



City of Port Hueneme

# COVID-19 Prevention Program (CPP)

Updated as of January 14, 2022

250 North Ventura Road, Port Hueneme, CA 93041  
Phone (805) 986-6500 • Fax (805) 986-6581  
[www.cityofporthueneme.org](http://www.cityofporthueneme.org)

## Table of Contents

COVID-19 PREVENTION PROGRAM (CPP).....	4
AUTHORITY AND RESPONSIBILITY .....	4
I.    PURPOSE: .....	4
II.   SCOPE: .....	5
III.  DEFINITIONS:.....	5
IV.   PROGRAM:.....	7
A.   SYSTEM FOR COMMUNICATING WITH CITY EMPLOYEES .....	7
1.    Reporting COVID-19 Symptoms, Possible COVID-19 Close Contact Exposures, and Possible COVID-19 Hazards at City Worksites and Facilities .....	7
2.    Accommodations Process for City Employees with Medical or Other Conditions that put them at Increased Risk of Severe COVID-19 Illness .....	8
3.    COVID-19 Testing.....	9
4.    COVID-19 Hazards .....	9
B.   IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS AT CITY WORKSITES/FACILITIES .....	10
1.    Screening City Employees for COVID-19 Symptoms .....	10
2.    Responding to City Employees with COVID-19 Symptoms .....	10
3.    City’s Response to COVID-19 Cases .....	10
4.    Workplace-Specific Identification of COVID-19 Hazards .....	11
5.    Maximization of Outdoor Air and Air Filtration.....	11
6.    City Compliance with Applicable State and Local Health Orders .....	12
7.    Evaluation of Existing COVID-19 Prevention Controls and Adoption of Additional Controls.....	12
8.    Periodic Inspections .....	12
C.   INVESTIGATING AND RESPONDING TO COVID-19 CASES IN CITY WORKSITES/FACILITIES .....	12
1.    Procedure to Investigate COVID-19 Cases .....	12
2.    Response to COVID-19 Cases .....	12
3.    Confidential Medical Information.....	14
D.   CORRECTION OF COVID-19 HAZARDS AT CITY WORKSITES AND FACILITIES.....	15
E.   TRAINING AND INSTRUCTION OF CITY EMPLOYEES.....	15
1.    COVID-19 Symptoms .....	15

2.	COVID-19 Vaccinations .....	15
3.	City's COVID-19 Policies and Procedures .....	16
4.	COVID-19 Related Benefits .....	16
5.	Spread and Transmission of the Virus that Causes COVID-19 .....	16
6.	Methods and Importance of Physical Distancing, Face Coverings, and Hand Hygiene .....	16
F.	FACE COVERINGS.....	17
1.	General Face Covering Requirements.....	17
2.	Required Use of Effective Non-Restrictive Alternative for Employees Exempted from Face Covering Requirement.....	18
3.	Physical Distancing Required If Employee Is Not Wearing Face Covering or Non-Restrictive Alternative .....	18
4.	Prohibition on Preventing Employees from Wearing Face Covering.....	19
5.	Communication to Non-Employees Regarding Face Covering Requirement	19
G.	OTHER ENGINEERING CONTROLS, ADMINISTRATIVE CONTROLS AND PERSONAL PROTECTIVE EQUIPMENT (PPE).....	19
1.	Maximization of Outdoor Air.....	19
2.	Cleaning Procedures .....	19
3.	Evaluation of Handwashing Facilities.....	20
4.	Personal Protective Equipment (PPE) .....	20
5.	Testing of Symptomatic Employees.....	20
H.	REPORTING, RECORDKEEPING AND ACCESS .....	21
1.	Reporting COVID-19 Cases to the Local Health Department .....	21
2.	Reporting Serious COVID-19 Illnesses to Cal/OSHA .....	21
3.	Maintenance of Records Related to the Adoption of the CPP .....	21
4.	Availability of the CPP for Inspection .....	21
5.	Records Related to COVID-19 Cases.....	21
I.	EXCLUSION OF COVID-19 CASES AND EMPLOYEES WHO HAD A CLOSE CONTACT COVID-19 EXPOSURE.....	22
1.	Exclusion of COVID-19 Cases from City Worksites and Facilities .....	22
2.	Exclusion of Employees with Close Contact COVID-19 Exposures from City Worksites and Facilities .....	22
3.	Provision of Benefits to City Employees Excluded from Work as a Result of a Positive COVID-19 Test or Diagnosis or a Close Contact COVID-19 Exposure.....	22

4.	Adherence with Laws, Policies, and/or Agreements Providing Excluded Employees Greater Protections .....	23
5.	Provision of Information Concerning Benefits to Excluded Employees .....	23
6.	Minimum Criteria to Return to Work for Employees Directed to Self-Quarantine or Isolate by a State or Local Health Official .....	23
7.	Allowance by Cal/OSHA for an Employee to Return to Work .....	23
J.	RETURN TO WORK CRITERIA, EXCLUDING SWORN POLICE DEPARTMENT EMPLOYEES AND DISPATCHERS .....	24
1.	Minimum Criteria to Return to Work for Positive COVID-19 Cases.....	24
2.	Minimum Criteria to Return to Work for Close Contacts .....	25

## **COVID-19 PREVENTION PROGRAM (CPP)**

### FOR THE CITY OF PORT HUENEME

*On November 19, 2020 the Occupational Safety and Health Standards Board (OSHSB) adopted an emergency temporary regulation requiring that employers adopt and implement a COVID-19 Prevention Program (CPP). (See 8 C.C.R. 3205.) The emergency regulation took effect on November 30, 2020.*

*The California Department of Industrial Relations (Cal OSHA) released COVID-19 Emergency Temporary Standards FAQs – Updated January 6, 2022, available at the following web address: <https://www.dir.ca.gov/dosh/coronavirus/FAQs.html>*

**Last Review Date: July 16, 2021**

### **AUTHORITY AND RESPONSIBILITY**

**Human Resources** 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 program in a language they understand.

Employees will be provided training, a safe and clean environment and personal protective equipment for the risks specific to the employee's position. All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment. City staff are expected to follow the directives and guidelines set forth herein and to follow the health and safety directives provided by management. Failure to do so can promote the spread of COVID-19, endangering co-workers and the public.

