

J & J ROOFING

Injury and Illness Prevention Plan

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IIPP for J & J ROOFING**

Introduction

J & J ROOFING has established this Injury and Illness Program (IIPP) to communicate with employees our procedures for creating a safe and healthy work environment for all employees. We are committed to ensuring that all employees have the tools, knowledge, and resources to perform their jobs safely.

Responsibility

Justin Mack, Director Of Operations , (323) 913-4192 is the person with the overall authority and responsibility for implementing this program.

Justin Mack or Management will designate an alternate responsible person during periods of his/her absence such as during personal leave.

Copies of the IIPP are available at the following location(s):

1485 LINCOLN AVE, PASADENA, CA 91103

Supervisor Responsibilities:

- Ensuring that the elements of the IIPP are met, including performing periodic inspections/hazard assessments.
- Ensuring employee compliance with safety policies and rules, investigation of accidents and injuries
- Ensuring employees are trained on the hazards and safe work practices relevant to their jobs

Employee Responsibilities:

- Assist in hazard identification
- Report accidents or injuries to supervisors as soon as they occur
- Follow safe work practices for tasks they perform
- Only perform tasks that they are authorized and trained to perform

Compliance with Safe Work Practices

J & J ROOFING has established rules and procedures to help ensure that work tasks can be performed safely without injury to employees:

- We inform employees about our IIPP.
We inform all employees, new or old, that there is a written version at every jobsite with the foreman as well as a digital copy on our website.
- We recognize employees who work safely.
- We discipline employees who do not follow our safety rules.
 - First offense, supervisor gives verbal warning, refers employee to safety material they are not complying with, ensures they understand and agree with safety material, returns them to work and observes them.
 - Second offense, same as above but also written warning given to employee, and copy to their personnel file.
 - Third offense, same as number one and two above, but also suspended without pay for 1-5 days depending on severity of infraction (owner to determine after meeting with Safety Office).
 - Fourth offense, termination of employment. Mitigating factors we consider or even cause us to skip directly to 2nd, 3rd or even 4th offense depending:
 - 1) Elapsed time between repeat offenses.
 - 2) Severity of the infraction itself.
 - 3) Danger created by the infraction/potential implications of the lapse in safety.
 - 4) Actual damage/injury created by the infraction.
- We provide training to employees who do not follow safety rules.
We provide one on one training for those who do not follow safety procedures.
- We monitor and rate the safety performance of all employees.

- We also have these other procedures for making sure employees follow our safety rules:

Office staff will drive by jobs randomly and monitor work and safety procedures at jobsites.

Employee Communication

J & J ROOFING communicates with employees on safety matters through the following:

- We hold safety meetings: weekly
- We encourage employees to report hazards and provide feedback by: Tailgate Meetings

We encourage all employees to report any unsafe conditions or safety concerns immediately to their supervisor or Safety Manager, or bring up the issue during department meetings provided the hazard isn't serious.

Hazard Assessment

We conduct safety inspections daily and when:

- The safety program is first established
- Whenever new substances, processes, procedures, or equipment that represent a safety hazard are introduced into the workplace
- Whenever the employer is made aware of a new hazard

Other ways we evaluate hazards at our workplace include:

- Pre site inspections are conducted to find safety hazards that may be present at any jobsite.

These are the job title(s) of the person(s) responsible for conducting inspections and evaluating.

hazards at our workplace:

Mathew Glass - Owner

Justin Mack - Director Of Operations

Ramiro Suazo - Assistant to the Director Of Operations

Joe Aranda - Inspector

Rob Davis – Inspector

Accident Investigation

J & J ROOFING takes the following steps when investigating accidents and near misses:

- **Visit the accident scene as soon as possible**
- **Interview injured workers and witnesses**
- **Examine the workplace for factors associated with the accident/exposure**
- **Determine the root cause of the accident/exposure**
- **Take corrective action to prevent the accident/exposure from happening again**
- **Keep a record of the findings and corrective actions taken**

The person(s) responsible for conducting accident investigations at J & J ROOFING is:

Mathew Glass - Owner

Mike Gomes - Owner

Justin Mack - Director Of Operations

Ramiro Suazo _ Assistant to the Director Of Operations

Safety Rules

J and J has established that all workers shall follow these rules and do their part to make this operation safe, including reporting all unsafe conditions and practices to a manager or supervisor. Managers and supervisors shall ensure that all workers observe and obey these rules and regulations necessary to work safely on the job.

- Report all unsafe conditions and equipment to their supervisor or safety coordinator.
- Report all accidents, injuries, and illness to their supervisor or safety coordinator immediately.
- Anyone known to be under the influence of intoxicating liquor or drugs, shall not be allowed on the job while in that condition.
- Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees are prohibited.
- Means of egress shall be kept unblocked, well lit, and unlocked during work hours.
- In the event of fire, call for supervisor or sound alarm and evacuate.
- Upon hearing the alarm, stop working safely, turn off machines and evacuate to the parking lot immediately. If the way is blocked evacuate to the street through office area.
- Only trained workers may attempt to respond to a fire or other emergency.
- Exit doors must comply with fire safety regulations during business hours.
- Stairways should be kept clear of items that can be tripped over and all areas under stairways that are egress routes should not be used to store combustibles.
- Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
- Aisles must be always kept clear.
- Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
- All spills shall be wiped up promptly.
- Never stack material precariously on top of lockers, file cabinets or other relatively high places
- When carrying material, caution should exercise in watching for and avoiding obstructions, loose material, etc.
- Report exposed wires and cords that are frayed or have deteriorated insulation so that they can be repaired promptly.
- Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors
- Maintain sufficient access and working space around all electrical tools and equipment that are not grounded or double insulated.

- Do not use any portable electrical tools and equipment that are not grounded or double insulated.
- All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity.
- All cords running into walk areas must be tapped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
- Inspect motorized vehicles and other mechanized equipment daily or prior to use.
- Shut off engine, set brakes and block wheels prior to loading or unloading vehicles.
- Inspect pallets and their loads for integrity and stability before loading and moving.
- Do not store compressed gas cylinders in areas which are exposed to heat sources, electrical arcs or high temperature lines.
- Do not use compressed air for cleaning off clothing unless the pressure is less than 10 psi.
- Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.
- Wear ear protection in all areas identifying as having high noise exposure.
- Goggles or face shields must be worn when grinding.
- Do not use any faulty or worn hand tools.
- Guard floor openings by a cover, guardrail, or equivalent.
- Do not enter into a confined space unless tested for toxic substances, explosive concentrations, and oxygen deficiency have been taken.
- Always keep flammable or toxic chemicals in closed containers when not in use.
- Do not eat in areas where hazardous chemicals are present.
- Cleaning supplies should be stored away from edible items on kitchen shelves.
- Cleaning solvents and flammable liquids should be stored in appropriate containers.
- Solutions that may be poisonous or not intended for consumption should be kept in well labeled containers.

