

COVID-19 Prevention Standard

SUMMARY

This Utility Standard describes PG&E's COVID-19 Prevention Program.

TARGET AUDIENCE

Officers, directors, and designees responsible for developing and implementing the COVID-19 Prevention Program into their business systems and work processes.

TABLE OF CONTENTS

SUBSECTION	TITLE	PAGE
1	System for communicating	1
2	Identification and evaluation of COVID-19 hazards	2
3	Investigating and responding to COVID-19 cases in the workplace.....	3
4	Correction of COVID-19 hazards.....	4
5	Training and instruction	4
6	Face coverings.....	5
7	Other engineering controls, administrative controls, and personal protective equipment	6
8	Reporting, recordkeeping, and access	7
9	Exclusion of COVID-19 cases and close contacts and return to work criteria	8
10	Multiple COVID-19 infections and COVID-19 outbreaks.....	8
11	Major COVID-19 outbreaks	10
12	PG&E-provided housing.....	11
13	PG&E-provided transportation to and from work	11

REQUIREMENTS

1 System for communicating

PG&E's COVID-19 Prevention Program includes a communication system that does the following:

- 1.1 Asks employees to report, without fear of reprisal, COVID-19 symptoms, possible COVID-19 close contact, and possible COVID-19 hazards at the workplace.
- 1.2 Describes how employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations.

COVID-19 Prevention Standard

- 1.3 Provides information about access to COVID-19 testing when COVID-19 testing is required as described in sections 9 and 11 of this document.
- 1.4 Communicates information about COVID-19 hazards and PG&E's COVID-19 policies and procedures to employees and to other employers, persons, and entities within or in contact with PG&E's workplace, in accordance with section 3.2 of this document and the confidentiality requirements in section 3.3 of this document.

2 Identification and evaluation of COVID-19 hazards

PG&E does the following to identify, evaluate, and control COVID-19 hazards.

- 2.1 Invites employees and authorized employee representatives to participate in the identification and evaluation of COVID-19 hazards.
- 2.2 Screens employees for COVID-19 symptoms. PG&E requires employees to evaluate their own symptoms before reporting to work, affirm their fitness to report using a mobile application, and not to report if they fail the screening.
- 2.3 Responds immediately to individuals at the workplace who are COVID-19 cases to prevent or reduce the risk of transmission of COVID-19.
- 2.4 Conducts a workplace-specific identification of all elements that could expose employees to COVID-19 hazards. This identification includes:
 - 1. Places and times when people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task.
 - 2. An evaluation of employees' potential workplace exposure to all persons at the workplace or who may enter the workplace.
- 2.5 For indoor locations, maximizes ventilation with outdoor air to the extent feasible and increases filtration efficiency to the highest level compatible with the existing ventilation system where possible and evaluates whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.
- 2.6 Regularly reviews applicable orders and guidance from the State of California and local health departments related to COVID-19 hazards and prevention, including information of general application and information specific to PG&E's industry, location, and operations.
- 2.7 Periodically evaluates existing COVID-19 prevention controls at the workplace and the need for different or additional controls.
- 2.8 Conducts periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with its COVID-19 procedures.

COVID-19 Prevention Standard

3 Investigating and responding to COVID-19 cases in the workplace

PG&E does the following to investigate and respond to COVID-19 cases in the workplace.

- 3.1 Seeks information from employees regarding test results and onset of symptoms, and identifies and records COVID-19 cases.
- 3.2 Takes the following actions when a COVID-19 case is reported in the workplace:
 1. Determines the date the case was last present and, to the extent possible, the date of the positive test(s) and/or diagnosis, and the date the case first had one or more symptoms, if any were experienced.
 2. Determines who may have had a close contact. This is accomplished through evaluation of the activities of the case and all locations at the workplace that may have been visited by the case during the high-risk exposure period.

NOTE

See section 9 of this document for exclusion requirements for employees after a close contact.

