

Contact Name:
Phone:
Fax/Email:

Date:
Name of Location:
Complete Address:

This checklist is intended for use by employers in non-healthcare, non-residential congregate workplaces. It outlines recommended steps necessary to investigate, manage, and control suspected or confirmed COVID-19 outbreaks. This document complements the Alameda County Public Health Department (ACPHD) Workplace COVID-19 Cases Response Protocol which can be found under the Site-Specific Protection Plans tab of ACPHD's COVID-19 Recovery Webpage [here](#).

Please also view CDPH Responding to COVID-19 In the Workplace for Employers [here](#):

REPORTING REQUIREMENTS	
<input type="checkbox"/>	Per Assembly Bill 685 (AB 685), effective January 1, 2021 employers are required to report three (3) or more laboratory-confirmed COVID-19 cases at the same worksite who reside in different households within a 14-day period to the ACPHD. Assembly Bill 685 (AB 685) can be viewed here .
<input type="checkbox"/>	Alameda County employers should track all confirmed positive COVID-19 cases and report when outbreak investigation threshold is met (3+ confirmed cases at the same worksite residing in different households occurring within a 14-day period) to both ACPHD and to the County public health department in which the case(s) reside as required by Health Officer Order No. 20-14c, Appendix A .
<input type="checkbox"/>	Report to ACPHD by completing the COVID-19 Workplace Reporting Form . <ul style="list-style-type: none">✦ Complete a separate form for each confirmed, probable, or suspected COVID-19 case. Make every effort to complete ALL fields on the form. The following information is required per AB 685:<ul style="list-style-type: none">○ Name and addresses of the worksites○ Number of cases○ Names and occupations of the COVID-19 (+) workers○ North American Industry Classification System (NAICS) code for your worksite✦ Input a complete list of close contacts directly into the form or upload to the online platform.✦ In accordance with HIPAA Privacy and Security Rules, all information you provide in this form will remain confidential; it will not impact immigration status. If you have questions about < 3 case reports, contact: COVIDworkplace@acgov.org
<input type="checkbox"/>	Report to Cal/OSHA all serious injury and illness resulting in hospitalization and death from COVID-19, even if work-relatedness is uncertain. <ul style="list-style-type: none">✦ Reports must be made immediately but not longer than 8 hours after the employer finds out.✦ Cal/OSHA prefers calls by phone but will also accept email reports to caloshaaccidentreport@tel-us.com. Details on reporting can be viewed here.✦ Contact information for your district offices can be viewed here.
<input type="checkbox"/>	For guidance and questions, contact your Outbreak Investigator if assigned and/or COVIDOB@acgov.org . If you have urgent need after 5:00 pm weekdays or on the weekend, call Alameda County Fire Dispatch at (925) 422-7595 and ask to speak to the Public Health Duty Officer.
DEFINITIONS	
OUTBREAK Investigation Threshold:	

Three (3) or more cases of confirmed COVID-19 who reside in different households within a 14-day period. Non-Healthcare Congregate Setting COVID-19 Outbreak Definitions and Reporting Thresholds can be viewed [here](#).

CONFIRMED COVID-19 CASE:

Laboratory-confirmed evidence of SARS CoV2, the virus that causes COVID-19 disease, using a molecular test (e.g., PCR).

CLOSE CONTACT:

Cumulative total of ≥15 minutes spent within 6 feet of a COVID-19 infected person during that person’s infectious period even if both people were wearing masks; OR unprotected direct contact with an infected person’s sneeze, saliva, or cough.

- ✦ **Infectious period** is defined as 2 days before the start of COVID symptoms through 10 days after symptoms began for those without severe COVID-19 disease. If no symptoms, the infectious period is defined as 2 days prior to the date that the test specimen was collected through 10 days after.