REGLAS DE SEGURIDAD

J and J Roofing ha establecido que todos los trabajadores deben seguir estas reglas y hacer su parte para hacer esta operación segura, incluso reportar todas las condiciones y practicas inseguras a un gerente o supervisor.

Los gerentes y supervisores se asegurarán de que todos los trabajadores observen y obedezcan estas reglas y reglamentos necesarios para trabajar con seguridad en el trabajo.

- Informe todas las condiciones inseguras y equipo a su supervisor o Coordinador de seguridad.
- Informe todos los accidentes, lesiones y enfermedades a su supervisor o Coordinador de seguridad inmediatamente.
- Alguien sabe que bajo la influencia de intoxicantes de licor o drogas, no admitirá en el trabajo y condición de sombrero int.
- Se prohíben jugar, rascar y otros actos que tienden a tener una influencia adversa sobre la seguridad o el bienestar de los empleados.
- Medios de salida se mantendrá desbloqueado, bien iluminado y abierto durante las horas de trabajo.
- En caso de incendio, llame para supervisor o sonido de alarma y evacuar.
- Al escuchar la alarma, dejar de trabajar con seguridad, apagar las máquinas y evacuar inmediatamente a la porción del estacionamiento. Si se bloquea la manera de evacuar a la calle a través del área de oficinas.
- Sólo trabajadores capacitados pueden intentar responder a un incendio u otra emergencia.
- Puertas de salida deben cumplir con las normas de seguridad de fuego durante horas.
- Las escaleras deben mantenerse libres de elementos que pueden tropezarse y todas las áreas debajo de las escaleras que son rutas de salida no deben utilizarse para almacenar combustibles.
- Materiales y equipos no se guardará contra puertas o salidas, escaleras de incendio, estaciones de extintor de incendios.
- Pasillo debe ser despejado en todo momento.
- Áreas de trabajo deben mantenerse de una manera limpia, ordenada. Basura y desechos son arrojados en contenedores apropiados.
- Las salpicaduras deberán ser limpiadas inmediatamente.
- Siempre utilice la técnica adecuada de levantamiento. Nunca intente levantar o empujar un objeto que pesa demasiado. Debe comunicarse con su supervisor cuando se necesita ayuda para mover un objeto pesado.

- **Nunca pila material precariamente encima de armarios, archivadores u otros lugares relativamente altos.**
- **Cuando se transporte material, precaución debe ejercitarse en ver para y evitar obstrucciones, suelto el material, etc.**
- **No apile el material de una manera insegura.**
- **Informe de cables expuestos y cables que están deshilachados o han deteriorado el aislamiento que puede ser reparados sin demora.**
- **Nunca use una escalera de metal donde puedan entrar en contacto con partes energizadas de equipos, accesorios o conductores del circuito.**
- **Mantener suficiente acceso y espacio de trabajo alrededor de todas las herramientas eléctricas y equipo no conectado a tierra o doble aislamiento.**
- **No utilice herramientas eléctricas portátiles y equipos que no están conectadas a tierra o doble aislamiento.**
- **Todo equipo eléctrico debe conectarse a tomas de pared adecuadas o a una extensiones de un único cable de similar tamaño y capacidad.**
- **Todos los cables en zonas de a pie deben golpeados abajo o insertados a través de protectores de goma para impedir a convertirse en peligros que disparan.**
- **Inspeccionar vehículos motorizados y otros equipos mecanizados diariamente o antes de su uso.**
- **Apague el motor, frenos y ruedas de bloque antes de la carga o descarga de vehículos.**
- **Inspeccione las paletas y las cargas para la integridad y estabilidad antes de cargar y mover.**
- **No almacene cilindros de gas comprimido en áreas que están expuestas a fuentes de calor, arcos eléctricos o líneas de alta temperatura.**
- **No utilice aire comprimido para la limpieza de ropa a menos que la presión es menor de 10 psi.**
- **Identificar el contenido de las tuberías antes de iniciar cualquier trabajo que afecte la integridad de la tubería.**
- **Usar protección auditiva en todas las áreas como tener exposición al ruido alto.**
- **Gafas o pantallas faciales deben ser usados cuando se.**
- **No utilice herramientas defectuosas o desgastadas de la mano.**
- **Protección de huecos de la planta cubierta, barandilla, o equivalente.**
- **No entrar en un espacio confinado a menos que se han tomado la prueba para la deficiencia de oxígeno, sustancias tóxicas y concentraciones explosivas.**
- **Mantenga productos químicos tóxicos o inflamables en recipientes cerrados cuando no esté en uso.**
- **No coma en las zonas donde están presentes productos químicos peligrosos.**
- **Ser conscientes de los peligros potenciales que implican diversos productos químicos almacenados o utilizados en el lugar de trabajo.**

- **Productos de limpieza deben ser almacenados lejos de artículos comestibles en los estantes de la cocina.**
- **Limpieza de solventes y líquidos inflamables debe almacenarse en recipientes apropiados.**
- **Solución que puede ser venenosos o no destinados a consumo debe conservarse en envases bien etiquetados.**

Code Of Safe Practices

- Foremen shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.
- All employees shall be given frequent accident prevention instructions. Instructions shall be given at least every 10 working days.
- Anyone known to be under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
- Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
- Work shall be well planned and supervised to prevent injuries in the handling of materials and in working with equipment.
- No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
- Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that is safe to enter.
- Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the foreman or superintendent.
- Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their foreman.
- All injuries shall be reported promptly to the foreman or superintendent so that arrangements can be made for medical or first aid treatment.
- Use proper lifting techniques, including material handling equipment and two-person lifts, whenever possible.
- Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
- Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
- All personal protective equipment, such as safety glasses/goggles, hearing protection, hard hats, and respiratory protection, must be kept in good condition and worn on the job site when required.
- Only authorized personnel who have been trained and certified shall operate machinery and equipment.