3. Within one business day of the time PG&E knows of a COVID-19 case, gives written notice to people at the worksite that they may have been exposed to COVID-19. Notice to non-employee workers is provided through the contractor. Notices will not reveal personal identifying information of the COVID-19 case and will be written in the manner PG&E usually uses to communicate employment-related information.
4. Within one business day of the time PG&E knows of a COVID-19 case, provides:
 - a. the notice required by Labor Code section 6409.6(a)(2) and (c) to the authorized representative, if any, of the COVID-19 case and of any employee who had a close contact; and
 - b. the notice required by Labor Code section 6409.6(a)(4) to the authorized representative, if any, of any employee who was on the premises at the same worksite as the COVID-19 case during the high-risk exposure period.
5. Makes COVID-19 testing available at no cost, during paid time, to all PG&E employees who had a close contact in the workplace, and provides them with the information on benefits described in sections 5.2 and 9 of this document.

EXCEPTION: COVID-19 cases who returned to work per the circumstances described in section 9 of this document 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.

COVID-19 Prevention Standard

6. Investigates whether workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
- 3.3 Unless disclosure is required or permitted by law, keeps personal identifying information confidential for COVID-19 cases or persons with COVID-19 symptoms, as well as any employee medical records required as described in sections 9 through 13 of this document.
 1. Unredacted information on COVID-19 cases is provided to the local health department, CDPH, and NIOSH immediately upon request, and when required by law.

4 Correction of COVID-19 hazards

- 4.1 PG&E has procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.

5 Training and instruction

PG&E provides training and instruction to employees that includes the following:

- 5.1 Procedures to protect employees from COVID-19 hazards and how to participate in the identification and evaluation of COVID-19 hazards as described in section 2 of this document.
- 5.2 The COVID-19 related benefits to which the employee may be entitled under federal, state, or local laws, including any benefits available under legally mandated sick and vaccination leave if applicable, workers' compensation law, local governmental requirements, PG&E's leave policies, leave guaranteed by contract, and other provisions in this section of this document.
- 5.3 The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; 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 that an infectious person may have no symptoms.
- 5.4 Any methods of physical distancing implemented by PG&E and the importance of face coverings. The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19, but are most effective when used in combination with other controls, including face coverings and hand hygiene, to be effective.
- 5.5 PG&E's policies for providing respirators, and the right of employees who are not fully vaccinated to request respirators for voluntary use, without fear of retaliation and at no cost to employees.
- 5.6 Whenever respirators are provided for voluntary use under sections 9 through 13 of this document:
 1. How to properly wear the respirator provided.

COVID-19 Prevention Standard

2. How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with a seal.
- 5.7 The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- 5.8 Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.
- 5.9 COVID-19 symptoms, the importance of obtaining a test and not coming to work if the employee has symptoms, and the importance of vaccination against COVID-19.
- 5.10 Information on PG&E's COVID-19 policies, how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- 5.11 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 PG&E at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

6 Face coverings

- 6.1 PG&E provides face coverings, and requires that they be worn when indoors or in vehicles.
- 6.2 PG&E provides face coverings and ensures they are worn by employees when required by orders from the CDPH.
- 6.3 PG&E ensures that required face coverings are clean and undamaged, and that they are worn over the nose and mouth. Face shields are not a replacement for face coverings, although they may be worn together for additional protection.
- 6.4 When employees are required to wear face coverings under this section or sections 9 through 13 of this document, the following exceptions apply:
 1. When an employee is alone in a room or vehicle.
 2. While eating or drinking at the workplace, provided employees are at least six feet apart and the outside air supply to the area, if indoors, has been maximized to the extent feasible.
 3. Employees who are wearing respirators required by PG&E and used in compliance with Title 8, California Code of Regulations ("Title 8"), Section 5144.

