for the definition of both 'Indoor' & 'Outdoor'		
***No Social Distancing Requirements		

“Indoor workplace” is defined as four (4) enclosed walls or windows where employees perform duties of their employment.

“Outdoor workplace” is defined as work being performed strictly outdoors with no enclosed walls or windows.

- CEI will provide approved face coverings to all employees in all locations.
- Vaccinated and unvaccinated employees must wear face coverings **indoors** at all times, including private offices, except when actively eating or drinking.
- Any unvaccinated employee requesting an N95 Respirator for voluntary use, must follow the CEI Reparatory Program and complete Appendix D.
- Face coverings are required in vehicles and enclosed buggies regardless of vaccination status
- Face coverings must **be made of at least two (2) layers of fabric**. Exceptions to wearing a multilayer face covering will be determined by Production Leadership and Corporate Safety to determine the appropriate protection needed on the project.
- Face coverings shall be worn covering the nose and mouth, fitting securely under your chin. *Note- The CDC does not recommend the use of neck gaiters or face shields as an alternative to face coverings. Evaluation of these face covers is on-going, but effectiveness is unknown at this time.*
- Failure to follow these rules may result in disciplinary action, up to and including, termination.
- When removing face covering, Employees must:



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- Avoiding touching their eyes, nose and mouth; and
- Wash their hands with soap and water for at least 20 seconds. If soap and water is unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.

Physical Distancing Requirements:

- Physical distancing is required for all unvaccinated employees, indoors or outdoors.
- Physical distancing may also be required when a facility or jobsite determines there is a hazard, or it meets the outbreak definition as described in the section 11 and 12 of this ECP.

General Requirements:

Employees are to be provided with this plan at the time of hire and prior to returning to a project.

- Drinking water will be strictly limited to bottled water.
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.
- Workers are prohibited from using others' phones or desks.
- Any work tools or equipment that must be used by more than one worker must be cleaned with disinfectants that are effective against COVID-19 before use by a new worker.
- Place wash stations or hand sanitizers that are effective against COVID-19 at entrances to the jobsite and in multiple locations dispersed throughout the jobsite as warranted.
- In CEI owned or controlled buildings or structures with mechanical ventilation, CEI 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, CEI will use filters with the highest compatible filtering efficiency.
- CEI 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, if so, shall implement their use to the degree feasible.

INVESTIGATING AND RESPONDING TO POTENTIAL OR POSITIVE COVID-19 CASES

Reference [Appendix B: Potential COVID-19 Exposure Identification Process for Employees and Contractors](#) for more instructions.

Step 1: Provide instructions to the COVID-19 positive worker

Work Exclusion & Isolation Period

The worker should be sent home immediately and instructed to **isolate for 10 days** from the date they tested positive **AND**, if symptomatic, **24 hours** after resolution of fever without the use of fever-reducing medication and improvement in any other symptoms; (whichever is longer). The individual may return to the worksite after both of these criteria are met (10/1 rule).

Step 2: Identify all close contacts to the COVID-19-positive worker

If CEI learns that an employee has tested positive, Project Leadership will investigate to determine which, if any, employees had close contact with the positive employee. **Direct contact** (aka close contact) is defined as someone who was within six feet from the person who tested positive for at least 15 minutes.



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Maintain Confidentiality

CEI must keep employees' personal and medical information confidential in accordance with federal and state laws.

Identify Close Contacts During the Exposure Period

CEI will investigate and document the employee's schedule and work location to determine: 1) the day their symptoms began (if applicable); 2) the date of their first positive test; and 3) the last day that the person diagnosed with COVID-19 was present at the workplace. This information is to be documented on [Appendix D: COVID-19 Contact Tracing and Monitoring Form.](#)

The information obtained should then be used to identify all individuals who may have had close contact with the confirmed positive employee during the exposure period.

The exposure period is defined as:

- o **Start:** 2 days (48 hrs) before the person had symptoms (or 2 days before date of first positive test for employees who are asymptomatic)
- o **End:** last day the positive person was at work

Step 3: Communicate with All Employees

Work Exclusion, Quarantine & Testing Recommendations for Close Contacts

Anyone who has been determined as close contact with the person diagnosed with COVID-19 during the exposure period (defined above) will be notified and should not be allowed at the worksite and should stay at home for 14 days, starting the last day that the person diagnosed with COVID-19 was at work.

