



EMPLOYMENT &
HUMAN SERVICES

MEMORANDUM

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To: All Staff (Code 2A)

Date: 08/18/2020

cc:

From: Executive Team

Subject: COVID-19 Exposure and the Workplace Guidelines, August 11, 2020 1400 hours

As part of our commitment to providing up-to-date information to all staff, we are sending the latest County Risk Management COVID-19 Exposure and the Workplace Guidelines. These guidelines are dated August 11, 2020 at 1400 hours and supersede all previous editions. A Revision History on pages 31 and 32 summarizes the changes from the previous editions.

It is important that all staff are familiar with these guidelines. The health and safety of our staff and customers continues to be of paramount concern to your Executive Team and abiding by the information provided by County Risk Management is key.

We are working closely with County Risk Management on the assessments of each of our buildings, both the public areas such as lobbies and reception areas and the interior parts for staff. These assessments are critical to ensuring we have proper protection installed in our reception and other areas. The assessments also include ensuring we are maintaining social distancing in work areas, limiting capacity of all areas to maintain social distancing, laying out paths of travel, minimizing “choke” points and installing appropriate signage throughout our buildings. Our building custodial staff have been doing additional cleaning of high touch areas and we continue to deep clean our buildings on a regular schedule. In addition we schedule special deep cleanings where there is a positive test involving a co-worker.

As we are frequently reminded, we should wear cloth masks to protect ourselves and people we interact with (and is required by state mandate and County health orders), wash hands frequently and maintain at least 6 feet of social distance.

Attachment



**RISK MANAGEMENT
SAFETY AND
LOSS CONTROL**

COVID-19 Exposures and the Workplace Guidelines

Revised August 11, 2020 1400 hours

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



COVID-19 Exposures and the Workplace

Revised August 11, 2020 1400 hours

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

Introduction:

On March 10, 2020 the Contra Costa County Board of Supervisors adopted a resolution for a proclamation of a state of emergency in the County of Contra Costa to deal with the spread of COVID-19.

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 all County employees to understand COVID-19 symptoms, exposures, and procedures in the workplace including the County's social distancing protocols, safety programs, and training for working safely and preventing COVID-19 exposures.

This document contains information compiled by Risk Management provided specifically for county employees and operations. It was formulated with the following Health Services Department divisions: Public Health, Occupational Health, and Infection Prevention and Control. The content is based on references from the Centers for Disease Prevention and Control (CDC), Occupational Safety and Health Administration (OSHA), Division of Occupational Safety and Health (Cal/OSHA), California Department of Public Health (CDPH), and other technical guidance sources. Specific references are included at the end of each document section.

Location:

The most current version of this document resides on the Risk Management [intranet site](#).

Navigation:

- You can click on the **Table of Contents** titles and links directly to your topic of interest within this document.
- The **keyword search** function is available by using the **CTRL + F** keys and typing in the keyword.
- Additional **links in the text** lead to topics within the document, intranet sites, and outside websites.

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SECTION 1: EXPOSURES AND THE WORKPLACE

This section describes exposures in the workplace and is designed for County employees to understand:

- Symptoms of COVID-19 (the disease caused by the *novel coronavirus*).
- When and how long to self-isolate when symptoms are present.
- When and how long to quarantine after an exposure to a positive COVID-19 case.
- When to return to the workplace after an exposure or illness (a positive test and/or symptoms).

REMINDERS

- 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

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 or chills, cough, shortness of breath or difficulty breathing***. Some patients may experience symptoms such as ***fatigue, muscle or body aches, headache, new loss of sense of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea***. 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. See the [Decision Tree](#). 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

Asymptomatic is defined as a person that is well or as a person infected with 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.

Contact is defined as a person that was within approximately 6 feet of an individual with a confirmed case of COVID-19 (tested positive) for 15 minutes or longer. Living with a presumed or positive COVID-19 individual is also considered close contact.

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.

Isolation is defined as the time period that a person is symptomatic with or diagnosed with COVID-19 and must be separated from people who are not infected. Isolation is also used to describe the time when asymptomatic contacts living with a presumed or positive case must stay home.

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.).

Person Under Investigation (PUI) is defined as an individual that has been tested for COVID-19 but is awaiting results.

Presumptive Positive is defined as an individual that has not been tested for COVID-19 but is presumed to be positive for COVID-19 because they are living with a positive case.

Positive Case is defined as an individual that has tested positive for COVID-19 with lab-confirmed, documented results. Some positive individuals may not experience or demonstrate symptoms (asymptomatic).

Quarantine is defined as the time period that a person identified as a “contact with a positive COVID-19 case” is separated from other people.

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. Symptom checks or temperature checks (if implemented) should happen before an individual enters the facility. Screening methods may also include a signed attestation from the employee, visitor, or contractor upon entry to the facility or unit that they are symptom-free and have had no close contact with positive COVID-19 cases.

∞ An example [symptom and exposure questionnaire](#) is available.

Self-monitoring means monitoring yourself for fever (100.0 degrees Fahrenheit or greater) by taking your temperature with an oral thermometer each morning or prior to shift and remaining alert for respiratory symptoms (e.g., cough, shortness of breath, sore throat).

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.

Severe or Critical Illness is defined by the CDC, definition available at this [hyperlink](#).

Severely Immunocompromised is defined by the CDC, definition available at this [hyperlink](#).

Symptoms of COVID-19 are new or unusual fever or chills, cough, shortness of breath or difficulty breathing. Some patients may experience symptoms such as fatigue, muscle or body aches, headache, new loss of sense of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.

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, eye protection/face shield, or gloves, depending on the specific work environment.

DEPARTMENT SUPERVISOR GUIDANCE

The purpose of this section is to provide Department Supervisors guidance on the following scenarios that can be reviewed with employees and evaluated using the Decision Tree:

1. What to do if an employee in your workplace is [tested positive](#) for COVID-19.
2. What to do if the employee's healthcare provider states that the employee is [presumptive positive](#) for COVID-19.

3. What to do if the employee's healthcare provider states that the employee is a [person under investigation \(PU\)](#) awaiting the results of a COVID-19 test.
4. What to do if an employee [reports symptoms](#) consistent with COVID-19.
5. What to do if an employee reports [concerns about an exposure](#).
6. What to do if an employee is [turned away after screening](#) at a County facility or other location.

NOTIFICATION OF A POSITIVE TEST OR CONTACT IDENTIFICATION:

The Department may receive information about symptomatic or ill employees in one of the following ways:

- From the employee that receive a lab-confirmed, documented positive COVID-19 test. These employees are advised to notify their supervisor of the test result with the assurance of confidentiality.
- From the employee that they meet the definition of “contact” or through contact tracing are identified as a contact with a lab-confirmed, documented positive COVID-19 individual. These employees are advised to notify their supervisor with the assurance of confidentiality.
- **Note:** Rumors and social media reports of employee illness and contact exposures should be treated with care; work directly with the employee to identify status and review the [Decision Tree](#) and these guidelines.

PROCEDURE FOR FOLLOW-UP TO A POSITIVE TEST OR CONTACT IDENTIFICATION

Supervisors with knowledge of a “positive COVID-19 test” or “contact” must IMMEDIATELY notify their appropriate Department Personnel person. Department Personnel, working in conjunction with the supervisor, shall take the following actions:

