

COVID-19

Health and Safety Plan



This plan is provided to comply with CDC's and City of Pasadena's workplace safety protocols:

CDC

www.cdc.gov/coronavirus/2019-ncov/index.html

Pasadena Health Department

www.cityofpasadena.net/public-health/news-announcements/information-on-covid-19/

Occupational Safety and Health Administration

www.osha.gov/SLTC/covid-19/controlprevention.html

The best way to prevent illness is to avoid being exposed to this virus

The virus is thought to spread mainly from person-to-person:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Clean your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact

- Stay home if you are sick.
- Avoid close contact with people who are sick.
- Put distance between yourself and other people.
- Remember that some people without symptoms may be able to spread virus.
- This is especially important for people who are at higher risk of getting very sick.

Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- The cloth face cover is meant to protect other people in case you are infected.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.
- Cover coughs and sneezes
- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection then, use a household disinfectant.

6 Steps for Safe & Effective Disinfectant Use
www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf

Face Coverings FAQs

Why are face coverings now required?

Recent information from the Centers for Disease Control and Prevention (CDC) indicates covering your nose and mouth slows the spread of COVID-19 because:

- Individuals can be contagious before experiencing symptoms.
- A cloth face covering can reduce the release of infectious particles into the air when someone speaks, coughs, or sneezes, including someone who has COVID-19 but feels well.
- We touch our face less when it is covered. Touching your face after touching something contaminated with COVID-19 increases your chances of getting sick.

Why is the CDC recommending cloth face coverings instead of medical grade facemasks?

The face covering is intended to prevent someone who does not know they are infected from transmitting COVID-19 to others. Since the intent of the face cover is to protect others rather than the person wearing the cover, a surgical face mask is not necessary. Medical respirators and surgical masks are in short supply and it is necessary that these items be reserved for health care settings.

When is the face covering required?

The Safer at Home Order directs everyone to wear a face covering while working in or visiting an essential business. The essential business must provide a cloth face covering for each employee to wear as part of their Social Distancing Protocol.

What is a cloth face covering?

A cloth face covering is a material that covers the nose and mouth, and can be secured to the head with ties or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. Acceptable, reusable face covering options include a bandana, scarf, neck gaiter or homemade covering assembled from cotton t-shirts or other tightly woven fabric.

Is social distancing still necessary if everyone is wearing a face covering?

Yes. The CDC still recommends that persons stay at least 6 feet away from others, avoid gatherings, and frequently wash their hands.

What is the proper way to wear and to care for a cloth face covering?

Wash your hands before and after putting on, or taking off, the face covering. Wash the cloth face covering frequently, ideally after each use, or at least daily. Have a bag or bin to store cloth face coverings until they are laundered with detergent and hot water, and dried on a hot setting. Discard cloth face coverings that no longer cover the nose and mouth, have stretched out or damaged straps, cannot stay on the face, or have tears in the fabric.

Symptoms of Coronavirus

People with COVID-19 have had a wide range of symptoms ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Someone with these symptoms may have COVID-19:

- 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

10 things you can do to manage your COVID-19 symptoms at home

- Stay home from work and school. Stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.
- Monitor your symptoms carefully. If your symptoms get worse, call your healthcare provider immediately.
- Get rest and stay hydrated.
- If you have a medical appointment, call the healthcare provider ahead of time and tell them that you have or may have COVID-19.
- For medical emergencies, call 911 and notify the dispatch personnel that you have or may have COVID-19.
- Cover your cough and sneezes.
- Wash your hands often with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.
- As much as possible, stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a facemask.
- Avoid sharing personal items with other people in your household, like dishes, towels, and bedding.
- Clean all surfaces that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅔ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

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| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
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▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA

EXECUTIVE ORDER N-51-20

WHEREAS on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS on March 19, 2020, I issued Executive Order N-33-20, directing all residents statewide to obey all state public health directives, including the State Public Health Officer's order to all individuals living in the state to stay home or at their other place of residence, except as otherwise specified, including as needed to maintain continuity of operations of critical infrastructure sectors during the COVID-19 response; and

WHEREAS hard-working Californians who help grow and harvest the food in California's farms and fields, work in our food facilities, and deliver food from our food facilities are among the essential critical infrastructure workers serving on the front lines of the COVID-19 pandemic; and

WHEREAS the food supply sector and the reliability of our food supply are fundamental to the health of all Californians and are only possible during the COVID-19 pandemic because workers in this sector – farm workers, grocery workers, and food delivery workers, among others – continue to work in difficult situations; and

WHEREAS workers who are sick are more likely to go to work if they do not have paid leave, thereby increasing health and safety risks for their fellow workers and other members of the public with whom they, or the products of their work, come into contact; and

WHEREAS providing paid sick leave related to COVID-19 to food sector workers will reduce the spread of COVID-19 and otherwise mitigate the effects of COVID-19 among these workers, thereby promoting public health and safety; and

WHEREAS effective April 1, 2020, the federal Families First Coronavirus Response Act ("FFCRA") requires employers of fewer than 500 employees to provide emergency paid sick leave benefits to employees who may not be able to work because of COVID-19; and

WHEREAS notwithstanding the FFCRA, many food sector workers continue to lack access to paid sick leave; and

WHEREAS expanding the handwashing requirements under California's Retail Food Code to instruct food facilities to permit their workers to wash their hands on a regular and as-needed basis serves to mitigate and prevent the spread of COVID-19.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567, 8571, and 8627, do hereby issue the following Order to become effective immediately:

IT IS HEREBY ORDERED THAT:

1. A Food Sector Worker, as defined in paragraph 2 below, shall be entitled to supplemental paid sick leave related to COVID-19 ("COVID-19 Supplemental Paid Sick Leave") as follows:
 - a. Except as set forth in paragraph 3 below, a Hiring Entity (as defined in paragraph 3 below) shall provide COVID-19 Supplemental Paid Sick Leave to each Food Sector Worker (as defined in paragraph 2 below) who performs work for or through the Hiring Entity if that Food Sector Worker is unable to work due to any of the reasons below:
 - i. The Food Sector Worker is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
 - ii. The Food Sector Worker is advised by a health care provider to self-quarantine or self-isolate due to concerns related to COVID-19; or
 - iii. The Food Sector Worker is prohibited from working by the Food Sector Worker's Hiring Entity due to health concerns related to the potential transmission of COVID-19.
 - b. A Food Sector Worker shall be entitled to the following number of hours of COVID-19 Supplemental Paid Sick Leave:
 - i. A Food Sector Worker is entitled to 80 hours of COVID-19 Supplemental Paid Sick Leave if the Food Sector Worker satisfies either of the following criteria:
 1. The Hiring Entity considers the Food Sector Worker to work "full-time"; or
 2. The Food Sector Worker worked or was scheduled to work, on average, at least 40 hours per week for the Hiring Entity in the two weeks preceding the date the Food Sector Worker took COVID-19 Supplemental Paid Sick leave.
 - ii. A Food Sector Worker who does not satisfy any of the criteria in subparagraph (i) above is entitled to an amount of COVID-19 Supplemental Paid Sick Leave as follows:
 1. If the Food Sector Worker has a normal weekly schedule, the total number of hours the Food Sector Worker is normally scheduled to work for or through a Hiring Entity over two weeks; or