Close contacts who start to show COVID-19 symptoms should get tested **immediately**. Close contacts who do not show symptoms should get tested 7 days after they were exposed. If testing was done earlier than 7 days after exposure, close contact should repeat testing at the end of their 14-day quarantine period. Even if the test is negative, close contacts should remain in quarantine for the full 14 days. Test results, positive or negative, should be shared with CEI.

Testing will be required to those employees who were identified as having potential COVID-19 exposure through close contact.

General Advisory & Symptom Monitoring for All Other Employees

All others present at the workplace, but NOT identified as close contacts, should be advised to self-monitor for symptoms for 14 days after the last day that the person diagnosed with COVID-19 was at work. See Return to Work requirements for additional information.

Vaccine Guidance

COVID-19 vaccines are effective at protecting you from getting sick. Based on what we know about COVID-19 vaccines, people who have been fully vaccinated can do things that they had stopped doing because of the pandemic. You may have some side effects, which are normal signs that your body is building protection. However, because the side effects can be very similar to actual COVID-19 symptoms, the guidance is as follows:

- Employees who show COVID-19 symptoms **within 72** hours after receiving their vaccination shot **will be prohibited** from entering a CEI jobsite or facility and be required to stay home and self-monitor until they are **24 hours free of symptoms** and no use of fever reducing medications. If

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after 72 hours the employee is not symptom free, they will be required to complete a 14-day quarantine and be managed to a **Scenario C**.

- Employees that show no symptoms after receiving a vaccination shot, will be permitted to enter a CEI office or facility as long as they can pass the screening process.

Return-to-Work Criteria

COVID-19 cases with COVID-19 symptoms will not return to work until **all** the following have occurred:

- At least 24 hours have passed since a fever of 100.0 or higher has resolved without the use of fever-reducing medications.
- COVID-19 symptoms have improved.
- At least 10 days have passed since COVID-19 symptoms first appeared.

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

A COVID-19 test shall not be required for an employee to return to work once the above criteria is met.

When testing for COVID-19, a molecular PCR test will be required. Rapid Antigen tests will not be accepted for return to work.

COVID-19 Testing:

COVID-19 testing must be made available at no cost during paid time, to **unvaccinated** employees who have had a close contact in the workplace. The following exceptions apply to COVID-19 testing:

- Employees who were fully vaccinated before the close contact and **do not** have COVID-19 symptoms.
- if an **unvaccinated** employee is exposed to a positive COVID-19 case within 90 days of testing positive themselves, they do not need to be excluded from the workplace as long as they do not develop symptoms. If they do develop symptoms, they must be excluded from the workplace and to be managed to scenario C.

An **unvaccinated person** who had close contact may return to work as follows:

- Unvaccinated person had close contact but never developed any COVID-19 symptoms may return to work when 10 days have passed since the last known close contact.
- Unvaccinated person had a close contact and developed COVID-19 symptoms cannot return to work until the requirements for those who had symptoms have been met, unless **all of** 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



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When an employee tests positive for COVID-19, they will be required to follow the above criteria.

Fully Vaccinated Person with No Symptoms Exposed to a Suspected or Confirmed Positive COVID-19 Case.

If a **fully vaccinated** person who comes into direct (close) contact to a suspected or confirmed positive COVID-19 case:

- The fully vaccinated person will not be required to isolate or quarantine during this time unless they develop symptoms. Person shall monitor themselves for symptoms.
- They will be required to get tested (PCR test) 3-5 days after exposure. If the person tests positive, they will be managed to scenario A.
- Travel- is not recommend until a negative a PCR test is received.

Fully Vaccinated Person Showing COVID-19 Symptoms

If a **fully vaccinated** person is showing COVID-19 symptoms, the employee must be excluded from the workplace until:

- (1) at least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications

AND

- (2) improvement in respiratory symptoms (e.g., cough, shortness of breath);

and/or

- (3) produces a doctor's note clearing them to return to work or negative test results.

