December 18, 2020

OC San Vendors, Suppliers, and Contractors,

The following information updates previous information distributed by the Orange County Sanitation District (OC San) regarding COVID-19 virus, and provides requirements in accordance with the California Occupational Safety and Health Administration (Cal/OSHA) safety order for COVID-19 Prevention (Title 8, California Code of Regulations, Section 3205), as well as health care agency recommendations, for all persons requesting entry to OC San properties and facilities.

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

OC San 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, OC San requires that all Vendors, Suppliers, and Contractors comply with the requirements set forth by Cal/OSHA for COVID-19 Prevention. Section 3205 of the Cal/OSHA safety orders requires that employers have a written COVID-19 Prevention Plan. The prevention plan can be integrated into the Injury and Illness Prevention Program required by Section 3203 or be maintained in a separate document. The prevention plan must address the following:

- Communication to employees about the employer’s COVID-19 prevention procedures
- Identification, evaluation, and correction COVID-19 hazards
- Procedures to investigate and respond to COVID-19 cases in the workplace
- Physical distancing of at least six feet unless it is not possible
- Use of face coverings
- Use of engineering controls, administrative controls, and personal protective equipment as required to reduce transmission risk
- Provide testing to employees who are exposed to a COVID-19 case, and in the case of multiple infections or a major outbreak, implement regular workplace testing for employees in the exposed work areas, including notification to local public health department
- Exclusion of COVID-19 cases and exposed workers from the workplace with measures to protect pay and benefits Criteria for employees to return to work after recovering from COVID-19
- Specific requirements for infection prevention in employer-provided housing and transportation to and from work.
- Provide COVID-19 training to employees
• Develop and implement a process for screening employees for and responding to employees with COVID-19 symptoms.
• Maintain records of COVID-19 cases and report serious illnesses and multiple cases to Cal/OSHA and the local health department, as required.

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

• Physical distancing (6 feet) to the maximum extent possible
• Use of face coverings when working indoors, outdoors, and where required by local public health departments. Exceptions include when working alone in a room or office, when eating and drinking provided that physical distancing is maintained, when wearing a respirator, or due to a medical condition or disability that would prohibit safe use of a face covering.
• 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 OC San requirements prior to requesting entry to OC San worksites and as needed as a reminder
• Staff to evaluate their own symptom's before reporting to work and maintain screening documentation.
• Limit vehicle occupancy to one person per vehicle, where feasible. If limiting occupancy is not feasible, Contractors shall follow requirements set forth in 8 CCR 3205.4 for Employer Provided Transportation, specifically enforcement of face coverings, physical distancing, and cleaning and disinfection.

OCSD is committed to providing a safe and healthy workplace for our workers, contractors, and visitors. By complying with all listed safety and health regulations, 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 safe on the job site. As such, the following also will be required:

• All Vendors and Contractors will provide OC San with a signed attestation documenting acknowledgement and adherence to COVID-19 procedures listed herein.
• Vendors and Contractors working onsite will be required to immediately report to OC San any member of their staff that reports having been exposed to COVID-19, exhibiting COVID-19 symptoms, or tests positive for COVID-19. Immediate removal of that staff member from the worksite along with any other staff members exposed to the individual is required. Additionally, OC San requires that a list be provided promptly that indicates OC San employees who also had contact with said staff members.
• Vendors and Contractors that have a staff member that reports COVID-19 symptoms or is a positive COVID-19 case 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 OC San 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 OC San staff members.

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

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