2. If the Food Sector Worker works a variable number of hours, fourteen times the average number of hours the Food Sector Worker worked each day for or through the Hiring Entity in the six months preceding the date the Food Sector Worker took COVID-19 Supplemental Paid Sick leave. If the Food Sector Worker has worked for the Hiring Entity fewer than six months, this calculation shall instead be made over the entire period the Food Sector Worker has worked for the Hiring Entity.
 - iii. The total number of hours of COVID-19 Supplemental Paid Sick Leave to which a Food Sector Worker is entitled pursuant to subparagraphs (i) or (ii) above shall be in addition to any paid sick leave that may be available to the Food Sector Worker under Labor Code section 246.
 - iv. Food Sector Workers may determine how many hours of COVID-19 Supplemental Paid Sick Leave to use, up to the total number of hours to which the Food Sector Worker is entitled pursuant to subparagraphs (i) or (ii) above. Such COVID-19 Supplemental Paid Sick Leave shall be made available for immediate use by the Food Sector Worker, upon the oral or written request of the Worker to the Hiring Entity.
 - v. Over the period this Executive Order is in effect, a Hiring Entity is not required to provide a Food Sector Worker more than the total number of hours of COVID-19 Supplemental Paid Leave to which the Food Sector Worker is entitled pursuant to subparagraphs (i) or (ii) above.
- c. Each hour of COVID-19 Supplemental Paid Sick Leave shall be compensated at a rate equal to the highest of:
- i. The Food Sector Worker's regular rate of pay for the Food Sector Worker's last pay period;
 - ii. The State minimum wage; or
 - iii. The local minimum wage to which the Food Sector Worker is entitled.

Notwithstanding the foregoing, in no event shall a Hiring Entity be required to pay more than \$511 per day and \$5,110 in the aggregate over the period this Executive Order is in effect to a Food Sector Worker for COVID-19 Supplemental Paid Sick Leave taken by the Worker.

- d. A Hiring Entity may not require a Food Sector Worker to use any other paid or unpaid leave, paid time-off, or vacation time provided by the Hiring Entity to the Food Sector Worker before the Food Sector Worker uses COVID-19 Supplemental Paid Sick

Leave, or in lieu of COVID-19 Supplemental Paid Sick Leave.

2. For purposes of this Executive Order, a Food Sector Worker is any person who satisfies all of the criteria set forth in subparagraphs (a) through (d) of this paragraph 2, as follows:
 - a. The person satisfies any of the following criteria:
 - i. The person works in one of the industries or occupations defined in Industrial Welfare Commission (“IWC”) Wage Order 3-2001 § 2(B); IWC Wage Order 8-2001 § 2(H); IWC Wage Order 13-2001 § 2(H); or IWC Wage Order 14-2001 § 2(D); or
 - ii. The person works for a Hiring Entity (as defined in paragraph 3 below) that operates a food facility, as defined in Health and Safety Code section 113789(a)-(b); or
 - iii. The person delivers food from a food facility, as defined in Health and Safety Code section 113789(a)-(b), for or through a Hiring Entity.
 - b. The person is exempt, as an Essential Critical Infrastructure Worker, from the requirements imposed by Executive Order N-33-20 or any other statewide stay-at-home order; and
 - c. The person leaves the person's home or other place of residence to perform work for or through the person's Hiring Entity, as defined in paragraph 3 below.
3. For purposes of this Executive Order, Hiring Entity means a private sole proprietorship or any kind of private entity whatsoever—including, but not limited to, any kind of corporation, partnership, limited liability company, limited liability partnership, or any other kind of business enterprise, and specifically including any Delivery Network Company (as defined in Revenue and Taxation Code section 6041.5(b)) and any Transportation Network Company (as defined in Public Utilities Code section 5431(c))—that has 500 or more employees in the United States. For purposes of this paragraph 2, Code of Federal Regulations, Title 29, section 826.40(a)(1)-(2) shall be used to determine the number of employees that the Hiring Entity employs.
4. Notwithstanding paragraph 1 of this Executive Order, a Hiring Entity shall not be required to provide a Food Sector Worker with COVID-19 Supplemental Paid Sick Leave if the Hiring Entity provides the relevant Food Sector Worker, as of the effective date of this Executive Order, with a supplemental benefit, such as paid leave, that is payable for the reasons listed in paragraph 1(a) above and that would compensate the Food Sector Worker in an amount equal to or greater than the amount the Food Sector Worker would be compensated through taking COVID-19 Supplemental Paid Sick Leave to which the Food Sector Worker would otherwise be entitled under this Order.

