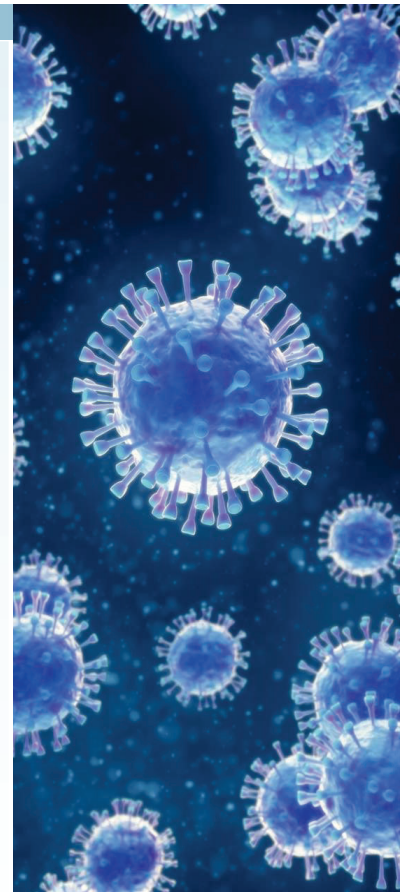


Contra Costa County



Employee COVID-19 Chronicle



COUNTY CARES DURING COVID-19

Introduction

The goal for this chronicle is to provide employees with the knowledge and resources they need to work safely and prevent COVID-19 exposures.

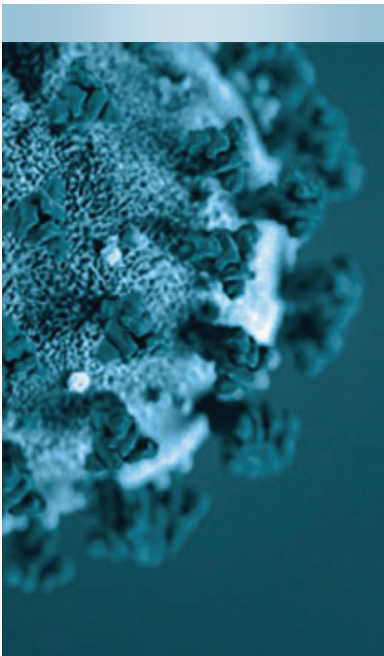
This chronicle will be issued periodically and keep “Important for the Moment” topics readily available to all employees.

This chronicle is **YOUR** document. If you have questions about the content, speak with your Supervisor. If you have suggestions for content, please email Risk Management—Safety and Loss Control at RiskmSafety@riskm.cccounty.us.

Thank you for reading the County Cares COVID-19 Chronicle!

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What is COVID-19?

Coronavirus disease (COVID-19) is an infectious disease discovered in late 2019.

People of any age can become infected with the COVID-19 virus, but most people will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic res-

piratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission of COVID-19 is to be well informed about the virus and how it spreads.

Protect yourself and others from infection by practicing the 4 Pillars of Prevention consistently!

*Everyone plays a part in preventing the spread of COVID-19
Practice the 4 Pillars of COVID-19 Prevention*



**Keep 6
Feet Apart**



**Cover Your
Face**



**Wash Your
Hands**



**Stay Home
if Sick**



How does COVID-19 spread?

The virus that causes COVID-19 most commonly spreads between people who are in close contact with one another (within about 6 feet, or 2 arm lengths).

It spreads through respiratory **droplets or small particles, such as those in aerosols, produced when an infected person coughs, sneezes, sings, talks, or breathes.**

These **particles can be inhaled** into the nose, mouth, airways, and lungs and cause infection. **This is thought to be the main way the virus spreads.**

Droplets can also land on surfaces and objects and be transferred by touch. A person may get COVID-19 by **touching the surface or object that has the virus on it** and then touching their own mouth, nose, or eyes. Spread from touching surfaces is not thought to be the main way the virus spreads.