INITIAL MANAGEMENT

A workplace that meets threshold for outbreak investigation and is eligible for additional support will be paired with an ACPHD Outbreak Investigator (OI) who works closely with a designated workplace point of contact (POC) to investigate suspected outbreaks. Once an outbreak is confirmed, the OI informs and advises workplace representatives of actions required to contain and resolve the outbreak and recommends measures necessary to prevent recurrence. Successful outbreak management requires clear and regular communication:

<p>Point-of-Contact</p> <ul style="list-style-type: none"> ✦ Designate a workplace infection prevention coordinator to communicate with the ACPHD OI, implement COVID-19 infection prevention and outbreak control measures, and manage COVID-related issues among workers.
<p>Frequency</p> <ul style="list-style-type: none"> ✦ At least weekly while the outbreak is active
<p>Content</p> <p>You should promptly communicate:</p> <ul style="list-style-type: none"> ✦ Information related to new confirmed or suspected cases ✦ Results of contact tracing efforts ✦ Test results and test type (PCR, antigen) from employer sponsored testing events ✦ Difficulty implementing recommendations
<p>Security</p> <ul style="list-style-type: none"> ✦ All communication that contains protected health information (PHI) or personally identifying information (PII) must be sent via secure methods. The ACPHD online system for reporting cases is a secure but emails to your OI or to COVIDOB@acgov.org must be sent using encryption.
<p>Questions and guidance</p> <ul style="list-style-type: none"> ✦ Your ACPHD OI is available to support you. An extremely important part of outbreak management involves answering your questions and providing detailed recommendations. ✦ Your OI will guide implementation of effective public health and infection control practices that will help keep your employees safe and healthy. ✦ Your OI will also help you prepare your site to prevent future outbreaks. ✦ Please consider your OI a helpful resource and be prepared to ask questions so that you can get the help you need.

<input type="checkbox"/>	<p>In addition to this checklist, REVIEW the CDPH Responding to COVID-19 in the Workplace for Employers here.</p>
<input type="checkbox"/>	<p>Revisit your Site Specific Protection Plan. View ACPHD’s COVID-19 Site-Specific Protection Plan Guidance & Template for Developing Your Own Plan here.</p>
	<p>Per Cal/OSHA's COVID-19 Emergency Temporary Standards employers must develop a written COVID-19 Prevention Program which includes the following elements:</p> <ul style="list-style-type: none"> ✦ Communication to employees about the employer’s COVID-19 prevention procedures ✦ Identify, evaluate and correct COVID-19 hazards ✦ Physical distancing of at least six feet unless it is not possible ✦ Use of face coverings ✦ Use engineering controls, administrative controls and personal protective equipment as required to reduce transmission risk ✦ Procedures to investigate and respond to COVID-19 cases in the workplace ✦ Provide COVID-19 training to employees ✦ 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 ✦ Exclude COVID-19 cases and exposed employees from the workplace until they are no longer an infection risk ✦ Maintain records of COVID-19 cases and report serious illnesses and multiple cases to Cal/OSHA and the local health department, as required <p>Cal/OSHA’s COVID-19 Emergency Temporary Standards FAQ includes a helpful summary of requirements and link to a model Prevention Program.</p>
<input type="checkbox"/>	<p>Identify all confirmed cases reported within a 14-day period. Report cases as instructed – see above “Reporting Requirements.”</p>
<input type="checkbox"/>	<p>An ACPHD OI may request additional information instead of or as a supplement to your online report including a roster of impacted employees with job titles, work areas, close contacts in the workplace, dates of symptom onset, and shifts worked while infectious.</p>
<input type="checkbox"/>	<p>Confirm that isolation orders have been issued to all existing cases. If new cases are identified, make sure that each impacted staff member receive a Health Officer Isolation and Quarantine Order Packet immediately. Health Officer Isolation and Quarantine Order can be viewed here.</p>
<input type="checkbox"/>	<p>Complete contact tracing to identify all exposed individuals who may have had close contact with the case(s) while at work.</p> <ol style="list-style-type: none"> 1. Interview workers with laboratory-confirmed COVID-19 by phone to determine their infectious period. The infectious period starts 48 hours before symptoms started or, if asymptomatic, 48 hours before the date that the positive specimen was collected. 2. Verify the shifts the cases worked during their infectious period through interviews or by reviewing the employment records. 3. Identify other workers who may have worked closely with the cases during their infectious period. 4. Identify work processes and locations where workers are <6 ft apart for at least 15 minutes. 5. Ask about carpooling or social gatherings outside of the work setting. 6. Consider close contacts that occurred onsite but were unrelated to work duties, especially activities that occurred during break times and in shared spaces. Consider: <ol style="list-style-type: none"> a. How and where do workers take meal breaks? b. If workers change into uniforms onsite, how do they avoid crowding? <p>View the CDC Case Investigation and Contact Tracing in Non-Healthcare Workplaces: Information for Employers here.</p>