#### **I. PURPOSE:**

The purpose of the City of Port Hueneme's (City) COVID-19 Prevention Program ("CPP") is to provide employees a healthy and safe workplace as required under the California Occupational Safety and Health Act (Labor Code §§ 6300, *et seq.*) and associated regulations (8 C.C.R. § 3205).

Nothing in this CPP precludes the City from complying with federal, state, or local laws or public health order or guidance that may recommend or require measures that are more prescriptive and/or restrictive than are provided herein.

## II. **SCOPE:**

This CPP is designed to control exposures to the COVID-19 virus that may occur in our workplace.

This CPP applies to all employees (including those that are fully vaccinated) and places of employment, with the following exceptions:

- (A) Work locations with one employee who does not have contact with other persons.
- (B) Employees working from home.
- (C) Employees with occupational exposure as identified by the Aerosol Transmissible Diseases (“ATD”) regulation (i.e., 8 C.C.R. § 5199.)
- (D) Employees teleworking from a location of the employee’s choice, which is not under the control of the employer.

## III. **DEFINITIONS:**

For the purposes of the CPP, the following definitions shall apply:

- “COVID-19” means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
- “COVID-19 case” means a person who: has a positive COVID-19 test; or has a positive COVID-19 diagnosis from a licensed health care provider; or is subject to a COVID-19-related order to isolate issued by a local or state health official; or has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.
- “Close contact COVID-19 exposure” means being within six (6) feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” as defined here. This definition applies regardless of the use of face coverings. Exception: Employees have not had a close contact if they wore a respirator required by employer and used in compliance with section 5144, whenever they were within six feet of the COVID-19 case during the high-risk exposure period.
- “COVID-19 hazard” means exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

- “COVID-19 symptoms” means one of the following, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19: (1) fever of 100.4 degrees Fahrenheit or higher taken orally or on forehead; (2) chills; (3) cough; (4) shortness of breath or difficulty breathing; (5) fatigue; (6) muscle or body aches; (7) headache; (8) new loss of taste or smell; (9) sore throat; (10) congestion or runny nose; (11) nausea or vomiting; or (12) diarrhea.
  - “COVID-19 test” means a viral test for SARS-CoV-2 that is: (1) Cleared, approved, or authorized, including an Emergency Use Authorization (“EUA”), by the United States Food and Drug Administration (FDA); and (2) Administered in accordance with the authorization instructions; and (3) Not both self-administered and self-read unless observed by the employer or an authorized telehealth proctor.
  - “Exposed group” means all persons at any work location, work area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:
    - A) For the purpose of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.
    - B) If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.
    - C) If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and all persons were wearing face coverings at the time the COVID-19 case was present, other people at the work location, working area, or common area are not part of the exposed group.
- Note: An exposed group may include the employees of more than one employer.
- “Face covering” means a surgical mask, a medical procedure mask, a respirator worn voluntarily, a tightly woven fabric or non-woven material of at least two layers (i.e., fabrics that do not let light pass through when held to a light source) that completely covers the nose and mouth and is secured to the head with ties. If gaiters are worn, they shall have two layers of fabric or be folded to make to layers. This definition includes clear face coverings or cloth face coverings with a clear plastic panel that otherwise meet the definition.

- “Fully vaccinated” means that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Vaccines must be FDA approved or have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO).
- “High-risk exposure period” means the following: For COVID-19 cases who develop COVID-19 symptoms: from two (2) days before they first develop symptoms until each of the following are true: (1) it has been ten (10) days since symptoms first appeared; (2) 24 hours have passed with no fever, without the use of fever-reducing medications; and (3) symptoms have improved; or For COVID-19 cases who never develop COVID-19 symptoms: from two (2) days before until ten (10) days after the specimen for their first positive test for COVID-19 was collected.
- “Respirator” means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator.
- “Worksite” for the limited purposes of COVID-19 prevention regulations only, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter, locations where the worker worked by themselves without *exposure* to other employees, or to a worker’s personal residence or alternative work location chosen by the worker when working remotely. NOTE: The term worksite is used for the purpose of notice requirements in subsections C.3, B.3, and B.4 only.

#### IV. **PROGRAM:**

##### A. **SYSTEM FOR COMMUNICATING WITH CITY EMPLOYEES**

##### 1. **Reporting COVID-19 Symptoms, Possible COVID-19 Close Contact Exposures, and Possible COVID-19 Hazards at City Worksites and Facilities**

City policy requires that City employees immediately report to their manager or supervisor or to the Department of Human Resources any of the following:

- a. the employee’s presentation of COVID-19 symptoms;
- b. the employee’s possible COVID-19 close contact exposures;
- c. possible COVID-19 hazards at City worksites or facilities.

The City has not and will not discriminate or retaliate against any City employee who makes such a report.