1. Instruct the employee to stay at home and follow any instructions/orders from their healthcare provider or Public Health for isolation.
 - a. Provide this document to the ill or contact employee to review the [Decision Tree](#) and these guidelines
 - b. *NOTE: You don't need to notify Public Health of this information, they are informed directly by medical providers and refer positive cases to their Contact Tracing Unit.*
2. The County may learn about a positive case as the result of contact tracing through Public Health:
 - a. The report to the County that an employee has tested positive for COVID-19 and identify any individuals that may have been in contact (see definition above) with the infected employee.
 - b. The County will inform individuals that may have had contact with the infected employee of the steps they need to take, including a quarantine for 10 days.
 - c. Identified contacts can seek testing at community testing sites across the County – call (844) 421-0804 for an appointment.
3. Department Personnel in conjunction with the Supervisor, when notified by the employee or the County, will:
 - a. Maintain confidentiality for the employee who tested positive for COVID-19.
 - b. Interview the infected employee to identify potential exposed contacts in the workplace.
 - c. May use rosters, work schedules, and other information to identify potential contacts at work with the infected employee.
 - d. Provide this document to the infected employee and any identified exposed employees (contacts).
 - e. Respond accordingly should Public Health become directly and actively involved with the worksite.
4. Due to personnel privacy restrictions, DO NOT disclose the name or other personal/health information of the infected 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.
5. 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](#).
6. Review the [cleaning and decontamination](#) steps in this document.
7. Communicate with staff that are not considered [contacts](#) in a careful targeted way:
 - a. Send communication to the specific work unit only when there is a test-confirmed positive COVID-19 case.
 - b. Do not send communication related to employees reporting or experiencing symptoms.
 - c. Only send communications to those staff working in the same unit or nearby location to the ill employee. Note: an all staff notice to locations or units not affected by the ill employee is NOT appropriate for this communication.
 - d. Example communication message: *“A Covid-19 illness has been identified in <give very specific location or work unit> <give date and time>. The Department has taken steps to disinfect the work environment and mitigate the spread of disease. All staff that have been identified as a contact with the infected person have been addressed individually and provided specific instructions. Remaining staff that did not have contact or were not present at the time and location above do not need to quarantine and can continue to self-monitor for symptoms. For more information, refer to these guidelines and the [CDC website for contact tracing](#) (<https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Symptoms-&-Testing>).”*
 - e. Communications will not be prepared for contractors or inside service providers.
 - f. Staff working in the same unit or nearby location to the ill employee should continue to follow [universal precautions](#), preventive measures, social distancing, and wearing a face covering at all times.
8. Department Supervisors with exposure and medical questions not answered in this document can contact
 - a. Hospital, Health Center and Detention Health employees can contact Infection Prevention and Control by pager at (925) 346-4122 or email InfectionPreventionAndControlProgram@cchealth.org for instructions.
 - b. Other Health Services units and County Departments can contact Dr. Tom Gamsky at County Vista Oaks Occupational Medicine via email to Tgamsky@cchealth.org, with the understanding that the clinic is operating on limited hours at this time.
9. Stay informed about COVID-19 information and the Health Orders using the resources and FAQs on the Health Services [website](https://www.coronavirus.cchealth.org/) (<https://www.coronavirus.cchealth.org/>).

EMPLOYEE IS PRESUMPTIVE POSITIVE FOR COVID-19

- An employee that is a presumptive positive means that they live with a positive test-confirmed COVID-19 case. They may not have been tested themselves but will need to quarantine for a minimum of 10 days, plus an additional 14 days after the household member no longer needs to be isolated (this is a consecutive time period).
- An employee with an asymptomatic household case that has not been tested is not a Person Under Investigation (PUI) and should continue to monitor for symptoms and report to work.

EMPLOYEE IS A PERSON UNDER INVESTIGATION (PUI), AWAITING TEST RESULTS

- An employee with COVID-19-like symptoms that has been tested for COVID-19 but is awaiting results should be instructed to stay out of the workplace for at least 10 days and follow the [Decision Tree](#) for isolation times.
- Employees that do not have a known exposure and do not have COVID-19 symptoms but are awaiting test results from community testing are not a PUI and should continue to monitor for symptoms and report to work.

EMPLOYEE REPORTS SYMPTOMS

A sick employee that reports symptoms consistent with COVID-19 (see [definition](#)) should be instructed to stay home or leave the workplace and review the steps in the [Decision Tree](#).

EMPLOYEE REPORTS CONCERNS ABOUT AN EXPOSURE

If an employee reports concerns about exposure to COVID-19 either at work, home, or in the community, review the [Decision Tree](#) and the definition for [contact](#).

EMPLOYEE TURNED AWAY FROM WORKPLACE DUE TO SCREENING

If an employee is stopped from entering the workplace due to a positive result from screening for COVID-19, they should stay out of the workplace and inform their supervisor. The employee could be encouraged to consult with their healthcare provider, stay out of the workplace, and isolate according to the [Decision Tree](#).

EMPLOYEES IN NON-SENSITIVE OCCUPATION OR SETTING (NON-SOS)

If you develop symptoms (see above Employee Reports Symptoms), remove yourself from work, stay at home, practice safe social distancing, even from family members, and call your healthcare provider to report your concerns and seek medical attention if needed. Community testing is 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 SENSITIVE OCCUPATION SETTING (SOS)

If you develop symptoms (see above Employee Reports 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 to a CDC [area of health concern](#) within 14 days.

Contact your healthcare provider or seek testing for COVID-19. Inform your healthcare provider you have developed symptoms, the conditions above that apply, and that you work in a sensitive occupation or setting. Emphasize the importance of rapid access to COVID-19 testing and results 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 and settings of positive tests for County employees and workers and provide guidance on necessary response.

Hospital, Health Center and Detention Health supervisors can contact Infection Prevention and Control by pager (925) 346-4122 or email Infectionpreventionandcontrolprogram@cchealth.org for instructions.

In some situations, asymptomatic individuals may be needed to return to work if the workforce is experiencing a severe shortage in personnel. In this situation, supervisors from units other than the Hospital or Health Centers may consult Dr. Gamsky (contact information above) for guidance.

EMPLOYEE RESPONSIBILITIES

- 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 and stay at home if you develop [symptoms](#).
- Promptly notify your supervisor of your symptoms or 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 actions](#).
- Notify your supervisor if you have any questions about these guidelines.
- Stay informed about COVID-19 information and the Health Orders using the resources and FAQs on the Health Services [website \(https://www.coronavirus.cchealth.org/\)](https://www.coronavirus.cchealth.org/).

NEGATIVE COVID-19 TEST

If your swab test is negative for COVID-19, after experiencing symptoms, 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](#) consistent with COVID-19, stay at home for at least 10 days after the onset of symptoms, cough has improved, your general symptoms have resolved, and 24 hours 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

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 began, your symptoms have resolved, and 24 hours after your fever has resolved without the use of fever-reducing medication (antipyretics such as aspirin, Tylenol). ‡Use attached [calendar resource tool](#).

CONTACT/HOUSEHOLD MEMBERS

If you have contact with someone, or if you are a household member of someone, who has presumed COVID-19 or has tested positive for COVID-19, you are considered to be exposed. 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.

- Employees should review the [Decision Tree](#) and follow the directions from their departmental personnel person to stay home, out of the workplace under this guidance document.
- Exposed contacts should monitor for any signs of illness, including a temperature of 100.0°F or more. Quarantine for exposed contacts is 10 days.
- If you are living with a positive COVID-19 case, quarantine while your infected household member is in isolation, and continue to quarantine 14 days after your infected household member no longer needs to be isolated.

- ‡Use attached [calendar resource tool](#). Maintain social distancing in the community and at home. Keep social distance at work or work from home.

Note that 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 (15 minutes or more) or having unprotected direct contact with infectious secretions or excretions of the patient or client.

CONTACT WITH SYMPTOMATIC PERSONS

If you have contact with a symptomatic individual, such as fever, cough, or other symptoms, follow these steps:

- Stop the interaction immediately, if possible.
- Attain or maintain 6 feet of distance from the individual and ask them to remove themselves from the area if they are unwell.
- If necessary, seek to continue the interaction or provide the service in an alternative manner (postpone, video, telephonic, etc.).
- Follow hand hygiene practices immediately by washing your hands or using a hand sanitizer.
- Disinfect any surfaces, tools, or equipment that you used with the individual.
- Notify your supervisor of the situation.
- Monitor yourself for symptoms. ‡Use attached [calendar resource tool](#).
- 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.
- If you seek medical attention, call ahead for instructions and report your potential exposure to COVID-19.

CONTACT SELF-ASSESSMENT

If an employee has concerns that they have been in contact with an COVID-19 infected person, they should conduct a self-assessment to determine if they were within 6 feet of the infected person for 15 minutes or longer. If they believe that they were a [contact](#) as defined above, the employee should notify their supervisor and discuss the need for quarantine.

Note: This does not apply to direct patient care contact when staff wearing appropriate PPE.

RESUMING WORK

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 person to coordinate time off and how to resume work.

- Wear a face covering per the State of California and local health authority [guidance](#).
- Follow hand hygiene, respiratory hygiene, cough etiquette procedures, and social distancing.
- Self-monitor for symptoms and seeking medical re-evaluation if respiratory symptoms recur or worsen.

Awaiting COVID-19 Test Results

Employees that have been tested for COVID-19 due to presumed symptoms or contact with a positive individual should stay out of the workplace for at least 10 days and follow the [Decision Tree](#) for isolation times.

Medical Notes to Return to Work

Employees are not required to obtain a note from the Public Health Division or their healthcare provider to return to work if they have followed this guidance for resuming work. The guidance applies to those employees who are **not severely immunocompromised** or **did not experience severe or critical illness** (hospitalized). Those employees who are severely immunocompromised or did experience severe or critical illness should seek a medical clearance and get a note to return to work from their healthcare provider.

While doctor's notes are NOT required, should an employee provide a doctor's note and there is a concern

about the instructions being in conflict with the information in the County Health Orders, the employee should stay out of the workplace while the Supervisor or Department Personnel Person contacts Risk Management at (925) 335-1400 for clarification.

