



COVID-19 Prevention Program (CPP) for Adjoin

Date: January 1, 2025

COVID-19 PANDEMIC

The novel coronavirus, SARS-CoV-2, causes a viral respiratory illness called COVID-19, which can make people sick with flu-like and other symptoms. The virus spreads easily when an infected person sneezes, coughs, or speaks, sending tiny droplets into the air. These droplets can be inhaled or land in the nose, mouth, or eyes of someone nearby and cause illness.

COVID-19 is also considered airborne, meaning small particles of infectious virus remain suspended in the air and can infect people hours after the sick person have left the area.

Some of the symptoms of COVID-19 are cough, fever, shortness of breath, and new loss of taste or smell. Some people with mild cases may have no symptoms at all yet still can spread the virus. Avoiding crowded indoor spaces, improving indoor ventilation, staying at least six (6) feet away from people outside of your household, covering your nose and mouth with a face covering, and washing hands often with soap and water can help stop COVID-19 from spreading in the workplace.

COVID-19 PREVENTION PROGRAM

Adjoin is committed to protecting our employees and preventing the spread of COVID-19 at our workplace. We developed this program to reduce our workers' risk of catching and spreading this virus. We encourage employees to share information about potential COVID-19 hazards in the workplace and assist in evaluating these hazards. We will investigate all workplace illnesses and correct hazards that are identified. We stay informed on the virus presence in our community as well as recommendations made by national and local health agencies, including guidance from the California Department of Public Health (CDPH).

Adjoin will regularly review the latest regulations and guidance and will update this plan as necessary.

This plan was last reviewed on January 24, 2024

Authority and Responsibility

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

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

Application of the Adjoin Injury & Illness Prevention Program (IIPP)



COVID-19 is a recognized hazard in our workplace that is addressed through our IIPP, which will be effectively implemented and maintained to ensure the following:

1. When determining measures to prevent COVID-19 transmission and identifying and correcting COVID-19 hazards in our workplace:
 - a. COVID-19 is treated as an airborne infectious disease. Applicable State of California and Cal/OSHA orders and guidance will be reviewed when determining measures to prevent transmission and identifying and correcting COVID-19 hazards. COVID-19 prevention controls include:
 - i. Remote work.
 - ii. Physical distancing.
 - iii. Reducing population density indoors.
 - iv. Moving indoor tasks outside.
 - v. Implementing separate shifts and/or break times.
 - vi. Restricting access to work areas.
2. Training and instruction on COVID-19 prevention is provided:
 - a. When this CPP was first established.
 - b. To new employees.
 - c. To employees given a new job assignment involving COVID-19 hazards and they have not been previously trained.
 - d. Whenever new COVID-19 hazards are introduced.
 - e. When we are made aware of new or previously unrecognized COVID-19 hazards.
 - f. For supervisors to familiarize themselves with the COVID-19 hazards to which employees under their immediate direction and control may be exposed.
 - g. Relias will be used to document this training.
3. Procedures to investigate COVID-19 illnesses at the workplace include:
 - a. Determining the day and time a COVID-19 case was last present; the date of the positive COVID-19 tests or diagnosis; and the date the COVID-19 case first had one or more COVID-19 symptoms. Appendix B Investigating COVID-19 Cases will be used to document this information.
 - b. Effectively identifying and responding to persons with COVID-19 symptoms at the workplace through implementing clear policies, regular communication, and proactive measures. Adjoin encourages self-monitoring and reporting of symptoms, conduct daily health screenings or self-assessments, and provide training on recognizing signs of illness. If an employee displays symptoms, ensure immediate isolation, offer guidance to seek medical evaluation, and follow local health guidelines for reporting and managing potential cases.
 - c. Adjoin encourages employees to report COVID-19 symptoms and stay home when they are unwell. Our policies prioritize the safety of our team and include clear communication about the importance of self-monitoring and staying home when sick.
4. Effective procedures for responding to COVID-19 cases at the workplace include:
 - a. Immediately excluding COVID-19 cases (including employees excluded under CCR, Title 8, section 3205.1) according to the following requirements:



- i. COVID-19 cases who do not develop COVID-19 symptoms will not return to work during the infectious period.
- ii. COVID-19 cases who develop COVID-19 symptoms will not return to work during the shorter of either of the following:
 - a. The infectious period.
 - b. Through 10 days after the onset of symptoms and at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication.
- iii. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case must wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
- iv. Elements i. and ii. apply regardless of whether an employee has been previously excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.
 - b. Reviewing current California Department of Public Health (CDPH) guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
 - c. The CPP and IIPP policies will be developed, implemented, and maintained to prevent transmission of COVID-19 by persons who had close contacts.
 - d. If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.
 - e. If removal of an employee would create undue risk to a community's health, Adjoin may submit a request for a waiver to Cal/OSHA in writing to rs@dir.ca.gov to allow employees to return to work if it does not violate local or state health official orders for isolation, quarantine, or exclusion. In such cases Adjoin will provide isolation for the employee at the workplace and, if isolation is not feasible, Adjoin will provide and direct the use of respirators.
 - f. Upon excluding an employee from the workplace based on COVID-19 or a close contact, Adjoin will provide excluded employees information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, workers' compensation law, local governmental requirements, and Adjoin's leave policies and leave guaranteed by contract. For more information, please refer to the Adjoin Policies and Procedures Handbook.

Employee screening

We screen our employees and respond to those with COVID-19 symptoms by:

- Requiring that employees self-screen prior to reporting to work
- Requiring that all employees report their own symptoms and those of their clients immediately to their supervisor.

Correction of COVID-19 Hazards



Unsafe or unhealthy work conditions, practices, or procedures are reported 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, accordingly.
- Individuals are identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.

Control of COVID-19

Hazards

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by all employees when they are indoors or in vehicles **where required by orders from the California Department of Public Health (CDPH)**. Face coverings will be clean, undamaged, and worn over the nose and mouth. Employees will be provided face coverings and required to wear them, if necessary:

- When required by orders from the CDPH. This includes spaces within vehicles when a CDPH regulation or order requires face coverings indoors.
- During outbreaks and major outbreaks.
- When employees return to work after having COVID-19 until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.

Employees required to wear face coverings in our workplace may remove them under the following conditions:

- When an employee is alone in a room or a vehicle.
- While eating or 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 feasible.
- When employees are required to wear respirators in accordance with our respirator program that meets section 5144 requirements.
- 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. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it. If their condition does not permit it, then the employee will be at least six feet apart from all other persons.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment. Employees can wear face coverings at work regardless of



their vaccination status, and retaliation by the employer is illegal.

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

Respirators will be provided for voluntary use to employees who request them and who are working indoors or in vehicles with more than one person. Employees who request respirators for voluntary use will be:

- Encouraged to use them.
- Provided with a respirator of the correct size.
- Trained on:
 - How to properly wear the respirator provided.
 - How to perform a user seal check according to the manufacturer's instructions each time a respirator is worn.
 - The fact that facial hair interferes with a seal.

The requirements of CCR, Title 8 section 5144(c)(2) will be complied with according to the type of respirator (disposable filtering face piece or elastomeric re-usable) provided to employees.

Ventilation

For our indoor workplaces we will:

- Review CDPH and Cal/OSHA guidance regarding ventilation, including the CDPH Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments. Adjoin will develop, implement, and maintain effective methods to prevent transmission of COVID-19, including one or more of the following actions to improve ventilation:
 - Maximize the supply of outside air to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
 - In buildings and structures with mechanical ventilation, filter circulated air through filters at least as protective as Minimum Efficiency Reporting Value (MERV)-13, or the highest level of filtration efficiency compatible with the existing mechanical ventilation system.
 - Use High Efficiency Particulate Air (HEPA) filtration units in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.
 - Determine if our workplace is subject to CCR, Title 8 section 5142 Mechanically Driven Heating, Ventilating and Air Conditioning (HVAC) Systems to Provide Minimum Building Ventilation, or section 5143 General Requirements of Mechanical Ventilation Systems, and comply as required.