**2. Accommodations Process for City Employees with Medical or Other Conditions that put them at Increased Risk of Severe COVID-19 Illness**

City policy provides for an accommodation process for employees who have a medical or other condition identified by the Centers for Disease Control and Prevention (“CDC”) or the employees’ health care provider as placing or potentially placing the employees at increased risk of severe COVID-19 illness.

For all employees who request such an accommodation, including fully vaccinated employees, the City will require that the employee provide information from the employee’s health care provider explaining why the employee requires an accommodation.

The CDC identifies the following medical conditions and other conditions as placing or potentially placing individuals at an increased risk of severe COVID-19 illness; the CDC guidance provides that adults of any age with the following conditions are at increased risk of severe illness from the virus that causes COVID-19:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 kg/m<sup>2</sup> or higher but < 40 kg/m<sup>2</sup>)
- Severe Obesity (BMI ≥ 40 kg/m<sup>2</sup>)
- Pregnancy
- Sickle cell disease
- Smoking
- Type 2 diabetes mellitus

The CDC guidance also provides that adults of any age with the following conditions might be at an increased risk for severe illness from the virus that causes COVID-19:

- Asthma (moderate-to-severe)
- Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- Cystic fibrosis
- Hypertension or high blood pressure
- Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines

Neurologic conditions, such as dementia  
Liver disease  
Overweight (BMI > 25 kg/m<sup>2</sup>, but < 30 kg/m<sup>2</sup>)  
Pulmonary fibrosis (having damaged or scarred lung tissues)  
Thalassemia (a type of blood disorder)  
Type 1 diabetes mellitus

The City will periodically review the following web address in order to account for any additional medical conditions and other conditions that the CDC has identified as placing or potentially placing individuals at an increased risk of severe COVID-19:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html> (Last updated on December 14, 2021).

City employees are encouraged to review the list of medical conditions and other conditions provided above in order to determine whether they have such a condition.

To request an accommodation under the City policy, employees may make a request with their manager or supervisor or the Department of Human Resources. Human Resources must be notified of accommodation and provide approval.

### **3. COVID-19 Testing**

The City possesses authority to require that employees who report to work at City worksites or facilities be tested for COVID-19. Where the City requires that City employees be tested, the City will inform employees for the reason that testing is required.

The City will also inform City employees of the possible consequences of a positive COVID-19 test, which may include, but is not limited to, a requirement that employees not report to City worksites during the high-risk exposure period and satisfying the minimum criteria to return to work.

Where the City requires testing, the City has adopted policies and procedures that ensure the confidentiality of employees and comply with the Confidentiality of Medical Information Act ("CMIA"). Specifically, the City will keep confidential all personal identifying information of COVID-19 cases or persons with COVID-19 symptoms unless expressly authorized by the employee to disclose such information or as otherwise permitted or required under the law.

### **4. COVID-19 Hazards**

The City will notify City employees and subcontracted employees of any potential COVID-19 exposure at a City worksite or facility where a COVID-19 case and City employees were present on the same day. The City will notify City employees of such potential exposures within one (1) business day, in a way that does not reveal any personal identifying information of the COVID-19 case.

The City will also notify City employees of cleaning and disinfecting measures the City is undertaking in order to ensure the health and safety of the City worksite or facility where the potential exposure occurred. The City has a crew that is cleaning and disinfecting areas, materials, and equipment used by a COVID-19 case during the high-risk exposure period.

## **B. IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS AT CITY WORKSITES/FACILITIES**

### **1. Screening City Employees for COVID-19 Symptoms**

City policy provides that the City employees will self-screen for COVID-19 symptoms prior to reporting to any City worksite or facility

- Employees are asked to evaluate their own symptoms before reporting to work.
- A self-monitoring station from opening to closing at the main entry points of each facility for employees to evaluate upon entry.
- Where personal contact is expected, individuals wishing to enter the facility shall undergo a symptom screening. Entry shall be denied to individuals exhibiting signs or symptoms consistent of COVID-19, or with a recent history of exposure to COVID-19 positive individuals.

### **2. Responding to City Employees with COVID-19 Symptoms**

Should a City employee present COVID-19 symptoms during a City administered screening or a self-screen, the City will instruct the employee to remain at home or return to their home or place of residence and not report to work until such time as the employee satisfies the minimum criteria to return to work.

The City will advise employees of any leaves to which they may be entitled during this self-quarantine period. Further, the City has adopted policies and procedures that ensure the confidentiality of employees and comply with the CMLA, and will not disclose to other employees the fact that the employees presented COVID-19 symptoms.

### **3. City's Response to COVID-19 Cases**

In the event that City employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, the City will instruct the employees to remain at or return to their home or place of residence and not report to work until such time as they satisfy the minimum criteria to return to work. The City will advise employees of any leaves to which they may be entitled during this self-isolation period.

The City complies fully and faithfully with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and institutions as required based on the individual circumstances: (1) the local health department; (2) Cal/OSHA; (3) employees who were present at a City worksite or facility when the COVID-19 case was present; (4) the employee

organizations that represent employees at the City worksite or facility; (5) the employers of subcontracted employees who were present at the City worksite or facility; and (6) the City's workers' compensation plan administrator.

If possible, the City will interview the COVID-19 case(s) in order to ascertain the nature and circumstances of any contact that the employee(s) had or may have had with other employees during the high-risk exposure period. If the City determines that there were any close contact COVID-19 exposures, the City will instruct those employees to remain at their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work.