- **All ladders are maintained in good condition, and the proper type and rating is used for each job.**
- **All extension cords should have a grounding conductor and be rated for the power tool(s) used on the job.**
- **All hazardous materials used on the job are listed and there is a written hazard communication program dealing with Material Safety Data Sheets (MSDSs), labeling, and employee training.**
- **All persons must follow the following practical rules of safety, providing all possible assistance to insurance operations, and report all conditions and unsafe practices to the foreman or Superintendent.**

Código de Prácticas Seguras

- Todas las personas deberán seguir las siguientes reglas prácticas de seguridad, prestar toda la ayuda posible a las operaciones de seguro, y reportar todas las condiciones y prácticas inseguras al capataz o al superintendente.
- Capataces deberán insistir que todos los empleados observan y obedezcan todas las reglas, regulaciones, y órdenes que son necesarias para llevar a cabo el trabajo de una manera segura, y adoptarán las medidas necesarias para garantizar su cumplimiento.
- Todos los empleados deben recibir instrucciones de prevención de accidentes frecuentemente. Instrucciones se deberán cursar al menos cada 10 días de trabajo.
- Empleados que estén bajo la influencia de drogas o sustancias estupefacientes que dañan su capacidad para realizar con seguridad las tareas asignadas no se permitirán en el trabajo mientras en esa condición.
- Payasadas, forcejeos, y otros actos que tienden a tener una influencia adversa sobre la seguridad o el bienestar de los trabajadores, será prohibida.
- Los trabajos deberán estar bien planificados y supervisados para prevenir lesiones en el manejo de materiales y en el trabajo con el equipo.
- Nadie se permitirá a sabiendas u obligados a trabajar mientras que la capacidad del empleado o el estado de alerta es tan afectada por la fatiga, enfermedad u otras causas que puedan exponer innecesariamente al empleado u otras personas a lesionarse.
- Los empleados no deberán entrar en pozos de visita, bóvedas subterráneas, cámaras, tanques, silos u otros lugares similares que reciben poca ventilación, a menos que se haya determinado que es seguro entrar.
- Los empleados se encargarán de velar que todas las guardas y otros dispositivos de protección estén en los lugares apropiados y ajustados, y se informarán con prontitud las deficiencias al capataz o al superintendente.
- Los empleados no deberán manejar o manipular equipo eléctrico, maquinaria, o líneas de aire o de agua de una manera no en el ámbito de sus funciones, a menos que hayan recibido instrucciones de su capataz.
- Todas las lesiones se informarán con prontitud al capataz o al superintendente para que el tratamiento médico o los primeros auxilios pueden proporcionarse tan pronto como sea posible
- Cuando sea posible, utilizar las técnicas apropiadas para levantar objetos, incluyendo equipos de manejo de materiales y el levantamiento de dos personas.
- Nunca se usará calzado inadecuado o zapatos con suelas delgadas o muy gastadas.

- **Materiales, herramientas, u otros objetos no deberán ser arrojados desde edificios o estructuras hasta que se toman precauciones adecuadas para proteger a otros de la caída de objetos.**
- **Todo el equipo de protección personal, tales como gafas de seguridad, protección auditiva, cascos y protección respiratoria, se debe mantener en buen estado y se usara en el lugar de trabajo cuando sea necesario.**
- **Sólo el personal autorizado que han sido capacitados y certificados pueden operar maquinaria pesada y equipos.**
- **Todas las escaleras deberán mantenerse en buenas condiciones, y el tipo adecuado y la clasificación se utiliza para cada trabajo.**
- **Todos los cables de extensión deben tener un conductor a tierra y serán clasificados para las herramientas utilizadas en el trabajo.**
- **Todos los materiales peligrosos utilizados en el trabajo están enumerados y hay un programa de comunicación de peligros por escrito sobre información acerca de Hojas de Datos de Seguridad (MSDS), el etiquetado, y el entrenamiento de los empleados.**

Hazard Correction

Hazards must be corrected in a timely manner as soon as employees or supervisors become aware of the hazard. We correct workplace hazards:

- When first noticed whenever possible, and
- When there is an imminent hazard. In the case of an imminent hazard, we will remove all employees from the area except those needed to correct the condition. We will protect employees working to correct the hazardous condition.

The job title of the person who is responsible for making sure hazards are corrected is:

Edgar Gutierrez - Foreman

Alfredo Aleman - Foreman

Carlos Ramirez - Foreman

Ruben Garcia - Foreman

Marco Santiago - Foreman

Justin Mack - Director Of Operations

Ramiro Suazo - Assistant to the Director Of Operations

Employee Training

We will conduct training in the following instances:

- When our safety program is first created
- To all new employees
- When employees are given new job assignments
- Whenever new substances, processes, procedures, or equipment are introduced into the workplace
- Whenever the employer is made aware of a new hazard
- For supervisors to make them aware of the safety procedures and workplace hazards for their employees

Employee Access

J & J ROOFING provides employees with access to the written IIPP through:

Upon request, our business will provide employees with access to the IIPP by:

- Providing a printed copy of the IIPP

- Providing an electronic copy of the IIPP

Our employees can request access to a copy of the written IIPP by:

- Requesting a copy from their supervisor
- Requesting a copy from Human Resources
- Any office staff

We provide unobstructed access through our company server or website, which allows employees to review, print, or email a copy of the IIPP.

A copy of the IIPP will be provided within five (5) business days after receiving the request.

Recordkeeping

We keep records of inspections and hazard assessments for at least one year. Training records will be kept for a minimum of one year.

Heat Illness Prevention Plan

I. Overview and Objectives

This Heat Illness Prevention Plan (HIPP) applies to employees of **J and J Roofing**, who work in outdoor areas of employment or on job tasks where the environmental risk factors for heat illness are present, and are at risk for developing heat illnesses if they do not protect themselves appropriately.

Based on the Code of Regulations Proposed State Standard, Title 8, and Section 3395*, this standard applies to all outdoor places of employment, with the following industries being subject to all provisions of the standard:

- Agriculture**
- Construction
- Landscaping
- Oil & Gas Extraction
- Transportation or delivery of agricultural products, construction materials or other heavy materials unless operating an air-conditioned vehicle that does not include loading or unloading.

II. Scope

The **J and J Roofing** HIPP includes steps for ensuring drinking water is provided in sufficient amounts, temperatures and humidity conditions are monitored, shade is available as required by the law, high heat procedures are followed, employee training is in place, emergency response procedures are documented, acclimatization of employees is accounted for, and auditing processes are incorporated to strengthen the plan's success.

III. Policy

It is the policy of **J and J Roofing** that any employee participating in job tasks where environmental risk factors for heat illness are present will comply with the procedures in this document and in the Injury and Illness Prevention Program. A copy of this Heat Illness Prevention Plan will be made available at each job site in both English and the language understood by the majority of employees.

IV. Water

J and J Roofing will provide fresh, pure and suitable cool water, free of charge, as close as practicable to areas where employees are located. Supervisors will visually examine the water to ensure purity and check that it is adequately cool by pouring some on their skin.

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When employees are working in large areas water will be placed in several locations. **J and J Roofing** will also place water in designated shade areas and near restrooms.

J and J Roofing will ensure that 1 quart of water per person per hour is available at the start of the shift and will have a water replenishment system (including designated responsibility) in place.

J and J Roofing encourages employees to drink water frequently and to report low water levels, as well as warm or dirty water containers, to supervisors.