<input type="checkbox"/>	ALL staff who meet definition as a close contact to the cases must quarantine. See definition of close contact below. Issue Health Officer Isolation and Quarantine Order Packets.
ACPHD Health Officer Isolation & Quarantine Orders are available in multiple languages, which can be viewed here .	
<input type="checkbox"/>	Consult with ACPHD Outbreak Investigator for help determining which workers meet close contact definition and necessary follow up actions.
<input type="checkbox"/>	Make sure to instruct quarantined workers to monitor for symptoms of COVID-19 and to inform you if they develop symptoms or test COVID (+). You must then report to ACPHD as described above under “Reporting Requirements.”
<input type="checkbox"/>	Consult with ACPHD to determine dates for release from home isolation/quarantine and return to work.
TESTING	
<input type="checkbox"/>	View the CDC’s SARS-CoV-2 Testing Strategy: Considerations for Non-Healthcare Workplaces here .
<input type="checkbox"/>	Employers are required to inform all employees, even those with no known exposure, of how to obtain testing. Individuals may be referred to community testing sites, health plans, or their own healthcare providers for testing. A list of free community testing sites and other resources can be found at on the ACPHD COVID-19 Testing webpage here .
<input type="checkbox"/>	<p>Additionally, Cal/OSHA COVID-19 Emergency Temporary Standards REQUIRE employers to:</p> <ul style="list-style-type: none"> ○ Offer and provide confidential COVID-19 testing to all potentially exposed workers during usual work hours at no cost. ○ In the event of an outbreak: <ul style="list-style-type: none"> a. Implement regular workplace testing for employees in exposed work areas when there are multiple infections identified or a large outbreak. b. Workplace testing should occur 1-2 times per week in the exposed area until the outbreak has resolved. Consult with ACPHD to determine frequency of testing. <p>View Cal/OSHA testing requirements here.</p>
<input type="checkbox"/>	Track and record results of testing; report these results to your OI if assigned.
<input type="checkbox"/>	For all contacts who convert to COVID-19 (+), isolation orders must be issued with revised timeline for release from isolation/return to work.
<input type="checkbox"/>	Retesting at the end of quarantine is NOT recommended and should NOT be a prerequisite for return to work. View ACPHD Criteria for Release from Home Isolation here and/or Quarantine and Return to Work here .
<input type="checkbox"/>	<p>ACPHD may recommend screening testing of all workers or a subset of workers. Screening tests individuals who are not showing symptoms of illness and who have no known close contacts/exposures. The goals are to:</p> <ul style="list-style-type: none"> ✦ Identify asymptomatic infections as early as possible ✦ Quickly remove very contagious individuals so that they can isolate safely at home ✦ Ensure early case investigation and contact tracing to stop further transmission ✦ Reduce the number of people who get exposed ✦ Make sure that the preventive measures you are taking are effective ✦ Protect and preserve your workforce by preventing the spread of infection
<input type="checkbox"/>	Employers should consider offering on-site COVID-19 testing of workers or otherwise arrange for testing through the company’s occupational health provider. Search for full service testing providers here .
<input type="checkbox"/>	Anyone who has tested positive for SARS-CoV-2, should not be re-tested as part of asymptomatic screening for 3 months. However, if someone who has previously tested positive has symptoms of COVID-19, they should leave work and seek medical evaluation. If