The City has adopted policies and procedures that ensure the confidentiality of employees and comply with the CMIA. Specifically, the City will not disclose to other employees, except for those who need to know, the fact that the employees tested positive for or were diagnosed with COVID-19. Further, the City will keep confidential all personal identifying information of COVID-19 cases or persons unless expressly authorized by the employees to disclose such information or as other permitted or required under the law.

#### **4. Workplace-Specific Identification of COVID-19 Hazards**

The City will conduct workplace-specific assessment of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards. Human Resources will use the "COVID Cal/OSHA Inspection Document" provided by Cal/OSHA.

Additionally, each City Department will be responsible for conducting periodic inspections using the form provided by Cal/OSHA entitled "Identification of COVID-19 Hazards." Employees will be encouraged to report any potentially hazardous conditions immediately to their supervisor and/or Human Resources.

As part of this process, the City will identify places and times when employees and individuals congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, including, for example, during meetings or trainings, in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

The City will provide notice of any such potential workplace exposure to all persons at City worksites and facilities, including employees, employees of other entities, members of the public, customers or clients, and independent contractors. The City will consider how employees and other persons enter, leave, and travel through City worksites and facilities, in addition to addressing employees' fixed workspaces or workstations.

#### **5. Maximization of Outdoor Air and Air Filtration**

For indoor City worksites and facilities, the City will evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the worksites and facilities' existing ventilation systems.

**6. City Compliance with Applicable State and Local Health Orders**

The City monitors applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention.

The City fully and faithfully complies with all applicable orders and guidance from the State of California and the local health department.

**7. Evaluation of Existing COVID-19 Prevention Controls and Adoption of Additional Controls**

Periodically, the City evaluates existing COVID-19 prevention controls at the workplace and assesses whether different and/or additional controls may be needed.

This includes evaluation of controls related to the correction of COVID-19 hazards, physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).

**8. Periodic Inspections**

The City will conduct periodic inspections of City worksites and facilities as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the City's COVID-19 policies and procedures, including, but not limited to this CPP.

**C. INVESTIGATING AND RESPONDING TO COVID-19 CASES IN CITY WORKSITES/FACILITIES**

**1. Procedure to Investigate COVID-19 Cases**

The City has a procedure for investigating COVID-19 cases in the workplace, which provides for the following: (1) requesting information from employees regarding COVID-19 cases; (2) contact tracing of employees who may have had a close contact COVID-19 exposure; (3) requesting COVID-19 test results from employees who may have had a close contact COVID-19 exposure; (4) requesting information from employees regarding the presentation of COVID-19 symptoms; and (5) identifying and recording all COVID-19 cases.

**2. Response to COVID-19 Cases**

As provided above at Section IV.B.3., in the event that City employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, the City will instruct the employees to remain at or return to their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work.

**a. Contact Tracing**

If possible, the City will interview the COVID-19 cases in order to ascertain the following information:

- (1) the date on which the employees tested positive, if asymptomatic, or the date on which the employees first presented COVID-19 symptoms, if symptomatic;
- (2) the COVID-19 cases' recent work history, including the day and time they were last present at a City worksite or facility; and
- (3) the nature and circumstances of the COVID-19 cases' contact with other employees during the high-risk exposure period, including whether there were any close contact COVID-19 exposures.

If the City determines that there were any close contact COVID-19 exposures, the City will instruct those employees to remain at their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work. Further, the City will instruct those employees to be tested for COVID-19, and that the City will provide for such testing during paid time.

**b. Reporting the Potential Exposure to Other Employees**

The City fully and faithfully complies with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the individuals and entities described below.

Within one (1) business day of the time the City knew or should have known of a COVID-19 case, the City will give written notice of a potential workplace exposure to the following individuals: (1) All employees at the worksite or facility during the COVID-19 case's high-risk exposure period; (2) Independent contractors at the worksite or facility during the COVID-19 case's high-risk exposure period; and (3) Other employers at the worksite or facility during the COVID-19 case's high-risk exposure period. The City will provide notice by either phone, email, or text message.

The City's notice(s) will not reveal any personal identifying information of the COVID-19 case.

Within one (1) business day of the time the City knew or should have known of the COVID-19 case, the City will also provide the notice of the potential workplace exposure to the authorized representative of any employee at the worksite or facility during the COVID-19 case's high-risk exposure period.

**c. Free COVID-19 Testing for Close Contact Exposures**

The City makes COVID-19 testing available at no cost to employees to all employees who had a close contact COVID-19 exposure at an City worksite or facility. The City will offer employees COVID-19 testing during paid time, whether during the employee's regular work schedule or otherwise, and will provide compensation for the time that the employee spends waiting for and being tested.

The City will not provide free COVID-19 testing to the following two (2) classes of employees: (1) Employees who were fully vaccinated before the close contact COVID-19 exposure and who do not have COVID-19 symptoms, and (2) COVID-19 cases who returned to work pursuant to the criteria set forth in this plan and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 90 days after the first positive test.

**d. Leave and Compensation Benefits for Close Contact Exposures**

The City provides employees that had a close contact COVID-19 exposure with information regarding COVID-19-related benefits to which the employees may be entitled under applicable federal, state, or local law, the City's own leave policies, and leave guaranteed by contract.

The City will continue to provide and will maintain these employees' earnings, seniority, and all other employee rights and benefits, including the employees' right to their former job status, as if the employees had not been removed from their jobs.

The City may require that these employees use employer-provided employee annual leave benefits (including but not limited to Holiday, Administrative Leave, etc.) for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

**e. Investigation to Determine Whether Workplace Conditions Contributed to COVID-19 Exposure**

The City will conduct an investigation in order to determine whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what may be done to reduce exposure to COVID-19 hazards.

