

# DETAILED SCOPE OF WORK

The Contractor shall provide a comprehensive study that answers each of the Research Questions provided below, utilizing the provided methodologies (methodologies below must be used, in addition to any others Contractor may deem appropriate):

## Research Questions

1. What is the most accurate definition of heat exposure (i.e., short term & long term) and what are the characteristics of heat exposure that affect workers in different ways?
2. How does heat exposure affect the rates of occupational injuries, illnesses, and fatalities among California workers and how is heat a contributing factor to other illnesses and injuries (i.e., strokes, heart attacks, kidney disease, etc.)? And how do geographic environmental risk factors affect these rates?
3. What are the barriers to reporting heat-related illnesses, including behavioral, cultural, structural, and linguistic factors, and how can they be addressed to promote more complete and accurate surveillance and data collection?
4. Identify existing gaps in reporting and determine how existing data sources, such as workers' compensation claims, medical records, emergency department visits, and mortality databases, can be integrated and analyzed to enhance the identification and characterization of heat-related health outcomes?
5. What are the disparities in heat-related health outcomes among different demographic groups, including workers' inability to adequately cool outside of work hours due to cost burden and lack of cooling measures outside of work, occupational sectors, work activity, and geographic regions?
6. What are the most effective evidence-based methods for minimizing the adverse effects of heat on worker health and safety, including engineering controls, administrative measures, and personal protective equipment?
7. What are the most effective community adaptation strategies based on the specific geographic environmental risk factors for worker recovery outside of the workplace during extreme heat events?

## Methodology

- Conduct a systematic review of existing literature and epidemiological studies to identify gaps and methodological challenges in the surveillance and reporting of heat-related illnesses.
- Utilize quantitative methods, such as data analysis of workers' compensation claims, injury reports, and economic indicators, to quantify the impacts of heat on workers, businesses, and the economy.
- Employ qualitative methods, such as interviews, focus groups, and case studies, to explore stakeholders' perspectives on heat-related risks, mitigation strategies, and policy interventions.

- Evaluate the accuracy, reliability, and validity of different data sources and surveillance systems for capturing heat-related illnesses and injuries, including their sensitivity, specificity, and predictive value.

## **Stakeholder Engagement**

- Engage with representatives from state agencies, labor unions, business associations, academic institutions, and community organizations to solicit input on study design, data collection methods, and policy recommendations.

## **Tasks and Deliverables**

### **The project will include four (4) main tasks:**

1. Conducting systematic research, reviews, analysis, interviews, engagement, evaluation, and impact indicators for heat reporting and heat-related illnesses related to California's workers, businesses, and economic wellbeing.
2. Providing recommendations on mitigation methods for improving the underreporting of heat illnesses, heat-related illness incidents, and collection methods for heat illness data.
3. Providing an overall picture of the prevalence and severity of heat-related health outcomes for California workers, businesses, and overall economic wellbeing.
4. Summarizing these findings, recommendations, picture of prevalence and severity, in an easy-to-read comprehensive final report for dissemination through multiple channels of information sharing, peer-reviews, and legislative consideration.

### **The Contractor shall provide the following services:**

Throughout the duration of the Agreement, the Contractor will work closely with the DIR project manager. All tasks must be accepted, and all deliverables must be approved in writing by the DIR project manager, prior to payment for the task and acceptance of deliverables. The Contractor will hold quarterly teleconference meetings with the DIR project manager to summarize progress toward meeting each task.

### **Deliverables (format, frequency, due dates):**

1. Prepare interim reports at key milestones to communicate preliminary findings, methodological approaches, and emerging trends.
2. Produce a comprehensive final report summarizing the study's objectives, methodology, findings, and recommendations for improving heat illness prevention efforts in California.
3. Disseminate study results through peer-reviewed publications, policy briefs, stakeholder workshops, and public outreach campaigns to raise awareness and inform decision-making at the state and local levels.

### Format, Frequency, and Due Dates:

#### A. Written Outline

Due:

The contract will provide the DIR Project Manager with a written outline of:

1. Milestones (to include tasks and dates of completion),
2. Preliminary stakeholder engagement list (to include, but not limited to, focus groups, labor organizations, unions, community-based organizations to ensure no conflict of interest with related committee membership) for DIR Project Manager review and approval,
3. Methodologies and approach, including use of quantitative methodology and focus group details (number of focus groups, geographic location, types of workers/stakeholders interviewed).

#### B. Finalized List of Stakeholders for Engagement

Due:

The contractor will provide the DIR Project Manager:

1. A written finalized list of stakeholders for engagement for DIR review and final approval.

#### C. Preliminary Study Report

Due:

The contractor will provide the DIR Project Manager:

1. A written outline of the preliminary study report for the DIR Project Manager and related committee to review and provide feedback on.
  - a. Feedback shall be provided to the contractor within 14 business days.

#### D. Final Report Study

Due:

The contractor will provide the DIR Project Manager:

1. A written Final Study Report which shall be:
  - a. Formatted
    - i. Provided in both a Word and PDF format
  - b. Contain no password protection
  - c. All formats shall be accessible in compliance with WCAG 2.2, Section 508 of the Rehabilitation Act of 1973, and as required by California Government Code Sections 7405 and 11135.
  - d. All formats shall have a passing accessibility report with no errors