	COVID-19 is suspected, they must follow ACPHD Health Officer Isolation Orders. Such cases require the consultation of a medical provider and ACPHD.
	Types of tests: <ul style="list-style-type: none"> ✦ RT-PCR and other “molecular” tests are the most sensitive test type and are considered the “gold standard” for detecting SARS-CoV-2 infection. ✦ Antigen tests are less sensitive but have the advantage of lower cost and rapid turnaround time. These tests were authorized by the FDA to be used on people with symptoms of COVID-19 but their accuracy in detecting infection in people without symptoms is being studied and is currently not known.
<input type="checkbox"/>	If you are working with an OI, discuss testing resources. The OI can help you develop a testing strategy and direct you to local testing resources. OI may recommend prioritizing workers by location or work functions. Testing recommendations may vary depending on community transmission/positivity rates especially if testing capacity is limited.
INFECTION CONTROL MEASURES AND ENVIRONMENTAL CONTROLS	
<input type="checkbox"/>	Review and follow NIOSH’s “Hierarchy of Controls,” which can be viewed here .
<input type="checkbox"/>	Institute and reinforce Enhanced Infection Control measures. Train on, monitor, and reinforce the following practices: <ul style="list-style-type: none"> <input type="checkbox"/> Universal masking <input type="checkbox"/> Physical distancing (6+ feet) <input type="checkbox"/> Respiratory etiquette <input type="checkbox"/> Hand hygiene <input type="checkbox"/> Cleaning/disinfecting
<input type="checkbox"/>	Emphasize and reinforce strict compliance with face coverings and social distancing at all times in the workplace.
<input type="checkbox"/>	Post signage in key locations to remind staff of infection control measures
<input type="checkbox"/>	Provide hand sanitizer or handwashing stations in multiple locations throughout the workplace and encourage frequent use.
<input type="checkbox"/>	Provide education as well as a plan for monitoring and daily reminders to address gaps in prevention practices.
<input type="checkbox"/>	All workers in the workplace, regardless of employment arrangement, should follow instructions for infection prevention and outbreak management.
<input type="checkbox"/>	Set up workstations at 6-foot distance if possible; consider physical barriers between stations
<input type="checkbox"/>	Install plexiglass shields between workers and the public if maintaining a 6-ft distance between workers and the public is not possible.
<input type="checkbox"/>	Minimize sharing of other equipment between workers; for equipment that must be shared, conduct frequent cleaning between worker use. Workers should not share headsets or other objects that may come into contact with their face, mouth, or nose.
..	For industries whose employees travel as a part of their duties and are not localized to one work site, communicate with your OI to identify a range of practices that may be most effective for your workforce.
<input type="checkbox"/>	Consider instituting stable work cohorts (by shifts, locations, and/or work duties). Do not float staff to different areas of the facility if at all possible.
<input type="checkbox"/>	Pay careful attention to staff break times and locations! When staff remove their masks to eat, drink, or smoke they are at higher risk for transmission of COVID-19. <ul style="list-style-type: none"> <input type="checkbox"/> Stagger break times <input type="checkbox"/> Encourage using outside space for breaks if weather permits <input type="checkbox"/> Encourage staff to use personal vehicles when removing their masks to eat/drink <input type="checkbox"/> If staff must take breaks together indoors, make sure to use a space where people can safely maintain a minimum 6-foot distance and space tables accordingly

