

M E M O R A N D U M

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To: All Staff

Date: May 19, 2020

cc:

From: Executive Team

Subject: COVID-19 Exposures and the Workplace Guidelines  
Revised May 15, 2020 1500 hours

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Attached is the most recent information received from County Risk Management. As we have done in the past, we wanted all staff to have the most up to date information regarding the County's response to Covid-19. As noted, this document supersedes all previous versions.

Attached to this document is a template for a Department plan for social distancing. We are working on the plan now.

We continue to follow the guidance from the Contra Costa Public Health Department and Risk Management. In addition to the normal cleaning provided by custodial staff, we have also scheduled a specialty cleaning service to clean all our buildings on an approximate nine-day rotation. This cleaning is done at night and on weekends so it is completed well before staff arrive at work.

As we interact with each other and our customers, we urge all of you to follow the guidance that the health care community provides, including washing your hands, avoiding touching your face, nose, mouth and eyes, wearing a cotton mask, maintaining social distance of about 6 feet, and covering your mouth when you cough or sneeze. The County has distributed a supply of cotton masks in a quantity that should supply two masks for each employee. As you have heard since the start of this crisis, we are all Essential workers delivering Essential services and we want all of you to stay well, whether you are working from the office or home.

We are concerned about the health of our staff and the community we serve. We are committed to providing timely and accurate information as we get it, and we are committed to delivering the services our customers need during this crisis. If you have a question or concern, please refer them to your supervisor or manager.

Attachment



**RISK MANAGEMENT  
SAFETY AND  
LOSS CONTROL**

## **COVID-19 Exposures and the Workplace Guidelines**

**Revised May 15, 2020 1500 hours**

**Living document updated as circumstances change.  
This document supersedes all previous versions.**



# COVID-19 Exposures and the Workplace

County employees play an essential role in community disaster response, whether they are performing in their primary roles or as Disaster Service Workers. This document is designed for County employees to understand COVID-19 exposures and procedures in the workplace.

This document contains information compiled by Risk Management provided specifically for county employees and operations with assistance from Public Health and Occupational Health.

This document resides on the Risk Management [intranet site](#). You can use the Table of Contents titles and to go directly to topics of interest within this document. Additional links in the text lead to topics within the document, intranet sites, and outside websites.

## TABLE OF CONTENTS

EXPOSURES AND THE WORKPLACE.....	3
SYMPTOMS.....	3
DEFINITIONS.....	3
DEPARTMENT SUPERVISOR GUIDANCE.....	4
RESUMING WORK.....	7
CLEANING AND DECONTAMINATION STEPS AND PROCEDURES.....	8
REFERENCES.....	9
RE-OPENING AND SOCIAL DISTANCING PROTOCOLS.....	10
SOCIAL DISTANCING PROTOCOLS.....	10
SAFETY AND JOB HAZARD ASSESSMENTS.....	10
RESPONSIBILITIES.....	11
SCREENING.....	12
ROOM OCCUPANCY LIMITS, CALCULATIONS, AND POSTING.....	13
SAFETY CONCERNS.....	16
REFERENCES.....	17
FACE COVERINGS, SURGICAL MASKS, N95 RESPIRATORY PROTECTION.....	18
DEFINITIONS.....	18
FACE COVERING USER GUIDE.....	19
RESPIRATORY PROTECTION PROGRAMS AND N95 USE.....	20
REFERENCES.....	22
DOCUMENT REVISION HISTORY.....	23
DECISION TREE ATTACHMENT.....	24
CALENDAR TOOL ATTACHMENT.....	26
DEPARTMENT TEMPLATE SOCIAL DISTANCING PROTOCOL.....	27
WORKPLACE SIGNAGE.....	34
COVID-19 ASSESSMENT CHECKLIST.....	36
COVID-19 SAFETY TRAINING TAILGATE TOPIC.....	38
SOCIAL DISTANCING FLOOR PLAN EXAMPLE.....	41

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## EXPOSURES AND THE WORKPLACE

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This portion of the document describes exposures in the workplace and is designed for County employees to understand:

- Symptoms of COVID-19 (also known as *novel coronavirus*).
- When and how long to self-isolate when symptoms are present.
- When to return to the workplace after illness or exposure.

## REMINDERS

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- Protect and respect employee health information during any communications regarding symptoms, exposures, and response. Refer to Equal Employment Opportunity Commission [guidelines](#).
- If you are sick – stay home. All employees should be instructed to remain home and monitor symptoms or developing symptoms, even if there is no concern for workplace exposure.
- Follow the most current County Administrator’s Office guidelines on how to account for leave of absence resulting from COVID-19 exposures and the workplace.
- Employees should continue to follow normal [preventive actions](#) while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands, and practicing social distancing.

## SYMPTOMS

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During this time of COVID-19 Public Health Order and response, all employees should monitor themselves for symptoms of illness. The most common symptoms of COVID-19 are ***fever, tiredness, and dry cough***. Some patients may have less-common symptoms such as ***aches and pains, chills, nasal congestion, runny nose, sore throat, headache, or new loss of sense of smell and taste***. These symptoms often come on gradually. If you have fever, cough, and difficulty breathing, remove yourself from the workplace, stay at home, isolate from others, and seek medical attention if needed, by calling your healthcare provider. Unsure what your symptoms may mean? Review the following resources to further evaluate symptoms:

- “[Is it Cold, Flu, or Coronavirus?](#)” available on the Health Services website.
- [CDC Covid-19 Symptoms](#) and Self-Checker

‡For tracking purposes, note your health status and symptom onset using the attached [calendar resource tool](#).

## DEFINITIONS

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**Critical Infrastructure Workers** is a list of employment sectors identified by [Homeland Security](#). The list includes (but is not limited to) government services, contractors, and internal service providers (e.g., custodial services, facilities maintenance, mail services, recycling, telecommunications, information technology, network services) that enter and work in these environments. These internal service providers will be characterized by and may be screened based on the setting in which they work (SOS vs. Non-SOS).

**Essential Government Functions** are the critical activities that are performed by governments that enable them to provide vital services, exercise civil authority, and maintain safety of the general public during a disruption of normal activities.

**Sensitive Occupation/Services Settings (SOS)** are defined as people living and working in congregate living facilities such as skilled nursing, board and care, assisted living, and other congregate senior-living facilities, shelters, group homes, residential treatment programs, detention facilities, healthcare/healthcare workers/first

responders, and dialysis centers, and those receiving dialysis or chemotherapy in a facility.

**Non-Sensitive Occupations/Services Settings (Non-SOS)** are defined as all other County community service and general office facilities, internal services departments (information technology, network services, telecommunications, facilities maintenance, etc.).

**Screening** means using measures to identify symptoms, infection, and exposure risks for COVID-19. For example, 911 dispatchers use a series of questions to identify risks prior to contact with emergency responders. Screening is conducted prior to entry to some county facilities and operations. Screening may include measuring the employee's temperature and assessing symptoms prior to starting work or entering a county facility. Ideally, temperature checks should happen before an individual enters the facility.

**Self-monitoring** means monitoring yourself for fever (100.0 degrees Fahrenheit or greater) by taking your temperature twice a day and remaining alert for respiratory symptoms (e.g., cough, shortness of breath, sore throat).

**Active monitoring** means a public health authority assumes responsibility for establishing regular communication with potentially exposed people to assess for the presence of fever or respiratory symptoms.

**Unprotected Exposure** is defined as an individual's exposure to an individual with presumed or positive COVID-19 diagnosis without the use of personal protective equipment (PPE) such as a respirator, face shield, or gloves, depending on the specific work environment.

**Close contact** is defined as being within approximately 6 feet of a person diagnosed with COVID-19 for a prolonged period (10 minutes or more) or having unprotected direct contact with infectious secretions or excretions of the person. Living with a presumed or positive COVID-19 individual is also considered close contact.

**Asymptomatic** is defined as a person that is a carrier for COVID-19 but is neither experiencing nor demonstrating symptoms. Persons with COVID-19 can infect others for up to 2 days before they become symptomatic.

**Exposed Asymptomatic** is defined as a person who has or may have had close contact to a person diagnosed with COVID-19 but has not developed noticeable symptoms of any kind. Even though not displaying symptoms, these persons should practice extra precaution by maintaining a safe social distance from others including at home and in the workplace.

**Positive Asymptomatic** is defined as an individual that has tested positive for COVID-19 but is no longer experiencing symptoms. These individuals may need to follow special precautions depending on their work setting or may be allowed to work with other positive COVID-19 patients or clients.

## DEPARTMENT SUPERVISOR GUIDANCE

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The purpose of this section is to provide Department Supervisors guidance on:

1. What to do if an employee reports symptoms or illness.
2. What to do if an employee is turned away after screening.
3. What to do if an employee in your workplace is tested positive for COVID-19.
4. The employee's healthcare provider states that the employee is presumptively positive for COVID-19.
  - IMMEDIATELY contact your appropriate Department Personnel. Department Personnel shall take the following actions:
    1. Instruct the employee to stay at home and follow any instructions/orders from their medical provider or Public Health for isolation.
      - a. Provide this document to the ill employee.
      - b. *NOTE: You don't need to notify Public Health of this information, they are informed directly by medical providers.*
    2. Identify any individuals that may have been in close contact (see definition) with the ill employee, notify the exposed employees, and ask these individuals to self-monitor for symptoms.



- a. Do not disclose to those identified employees the identity of the employee who tested positive for COVID-19.
- b. Provide this document to the identified exposed employees.
  - i. Review the definition of symptoms.
  - ii. Discuss use of the calendar resource tool to document self-monitoring efforts and results.
  - iii. Asymptomatic persons/staff can now seek testing at any one of 8 community testing sites across the County – call (844) 421-0804 for an appointment.
3. Due to personnel privacy restrictions, DO NOT disclose the name or other personal/health information of the employee, except on a strict need-to-know basis. DO NOT disclose the name or other information of the employee to the media or other third party. Contact your department's County Counsel if you have further questions.
4. Refer to the attached [Decision Tree](#) and review actions needed with the ill employee **and** any identified exposed employee(s) regarding symptom monitoring or self-isolation.
  - a. A doctor's note clearing the employee to resume work is not needed.
  - b. Resuming work may require special procedures or precautions, depending on the occupation or work setting. See the CDC [Essential Workers Do's and Don'ts](#).
5. Review the cleaning and decontamination steps in this document.
6. Communicate with the rest of affected staff: *“A Covid-19 illness has been identified in <give location> <give date and time>. All staff that have had close contact with the ill person have been addressed individually and provided specific instructions. Remaining staff that did not have close contact or were not present at the time and location above do not need to quarantine and can continue to self-monitor for symptoms.”*
7. Department Supervisors with exposure and medical questions not answered in this document can contact Dr. Tom Gamsky at County Vista Oaks Occupational Medicine via email to [Tgamsky@cchealth.org](mailto:Tgamsky@cchealth.org), with the understanding that the clinic is operating on limited hours at this time.

## EMPLOYEES IN NON-SOS SETTINGS

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If you develop symptoms such as a fever, cough, or difficulty breathing, remove yourself from work, stay at home, practice safe social distancing, even from family members, and call your healthcare provider to report your concerns. While not everyone will need testing for COVID-19, especially if symptoms are mild enough to treat at home or if family members have already tested positive, community testing is becoming more widely available and is encouraged; contact the COVID-Testing Phone Line 1-844-421-0804. If symptoms worsen, continue to stay at home and seek medical attention. Notify your supervisor that you are out ill and are following precautions due to possible COVID-19. You will get additional instruction from your departmental personnel unit.

## EMPLOYEES IN SOS SETTINGS

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If you develop symptoms and work in a Sensitive Occupation or Setting (SOS), remove yourself from the workplace immediately and isolate. Inform your supervisor that you are following precautions in consideration of possible COVID-19 by remaining home and out of the workplace. In addition, inform your supervisor of the following conditions that apply:

- You have been in close proximity to clients or patients diagnosed with COVID-19.
- You have been in direct contact with positive, confirmed case(s) of COVID-19.
- You may have been exposed to COVID-19 in a community setting or due to recent travel within 14 days.

