



Diocese of Santa Rosa

AB 685 and Cal/OSHA Notice of Potential Exposure to COVID-19 Checklist

Notice of Potential Exposure of a Qualifying Individual (positive for covid-19)

1. The Chancery of the Diocese of Santa Rosa received notice of potential exposure, which includes any of the following, on [DATE]:
 - Notification to the Chancery or Chancery representative from a public health official or licensed medical provider that a Chancery employee was exposed to a qualifying individual at the worksite.
 - Notification to the Chancery from a Chancery employee or their emergency contact that the employee is a qualifying individual.
 - Notification to the Chancery from a subcontracted employer that a qualifying individual was on a worksite.
2. Does the notice of potential exposure pertain to a qualifying individual who:
 - Has a laboratory-confirmed case of COVID-19;
 - Has a positive COVID-19 diagnosis from a licensed health care provider;
 - Has a COVID-19 related order to isolate from a public health official; or
 - Has died from COVID-19.

If yes, provide notice as stated below within **one business day** of receipt of notice of the potential exposure, or no later than [DATE]. Maintain the privacy of the name(s) of the qualifying individual(s) and **do not disclose the name of the qualifying individual to employees who were potentially exposed.**

3. Does the number of COVID-19 cases at the Chancery constitute an outbreak, currently defined as three (3) or more COVID-19 positive cases in a span of fourteen (14) days¹? If **yes**, then provide notice to the Sonoma County Department of Health within **48 hours** with the names, occupation, and worksite of the COVID-19 positive employees, the number of cases, and the business address and NAICS code of the worksite.

Written Notice Provided to Applicable Workers

If the Chancery of the Diocese of Santa Rosa has received notice of potential exposure of a qualifying individual as described above, written notice must be provided to employees and independent contractors who were potentially exposed to the qualifying individual within **one business day** of the Chancery's **receipt of notice.**

¹ Check current Department of Health Definition of "Outbreak."
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Workplace-Outbreak-Guidance.aspx>)

1. Determine Close Contacts:

Defined as someone who spent 15 minutes or more within 6 feet of an individual with Covid-19 during the individual's infectious period (even with masks), which includes the 48 hours before the individual developed Covid-19 symptoms (or if asymptomatic, the 48 hours before the employee tested positive for Covid-19, based on the date the employee took the Covid-19 test that returned positive).

2. Determine the Worksite:

Defined as the office or building, facility, field, or other location where a worker worked during the infectious period.² The worksite **does not include** buildings, floors, or other locations that a qualified individual did not enter.

3. Who Must be Notified:

- All employees who had “close contact” with the infected employee during the employee’s “infectious period.”
- All employees and the employers of subcontracted employees who were on the premises at the same worksite as the qualifying individual within the infectious period.
- The exclusive representatives of the employees (i.e. union rep, attorney). The notice provided to the exclusive representative(s) of the employees must contain the same information as would be required in a Cal/OSHA Form 300 injury and illness log.
- All independent contractors or other employees present at the workplace during the high-risk exposure period, defined as:
 - For persons who develop COVID-19 symptoms, quarantine and return to work: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or
 - For persons who test positive who never develop COVID-19 symptoms, quarantine and return to work: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

4. Content of Notices to Employees Who Were Potentially Exposed to a Qualifying Individual-COVID-19 Benefits, Leave Programs, And Protections:

Provide all employees who may have been exposed to a qualifying individual, and their exclusive representative(s) if applicable, with the following information:

- COVID-19-related benefits to which the employee may be entitled:
 - **List all applicable benefits**, such as:
 - FFCRA - Emergency Paid Sick Leave (expires 3/31/2021)
 - Diocese of Santa Rosa provided Disaster Pay
 - Paid sick leave
 - Workers' compensation benefits- Catholic Mutual

² Currently defined by the State Department of Public Health as a minimum of 48 hours before the individual developed COVID-19 symptoms.