Non-Sensitive Occupation or Setting (Non-SOS) Employees

Whether you had mild symptoms, presumed COVID-19 symptoms, or a positive COVID-19 test, isolate/stay at home for at least 10 days after your cough has improved AND symptoms such as body aches and sore throat, and other general symptoms have resolved, AND you have been 24 hours after fever has resolved without the use of fever-reducing medication (antipyretics such as aspirin, Tylenol).

Sensitive Occupation or Setting (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](#) to the employee before they are authorized to resume work. Once the employee is authorized to resume work, they may be instructed to follow [special precautions](#) such as:

- Screening employee's temperature and assessing symptoms prior to entering SOS facilities. (Note that some county facilities are implementing screening for all entrants.)
- Hospital, Health Center, and Detention Health employees can contact Infection Prevention and Control by pager (925) 346-4122 or email Infectionpreventionandcontrolprogram@cchealth.org for instructions.

CLEANING AND DECONTAMINATION STEPS AND PROCEDURES

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.** County-owned office and non-office buildings – contract specialty cleaning service.

- County-leased buildings – confer with Public Works Real Estate Services to get confirmation from the property owner if cleaning staff have proper training, materials, and equipment, or if there is 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

- See attached [decision trees](#) for exposures in the workplace.

CALENDAR TOOL ATTACHMENT

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

REFERENCES

- Employee Exposures:
- Health Services Department, Public Health Communicable Disease Review July 8, 2020
 - Health Services Department, Vista Oaks Occupational Medicine Review July 8, 2020
 - Health Services Department Infection Control and Prevention Review July 8, 2020
 - Health Services Department [Temperature Screening Guidance](#)
 - 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-assesment-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>
 - <https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>
 - <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>
 - Equal Employment Opportunity Commission
 - 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>

SECTION 2: RE-OPENING AND SOCIAL DISTANCING PROTOCOLS

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 June 16, 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 section are designed to provide the framework for departments to create specific protocols for reopening and 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.
- The [COVID-19 Symptom Screening Attachment](#) is a questionnaire and [facility sign-in sheet](#) designed to monitor who enters the workplace and reduce the spread of COVID-19 at work.

SOCIAL DISTANCING PROTOCOLS

[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.
- Post signage on rooms related to maximum occupancy to assure that 6 feet or more distance between occupants is always maintained.
- Post markings on the floor with at least 6 feet distance to help maintain distance between customers and clients as they queue up in line
- 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 “touchless” methods where possible.
 - Assigning telecommuting to staff, where possible.

SAFETY AND JOB HAZARD ASSESSMENTS

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 engineering, administrative, or personal protective equipment 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

DEPARTMENTS

- Establish department-specific Social Distancing protocols, procedures, and update safety programs in accordance with the guidance provided in this document. Departments may contact riskmsafety@riskm.cccounty for assistance creating Social Distancing protocols, procedures, and updating safety programs as well as documenting, reviewing, and approving the administrative and physical changes required for implementing these protocols.
- Confer with Human Resources to address accommodation requests or concerns.
- Departments will want to provide information on the [Employee Assistance Program](#).
- Provide and [document](#) training to all staff on this guidance document, site-specific COVID-19 Social Distancing Protocols, and task-specific COVID-19 Protection Protocols.
- Ensure all staff take the Risk Management COVID-19 Safety Training through the available safety tailgate topic or on Target Solutions with knowledge checks.

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.
- Create Cal/OSHA-compliant general safety training materials and knowledge checks for COVID-19 and make available on the County intranet site and Target Solutions.

SUPERVISORS

- Communicate social distancing protocol with staff and visitors including cough etiquette, good hand hygiene, maintaining 6-feet of social distance, and wearing a face covering.
- Ensure that staff and visitors are following these social distancing, safety, and prevention strategies.
- Take immediate and individual follow-up action with staff that do not comply with face covering and social distancing requirements using the [Notice of Non-Compliance with Health & Safety Orders Form](#).
- Know and follow the Covid-19 Exposures in the Workplace document and procedures if employees report they are ill.
- Provide or make available this Covid-19 Exposures in the Workplace document to staff.
- Monitor prevention strategies for effectiveness and make corrections where needed.
- Respond to staff concerns about this document and exposures.
- 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 facility pre-entry screening procedures AND self-monitor for symptoms daily before going to work and document on [the calendar tool attachment](#).
- Follow social distancing protocols and prevention strategies of cough etiquette, good hand hygiene, 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).
- Participate in safety trainings for new protocols and job procedures.
- 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

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
- Signage placed on all disabled items advising the item is temporarily out of service and should not be used.

See [Signage Attachment](#) for thumbnails, hyperlinks, and instructions for printing, ordering or receiving electronic files. Signage is available on the Risk Management intranet site; check back frequently for updated resources.

SCREENING

Screening for symptoms of COVID-19 is an important process that prevents sick individuals from entering or remaining in the workplace. Screening may be conducted in multiple ways or combinations as discussed below: Departments will document their screening systems in their Social Distancing Protocols.

- All County employees will self-monitor for symptoms daily before going to work. If symptoms are noted, employees will 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](#).**
- The [COVID-19 Symptom Screening Questionnaire Attachment](#) is designed to provide example uniform screening questions for employees to use while self-monitoring
- Facility or unit (whichever is most appropriate) [Sign-in Sheets](#) track entry and can be used for entrants to attest to the fact that they are symptom-free and have not had exposures to presumed or positive COVID-19 cases. The Sign-in Sheet can also be used in conjunction with a posted questionnaire that entrants read and attest to it.
- All County facilities and staff will participate in symptom and exposure screening prior to entrance to the workplace and document results on the example [COVID-19 Symptom Screening Questionnaire Attachment, or similar method](#).
 - Where screening questionnaires or similar information are gathered by the facility point of entry or supervisor, every method will be used to maintain the privacy of the information by collecting them in a private folder and location that is maintained in a secure and confidential manner by the unit supervisor.
- In addition, the hospital, health centers, and detention facilities are conducting temperature, symptom, and exposure screening for visitors prior to entry. At this time, do not temperature screen employees or visitors at locations other than the hospital, health centers, or detention facilities.
- Employees that are conducting temperature screening will wear protective eyewear/face shield and an N95 respirator that they are authorized to wear according to their department or the County Respiratory Protection Program.
- Determining where to conduct screening depends on the facility occupancy and layout:
 - For shared occupancy with a single entrance lobby, it is appropriate to screen at the main entrance.
 - For shared occupancy in various suites without a single entrance lobby, it is appropriate to screen at each distinct entrance prior to entry.
- Employees that report positive COVID-19 test results, [symptoms](#), or that they are a contact will not report to work and will not be admitted to the workplace.
- Employees that refuse to participate in screening protocols will not be admitted to the workplace.
- Visitors that refuse to participate in screening protocols will not be admitted to the County facility or service but will be provided service in an alternate manner, as documented in the Department's Social Distancing Protocol.

ROOM OCCUPANCY LIMITS, CALCULATIONS, AND POSTING

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

- 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 while wearing a face covering at all times.
 - Occupants of cubicles with doors require a face covering at all times unless the walls extend all the way to the ceiling creating a separate work space.
- 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

- 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.
- Self-service kiosks:
 - Disable or separate self-service computer kiosks to maintain distancing
 - Disinfect kiosks between users or provide disinfectant materials to users
 - Post signage on kiosks taken out of service
- Provide wastebaskets and tissues for cough hygiene.
- Provide hand sanitizing stations.
- Consider installing temporary sneeze barriers at customer service counters (plastic type or plexiglass)



BREAK ROOMS, KITCHENS, AND KITCHENETTES

- 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 with proper disinfection.
- If an outdoor eating environment is available, it would be preferable to eating in an indoor breakroom.

RESTROOMS

- Face covering must be worn while in public restrooms.
- Allow for physical distancing between occupied stalls, sinks, and urinals.
- Ensure ADA accessible stalls, sinks, and urinals remain accessible.
- Wash hands with soap and water for at least 20 seconds.
- Use a paper towel to operate door handles.
- Post signage that encourages handwashing and social distancing.
- Monitor restrooms for natural social distancing etiquette, and if not sufficient, consider limiting occupancy and post room occupancy limits.

CONFERENCE ROOMS

- 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.
- Post disinfection protocols in conference rooms.

ELEVATORS

- 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.
- For multi-tenant or leased facilities, coordinate these postings through the Building Warden.

HALLWAYS, AISLEWAYS, AND STAIRWELLS

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

- Determine if field work is necessary or if it can be postponed or conducted virtually.
- 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.
- For home visits, staff shall wear an N95 respirator without a valve that they are authorized to use (see [Respiratory Protection Section](#)).
- 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."