Contact your medical provider to seek testing for COVID-19. Inform your medical provider you have developed symptoms, the conditions above that apply, and that you work in a sensitive occupation or setting. Emphasize the importance of COVID-19 testing to diagnose your illness; if testing is not available through your healthcare provider, call the COVID-Testing Phone Line 1-844-421-0804. If you test positive for COVID-19 and there are concerns for exposures in the workplace, Public Health will notify all impacted SOS departments Risk Management – Safety and Loss Control 2020 Safety Topic

and settings of positive tests for County employees and workers and provide guidance on necessary response.

## EMPLOYEE RESPONSIBILITIES

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- Self-monitor at least daily for symptoms related to COVID-19. ‡For tracking purposes, note your health status and symptom(s), if observed, using the attached [calendar resource tool](#).
- Remove yourself from work or stay at home if you develop symptoms.
- Promptly notify your supervisor of your illness if you leave work or stay home and inform them you are following precautions due to possible COVID-19.
- If instructed to do so, observe [Public Health Instructions for Home Isolation and Quarantine](#).
- If you do not have a documented close contact with a COVID-19 positive individual, you do not need to quarantine but should continue to self-monitor for symptoms.
- Review and comply with these guidelines including [symptom monitoring](#), [resuming work](#), [wearing face coverings](#), [social distancing protocols](#) and additional preventive measures.
- Notify your supervisor if you have any questions about these guidelines.

## NEGATIVE COVID-19 TEST

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If you test negative for COVID-19, you will still need to remain home and continue to monitor your symptoms. Follow the guidance of your doctor, which may be specific to your individual health needs. If you have symptoms (defined above), stay at home for at least 3 days (72 hours) after your general symptoms have resolved and 3 days after your fever has resolved, without the use of fever-reducing medication (antipyretics such as aspirin, Tylenol). This applies to all individuals, whether they work in a sensitive occupation or not. ‡Use attached [calendar resource tool](#).

## SYMPTOMS OF COVID-19 or POSITIVE COVID-19 TEST

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If you test positive for COVID-19, you will need to stay at home until you are well; this is called [home isolation](#). Follow instructions from your healthcare provider and Public Health.

Stay at home for at least 10 days after your symptoms such as fever, cough, body aches, and sore throat began and a full 3 days after all symptoms (including fever) have resolved. For example, if all of your symptoms resolve on day 5, you can resume work on day 10, if they resolve on day 9 resume work on day 12, etc. If you still have cough and fever, stay at home an additional 3 days (72 hours) after you are free of all symptoms including fever without the use of fever-reducing medication (antipyretics such as aspirin, Tylenol). ‡Use attached [calendar resource tool](#).

## CLOSE CONTACT/HOUSEHOLD MEMBERS (Exposed Asymptomatic)

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If you have close contact with someone or a household member that has presumed symptoms or tested positive for COVID-19, you are considered an exposed, asymptomatic individual. You will most likely be instructed by your healthcare provider or Public Health to stay home (quarantine), even though you don't feel sick. There is a very real risk of transmission of the virus among household members. Inform your supervisor of a possible household exposure.

- Non-SOS employees should review the [Decision Tree](#) and follow the directions from their departmental personnel contact.
- SOS employees should stay home, out of the workplace. These employees will be instructed to quarantine themselves by their supervisor or under guidance developed by the Public Health Division.

Exposed employees should monitor for any signs of illness, including a temperature of 100.0°F or more. Note that most people develop symptoms between 2-8 days after exposure; many younger people will have mild to

moderate symptoms so may feel just fine. Quarantine is 14 days or 14 days after your household member no longer needs to be isolated, whichever is longer. ‡Use attached [calendar resource tool](#).

Note that close contact is defined differently for [healthcare occupations and settings](#): being within approximately 6 feet of a person with COVID-19 for a prolonged period of time (10 minutes or more) or having unprotected direct contact with infectious secretions or excretions of the patient or client.

## CONTACT WITH SYMPTOMATIC PERSONS (Exposed Asymptomatic)

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- If you have contact with a symptomatic individual, such as fever or cough, you are considered an exposed, asymptomatic individual. Monitor yourself for symptoms.
- Maintain social distancing in the community and at home. Keep social distance at work or work from home.
- If you develop symptoms or feel ill, stay home and maintain a very safe social distance from family members. Notify your supervisor you are out ill. ‡Use attached [calendar resource tool](#).
- If you seek medical attention, call ahead for instructions and report your potential exposure to COVID-19.

## RESUMING WORK

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Deciding when you are well and can return to the workplace will depend on your symptoms and occupation. Work with your supervisor and departmental personnel contact to coordinate time off and how to resume work.

### Non-SOS Employees

Whether you had mild symptoms, presumed COVID-19 symptoms, or a positive COVID-19 test, stay at home for at least 10 days after your symptoms such as cough, body aches, and sore throat began and a full 3 days after all symptoms (including fever) have resolved. For example, if all of your symptoms resolve on day 5, you can resume work on day 10, if they resolve on day 9 resume work on day 12, etc. If you still have cough and fever, stay at home an additional 3 days (72 hours) after you are free of all symptoms including fever without the use of fever-reducing medication (antipyretics such as aspirin, Tylenol).

### SOS Employees

Employees that work in sensitive occupations or settings will need careful evaluation before they return to their work settings. The employee's healthcare provider, occupational medical provider, or Public Health will provide instructions and [monitoring methods](#) before resuming work is recommended. Once the employee is authorized to resume work, they may be instructed to follow [special precautions](#) such as:

- Prescreening employee's temperature and assessing symptoms prior to entering SOS facilities. (Note that some county facilities are implementing screening for all entrants.)
- Wear a face covering at all times while at work and until all symptoms are completely resolved or until 14 days after illness onset, whichever is longer. (Note Contra Costa County has implemented a recommendation for a [face covering in public](#).)
- Restrict contact with immunocompromised individuals until 14 days after illness onset.
- Follow hand hygiene, respiratory hygiene, cough etiquette procedures, and social distancing.
- Self-monitor for symptoms and seek medical re-evaluation if respiratory symptoms recur or worsen.



## CLEANING AND DECONTAMINATION STEPS AND PROCEDURES

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County buildings and operations are using enhanced cleaning and disinfection routines that include more frequent cleaning and special attention to “high-touch” surfaces such as door knobs, door push bars, public phones, etc. This enhanced cleaning is provided by various County custodial services units and other cleaning services provided through leased facility agreements. In addition, staff have access to disinfection and cleaning materials for cleaning around the office as needed.

In cases where further cleaning or decontamination may be needed after a primary exposure, defined as an employee with fever and cough at work, or an employee tested COVID-19 positive\*, the following guidelines apply: *\*Employee discloses result to the County or Public Health provides guidance to SOS work settings.*

### For Areas Impacted by Ill Employees:

- Close off and do not enter areas used by ill employee and wait as long as practical before cleaning and disinfecting.
- Open outside doors and windows to increase air circulation to area.

### For Cleaning:

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, use [Products with Environmental Protection Agency approved emerging viral pathogens](#) and follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time).
- For porous surfaces and examples of products suitable for cleaning them, see [American Chemistry Council approved porous surface cleaning list](#).
- If the items can be laundered, launder items in accordance with the manufacturer’s instructions using the warmest appropriate water setting for the items and then dry items completely. Do not shake dirty laundry.
- Clean and disinfect hampers or other carts transporting laundry.
- Cleaning staff should wear disposable gloves and gowns that are compatible with the disinfectant products being used for all tasks in the cleaning process, including handling trash. Additional PPE maybe required based on cleaning/disinfectant product. Follow the recommended PPE for the products to assess if need for further PPE.
- Cleaning staff should immediately wash hands after removal of gloves.

**\*If custodial staff are unable to clean site, request specialty cleaning services through Public Works Facilities Service Center (925) 313-7052.** Examples: Servepro, Service Masters, Clean Harbors, Crime Scene Cleaners.

- County-owned office and non-office buildings – contract specialty cleaning service.
- County-leased buildings – confer with property owner if cleaning staff have proper training, materials, and equipment, or is there a need to contract specialty cleaning service.
- Health Services – healthcare settings can use trained environmental services staff, if properly equipped and trained.
- Sheriff detention settings evaluate if detention services workers can conduct the cleaning with guidance, if properly equipped and trained or contract for specialty cleaning.
- Probation institution settings evaluate if institutional services workers can conduct the cleaning with guidance if properly equipped and trained or contract for specialty cleaning.

## DECISION TREE ATTACHMENT

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- See attached [decision trees](#) for Non-SOS and SOS settings.

## CALENDAR TOOL ATTACHMENT

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- ‡ See attached [calendar tool](#) for tracking symptoms and when to resume work

## REFERENCES

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- Employee Exposures:
- Health Services Department, Public Health Communicable Disease Review May 14, 2020
  - Health Services Department, Vista Oaks Occupational Medicine Review May 14, 2020
  - CAO Mail Broadcast [EMPLOYEE LEAVE UPDATE April 8th THROUGH May 31st](#) April 6, 2020
  - Centers for Disease Control and Prevention
    - <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assessment-hcp.html>
    - <https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/hcp-return-work.html>
    - <https://www.cdc.gov/coronavirus/2019-ncov/downloads/Factsheet-for-Patients-2019-nCoV.pdf>
    - <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>
  - Equal Employment Opportunity Commission
    - [https://www.eeoc.gov/facts/pandemic\\_flu.html](https://www.eeoc.gov/facts/pandemic_flu.html)
- Decontamination Procedures:
- Centers for Disease Control and Prevention, <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
  - EPA Approved Cleaning Materials (List N), <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
  - American Chemistry Council recommendations for porous materials, <https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf>

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# RE-OPENING AND SOCIAL DISTANCING PROTOCOLS

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As County departments bring staff back into the office and resume more normal business operations, they will need to establish Social Distancing Protocols specific to current working conditions, fixed locations, and field operations as outlined [in this document](#). These documents use the template [Appendix A – Social Distancing](#) provided in the Health Order issued on April 29, 2020 and Cal/OSHA standards including Injury Illness Prevention Program (IIPP) and current guidelines for COVID-19 for site safety assessments. We recognize that each department’s work site is different – space size, configuration, and building location. The guidelines in this document are designed to provide the framework for departments to create specific protocols for staff to work safely. The specific protocols shall be maintained and updated as circumstances change. Protocols shall be communicated to all impacted staff through training and making them readily available. See and follow:

- The [Social Distancing Protocol Attachment](#) for a template that shall be customized and implemented for each work environment.
- The [COVID-19 Assessment Checklist Attachment](#) that shall be used to ensure the efficacy of Social Distancing programs.

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## SOCIAL DISTANCING PROTOCOLS

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[Social Distancing Protocols](#) are required by the [Health Orders](#). These strategies are designed to prevent close contact with others to reduce the spread of COVID-19. Every reasonable measure should be employed to maintain social distancing during County activities. These measures shall include steps such as:

- Maintaining a six-foot social distance at all times, except when required to complete essential business activities and wearing a face covering or respiratory protection.
- Requiring face coverings to be worn by persons entering County facilities.
- Prohibiting gatherings of any size, including for exercising, breaks or eating.
- Strictly controlling “choke points” and “high-risk areas” where workers or the public may be likely to congregate, queue, or are unable to maintain six-foot social distancing.
- Arranging facility furniture and workspaces to maintain six-foot distancing.
- Additional steps should be considered where feasible and based on business needs:
  - Converting facility fixtures to hands-free activators where feasible.
  - Alternate or staggered shifts, rotational remote work to reduce the number of employees working in proximity to one another.
  - Alternating break schedules as needed.
  - Changing work procedures to video, teleconferencing, and “no touch” methods where possible.
  - Assigning telecommuting to staff, where possible.

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## SAFETY AND JOB HAZARD ASSESSMENTS

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Many work practices may need to be deferred, updated, and reviewed to ensure that they prevent worker exposures to COVID-19. Strategies to prevent these exposures are included in this guidance and will be documented in each department or facility’s specific Social Distancing Protocols:

- Update departmental Injury and Illness Prevention Programs (IIPP) to reference this guidance document and specific social distancing protocols.
- Consult the [County Injury and Illness Prevention Program](#) for additional guidance.
- Review new and established job tasks for hazards and controls under COVID-19 conditions.
- Document new procedures for meetings, trainings, and other common job tasks.