	<input type="checkbox"/> Provide EPA approved disinfectant wipes so that staff can clean between uses <input type="checkbox"/> Provide hand sanitizer <input type="checkbox"/> Post signage to remind workers to follow prevention practices <input type="checkbox"/> Increase ventilation by opening windows and outside doors whenever possible
<input type="checkbox"/>	<p>Improve ventilation in the building in consultation with an HVAC specialist per CDC guidance on engineering controls, which can be viewed here. Options may include:</p> <ul style="list-style-type: none"> ✦ Increase the percentage of outdoor air ✦ Use natural ventilation (i.e., opening) when environmental conditions, building requirements, and industry regulations allow ✦ Improve central air filtration by installing portable high-efficiency air cleaners and upgrading air filters to the highest efficiency possible ✦ Use portable high-efficiency particulate air (HEPA) fan/filtration systems (especially in higher-risk areas) ✦ Ensure exhaust fans in restroom facilities are functional and operating at full capacity ✦ Fans should be positioned so that clean air blows at the workers' breathing zone.
CLEANING AND DISINFECTING	
<input type="checkbox"/>	View CDC Guidance on Cleaning and Disinfection for Community Facilities here .
<input type="checkbox"/>	When a worker tests COVID-19 (+), perform enhanced cleaning/disinfection of all workspaces that the worker contacted.
<input type="checkbox"/>	Close off areas visited by the ill persons until “terminal cleaning” has been performed.
<input type="checkbox"/>	Open outside doors and windows and use ventilating fans to increase air circulation in the area.
<input type="checkbox"/>	Wait 24 hours or as long as practical before re-entering the affected area to begin cleaning and disinfection; and before resuming usual operations.
<input type="checkbox"/>	<p>Cleaning staff should be properly trained per CDC guidance and must use products approved by the EPA as effective against COVID-19 using the proper PPE. List of EPA approved cleaning agents can be viewed here. Instructions for safe use can be viewed here.</p>
..	*Pay close attention to dilution instructions and contact time specified on product label*
<input type="checkbox"/>	Clean and disinfect all areas such as offices, bathrooms, breakrooms and other common areas, shared electronic equipment used by the ill persons, focusing especially on frequently touched surfaces.
<input type="checkbox"/>	On a routine/ongoing basis, regularly clean and disinfect frequently touched surfaces throughout the workplace, such as doorknobs, equipment, and handrails.
<input type="checkbox"/>	<p>If cleaning is performed by staff provided by a contracted agency, it is your responsibility to confirm:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use of proper cleaning products, disinfectants, and equipment <input type="checkbox"/> Adequate training has been provided <input type="checkbox"/> Cleaning staff are following all recommended practices
MONITORING FOR ILLNESS & EXPOSURE	
<input type="checkbox"/>	Place signs at all entrances that direct the public not to enter if they are experiencing signs and symptoms of COVID-19 or have been in close contact with a person who tested positive or who have experienced symptoms of COVID-19 in the past 14 days.
<input type="checkbox"/>	Institute permissive leave policies. Actively encourage workers to self-monitor for symptoms, to report symptoms immediately, and NOT to report to work if symptoms develop or if they are a close contact to a COVID-19 (+) case.
<input type="checkbox"/>	Monitor all workers for signs and symptoms of COVID-19 before each shift preferably before entering the facility. Screening should include:

	Exposure	Determine if worker has tested COVID-19 (+) or been in close contact with someone who tested COVID-19 (+) within the last 14 days
	Symptom review	Subjective complaints suspicious for COVID-19: <ul style="list-style-type: none"> ● Fever or chills ● Cough ● Shortness of breath or difficulty breathing ● Fatigue ● Muscle or body aches ● Headache ● New loss of taste or smell ● Sore throat ● Congestion or runny nose ● Nausea or vomiting ● Diarrhea
	Visual check	Observed evidence of illness (even if not reported)
	Temperature check	Fever of $\geq 100^{\circ}$ F (37.8° C)

Encourage workers to be vaccinated against influenza (flu). Immunization against the flu is recommended for everyone unless there are medical contraindications. Preventing flu is important for reducing the burden of respiratory illness, reducing diagnostic uncertainty, and avoiding unnecessary strain on the healthcare system.