VEHICLE TRANSPORT PROCEDURES

- 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 presumed or confirmed COVID-19 case, 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 shall wear an N95 without a valve that they are authorized to use (see [Respiratory Protection Section](#)). Note: if there is a requirement to have more than one County employee in the vehicle, both shall be seated in the front and both shall wear authorized N95 respirators.
 - 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.
- For additional transport procedures and controls, contact Risk Management for a review.
- 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.

MEETING GUIDELINES

- The County is currently not supporting congregate meetings or trainings; continue to do this work virtually.
- 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.
- Face coverings shall be worn by all participants.
- The person responsible for organizing the meeting should take care to disinfect any work surfaces before and after use.
- The meeting organizer will communicate the new procedures to students, host department(s), and instructor(s).

TRAINING GUIDELINES

- The County encourages virtual meetings or trainings whenever possible.
- 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 the procedures for social distancing and disinfection of any work surfaces or hands-on materials.
- The training organizer will communicate the new procedures to students, host department(s), and instructor(s).
- Ensure a six-foot distance is maintained when entering and exiting the training room or area.
- Face coverings shall be worn by all participants.

BREAKTIME EXERCISES

- 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 groups 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.

INSIDE SERVICE PROVIDERS AND UNIVERSAL PRECAUTIONS

Inside service providers to County departments have unique job assignments that require entry to multiple worksites and areas based on their assigned routes or work orders. Because of these conditions, the best management practice to prevent exposures is to practices universal precautions that include the following:

- Practicing proper cough and hand hygiene.
- Maintaining social distance of 6 feet from others at all times.
- Wearing a face covering at all times.
- Communicating with facility contacts:
 - Check in (and sign-in where applicable) with facility contacts so they know when, where, and how long you are prepared to be in the workspace.
 - Ask facility contact questions before you enter a workspace:
 - ✓ Is the workspace safe to enter?
 - ✓ Is the workspace clean and sanitary?
 - ✓ Are there any special requirements to enter the workspace such as PPE or extra levels of training?
 - ✓ For isolation rooms, has the room been vacated for the required amount of time to allow proper air exchanges to clean the air?
- After receiving the above information from your facility contact, observe the area BEFORE you enter.
 - If it appears clean, orderly, and as described by your contact, proceed with the planned work.
 - If it does not seem clean or you feel it needs further attention, notify the facility contact. They should take the necessary steps to make the area safe prior to your entry.
- Upon entry and exiting the workspace:
 - Disinfect the area before and after your work.
 - Disinfect your tools and equipment before and after the work.
 - Wash your hands or use hand sanitizer before and after you finish the task.
- Wear your face covering properly at all times (unless you enter an area or conduct a task that requires an N95 or other respiratory protection).
- Gloves worn as required by the task or on an optional basis should be properly removed and discarded after each task and hand hygiene should be performed.

CONTRACTOR AND VENDOR GUIDANCE

- 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

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.

DISINFECTION AND SANITATION

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.
- Trash receptacles:
 - Using no-touch trash receptacles prevents cross-contamination of surfaces
 - Provide near areas where staff and the public are using disinfection materials
 - Line with plastic to avoid cross-contamination and aide in disposal techniques
 - When emptying trash receptacles, remove the liner and all contents at once, and replace with a clean liner
 - Avoid picking up or shaking the trash contents to dispose in a larger container
- 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.
- The following services are available through Public Works by completing a Corrigo work order to Public Works; follow up the work order with an email to the Custodial Services Manager, Derrick West at Derrick.West@pw.cccounty.us:
 - Hand sanitizers that can be wall mounted or placed on a stand
 - Disinfectant sprays and tabletop toweling dispensers
 - Supplemental cleaning services
 - Deep cleaning and disinfection services
- If unavailable through normal purchasing routes, hand sanitizers, sanitizing wipes, and cleaning materials can be requested by emailing doc.logistics@cchealth.org.

EYE PROTECTION GUIDANCE

When interacting with presumed or positive COVID-19 individuals, staff should wear eye protection in addition to face coverings, surgical masks, or respirator. The protective eyewear may include goggles or a face shield with side protection that prohibits aerosolized disease particles from entering the eyes. Contact lenses and personal eyewear are not considered to be adequate protection from aerosolized disease.

Refer to CDC infection control [recommendations for eye protection](#) and Department- and task- specific protocols for eye protection and personal protective equipment requirements.

GLOVE GUIDANCE

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.

ADDITIONAL PPE GUIDANCE

Some departments may have additional PPE requirements; follow department- or task-specific requirements.

BUSINESS TRAVEL CONSIDERATIONS

- Carefully consider whether business travel is necessary.
- Travel restrictions and return quarantine time periods are dynamic, so careful consideration should be given to travel destinations, methods of transportation, and return procedures.
- 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 guidance [COVID-19 Travel Recommendations by Country](#) or the [CDC Traveler's Health Notice](#) for the latest guidance and recommendations.
- Returning from travel precautions and quarantine procedures, if required, can be reviewed on [CDC Returning from International Travel Recommendations](#).

COVID-19 Symptom Screening Questionnaire Attachment

∞ See attached [example COVID-19 Symptom Screening Questionnaire and sign-in sheet](#)

REFERENCES

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

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

Health Services Department, Infection Prevention and Control Review July 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 June 16, 2020)

Contra Costa Health Services Department Position Statement on Thermometer Temperature Screening as an Infection Control Measure for COVID-19 - 6/22/2020

[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>

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.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>

Exposure and the Workplace - Living Document Dated August 11, 2020 1200 hours

State of California

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

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

SECTION 3: FACE COVERINGS, SURGICAL MASKS, N95 RESPIRATORY PROTECTION

This section 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:

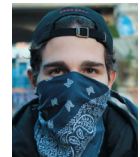
- A cloth face covering is designed and effective to protect others from the user.
- A surgical mask is a loose-fitting face covering that protects others from the user.
- An N95 respirator is designed and effective to protect the user from others. An N95 is required for contact with any presumed or 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

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 or other face coverings with valves should not be worn around others as they do not act as a protective face covering.

FACE COVERING USER GUIDE

FACE COVERING REQUIREMENTS

Please note that any time you remove your mask, it creates a risk of disease transmission. Face coverings should always be worn except when exempted by the [Health Order](#). For example, a surgical mask or cloth face covering is required when:

- Inside of, or in line to enter, any indoor public space.
- Outdoors in a public space.
- 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 COVERING SPECIAL CIRCUMSTANCES

- Consuming food and beverages:
 - Keep the face covering while preparing food and beverages.
 - Briefly remove the face covering while eating food or drinking while socially distanced from other occupants and adhering to room occupancy limits, replacing it when done.
 - Briefly remove the face covering while eating or drinking at an outdoor break area.
- Maintain face coverings in place while making and taking phone calls.
- Occupants of cubicles will maintain their face coverings in place during the work shift.
- Face shields with drapes may be considered:
 - A face covering with a clear window is preferable for use when required for communicating with an individual with hearing impairment and other assistive technologies or communication methods are not available.
 - A face shield with a drape is allowed when required for communicating with an individual with hearing impairment and other assistive technologies or communication methods are not available.
 - A face shield with drape is allowed when it is caring for infants and children in a developmental stage where they must be able to see the caregivers whole face.
 - When required by a doctor's note.

- In the above special circumstances and only as long as work conditions permit, if the face shield and drape do not pose an additional work hazard, i.e. when operating moving equipment that poses an entanglement hazard.

FACE COVERINGS NOT REQUIRED

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

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.
- See [Face Covering Etiquette](#) signage for additional guidance.

FACE COVERING CARE

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 after handling or removing a 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

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 or call (925) 335-1400.

REQUIRED ELEMENTS OF A RESPIRATORY PROTECTION PROGRAM

- 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

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

- Working in contact with another individual, defined as within 6 feet for longer than 15 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 or housing areas for known or presumed positive COVID-19 cases.
- Conducting temperature screening at facility entrances.

- Conducting home visits or entering home environments.
- Other tasks as required by department or County respiratory protection programs.

RESPIRATORY PROTECTION RECOMMENDED

- N95 respirators are not recommended for general office use.
- While N95 respirators should be conserved for direct patient care, some departments allow employees for use on a voluntary basis. If using an N95 respirator on a voluntary basis, departments will ensure staff sign the [Voluntary Use Form](#). Example assigned tasks include:
 - Conducting routine business while maintaining social distance of at least 6 feet.
 - Contact with a presumed or positive individual, less than 15 minutes.
 - Entering public access areas of medical facilities and clinics.
 - Voluntary use of an N95 should not be in lieu of required N95 protection for identified tasks and the related program elements (medical evaluation, training, and fit testing).

