

APPENDIX A - Supplement to IIPP

COVID-19 Response Plan

In compliance with Cal/OSHA requirements, this Appendix, as a supplement to TNBC's IIPP, addresses TNBC's plan for addressing COVID-19 in the workplace ("Plan"). Under the IIPP hazard assessment requirements, it has been determined that exposure to COVID-19 virus is a potential hazard in TNBC's workplace. Therefore, infection control measures as directed in the Cal/OSHA mandatory guidance have been developed and implemented. TNBC is committed to maintaining a safe and secure workplace and recognizes the need to formulate good risk management practices based on the evolving circumstances of the COVID-19 pandemic. The strategies and practices outlined in this Plan are intended to comply with Cal/OSHA guidance and are designed to support the protection of employees and the general public by minimizing the risk of exposure.

1. Responsibilities:

Executive Director: The Executive Director or an assigned designee has the authority and responsibility for:

- implementing the infection control measures as outlined in this Plan;
- ensuring the outlined sanitation and disinfection efforts are conducted;
- conducting regular inventories to ensure all needed supplies and personal protective equipment are available;
- making certain COVID-1 protocols and training are conducted, by providing this Plan to all employees and ensuring any questions are answered.

Senior Management: Senior Management is responsible for implementing and maintaining the infection control measures in their work areas. They are responsible for answering employee questions and setting a good example by following the guidance in this policy.

Employees: All employees are responsible for understanding and following the infection control measures and for asking questions when direction is unclear. Employees are expected to report any unsafe conditions to their supervisor.

2. Compliance: TNBC's primary goal is to prevent the spread of COVID-19 and protect employees. All employees are required to strictly adhere to all the outlined infection control measures in this policy. TNBC's compliance measures include, but are not limited to, the following:

- Informing employees of these requirements
- Training all employees on the infection control measures

- Enforcing the requirements in this policy, which may include but not be limited to disciplinary action

3. Communication: All employees will be trained on the infection control measures contained in this Plan. TNBC's communication system encourages all employees to inform the Executive Director or any member of Senior Management of any unsafe working conditions without fear of reprisal. Employees can report COVID-19 specific or any workplace hazards anonymously, if they choose.

4. Hazard Assessment and Infection Control Measures: The IIPP regulation requires TNBC to conduct a hazard assessment to identify, evaluate, and implement control measures whenever TNBC is made aware of a new or previously unrecognized hazard. It has been determined that exposure to the COVID-19 virus is a potential hazard in TNBC's workplace. Therefore, infection control measures are included in this policy.

4.1 Infection Control Measures.

Identification of Illness:

- Employees should evaluate themselves for signs/symptoms of COVID-19 before coming to work. These symptoms include a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell. Employees should stay home if they are experiencing any of these symptoms or are otherwise not feeling well.
- If an employee should have any of these symptoms when they arrive at work or experience any of these symptoms during the workday, the employee should minimize contact with others and go home. If the employee needs assistance with transportation, the employee should alert the Executive Director, who will take all appropriate steps to minimize the employee's contact with others and help arrange transportation either home or to a healthcare facility.
- Employees who are ill with a fever or acute respiratory symptoms (frequent cough and difficulty breathing) should not return to work until both of the following occur:
 - At least three full days pass with no fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms; and
 - At least 10 days pass since the symptoms first appeared.
- After an employee returns to work, the employee should promptly report any recurrence of symptoms.

Physical Distancing:

- Employee work areas shall be appropriately distanced from each other. Employees will not share their work area or use any other employee's designated workspace or equipment (i.e., computer, telephone, keyboard, and mouse). If any equipment is used, proper disinfecting should occur.
- Employees are expected to practice physical distancing by maintaining six feet of distance from others in the workplace.
- In-person meetings should be avoided whenever possible. Video or telephonic meetings should be used as an alternative.
- Employees should not congregate in offices, or the break room.

Face Coverings / Masks:

- Employees are expected to comply with the California Department of Public Health's requirement to wear face coverings. A "face covering" is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels.
- Face coverings are required when employees are engaged in work, when:
 - Interacting in-person with any member of the public;
 - Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;
 - Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
 - In any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance.
- An employee can bring his or her own face covering to use while at work. If a face covering is needed, the employee should advise the Executive Director, who will ensure that a face covering is provided for employee use.

Hygiene / Cleaning and Disinfection:

- Frequently touched services (i.e., doorknobs, light switches, and cabinet/drawer) handles will be wiped down frequently with disinfectant.
- The copy machine/scanner and printer should be wiped down after every use by the user. Disinfectant will be provided in the copier area.
- Hand sanitizer is provided in TNBC office for employee use, and all are encouraged to use it frequently.
- Soap, water, and paper towels are provided for handwashing. Employees are encouraged to wash hands frequently. Employees should wash hands with soap and water for at least 20 seconds after interacting with other persons and after contacting shared surfaces or objects. Employees should avoid touching eyes, nose, and mouth with unwashed hands.

General Office Practices.

- Communal food and beverages will not be provided by TNBC. No food should be shared with or served to others. Employees should avoid sharing personal items with co-workers (i.e., dishes, cups, utensils, towels).
- Food may be consumed at the employee's desk or in available break room seating, as long as social distancing of 6 feet is maintained at all times. The employee must thoroughly disinfect the area after eating. **All food/food containers and utensils must be taken home at the end of each day.**

4.3 **Janitorial Service.** TNBC's offices will continue to be cleaned in accordance with standard practice, and additional cleaning will be conducted in common areas.