- Train staff and contractors on new procedures and document it on a [training roster](#). See [COVID-19 Safety Training Tailgate Topic Attachment](#).
- Perform frequent assessments of workspaces and tasks to ensure Social Distancing Protocols and prevention strategies are functioning properly. See the [COVID-19 Assessment Checklist Attachment](#).
- If there is reduced staffing in the office or the field, consider which procedures may need to be altered including changes to security measures, communication methods or emergency response procedures. Cross train and identify alternate contacts and emergency evacuation leaders to ensure coverage.
- For any accommodation requests or concerns, confer with Human Resources.

## RESPONSIBILITIES

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### DEPARTMENTS

- Establish department-specific Social Distancing protocols, procedures, and updates safety programs in accordance with the guidance provided in this document. Departments may contact [riskmsafety@riskm.cccounty](mailto:riskmsafety@riskm.cccounty) for assistance creating Social Distancing protocols, procedures, and updating safety programs.
- Confer with Human Resources to address accommodation requests or concerns.
- Departments will want to provide information on the [Employee Assistance Program](#).

### RISK MANAGEMENT

- Collaborates with Public Health, Occupational Health, Human Resources, Labor Relations, and County Counsel to update these guidelines as conditions change and distribute to Department Heads and Safety Coordinators.
- Assists Departments with developing or reviewing updated job hazard analyses for tasks and procedures that require updates related to COVID-19 and Social Distancing requirements.
- Assists Departments with developing or reviewing site and task specific Social Distancing Protocols.
- Available for walkthroughs to conduct assessments of facility and work task Social Distancing Protocols.
- Conducts audits of facility and work task Social Distancing Protocols.

### SUPERVISORS

- Share workplace safety protocols with staff.
- Communicate expectations with staff and ensure that staff and visitors are following prevention strategies of cough etiquette, good hand hygiene, social distancing, and wearing a face covering.
- Know and follow the Covid-19 Exposures in the Workplace document and procedures if employees report they are ill.
- Provide this document and the Covid-19 Exposures in the Workplace document to staff.
- Monitor prevention strategies for effectiveness and make corrections where needed.
- Allow staff the time to perform cleaning practices.
- Perform periodic assessments of the worksite and work practices to ensure compliance.
- Train staff on this guidance and department-specific protocols and document it on a training roster.
- Monitor the workspace for adequate disinfection supplies and re-stock before they are depleted.

### EMPLOYEES

- Participate in screening procedures (where applicable) AND self-monitor for symptoms daily before going to work (‡ the [calendar tool attachment](#) is available to document self-monitoring).
- Follow prevention strategies of cough etiquette, good hand hygiene, social distancing, and wearing a face covering.
- Stay home if you don't feel well.

- If you develop symptoms, notify your supervisor that you are out ill and are following precautions due to possible COVID-19.
- Read and understand the COVID-19 Exposures and the Workplace document and procedures.
- Read and understand the workplace safety protocols for your assigned work location(s).
- Use disinfection materials frequently throughout the day on your assigned work surfaces, office equipment, tools and equipment; read Disinfection and Sanitation section for more information.
- Report the need to re-stock disinfection materials before they are depleted.
- Report safety concerns or suggestions to your supervisor.

## SIGNAGE

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Signage is an important tool to communicate safety information to employees and the public related to prevention methods, social distancing protocols, and more.

- Locations that are appropriate for posting signage include:
  - Public entrance(s)
  - Employee entrance(s)
  - Lobbies, reception desks
  - Meeting rooms, training rooms, conference rooms, interview rooms, offices
  - Hallways
  - Stairwells
  - Elevators and elevator lobbies
  - Restrooms
  - Sinks – handwashing reminders
- Standardized signs from Health Services, OSHA, or the CDC can be used throughout the County:
  - Exterior door signs have already been created and distributed to Safety Coordinators
  - Prevention protocols (don't touch face, cough etiquette, handwashing, social distancing, face covering)
  - Social Distancing Protocols
  - Self-monitoring for symptoms of COVID-19
  - Reminders to wear face coverings
  - How to wear, handle, and dispose of a face covering
  - Handwashing and sanitizing techniques
  - Glove hygiene
  - Elevator protocols

See [Signage Attachment](#) for thumbnails, hyperlinks, and instructions for printing, ordering or receiving electronic files.

## SCREENING

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Screening for symptoms of COVID-19 is an important prevention method that prevents sick individuals from entering or remaining in the workplace. Screening may be conducted in multiple ways:

- SOS facilities and staff such as healthcare, detention, and first responders use temperature and symptom screening prior to entrance to the workplace.
- In addition, these healthcare and detention facilities are conducting temperature and symptom screening for visitors prior to entry.
- In Non-SOS facilities, employees should self-monitor for symptoms daily before going to work. If symptoms are noted, employees should stay out of the workplace, seek medical attention, and notify their supervisor. **‡For tracking purposes, employees can note their health status and symptom(s), if any, using the [attached calendar resource tool](#).**
- At this time, do not temperature screen employees or visitors at locations other than those listed above.



## ROOM OCCUPANCY LIMITS, CALCULATIONS, AND POSTING

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Departments should establish room occupancy limits as an important method to provide proper six-foot social distancing. The room size and configuration will have to be assessed. on a case by case basis. Once evaluated for maximum safe occupancy, the limits should be posted on the room and communicated to all affected staff and visitors. See [Attachment for Social Distancing Floor Plan Examples](#).

## EMPLOYEE WORKSPACE CONFIGURATION

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- Evaluate and post occupancy limits on offices and enclosed workspaces designed to maintain six-foot social distancing.
- For a separate, enclosed office with a design occupancy of one person is considered appropriate for social distancing. A separate, enclosed office designed to provide seating for 6 at a desk and task table may need to reduce the number of people in the room to allow social distancing, depending on the size and configuration of the room.
- For occupants of open floor plans and cubicles, [face coverings are required](#):
  - Stagger or re-orient desks and work stations to give at least a six-foot distance between occupants.
  - Cubicles with or without walls of any height are considered open workspaces and require at least a six-foot distance between occupants wearing a face covering at all times.
- Encourage disinfection frequently throughout the day of work surfaces and office equipment.
- Implement disinfection procedures between users of shared work stations and equipment.
- Discourage employees from using other employees' phones, desks, offices, or work tools and equipment, when possible. If necessary, clean and disinfect them before and after each use.
- Follow the [County Ergonomics Program](#) and department-specific procedures for preventive measures, evaluations, training, and equipment ordering, tracking, and handling.

## LOBBY, RECEPTION AND WAITING AREAS

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- Post occupancy limits designed to maintain six-foot social distancing for public lobby, reception, and waiting areas.
- Place markings or other indicators where visitors may line up or accumulate that enforces social distancing.
- Remove or mark seating to maintain distancing.
- Ensure reception windows are opened in a manner that maintains social distancing; for example, every other window can serve clients if the arrangement maintains proper distancing.
- Screens, barriers, signage, and alternate communication methods (e.g. telephone, intercom) can be used to encourage proper distancing.
- Separate or disable computer kiosks to maintain distancing.
- Provide wastebaskets and tissues for cough hygiene.
- Provide hand sanitizing stations.



## BREAK ROOMS, KITCHENETTES, AND KITCHENS

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- Limit the number of staff that can occupy shared break and kitchen areas. Post reminders of the maximum occupancy of these rooms based on size and layout to allow six-foot social distancing.
- Post signage encouraging handwashing before and after preparing food.

- Shared water bottles or filtering water dispensers should be avoided. Filling glasses, mugs, and other reusable bottles, which may cause cross-contamination, is discouraged. If dispensers are used, prevent cross-contamination by avoiding contact with the spigot and disinfecting the controls after each use.
- Shared mugs, glasses, dishes, and utensils should be avoided.
- Shared appliances such as microwaves, refrigerators, toasters, vending machines, and “single serve pod” coffee machines should be disinfected before and after each use or at least daily.
- Disinfect tables, counters, and fixtures at least daily.
- Sharing of any food or beverage is strictly prohibited unless it is provided in single-serve sealed wrapper or container.
- Avoid use of shared towels and sponges; paper toweling can be used to wash/scrub dishes.
- Create schedules that allow employees set times to access break rooms for meal preparation and eating.
- Stagger table seating to maintain six-foot distancing. Where distancing can be maintained, employees may eat in the break room or kitchen without a face covering.
- Where it is not possible to maintain six-foot distancing, employees should adhere to break room schedules or eat in separate areas such as vacant offices, conference rooms, personal vehicles, or at their desks.

## CONFERENCE ROOMS

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- Refer to the room occupancy section above to calculate the maximum safe occupancy that maintains six-foot social distancing.
- Post occupancy limits designed to maintain six-foot social distancing.
- Remove or mark seating and tables to maintain six-foot social distancing.
- Disinfect the surfaces, computer and monitor equipment, and conference phones before and after each use.

## ELEVATORS

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- Where possible, limit elevator occupancy to provide six-foot social distancing.
- Post signage inside elevators at elevator lobbies and landings with these guidelines.
- For example, elevators that normally have enough space to accommodate 10 people would need to be evaluated and limited so that the occupants can maintain distance between themselves as much as possible by each standing in a corner.
- Occupants should avoid reaching across each other to activate buttons; it is ideal for the individual closest to the controls to operate them for all occupants.
- Employees and visitors are encouraged to use touchless means of activating buttons such as using a tissue or paper toweling.

## HALLWAYS, AISLEWAYS AND STAIRWELLS

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Evaluate walkways for foot traffic patterns to reduce areas that create chokepoints:

- Encourage employees not to stop and congregate in the hallways.
- When encountering another person in a hall or aisle, stop and allow them to briefly pass by.
- Some hallways or aiseways may be converted to one-way traffic (train staff and post signage).

## FIELD WORK

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- Determine if field work is necessary or if it can be postponed or achieved by other means such as video or teleconferencing.

- For home visits that can't be avoided or conducted virtually, contact Risk Management for a review of procedures and requirements prior to commencing this work.
- Conduct a job hazard assessment and document procedures for COVID-19 conditions.
- Ensure that personal protective equipment (PPE), face covering or N95 without a valve, disinfectants, and hand hygiene measures are considered and supplied in a field “go kit.”

## MEETING GUIDELINES

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- The County is currently not supporting congregate meetings or trainings; continue to do this work virtually during Stage 2 of the pandemic response.
- Limit meetings to only those required for essential work, compliance, or other mandatory reasons if they can be conducted in a manner that maintains social distancing.
- Consider using video or teleconferencing when possible for work-related meetings and gatherings.
- Consider canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person.
- When video or teleconferencing is not possible, hold meetings in open, well-ventilated spaces.
- Ensure a six-foot distance is maintained when entering and exiting the meeting room.
- The person responsible for organizing the meeting should take care to disinfect any work surfaces before and after use.

## TRAINING GUIDELINES

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- The County is currently not supporting congregate meetings or trainings; continue to do this work virtually during Stage 2 of the pandemic response.
- Limit trainings to only those required for essential work, compliance, or other mandatory reasons if they can be conducted in a manner that maintains social distancing.
- Evaluate each training delivery and document procedures for social distancing and disinfection of any hands-on materials.
- Communicate the new procedures to students, host department, and instructor(s).

## VEHICLE TRANSPORT PROCEDURES

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- When drivers are alone in a vehicle, they do not need to wear a face covering.
- Drivers should avoid carpooling with coworkers unless they are in the same household.
- When transporting a suspect or confirmed COVID-19 case or other aerosol transmissible diseases, follow vehicle transport procedures prescribed under department aerosol transmissible disease programs ([Cal/OSHA 8 CCR 5199 \(c\)\(5\)\(C\)](#)) including the following general steps:
  - Place the passenger in the back seat.
  - Have the passenger wear a face covering or mask.
  - The County driver wearing an N95 without a valve that they are authorized to use (see [Respiratory Protection Section](#)).
  - The vehicle air conditioning controls should be set to normal air flow and fresh outside air, not recirculate.
  - Windows can be open partly or completely.
- Pool vehicles shared between users, single occupancy drivers:
  - Drivers should wear a face covering that does not impair driving while using a pool vehicle.
  - Pool vehicles should be disinfected and ventilated before and after each use; maintaining ventilation while using is encouraged by using the air conditioner on the fresh air setting or keeping windows open.