COVID-19 Prevention Standard

4. Employees 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.
5. 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.
- 6.5 Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability must wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it. If their condition or disability does not permit a non-restrictive alternative, the employee must be at least six feet apart from all other persons and either fully vaccinated or tested at least weekly for COVID-19 during paid time and at no cost to the employee.
- 6.6 Any employee not wearing a face covering pursuant to an exception in 6.4 must remain at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19 during paid time and at no cost to the employee. PG&E does not use this requirement as an alternative to face coverings when face coverings are otherwise required by this section.
- 6.7 PG&E permits employees to wear face coverings even when not required by this section, as long as it does not create a safety hazard.
- 6.8 When face coverings are not required by this section or sections 9 through 13 of this document, PG&E provides face coverings to employees upon request, regardless of vaccination status.
- 6.9 PG&E communicates to non-employees the face covering requirements on its premises.
- 7 Other engineering controls, administrative controls, and personal protective equipment**
 - 7.1 For buildings with mechanical or natural ventilation, or both, PG&E maximizes the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees.
 - 7.2 PG&E implements cleaning and disinfecting procedures, which require:
 1. Identifying and regularly cleaning frequently touched surfaces and objects. PG&E informs employees and authorized employee representatives of cleaning and disinfection protocols.

COVID-19 Prevention Standard

- 7.3 Cleaning of areas, material and equipment used by a COVID-19 case during the high-risk exposure period, and disinfection if the areas, material or equipment is indoors and will be used by another employee within 24 hours of the COVID-19 case. PG&E assures adequate handwashing facilities for its employees, encourages and allows time for employee handwashing, and provides employees with an effective hand sanitizer. PG&E encourages employees to wash their hands for at least 20 seconds each time. The provision or use of hand sanitizers with methyl alcohol is prohibited.
- 7.4 Personal protective equipment.
1. PG&E evaluates the need for personal protective equipment to prevent exposure to COVID-19 hazards, and provides such personal protective equipment as needed.
 2. Upon request, PG&E provides respirators for voluntary use in compliance with Title 8, Section 5144(c)(2) to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. Whenever PG&E does so under this section or sections 9 through 13 of this document, it encourages their use and ensures that employees are provided with a respirator of the correct size.
 3. PG&E evaluates the need for respiratory protection in accordance with its Respiratory Protection Standard when PG&E receives an Order to Take Special Action by the California Division of Occupational Safety and Health.
 4. Testing of symptomatic employees. PG&E makes COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employees' paid time.

8 Reporting, recordkeeping, and access

PG&E maintains and provides the following records on COVID-19, in accordance with its Injury & Illness Prevention Plan:

- 8.1 Reports information about COVID-19 cases and outbreaks at the workplace to the local health department whenever required by law, provides any related information requested by the local health department, and reports all information to the local health department as required by Labor Code section 6409.6.
- 8.2 Maintains records of the steps taken to implement the written COVID-19 Prevention Program.
- 8.3 Provides access to the written COVID-19 Prevention Program at the workplace to representatives, and to representatives of governmental agencies.
- 8.4 Keeps a record of all COVID-19 cases with the 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.

COVID-19 Prevention Standard

9 Exclusion of COVID-19 cases and close contacts and return to work criteria

- 9.1 PG&E will follow the Cal/OSHA and California Department of Public Health requirements, as applicable, for excluding employees from the workplace who have contracted COVID-19 or had a close contact exposure to a COVID-19 case. If PG&E deviates from those requirements, it will be more restrictive, i.e., to exclude employees from the workplace for longer than is required.
- 9.2 If PG&E does not exclude an employee who had a close contact, where permitted by Cal/OSHA and California Department of Public Health Requirements, PG&E will provide the employee with information about any applicable precautions recommended by CDPH for persons with close contact.
- 9.3 For employees excluded from work due to infection or close contact exposure, PG&E continues and maintains 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.
1. This does not apply where:
 - a. The employee received disability payments or was covered by workers' compensation and received temporary disability
 - b. The employee's close contact was not work related.
- 9.4 At the time of exclusion, PG&E provides the employee the information on benefits described in sections 5 and 9.3 of this document.

