



COVID-19 Prevention Program

Revised August 19, 2021

About COVID-19

COVID-19 is a highly infectious disease that is spread from person to person, including through aerosol transmission of particles produced when an infected person exhales, talks, vocalizes, sneezes or coughs. COVID-19 is less commonly transmitted when people touch a contaminated object and then touch their eyes, nose or mouth. The virus that causes COVID-19 is highly transmissible and can be spread by people who show no symptoms and who do not know they are infected. Particles containing the virus can travel more than six feet, especially indoors and in dry conditions with relative humidity below 40%. The federal Center for Disease Control (CDC) estimates that over 50% of the spread of the virus is from individuals with no symptoms at the time of spread. COVID-19 spreads mainly among unvaccinated people who are in close contact (within six feet for more than 15 minutes) with one another especially in poorly ventilated spaces. Vaccination is the key in a multi-layered approach to protect workers. Vaccines authorized by the U.S. Food and Drug Administration are highly effective at protecting vaccinated people against symptomatic and severe COVID-19 illness. See CDC's [Guidance for Fully Vaccinated People](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html) at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html>.

According to the CDC the symptoms of COVID-19 are:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

SMCEC EMPLOYEE VACCINATION POLICY

In accordance with the San Mateo County Event Center's duty to provide and maintain a workplace that is free of known hazards, we adopted this policy to safeguard the health of our employees and their families; our customers and visitors; and the community at large from infectious diseases, such as COVID-19, that may be reduced by vaccinations. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable.

All employees are required to be fully vaccinated for COVID. For purposes of this policy, an employee is considered fully vaccinated if it has been at least 14 days since the last dose as recommended by the manufacturer, of a vaccine that has been authorized by the FDA for use in the United States, including vaccinations that have been approved pursuant to an Emergency Use Authorization. Employees must provide proof of vaccination to the SMCEC upon hire. Employees not in compliance with this policy will be placed on unpaid leave and may be subject to termination.

Section 1. COVID-19 Employee and Workplace Protocols

A. Responsibilities of Managers and Supervisors

1. The Chief Executive Officer will frequently check with the local County Health Department and other organizations such as the state CDPH (California Department of Public Health), Cal OSHA, and the federal CDC to ensure that employees are being given the most up to date information on COVID-19.
2. All managers and supervisors are familiar with this CPP and able to answer questions from employees.
3. Managers and supervisors will identify where and how employees might be exposed to COVID-19 in the workplace.
4. Sick leave policies are in place for employees and management may require employees to stay home if they are ill.
5. Employees will be kept up to date on SMCEC protocols related to face coverings and social distancing and all employees are required to follow those protocols at all times.
6. Managers and supervisors will set a good example by following all COVID-19 protocols and requiring all employees to do the same.

7. Employees who fail to comply with the requirements of the CPP may be subject to a written warning or other disciplinary action, up to and including termination, depending upon the circumstances.
8. Management will ensure that supplies of EPA approved disinfectants are available and will oversee the disinfecting of maintenance shops, offices, meeting rooms, and restrooms. Employees will be given specific PPE for this task.
9. COVID-19 educational signage will be displayed in the office, break rooms, and conference rooms.
10. SMCEC will provide COVID-19 Self-Test kits to employees upon request.

B. Workplace Safety Protocol and Etiquette for all Employees

1. Employees must wash their hands frequently with soap and water for at least 20 seconds.
2. When soap and water are not available, hand sanitizer that contains at least 70% alcohol may be used. Hand sanitizer is available to all employees.
3. Employees must wash their hands before work, before and after eating, before and after using the restroom, and before leaving for the day.
4. Employees should not touch their face, eyes, nose, or mouth with unwashed hands.
5. Employees should cover their mouth and nose with a tissue when they cough or sneeze and throw the used tissue in the trash. If a tissue is not available, Employees should cough or sneeze into their elbow and not their hands.
6. Employees should not share pens, pencils, keyboards, phones, earphones, tablets, or other electronics.
7. Employees should not share food or drinks. Throw uneaten food and wrappers in the trash.
8. Disposable PPE, paper towels, and similar waste must be deposited in the trash.
9. All employees sharing an office space must wipe down the space before leaving at the end of the workday. Sanitation wipes will be provided.
10. San Mateo County Event Center will post signage on the exterior office doors informing visitors that all persons must wear a mask at all times while indoors at the San Mateo County Event Center.

C. COVID-19 Exposure Procedures for Fully Vaccinated Employees at the Workplace

1. Employees who have come into close contact with someone with suspected or confirmed COVID-19 should be tested 3-5 days after exposure and wear a mask and social distance for 14 days or until they receive a negative test result. Monitor for COVID-19 symptoms for 14 days following an exposure. Close contact means being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period. The vaccinated employee does not need to be excluded from work after close contact unless they have COVID-19 symptoms
2. If an employee has a cough, fever, difficulty breathing, chills, muscle pain, sore throat, or recent loss of taste or smell, they must immediately inform their supervisor or manager and they will be directed to stay home and get tested for COVID-19.
3. If an employee tests positive for COVID-19 and has symptoms, employee will self-isolate and may return to work after meeting the following criteria:
 - At least three full days (72 hours) pass with no fever of 100.4 or higher, without the use of fever-reducing medications
 - No acute respiratory illness symptoms
 - At least 10 days have passed since the symptoms first appeared
4. If an employee tests positive for COVID-19 but never had any symptoms, employee can return to work when at least 10 days have passed after date employee tested positive for COVID-19.
5. A negative COVID-19 test will not be required for an employee to return to work once the requirements for “cases with symptoms” or “cases who tested positive but never had symptoms” (above) have been met.
6. If an employee tests positive for COVID-19, all employees who may have had close contact with infected employee will be informed that a member of the workforce tested positive. Guidelines for close contact will be followed (see #1 in this section).

7. If it is determined that a deep cleaning is required in specific areas, employees will be removed from those areas until a deep cleaning can be completed and return only after instructed to do so.
8. The SMCEC will report information about COVID-19 cases and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.

Section 2. Control of COVID-19 Hazards

Cleaning and disinfecting

- Ensuring adequate cleaning supplies are available and adequate time for it to be done properly.
- Follow all SMCEC sanitization protocols including but not limited to sanitizing all touch surfaces on a daily basis such as door hardware, switches, office equipment, countertops, tables, thermostats, restroom and kitchen surfaces or any building surface that a person might touch by hand.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between use.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we provide effective hand sanitizer and encourage employees to wash their hands for at least 20 seconds each time.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

ACKNOWLEDGEMENT OF RECEIPT AND REVIEW OF COVID-19 Prevention Program (CPP)

TO ALL Employees:

Attached is a copy of the San Mateo County Event Center COVID-19 Prevention Program (CPP). These guidelines are provided for the safety of yourself as well as your fellow employees.

It is the responsibility of each supervisor to provide training and review the program components with each employee. It is the employee's responsibility to read and comply with these program components.

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I have read and understood the San Mateo County Event Center COVID-19 Prevention Program (CPP) as well as my duties and responsibilities as a supervisor or employee.

Date: _____

Name: _____

Signature: _____