## BREAKTIME EXERCISES

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- Breaktime exercises such as walking should be conducted in a manner that maintains six-foot distancing unless the walkers are from the same household.
- Walking pathways should be wide enough that allows proper distancing or walkers should space themselves appropriately.
- Face coverings are not required during outdoor exercise.
- Face coverings are required for indoor exercises while social distance is maintained.
- Exercise equipment should not be shared.
- Alternatives include:
  - Creating and communicating a one-way path of walking around a facility.
  - Discouraging groups of walkers.
  - Staggering and scheduling breaks to prevent a large number of employees from trying to use the same exercise area at the same time.
- An example at 2530 Arnold Drive, Martinez - walking around the edges of the parking lot away from traffic provides more maneuverability and distancing versus walking around the building and the narrow pathway located behind it.

## CONTRACTOR AND VENDOR GUIDANCE

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- Contractors and vendors that enter County facilities will follow face covering and Social Distancing Protocols.
- Where applicable, ask for contractor/vendor COVID protocols for review prior to starting work.
- Where applicable, provide contractors and vendors with County facility protocols and ask contractors to follow them unless their protocol is more stringent.
- Keep copies of any shared protocols at each job site.

## SAFETY CONCERNS

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Employees with safety concerns related to these procedures, availability of disinfection and cleaning supplies, and updated job tasks should communicate directly with their supervisor, manager, or safety coordinator. Safety concerns can also be directed to Risk Management Safety and Loss Control via email at [RiskMSafety@riskm.cccounty.us](mailto:RiskMSafety@riskm.cccounty.us).

## DISINFECTION AND SANITATION

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Departments should confirm cleaning schedules and supplies to maintain the cleanliness of the workspace are stocked and available. This includes:

- Confirming cleaning and disinfection schedules with Public Works Custodial Services, or for leased buildings, the assigned custodial support.
- Clean and sanitize breakrooms, handwashing facilities, and restroom areas daily with disinfectants effective against COVID-19.
- All high touch areas, including entry and exit areas, high traffic areas, elevator buttons, etc. are cleaned frequently and at least daily.
- Using a tissue or paper toweling to touch shared buttons, dispensers, switches, etc. can prevent cross-contamination.
- Handwashing facilities, soap, and paper toweling are available to all staff.
- Hand sanitizer is available to staff and visitors.
- Disinfection materials such as cleaners and wipes are provided throughout the workplace.

- Staff should be encouraged to use disinfection materials frequently throughout the day on their work surfaces, office equipment, and shared equipment.
- Time is built into tasks and the workday to perform cleaning practices.
- Hand sanitizers that can be wall mounted or placed on a stand can be requested by completing a Corrigo work order to Public Works.
- If unavailable through normal purchasing routes, hand sanitizers, sanitizing wipes, and cleaning materials can be requested by emailing [eoc.logistics@cccoes.us](mailto:eoc.logistics@cccoes.us).

## GLOVE GUIDANCE

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Gloves are not a substitute for hand hygiene. Gloves pose a cross-contamination risk when worn improperly for long durations or between work areas. Gloves should be reserved for direct patient care, food preparation, or when using chemicals that could harm the skin.

[Hand hygiene](#) should be adhered to with proper handwashing or use of sanitizing gel:

- Frequently and throughout the day.
- After using the restroom.
- Before and after eating.
- Before putting gloves on.
- After removing soiled gloves.
- Before and after handling a soiled respirator.
- After putting on and performing a user seal check on a used N95.
- Carefully remove gloves using proper technique to prevent hand contamination.

## BUSINESS TRAVEL CONSIDERATIONS

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- Carefully consider whether business travel is necessary.
- If necessary travel is within the United States, review [CDC Coronavirus and Travel in the US Guidance](#).
- If necessary travel is outside the United States, review [CDC Traveler's Health Notice](#) for the latest guidance and recommendations.

## REFERENCES

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Health Services Department, Public Health Communicable Disease Review May 7, 2020

Health Services Department, Vista Oaks Occupational Medicine Review May 7, 2020

Contra Costa County Health Services Health Orders <https://www.coronavirus.cchealth.org/>

[Contra Costa County Health Services Appendix A Social Distancing Protocol \(Updated April 29, 2020\)](#)

[Risk Management Intranet Site COVID-19 Resources](#)

Centers for Disease Control and Prevention

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

World Health Organization

<https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf>

Cal/OSHA <https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html>

State of California

<https://covid19.ca.gov/roadmap/#guidance>

<https://covid19.ca.gov/pdf/checklist-office-workspaces.pdf>



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# FACE COVERINGS, SURGICAL MASKS, N95 RESPIRATORY PROTECTION

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This document describes cloth face covering, surgical mask, and N95 respirator use to control exposures during COVID-19 conditions, the general job tasks or conditions where they are recommended or required, and the steps needed to ensure that county users are safe and compliant while wearing them. It is important to understand the differences between a cloth face covering, surgical mask, and N95 respirator:

- A cloth face covering is designed and effective to protect others from a sick or asymptomatic user.
- A surgical mask is a loose-fitting face covering that protects others from a sick or asymptomatic user.
- An N95 respirator is designed and effective to protect the user from others. An N95 is required for contact with any presumed or known positive COVID-19 case with an active infection or within the latency period.

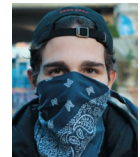
This document does **not** cover the use of respiratory protection in the hospital, health centers, alternate care facilities, public health division, or detention medical units which follow separate respiratory protection programs, nor does it cover respiratory protection for air contaminants other than COVID-19.

## DEFINITIONS

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**Face Covering** means a covering made of cloth, fabric, or other soft or permeable material, without holes or exhalation valves, that covers only the nose and mouth and surrounding areas of the lower face. See the CDC [face covering guidelines](#).

- A face covering may be factory-made or handmade and improvised from ordinary household materials.
- A covering that hides or obscures the wearer's eyes or forehead is not considered an appropriate face covering.
- Examples of acceptable cloth face coverings include a scarf or bandana; a neck gaiter; a homemade covering made from a t-shirt, sweatshirt, or towel, held on with rubber bands or otherwise; or a mask, which need not be medical-grade.



**Surgical mask** describes a loose-fitting face covering made of non-woven material that is intended to be worn by health professionals to prevent large droplets and sprays from entering the user's mouth and respiratory tract and to protect others from the user's exhaled breath that may contain liquid droplets and aerosols. Surgical masks may also be provided to sick individuals to protect others from their exhaled breath, coughs, and sneezes that may contain disease particles. Surgical masks are not designed to protect the wearer from inhaling disease particles.



**N95 respirator** describes a tight-fitting, filtering facepiece that can be worn over the face to protect the user by removing 95% of particles that are 0.3 microns and greater in size. An N95 should be [approved](#) by the National Institute of Occupational Safety and Health (NIOSH) or a similar certifying international agency. The filtration material on the mask is a non-woven polypropylene fiber and may include additional layers. Some N95 respirators have an exhalation valve which reduces the resistance to exhalation; these valves are not filtered so others are not protected from the user's exhalation, making them unsuitable as a face covering. Examples:



**X Note** – N95's with valves should not be worn around others as they do not act as a protective face covering.

## FACE COVERING USER GUIDE

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### FACE COVERING REQUIREMENTS

A surgical mask or cloth face covering is required when:

- Inside of, or in line to enter, any essential business or facility engaging in minimum basic operations.
- Engaged in work to provide essential government functions.
- Interacting in person with any member of the public.
- Working in any space visited by members of the public, such as reception areas, service counters, public restrooms, cashier and checkout areas, waiting rooms, service areas, and other spaces used to interact with the public, regardless of whether anyone from the public is present at the time.
- Working in any space where food is prepared or packaged for sale or distribution to others.
- Working in or walking through common areas such as hallways, stairways, elevators, and parking facilities.
- While occupying any room or enclosed area when other people (except for members of the person's own household or residence) are present.
- Entering public access areas of medical facilities and clinics.
- Experiencing flu-like, COVID-19, or other respiratory symptoms (sick employees are encouraged to stay home).
- When operating, waiting for, or riding public transportation, paratransit, taxi, private car service or ride sharing vehicle.

### FACE COVERINGS NOT REQUIRED

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A face covering is not required to be worn when:

- A person is in a personal office; best practice is to keep the door closed if the face covering is off.
- When a person is alone in a private, single room.
- While driving alone in a vehicle.
- Only those members of a person's household are present.
- While engaged in outdoor recreation such as walking, hiking, bicycling, or running, providing six-foot social distancing is maintained.
- A medical professional has advised that wearing a face covering may pose a risk to the person wearing the mask for health-related reasons.
- Wearing a face covering would create a risk to the person related to their work as determined by local, state, or federal regulators or workplace safety guidelines.
- An individual has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance.

### FACE COVERING GUIDANCE

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The majority of face coverings required for county workplaces are not surgical masks or N95 respirators, which are critical supplies that must continue to be reserved for healthcare workers and other medical first responders,

as recommended by current CDC guidance.

Face coverings are required to be used *in addition to* practicing social distancing and maintaining cough and hand hygiene, which are proven methods against spreading the virus. Face coverings are *not* intended to substitute for PPE required for job tasks.

Face coverings should:

- Fit snugly but comfortably against the side of the face.
- Be secured with ties or ear loops.
- Include multiple layers of fabric.
- Allow for breathing without restriction.
- Be able to be laundered and machine dried without damage or change to shape.
- Be kept clean and sanitary, laundering and machine drying between uses as recommended.

## FACE COVERING CARE

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When putting on, wearing, and removing face coverings, users should:

- Wash their hands before applying the face covering securely.
- Avoid touching the face covering while wearing.
- Remove the face covering by touching only the straps of the face covering.
- Not touch their eyes, nose, or mouth when removing the face covering.
- Immediately after removing the face covering, place it in a temporary storage container (paper sack, plastic container, etc.).
- Wash hands immediately after removing the face covering.
- Launder and machine dry the face covering daily.
- Avoid cross-contamination between the face covering and other surfaces or individuals.

## RESPIRATORY PROTECTION PROGRAMS AND N95 USE

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The goal of a respiratory protection program (RPP) is to prevent employee exposures to harmful airborne contaminants such as dusts, chemicals, and aerosolized droplets that can cause disease. Preferred control methods are provided in a hierarchy where engineering methods (e.g., ventilation and fume hoods) or administrative methods (e.g., eliminating or restricting access to work areas, risks, and exposures) are the highest priorities. Respiratory protection and other PPE are the last controls used when all other preferred methods have been evaluated and implemented.

There are several types of respiratory protection programs in the County. Contact your Supervisor for more information:

- During normal county operations, many county departments already have and use a written respiratory protection program describing authorized respirator user groups, respirator types and styles, and specific job tasks that require respiratory protection.
- The [Contra Costa County Respiratory Protection Program](#) covers general requirements and procedures for the use of respiratory protection throughout the county and is available on the Risk Management intranet site.
- More recently, as a response to the rapidly changing COVID-19 environment, several departments have implemented brand new respiratory protection programs or specific addendums to their existing programs to describe the most current procedures to control exposures.

**Mandatory** respirator use describes when an employee must be protected from a potential airborne exposure based on monitoring data, exposure calculations, safety data sheet requirements, best practice, etc. These users must fulfill all required elements of the written respiratory protection program.

Voluntary respirator use describes when an employee is not required to wear a respirator, but they are allowed or even encourage to use one if desired and they sign a [voluntary use form](#) that describes safe respirator use. Risk Management is available to consult with departments on the program requirements and can assist with documenting current COVID-19 and normal county procedures for respiratory protection. Send requests to [riskmsafety@riskm.cccounty.us](mailto:riskmsafety@riskm.cccounty.us) or call (925) 335-1400.