**3. Confidential Medical Information**

The City will protect the confidentiality of the COVID-19 cases, and will not disclose to other employees the fact that the employees tested positive for or were diagnosed with COVID-19.

The City will keep confidential all personal identifying information of COVID-19 cases unless expressly authorized by the employees to disclose such information or as other permitted or required under the law.

## **D. CORRECTION OF COVID-19 HAZARDS AT CITY WORKSITES AND FACILITIES**

The City will implement effective policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.

This includes, but is not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted related to the identification and evaluation of COVID-19 hazards and investigating and responding to COVID-19 cases in the workplace. This also includes implementing controls related to physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (“PPE”).

## **E. TRAINING AND INSTRUCTION OF CITY EMPLOYEES**

### **1. COVID-19 Symptoms**

The City will provide employees training and instruction on COVID-19 symptoms, including advising employees of COVID-19 symptoms, which include the following:

(1) fever of 100.4 degrees Fahrenheit or higher taken orally or on forehead or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

The City monitors and adheres to guidance by the CDC concerning COVID-19 symptoms, including guidance provided at the following web address:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

The City will advise employees in the event that the CDC revises the symptoms that it associates with COVID-19.

In addition to providing training and instruction on COVID-19 symptoms, the City provides information and instruction on the importance of employees not coming to work if they have any COVID-19 symptoms. The City provides information on paid leaves to which employees may be entitled if they are experiencing a COVID-19 symptom and would like to be tested for COVID-19.

### **2. COVID-19 Vaccinations**

The City provides employees information and instruction on the fact that COVID-19 vaccines are effective at both preventing the transmission of the virus that causes COVID-19 and preventing serious illness or death, and how employees may receive paid leave for reasons related to COVID-19 vaccinations.

As discussed below, the City provides information on paid leaves to which employees may be entitled in order for them to be vaccinated and in the event that they experience any illness or adverse effects as a result of such vaccination.

### **3. City's COVID-19 Policies and Procedures**

The City provides regular updates to employees on the City's policies and procedures adopted in order to prevent COVID-19 hazards at City worksites and facilities, how such policies and procedures are intended to protect the health and safety of employees and City worksites and facilities, and how employees may participate in the identification and evaluation of COVID-19 hazards in order to make such worksites and facilities healthier and safer for themselves and others.

### **4. COVID-19 Related Benefits**

The City advises and provides updates to employees on the leaves to which the employees may be entitled under applicable federal, state, or local laws as well as the employers own leave policies.

Further, when employees require leave in order to receive a COVID-19 test or to be vaccinated or are directed not to report to work by the City for reasons related to the presentation of COVID-19 symptoms, a COVID-19 case, close contact COVID-19 exposure, the City will advise the employees of the leaves to which the employees may be entitled for that specific reason.

### **5. Spread and Transmission of the Virus that Causes COVID-19**

The City advises and provides updates to employees about the known spread and transmission of COVID-19. The City specifically advises employees of the following: (1) that COVID-19 is an infectious respiratory disease; (2) that the virus that causes COVID-19 can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; (3) that particles containing the virus can travel more than six (6) feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, including hand washing, in order to be effective; (4) that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and (5) that an infectious person may present no COVID-19 symptoms or be pre-symptomatic.

### **6. Methods and Importance of Physical Distancing, Face Coverings, and Hand Hygiene**

The City advised City employees of the methods and importance of physical distancing, face coverings, and hand hygiene, including hand washing, and instructs employees that the combination of physical distancing, face coverings, increased ventilation indoors, and respiratory protection make such preventative measures most effective.

With respect to hand hygiene, the City provides employees information on the importance of frequent hand washing with soap and water, that hand washing is most effective when soap and water are used and the employee washes for at least 20 seconds. The City instructs employees to use hand sanitizer when employees do not have immediate access to a hand washing facility (i.e., sink), and that hand sanitizer will not be effective if the employee's hands are soiled.

With respect to face coverings and respirators, the City provides employees information on the benefits of face coverings, both to themselves and to others. The City also provides employees instructions on the proper use of face coverings and the differences between face coverings and respirators.

The City will provide certain employees respirators for their use in certain circumstances, including to individuals who are not fully vaccinated, who are working indoors or in a vehicle with more than one person, and who request the devices for their use at work. At such time as the City provides respirators to employees for their use, it will provide such employees training on the proper use of such respirators, including, but not limited to, the method by which employees may check the seal of such respirator in conformance with the manufacturer's instructions.

The City will provide training on the conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained. Employees can request face coverings from the City at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

## **F. FACE COVERINGS**

### **1. General Face Covering Requirements**

The City provides face coverings to all employees who are not fully vaccinated and requires that such face coverings are worn by employees when indoors or in vehicles, unless certain conditions are satisfied, as explained below.

The City adheres to the most restrictive or prescriptive public health order provided by the CDC, CDPH or the local health department applicable to the City, and will provide face coverings and ensure they are worn by employees when required by orders from the CDPH.

The City's policy requires that face coverings are clean and undamaged. The City's policy allows for face shields to be used to supplement, and not supplant face coverings.