WORKER RESOURCE

AB 685 requires employers to notify all employees and employers of subcontracted employees who were at the same worksite as the worker(s) diagnosed with COVID-19 during their infectious period. Notification requirements include the following:

- Possible exposure to COVID-19 -- You may include dates of possible exposure but no information that could reveal the identity of cases.
- Information about benefits and options under federal, state, or local laws. This includes workers' compensation, company sick leave, state-mandated leave, supplemental sick leave, negotiated leave, and anti-retaliation and anti-discrimination protections.
- Details of your site's disinfection and safety plan.
- Must be in writing and delivered by hand, email, or text message within 1 business day of receiving notification of potential exposure.
- Should be in both English and any other language understood by the majority of employees.
- Notification must also be provided to labor representatives within 1 business day as pursuant to [AB 685](#).

Note: Cal OSHA can cite or fine employers for violations of AB 685 worker notification provisions.

Always maintain strict confidentiality regarding the identity of the COVID-19 (+) case(s) in all communications.

- Work closely with your occupational medicine/employee health department
- Avoid messaging that stigmatizes a site or group of people

ACPHD has a list of worker resources that should be shared with affected employees that can be viewed [here](#).

Make sure that Human Resources leadership is well versed in AB 685 and California Labor & Workforce Development Agency's Summary of Benefits for Workers Impacted by COVID-19, which can be viewed [here](#). Facilitate applications whenever appropriate.

Additionally HR should share information on relevant laws and protections by referring to the Equal Employment Opportunities Commission's (EEOC) What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws, which can be viewed [here](#).

WORKERS

Public Sector workers required to quarantine who are NOT healthcare personnel or firefighters who are EMTs MAY be eligible to return to work before their quarantine ends if **all** the following criteria are met:

1. Employee has never experienced symptoms
2. Employee works in any one of the following sectors:
 - ✦ Federal, state, & local law enforcement
 - ✦ 911 call center employees
 - ✦ Hazardous material responders from government and the private sector
3. There is a critical staffing shortage which poses an immediate risk to public safety, efforts to maintain critical functions using alternative staffing have been exhausted, and no other alternatives exists.

**SPECIAL CATEGORIES:
PUBLIC SAFETY SECTOR WORKERS AND PROVIDERS OF DIRECT PATIENT CARE**

Close contacts of COVID-19 cases who works in any one of the following capacities may follow a modified quarantine strategy when there is a CRITICAL staffing shortage:

- ✦ Healthcare workers
- ✦ Emergency response workers
- ✦ Social services workers who provide face to face services in the child welfare system or in assisted living facilities

These workers may return to work after Day 7 from the date of last exposure if they have received a negative result from a COVID-19 PCR test performed after Day 5. Employees allowed to return must use surgical face masks at all times during work and continue to quarantine while not at work through Day 10-14 after last exposure.

Workers may ONLY return to work during the 7-day quarantine period if the following criteria are met:

1. Employee has never experienced symptoms
2. There is a critical staffing shortage which poses an immediate risk to public safety, efforts to maintain critical functions using alternative staffing have been exhausted, and no other alternatives exists.
3. Employee provides direct patient care or
4. Employee works in the Public Safety Sector:
 - a. Federal, state, & local law enforcement
 - b. 911 call center employees
 - c. Hazardous material responders from government and the private sector
 - d. EMT firefighters
5. Results of multiple COVID-19 PCR tests conducted on different days before day 7 of quarantine remain negative.
6. Such workers are only permitted to leave quarantine to provide services necessary to alleviate the critical staffing shortage. At all other times, they must adhere to quarantine restrictions.

Critical staffing shortage occurs when there are no longer enough staff to provide safe patient, resident, or inmate care and the shortages cannot be alleviated without the return of the otherwise-quarantined employee to work.

- If assigned, consult with your OI to determine if a worker meets criteria for early return to work.

If a worker is approved to return to work before completing the standard 10-14 day quarantine, employer must ensure that:

- Worker must still quarantine when not performing work duties. That is, the worker is permitted to leave their home only to go to work and should travel directly to and from work in a private vehicle if possible.
- Worker undergoes screening at the start of each shift and before entering the facility. Screening must include temperature and symptom review.
- Worker self-monitors for temperature and COVID-19 symptoms at home and work.
- Worker maintains a minimum of six feet of distance from other workers in the workplace.