RESPIRATORY PROTECTION TRAINING

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

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:

Filtering Facepiece N95 Respirator Guidelines for Re-use During COVID-19 Operations	
CDC guidelines for extending the use of N95 respirators during COVID-19 response https://www.cdc.gov/coronavirus/2019-ncov/hcp/healthcare-supply-ppe.html and https://www.cdc.gov/niosh/topics/hcwcontrols/recommendedguidanceextuse.html CDC guidelines for proper methods to put on and take off an N95 respirator: https://www.cdc.gov/niosh/docs/2010-133/pdfs/2010-133.pdf	
Putting on	<ul style="list-style-type: none"> • Use a pair of clean gloves when putting on a new or used N95 respirator and performing a user seal check. • 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.
Usage Times	The following conditions for N95 use, reuse, storage, and disposal can be followed: <ul style="list-style-type: none"> • Recommend using an N95 no longer than 8 hours of use • <u>Dispose</u> of respirator <u>sooner</u> than 8 hours of use if: <ul style="list-style-type: none"> ○ It becomes damaged or malfunctions ○ If breathing through the respirator becomes restricted or difficult ○ It becomes contaminated with blood or bodily fluid ○ There are more than 5 uses/re-uses ○ It is used with a presumed or confirmed positive COVID-19 client ○ It is exposed to an aerosol generating procedure (policy is for Behavioral Health staff NOT to be present during this type of medical procedure)
Taking Off for Re-Use	<ul style="list-style-type: none"> • In between uses, keep N95s in a clean, breathable container such as a paper bag that is labeled with the employee's name. • 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.

Filtering Facepiece N95 Respirator Guidelines for Re-use During COVID-19 Operations	
	<ul style="list-style-type: none"> • 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. • Perform hand hygiene AFTER placing the N95 in the storage bag and closing it. • Dispose of storage bag after 5 uses/re-uses.
Taking Off for Disposal	<ul style="list-style-type: none"> • Perform hand hygiene (or put on clean gloves) BEFORE touching the N95 to remove it or handle. • Avoid touching the outside of the respirator during disposal and only touch the elastic straps. • Lean over the trash receptacle, remove the elastic straps and let the N95 drop into the trash. • Perform hand hygiene AFTER removing and disposing of the N95.
Strategies to Prolong N95 Use	<ul style="list-style-type: none"> • 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.
Reminders for N95 Users	<ul style="list-style-type: none"> • Always perform a physical inspection and user seal check when putting on and taking off the N95. • Minimize unnecessary contact with the respirator surface at all times. • Maintain strict adherence to hand hygiene practices. • Remember to keep your hands away from your eyes, face, and mouth. • Use proper technique when putting on and taking off PPE.

REFERENCES

- Health Services Department, Public Health Communicable Disease Review July 9, 2020
- Health Services Department, Vista Oaks Occupational Medicine Review July 9, 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/>
- California Department of Health Guidance for the Use of Face Coverings:
https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf
- Centers for Disease Control and Prevention
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
<https://www.cdc.gov/niosh/npptl/respirators/testing/NonNIOSH.html>
- National Institute of Occupational Safety and Health (NIOSH)
https://www.cdc.gov/niosh/npptl/topics/respirators/disp_part/n95list1.html

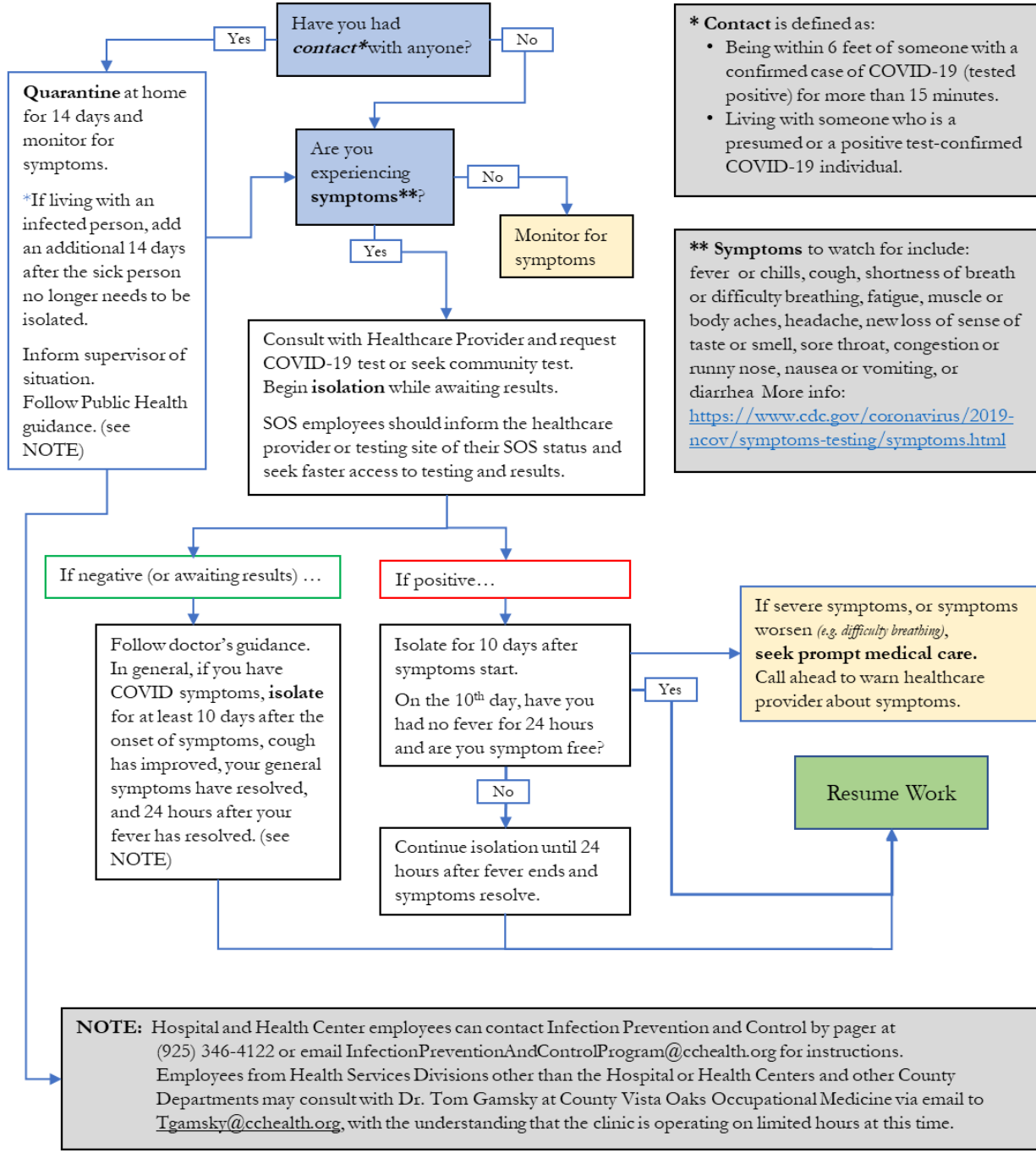
DOCUMENT REVISION HISTORY

DATE	CHANGES
April 9, 2020	<ul style="list-style-type: none"> • Added definition of Critical Infrastructure services and workers • Added definition of Screening • Added Department Supervisor Guidance section • Added examples of face covering and screening activities in use at the county • Added CDC Interim Guidance for Critical Worker Safety Practices • Added CDC Essential Worker Do's and Don'ts link • Added reference to CAO Employee Leave Update dated April 6, 2020
April 20, 2020	<ul style="list-style-type: none"> • Added Table of Contents • Added asymptomatic definition • Updated decision tree to include special precautions when resuming work in an SOS setting • Added face covering, surgical mask, and N95 respirator information • General formatting review and update
May 7, 2020	<ul style="list-style-type: none"> • Symptoms - Updated symptoms according to CDC guidelines on May 7, 2020 • Employees in Non-SOS Settings and Employees in SOS Settings - Added the contact phone number for community COVID-19 testing appointments • 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 • Exposures and the Workplace section - Added employee responsibilities • Added new section addressing Re-opening and Social Distancing Protocols • 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) • Updated the Calendar Resource Tool to include instructions on recording temperature and self-monitoring • Added Facility-specific Social Distancing Protocol template attachment • Added example standardized signage attachment
May 13, 2020	<ul style="list-style-type: none"> • Created and added links to the Risk Management intranet quick link page for COVID-19 Resources • Added a cover page • Re-opening and Social Distancing Protocols: <ul style="list-style-type: none"> ○ Aligned language with Cal/OSHA guidance and office checklist ○ Added COVID-19 Assessment Checklist as an attachment ○ Consolidated responsibility section ○ Added Department and Risk Management responsibilities ○ Added training, documentation, cleaning materials and time, and assessment language to Supervisor Responsibilities ○ Added participating in screening, self-monitoring, and reporting the need to restock cleaning materials to Employee Responsibilities ○ Added attachment for Social Distancing Floor Plan Example ○ Clarified the vehicle transport procedures • Training Attachment – Added safety training attachment