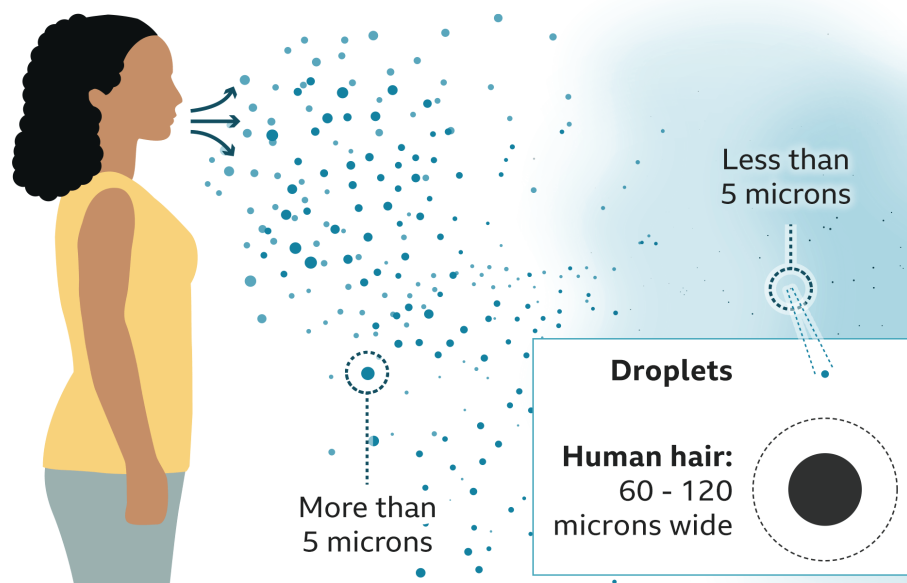
There is growing evidence that **droplets and airborne particles** can remain suspended in the air and be breathed in by others, and travel distances beyond 6 feet (for example, during choir practice, in restaurants, or in fitness classes). In general, indoor environments without good ventilation increase this risk.

Droplet transmission

Coughs and sneezes can spread droplets of saliva and mucus

Airborne transmission

Tiny particles, possibly produced by talking, are suspended in the air for longer and travel further



Source: WHO

BBC

Keep 6 Feet Apart

Stay at least 6 feet (about 2 arms' length) from other people who are not from your household in both indoor and outdoor spaces.

To reduce your risk of exposure, avoid contacts for longer than 15 minutes in any 24 hour period.

Cover Your Face

Wearing cloth masks can help prevent people infected with the virus that causes COVID-19 from spreading the virus.

Make sure your cloth mask: fits snugly but comfortably against the side of the face, completely covers the nose and mouth, is secured with ties or ear loops, includes multiple layers of fabric.

Wash Your Hands

Wash your hands often, with soap and water, for at least 20 seconds each time

Use hand sanitizer with at least 60% alcohol content if soap and water are not available.

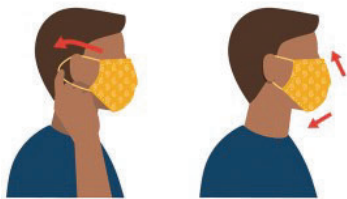
Stay Home if Sick

If you develop symptoms related to COVID-19, stay home. If the symptoms appear while you are at work, notify your supervisor and leave the workplace. Stay home and away from your family and others. Take care of yourself and stay in touch with your healthcare provider.

What are the symptoms of COVID-19?



People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19. All employees must continuously monitor themselves for symptoms before and during their work shifts. In addition to this self-monitoring, symptom and exposure screening will take place at all County facilities.



FACE COVERINGS STOP THE SPREAD OF COVID-19!
A face covering should loop over the ears and securely cover the nose, mouth, and chin. Try to fit it snugly to the sides of your face and make sure you can breathe easily.



Wearing your face covering properly at work and in public protects you AND others from breathing in viral particles from those infected with COVID-19. Tips for face covering usage:



- The face covering should cover your nose and mouth
- Wear a face covering at all times while at work unless you are alone in an enclosed office, room, or vehicle
- Wear a face covering that does not have holes or valves
- Wear a clean face covering every day
- **Don't** put the mask around your neck or up on your forehead
- **Don't** touch the mask, and, if you do, wash your hands or use hand sanitizer to disinfect immediately afterward



Take off your face covering when you leave work or a public space, handle it properly, and keep it sanitary:

- Untie the strings behind your head or stretch the ear loops
- Handle the face covering only by the ear loops or ties
- Fold the outside corners together
- Place the face covering in the washing machine
- **Don't** touch your eyes, nose, or mouth during removal
- Wash your hands after handling your face covering

KNOW YOUR RISK: SOCIAL GATHERING

(Family BBQ, Birthdays, Baby & Bridal Showers, Memorial Service, Wedding)



****Low Risk***

Outdoor gathering with 14 or less people, all wearing face coverings, keeping 6 feet apart from each other

Medium Risk

Indoor gathering with 14 or less people, no eating and drinking, all wearing face coverings, open windows



High Risk

Outdoor gathering with more than 14 people, no social distancing, eating and drinking occurs, hugging and kissing to greet each other



Very High Risk

Indoor gathering with more than 14 people, no face coverings are worn, eating and drinking occurs

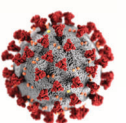


Safety Checklist:

- Hand Sanitizer
- Face Coverings
- List of attendees for potential contact tracing
- Single-use hand towels
- Disposable tableware
- Socially distant games (ex: individual dance contest, scavenger hunt)
- Encourage guests to bring their own food and drinks
- Properly dispose of single-use face coverings and gloves
- If feeling sick, stay home

* As of 9/4/2020, only the low risk action complies with local and state health orders.