FIELD SANITATION GUIDELINES

In the event of a confirmed case of COVID-19 at any jobsite, the following must take place:

1. Immediately removal of the infected individual from the jobsite with directions to seek medical care.
2. Each location the infected worker was at must be decontaminated and sanitized and work in these locations must cease until decontamination and sanitization is complete.
3. The County Public Health Department must be notified within 24 hrs (Corporate Safety will make this notification)

How to clean and disinfect

Hard (Non-porous) Surfaces:

1. Cleaning of high touch surfaces shall be conducted once per day minimum.
2. Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning.
3. Clean hands immediately after gloves are removed.
4. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

Tools / Equipment

Shall be wiped down with soap and water or disinfecting wipes prior to use. Use of a bleach solution is not recommended on tools.



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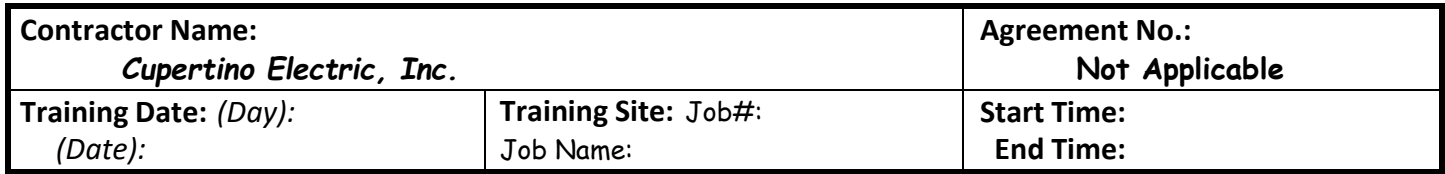


Phones/Tablets/Radios/Other Mobile Electronic Equipment

Shall be wiped down using disinfecting wipes prior to use. No sharing of devices is allowed.

Eyeglasses / Face Shields

Safety glasses should be cleaned regularly throughout the shift with approved Isopropyl wipes including the frame and stems.

[illegible]

Print Instructor Name:	Print Instructor Name:
Instructor Signature:	Instructor Signature:

Appendix J. Vaccination Verification Guidance

SCO/Site Superintendent Responsibility

Step 1: Ask employee for confirmation

- Identify Employee (driver's license, employee badge, etc.)

Step 2: Ask employee- Have you been vaccinated? Yes/No/Decline to answer

- If Yes, proceed to **step 3 below**
- If No or decline to answer, document response in CEI Vaccination Status spreadsheet.

Step 3: Employee must have one (1) of the following for proof of vaccination:

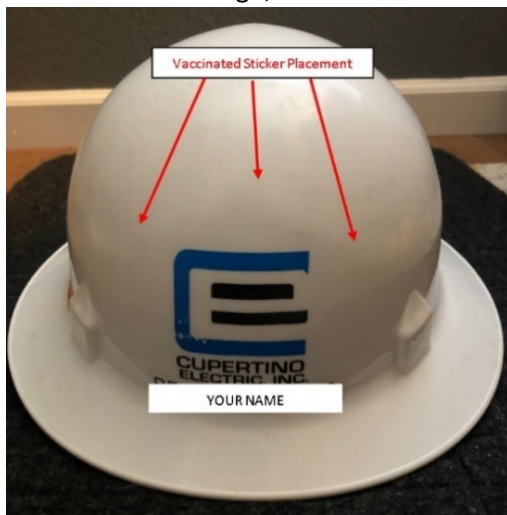
- **CDC Vaccination card showing:**
 - the employee's name, vaccine type, dose #, and the date the vaccine was given. The verifier will confirm that it has been **at least two weeks** after completing the second dose (Pfizer or Moderna) or one-dose (Johnson & Johnson/Janssen) to be considered "fully vaccinated".
- **Doctors letter stating:**
 - the employee's name, vaccine type, dose #, and date the vaccine was given. The verifier will confirm that it has been **at least two weeks** after completing the second dose (Pfizer or Moderna) or one-dose (Johnson & Johnson/Janssen) to be considered "fully vaccinated".
- **State of California Digital Vaccine Record/Health Provider App/Pharmacy App showing:**
 - the employee's name, vaccine type, dose # and date the vaccine was given. The verifier will confirm that it has been **at least two weeks** after completing the second dose (Pfizer or Moderna) or one-dose (Johnson & Johnson/Janssen) to be considered "fully vaccinated".