## REQUIRED ELEMENTS OF A RESPIRATORY PROTECTION PROGRAM

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- A written document describing responsibilities, job tasks and classifications, authorized respirator users, implementation steps, and recordkeeping procedures.
- Each authorized user assigned mandatory respirator use must complete:
  - ✓ An annual medical evaluation.
  - ✓ Annual training on respiratory protection.
  - ✓ An annual fit test on each make and model of respirator that will be used.

## RESPIRATORY PROTECTION REQUIRED

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Complete medical evaluation, training, and fit testing to wear an N95 respirator if you are assigned tasks such as:

- Working in close contact with another individual, defined as within 6 feet for longer than 10 minutes.
- Transporting individuals in a vehicle for county business.
- Entering alternate care facilities (follow verbal or posted directions on all required PPE and precautions).
- Entering medical treatment areas for known or presumed positive COVID-19 cases.

## RESPIRATORY PROTECTION RECOMMENDED

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While N95 respirators should be conserved for healthcare workers, some departments may provide them to employees for use on a voluntary basis. If provided to you by your department, wear an N95 respirator on a voluntary basis and sign the [Voluntary Use Form](#) if you are assigned tasks such as:

- Conducting routine activities while maintaining social distance of at least 6 feet.
- Brief contact with another individual, less than 10 minutes.
- Entering public access areas of medical facilities and clinics.

## RESPIRATORY PROTECTION TRAINING

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Respiratory protection training is required for all N95 mandatory users and can be provided by these methods:

- [Target Solutions](#) online class CCC Respiratory Protection (self-assign available).
- Classroom Respiratory Protection Training (general or custom class can be provided by Risk Management).
- Tailgate safety training topic Respiratory Protection (request from Risk Management).

## N95 STORAGE AND EXTENDED/RE-USE PROCEDURES

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The following methods for putting on, taking off, and storing an N95 respirator for re-use and extended use during COVID-19 operations is listed below:

<b>Filtering Facepiece N95 Respirator Guidelines for Re-use During COVID-19 Operations</b>	
<p>CDC guidelines for extending the use of N95 respirators during COVID-19 response <a href="https://www.cdc.gov/coronavirus/2019-ncov/hcp/healthcare-supply-ppe.html">https://www.cdc.gov/coronavirus/2019-ncov/hcp/healthcare-supply-ppe.html</a> and <a href="https://www.cdc.gov/niosh/topics/hcwcontrols/recommendedguidanceextuse.html">https://www.cdc.gov/niosh/topics/hcwcontrols/recommendedguidanceextuse.html</a></p> <p>CDC guidelines for proper methods to put on and take off an N95 respirator: <a href="https://www.cdc.gov/niosh/docs/2010-133/pdfs/2010-133.pdf">https://www.cdc.gov/niosh/docs/2010-133/pdfs/2010-133.pdf</a></p>	
<b>Putting on</b>	<ul style="list-style-type: none"> <li>• Use a pair of clean gloves when putting on a new or used N95 respirator and performing a user seal check.</li> <li>• Discard the gloves after putting on a used N95 respirator and any adjustments are made to ensure the respirator is sitting comfortably on your face with a good seal.</li> </ul>
<b>Usage Times</b>	<p>The following conditions for N95 use, reuse, storage, and disposal can be followed:</p> <ul style="list-style-type: none"> <li>• Recommend using an N95 no longer than 8 hours of use</li> <li>• <u>Dispose</u> of respirator <u>sooner</u> than 8 hours of use if: <ul style="list-style-type: none"> <li>○ It becomes damaged or malfunctions</li> <li>○ If breathing through the respirator becomes restricted or difficult</li> <li>○ It becomes contaminated with blood or bodily fluid</li> <li>○ There are more than 5 uses/re-uses</li> <li>○ It is used with a presumed or confirmed positive COVID-19 client</li> <li>○ It is exposed to an aerosol generating procedure (policy is for Behavioral Health staff NOT to be present during this type of medical procedure)</li> </ul> </li> </ul>
<b>Taking Off for Re-Use</b>	<ul style="list-style-type: none"> <li>• In between uses, keep N95s in a clean, breathable container such as a paper bag that is labeled with the employee's name.</li> <li>• Perform proper hand hygiene with sanitizer or soap and water (or put on clean gloves if supply is available) BEFORE touching the N95 to remove it and place it in the storage bag.</li> <li>• Use the straps to remove the respirator. Avoid touching the outside OR inside of the respirator. If inadvertent contact is made with the inside of the respirator, <u>discard</u> the respirator and perform hand hygiene as described above.</li> <li>• Perform hand hygiene AFTER placing the N95 in the storage bag and closing it.</li> <li>• Dispose of storage bag after 5 uses/re-uses.</li> </ul>
<b>Taking Off for Disposal</b>	<ul style="list-style-type: none"> <li>• Perform hand hygiene (or put on clean gloves) BEFORE touching the N95 to remove it or handle.</li> <li>• Avoid touching the outside of the respirator during disposal and only touch the elastic straps.</li> <li>• Lean over the trash receptacle, remove the elastic straps and let the N95 drop into the trash.</li> <li>• Perform hand hygiene AFTER removing and disposing of the N95.</li> </ul>
<b>Strategies to Prolong N95 Use</b>	<ul style="list-style-type: none"> <li>• Wearing barriers such as face shields to prevent droplet spray contamination can prolong the N95 usage time, although this equipment is not readily available at this time.</li> </ul>
<b>Reminders for N95 Users</b>	<ul style="list-style-type: none"> <li>• Always perform a physical inspection and user seal check when putting on and taking off the N95.</li> <li>• Minimize unnecessary contact with the respirator surface at all times.</li> <li>• Maintain strict adherence to hand hygiene practices.</li> <li>• Remember to keep your hands away from your eyes, face, and mouth.</li> <li>• Use proper technique when putting on and taking off PPE.</li> </ul>

## REFERENCES

Health Services Department, Public Health Communicable Disease Review April 21, 2020  
Health Services Department, Vista Oaks Occupational Medicine Review April 21, 2020  
Contra Costa County Respiratory Protection Program <http://insidecontracosta.org/485/Respiratory-Protection-Program>  
Contra Costa County Health Services Health Orders <https://www.coronavirus.cchealth.org/>  
Centers for Disease Control and Prevention



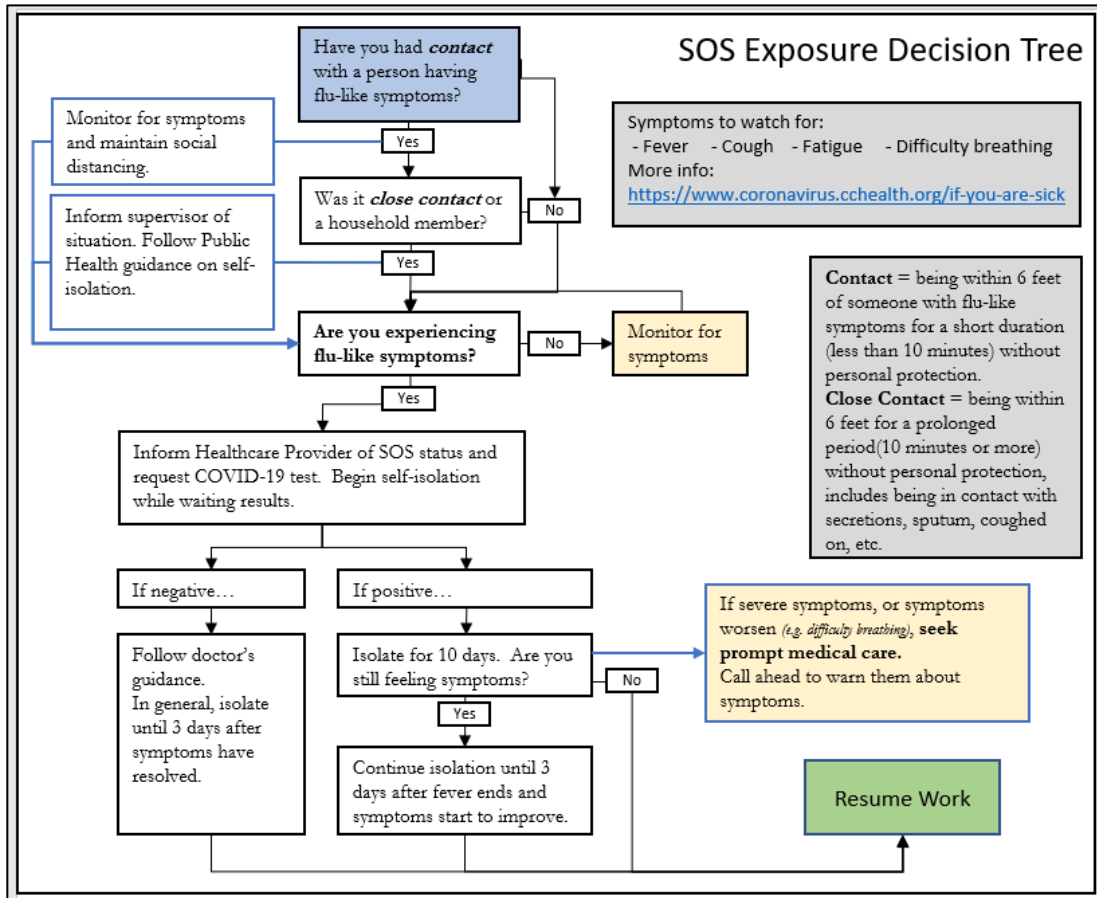
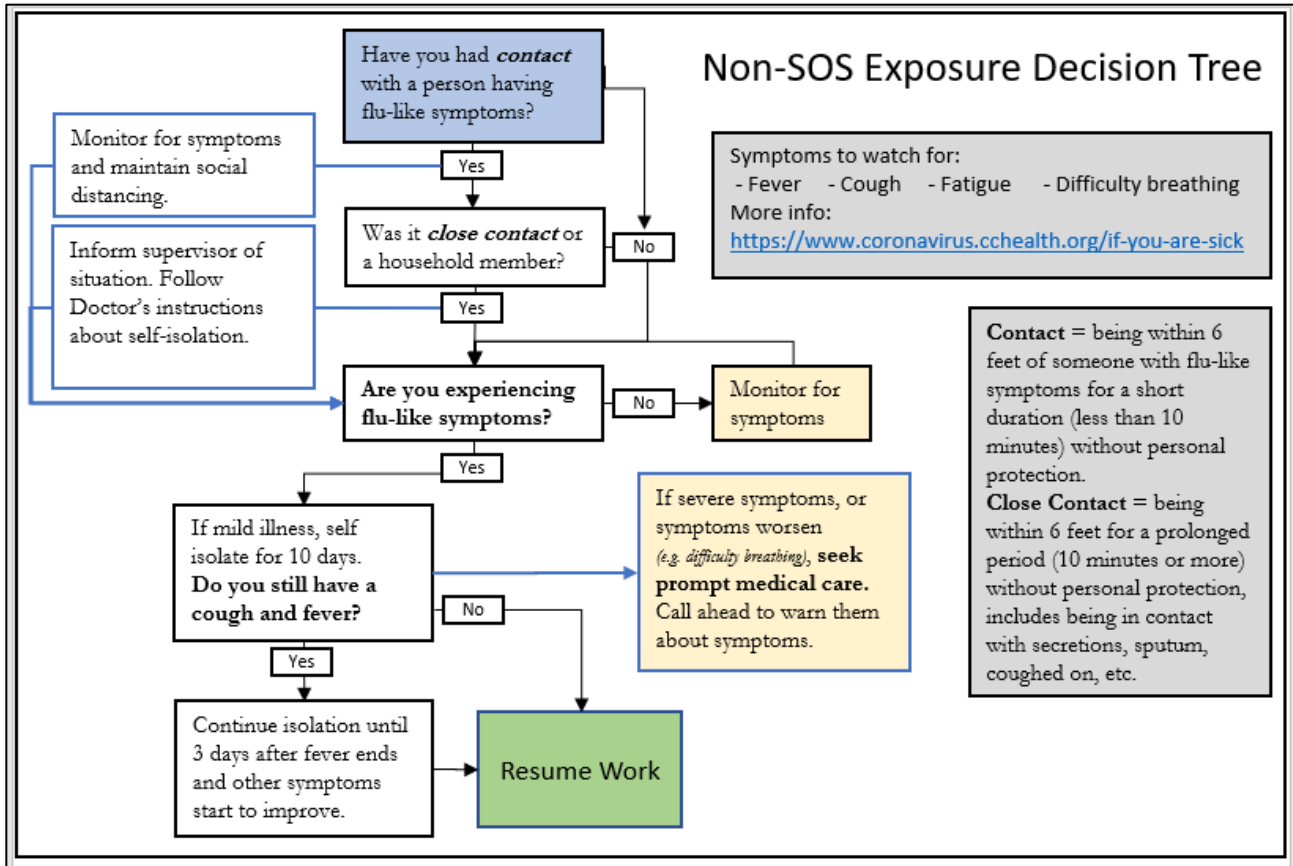
## DOCUMENT REVISION HISTORY