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Workplace-Outbreak-Guidance.aspx>

- o FMLA/CFRA
- o Medical Disability leave
- o State disability
- A statement that the Diocese of Santa Rosa will not discriminate or retaliate against employees based on medical condition, including those who contract, are quarantined, or are exposed to COVID-19.
- Offer of free COVID-19 testing during their working hours to all employees who were potentially exposed

Independent contractors and other employers present at the workplace during exposure must be notified of the potential exposure within one business day. The Diocese of Santa Rosa does not need to pay for an independent contractor's COVID-19 test or provide them with information on benefits.

Written Notice Provided to All Employees

Safety and Disinfection Plan Provided to all Chancery Employees:

Notify all Chancery employees, the employers of subcontracted employees, and the exclusive representative(s) if applicable, of the **disinfection and safety plan** the Chancery of the Diocese of Santa Rosa intends to implement and complete, following CDC guidelines. This plan must be provided to all employees, not just employees that were potentially exposed.

Examples:

- Clean all surfaces with soap and water
- Disinfect area using EPA approved disinfectant
 - o Note: Some disinfectants may be toxic to children. If the infected area is an area where children may frequent, then be mindful of cleaning products used.
- Consider temporarily or permanently removing items within the room subject to regular handling or contact. Also consider removing soft and porous materials and items, such as rugs and seating

The CDC provides a general framework to develop and implement a safety plan. For more information visit: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

The EPA provides a list of cleaning products specifically approved to fight COVID-19: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

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[LETTER FOR CLOSE CONTACTS]



Diocese of Santa Rosa-Chancery Office

Notice of a Potential Exposure To COVID-19

California Labor Code 6409.6

On [DATE], the Chancery of the Diocese of Santa Rosa received a notice that employee(s) were potentially exposed to COVID-19, at 985 Airway Court, Santa Rosa, CA 95403.

Within the infectious period of time, currently defined by the State Department of Public Health as the 48 hours (2 days) before the individual developed COVID-19 symptoms. If the COVID-19 positive employee is asymptomatic, the infectious period begins 48 hours before the COVID-19 test occurred. You were on Chancery premises or at the same Diocesan worksite as an individual who has one of the following:

- A laboratory confirmed case of COVID-19,
- A positive COVID-19 diagnosis from a licensed health care provider,
- Is subject to a COVID-19 related isolation order provided by a public health official, or
- Who has died due to COVID-19 within the infectious period of time.

We have determined you are someone whom he or she had “close contact” with, which is defined as a person who was within 6 feet of the COVID-19 positive employee for a cumulative period of 15 minutes during a 24 hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated. The determination of a *close contact* is made regardless of whether the individuals were wearing a face covering or other personal protective equipment. Based on the information available to the Diocese of Santa Rosa, your last “close contact” with this individual was on [DATE].

Given your potential exposure to COVID-19, the Diocese of Santa Rosa requests that you quarantine at home for 10 days after [DATE] before returning to work. Further, it is recommended that you contact your health care provider and Sonoma County Public Health Department at 707-565-4566 or the Sonoma County Covid-19 quarantine hotline at 707-565-4667 for guidance and information about possible actions you should take based on your individual circumstances.

Current guidance suggests for those who are not experiencing symptoms and want to be tested, they should get tested no earlier than 8 days after the exposure for more accurate results.

COVID-19 related benefits the Diocese of Santa Rosa offers that you may be eligible for include:

- o FFCRA - Emergency Paid Sick Leave (expires 3/31/2021)

- o Family Medical Leave Act / CFRA
- o Diocese of Santa Rosa provided Disaster Pay
- o Diocese of Santa Rosa paid sick leave
- o Workers' compensation benefits- Catholic Mutual
- o Medical Disability leave
- o State disability

Additionally, the Diocese of Santa Rosa will pay for you to receive a COVID-19 test during work hours. You are required to report to one of the Chancery Covid-19 Committee Members/Contact Tracers the results of your COVID-19 test. All medical information will be kept confidential.