5. In addition to such other remedies as may be provided by the laws of this State or its subdivisions (including, but not limited to, the remedies available to redress any unlawful business practice under the Unfair Competition Law, Business and Professions Code sections 17200 *et seq.*), the Labor Commissioner shall enforce the provision of COVID-19 Supplemental Paid Sick Leave. For purposes of such enforcement and to implement COVID-19 Supplemental Paid Sick Leave:
 - a. The Labor Commissioner shall enforce the provision of COVID-19 Supplemental Paid Sick Leave as if such leave constitutes "paid sick days" under Labor Code sections 246(n), 246.5(b)-(c), 247, 247.5, and 248.5.
 - b. A Food Sector Worker may file a complaint with the Labor Commissioner pursuant to Labor Code section 98 or 98.7.
 - c. The principles in Labor Code section 249 apply to COVID-19 Supplemental Paid Sick Leave.
 - d. By April 23, 2020, the Labor Commissioner shall make publicly available a model notice for purposes of Labor Code section 247. For purposes of COVID-19 Supplemental Paid Sick Leave only, if a Hiring Entity's Food Sector Workers do not frequent a workplace, the Hiring Entity may satisfy the notice requirement of Labor Code section 247(a) by disseminating notice through electronic means, such as by electronic mail.

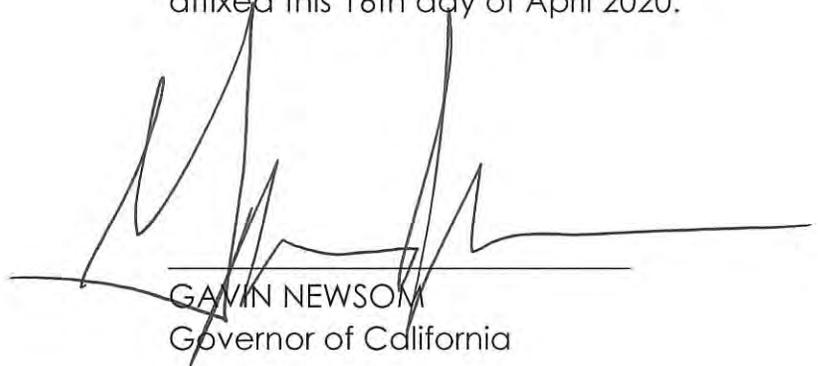
For purposes of the Labor Code sections cited in subparagraphs (a) through (c), in construing this Executive Order, all Food Sector Workers shall be considered "employees," any Hiring Entity shall be considered an "employer," and this Executive Order shall be considered part of the "article" in which those Labor Code sections are codified.

6. The requirement to provide COVID-19 Supplemental Paid Sick Leave as set forth in this Executive Order shall be effective during the pendency of any statewide stay-at-home orders issued by the State Public Health Officer, except that a Food Sector Worker taking COVID-19 Supplemental Paid Sick Leave at the time of the expiration of all such orders shall be permitted to take the full amount of COVID-19 Supplemental Paid Sick Leave to which that Food Sector Worker otherwise would have been entitled under this Order.
7. In addition to the other requirements of this Executive Order, and consistent with Health and Safety Code section 113952, employees working in any food facility, as defined by Health and Safety Code section 113789, shall be permitted to wash their hands every 30 minutes and additionally as needed. This paragraph shall be enforced pursuant to applicable provisions of the Retail Food Code.

IT IS FURTHER ORDERED that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 16th day of April 2020.



GAVIN NEWSOM
Governor of California

ATTEST:

ALEX PADILLA
Secretary of State