DATE	CHANGES
April 9, 2020	<ul style="list-style-type: none"> <li>• Added definition of Critical Infrastructure services and workers</li> <li>• Added definition of Screening</li> <li>• Added Department Supervisor Guidance section</li> <li>• Added examples of face covering and screening activities in use at the county</li> <li>• Added CDC Interim Guidance for Critical Worker Safety Practices</li> <li>• Added CDC Essential Worker Do's and Don'ts link</li> <li>• Added reference to CAO Employee Leave Update dated April 6, 2020</li> </ul>
April 20, 2020	<ul style="list-style-type: none"> <li>• Added Table of Contents</li> <li>• Added asymptomatic definition</li> <li>• Updated decision tree to include special precautions when resuming work in an SOS setting</li> <li>• Added face covering, surgical mask, and N95 respirator information</li> <li>• General formatting review and update</li> </ul>
May 7, 2020	<ul style="list-style-type: none"> <li>• Symptoms - Updated symptoms according to CDC guidelines on May 7, 2020</li> <li>• Employees in Non-SOS Settings and Employees in SOS Settings - Added the contact phone number for community COVID-19 testing appointments</li> <li>• Department Supervisor Guidance of the Exposures and the Workplace section - Added a script for communicating identified illness in the workplace to employees that did not have close contact</li> <li>• Exposures and the Workplace section - Added employee responsibilities</li> <li>• Added new section addressing Re-opening and Social Distancing Protocols</li> <li>• Updated document and flow chart to address new CDC guidelines to stay home at least 10 days after symptoms begin (aligns with May 14, 2020 Health Order)</li> <li>• Updated the Calendar Resource Tool to include instructions on recording temperature and self-monitoring</li> <li>• Added Facility-specific Social Distancing Protocol template attachment</li> <li>• Added example standardized signage attachment</li> </ul>
May 15, 2020	<ul style="list-style-type: none"> <li>• Created and added links to the Risk Management intranet quick link page for COVID-19 Resources</li> <li>• Added a cover page</li> <li>• Re-opening and Social Distancing Protocols: <ul style="list-style-type: none"> <li>○ Aligned language with Cal/OSHA guidance and office checklist</li> <li>○ Added COVID-19 Assessment Checklist as an attachment</li> <li>○ Consolidated responsibility section</li> <li>○ Added Department and Risk Management responsibilities</li> </ul> </li> </ul>

	<ul style="list-style-type: none"><li>○ Added training, documentation, cleaning materials and time, and assessment language to Supervisor Responsibilities</li><li>○ Added participating in screening, self-monitoring, and reporting the need to restock cleaning materials to Employee Responsibilities</li><li>○ Added attachment for Social Distancing Floor Plan Example</li><li>○ Clarified the vehicle transport procedures</li><li>● Training Attachment – Added safety training attachment</li><li>● Signage Attachment - Added Elevator Occupancy Poster example, Room Occupancy Poster, Water Dispenser Hygiene Poster</li></ul>
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# DECISION TREE ATTACHMENT



# CALENDAR RESOURCE TOOL ATTACHMENT

Calendar Resource Tool for COVID-19						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Day ____	Day ____	Day ____	Day ____	Day ____	Day ____	Day ____
Day ____	Day ____	Day ____	Day ____	Day ____	Day ____	Day ____
Day ____	Day ____	Day ____	Day ____	Day ____	Day ____	Day ____
Day ____	Day ____	Day ____	Day ____	Day ____	Day ____	Day ____
Day ____	Day ____	Day ____	Day ____	Day ____	Day ____	Day ____

This calendar resource tool can be used to monitor your health, record daily temperature monitoring\*, track your contact with symptomatic individuals, self-isolation times, and symptoms by date of onset and resolution to help you determine your health status and when it is appropriate to resume work.

\* When using this tool as a daily temperature record, note the time the reading was taken and the device used \_\_\_\_\_

### Alternate Example:

Onset of symptoms: \_\_\_\_\_  
Date

Date general symptoms have resolved:

\_\_\_\_\_ + 3 days = \_\_\_\_\_ is the date you can resume work, unless you have a fever.  
Date Date

Date fever resolved\* \_\_\_\_\_ + 3 days = \_\_\_\_\_ is the date you can resume work.  
Date Date

\*free of all symptoms including fever without the use of fever-reducing medication (antipyretics such as aspirin, Tylenol)

## SOCIAL DISTANCING PROTOCOL TEMPLATE

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This section contains the following resource examples for County Departments to create living documents of their social distancing protocols for communication and training purposes:

- County Health Order [Appendix A – Social Distancing Protocol](#)
- Department Template for Social Distancing Protocol – attached as an example .pdf file in this document, but available in soft copy to all Department Heads and Safety Coordinators or by sending an email to [riskmsafety@riskm.cccounty.us](mailto:riskmsafety@riskm.cccounty.us).





RISK MANAGEMENT  
SAFETY AND  
LOSS CONTROL

# Social Distancing Protocol

Contra Costa County  
<Department Name>

<ADDRESS>

<DATE>

## Policy

---

The purpose of this document is to establish social distancing protocols specific to the <Department Name> to ensure staff and visitor safety in COVID-19 conditions.

## References

---

Contra Costa County COVID-19 Exposures and the Workplace Guidelines

<Department Name> Social Distancing Protocol

## Responsibilities

---

### Safety Coordinator or Site Supervisor

- Draft and maintain this protocol and make it available to all affected staff.
- Review and update this protocol as conditions and guidelines change.

### First Line Supervisors

- Read and understand their responsibilities under the County Exposures and the Workplace Guidelines and this protocol.

### Employees

- Read and understand their responsibilities under the County Exposures and the Workplace Guidelines and this protocol.
- Communicate safety concerns and suggestions related to this program to their supervisor.

## Social Distancing Protocol

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The social distancing protocol for the <Department Name> is included as Attachment 1.

Protocols in addition to those listed in Attachment 1 include:

**<list additional protocols>**

## Training and Communication

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The County Exposure in the Workplace guidelines and <Department> Social Distancing Protocols should be made available to staff and contractors to ensure understanding and compliance.

## Recordkeeping

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Records of the following will be maintained in the Department Safety Files:

- Each reviewed version of this protocol
- Written work procedures and job hazard assessments created for COVID-19 conditions
- Inspections and observations related to this protocol
- Staff training records on this protocol

## Program Evaluation

---

The Safety Coordinator will periodically evaluate the effectiveness of this protocol through inspection, observations, and review of current guidelines.

<b>DATE</b>	<b>REVIEWED BY</b>	<b>SUMMARY OF CHANGES</b>

# Attachment 1: <Department> Social Distancing Protocol

---



Social Distancing  
Protocol updated Apri

## **Appendix A: Social Distancing Protocol**

Business name: Click or tap here to enter text.

Facility Address: Click or tap here to enter text.

Approximate gross square footage of space open to the public: Click or tap here to enter text.

**Businesses must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business.**

---

### **Signage:**

Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact.

Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

---

### **Measures To Protect Employee Health (check all that apply to the facility):**

Everyone who can carry out their work duties from home has been directed to do so.

All employees have been told not to come to work if sick.

Symptom checks are being conducted before employees may enter the work space.

All desks or individual work stations are separated by at least six feet.

Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:

Break rooms:

Bathrooms:

Other (Click or tap here to enter text.): Click or tap here to enter text.

Disinfectant and related supplies are available to all employees at the following location(s): Click or tap here to enter text.

Hand sanitizer effective against COVID-19 is available to all employees at the following location(s): Click or tap here to enter text.

Soap and water are available to all employees at the following location(s): Click or tap here to enter text.

Copies of this Protocol have been distributed to all employees.

Optional—Describe other measures: Click or tap here to enter text.

---

### **Measures To Prevent Crowds From Gathering (check all that apply to the facility):**

Limit the number of customers in the store at any one time to Click or tap here to enter text. [insert maximum number here], which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.

Placing per-person limits on goods that are selling out quickly to reduce crowds and lines. Explain: Click or tap here to enter text.

## **Appendix A: Social Distancing Protocol**

Optional—Describe other measures: [Click or tap here to enter text.](#)

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### **Measures To Keep People At Least Six Feet Apart (check all that apply to the facility)**

Placing signs outside the store reminding people to be at least six feet apart, including when in line.

Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.

Separate order areas from delivery areas to prevent customers from gathering.

All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

Optional—Describe other measures: [Click or tap here to enter text.](#)

---

### **Measures To Prevent Unnecessary Contact (check all that apply to the facility):**

Preventing people from self-serving any items that are food-related.

Lids for cups and food-bar type items are provided by staff; not to customers to grab.

Bulk-item food bins are not available for customer self-service use.

Not permitting customers to bring their own bags, mugs, or other reusable items from home.

Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.  
Describe: [Click or tap here to enter text.](#)

Optional—Describe other measures (e.g. providing senior-only hours): [Click or tap here to enter text.](#)

---

### **Measures To Increase Sanitization (check all that apply to the facility):**

Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.

Employee(s) assigned to disinfect carts and baskets regularly.

Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.

Disinfecting all payment portals, pens, and styluses after each use.

Disinfecting all high-contact surfaces frequently.

Optional—Describe other measures: [Click or tap here to enter text.](#)

\* Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

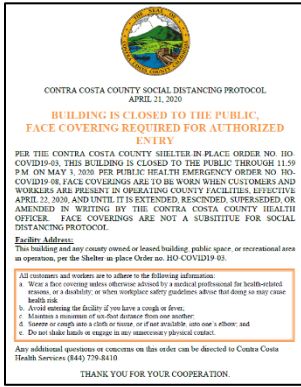
**You may contact the following person with any questions or comments about this protocol:**

**Name:** [Click or tap here to enter text.](#)

**Phone number:** [Click or tap here to enter text.](#)



# SIGNAGE ATTACHMENT



**CONTRA COSTA COUNTY SOCIAL DISTANCING PROTOCOL**  
APRIL 21, 2020

**BUILDING IS CLOSED TO THE PUBLIC. FACE COVERING REQUIRED FOR AUTHORIZED ENTRY.**

PER THE CONTRA COSTA COUNTY SHELTER IN PLACE ORDER NO. HO-COVID19-03, THIS BUILDING IS CLOSED TO THE PUBLIC THROUGH 11:59 P.M. ON MAY 1, 2020. PER PUBLIC HEALTH EMERGENCY ORDER NO. HO-COVID19-03, FACE COVERINGS ARE TO BE WORN WHEN CUSTOMERS AND WORKERS ARE PRESENT IN OPERATING COUNTY FACILITIES, EFFECTIVE APRIL 22, 2020, AND UNTIL IT IS EXTENDED, RESCINDED, SUPERSEDED, OR AMENDED IN WRITING BY THE CONTRA COSTA COUNTY HEALTH OFFICER. FACE COVERINGS ARE NOT A SUBSTITUTE FOR SOCIAL DISTANCING PROTOCOL.

**Facility Address:**  
This building and any county owned or leased building, public space, or recreational area in operation, per the Shelter in Place Order no. HO-COVID19-03.

