



DEPARTMENT OF
RISK MANAGEMENT
SAFETY AND
LOSS CONTROL

Risky Business

SAFETY & LOSS CONTROL NEWS — JANUARY 2021

VOL 6, NO 1

THIS MONTH'S
SAFETY
EMPHASIS IS

**COVID-19
SAFETY/AEROSOL
TRANSMITTED
DISEASES**

INSIDE:

Cover Correctly!	3
Mental Health & Coping with COVID-19 Stress	5
Self-Care During COVID-19	6
Building Entry and Screening	7
NEW! COVID-19 Case Notification System	8
Training Calendar	10
Training Time	11
Fight the Fatigue!	14
National Radon Action Month	16



Living Healthy and Green
Starts from the ground up.
Test your home for Radon.
www.epa.gov/radon

We Can Beat COVID-19

2020 proved to be an incredibly challenging year for us all. The **Coronavirus Disease 2019** (COVID-19) impacted nearly every aspect of our work and personal lives. As vaccine distribution widens, it is important that we remain strong and vigilant for ourselves, our coworkers, and our loved ones to limit the spread of COVID-19 at work and in our communities. Practicing social distancing, wearing face coverings, staying home when sick, and limiting our movements and congregating are effective methods in slowing the spread of this disease. Many of us may be feeling overwhelmed and exhausted from the ongoing COVID-19 crisis, but remaining committed to practicing the necessary safety protocols is critical. Together, we can beat COVID-19!

~Kayvan Vafa



We Can
Beat It
#COVID-19

A Step in the Wright Direction

by Norman Wright

On June 29, 1967, a 1966 Buick Electra 255 left Biloxi, Mississippi, westbound on US Route 90, heading to New Orleans, Louisiana. Just before 2:30 a.m., the car suddenly encountered a thick fog of Malathion insecticide spray drifting across the road. Upon rounding a dark corner of the highway, the car slammed directly into the back of a slow-moving semi-tractor-trailer. The car did not just rear-end the semi; it went completely underneath the bed, shearing the top of the car off, and killing the vehicle's three adult passengers in the front seat almost instantly. The three

small children, sleeping on the back seat, all survived with just minor injuries.

The back ends of semi-tractor-trailers are much taller than the bumpers of passenger vehicles. Semis routinely back up to uniform-height loading docks so their trailers' bumpers are set at 48 inches off the ground, the same level as a loading dock. In contrast, passenger vehicle bumpers are between 16 and 20 inches off the ground.

Suppose a car crashes into the rear of a semi: the car's entire front can slide underneath the trailer bed, rendering

Wright Direction *continued...*

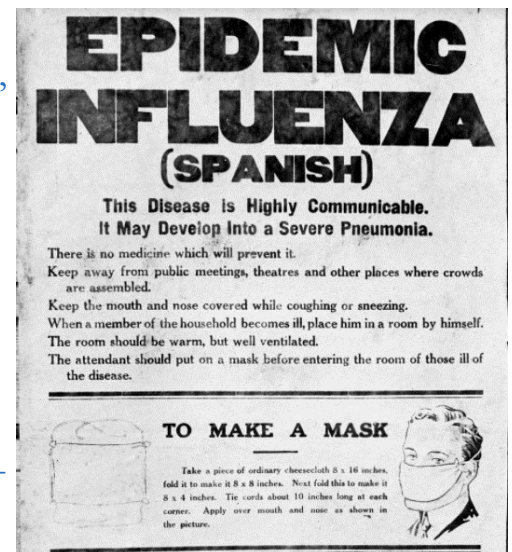
the car's bumper useless. The height mismatch between the two vehicles is so great that neither bumper would ever hit each other. Unfortunately for many passenger vehicles, the average trailer bed's height lines up with a seated adult's head in an average sedan. Even at low speeds, this problem leads to many severe injuries and fatalities.



Shortly after the incident of June 29, 1967, the National Highway Traffic Safety Administration (NHTSA) mandated all semi-truck trailers operating in the United States be fitted with a **Rear Underrun Protection System (RUPS)**. The RUPS installation prevents passenger vehicles from running under a tractor-trailer bed, sheering off the vehicle's tops, and injuring or killing the passengers.

Throughout history, there are seminal events that punctuate the need to initiate actions previously known but ignored to curtail or mitigate harmful results. The four pillars of disease transmission have been known for some time, but it has taken us a while to remember them.

- One hundred years ago, during the Spanish Influenza pandemic (1918-19), masking was one of the tools used to stop the H1N1 avian virus spread. Individuals who become ill and do not want to share with others use masking in many Asian countries today.
- Hand washing has long has been a proven method to prevent disease transmission from one individual to another. Ignaz Semmelweis, a Hungarian doctor, is known as the father of hand hygiene. He linked the spread of



(SEE WRIGHT DIRECTION PAGE 4)

Throughout history there are seminal events that punctuate the need to initiate actions: Practice the Four Pillars of Disease Prevention

Supporting yourself during the pandemic

- » Take care of your body
- » Make time for yourself
- » Find a way to self-soothe using your five senses
- » Connect with others virtually
- » Maintain a sense of hope and positive thinking
- » Avoid excessive media coverage

<https://www.coronavirus.cchealth.org/coping-with-stress>

Cover Correctly!