In vehicles, we will maximize the supply of outside air to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.



COVID-19 Testing

We make COVID-19 testing available at no cost to all employees who had close contact in the workplace and have COVID-19 symptoms, during employees' paid time.

The regulations define "close contact" as follows:

- In indoor spaces of 400,000 or fewer cubic feet per floor, close contact is defined as sharing the same indoor airspace as a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during a COVID-19 case's infectious period.
- In large indoor spaces greater than 400,000 cubic feet per floor, close contact is defined as being within 6 feet of the COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period.
- Offices, suites, rooms, waiting areas, break or eating areas, bathrooms or other spaces that are separated by floor-to-ceiling walls are considered distinct indoor airspaces.

We are not required to make COVID-19 testing available to returned cases. A returned case has met the return-to-work criteria outlined in this program and has not developed any COVID-19 symptoms since returning. The returned case designation applies for 30 days after initial symptom onset or the first positive test, whichever occurred first. *If a CDPH regulation or order changes the period to any length other than 30 days, the CDPH period will apply.*

COVID-19 tests will meet all of the following requirements:

- Be cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus; and
- Be administered in accordance with the authorized instructions.

Tests that are both self-administered and self-read must have a means for the results to be independently verified, such as a time-stamped photo of the result.

Investigating and Responding to COVID-19 Cases

We have developed effective procedures to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms.

This is accomplished by using the **COVID-19 email template and sending to Human Resources. Human Resources will direct the local offices and supervisors using the following protocol.**

Table 1: Test Positive



Persons Who Test Positive for COVID-19	<ul style="list-style-type: none"> • Employee must be excluded from the workplace until: <ul style="list-style-type: none"> ○ The employee has been fever-free for at least 24 hours without the use of fever-reducing medication, AND ○ Other symptoms are not present, or symptoms are mild and improving.
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Table 2: Close Contacts

Asymptomatic Persons who are exposed to someone with COVID-19 (No Quarantine)	<ul style="list-style-type: none"> • Exclusion is not required unless an employee develops symptoms. • If symptoms develop, will follow criteria outlined in Table 1 above • If test result is positive, will follow criteria outlined in Table 1 above <ul style="list-style-type: none"> ○
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Regardless of vaccinations status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case will wear a face covering in the workplace until 10 days have passed since the date symptoms began or for cases without symptoms, their first positive test was collected.

These requirements will apply regardless of whether an employee was previously excluded, or other precautions were taken in response to an employee's close contact or membership in an exposed group.

In addition:

- If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is over or the order is lifted.
- Employees that have approval from Cal/OSHA on the basis that removal of the employee would create undue risk to a community's health and safety can return to work. In these instances, effective control measures such as isolation or respiratory protection will be implemented to prevent infection of other employees at the workplace.

Employees who live with someone who is COVID positive must quarantine for 5 days and may return to work with a negative antigen test.

While every effort will be made to adhere to this protocol, the above may be adjusted in the event that there is an immediate health and safety threat of a client being left alone without assistance.

While every effort will be made to adhere to this protocol, the above may be adjusted in the event that there is an immediate health and safety threat of a client being left alone without assistance.

Cal/OSHA Recording/Reporting - We will record on our 300 log all work-related COVID- 19 cases that meet one of the following criteria: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, significant injury or illness diagnoses by a physician or other licensed health care professional.



We will report any serious COVID-19 illness that required inpatient hospitalization or resulted in death to our local Cal/OSHA office as soon as possible, but in no case more than eight hours after knowledge.

Recordkeeping (remaining in effect until 2/6/2026)

Adjoin maintains records of the steps taken to implement this written program. These records include but are not limited to training, inspections, and hazard identification; these records will be retained for at least the duration of the regulation (through Feb 3, 2025).

We keep a record of and track all COVID-19 cases. These records will be retained for at least two (2) years and include the employee's:

- Name
- Contact information
- Occupation
- Location where the employee worked
- Date of the last day at the workplace
- Date of positive COVID-19 test or diagnosis

We keep records of all employee and contractor notifications of COVID-19 close contacts for at least three (3) years. We will not reveal any personally identifiable information or employee medical information to any person or entity unless required by law (such as Cal/OSHA, local health department, and local law enforcement).

