



California Institute of Advanced Management

MANAGEMENT THAT MATTERS

AMENDMENT TO COVID PREVENTION POLICIES AND PROTOCOLS

THIS AMENDMENT (“Amendment”) is made effective on the date hereof to the **COVID PREVENTION POLICIES AND PROTOCOLS (CPPP)** dated as of July 5, 2021, as amended on July 20, 2022.

PURPOSE AND SCOPE: The purpose of this amendment is to adjust the safety guideline and protocols set in place to mitigate the spread of COVID-19 virus based on local public health shifting case and vaccination metrics in an effort to return to more efficient operations.

Protocols repealed or suspended by this Amendment the following sections of the CPPP:

1. Section **6.0 IDENTIFICATION OF COVID-19 HAZARDS** is hereby amended to remove Check-in Screening and CIAM will no longer screen employees or visitors for COVID-19 symptoms and temperature to enter into the campus. This includes the removal of check-in station and restriction of the southside entrance.
2. Section **9.0 TRAINING AND INSTRUCTION** is hereby amended as above to remove Check-in Screening; CIAM will no longer screen employees or visitors for COVID-19 symptoms and temperature to enter into the campus. This includes the removal of check-in station and restriction of the southside entrance.
3. Section **10.0 SOCIAL DISTANCING** is hereby repealed and no physical distancing shall be required. This includes employees maintaining their established work schedules, restrictions on group congregation and room occupancy, removal and social distancing signage and markings.
4. Section **12.0 WORKSTATION/COMMON AREA CLEANING POLICY** is hereby suspends the required disinfection and of all touched surfaces , shared spaces, and common areas. Employees are expected to continue to maintain common all work and common areas clean.
5. Section **13.0 KITCHEN POLICY AND OFFICE FOOD AND DRINKS PROTOCOL** is hereby amended to remove restrictions
 - a. to occupancy in the kitchens, and
 - b. to shared food and beverage during gatheringsIn addition, this amendment reinstates the water cooler/ filters, snacks, condiments, utensils, and first aid supplies housed in the kitchens.
6. Section **14.0 OTHER ENGINEERING CONTROL, ADMINISTRATIVE CONTROLS, AND**



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PERSONAL PROTECTIVE EQUIPMENT is hereby amended

- a. to keep workstation partitions as optional but not required
- b. **If an employee becomes sick at work** and believes it is COVID-19 the employee can take a COVID-19 test provided by the CIAM before being sent home.

7. Section **16.0 EXCLUSION OF COVID-19 CASES TO LIMIT TRANSMISSION IN THE WORKPLACE** is amended to

- a. exclude and or isolate COVID-19 cases as follow:
 - i. Employee must be excluded from workplace for at least 10 days after the start of symptoms or after date of first positive test if no symptoms.
- b. Employees exposed and are Close Contacts
 - i. must wear a highly protective mask around others for a total of 10 days* after their last close contact
 - ii. must wear a highly protective mask around others for a total of 10 days* after their last close contact.
 - iii. must monitor their health for 10 days* *If symptoms develop*, the employee must stay home and be excluded from work pending the results of a test.
 - If they test positive or their doctor diagnoses them with COVID-19, they must follow isolation requirements and workplace exclusions per item i.
 - If the employee is unable to test or chooses not to test, exclusion must continue for 10 days.
 - If the employee tests negative and returns to work earlier than 10 days after the close contact, the employee must wear a highly protective mask around others for 10 days following the close contact. Note: CDPH recommends continuing exclusion and retesting in 1-2 days if testing negative with an antigen test, particularly if tested during the first 1-2 days of symptoms.
 - For symptomatic employees who have tested positive within the previous 90 days, an antigen test is preferred.

*Day 1 is the first full day after their last exposure

**The test must be an FDA-authorized viral test such as an antigen or NAAT/PCR test. An antigen test is preferred. Testing must be provided by the employer free of charge and during work hours. Self-administered and self-read OTC tests are acceptable per Cal-OSHA if verification of the results, such as a time and date stamped photograph of the result or an OTC test that uses digital reporting with time and date stamped results, is provided. For more information see Cal-OSHA Testing FAQs.



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- c. Employers must provide—at no expense to the employee— well-fitting medical masks and well-fitting respirators (e.g., N95, KN95, KF94)
- 8. Section **17.0 RETURN TO WORK CRITERIA AFTER A COVID-19 EXCLUSION** is amended as follows:
 - a. Isolation can end and employee may return to the workplace after Day 10 * ONLY if all of the following criteria are met:
 - i. A COVID-19 viral test** collected on Day 5 or later is negative, AND
 - ii. No fever^ for at least 24 hours without the use of fever-reducing medicine, AND
 - iii. Other symptoms are not present or are improving
 - b. Employee must wear a highly protective mask around others for a total of 10 days after the positive test, especially in indoor settings.
- Employers must provide—at no expense to the employee—well-fitting medical masks and well-fitting respirators (e.g., N95, KN95, KF94).

Notes:

*To count the days:

For symptomatic employees: Day 0 is the first day of symptoms. Day 1 is the first full day after symptoms developed.

For employees without symptoms: Day 0 is the day the first positive test was collected. Day 1 is the first full day after the positive test was collected.

**The test must be an FDA-authorized viral test such as an antigen or NAAT/PCR test. An antigen test is preferred. Testing must be provided by the employer free of charge and during work hours. Self-administered and self-read OTC tests are acceptable per Cal-OSHA if verification of the results, such as a time and date stamped photograph of the result or an OTC test that uses digital reporting with time and date stamped results, is provided. For more information see Cal-OSHA Testing FAQs.

❖ A fever is a measured body temperature of 100.4 degrees Fahrenheit or higher.

- 9. Section **20.0 SUPPLEMENTAL PANDEMIC WORKPLACE VISITOR POLICY** is hereby amended
- 10. Except as provided herein, all other policies and protocols of the CPPP shall remain in full force and effect. In the interest of Safety CIAM will continue to monitor and maintain vigilance of the COVID-19 virus and will adjust protocols in adherence to local public health guidelines and the Centers for Disease Control (CDC).