

Orange County Sanitation District

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June 24, 2020

OCSD Vendors, Suppliers, and Contractors,

The following information updates previous information distributed by the Orange County Sanitation District (OCSD) regarding COVID-19 virus, and provides requirements in accordance with health care agency recommendations, for all persons requesting entry to OCSD properties and facilities.

A copy of the previous information distributed, which establishes OCSD protocols and actions in response to the developing COVID 19 virus, is attached for your reference.

OCSD is committed to providing a safe and healthy workplace for all our workers, contractors, and visitors. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our employees, contractors, and visitors. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

To ensure that, we have implemented the following COVID-19 Pandemic Response Requirements for entry to all OCSD work sites and facilities in conjunction with health agency guidance. All OCSD vendors and contractors are responsible for abiding by the requirements.

The Centers for Disease Control and Prevention (CDC) has identified the below symptoms as being associated to COVID-19. Persons exhibiting any of the below symptoms will not be allowed access to OCSD worksites. Vendors and Contractors will be required to attest to being symptom free and/or subject to additional screening by OCSD prior to entry. The symptoms are as follows:

- Fever, defined as 100.4 degrees Fahrenheit or higher
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Nausea
- Vomiting
- Diarrhea

When accessing OCSD worksites and facilities, Vendors and Contractors shall adhere to the following key prevention practices:

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- Physical distancing (6 feet) to the maximum extent possible
- Use of face coverings (where respiratory protection is not required)
- Frequent hand washing
- Proper respiratory etiquette that includes sneezing, coughing, blowing your nose into a disposable tissue or upper arm or sleeve
- Regular cleaning and disinfection of work areas
- Prompt identification and isolation of sick persons
- Communications and training of the above protocols by Vendors and Contractors regarding OCSD requirements prior to requesting entry to OCSD worksites and as needed as a reminder

Additional Requirements and Documentation

All California employers are required to establish and implement an Injury and Illness Prevention Program (IIPP; title 8, section 3203) to protect employees from workplace hazards, including infectious diseases. Employers must implement infection control measures, including applicable and relevant recommendations from the Centers for Disease Control and Prevention (CDC), Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), and Coronavirus Disease 2019 (COVID-19): How to Protect Yourself & Others. Also, we have included with this letter guidelines from the California Department of Public Health (CDPH) Responding to COVID 19 in the Workplace and the COVID-19 Industry Guidance for Energy and Utilities for your reference. For most California workplaces, adopting changes to their IIPP is mandatory since COVID-19 is widespread in the community.

California employers that are required to record work-related fatalities, injuries and illnesses must record a work-related COVID-19 fatality or illness like any other occupational illness on logs 300, 300A and 301 or equivalent forms. For recordkeeping purposes, an injury or illness is considered work-related if an event or exposure in the work environment either caused or contributed to the resulting condition, or significantly aggravated a pre-existing injury or illness. An injury or illness is presumed to be work-related if it results from events or exposures occurring in the work environment.

OCSD is committed to providing a safe and healthy workplace for all our workers, contractors, and visitors. By compliance with all listed safety and health protocols, we mitigate the potential for transmission of COVID-19 in our workplaces and reduce exposure to the virus amongst coworkers should one person contract the virus, which keeps vendors and contractor staff on the job. As such, the following also will be required:

All Vendors and Contractors will provide OCSD with an email acknowledgement and adherence to COVID-19 procedures listed herein. Acknowledgment emails should be sent to notifications@ocsd.com. Effective July 6, 2020, vendors and contractors that have not submitted an acknowledgement email will not be allowed onsite.



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Vendors and Contractors working onsite will be required to immediately report to OCSD Human Resources Department any member of their staff that reports having been exposed to COVID-19 and is deemed to be at medium to high risk for contracting the virus and/or is exhibiting any of the symptoms described above. Immediate removal of that staff member from OCSD worksite along with any other staff members with a medium to high exposure to the individual is required. Employees at medium to high risk of an exposure from a coworker would be those that did not socially distance from the coworker, wear masks, or abide by the prevention protocols. OCSD requires that a list be provided promptly that indicates OCSD employees who also had contact with said staff member and that includes if they were socially distancing and wearing masks. This information should be reported to Laura Maravilla, Human Resources & Risk Manager ([lmaravilla@ocsd.com](mailto:lmavilla@ocsd.com)).

Vendors and Contractors that have a staff member that reports listed symptoms and/or medium to high exposure to COVID-19 will be required to provide confirmation on letterhead and signed by a person of authority within the company that the staff member is cleared to return to OCSD worksites before the staff member will be allowed on site.

All requirements listed in this letter shall be followed without exception and will be monitored by appropriate OCSD staff members.

Thank you for your assistance during these rapidly changing times. Please feel free to contact the following OCSD management staff with any questions.

Laura Maravilla, Human Resources & Risk Manager
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Orange County Sanitation District

Lorenzo Tyner

Lorenzo Tyner, Assistant General Manager

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