10 Multiple COVID-19 infections and COVID-19 outbreaks

- 10.1 The requirements in this section apply, and a COVID-19 outbreak will be declared:
- If three or more employee COVID-19 cases within an exposed group visited the workplace at any time during a 14-day period.
 - Until there are no new COVID-19 cases detected in the exposed group for a 14-day period.
- 10.2 COVID-19 testing
1. PG&E will make COVID-19 testing available at no cost to employees within the exposed group, during employees' paid time, except:
 - a. Employees who were not present at the workplace during the relevant 14-day period(s).

COVID-19 Prevention Standard

- b. For COVID-19 cases who did not develop COVID-19 symptoms after returning to work pursuant to section 9 of this document, no testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.
- 2. COVID-19 testing consists of the following:
 - a. Testing will be made available when an outbreak is identified. A second test will be made available one week later.
 - b. PG&E will continue to make weekly COVID-19 testing available to employees who remain at the affected workplace, or more frequently if recommended by the local health department, until this section no longer applies.

NOTE

Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.

- c. PG&E will comply with additional testing requirements identified in an Order to Take Special Action issued by the California Division of Occupational Safety and Health.
- 10.3 In addition to the requirements in sections 1–9 of this document, the following additional requirements will be imposed at locations where an outbreak is occurring:
 - 1. Employees in the exposed group shall wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in 6.4 of this document applies.
 - 2. PG&E gives notice to employees in the exposed group of their right to request a respirator for voluntary use under section 7.4, if they are not fully vaccinated.
 - 3. PG&E evaluates whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.
- 10.4 COVID-19 investigation, review, and hazard correction
 - 1. PG&E immediately performs a review of potentially relevant COVID-19 policies, procedures, and controls and implements changes as needed to prevent further spread of COVID-19. The investigation and review are documented and include:
 - a. Investigation of new or unabated COVID-19 hazards including leave policies and practices and whether employees are discouraged from remaining home when sick; PG&E's COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.

COVID-19 Prevention Standard

- b. The review shall be updated every 30 days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
- c. PG&E implements changes to reduce the transmission of COVID-19 based on the investigation and review required by subsections a and b immediately above. PG&E will consider moving indoor tasks outdoors or having them performed remotely, increasing outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing as much as feasible, requiring respiratory protection in compliance with its Respiratory Protection Standard, and other applicable controls.

10.5 In buildings or structures with mechanical ventilation, PG&E filters recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, PG&E uses filters with the highest compatible filtering efficiency. PG&E also evaluates whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, implements their use to the degree feasible.

11 Major COVID-19 outbreaks

11.1 The requirements in this section apply:

- If 20 or more COVID-19 cases in an exposed group, as defined in section 2 of this document, visited the workplace during their high-risk exposure period within a 30-day period.
- Until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period.

11.2 COVID-19 testing is made available to all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by the local health department.

11.3 In addition to the requirements of other sections of this document, PG&E will implement the following additional control measures:

1. Provide a respirator for voluntary use in compliance with section 7.4 of this document to employees in the exposed group and determine the need for changes to PG&E's existing respiratory protection program (SAFE-2006S) to address COVID-19 hazards.
2. Require that any employees in the exposed group who are not wearing respirators required by PG&E and used in compliance with PG&E's respiratory protection program (SAFE-2006S) be separated from other persons by at least six feet, except where PG&E can demonstrate that six feet of separation is not feasible, and except for momentary exposure while persons are in movement.

COVID-19 Prevention Standard

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

3. Install cleanable solid partitions that effectively reduce transmission between the employee and other persons at work stations where:
 - an employee in the exposed group is assigned to work for an extended period of time; and
 - the physical distancing requirement provided immediately above (item 2) is not maintained at all times.
4. Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
5. Comply with other control measures identified in an Order to Take Special Action, issued by the California Division of Occupational Safety and Health.