V. Procedures for Monitoring the Weather

Supervisors will be trained and instructed to check in advance the extended weather forecast. Weather forecasts can be checked with the aid of the internet (<http://www.nws.noaa.gov/>), by calling the National Weather Service phone numbers (see CA numbers below), or by checking the Weather Channel TV Network. The work schedule will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected. Routine advance weather monitoring will take place between the months of May and September; with additional advance monitoring conducted as needed during the remainder of the year.

In addition to advance weather monitoring, supervisors shall utilize one of the aforementioned weather services to review the day's forecasted temperature and humidity level prior to the start of work. Temperature and humidity levels will also be monitored on the work site throughout the day and compared to the National Weather Service Heat Index to evaluate the risk level for heat illness and determine when precautionary heat illness prevention measures should be taken. Temperature will be monitored by means of dry bulb thermometer in degrees Fahrenheit. Temperature measurements will be taken in work areas where shade is not present.

California Dial-A-Forecast

- Eureka 707-443-7062
- Hanford 559-584-8047
- Los Angeles 805-988-6610 (#1)
- Sacramento 916-979-3051
- San Diego 619-297-2107 (#1)
- San Francisco 831-656-1725 (#1)

VI. Shade

J and J Roofing will provide shade when the temperature exceeds 80 degrees Fahrenheit. Shade areas will be open to the air or provided with ventilation or cooling. Enough shade will be provided to accommodate the number of employees on break or recovery period at any given time.

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J and J Roofing will ensure that employees in shaded areas can sit in a normal posture fully in the shade without having contact with one another. The shade shall be located as close as practicable to the work area. During meal periods, the amount of shade available shall be enough to accommodate the number of employees on meal break and those seeking cool-down rest periods.

J and J Roofing will encourage employees to take a preventive cool-down rest in the shade when they feel the need to protect themselves from overheating.

Employees taking cool-down breaks will be monitored and asked if they are experiencing symptoms of heat illness and will be encouraged to remain in the shade until any signs or symptoms have abated. Employees will be given no less than 5 minutes to rest in the shade, in addition to time needed to access the shade.

J and J Roofing policy will be that any employee who exhibits signs or reports symptoms of heat illness while taking a preventive cool-down rest shall be provided with appropriate first aide or emergency response.

VII. High Heat Procedures

J and J Roofing will implement the following high heat procedures when the temperature equals or exceeds 95 degrees Fahrenheit.

- A supervisor, or a qualified designee, shall directly observe employees, for signs and symptoms of heat illness. Each supervisor, or qualified designee, shall be responsible for observing no more than 20 employees.
- If impractical to directly observe employees, a mandatory buddy system shall be implemented or;
- Regular communication with employees working solo shall be implemented by either radio or cellular phone or;
- Other effective observation such as periodic checks.
- Employees shall be observed for symptoms of heat illness and will be reminded throughout the work shift to drink plenty of water.
- **J and J Roofing** will designate 1 or more employees to call for emergency medical procedures, and will allow any employees to call for emergency services when a designated person is not available.
- **J and J Roofing** will closely supervise new employees for the first 14 days of employment, unless the new employee indicates at the time of hire that they have been doing similar work for at least 10 of the past 30 days, and for more than 4 hours per day.

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For Agricultural Employers the following conditions apply:

- When temperatures reach 95 degrees or above, **J and J Roofing** will ensure that an employee takes a minimum 10-minute preventive cool-down rest period every 2 hours. The preventive cool-down rest period may be provided concurrently with any other required meal or other rest period.
- When the work day extends beyond 8-hours, **J and J Roofing** will provide an additional preventive cool-down period at the conclusion of the 8th hour of work. If the work day extends beyond 10 hours, then another preventive cool-down rest period will be provided at the conclusion of the 10th hour of work, and so on until the end of the work day.
- **J and J Roofing** will provide a pre-shift meeting during periods of high heat to remind employees:
 1. Of the company's high heat procedures.
 2. To drink plenty of water.
 3. Of their right to take cool-down rest periods when necessary.

VIII. Training

J and J Roofing will provide training to all supervisors, and affected employees, prior to their engaging in work that could result in exposure to risk factors for heat illness. Training will include:

- An explanation of the employer's responsibility to provide shade, water, cool-down rest periods, and access to first aid, as well as the employee's right to exercise their rights without fear of retaliation.
- Environmental and personal risk factors for heat illness.
- The signs and symptoms of heat illness.
- The importance of immediately reporting signs and symptoms of heat illness – and appropriate first aid to be taken.
- Importance of frequent consumption of water.
- Importance of acclimatization.
- **J and J Roofing** response plan to a case of possible heat illness.
- Supervisor and employee responsibilities.
- Supervisors will be taught procedures to follow in case of an employee reporting or displaying symptoms of heat illness.
- Supervisors will be trained how to monitor weather reports and how to respond to hot weather advisories.

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IX. Emergency Response Procedures

All supervisors and management personnel of **J and J Roofing** are required to take immediate action if an employee exhibits signs or symptoms of heat illness. Emergency response procedures will include but not be limited to the following actions:

- Ensuring that effective communication by voice, observation, or electronic means are maintained so that employees at the high temperature work site can contact a supervisor or emergency medical service when necessary.
- Cellphones, company radio, email and other electronic devices will be used for communication. If electronic devices are not reliable forms of communication, **J and J Roofing** will develop alternative means of summoning emergency medical services.
- Employers and supervisors will be trained to recognize symptoms of heat stress, such as decreased level of consciousness, disorientation, irrational behavior, staggering, vomiting and convulsions; and are required to take immediate action if any employee exhibits signs of the mentioned symptoms of heat illness.
- Supervisors and employees will be taught first aid measures and how emergency services are to be provided to affected employees.
- Employees exhibiting signs or symptoms will be monitored and shall not be left alone or sent home without being first offered onsite first aid and /or being provided with emergency medical service.
- If deemed necessary, emergency medical services will be contacted, and employees will be transported to a place where they can be reached by emergency medical providers.
- In emergency events – clear and precise directions to work site will be provided to emergency responders.
- In the event that a work site is in a difficult to find location, an employee will be sent to meet emergency medical services at the nearest landmark; and lead them to the work site.

X. Acclimatization

- New employees and employees who have not previously worked in environments where the possibility that heat illness may occur will be given an opportunity for their bodies to gradually be exposed to heat. Employees will be given an opportunity to adapt to the heat by working in the heat for at least 2 hours a day, between 4 to 14 days.
- **J and J Roofing** will also monitor employees during a heat wave. "Heat wave" being defined as any day the predicted temperature is at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding 5 days. Monitoring can be done by either the supervisor or by use of the buddy system.