For more information visit: cchealth.org/coronavirus



10 pandemic coping tips for adults

While the pandemic may be causing you and your loved ones feelings of anxiety and apprehension, now is a good time to look for reasons to be happy. Practice these tips to nurture yourself, improve your mood and help others.

1. Be kind. Call your friends and neighbors. Maintain social distancing, but smile to all the grocery workers who are keeping the shelves stocked. Ask an elderly neighbor if they need anything. An act of kindness boosts serotonin, a natural antidepressant in your brain, in both you and others.

2. Be thankful. Don't rush through your daily interactions on autopilot. Slow down and notice when someone is kind to you, even in the smallest way, and show them your appreciation. When you practice thankfulness, you become more positive; that helps others feel good too.

3. Deepen your connections. Share your feelings about this experience with those closest to you. Encourage each other to make the best of this moment in time, and come up with a game plan to support each other moving forward.

4. Move your body. Exercise is vital to maintaining physical and mental health. Get your heart pumping by taking a walk in your neighborhood, going on a hike in nature or using an app for a guided training or yoga session. If you do go outside for a walk, maintain social distancing.

5. Write down your thoughts. Keeping a journal is a powerful way to get perspective. Clarifying your thoughts and feelings on paper helps you get to know yourself better and release the stresses of daily life.

6. Meditate. All you need to do is sit quietly for a few minutes, breathe deeply and let your mind relax. Meditation alleviates anxiety and helps you get in touch with your inner self, helping you face the world in a centered and focused way. Find free guided meditation sessions online.

7. Determine what is really bothering you. Vague worries are harder to manage because they are all jumbled together. Try to get clear on what you are specifically concerned about. Finding the root of the worry helps you figure out what to do about it.

8. Play games. Engaging in a game with others online, or even by yourself on your phone, helps you take your mind off other things. Give yourself permission to have some fun.

9. Dine well. Have fun with food. Make your favorite recipes. Set the table with your finest dishes. Cook a meal with others. If you live alone, share pictures with friends for fun.

10. Remind yourself that this will pass. Try and come to terms with what you can't control, and focus on what you can do to move through this time in a positive way. Draw on skills you have used during other difficult times, and remember how those times eventually passed by.

Your program is completely confidential and here to help you and your household members 24/7/365. No situation is too big or too small. Give us a call or visit your program website to get started.



CCHealth.org

The Health Services Department is working diligently to serve the community during this health crisis. Their valuable services and information are also used to ensure safety for County employees! For access to the latest information and resources on COVID-19, visit cchealth.org.



Health Services resources at your fingertips

On November 10, 2020, the County moved to Tier 2 “red” status indicating substantial spread of COVID-19 in the community. This change in status will decrease some community activities.

Contra Costa County

Substantial*

Some non-essential indoor business operations are open with modifications

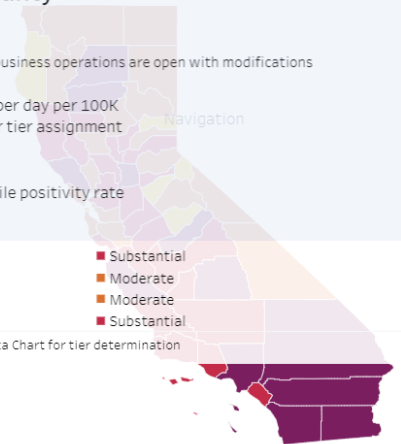
6.1 New COVID-19 cases per day per 100K
5.3 Adjusted case rate for tier assignment

2.3% Positivity rate
4.1% Health equity quartile positivity rate

Current	11/10
1 week prior	11/04
2 weeks prior	10/27
3 weeks prior	10/20

■ Substantial
■ Moderate
■ Moderate
■ Substantial

*See California Blueprint Data Chart for tier determination



Do what you can to stop the spread! For more information on these changes, see <https://www.coronavirus.cchealth.org/>

Know your COVID-19 support resources:

HUMAN RESOURCES



COVID EMPLOYEE LEAVE INFORMATION [INTRANET SITE](http://insidecontracosta.org/663/COVID-Employee-Leave) (<http://insidecontracosta.org/663/COVID-Employee-Leave>)

MAGELLAN EMPLOYEE ASSISTANCE PROGRAM



Launch from the County internet page (includes access to the monthly newsletters): <https://www.contracosta.ca.gov/1359/Employee-Assistance-Program>

Main Page: <https://www.magellanascend.com/>

COVID-19 Specific Resources: <https://magellanascend.com/Content/View/16954?ccid=hpZiwiTni%2FVKnrZqvUQNBxz4mAe1hQAJLSaF3bkQmLM%3D>

MANAGED HEALTH NETWORK (MHN) EMPLOYEE ASSISTANCE PROGRAM



Fire and Sheriff Employees use the [Managed Health Network \(MHN\)](#) or call Phone: 800-227-1060.



Risk Management—Safety and Loss Control

Questions, resources, or safety concerns.

RiskMSafety@riskm.cccounty.us