



# California COVID-19 Prevention Procedures (CPP)

Environmental Health and Safety

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## I. Purpose

This CPP is designed to control employees' exposures to the SARS virus (severe acute respiratory syndrome coronavirus 2) that causes COVID (Coronavirus Disease 2019) that may occur in our workplace.

## II. Scope

This CPP applies to Northwestern employees in the State of California.

## III. Authority and Responsibility

The Director of Environmental Health and Safety (EHS) has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the procedures in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

## IV. Application of the Northwestern Injury & Illness Prevention Program (IIPP)

COVID19 is a recognized hazard in our workplace that is addressed through our IIPP, which will be effectively implemented and maintained to ensure the following:

1. When determining measures to prevent COVID19 transmission and identifying and correcting COVID 1

- e. When we are made aware of new or previously unrecognized COVID hazards.
- f. For supervisors to familiarize themselves with the COVID hazards to which employees under their immediate direction and control may be exposed.

Northwestern's myHR system will be used to document this training.

- 3. Procedures to investigate COVID illnesses at the workplace include:
  - a. Determining the day and time a COVID case was last present; the date of the positive COVID tests or diagnosis; and the date the COVID case first had one or more COVID symptoms. A cloud-based application will be used to collect and document this information.
  - b. Effectively identifying and responding to persons with COVID symptoms at the workplace by posting instructional signage at campus entrances encouraging all employees to
    - i. Regularly monitor their personal health status
    - ii. Wear face coverings and obtain a test if they have COVID symptoms,
    - iii. Report COVID symptoms and to stay home when ill.
- 4. Effective procedures for responding to COVID cases at the workplace include:
  - a. Immediately excluding COVID cases (including employees excluded under CCR, Title 8, section 3205.1) according to the following requirements:
    - i. COVID cases who do not develop COVID symptoms will not return to work during the infectious period.
    - ii. COVID cases who develop COVID symptoms will not return to work during the shorter of either of the following:
      - 1. The infectious period.
      - 2. a y 6

- ii. Individuals are expected to take [additional safety precautions](#) if they are in non-incident direct contact with individuals who test positive for COVID-19 for 10 days after their last exposure.
- iii. Provide testing and encourage employees to test immediately and again 5 full days after last known exposure.
- iv. Encourage individuals to wear a well-fitting face covering and monitor their health for COVID-19 symptoms for 10 days after their last exposure

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- b. All employees on the premises at the same worksite as the COVID case within the infectious period.
- 3.









- d. Staggered arrival, departure, work, and break times
- e. Adjusted work processes or procedures, such as reducing production speed, allow greater distance between employees.

When it is not feasible to maintain a distance of at least six feet, individuals should be as far apart as feasible.