	<ul style="list-style-type: none"> ● Signage Attachment – Added Elevator Occupancy Poster example, Room Occupancy Poster, Water Dispenser Hygiene Poster
August 11, 2020	<ul style="list-style-type: none"> ● Exposures and the Workplace <ul style="list-style-type: none"> ○ Symptoms updated to align with CDC ○ Isolation period updated to align with CDC ○ Contact, isolation, and quarantine, severe illness, severe immunosuppressed, symptoms definitions updated ○ Updated supervisor protocol to address Public Health contact tracing role ○ Screening protocols updated ○ Self-monitoring language updated ○ Added safety action protocols for contact with symptomatic individuals ○ Updated calendar tool with new isolation period guidance ○ Updated exposure decision tree – to include new isolation period and quarantine + isolation period with a positive case ● Re-opening and Social Distancing Protocols: <ul style="list-style-type: none"> ○ Updated Appendix A from the Health Order to June 16, 2020 version ○ Added screening and sign in attachment ○ Updated responsibility sections to add COVID-19 safety training, knowledge checks, discipline for non-compliance with social distancing and face covering protocols, and documentation ○ Added the Notice of Non-Compliance with Health & Safety Orders Form for use in discipline for non-compliance with social distancing and face covering protocols ○ Added restroom section ○ Signage Attachment – Added Restroom Poster, Social Distancing Poster, Face Covering Etiquette and Requirement, and put all links to Risk Management intranet site ○ Added eye protection guidance ○ Added universal precautions for inside service providers ○ Expanded travel guidance information ● Face Coverings, Surgical Masks, N95 Respiratory Protection Section: <ul style="list-style-type: none"> ○ Aligned language with State Face Covering Order ○ Added special considerations section to clarify procedures for eating and drinking, working in a cubicle, using the phone, and working with individuals with hearing impairment or specific developmental needs, and medical notes.

DECISION TREE ATTACHMENT

SOS and NON-SOS Exposure Decision Tree



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: _____ + 10 days of Isolation[#] = _____ day you can resume work,
 Date Date unless fever is not resolved by Day 10*.

If there is still fever at Day 10, wait 24 hours after the fever resolves before resuming work*.

NOTES:

10 days of isolation for mild or moderate illness, 20 days isolation for severe or critical illness

*without the use of fever-reducing medication (antipyretics such as aspirin, Tylenol)

SOCIAL DISTANCING PROTOCOL TEMPLATE ATTACHMENT

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 on the [Risk Management intranet site](#).
- Notice of Non-Compliance with Health & Safety Orders – attached as a form-fillable .pdf file to be used when Supervisors observe non-compliance with social distancing protocols or face covering requirements.



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

In addition to the responsibilities outlined in the County COVID-19 Exposures and the Workplace Guidelines:

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.
- Ensure staff are trained on the County COVID-19 Safety Training Tailgate Topic, Site-specific protocols, and task-specific protocols

Employees

- Read and understand their responsibilities under the County Exposures and the Workplace Guidelines and this protocol.
- Take and understand the County COVID-19 Safety Training and department-specific training for site-specific or task-specific protocols.
- Communicate safety concerns and suggestions related to this program to their supervisor.

Social Distancing Protocol

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

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

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.

DATE	REVIEWED BY	SUMMARY OF CHANGES

Attachment 1: <Department> Social Distancing Protocol

Appendix A: Social Distancing Protocol Template from Health Orders dated June 16, 2020

https://813dcad3-2b07-4f3f-a25e-23c48c566922.filesusr.com/ugd/84606e_750122ff4cc94ae5888f4afdcdfed9fb.pdf



Updated SD
Appendix A June 16.p

Appendix A: Social Distancing Protocol (Updated June 16, 2020)

Business name:

Facility Address:

Approximate gross square footage of space open to the public:

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 COVID-19 symptoms; 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; wear face coverings, as appropriate; 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.

Employees are required to wear face coverings, as appropriate.

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 ():

Disinfectant and related supplies are available to all employees at the following location(s):

Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

Soap and water are available to all employees at the following location(s):

Copies of this Protocol have been distributed to all employees.

Optional—Describe other measures:



Appendix A: Social Distancing Protocol (Updated June 16, 2020)

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 _____, 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:
- Optional—Describe other measures:

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:

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 that must be handled by employees. Customers bringing their own reusable items that do not require handling by employees is permissible.
- Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly. Describe:
- Optional—Describe other measures (e.g. providing senior-only hours):



Appendix A: Social Distancing Protocol (Updated June 16, 2020)

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 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:

* Any additional measures not included here should be listed on separate pages and attached to this document.

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

Name:

Phone number:



CONTRA COSTA COUNTY

NOTICE OF NON-COMPLIANCE WITH HEALTH & SAFETY ORDERS

To: _____
NAME CLASSIFICATION / DEPARTMENT

This is to notify you of your failure to comply with health and safety orders issued by the Contra Costa County Health Officer in effect to minimize the spread of COVID-19. The specific requirements for face covering and physical distancing at work have been posted in County buildings, emailed to all County employees, and posted on the County website.

You are hereby not permitted to enter the worksite for the following reasons [check all that apply]:

- Failure to comply with Contra Costa County Health Officer Order requiring face coverings in the work place on the following date(s): _____[insert date(s)]
- Failure to comply with Contra Costa County Health Officer Order requiring 6 feet of physical distancing when on the following date(s) you: _____

[insert brief description of circumstances]

You have been informed by your supervisor/manager that your actions are not in compliance with the Public Health Orders and County policies, and you have been instructed about how to comply with these requirements.

You will be allowed to re-enter the worksite upon your agreement to comply with the health and safety directives.

Until you provide such agreement, you will remain off work. You have chosen the following options regarding your pay status while off work [check all that apply]:

- Use of Available Accruals
- Absent Without Pay (AWOP)
- Combination of Accrual Use and AWOP

You have the right to meet with your supervisor to discuss this decision regarding your non-compliance and when you will be permitted to return to the worksite.

Continued refusal to comply with the health and safety orders as directed, may result in disciplinary action against you, up to and including termination of your employment. Should disciplinary action be taken, you will be provided with a Notice of Proposed Action (Skelly) and will have the right to appeal any final action to the Contra Costa County Merit Board or as otherwise prescribed in the County Personnel Management Regulations or Memorandum of Understanding covering your classification.

Date: _____

Supervisor/Manager: _____

Delivered by:

[Title]

- Personal Delivery
- Email

Cc: Department Personnel

EXAMPLE COVID-19 SYMPTOM SCREENING QUESTIONNAIRE

Name

Department

Date

Employee performs a daily wellness check prior to entering the workplace including exposures and symptoms:

1. In the last 10 days, have you had a fever [temperature equal to or higher than 100.0 F] or chills, shivering/shaking or flu-like symptoms?

Yes No

2. In the last 10 days, have you had any new, unusual, or unexplained symptoms of:

- Fever or chills
- Worsening cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of sense of taste or smell
- Sore throat
- Nasal congestion/runny nose
- Nausea or vomiting
- Diarrhea

Yes No

3. In the past 14 days have you had contact with someone diagnosed with COVID-19 (within 6 feet for 15 minutes or longer) or do you live with someone who has been diagnosed with COVID-19?

Yes No

4. Have you been placed on home isolation for symptoms within the past 10 days or quarantined as a person under contact investigation within the past 14 days?

Yes No

5. In the past 14 days, have you returned from travel outside the US?

Yes No

A **YES** answer to any of the above questions means stay home, out of the workplace if self-assessing, or do not admit to the workplace if screening at the entrance, per the Exposure Guidelines.

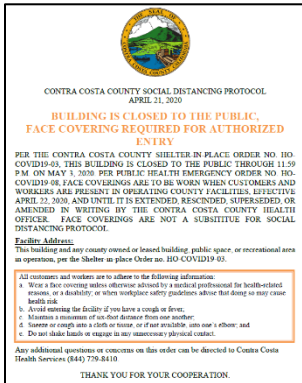
Facility Sign-In Sheet and Wellness Attestation

<Building/Department/Unit> <Address>

****By signing in below, I attest that I have reviewed the symptom screening questionnaire, all of my answers are NO.**

Date	Time In	Time Out	Name	Representing: Department or Company	Reason for Visit	Initial to Attest to Above

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 3, 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 is operation, per the Shelter in place Order no. HO COVID19-03.

All customers and workers are to adhere to the following information:
 a. 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.
 b. Avoid entering the facility if you have a cough or fever.
 c. Maintain a minimum of six-foot distance from your neighbor.
 d. Stay at least six feet from others, or if that is not possible, wear a face covering.
 e. 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) 736-8410.