### **Limited Exceptions**

The City's policy provides for the following exceptions to the face coverings requirement:

- a. When an employee is alone in a room (e.g., alone in an office or another space with walls that extend from the floor to the ceiling and a door that may be closed in order to close the space to others) or vehicle;
- b. While eating and drinking at the workplace, provided employees are at least six (6) feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- c. Employees wearing respirators in accordance with section 5144 or other title 8 safety orders (8 C.C.R. 5144 is available at the following web address: <https://www.dir.ca.gov/title8/5144.html>).
- d. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Employees under this exception shall be at least six feet apart from all other employees and either fully vaccinated or tested at least weekly during paid time.
- e. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

### **2. Required Use of Effective Non-Restrictive Alternative for Employees Exempted from Face Covering Requirement**

The City's policy requires that City employees who are exempted from wearing face coverings due to a medical condition, mental health condition, or disability wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

### **3. Physical Distancing Required If Employee Is Not Wearing Face Covering or Non-Restrictive Alternative**

The City's policy requires that any employee not wearing a face covering due to an exception and not wearing a face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six (6) feet apart from all other persons unless the unmasked employees are tested at least weekly for COVID-19 during paid time and at no cost to the employee or are fully vaccinated.

In situations where a face covering is otherwise required, face coverings must be worn, and the exceptions to face coverings contained in this section no longer apply.

However, the City does not use COVID-19 testing as an alternative to face coverings when face coverings are otherwise required by this section.

**4. Prohibition on Preventing Employees from Wearing Face Covering**

The City does not prevent any City employee from wearing a face covering when wearing a face covering is not required by this section, unless not wearing a face covering would create a safety hazard, such as interfering with the safe operation of equipment.

**5. Communication to Non-Employees Regarding Face Covering Requirement**

The City posts signage to inform non-employees that the City requires the use of face coverings at City worksites and facilities.

**G. OTHER ENGINEERING CONTROLS, ADMINISTRATIVE CONTROLS AND PERSONAL PROTECTIVE EQUIPMENT (PPE)**

**1. Maximization of Outdoor Air**

As provided above at Section IV.B.5., for indoor City worksites and facilities, the City evaluated how to maximize the quantity of outdoor air.

Further, in buildings or structures with mechanical ventilation, the City shall filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with ventilation system.

If MERV-13 or higher filters are not compatible with the ventilation system, the City shall use filters with the highest compatible filtering efficiency.

The City shall also evaluate whether portable or mounts HEPA filtration units or other air cleaning systems would reduce the risk of transmission.

**2. Cleaning Procedures**

The City's undertakes the following cleaning measures:

- a. Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels.

- b. Inform employees and authorized employee representatives of the City's cleaning and disinfection protocols, including the planned frequency and scope of cleaning and disinfection; and
- c. Clean areas, material, and equipment used by a COVID-19 case during the high-risk exposure period and disinfection if the area, material, or equipment is indoors and will be used by another employee within 24 hours of the COVID-19 case.

Further, the City requires that cleaning must be done in a manner that does not create a hazard to City employees or subcontracted employees who do the cleaning and disinfecting.

### **3. Evaluation of Handwashing Facilities**

In order to protect City employees, the City evaluated its handwashing facilities in order to determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer.

The City encourages City employees to wash their hands for at least 20 seconds each time. The City does not provide hand sanitizers with methyl alcohol.

### **4. Personal Protective Equipment (PPE)**

The City evaluates the need for PPE in order to prevent employees from being exposed to COVID-19 hazards. The City provides PPE, including, but not limited to, face coverings, respirators, gloves, goggles, and face shields, to and for employees who require such equipment in order to perform their job duties in a healthy and safe manner, including where employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Upon request, the City shall provide respirators to employees for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. Whenever the City makes respirators available for voluntary use, the City will ensure that employees receive a respirator of the correct size and will provide such employees training on the proper use of such respirators, including, but not limited, the method by which employees may check the seal of such respirator in conformance with the manufacturer's instructions.

### **5. Testing of Symptomatic Employees**

The City makes COVID-19 testing available at no cost to employees with COVID-19 symptoms. This testing will be made available during the employees' paid time.

### **6. Testing for Close Contact**

All employees regardless of vaccination status must be provided COVID-19 testing. The only exception is for employees who have recovered from COVID-19 in the past 90 days

AND are asymptomatic. The City will pay for or reimburse the employee for COVID-19 testing, if a fee was incurred.

**7. Testing During Outbreaks**

The City shall make COVID-19 testing available at no cost to its employees within the exposed group during the employees' paid time except: employees who were not present at the workplace during the relevant 14-day period.

**H. REPORTING, RECORDKEEPING AND ACCESS**

**1. Reporting COVID-19 Cases to the Local Health Department**

In accordance with applicable law, the City reports COVID-19 outbreaks at worksites and facilities to the local health department. Further, the City will provide any related information requested by the local health department.

**2. Reporting Serious COVID-19 Illnesses to Cal/OSHA**

The City will provide notice to Cal/OSHA in the event that an employee sustains a disabling work-related injury or illness. (See 8 C.C.R. § 14300.8)

**3. Maintenance of Records Related to the Adoption of the CPP**

In accordance with applicable law, the City will maintain records of the steps taken to implement the provisions described in this CPP.

**4. Availability of the CPP for Inspection**

The City will make this written CPP available to employees and employee organizations at City worksites, facilities and online.

Further, the City will make this written CPP available to Cal/OSHA representatives immediately upon request.

**5. Records Related to COVID-19 Cases**

The City will keep a record of and track all COVID-19 cases with the following information: (1) employee's name; (2) contact information; (3) occupation; (4) location where the employee worked; (5) the date of the last day at the workplace; and (6) the date of a positive COVID-19 test.