All customers and workers are to adhere to the following information:

- Wear a face covering unless otherwise advised by a medical professional for health-related reasons, or a disability, or when workplace safety guidelines advise that doing so may cause health risk.
- Avoid entering the facility if you have a cough or fever.
- Maintain a minimum of six-foot distance from your neighbor.
- Sp sneeze or cough into a cloth or tissue, or if your arm/sleeve, into your elbow, and
- Do not shake hands or engage in any unnecessary physical contact.

Any additional questions or concerns on this order can be directed to Contra Costa Health Services (925) 778-8410.

THANK YOU FOR YOUR COOPERATION.



Stop the Spread.

**Wear a Cloth or Bandana Mask.**

cchealth.org

RESPONSE  
CONTRA COSTA HEALTH SERVICES



**STOP** Feeling Sick?  
Stay home when you are sick!

If you feel unwell or have the following symptoms, please leave the building and contact your health care provider. Then follow up with your supervisor.

DO NOT ENTER if you have:

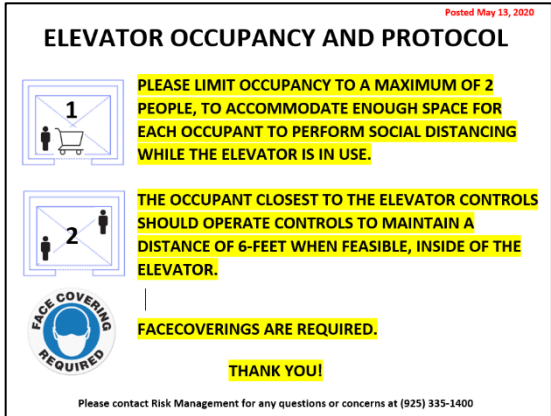
- FEVER
- COUGH
- SHORTNESS OF BREATH

cdc.gov/CORONAVIRUS

Stay Home When You Are Sick Poster:  
[https://www.cdc.gov/coronavirus/2019-ncov/downloads/StayHomeFromWork\\_Horizont.al.pdf](https://www.cdc.gov/coronavirus/2019-ncov/downloads/StayHomeFromWork_Horizont.al.pdf)

Building Closure and Face Covering Poster: Visit [Risk Management intranet site](#) or send an email to [RiskSafety@riskm.cccounty.us](mailto:RiskSafety@riskm.cccounty.us) to request a pdf

Face Covering Required Sign:  
<https://www.coronavirus.cchealth.org/social-media-tools?pgid=k9bl9y6i-9ac80b20-84bb-11ea-8c85-12879e2400f0>



Posted May 13, 2020

**ELEVATOR OCCUPANCY AND PROTOCOL**

**PLEASE LIMIT OCCUPANCY TO A MAXIMUM OF 2 PEOPLE, TO ACCOMMODATE ENOUGH SPACE FOR EACH OCCUPANT TO PERFORM SOCIAL DISTANCING WHILE THE ELEVATOR IS IN USE.**

**THE OCCUPANT CLOSEST TO THE ELEVATOR CONTROLS SHOULD OPERATE CONTROLS TO MAINTAIN A DISTANCE OF 6-FEET WHEN FEASIBLE, INSIDE OF THE ELEVATOR.**

**FACE COVERINGS ARE REQUIRED.**

**THANK YOU!**

Please contact Risk Management for any questions or concerns at (925) 335-1400

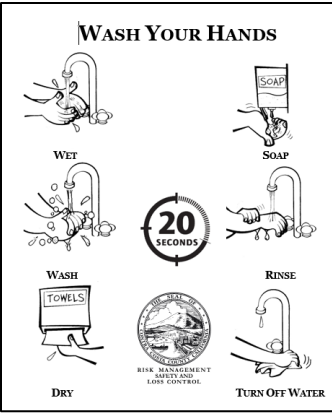


**Stop the Spread of Germs**

Help prevent the spread of respiratory diseases like COVID-19.

- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clear and disinfect frequently touched objects and surfaces.
- Avoid touching your eyes, nose, and mouth.
- When in public, wear a cloth face covering over your nose and mouth.
- Wash your hands often with soap and water for at least 20 seconds.
- Stay home when you are sick, except to get medical care.
- Wash your hands often with soap and water for at least 20 seconds.

cdc.gov/coronavirus



**WASH YOUR HANDS**

WET SOAP WASH RINSE DRY

20 SECONDS

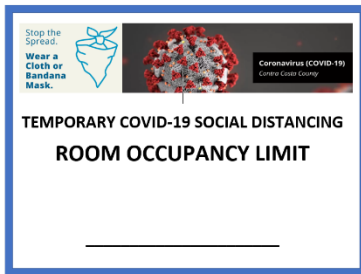
RISK MANAGEMENT SAFETY AND LOSS CONTROL

TURN OFF WATER

Prevention Protocols (don't touch face, cough etiquette, handwashing, social distancing, face covering):  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sto-p-the-spread-of-germs-11x17-en.pdf>

Handwashing and sanitizing techniques:  
Visit [Risk Management intranet site](#), email [RiskSafety@riskm.cccounty.us](mailto:RiskSafety@riskm.cccounty.us) to request a pdf or email [graphics@pw.cccounty.us](mailto:graphics@pw.cccounty.us) to request printed window and mirror clings

Elevator Occupancy and Face Covering Poster: Visit [Risk Management intranet site](#) or send an email to [RiskSafety@riskm.cccounty.us](mailto:RiskSafety@riskm.cccounty.us) to request a word template



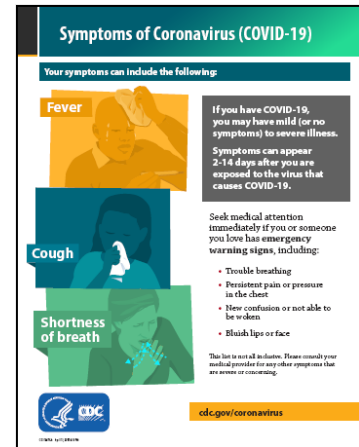
### Room Occupancy Limit Poster

Visit [Risk Management intranet site](#) or Email [RiskmSafety@riskm.cccounty.us](mailto:RiskmSafety@riskm.cccounty.us) to request a pdf



### Water Dispenser Hygiene Poster

Visit [Risk Management intranet site](#) or Email [RiskmSafety@riskm.cccounty.us](mailto:RiskmSafety@riskm.cccounty.us) to request a pdf



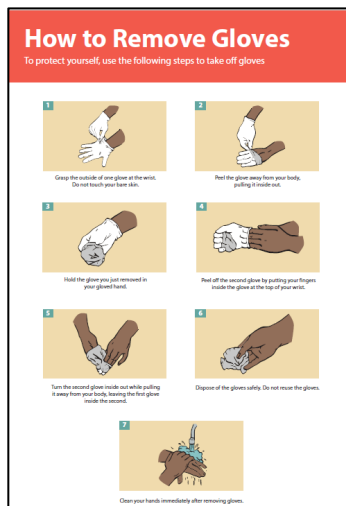
### Self-Monitoring for Symptoms Of COVID-19

Visit: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>



### How to Safely Wear and Take Off a Face Covering:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/clot-h-face-covering.pdf>



### How to Remove Gloves:

<https://www.cdc.gov/vhf/ebola/pdf/poster-how-to-remove-gloves.pdf>



**CONTRA COSTA COUNTY**

**COVID-19 ASSESSMENT CHECKLIST**

Facility: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Date: \_\_\_\_\_

Inspection Point		OK	No	N/A
<b>1.0 Screening Procedures</b>				
1.1	Procedures for temperature checks have been established.			
1.2	Procedures for symptom screening have been established.			
1.3	Methods for self-monitoring symptoms are documented and communicated.			
<b>2.0 Cleaning and Disinfecting Workspace</b>				
2.1	Procedures for frequent cleaning and disinfecting of personal and shared use work areas have been established.			
2.2	Procedures for frequent cleaning and disinfecting of common use surfaces have been established.			
2.3	Adequate EPA-approved cleaning and disinfecting materials are readily available and stocked.			
2.4	Handwashing facilities, including soap and paper towels, are readily available.			
2.5	Hand sanitizer is available for use by public and staff.			
2.6	Shared use appliances such as microwaves and water dispensers are disinfected before and after use.			
2.7	Restrooms are maintained in a clean and sanitary condition.			
2.8	Disposable gloves are provided for cleaning and disinfection activities, if required.			
<b>3.0 Social Distancing in the Office</b>				
3.1	Measures such as physical barriers or visual cues used for maintaining 6-foot social distance are implemented.			
3.2	Choke points, or spaces where gatherings may occur, have been modified to promote a 6-foot distance.			
3.3	Hallways and aisleways for foot traffic have been limited or made one-direction.			
3.4	Separate routes for entry and exit into office spaces, lobbyies, or other shared locations are designated.			
3.5	Workspaces are reconfigured or alternate work areas are provided to promote 6-foot social distancing.			
3.6	Shared spaces such as meeting rooms, break rooms, and training rooms have furniture adjusted or removed to enable 6 feet of social distance.			
3.7	In-person meetings and gatherings are limited to ensure a 6-foot social distance is maintained.			
3.8	Face coverings are worn when in any shared work area or office where workers or members of the public are present.			
3.9	Entry procedures that promote a 6-foot physical distance and limit gatherings into controlled access locations have been established			
<b>4.0 Social Distancing in the Field</b>				
4.1	Adequate EPA-approved cleaning and disinfecting materials are readily available inside county vehicle.			
4.2	Hand sanitizer is available for use when inside county vehicle or in the field.			
4.3	Safety tailgate meetings are conducted using methods to limit in-person gathering, such as through the use of email or video.			
4.4	Face coverings are worn for use when outside of vehicle at travel destination.			
4.5	Vehicle occupancy is limited to one-person, except for operations which require transport of clients, patients, or detainees.			
<b>5.0 General Procedures</b>				
5.1	Adequate time and space for workers to clock in and out at the beginning and end of the work shift without crowding.			
5.2	Adequate time for workers to implement cleaning practices has been provided.			
5.3	Procedures for staggering shifts or increasing the number of shifts have been established.			
5.4	Occupancy for elevator use is limited to enable 6-foot distancing.			
<b>6.0 Signage Posted</b>				
6.1	To encourage self monitoring for symptoms before and during shifts.			
6.2	To encourage employees to stay home if they are sick.			
6.3	For maximum occupancy of common use areas including but not limited to, meeting rooms or break rooms, elevators.			
6.4	Requiring face coverings to be worn.			
6.5	Encouraging frequent hand washing			
<b>7.0 Training and Communication</b>				
7.1	Communicate the County Exposure in the Workplace Guidance to staff and contractors.			
7.2	Train staff on unit, facility, and task specific Social Distancing Protocol.			
7.3	Exchange Social Distancing Protocols with contractors.			



# COVID-10 SAFETY TRAINING

This safety training tailgate is a digest of the County living guidance document [COVID-19 Exposures in the Workplace](#) and contains information for employee and contractors on the following key concepts:

- How COVID-19 (*novel coronavirus*) spreads
- How to stay safe and prevent COVID-19 exposures
- Department-specific Social Distancing protocols
- Symptoms of COVID-19
- How to self-monitor for symptoms
- When and how long to self-isolate when symptoms are present
- When to return to the workplace after illness or exposure



Stay informed by checking the Health Services [website](#) and the living guidance document on the Risk Management [intranet site](#).

## HOW THE VIRUS SPREADS

New information about COVID-19 is being discovered as doctors and scientists continue to research and respond to this pandemic. What we know about how the virus spreads:

- Spreads mainly from person-to-person.
- Spreads between people who are in close contact with one another (within about 6 feet) for longer than about 10 minutes.
- Droplets produced when a person talks, coughs, or sneezes can land in the mouths or noses of people nearby, be inhaled into other's lungs, or land on surfaces and contaminate them.

## BASIC PREVENTION STEPS

### PROTECT YOURSELF

- Wash your hands often with soap and water or hand sanitizer.
- Avoid touching your eyes, nose, and mouth.
- Avoid close contact with people who are sick.
- Stay at least 6-feet away from others where possible.

