

Employees: Please Read the sections that **start** and **end in the highlighted text**

COVID-19 Prevention Program (CPP) for **Cal Coast Adventures**

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

Date: **01/27/2021**

Authority and Responsibility

General Manager Mitch Hawkins and Safety Sergeant Connor King have overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation. Start Reading Here

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

- Employees examining their work station for recent use. If the station has been recently used by another staff member within the same day cleaning the work station with disinfectant spray and a cloth rag.
- Employees asking fellow staff members if they have touched or used their work station and cleaning the station if it was touched or used.
- Employees examining client's rental and tour gear for use and disinfecting when use is observed. Asking fellow staff members if client's rental and tour gear has been cleaned and cleaning the gear if needed.
- Locating common touch points and informing an on-site manager of the risk that certain touch points present. Cleaning with disinfectant and rag any touch points that are shared with other employees throughout the day.
- Wearing a face covering at all times in the presence of clients and maintaining a 6-foot distance from the client.
- Wearing a face covering whenever it is required to be within 6 feet between two people.

Employee screening

We screen our employees by:

- **Requiring that employees stay home if they feel any symptoms of illness.**
- **Requiring employees to take their temperature at home and inform a manager if it is greater than 100.4 degrees Fahrenheit.**

Correction of COVID-19 Hazards

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

- **The severity of the hazard will be assessed and correction time frames assigned.**
- **Individuals are identified as being responsible for timely correction.**
- **Follow-up measures are taken to ensure timely correction.**

Control of COVID-19 Hazards

Physical Distancing

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

- **Performing all rental and tour operations outside.**
- **Restricting the office and bike work bench areas to a maximum of 2 employees at a time. In cases where this is not possible requiring employees to wear a face covering.**
- **Informing all non-employees on property that they must remain 6 feet apart from all employees and non-employees.**
- **Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements.**
- **Reducing the number of persons in an area at one time, including visitors.**
- **Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.**
- **Staggered arrival, departure, work, and break times.**
- **Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.**
- **Reference section 3205(c)(6) for details]**

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

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

- **Face masks will be provided upon request if new face coverings are required by employees.**
- **Face masks will be available in the office for any employees needing a new or cleaner mask.**
- **Informing all non-employees without face coverings to remain outside and 6 feet away.**

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

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart. Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- **Individuals must wear a face covering and/or be performing the work outside.**

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

- **Keeping all doors of the building open during business hours.**
- **Keeping our rolling garage door/wall fully open during business hours.**
- **Moving the work and rental and tour operations outside when permissible.**

Cleaning and disinfecting

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

- **Ensuring the office is well stocked with disinfectant spray and hand sanitizer.**
- **Ensuring the restrooms are well stocked with hand soap.**
- **Ensuring the bike shop is well stocked with clean rags.**
- **Ensuring that the outside rental stand is well stocked with disinfectant, sanitizer, rags, and clean tools.**
- **Disinfecting all touch points on rental and tour gear immediately following use.**
- **Disinfecting all touch points at rental stand immediately following use.**

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

- **Employees will disinfect all work spaces with disinfectant and a clean rag while wearing a face covering.**
- **Employees that were within close proximity with the employee that contracted the virus will work from home and take daily temperature tests.**
- **Where possible employees will perform work from home.**
- **Employees contracting the virus will undergo a 14-day waiting period prior to returning to on-site work.**

Shared tools, equipment and personal protective equipment (PPE)

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

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by **spraying the surfaces with disinfectant spray and wiping the surface with a clean rag after each use.**

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

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- **Provide hand sanitizer at all work stations.**
- **Grant employees a break from work in order to wash their hands throughout the work day at any time that they deem necessary.**
- **Encourage employees to wash their hands for at least 20 seconds each time.**
- **Clean hand washing facilities frequently.**

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

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

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

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

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

- **Granted the time and freedom to locate and receive a COVID-19 test.**
- **Provided information on benefits and next steps as described in their employee file.**
- **Provided information on benefits described in the Training and Instruction section below.**

System for Communicating

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

- **This CPP will be available to all employees in print at the bike shop and in digital format by request.**
- **Employees should report COVID-19 symptoms and possible hazards to General Manager Mitch Hawkins via in person, call, or text.**
- **Employees employment, role, and work eligibility will not be changed or threatened in the event of reporting symptoms or a positive test result.**
- **Employees can access COVID-19 testing at the following test centers:**
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- **COVID-19 hazards that employees may be exposed to include touching the same bike shop tools, touching the same computers, and touching the same bikes. Disinfectant spray and clean rags will always be placed nearby and readily available in order to neutralize these potential COVID-19 hazards.**

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

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

Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by **providing paid sick leave and keeping employee roles and statuses active and unchanging**.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.

- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

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