Heat Illness Prevention Plan

- **J and J Roofing** will stress to new employees the importance of immediately reporting to their supervisor symptoms and signs of heat stress in themselves or in co-workers.

XI. Heat Illness Prevention Plan Audit

J and J Roofing, as part of the implementation of our Injury & Illness Prevention Program, and to ensure the success of our HIPP, will conduct an audit of our written plan and documentation by Supervisors and Managers. Audits of the HIPP will be conducted annually. The audit shall review the plan to ensure that the heat illness prevention procedures continue to be effectively implemented. This will include, but is not limited to:

- Ensuring that suitably fresh and cool water is routinely provided in the required amounts.
- Ensuring sufficient shade is routinely made available.
- Verifying that the required supervisor and employee training has been completed.
- A review of the effectiveness of emergency response procedures.
- Ensuring that employees are acclimatized as required.
- Ensuring that high heat procedures are implemented when the temperature reaches 95 degrees Fahrenheit.

J and J Roofing COVID-19 Prevention Plan

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COVID-19 Prevention Program for J and J Roofing

COVID-19 PANDEMIC

The novel coronavirus, SARS-CoV-2, causes a viral respiratory illness called COVID-19, which can make people sick with flu-like and other symptoms. The [virus spreads](#) easily when an infected person sneezes, coughs, or speaks, sending tiny droplets into the air. These droplets can land in the nose, mouth, or eyes of someone nearby and cause illness. The virus can also be caught from airborne virus, when small particles of infectious virus remain suspended in the air and people inhale them. People can also become infected if they touch an infectious droplet on a surface and then touch their own nose, mouth, or eyes.

Some of the [symptoms](#) of COVID-19 are cough, fever, shortness of breath, and new loss of taste or smell. Some people with mild cases may have no symptoms at all yet still can spread the virus. Staying at least six feet away from people outside of your household, covering your nose and mouth with a face covering, and washing hands often with soap and water can help stop COVID-19 from spreading in the workplace.

COVID-19 PREVENTION PROGRAM

J and J Roofing is committed to protecting our employees and preventing the spread of COVID-19 at our workplace. We developed this program to reduce our workers' risk of catching and spreading this virus. We encourage employees to share information about potential COVID-19 hazards at our workplace and assist in evaluating these hazards. We will investigate all workplace illnesses and correct hazards that are identified. We stay informed on the virus presence in our community as well as recommendations made by national and local health agencies. We review and update this plan as necessary. This plan was last reviewed on 12/7/2020.

DESIGNATION OF RESPONSIBILITY

Justin Mack (Director of operations) has the authority and responsibility for implementing this plan in our workplace. All managers and supervisors are responsible for implementing this plan in their assigned work areas and ensuring employees' questions are answered in a language they understand.

All employees are required to follow the policies and procedures laid out in this plan, use safe work practices, and assist in maintaining a safe work environment.

IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

We evaluate our workplace and operations to identify tasks that may have exposure to COVID-19. The evaluation includes all interactions, areas, activities, processes, equipment, and materials that could present potential exposure to COVID-19. Assessments include employee interactions with all persons who may be present in the workplace: contractors, vendors, customers, and members of the public. Evaluations include:

- Identification of places and times when people may gather or come in contact with each other, even if they aren't working. Examples: meetings, trainings, workplace entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting rooms.
- Employees' potential workplace exposure to all persons at the workplace. We will consider how employees and others enter, leave, and travel through the workplace. Examples: co-workers, employees of other businesses, the public, customers or clients, and independent contractors.
- Existing COVID-19 prevention measures and whether we need different or additional control measures.

Employee Participation - We encourage employees to participate in this evaluation. They can contact *Justin Mack (Director of operations)* to share information on potential COVID-19 hazards at our workplace or to assist in evaluating these hazards.

We will evaluate how to maximize the amount of outdoor air entering our indoor spaces and if it is possible to increase the filtration efficiency to the highest level possible for our ventilation system.

Employees may confidentially inform us if they have a higher risk for severe illness from COVID-19, such as those with conditions like lung disease, obesity, or cancer. They will have priority for lower exposure job assignments or working from home whenever possible.

The jobs/tasks/activities at J and J Roofing have been assessed as follows:

Table 1 – Risk Assessment

Job Title or Task	Description of Exposure Risk
Entering office	Numerous employees in close proximity to each other
Talking to customers	Close interaction with another person for extended period of time
Work at job sites	Close interactions with other workers
Inspections	Close interactions with another person for extended period of time
Repairs	Close interactions with customers and other employees

CORRECTION OF COVID-19 HAZARDS

We treat all persons, regardless of symptoms or negative test results, as potentially infectious. We select and implement [feasible control measures](#) to minimize or eliminate employee exposure to COVID-19. We review orders and guidance COVID-19 hazards and prevention from the State of California and the local health department, including general information and information specific to our industry, location, and operations. We correct unsafe or unhealthy conditions, work practices, policies, and procedures in a timely manner based on the severity of the hazard.

[Below this table are three types of exposure controls that can be used to reduce risk. Some of these controls may be best in some situations but not in others. We recommend copying the Job Title/Task/Work Area from Table 1, and then using the provided control list to fill in the controls as shown in the example text. Not all exposures will have all three control categories.]

Table 2 – Controls to Reduce Exposure

Job Title/Task/Work Area	Engineering Controls	Administrative Controls	PPE
Entering Office	Use natural ventilation; have screening station set up outdoors, require face mask, place hand sanitation at all entrances	Stagger work shift start times when possible; provide visual cues and enforce physical distancing; face coverings required	Provide face shield for screener, and gloves
Talking to customers	Wear face covering and maintain distance between customer	face coverings required; encourage contact-less payment	Provide nitrile gloves for handling money
Work at jobsites and repairs	Require face coverings, maintain distance between workers	Face coverings required, encourage workers to work at safe distances	Provide face covering, gloves, and thermometer
Inspections	Maintain distance between customer and worker, require face covering, use of nitrile gloves when necessary	Face coverings required, encourage contactless inspections	Provide face coverings, nitrile gloves

We inspect periodically to check that controls are effective, to identify unhealthy work conditions or practices, and to ensure compliance with this plan. Any deficiencies are corrected right away, and we update this plan if needed.

Engineering Controls – Equipment and Building Systems to Minimize Exposures

Our engineering controls for COVID-19 include: (Add or delete bullets below as applicable to your business.)

- Maximizing outdoor air for ventilation as much as feasible except when EPA's Air Quality Index is greater than 100-or when increasing outdoor air would cause harm to employees, such as excessive heat or cold.
- Installing cleanable, solid partitions between coworkers or between workers and customers when 6 feet of distance cannot be maintained.