<input type="checkbox"/>	If possible, physical barriers are in place between fixed work locations to supplement distancing.
<input type="checkbox"/>	Worker wears a surgical mask throughout the workday, except while eating.
<input type="checkbox"/>	Worker complies with all infection prevention procedures.
<input type="checkbox"/>	Facility has implemented all best practice infection prevention procedures, as described above.
<input type="checkbox"/>	Cleaning and disinfection of all shared equipment and workspaces must be performed routinely. High touch surfaces should be cleaned and disinfected with increased frequency.
<input type="checkbox"/>	Essential infrastructure workers who are permitted to return to work early should remain in quarantine for as much of the recommended 10-14 day period as possible. This is especially important for workers who have experienced a household exposure to COVID-19, and for those whose job duties bring them frequently into contact with other employees or the public.
<input type="checkbox"/>	If, at any time, a worker develops symptoms or tests COVID-19 (+) they must immediately stop work, return home, and isolate according to ACPHD Health Officer Isolation instructions. Report and discuss with OI.
<input type="checkbox"/>	A review of these instructions can be found in the Alameda County Health Officer Order of COVID-19 No. 20-06f, which can be viewed here .
FOOD FACILITIES	
<input type="checkbox"/>	Read and follow Alameda County Department of Environmental Health's Novel Coronavirus (COVID-19) New Guidance for Food Facilities, which can be viewed here : This document provides additional instructions for food facilities to ensure compliance with Alameda County Health Officer Orders
<input type="checkbox"/>	Food services facilities may contact Alameda County Department of Environmental Health for additional guidance related to food service.
<input type="checkbox"/>	Review CDPH COVID-19 Industry Guidance: Food Packing and Processing, which can be viewed here . This provides comprehensive guidance for facilities that process or pack meat, dairy, or produce.
COMMUNICATION with ACPHD	
<input type="checkbox"/>	Maintain and update a list of all new confirmed, probable, and suspected cases. <ul style="list-style-type: none"> ✦ Submit reports of new cases to ACPHD via secure VEOCI portal form. ✦ Alternately, email an updated line list to your assigned ACPHD Investigator and copy COVIDOB@acgov.org until instructed otherwise by ACPHD.
<input type="checkbox"/>	Submit a map/floor plan of your facility to ACPHD within 24 hours of receiving an assigned investigator.
<input type="checkbox"/>	Send a roster of all workers to your ACPHD OI. On the roster, include: <ul style="list-style-type: none"> ✦ Job description ✦ Work location ✦ Work schedule ✦ Contact information
<input type="checkbox"/>	Issue work exclusions, Health Officer Isolation and Quarantine Order Packets as described above under "Initial Management."
TEMPORARY SUSPENSION OF OPERATIONS	
<input type="checkbox"/>	Consider voluntarily suspending operations when an exposure or outbreak has occurred in the workplace. Temporary closure can be an invaluable tool that allows: <ul style="list-style-type: none"> ✦ Investigation of the exposure ✦ Deep cleaning and disinfection ✦ Reviewing, revising, and reinforcing prevention measures
<input type="checkbox"/>	ACPHD has the authority to order suspension of operations while an exposure or outbreak is being investigated and managed.

□	In recognition of the impact of suspending operations, every effort is made to minimize the duration of closure. In order to control an outbreak as soon and effectively as possible, it is critical that management work closely with ACPHD investigators and strictly follow all recommendations.
□	Criteria for ordering closure may include such factors as: <ul style="list-style-type: none"> ✦ Size of the workforce ✦ Number or percentage of the workforce impacted ✦ Vulnerability of consumers to severe COVID-19 infection ✦ Extent of community spread ✦ Other local factors
	Keep in mind that under AB 685, CalOSHA may <ul style="list-style-type: none"> ✦ Issue an "Order Prohibiting Use" to shut down an entire worksite or a specific worksite area that exposes employees to an imminent hazard related to COVID-19. ✦ Cite or fine employers for serious violations related to COVID-19 without having to provide 15-days' notice. ✦ Cite or fine employers for violations of AB 685 worker notification provisions.