Step 4: Inspect proof of vaccination for:

- The employee's name, vaccine type, dose #, and the date the vaccine was given. The verifier will confirm that it has been **at least two weeks** after completing the second dose (Pfizer or Moderna) or one-dose (Johnson & Johnson/Janssen) to be considered "**fully vaccinated**".

Step 5: Give CEI vaccination sticker to employee with specific instructions on where to place sticker

- Sticker shall be placed next to the CEI logo at the front of the hardhat for easy identification. If hard hat does not have the CEI Logo, then the sticker must be placed front and center on the hard hat.



For office employees: fold sticker over the side of the badge so that it is partially visible on both sides. Do not cover face.



Step 6: Document employee vaccination status in CEI Vaccination Status Spreadsheet including the verified date (not the date of the vaccine) and email spreadsheet to Christen_Burdick@cei.com every Monday and Thursday by close of business, as applicable. Please only send in "new" or "updated" status spreadsheets. SCO/General Foreman must get their status verified by their supervisor. No self-verifications accepted.

**Example of California Digital
COVID-19 Vaccine Record**

**Personal Digital
COVID-19 Vaccine
Record**



State of California



Vaccination Information:

Name: [REDACTED]
DOB: [REDACTED]
Dose #1 Date: 03/29/2021
Dose #1 Type/Mfr.: Moderna

Dose #2 Date: 04/28/2021
Dose #2 Type/Mfr.: Moderna

**Confirm name,
vaccination type,
dose # and date**

**Example of CDC Vaccine
Card Record**

COVID-19 Vaccination Record Card

Please keep this record card, which includes medical information about the vaccines you have received.
 Por favor, guarde esta tarjeta de registro, que incluye información médica sobre las vacunas que ha recibido.

4:28

Confirm name → [REDACTED] [REDACTED] [REDACTED]
 Last Name First Name MI

Date of birth [REDACTED] Patient number (medical record or IIS record number) [REDACTED]

Vaccine	Product Name/Manufacturer Lot Number	Date	Healthcare Professional or Clinic Site
1 st Dose COVID-19	Moderna COVID-19 Lot# 039A21A	2/9/2021	CVS 09296
2 nd Dose COVID-19	9/4/21	4/28/21	CVS 9296
Other	Moderna COVID-19		
Other	Lot# 045B21A		

**Vaccination type
and Dose #**

Date

Example of **Health Insurance**
Vaccination Record

7/6/2021

myuhc - Your COVID-19 vaccination record | UnitedHealthcare



Confirm Name

John Doe

COVID-19 vaccination record

DOB

By getting vaccinated, you are doing your part to help protect your health and the health of your friends and family. Your secure UnitedHealthcare COVID-19 vaccination record helps put your vaccination information at your fingertips.

Dose 1

Complete ⓘ

Date of vaccine:

March 29, 2021

Manufacturer:

Moderna

**Confirm vaccination type, dose #
and date**

Dose 2

Complete ⓘ

Date of vaccine:

April 28, 2021

Manufacturer:

Moderna

https://cupelectric.sharepoint.com/:x:/r/Livewire/Departments/production/_layouts/15/Doc.aspx?sourcedoc=%7BC872F710-7B30-4996-91B0-1C40A2E5DD5A%7D&file=CEI%20Vaccination%20Status.xlsx&action=default&mobileredirect=true

Vaccination Verification @ Field

SCO & General Foreman Process: Key Updates ECP Rev. K 8.10.21

PROJECT NAME		
PROJECT #		
DATE		
LAST NAME	VACCINATION STATUS (Card / Proof Required)	
	YES	NO/DECLINED
SPARKY	X	



VACCINATION STATUS (Card / Proof Required)		
YES	NO/DECLINED	VERIFIED DATE
X		7/8/2021



Communicate Employee
Vaccination Status

Using [CEI Vaccination Status Spreadsheet](#)

Email Updates to:
listen_Burdick@cei.com
Frequency: EOB

Vaccination Verified date
Clarification*:

SCO & General Foreman
personal vaccination status
verification performed by:

- ✓ Monday
- ✓ Thursday
- ✗ Do not email if you do not have updated Records*

- ✓ Date the SCO enters data into the spreadsheet
- ✗ This is not the vaccination date of the employee

- ✓ Direct Supervisor
- ✓ by benefits@cei.com
- ✗ Do not self-verify

*Indicates Change

[illegible]