In accordance with the Confidentiality of Medical Information Act (CMIA) and applicable law, the City will keep the employees' medical information confidential.

**I. EXCLUSION OF COVID-19 CASES AND EMPLOYEES WHO HAD A CLOSE CONTACT COVID-19 EXPOSURE**

**1. Exclusion of COVID-19 Cases from City Worksites and Facilities**

The City ensures that COVID-19 cases are excluded from the worksites and facilities until the employee satisfies the minimum return to work criteria.

**2. Exclusion of Employees with Close Contact COVID-19 Exposures from City Worksites and Facilities**

The City ensures that employees who had a close contact COVID-19 exposure are excluded from City worksites and facilities until the employee satisfies the minimum return to work criteria.

The City may allow the following employees to continue to report to City worksites and facilities: (1) Employees who were fully vaccinated before the close contact COVID-19 exposure and who have not developed COVID-19 symptoms since such exposure; and (2) COVID-19 cases who returned to work pursuant to the return-to-work criteria. and have remained free of COVID-19 symptoms for 90 days after the initial onset of COVID-19 symptoms, or, for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive COVID-19 test.

**3. Provision of Benefits to City Employees Excluded from Work as a Result of a Positive COVID-19 Test or Diagnosis or a Close Contact COVID-19 Exposure**

**a. Employees Who Are Able to Telework During Isolation or Quarantine Period**

The City will allow employees who are able to telework, and are able and available to work, to telework during the isolation or quarantine period. The City will provide these employees their normal compensation for the work that they perform for the City during the isolation or quarantine period.

The City continues and maintains such an employee's earnings, wages, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job.

**b. Employees Who Are Unable to Telework During Isolation or Quarantine Period**

The provision of benefits described below does not apply to either: (1) City employees who the City can demonstrate that the close contact COVID-19 exposure was not work related; and (2) City employees who are unable to work for reasons other than protecting employees and non-employees at City worksites and facilities from possible COVID-19

transmission. Such employees may still use paid accrued leave for the purpose of receiving compensation during the isolation or quarantine period if they elect to do so.

For other employees, the City will require that employees who are unable to telework, and are unable to report to work due to quarantine required by health officials, to use paid accrued leave, for the purpose of continuing and maintaining the employee's earnings during the isolation or quarantine period.

For all employees who are subject to an isolation or quarantine because of a COVID-19 case or a close contact COVID-19 exposure, the City will maintain the employees' seniority and all other employee rights and benefits, including the employees' right to their former job status, during the isolation or quarantine period.

**4. Adherence with Laws, Policies, and/or Agreements Providing Excluded Employees Greater Protections**

The obligations set forth in this section do not limit any other applicable law, City policy, or collective bargaining agreement that provides City employees with greater protections or benefits.

**5. Provision of Information Concerning Benefits to Excluded Employees**

At the time of exclusion, the City will provide the excluded employees the information on benefits to which the employees may be entitled under applicable federal, state, or local laws.

This includes, but is not limited to, any paid leave benefits available under workers' compensation law, Labor Code sections 3212.86 through 3212.88, the City's own leave policies, and leave guaranteed by contract.

**6. Minimum Criteria to Return to Work for Employees Directed to Self-Quarantine or Isolate by a State or Local Health Official**

If employees are subject to an isolation or quarantine order issued by a state or local health official, City policy requires that the employees not report to any City worksite or facility until the period of isolation or quarantine is completed or the order is lifted.

If the relevant order did not specify a definite isolation or quarantine period, then the City will require that employees isolate or quarantine according to the applicable periods and criteria provided for in this Section or as otherwise instructed by the City.

**7. Allowance by Cal/OSHA for an Employee to Return to Work**

If there are no violations of state or local health officer orders related to the employee's isolation or quarantine, the City may request that Cal/OSHA waive the quarantine or isolation requirement for essential employees and allow such employees to return to

work on the basis that the removal of employees would create undue risk to a community's health and safety.

Where the absence of an essential employee from the City worksite would cause a staffing shortage that would have an adverse on a community's health and safety and pose an undue risk to the community's health and safety as a result, Cal/OSHA may grant such waiver.

In order to request a waiver under such circumstances, the City submits the written request to [rs@dir.ca.gov](mailto:rs@dir.ca.gov). In the event of an emergency, the City may request a provisional waiver by contacting the local Cal/OSHA office while the City prepares the written waiver request.

The written waiver request must provide for the following information:

1. Employer name and business or service;
2. Employer point-of-contact name, address, email and phone number;
3. Statement that there are no local or state health officer orders for isolation or quarantine of the excluded employees;
4. Statement describing the way(s) in which excluding the exposed or COVID-19 positive employees from the workplace impacts the employer's operation in a way that creates an undue risk to the community's health and safety;
5. Number of employees required to be quarantined under the Cal/OSHA regulation, and whether each was exposed to COVID-19 or tested positive for COVID-19; and
6. The employer's control measures to prevent transmission of COVID-19 in the workplace if the employee(s) return or continue to work in the workplace, including the prevention of further exposures. These measures may include, but are not limited to, preventative steps such as isolating the returned employee(s) at the workplace and requiring that other employees use respiratory protection in the workplace.

In addition to submitting a request for a Cal/OSHA waiver, the City will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employees at the City worksite or facility and, if isolation is not possible, the use of respirators in the workplace.