RESOURCES and LINKS

Please review and bookmark these important links. They include national, state, and local guidance and requirements for reopening and management of COVID-19 outbreaks.

Work closely with your assigned ACPHD Outbreak Investigator who will help you manage and contain the outbreak as swiftly and effectively as possible. Regular and transparent communication with your Outbreak Investigator is essential.

Alameda County

ACPHD

COVID-19 Recovery Webpage for Businesses & Organizations can be viewed [here](#).

- Posted under the "Site-Specific Protection Plans" section find the Workplace Response Protocols
[Appendix A](#): all businesses except construction sites

COVID-19 Site-Specific Protection Plan Guidance & Template for Developing Your Own Plan can be viewed [here](#).

ACPHD Criteria for Release from Home Isolation and/or Quarantine and Return to Work can be viewed [here](#).

Health Officer Orders for Isolation and Quarantine can be viewed [here](#).

When Can I Leave Isolation infographic can be viewed [here](#).

When Can I Leave Quarantine FAQ can be viewed [here](#).

Alameda County COVID-19 Recovery Resources for the Workplace can be viewed [here](#).

AC Department of Environmental Health

COVID-19 New Guidance for Food Facilities can be viewed [here](#).

California

Employers Questions about AB 685 can be viewed [here](#).

The AB 685 text can be viewed [here](#).

Information on responding to COVID-19 In the Workplace for Employers can be viewed [here](#).
View general Industry guidance [here](#).

Specific industries:

- Food Packing and Processing can be viewed [here](#).
- Office workspaces can be viewed [here](#).
- Construction can be viewed [here](#).
- Delivery service can be viewed [here](#).
- Energy & Utilities can be viewed [here](#).
- Communications can be viewed [here](#).
- Gyms and Fitness Centers can be viewed [here](#).
- Restaurants – take out can be viewed [here](#).
- Restaurants – dine-in can be viewed [here](#).
- Restaurants – dine-out can be viewed [here](#).
- Restaurants, Bars, and Wineries can be viewed [here](#) . :
- Retail can be viewed [here](#).

Note that this is not an exhaustive list. See the general Industry Guidance [page](#) for links to ALL industry-specific guidance documents.

Testing Resources and Services can be viewed [here](#).

Cal/OSHA COVID-19 Guidance and Resources can be viewed [here](#).

Cal/OSHA COVID-19 Emergency Temporary Standards Frequently Asked Questions [here](#)

California's Roadmap to Modify the Stay-At-Home Order: Support for Working Families can be viewed [here](#).

United States

CDC Guidance

Businesses and Workplaces Guidance can be viewed [here](#). It Includes:

- Resource links for specific industries
- COVID-19 Stakeholder Calls
- Coronavirus Tax Relief and Economic Impact Payments
- Communication Resources (signage)

Information on preparing your Small Business and Employees for the Effects of COVID-19 can be viewed [here](#).

Prevention in the Workplace information can be viewed [here](#).

General Business FAQ can be viewed [here](#).

Considerations for Wearing Masks can be viewed [here](#).

Critical Infrastructure: Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19 can be viewed [here](#).

Testing in non-healthcare workplaces information can be viewed [here](#).

Protecting Workers at High Risk for Severe Illness
Information on people at Increased Risk can be viewed [here](#).

NIOSH

Hierarchy of Controls can be viewed [here](#).

Environmental Protection Agency List N: Disinfectants for Coronavirus (COVID-19) can be viewed [here](#).

Department of Labor

Family First Coronavirus Response Act -- Employee Paid Leave Rights can be viewed [here](#).

EEOC

What you Should Know about COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws can be viewed [here](#).

Pandemic Preparedness in the Workplace and the Americans with Disabilities Act can be viewed [here](#).