THANK YOU FOR YOUR COOPERATION.



Stop the Spread.

Wear a Cloth or Bandana Mask.

cchealth.org

RESPONSE
Coronavirus (COVID-19)
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:

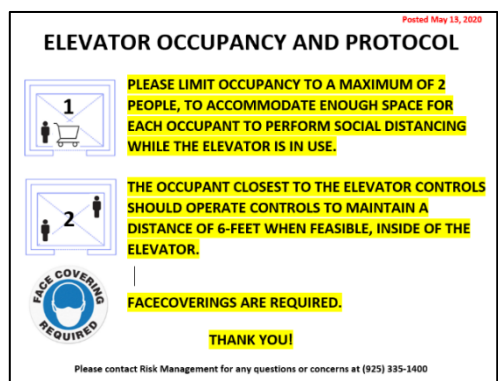
- FEVER
- COUGH
- SHORTNESS OF BREATH

cdc.gov/CORONAVIRUS

Stay Home When You Are Sick Poster:
https://www.cdc.gov/coronavirus/2019-ncov/downloads/StayHomeFromWork_Horizontal.pdf. In Spanish:
https://www.cdc.gov/coronavirus/2019-ncov/downloads/316129-A-StayHomeFromWork_Horizontal_ESP.pdf

Building Closure and Face Covering Poster: Visit [Risk Management intranet site](#)

Face Covering Required Sign:
<https://www.coronavirus.cchealth.org/social-media-tools?pgid=k9bl9y6i-9ac80b20-84bb-11ea-8c85-12879e2400f0>. In Spanish:
<https://www.coronavirus.cchealth.org/social-media-tools?pgid=k9bl9y6i-864ed634-233b-4195-aeb1-19fe14a41ed5864ed634-233b-4195-aeb1-19fe14a41ed5>



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.

FACECOVERINGS ARE REQUIRED.

THANK YOU!

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

Elevator Occupancy and Face Covering Poster: Visit [Risk Management intranet site](#)

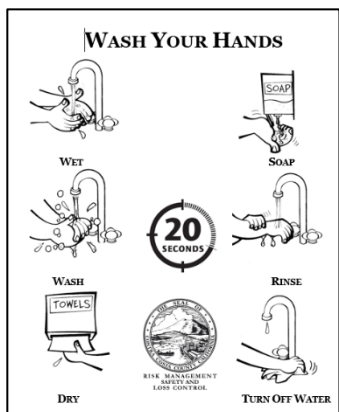


Stop the Spread of Germs

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.
- Wash your hands often with soap and water.
- Close 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.
- 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 RINSE DRY

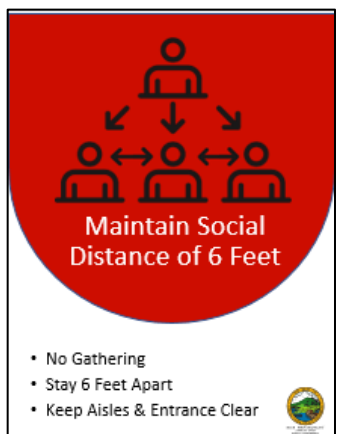
20 SECONDS

TURN OFF WATER

RISK MANAGEMENT SAFETY AND HEALTH CONSULTING

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

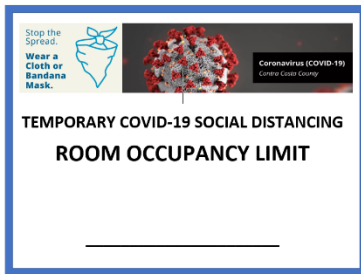
Prevention Protocols (don't touch face, cough etiquette, handwashing, social distancing, face covering):
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>. In Spanish:
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-sp.pdf>



Maintain Social Distance of 6 Feet

- No Gathering
- Stay 6 Feet Apart
- Keep Aisles & Entrance Clear

Social Distancing Reminder Poster: Visit [Risk Management intranet site](#)



Room Occupancy Limit Poster
 Visit [Risk Management intranet site](#)



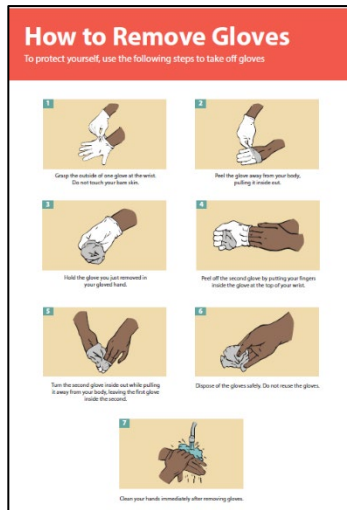
Water Dispenser Hygiene Poster
 Visit [Risk Management intranet site](#)



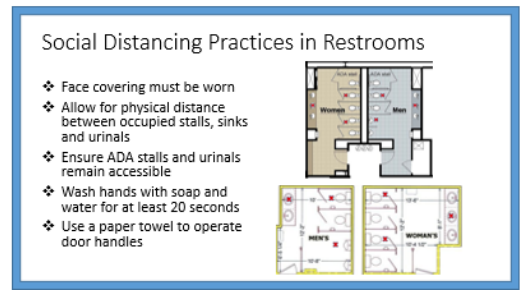
Self-Monitoring for Symptoms Of COVID-19 Visit:
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>. In Spanish:
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms-11x17-es.pdf>



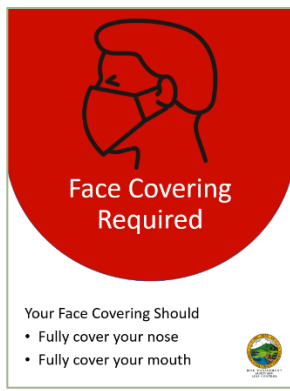
How to Safely Wear and Take Off a Face Covering:
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>. In Spanish:
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-sp.pdf>



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



Restroom Poster
 Visit [Risk Management intranet site](#)



Face Covering Required Poster
 Visit [Risk Management intranet site](#)



Face Covering Etiquette Poster
 Visit [Risk Management intranet site](#)

When available in Spanish, these posters are on the Risk Management intranet site.

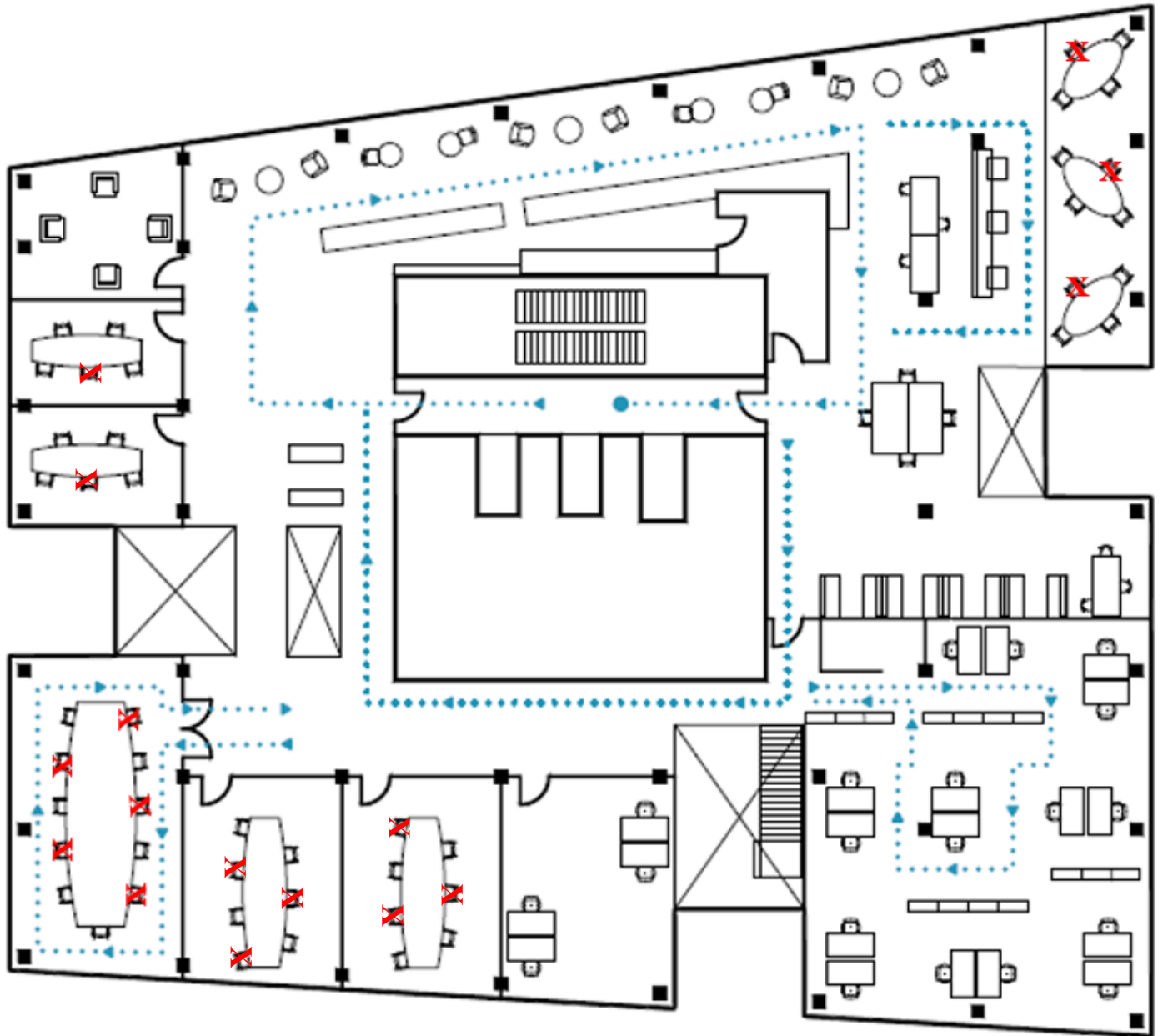
COVID-19 ASSESSMENT CHECKLIST ATTACHMENT