5. Hazard Correction.

Any reported COVID-19 related unsafe or unhealthy work conditions, practices, or procedures will be investigated and, if warranted, corrected in a timely manner.

6. Confirmed Cases of Employee Exposure to COVID-19

If TNBC employee or contractor who has performed work in TNBC office is confirmed to have a COVID-19 infection, the following measures will take place:

- TNBC will inform all employees of the confirmed case. TNBC will engage in efforts to determine the extent of exposure to others in the workplace. For those

individuals believed to have had close personal contact with the infected individual (defined as exposure closer than 6 feet and lasting longer than 15 minutes), those individuals will be notified and advised to seek guidance from their healthcare provider. Any employee with close personal contact with a confirmed case of COVID-19 will also be advised not report to work for a period of 14 days (during which time remote work will be provided, if possible). When providing these notifications, TNBC will maintain confidentiality of all individuals as required by applicable law.

- Temporarily close the general area where the infected employee worked, as well as any other areas determined necessary, until appropriate cleaning is completed.
- Conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms, common areas, and equipment, with a cleaning agent approved for use against COVID-19.
- Any person cleaning the area will be equipped with the proper PPE for COVID-19 disinfection (consisting of the following or additional as warranted, disposable gown, gloves, eye protection, mask) in addition to PPE required for cleaning products.

7. Reporting.

- If an employee has any questions or concerns about workplace safety and health, the employee should contact the Executive Director.
- Employees have a right to raise workplace safety and health concerns without fear of retribution or retaliation. TNBC is committed to ensuring that no adverse or retaliatory action is taken against an employee to adheres to the guidelines in this Plan or raises, in good faith, workplace safety and health concerns.

APPENDIX B

Temporary Expansion of Leave Provisions – COVID-19

In accordance with the Federal Families First Coronavirus Response Act (“the Act”), and subject to the monetary caps in the Act, The Natomas Basin Conservancy (“TNBC”) has implemented the following emergency provisions in addition to TNBC’s current leave policies.

Emergency Paid Sick Leave

Eligibility: Full-time employees (regardless of the employee’s duration of employment prior to leave) will be entitled to use up to 80 hours of Emergency Paid Sick Leave (“EPSL”). Part-time employees will receive a pro-rated benefit based on the average hours worked in a two-week period (calculated in accordance with the six-month period immediately preceding the effective date of this policy).

Permissible Uses of EPSL: EPSL can be used only for the following allowable reasons:

- 1) The employee is subject to a Federal, State or local quarantine or isolation order related to COVID-19;
- 2) The employee has been advised by a health care provider to self-isolate due to concerns related to COVID-19;
- 3) The employee is seeking to obtain a diagnosis because the employee is exhibiting symptoms of COVID-19;
- 4) The employee is caring for an individual who is subject to an order (as described in 1) or has been advised to self-quarantine (as described in 2); or
- 5) The employee is caring for a minor child whose school or place of care has been closed or made unavailable due to the COVID-19 precautions .

Compensation/Rate of Pay: The applicable rate of pay that the employee eligible for EPSL will receive is dependent on the reason for the leave. For leave taken for reasons 1-3 above, the employee’s full regular rate of pay applies. For reasons 4 or 5, the employee will receive pay at 2/3 the employee’s regular rate. EPSL benefits expire on December 31, 2020, and such leave benefit will not carry over to the following year. No accrued but unused EPSL benefits will be paid out in cash – either during or upon termination of employment.

Emergency Family and Medical Leave Expansion Act (EFMLA)

Eligibility: Due to the size of TNBC (less than 50 employees), no TNBC employees are eligible for leave under the regular provisions of FMLA. However, any employee who has worked for TNBC for at least 30 days (prior to the first day of requested leave) may be eligible for COVID-related emergency FMLA leave.

Reason for EFMLA: An eligible employee may take up to 12 weeks of job-protected leave if the employee is unable to work or telework due to a need to care for the employee's minor child because the child's school or place of care has closed (including if the childcare provider is unavailable) due to a public health emergency. TNBC is interpreting this new benefit to also apply to employees who stand *in loco parentis* to a minor child so affected.

Compensation/Rate of Pay: The first fourteen days of EFMLA leave are unpaid, although an employee on such leave may apply any available EPSL benefit described above to that period. An employee may also apply any other accrued paid leave once EPSL is exhausted or to supplement the EPSL benefit being applied. After the first fourteen working days of EFMLA, TNBC will pay employees at two-thirds the employee's regular rate for the number of hours the employee would otherwise be normally scheduled (full-time at 40 hours, part-time in accordance with the average number of hours the employee was scheduled per day in the preceding six months). Again, an employee may apply any other available accrued paid leave to supplement the EFMLA benefit.

Duration of Leave: Leave can be provided, on a full-time or intermittent basis, up to the employee's full allotment of leave for the allowable reason.

Reinstatement: Upon return from EFMLA leave, an employee will be reinstated to his/her original position, if the position held by the employee still exists. If the position held does not exist due to economic conditions or other changes in operating conditions caused by the public health emergency, reinstatement may not be available. In that case, TNBC will make reasonable efforts to restore the employee to an equivalent position. If reinstatement at the conclusion of leave is not available, the employer will reasonably attempt to contact the employee if an equivalent position becomes available within one year of the date the need for leave concludes or 12 weeks after the employee's leave commences (whichever is earlier).

Effective Date and Expiration – These emergency provisions (EPSL and EFMLA) become effective on the date the Act becomes effective and will remain in effect until December 31, 2020.