The Diocese of Santa Rosa policies prohibit retaliation and discrimination against employees based on their medical condition, including employees who have a positive COVID-19 test or diagnosis, who are quarantined, or who receive notice of a potential exposure to COVID-19. See the Diocese of Santa Rosa's Discrimination, Harassment, and Retaliation Prevention policy for more detail.

The health and safety of employees, clients, and community is of utmost importance to us. The Diocese of Santa Rosa is investigating whether any workplace conditions contributed to this exposure and what can be done going forward to reduce the risk of a COVID-19 exposure. Please see the attached Notice of Disinfection and Safety Plan.

Please contact Human Resources with any questions you may have and for more information on available leave and benefits.

[LETTER FOR NON-CLOSE CONTACTS]



Diocese of Santa Rosa Notice of a Potential Exposure To COVID-19

California Labor Code 6409.6

On [DATE], the Chancery of the Diocese of Santa Rosa received a notice that employee(s) were potentially exposed to COVID-19, at 985 Airway Court, Santa Rosa, CA 95403.

Within the infectious period of time, currently defined by the State Department of Public Health as a minimum of 48 hours before the individual developed COVID-19 symptoms, you [OR your subcontracted employees] were on Chancery premises at the same worksite as an individual who has one of the following:

- A laboratory confirmed case of COVID-19,
- A positive COVID-19 diagnosis from a licensed health care provider,
- Is subject to a COVID-19 related isolation order provided by a public health official, or
- Who has died due to COVID-19 within the infectious period of time.

Based on the information available to the Diocese of Santa Rosa, you have not been identified as someone with whom the individual had “close contact” with, which is defined as spending 15 minutes or more within 6 feet of an individual with COVID-19 during the individual’s infectious period as defined above.

Because you were not a “close contact” we are asking that you simply monitor your health and be sensitive to any symptoms you may experience. The Diocese of Santa Rosa will also pay for you to receive a COVID-19 test during work hours. You are required to report to the contact tracer the results of your COVID-19 test. All medical information will be kept confidential.

Current guidance suggests for those who are not experiencing symptoms and want to be tested, they should get tested no earlier than 8 days after the exposure for more accurate results.

COVID-19 related benefits the Diocese of Santa Rosa offers that you may be eligible for include:

- o FFCRA - Emergency Paid Sick Leave (expires 3/31/2021)
- o Family Medical Leave Act / CFRA
- o Diocese of Santa Rosa provided Disaster Pay
- o Diocese of Santa Rosa paid sick leave
- o Workers’ compensation benefits- Catholic Mutual
- o Medical Disability leave
- o State disability

The Diocese of Santa Rosa policies prohibit retaliation and discrimination against employees based on their medical condition, including employees who have a positive COVID-19 test or

diagnosis, who are quarantined, or who receive notice of a potential exposure to COVID-19. See the Diocese of Santa Rosa's Discrimination, Harassment, and Retaliation Prevention policy for more information.

The health and safety of employees, clients, and community is of utmost importance to us. Please see the attached Notice of Disinfection and Safety Plan.

Please contact Human Resources with any questions you may have and for more information on available leave and benefits.

[NOTICE FOR ALL EMPLOYEES]



Diocese of Santa Rosa Notice of Disinfection and Safety Plan
California Labor Code 6409.6

In response to the COVID-19 pandemic the Chancery of the Diocese of Santa Rosa adopted and implemented a disinfection and safety plan per the guidelines of the federal Centers for Disease Control. Now, in response to a potential COVID-19 exposure, we are providing the following information on the Diocese of Santa Rosa's current disinfection and safety plan and new measures we are implementing.

[Describe plan, and any additional measures including cleaning surfaces with soap and water, disinfecting area using EPA approved disinfectant, and temporarily or permanently removing items within room subject to regular handling or contact. Include plan to maintain this safety plan long term.]