Administrative Controls – Policies, Procedures, and Practices to Minimize Exposure

Our administrative controls for COVID-19 are: (add more detail to these as needed to explain how they will be implemented at your workplace.)

- **Limiting Access** to the workplace to only necessary staff. Employees work from home whenever possible.
- **Screening Employees and Visitors** to our facility through the following methods:
 - Home Screening - Employees self-screen using a [symptom screening form](#) prior to leaving for work.
 - Onsite Screening - Face coverings are required during the screening process and non-contact thermometers are used.
 - Self-Screening of Visitors - We have a symptom screening form posted at the entrances to our worksite and ask visitors to self-screen before entering the worksite.

We prohibit any employee or visitor sick with any potentially contagious from entering the workplace. Anyone exhibiting any potential symptoms of COVID-19 should contact *Justin Mack (Director of operations)* and leave the worksite.

- **Physical Distancing:** Everyone must keep a six-foot distance from others at all times except where we can show that it is not possible or for brief times during the movement of people in the workplace. When six feet of distance cannot be maintained, people will be as far apart as possible. Methods for physical distancing include:
 - Reducing the number of persons in an area at one time (including visitors)
 - Visual cues such as signs and floor markings to show employee locations and paths of travel
 - Staggered arrival, departure, work, and break times
 - Adjusted work processes (such as reducing production speed) to allow greater distance between employees
 - Telework or other remote work arrangement
- **Wearing a Face Covering:** We provide face coverings to all employees and require they be worn when indoors, when outdoors if less than six feet from another person, and as required by the local health department or CDPH. We will not prevent any employee from wearing a face covering when required unless it would create a safety hazard, such as interfering with the safe operation of equipment. The face coverings provided will be cloth or woven material, fit snugly, and completely cover the nose and mouth. Face coverings must be clean and undamaged. **Face coverings are not respiratory protection and do not replace physical distancing requirements.**

Employees are not required to wear a face covering in the following situations:

- When an employee is alone in a room.
- While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area has been maximized to the extent possible.
- When employees wear respiratory protection in accordance with Section 5144 or other Title 8 safety orders.
- When employees cannot wear face coverings due to a medical or mental health condition or disability. This includes a hearing-impaired person or someone using sign language to communicate. Employees exempted from wearing a face covering due to medical conditions, mental health conditions, or disability must wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom that we will provide, if their condition or disability allows.
- When a specific task cannot be performed with a face covering. This exception is limited to the time period in which such tasks are being performed, and the unmasked employee shall be at least six feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.

Employees not wearing a face covering, face shield with drape, or respirator, for any reason, will stay at least six feet away from all other people in the workplace unless they are tested twice a week for COVID-19.

Signs are posted at the entrance to the workplace to communicate the requirement for face coverings by any non-employees entering the workplace. We provide face coverings to members of the public if necessary and instruct employees to remain at least six feet away from members of the public who will not wear a face covering.

- **Practicing Good Hygiene.** Wash hands with soap and water for at least 20 seconds, or use alcohol-based hand sanitizer with at least 60% alcohol. Hand sanitizer stations and hand hygiene signage are placed throughout the workplace. *Justin Mack (Director of operations)* is responsible for ensuring hand hygiene stations are readily accessible and stocked with soap and paper towels, or sanitizer.
- **Prohibiting the Sharing of PPE and Other Workplace Equipment** such as phones, computers, and tools. If items must be shared, they are disinfected between uses by different people. Sharing of vehicles is minimized as much as possible.
- **Cleaning and Disinfecting Frequently.** Surfaces, especially frequently touched surfaces, will be disinfected with products that meet the [EPA's criteria for use against coronavirus](#). Disinfectants are used according to manufacturer's directions. Employees are trained on the hazards of the disinfectants, to use only in well-ventilated areas, any PPE that is required, and to never mix chemicals. Surfaces are disinfected according to the following schedule:

Table 3 – Disinfection Practices

Surface/Area	Disinfection Method/Product	Frequency
Bathrooms - sinks, soap and paper towel dispensers, door handles, stall locks, toilet seat and flush, toilet paper dispensers	<ol style="list-style-type: none"> 1. Use soap and water so surface is clean to sight and touch. 2. Apply dilute bleach solution (1/3 cup bleach per gallon of room temp water) to wet surface. 3. Allow to sit for at least 1 minute. 4. Wipe dry with a clean paper towel. 	Every two hours
Office Areas- desks, chairs, keyboards, computers	<ol style="list-style-type: none"> 1. Use soap and water so surface is clean to sight and touch. 2. Apply dilute bleach solution (1/3 cup bleach per gallon of room temp water) to wet surface. 3. Allow to sit for at least 1 minute. 4. Wipe dry with a clean paper towel. 5. Use electronic disinfectant to clean monitors and keyboards 	Twice a day

Personal Protective Equipment (PPE) – Equipment Worn by Employees to Minimize Exposure

In general, employees WILL NOT use respirators at J and J Roofing for protection from COVID-19. If a hazard assessment determines respirators are needed, they will be used in accordance with [Title 8, Section 5144](#). Any PPE used to protect from COVID-19, such as gowns, face masks, and gloves, is selected based on function, fit, and availability. Employees are trained when and why PPE is necessary, how to properly put on and take off PPE, and how to clean, maintain, and store reusable PPE. Job hazard assessments are performed by supervisors to identify any PPE required for a specific job. Supervisors are responsible for ensuring that adequate supplies of PPE are available.

INVESTIGATING AND RESPONDING TO COVID-19 CASES IN THE WORKPLACE

Illness at the Workplace

We investigate all COVID-19 cases in the workplace. Our investigation includes verifying COVID-19 case status, obtaining information on COVID-19 test results and symptom onset, identifying and recording COVID-19 cases, and reporting when required by the regulations.

We maintain a daily log of all employees and visitors at our workplace which includes their name, contact number, date, time in, time out, and who/what area of the workplace they will be accessing. We will use this information to identify individuals to contact following notification of a COVID-19 case at our workplace.

Notification

Employees must alert *Justin Mack (Director of operations)* if they are having symptoms of COVID-19, had a possible COVID-19 exposure, were diagnosed with COVID-19, or are awaiting test results. We do not discriminate or retaliate against employees for reporting positive test results or symptoms.