### PROTECT OTHERS

- STAY HOME IF YOU ARE SICK
- Cover your cough or sneeze with a tissue or your elbow.
- Wear a face covering over your nose and mouth.
- Clean and disinfect frequently touched objects and surfaces.

## DEPARTMENT-SPECIFIC SOCIAL DISTANCING PROTOCOLS

As Departments resume more normal work and service activities, they will be establishing specific Social Distancing Protocols for each facility and work environment.

- These protocols will be documented and updated as conditions change; it is important to review and understand them for each facility you work in.
- Offices, lobbies, break rooms and even elevators will be evaluated to ensure that they are arranged in a manner that limits occupancy numbers to maintain social distances of at least six feet.
- Some job tasks will be cancelled, postponed, or will need to be re-evaluated for COVID-19 safety.
- Contractor safety and social distancing protocols will need to be reviewed and documented:
  - Departments will request and exchange social distancing protocols with contractors.
  - Internal county service providers should request and exchange social distancing protocols with the departments that they serve.
- Training and communication on new guidelines, protocols, job tasks, and procedures is required as conditions and protocols change.



## EMPLOYEE SAFETY STEPS

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- Follow your job safety protocols and training.
- Wear required personal protective equipment (PPE).
- Follow your Department-specific Social Distancing Protocols.
- Read and follow the safety signage in your workplace.
- Review and understand the County COVID-19 Exposure in the Workplace guidelines.
- Wear your face covering properly and keep it clean and sanitary.
- Use disinfection materials frequently throughout the day on your assigned work surfaces, office equipment, tools and equipment; read Disinfection and Sanitation section for more information.
- Report the need to re-stock PPE and disinfection materials before they are depleted.
- Report safety concerns and suggestions to your supervisor, Safety Coordinator, or Risk Management at [RiskmSafety@riskm.cccounty.us](mailto:RiskmSafety@riskm.cccounty.us).

## SYMPTOMS OF COVID-19

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All employees should self-monitor for symptoms of illness at least daily and before coming to work. The most common symptoms of COVID-19 are ***fever, tiredness, and dry cough***. Some patients may have less-common symptoms such as ***aches and pains, chills, nasal congestion, runny nose, sore throat, headache, or new loss of sense of smell and taste***. These symptoms often come on gradually. If you have fever, cough, and difficulty breathing, remove yourself from the workplace, stay at home, isolate from others, and seek medical attention if needed, by calling your healthcare provider. Unsure what your symptoms may mean? Review “[Is it Cold, Flu, or Coronavirus?](#)” or the [CDC Covid-19 Symptoms](#) and Self-Checker.

## HOW TO SELF-MONITOR FOR SYMPTOMS

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- Participate in screening procedures AND self-monitor at least daily for symptoms related to COVID-19.
- Check in with yourself on your overall health, any new symptoms you may be feeling, and take your temperature at home before coming to work.
- Document, characterize, and track your health status and symptom(s), if observed. There is a calendar resource tool in the Exposure Guideline document and on the Risk Management [intranet site](#).
- Remove yourself from work or stay at home if you develop symptoms.
- Promptly notify your supervisor of your illness if you leave work or stay home and inform them you are following precautions due to possible COVID-19.

## SELF-ISOLATION AND RESUMING WORK

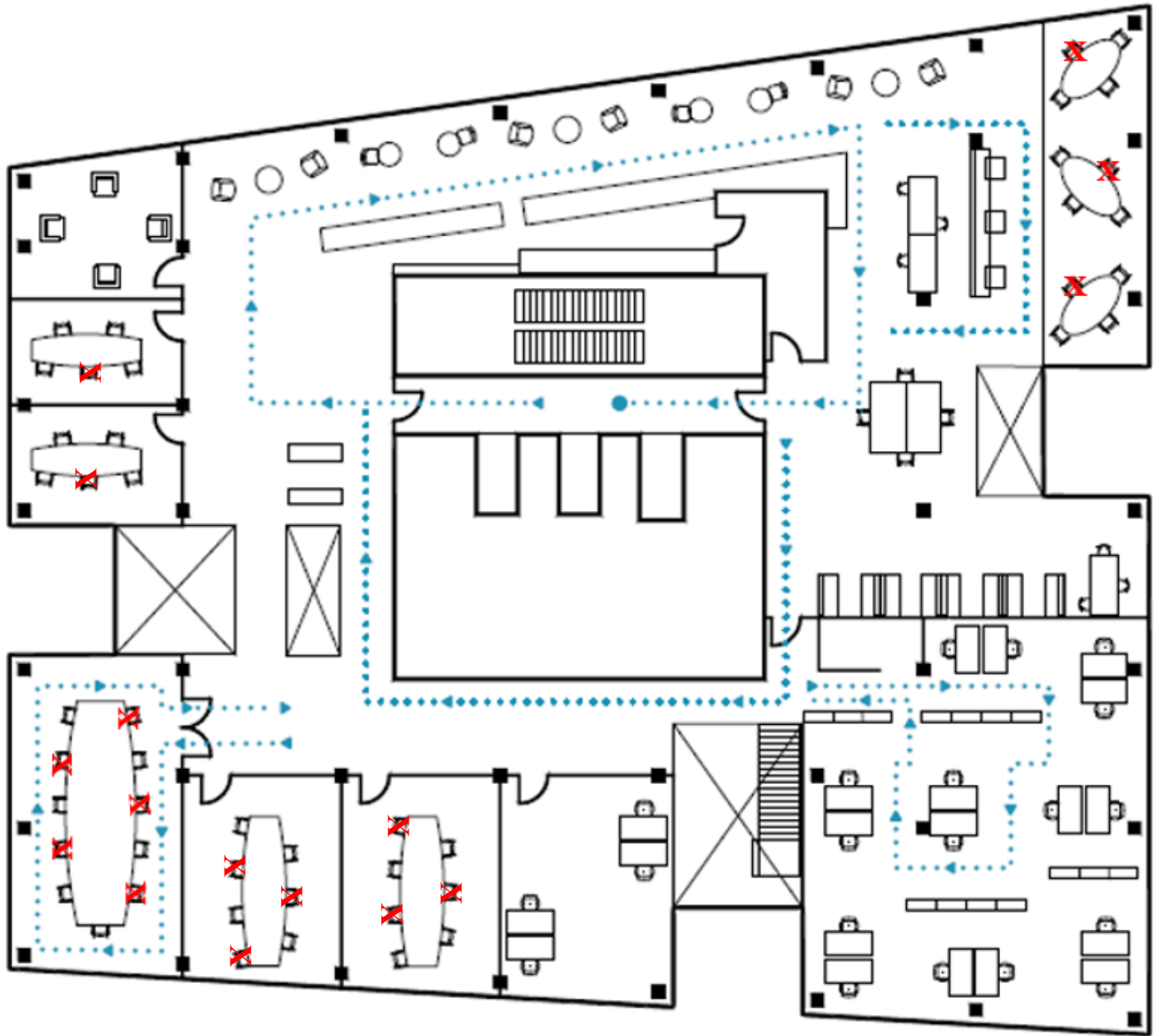
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- Follow your healthcare provider’s instructions for treatment and self-isolation if you develop symptoms.
- Work with your supervisor and departmental personnel to review the isolation times and calculations in the Exposure guidelines.
- If instructed to do so, observe [Public Health Instructions for Home Isolation and Quarantine](#).
- Whether you had mild symptoms, presumed COVID-19 symptoms, or a positive COVID-19 test, stay at home for at least 10 days after your symptoms such as cough, body aches, and sore throat began and a full 3 days after all symptoms (including fever without the use of fever-reducing medication) have resolved.
- Note that employees in sensitive occupations and settings may need to follow additional steps before resuming work.
- If you are symptom-free and awaiting test results or do not have a documented close contact with a COVID-19 positive individual, you do not need to quarantine but should continue to self-monitor for symptoms.
- Notify your supervisor if you have any questions about these guidelines.

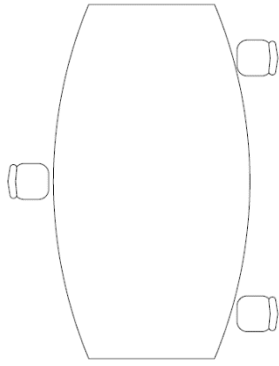
# SOCIAL DISTANCING FLOOR PLAN EXAMPLES ATTACHMENT

Key:

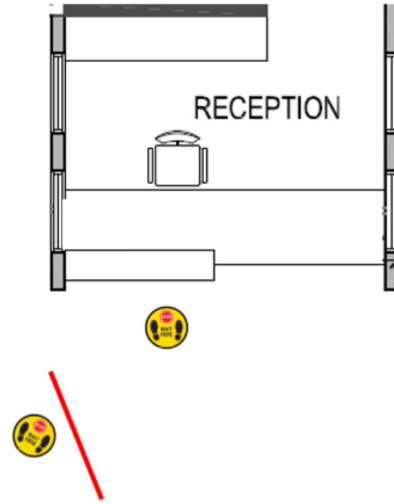
- **Red X's** indicate chairs that were removed or taken out of service with the goal of preventing occupants from sitting directly across from or within six feet of one another.
- **Blue dots and arrows** indicate foot traffic patterns that prevent choke points where occupants pass by each other while walking or reduces/prevents foot traffic near work stations.



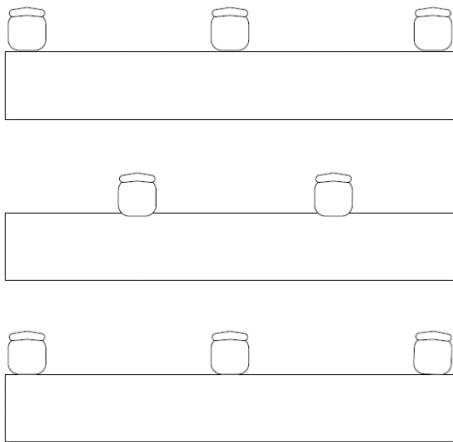
### Small Table Configuration



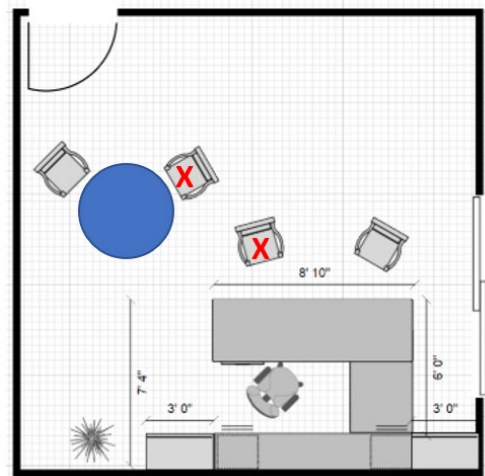
### Reception Desk Queue



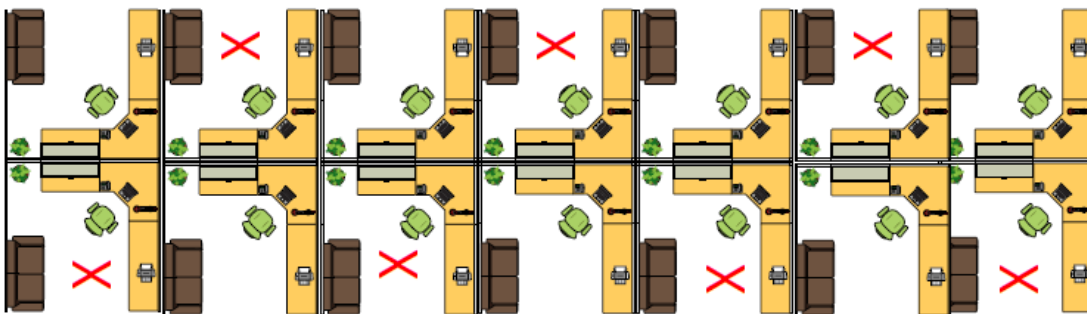
### Classroom Example



### Small Table Configuration



### Cubicle Row Example



## Cubicle Examples