12 PG&E-provided housing

PG&E will assign housing units in accordance with California Code of Regulations, Title 8, CCR, Section 3205.3. This section does not apply to housing provided for the purpose of emergency response including utility work directly aiding that response. In multiple occupancy units and spaces shared by employees housed in single-occupancy units, PG&E will comply with the Section 3205.3 requirements for ventilation, providing face coverings, providing cleaning and disinfecting, screening, COVID-19 testing, and isolation and quarantine.

13 PG&E-provided transportation to and from work

NOTE

For the purposes of this Utility Standard, employer-provided motor vehicle transportation does not include situations where:

1. The driver and all passengers are from the same household outside of work, such as family members;
2. The driver is alone in the vehicle;
3. The transportation is necessary for emergency response;
4. All employees in the vehicle are fully vaccinated; or
5. The vehicle is public transportation.

13.1 Assignment of transportation

COVID-19 Prevention Standard

1. To the extent feasible, employees sharing vehicles will be assigned to distinct groups that remain separate from other such groups during transportation, during work activities, and in PG&E-provided housing.
2. Shared transportation assignments will be prioritized as follows.
 - a. Employees residing in the same housing unit will be transported in the same vehicle.
 - b. Employees working in the same crew or workplace will be transported in the same vehicle.
 - c. Employees who do not share the same household, work crew, or workplace will be transported in the same vehicle only when no other transportation alternatives are feasible.

13.2 Face coverings and respirators

1. Face covering requirements of section 6 of this document, if applicable, will be enforced for employees waiting for transportation.
2. All employees will be provided with a face covering, which must be worn unless an exception under section 6.4 of this document applies.
3. Upon request, PG&E will provide respirators for voluntary use in compliance with Title 8, Section 5144(c)(2) to all employees in the vehicle who are not fully vaccinated.

13.3 Screening

1. PG&E has developed, implemented, and will maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

13.4 Cleaning and disinfecting

1. All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers will be cleaned to prevent the spread of COVID-19 and will be cleaned and disinfected if used by a COVID-19 case during the high-risk exposure period, when the surface will be used by another employee within 24 hours of the COVID-19 case.
2. Sanitizing materials will be provided and kept in adequate supply.

13.5 Ventilation

1. Vehicle windows will be kept open, and the ventilation system will be set to maximize outdoor air and not set to recirculate air.
2. Windows do not have to be kept open if one or more of the following conditions exist.

COVID-19 Prevention Standard

- a. The vehicle has functioning air conditioning in use and excessive outdoor heat would create a hazard to employees.
- b. The vehicle has functioning heating in use and excessive outdoor cold would create a hazard to employees.
- c. Protection is needed from weather conditions, such as rain or snow.
- d. The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

13.6 Hand hygiene

1. Hand sanitizer will be provided in each vehicle and all drivers and riders will sanitize their hands before entering and exiting the vehicle.
2. Hand sanitizers with methyl alcohol are prohibited.

13.7 These requirements take precedence when in conflict with those in sections 1 through 9 of this document.

END of Requirements

DEFINITIONS

Close contact: being within 6 feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping the “high-risk exposure period.” This applies regardless of the use of face coverings.

EXCEPTION: Employees have not had a close contact if they wore a respirator required by PG&E and used in compliance with section Title 8, Section 5144 when they were within 6 feet of the COVID-19 case during the high-risk exposure period.

COVID-19: (Coronavirus disease 2019) the disease caused by SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2).

COVID-19 case: a person who:

1. Has a positive COVID-19 test;
2. Has a positive COVID-19 diagnosis from a licensed health care provider;
3. Is subject to COVID-19-related order to isolate issued by a local or state health official;
or
4. 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.

COVID-19 Prevention Standard

COVID-19 hazard: 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, or sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

COVID-19 symptoms: fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

COVID-19 test: a test for SARS-CoV-2 that is:

1. Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the FDA to detect current infection with the SARS-CoV-2 virus (e.g., a viral test);
2. Administered in accordance with the authorized instructions; and
3. Not both self-administered and self-read unless observed by PG&E or an authorized telehealth proctor. Examples of tests that satisfy this requirement include tests with specimens that are processed by a laboratory (including home or on-site collected specimens which are processed either individually or as pooled specimens), proctored over-the-counter tests, point of care tests, and tests where specimen collection and processing is either done or observed by PG&E.