CONTRA COSTA COUNTY		COVID-19 SOCIAL DISTANCING PROTOCOL ASSESSMENT		
Facility: _____		Inspected by: _____		
Date: _____				
Inspection Point		OK	No	N/A
1.0 Screening Procedures				
1.1	Department/unit/facility has identified screening methods applicable to their operation or facility. (check any that apply below)			
1.2	Is there a sign-in sheet and attestation form in use at every facility or unit entrance to track staff, visitor, and contractor entries?			
1.3	Procedures for temperature checks have been established, if required by Department protocol.			
1.4	Procedures for symptom screening have been established.			
1.5	Methods for self-monitoring symptoms are documented and communicated.			
2.0 Cleaning and Disinfecting Workspace				
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.			
3.0 Social Distancing in the Office				
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 aiseways for foot traffic have been limited or made one-direction.			
3.4	Separate routes for entry and exit into office spaces, lobbies, 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			
4.0 Social Distancing in the Field				
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.			
5.0 General Procedures				
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.			
5.5	Restrooms are managed to limit occupancy and crowding to maintain 6-foot distancing.			
6.0 Signage Posted				
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			
7.0 Training and Communication				
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	Developed and document Social Distancing Protocol.			
7.4	Exchange Social Distancing Protocols with contractors.			

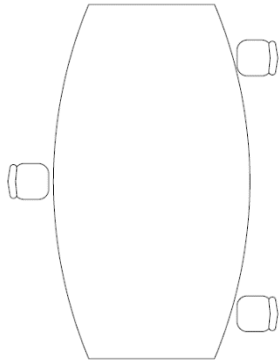
SOCIAL DISTANCING FLOOR PLAN EXAMPLES ATTACHMENT

Key:

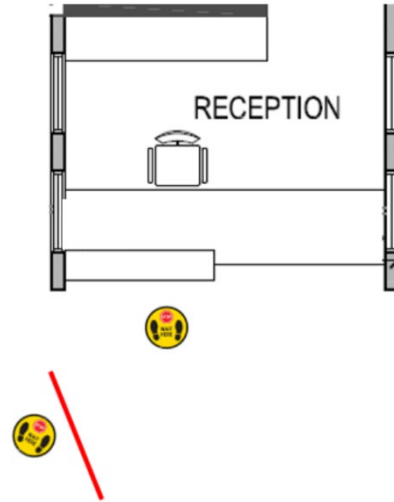
- **Red X's** indicate chairs that were removed or taken out of service with the goal of preventing occupants from sitting directly across from or within six feet of one another.
- **Blue dots and arrows** indicate foot traffic patterns that prevent choke points where occupants pass by each other while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



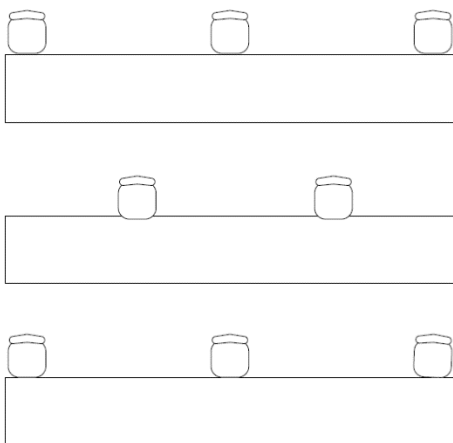
Small Table Configuration



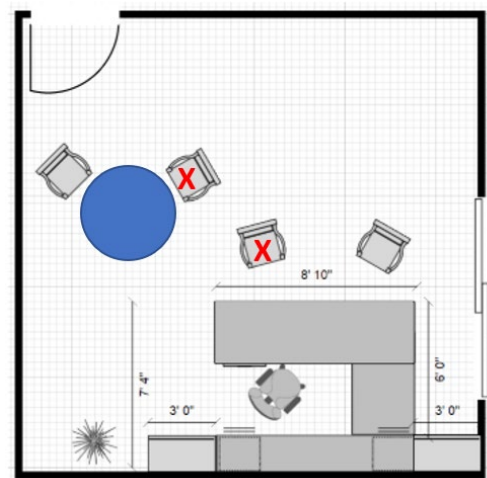
Reception Desk Queue



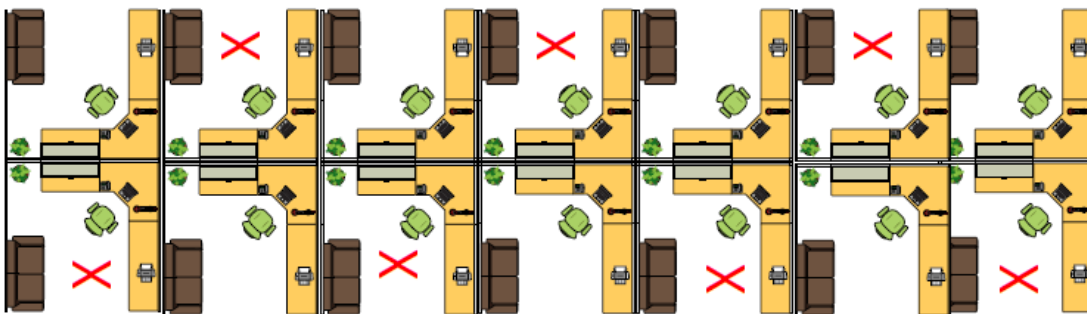
Classroom Example



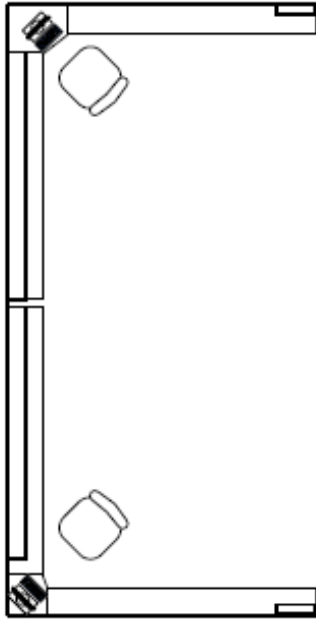
Small Table Configuration



Cubicle Row Example



Cubicle Examples





COVID-19 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 county employees on the following key concepts:

- How COVID-19 (*novel coronavirus*) spreads
- How to stay safe and prevent COVID-19 exposures
- 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. Information from the Centers for Disease Control and Prevention on [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 15 minutes.
- Droplets produced when a person talks, coughs, or sneezes can land in the mouths or noses of people nearby or be inhaled into other's lungs.

BASIC PREVENTION STEPS

PROTECT YOURSELF

- Wash your hands often for at least 20 seconds with soap and water or use 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 may 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 will be required as conditions and protocols change.

EMPLOYEE SAFETY STEPS

- 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.
- Keep your face covering 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.

Wear face coverings when:

- In any room or enclosed area with other people
- Working/walking in common areas
- Interacting in-person with public
- Working in spaces visited by public, even if no public present

SYMPTOMS OF COVID-19

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 or chills, cough, shortness of breath or difficulty breathing**. Some patients may experience symptoms such as **fatigue, muscle or body aches, headache, new loss of sense of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea**. 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

- 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 symptoms or 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

- Work with your supervisor and departmental personnel unit to review the County’s Exposure guidelines and understand your set of circumstances and how to resume work or return to work.
- 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 24 hours 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. Continue to self-monitor for symptoms.
- Notify your supervisor if you have any questions about these guidelines.