**J. RETURN TO WORK CRITERIA, EXCLUDING SWORN POLICE DEPARTMENT EMPLOYEES AND DISPATCHERS**

**1. Minimum Criteria to Return to Work for Positive COVID-19 Cases**

City policy requires that positive COVID-19 cases remain at their home or place of residence and not report to any City worksite or facility until they satisfy each of the following conditions:

- a. Employees must be excluded from the workplace for at least 5 days after their positive COVID-19 test; AND COVID-19 symptoms have improved; AND A diagnostic specimen collected from an antigen or rapid test on day 5 or later tests negative; AND at least 24 hours have passed since a fever of 100.4 or higher and has resolved without the use of fever-reducing medications. The employee can return to work on day 6. (If using a self-administered test, needs to be observed remotely by employer or an authorized telehealth proctor.)
- b. If an employee is unable or chooses not to test and their symptoms are not present or are resolving, isolation can end and the employee may return to the workplace after day 10.
- c. If an employee has a fever, isolation must continue and the employee may not return to work until the fever resolves. To return to work, at least 24 hours must have passed since a fever of 100.4 or higher and has resolved without the use of fever-reducing medications.
- d. If an employee's symptoms are not resolving, they may not return to work until their symptoms are resolving **or** until after day 10 from the positive test.
- e. Employees must wear face coverings around others for a total of 10 days after the positive test, especially in indoor settings.

## **2. Minimum Criteria to Return to Work for Close Contacts**

- a. Symptomatic or Unvaccinated.  
Requirements apply to employees who are Symptomatic or Unvaccinated.
  - 1. Employees must be excluded from the workplace for at least 5 days after their last close contact with a person who has COVID-19.
  - 2. Quarantine can end and the exposed employee may return to the workplace after day 5 if symptoms have improved **and** a diagnostic specimen collected from an antigen or rapid test on day 5 or later tests negative. (If using a self-administered test, needs to be observed remotely by employer or an authorized telehealth proctor.)
  - 3. If an employee is unable or chooses not to test and does not have symptoms, quarantine can end and the employee may return to the workplace after day 10.

4. Employees must wear face coverings around others for a total of 10 days after exposure, especially in indoor settings.
5. If an exposed employee tests positive for COVID-19, they must follow the isolation requirements for a positive COVID-19 case.
6. If an exposed employee develops symptoms, they must be excluded pending the results of a test.
7. Employees are strongly encouraged to get vaccinated or boosted.

b. Fully Vaccinated Requirements apply to employees who are Fully Vaccinated. Employees do not need to quarantine if:

1. A diagnostic specimen collected from an antigen or rapid test on day 5 or later tests negative. (If using a self-administered test, needs to be observed remotely by employer or an authorized telehealth proctor.)
2. Wear face coverings around others for 10 days after exposure, especially in indoor settings.
3. If employee tests positive, they must follow isolation recommendations for a positive COVID-19 case.
4. If employee develops symptoms, they must be excluded pending the results of a test.

## **K. RETURN TO WORK CRITERIA FOR SWORN POLICE DEPARTMENT EMPLOYEES AND DISPATCHERS**

### **1. Positive COVID Test**

#### **a. Fully Vaccinated, Asymptomatic:**

- i. Quarantine for 5 days from date of positive test
- ii. Wear an N95 mask for 10 days from date of positive test

#### **b. Fully Vaccinated, Symptomatic:**

- i. Quarantine for 5 days from date of positive test
- ii. If symptoms have decreased, take an antigen (rapid) test on day 5 to 7, send results to HR (if take a self-administered test, needs to be observed remotely by HR, a Police Department Supervisor, Emergency Management personnel or an authorized telehealth proctor)
- iii. If negative, can return to work on day 6; if not, can return to work on day 11
- iv. Wear an N95 mask for 10 days from date of positive test

**c. Unvaccinated:**

- i. Take a PCR COVID-19 test (not an antigen or rapid test)
- ii. Quarantine for 5 days from date of positive test
- iii. If symptoms have decreased, take an antigen (rapid) test on day 5 to 7, send results to HR (if take a self-administered test, needs to be observed remotely by HR, a Police Department Supervisor, Emergency Management personnel or an authorized telehealth proctor)
- iv. If negative, can return to work on day 6; if not, can return to work on day 11
- v. Wear an N95 mask for 10 days from date of positive test

**2. Close Contact of a Positive Case:**

**a. Fully Vaccinated, Asymptomatic:**

- i. No quarantine
- ii. Wear an N95 mask for 10 days from date of close contact
- iii. Take an antigen (rapid) test on day 3 to 6, send results to HR (if take a self-administered test, needs to be observed remotely by HR, a Police Department Supervisor, Emergency Management personnel or an authorized telehealth proctor)

**b. Fully Vaccinated, Symptomatic:**

- i. Quarantine for 5 days from last date of close contact
- ii. Take an antigen (rapid) test on day 5 to 7, send results to HR (if take a self-administered test, needs to be observed remotely by HR, a Police Department Supervisor, Emergency Management personnel or an authorized telehealth proctor)
- iii. If negative, can return to work on day 6; if positive, treat as a Positive Test Case
- iv. Wear an N95 mask for 10 days from date of close contact

**c. Unvaccinated:**

- i. Take a PCR COVID-19 test (not an antigen or rapid test)
- ii. Quarantine until receive results
- iii. If negative, may return to work
- iv. Wear an N95 mask for 10 days from date of close contact
- v. Take an antigen (rapid) test on day 5 to 7, send results to HR (if take a self-administered test, needs to be observed remotely by HR, a Police Department Supervisor, Emergency Management personnel or an authorized telehealth proctor)
- vi. If negative, nothing further needed; if positive, treat as a Positive Test Case