Access

This program will be made available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA.

Outbreak situations:

The following procedures will be followed in addition to our CPP whenever three (3) or more employee COVID-19 cases within an exposed group (as defined in section 3205(b)) have visited our workplace during their infectious period within a 7-day period or when the number of cases at the worksite meets another definition of outbreak as defined by CDPH regulation or order. These procedures can be stopped when one or fewer new COVID-19 cases are detected in the exposed group for a 7- day period.

Employee notifications:

Employees must be notified both verbally and in writing of any confirmed case of COVID-19 that they have been in close contact with (see definition of 'close contact'). Employees do not need to receive written notification if the case has not been confirmed or have not been determined to be in 'close contact' with the infected person.

Use: Employee Notification Template

Client/IHSS notifications:

Clients also must be notified both verbally and in writing of any confirmed case of COVID-19 that they have been in close contact with (see definition of 'close contact').

USE: Client Notification Template Outbreak



Notifications:

A workplace outbreak is a situation in which 3 employees test positive for COVID-19 at the same address within 14 days of one another.

USE: Outbreak Notification Template.

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:

Employees should report COVID-19 symptoms, possible close contacts, and hazards to their supervisor, or on-call personnel if it is after hours. Employees may also contact Human Resources regarding any concerns or hazards that are not being corrected.

- Adjoin seeks to partner with our employees in maintaining a safe workplace. Employees can report symptoms, possible close contacts, and hazards without fear of reprisal.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations may request accommodations by contacting Adjoin's Human Resources Department.


The COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

- How to properly wear the respirator provided, and
- How to perform a user seal check each time the respirator is donned, and
- Facial hair can interfere with the seal of the respirator and reduce the amount of protection provided.
- Information on leave benefits available under legally mandated sick leave, if applicable, workers' compensation law, local governmental requirements, Adjoin leave policies, and leave guaranteed by contract.

The contents of this plan. Local offices will maintain documentation of our COVID-19 safety training as part of our safety protocol, and records will also be maintained in our Learning Management System.

Adjoin's response to COVID-19 must be adaptive and effective, and it is important to approach the guidelines above as a foundation and not as a substitute for a tailored, targeted response. The guidelines listed have been thoughtfully considered according to the most recent guidance by CDPH, the CDC and Cal/OSHA, but we will always consider the situation, the context, and the risks involved when applying these guidelines. In other words, no two situations are identical, and we will always apply these guidelines with discretion and our best judgement.

COVID-19 safety is a collaboration between everyone and Adjoin is committed to following the CPP to ensure the safety of our staff, clients, and stakeholders.

 Wendy Forkas, CEO



COVID-19 Email Template	
Full Legal Name	
Employee (EE) or Client (CL)	
IF Client, what type of service? Describe basic living arrangements. Are they temporarily moving? Who will be providing care during +C19? Will Adjoin provide remote services during +C19?	
Office	
Job title	
Symptomatic? (YES/NO)	
What symptoms?	
Onset of symptoms? (XX/XX/XXXX)	
<p>Names of CL, EE, or stakeholder potentially exposed - someone who had close contact with the individual 48 hours before the onset of symptoms.</p> <p>(Individuals we would notify and issue exposure letters in the event of a positive case)</p> <p>Close Contact: anyone sharing the same indoor airspace for a cumulative total of 15 minutes or more over a 24-hour period</p>	
<p>List Addresses the employee has worked at within the last 14 days before the onset of symptoms and the last date they worked at each address. (Required for Worker's Compensation)</p>	
COVID-19 Tested? (YES/NO)	
Date of Test (XX/XX/XXXX)	
Test Results (+/-)	
Contact with Medical Provider? If yes, what guidance was provided?	
Last day at work (XX/XX/XXXX)	
Current housing status: (Hospitalized OR at Home?)	
Working remotely? (YES/NO)	
Additional Information:	