Following notification of a positive test/diagnosis, we will immediately take the following actions:

1. Determine the day and time the COVID-19 case was last present at the workplace, the date of the positive test/diagnosis, and the date the COVID-19 case first experienced symptoms.
2. Determine who may have had exposure to the COVID-19 case by reviewing the case's activities during the high-risk period. The high-risk period **for persons who develop symptoms** is 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. The high-risk period **for persons who test positive but never develop symptoms** is from two days before until 10 days after their first positive test for COVID-19 was collected.
3. Within one day of becoming aware of a positive diagnosis, *Justin Mack (Director of operations)* will notify in writing all employees and their authorized representatives and subcontracted employee, who were potentially exposed and instruct individuals with close contact to quarantine at home. **CDC defines [close contact](#) as being within six feet of an infected person for 15 cumulative minutes or more over a 24-hour period, starting 2 days prior to symptom onset until the sick person is isolated.** When providing notice under this section, we will not disclose the identity of the infected person(s).
4. We will provide employees with potential COVID-19 exposure information about access to COVID-19 testing, which will be offered at no cost during working hours, and isolation requirements resulting from a positive test.
5. Investigate whether any workplace factors contributed to the infection and how to further reduce that potential exposure.

We will provide information about [COVID-19 related leave benefits](#). **Confidentially will be maintained at all times.**

We keep a record of and track all COVID-19 cases to include: employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. This information is kept confidential.

Disinfection after Positive Test/Diagnosis

If it has been less than seven days since the sick employee has been in the facility, we will close off any areas used for extended periods of time by the sick individual and allow to air out up to 24 hours. The area will then be thoroughly cleaned and disinfected.

Exclusion from the Workplace

The following employees will be excluded from the workplace:

- Employees that have been exposed to COVID-19 until 14 days after the last known exposure.
- Employees who test positive for COVID-19 until the Return to Work criteria in the next section are met.

Employees excluded from work due to a positive diagnosis from a workplace exposure, or identified as exposed in the workplace, but are otherwise able and available to work will maintain their earnings, seniority, and all other rights and benefits. Information on available benefits will be provided at the time of exclusion.

Return to Work

Criteria for returning to work after testing positive for COVID-19 are as follows:

- Employees who tested positive and had symptoms can return to work when:
 - At least 10 days have passed since symptoms began, **AND**
 - At least 24 hours have passed with no fever (100.4°F or above) without the use of fever-reducing medications, **AND**
 - Other COVID-19 symptoms have improved.
- Employees who test positive but never have symptoms can return to work:
 - After at least 10 days have passed since the date of positive specimen collection.
- Employees who have completed an order to isolate or quarantine by a local or state health official. If the period of time was not specified, 10 days from issuance of order to isolate or 14 days from issuance of order to quarantine.
- Employees that have approval from Cal/OSHA on the basis that removal of the employee would create undue risk to a community's health and safety. In these instances, effective control measures such as isolation or respiratory protection will be implemented to prevent infection of other employees at the workplace.

A negative test result is not required for an employee to return to work.

REPORTING, RECORDKEEPING, AND ACCESS

Reporting

[Reporting to the Local Health Department \(LHD\)](#) – This requirement also complies with AB 685.

Within 48-hours of knowledge, *Justin Mack (Director of operations)* will notify the [local health department](#) (LHD), **Pasadena public health department (626) 744-6000**, of any workplace outbreak of COVID-19. An outbreak reportable to our LHD is defined as at least three COVID-19 cases among workers at the same worksite within a 14-day period. We will work with the LHD to carry out contact tracing and follow all LHD recommendations including temporary closure of our business if advised.

[Reporting to our Claims Administrator – SB 1159](#) (This section applies to employers with five or more employees)

Justin Mack (Director of operations) will report to **Sonia Hobden with State Fund** when an employee has tested positive for COVID-19. This report will be made within three days of knowledge of an employees' positive test result.

[CAL/OSHA Recording/Reporting](#) - We will record on our 300 log all work-related COVID-19 cases that meet one of the following criteria: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, significant injury or illness diagnoses by a physician or other licensed health care professional.

We will report any serious COVID-19 illness that required inpatient hospitalization or resulted in death to our local Cal/OSHA office as soon as possible, but in no case more than eight hours after knowledge.

Recordkeeping

J and J Roofing maintains records of the steps taken to implement this written program. These records include but are not limited to training, inspections, hazard identification, etc.

We keep a record of and track all COVID-19 cases. These records include the employee's:

- Name
- Contact information
- Occupation
- Location where the employee worked
- Date of the last day at the workplace
- Date of positive COVID-19 test

All medical information will be kept confidential. The log of COVID cases, with names and contact information removed, will be made available to employees, authorized employee representatives, or as otherwise required by law.

Access

This program will be made available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA.

COMMUNICATION SYSTEMS

We ask all employees to report, without fear of discrimination or retaliation, any symptoms, potential exposures, and possible hazards relating to COVID-19 at the workplace. Employees should make these reports to *Justin Mack (Director of operations)*.

We explain to all employees how we accommodate employees at higher risk of severe COVID-19 illness. An employee can make a report of his/her own high risk condition to *Justin Mack (Director of operations)*.

If an employee is suspected of having a workplace exposure to COVID-19, we will provide information about access to COVID-19 testing at no cost. We will inform affected employees of the reason for testing and the potential consequences of a positive test. Local COVID-19 testing is available in our area through the following:

- Urgent care, 797 S Arroyo Pkwy, Pasadena, CA 91105, (626)3040404

Note: Additional communication requirements may apply depending upon severity of outbreak. See Appendix A for multiple COVID-19 infections and outbreak procedures. See Appendix B for major outbreak procedures.

We communicate information about COVID-19 hazards and our COVID-19 policies and procedures to employees and other employers, persons, and entities within or in contact with our workplace. This plan must be followed by any other employer's employees entering our workplace. In the case of J and J Roofing employees working at another worksite, our employees will follow whichever employer's program is stricter and stay informed of site-specific prevention measures such as the location of hand hygiene stations.

EMPLOYEE TRAINING AND INSTRUCTION

We provide all employees training and instruction on the symptoms of COVID-19 illness and exposure control methods in place at J and J Roofing including:

- Information on how COVID-19 spreads and infects people.
- Symptoms of COVID-19
- The importance of getting a COVID-19 test and staying out of the workplace if you have symptoms.
- Our symptom screening procedures for employees and all other visitors to the workplace
- Risk of exposure to COVID-19 on the job.
- Cleaning and disinfection schedules and procedures for our workplace.
- Control measures to protect employees from exposure and infection:
 - Requiring employees to stay home when sick.
 - Physical distancing. Employees must maintain at least 6' of separation from other individuals in the workplace. Since infectious aerosols can travel further than 6', face covering are required along with physical distancing at all indoor workplaces.
 - Frequent handwashing with soap and water for at least 20 seconds, or using hand sanitizer when handwashing sinks are not readily accessible.
 - Proper use of a face coverings and the fact that a face covering is NOT respiratory protection.
 - Covering coughs and sneezes.
- Acceptable PPE and proper use.
- What to do if they are sick and how to obtain a COVID-19 test.

- Information on COVID-19-related leave benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the J and J Roofing leave policies, and leave guaranteed by contract.