Employer-provided housing: any place or area of land, any portion of any housing accommodation, or property upon which a housing accommodation is located, consisting of: living quarters, dwelling, boardinghouse, tent, bunkhouse, maintenance-of-way car, mobile home, manufactured home, recreational vehicle, travel trailer, or other housing accommodations. This includes a "labor camp" as that term is used in Title 8 of the California Code of Regulations or other regulations or codes. The employer-provided housing may be maintained in one or more buildings or one or more sites, including hotels and motels, and the premises upon which they are situated, or the area set aside and provided for parking of mobile homes or camping. Employer-provided housing is housing that is arranged for or provided by an employer, other person, or entity to workers, and in some cases to workers and persons in their households, in connection with the worker's employment, whether or not rent or fees are paid or collected.

For the purposes of this Utility Standard, this does not apply to housing provided for the purpose of emergency response, as long as the housing is provided temporarily and is necessary to conduct the emergency response operations.

Employer-provided motor vehicle transportation: any transportation of an employee, during the course and scope of employment, including transportation to and from different workplaces, jobsites, delivery sites, buildings, or facilities, provided, arranged for, or secured by an employer regardless of the travel distance or duration involved.

COVID-19 Prevention Standard

Exposed group: all employees at a work location, working area, or a common area at work, where an employee was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas.

The following exceptions apply:

- 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.
- 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.
- 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 the COVID-19 case was wearing a face covering during the entire visit, other people at the work location, working area, or common area are not part of the exposed group.

NOTE: An exposed group may include both PG&E employees and non-employee workers.

Face covering: a surgical mask, a medical procedure mask, a respirator worn voluntarily, or 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 up to a light source) that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric. Face shields are not considered face coverings.

This definition includes clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet this definition and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

Fully vaccinated: PG&E has documented:

1. A person's status two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses in accordance with the approval, authorization, or listing that is:
 - a. Approved or authorized for emergency use by the FDA;

COVID-19 Prevention Standard

- b. Listed for emergency use by the World Health Organization (WHO); or
 - c. Administered as part of a clinical trial at a U.S. site, if the recipient is documented to have primary vaccination with the active (not placebo) COVID-19 vaccine candidate, for which vaccine efficacy has been independently confirmed (e.g., by a data and safety monitoring board) or if the clinical trial participant at U.S. sites had received a COVID-19 vaccine that is neither approved nor authorized for use by FDA but is listed for emergency use by WHO; or
2. A person's status two weeks after receiving the second dose of any combination of two doses of a COVID-19 vaccine that is approved or authorized by the FDA, or listed as a two-dose series by the WHO (i.e., a heterologous primary series of such vaccines, receiving doses of different COVID-19 vaccines as part of one primary series). The second dose of the series must not be received earlier than 17 days (21 days with a 4-day grace period) after the first dose

High-risk exposure period:

- 1. For COVID-19 cases who develop COVID-19 symptoms: from two days before they first develop symptoms until all of the following are true: it has been 10 days since symptoms first appeared; 24 hours have passed with no fever, without the use of fever-reducing medications; and symptoms have improved.
- 2. For COVID-19 cases who never develop COVID-19 symptoms: from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

Title 8: California Code of Regulations Title 8, Department of Industrial Relations.

Respirator: 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: 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 PG&E locations 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.

IMPLEMENTATION RESPONSIBILITIES

For the purpose of this section, leadership of Operating Lines of Business is intended to include the respective vice presidents of: Electric Ops, Gas Ops, Power Generation (including Diablo Canyon), Customer Care, and IT.

The Vice President and Chief Communications Officer is responsible for establishing and maintaining a communications system for COVID-19 prevention.