The contents of this plan.

APPENDIX A - MULTIPLE COVID-19 INFECTIONS AND OUTBREAKS

The following procedures will be followed whenever there are three or more COVID-19 cases in our workplace within a 14-day period or the workplace has been identified by the Local Health Department (LHD) as the location of a COVID-19 outbreak. These procedures can be stopped only after no new COVID-19 cases are detected at our workplace for a 14-day period.

Testing

J and J Roofing will provide testing to all employees at no cost during working hours except for those not present during the outbreak period defined above. This testing will be done immediately after determination of an outbreak, and then again one week later; negative test results will not change the quarantine or health order status of any individual. Following these two tests, we will provide continuous testing to employees in the workplace during the defined outbreak period at least once a week, or more frequently if recommended by the LHD. We will provide additional testing as required by the Division in accordance with any special order from Cal/OSHA.

Exclusion from the Workplace

The following employees will be excluded from the workplace during an outbreak:

- Positive cases until return to work requirements are met.
- Employees that have been exposed to COVID-19 until 14 days after the last known exposure.

Employees excluded from work due to positive diagnosis or exposure but otherwise able and available to work will maintain their earnings, seniority, and all other rights and benefits. Information on available benefits will be provided at the time of exclusion.

Workplace Investigation, Review, and Hazard Correction

We will investigate all workplace illness to determine potential factors in the workplace that could have contributed to the COVID-19 outbreak. Additionally, we will review our relevant COVID-19 policies, procedures, and controls and we will implement changes needed to prevent further virus spread.

All investigations and reviews will be documented to include:

- Investigation of new or continuing COVID-19 hazards.
- Review of our leave policies and practices, including whether employees are discouraged from staying home when sick.
- Review of our COVID-19 testing policies.
- Investigation of the sufficiency of outdoor air.
- Investigation of the sufficiency of air filtration.
- Investigation into feasibility of physical distancing.

These reviews will be updated every 30 days that an outbreak continues with new information, new or previously unrecognized COVID-19 hazards, or as necessary. We will make changes based on investigations and reviews to reduce the spread of COVID-19 and consider such actions as moving work tasks outdoors, allowing employees to work remotely, increasing outdoor air supply to our indoor workplaces, improving air filtration to the highest MERV rating compatible with our air handling system, increasing physical distancing as much as possible, providing respiratory protection, or other possible control measures.

Notifications to the Local Health Department (LHD)

As soon as possible but at least within 48-hours of knowledge, *Justin Mack (Director of operations)* will notify our LHD, **Pasadena public health department (626) 744-6000**, whenever there are three or more COVID-19 cases. We will work with the LHD to carry out contact tracing and follow all LHD recommendations including temporary closure of our business if advised. We will provide the LHD the total number of cases and for each case the following:

- Name
- Contact information
- Occupation

- Workplace location
- Business address
- Hospitalization and/or fatality status
- North American Industry Classification System (NAICS) code of the workplace
- Any other information requested

We will continue to update the LHD with additional case information during the outbreak period until there have been no detected COVID-19 cases for 14 days.

APPENDIX B – MAJOR COVID-19 OUTBREAKS

The following procedures will be followed whenever there are 20 or more COVID-19 cases in our workplace within a 30-day period. These procedures can be discontinued only after no new COVID-19 cases are detected at our workplace for a 14-day period.

Testing

(J and J Roofing will provide testing to all employees present at the workplace during the relevant 30-day period and who remain at the workplace at no cost during working hours. Testing will be provided twice a week or more frequently if recommended by the Local Health Department (LHD).

Exclusion from the Workplace

The following employees will be excluded from the workplace:

- Positive cases until return to work requirements are met.
- Employees that have been exposed to COVID-19 until 14 days after the last known exposure.
- Employees excluded from work due to positive diagnosis or exposure but otherwise able and available to work will maintain their earnings, seniority, and all other rights and benefits. Information on available benefits will be provided at the time of exclusion.

Investigation of Workplace COVID-19 Illnesses

We will implement effective procedures for verifying COVID-19 case status, receiving information regarding COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases. Upon notification of a COVID-19 case, we will do the following:

1. Determine the day and time the COVID-19 case was last present at the workplace, the date of the positive test/diagnosis, and the date the COVID-19 case first experienced symptoms.
2. Determine who may have had exposure to the COVID-19 case by reviewing the case's activities during the high risk period.
 - The high-risk period **for persons who develop symptoms** is 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.
 - The high-risk period **for persons who test positive but never develop symptoms** is from two days before until 10 days after their first positive test for COVID-19 was collected.
3. Within one day of becoming aware of a positive diagnosis, *Justin Mack (Director of operations)* will notify in writing all employees, and subcontracted employees, who were potentially exposed and instruct individuals with close contact to quarantine at home.
 - **CDC defines close contact as being within six feet of an infected person for 15 cumulative minutes or more over a 24-hour period starting 2 days prior to symptom onset until the sick person is isolated.**
4. Employees with potential COVID-19 exposure will be provided with information about access to COVID-19 testing, which will be offered at no cost during working hours, and the possible consequences of a positive test.
5. Investigate whether any workplace factors contributed to the risk infection and how to further reduce that potential exposure.

We will ensure that all personal identifying information and employee medical records are kept confidential and that testing and medical services will be provided in a manner that ensures confidentiality of our employees. Non-redacted information on COVID-19 cases shall be provided to the local health department, CDPH, the Division, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.

COVID-19 Hazard Correction

In addition to the engineering controls, administrative controls, and PPE provisions of our COVID-19 Prevention Program, we will do the following:

- Filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with our ventilation system. If MERV 13 or higher efficiency filters are not compatible with our system, we will use the highest MERV rated filter possible.
- Evaluate the benefits that portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, may offer in reducing the risk of transmission and implementing wherever possible.
- Evaluate the need for respiratory protection or changes to current respiratory protection in use. Any respiratory use will be in accordance with [8CCR5144](#).
- Implement any other control measures necessary by the issuance of an Order to Take Special Action by the Division in accordance with [8CCR332.3](#).

Notifications to the Local Health Department (LHD)

As soon as possible but at least within 48-hours of knowledge, *Justin Mack (Director of operations)* will notify our LHD, whenever there are three or more COVID-19 cases. We will work with the LHD to carry out contact tracing and follow all LHD recommendations including temporary closure of our business if advised. We will provide the LHD the total number of cases and for each case the following:

- Name
- Contact information
- Occupation
- Workplace location
- Business address
- Hospitalization and/or fatality status
- North American Industry Classification System (NAICS) code of the workplace
- Any other information requested

We will continue to update the LHD with additional case information during the outbreak period until there have been no detected COVID-19 cases for 14 days.