COVID-19 Prevention Standard

The Senior Vice President and Chief Safety Officer is responsible for identifying, evaluating, and correcting COVID-19–related hazards and for maintaining and providing access to relevant records.

The Vice President of Human Resources Solutions is responsible for investigating and reporting cases, managing exemptions from specific requirements as needed (including documenting vaccination status as required), maintaining relevant records, managing the exclusion of COVID-19 cases and returns to work,

The Vice President of Human Resources Solutions and the Senior Vice President and Chief Safety Officer are responsible for managing outbreaks.

The Senior Director of PG&E Learning is responsible for implementing a training program.

The Senior Director of Corporate Real Estate and leaders of Operating Lines of Business are responsible for implementing physical distancing.

Leaders of Operating Lines of Business are responsible for implementing face covering requirements.

The Senior Director of Corporate Real Estate, the Senior Vice President and Chief Safety Officer, and leaders of Operating Lines of Business are responsible for implementing the requirements in section 8 of this Standard.

The Vice President of Regulatory and External Affairs is responsible for monitoring State and County health orders and other regulatory and legislative activity associated with COVID-19.

GOVERNING DOCUMENT

Corporation Policy SAFE-01, Health & Safety Policy

COMPLIANCE REQUIREMENT / REGULATORY COMMITMENT

Records and Information Management:

PG&E records are company assets that are managed with integrity to ensure authenticity and reliability. Each Line of Business (LOB) manages Records and Information in accordance with the Enterprise Records and Information (ERIM) Policy, Standards and Enterprise Records Retention Schedule (ERRS). Each Line of Business (LOB) is also responsible for ensuring records are complete, accurate, verifiable and can be retrieved upon request. Refer to GOV-7101S, “Enterprise Records and Information Management Standard” for further records management guidance or contact ERIM at Enterprise_RIM@pge.com.”

California Code of Regulations, Title 8, Division 1, Chapter 4, Sections 3205–3205.4

COVID-19 Prevention Standard

REFERENCE DOCUMENTS

Developmental References:

NA

Supplemental References:

HR1106M, HIPAA Privacy Manual

Equal Employer Opportunity (EEO) and Affirmative Action Policy

SAFE-2006S, Respiratory Protection Standard

SAFE-1001S, PG&E Injury & Illness Prevention Plan (IIPP)

Website: https://www.pge.com/en_US/about-pge/company-information/protective-protocols/covid19-employee.page

APPENDICES

NA

ATTACHMENTS

NA

DOCUMENT RECISION

NA

DOCUMENT APPROVER

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REVISION NOTES

Where?	What Changed?
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COVID-19 Prevention Standard

Where?	What Changed?
Rev 2	Changes per December 16, 2021 readoption of the Cal/OSHA standard immediately below
Section 3.2.3	Added “and will be written in the manner PG&E usually uses to communicate employment-related information”
Section 3.2.4	Added notification requirements to “a” and “b”
Section 3.2.5	Changed EXCEPTION to this requirement
Section 6.5	Added “If their condition or disability does not permit a non-restrictive alternative, the employee must be at least six feet apart from all other persons and either fully vaccinated or tested at least weekly for COVID-19 during paid time and at no cost to the employee.”
Section 6.6	Removed “and not wearing a non-restrictive alternative as described in 6.5”
Section 11.1.b	Removed
Section 14.2.2	Removed “who are not fully vaccinated”
Definitions	Changed: <ul style="list-style-type: none"> • COVID-19 • COVID-19 test • Face covering • Fully vaccinated • Worksite
Other changes	
Section 6.1	Removed “For employees who are not full vaccinated”
Sections 9 and 10	Combined these into one section (9) and replaced Section 10 requirements with the single paragraph shown; subsequent sections renumbered References to these sections changed
Section 10.4	Corrected the organization of “COVID-19 investigation, review and hazard correction”
Section 11 (now 10)	Numbered first paragraph; subsequent items renumbered
Document stewardship	Replaced Francisco Benavides with Sumeet Singh Replaced Sarah Low with Amanda Pagel