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. It is critical that you are wearing your face covering correctly each and every time for it to be effective. The 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.

When face coverings are worn **improperly**, they **do not protect** you or others from the spread of COVID-19. In addition to a snug fit, face coverings must cover both the nose and the mouth to protect against respiratory droplets. Avoid wearing a face covering in any of the methods illustrated to the right.

How NOT to wear a mask



Wright Direction *continued...*

disease to the practice of not washing hands between diseased and non-diseased patients.

- Social distancing is a non-pharmaceutical intervention intended to prevent the spread of a contagious disease by maintaining a physical distance between people and reducing the number of times people come into close contact with each other. It was first recorded in 541 BC during the Plague of Justinian when Emperor Justinian separated well and ill individuals. In St. Louis, Missouri, shortly after the first Spanish Influenza cases were detected, authorities implemented school closures, bans on public gatherings, and other social-distancing interventions. The influenza fatality rates in St. Louis were much less than in the rest of the Country until recognized and practiced elsewhere.
- When sick, we should stay away from others. This is accepted as the best way to prevent the spread from the ill person to a well individual. Something we all too often seem to forget. If we stayed at home when sick rather than coming to work because it is just the sniffles or a cough, we would not share our germs with co-workers and prevent disease from spreading.

The four pillars of disease transmission were practiced during the Spanish Influenza pandemic and are credited with its end. One hundred years later, we seem to have forgotten how to stop the spread of contagious diseases. They may now become part of the “new” normal during cold and flu seasons in our future.



Image: Reuters



There had been a number of incidents involving cars and semi-trailers before the 1967 incident. Still, it was not until the 34-year-old Jayne Mansfield was killed on US Route 90 that the NHTAS took action to mandate a new normal, the RUPS, also known more commonly as the *Mansfield Bar* in the transportation industry. Hopefully, we will not need too many such reminders to protect others and ourselves from contagious diseases. ❄️

Mental Health & Coping with COVID-19 Stress



The COVID-19 pandemic may be stressful for people. Fear and anxiety about a new disease and what could happen can be overwhelming and cause strong emotions in adults and children. Public health actions, such as social distancing, can make people feel isolated and lonely and increase stress and anxiety. However, these actions are necessary to reduce the spread of COVID-19. Coping with stress in a healthy way will make you, the people you care about, and your community stronger!

Stress during an infectious disease outbreak impacts people differently, causing strong emotions that vary between people and day to day. These feelings can lead to:

Fear and worry about your own health and the health of your loved ones, your financial situation or job, or loss of support services you may rely on	Changes in sleep or eating patterns
Difficulty sleeping or concentrating	Worsening of chronic health problems
Worsening of mental health conditions	Increased use of tobacco, alcohol and or other substances

Taking care of your friends and family can be a stress reliever, but it should be balanced with care for yourself. Helping others cope with their stress by providing social support also makes your community stronger. During times of increased social distancing, people can still maintain connections and care for their mental health. Phone calls or video chats help you and your loved ones connect and feel less lonely or isolated.



Everyone Responds to Stress Differently

How you respond to stress during the COVID-19 pandemic can depend on your background, your social support from family or friends, your financial situation, your health and emotional background, the community you live in, and many other factors. The changes that can happen because of the COVID-19 pandemic and the ways we try to contain the spread of the virus can affect anyone. Use the Magellan Employee Assistance Program if you or your family need support.

MAGELLAN

EMPLOYEE ASSISTANCE PROGRAM



Phone: 800-229-8674

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

Self-Care During COVID-19 Stress

There are many healthy ways to help cope with the stress that can be caused by COVID-19. Since people relieve stress in different ways, it is important to try more than one solution to see what works best for you! Sometimes, it can take time for stress relief activities or practices to be effective, so stick with it and don't give up! Here are some healthy ways to cope with COVID-19 stress:

Know what to do if you are sick and concerned about COVID-19. Having a plan and understanding COVID-19 can help reduce fears of the unknown.

Know where and how to get treatment and other support services and resources, including counseling or therapy (telehealth services are a great way to accomplish this).

Take care of your emotional health! Doing so can help you think clearly and react to urgent needs more effectively and calmly protect yourself and your family.

Take breaks from watching, reading, or listening to news stories, including those on social media. Hearing about the pandemic repeatedly can be upsetting.

Take care of your body: Take deep breaths, stretch, or meditate; eat healthy, well balanced meals; exercise regularly; get plenty of sleep; avoid excessive alcohol and drug use.

Make time to unwind. Try to make time for activities that you enjoy doing and try new activities you may be interested in.

Connect with others. Talk with people you trust about your concerns and how you are feeling.

Connect with your community— or faith-based organizations. While social distancing measures are in place, consider connecting online, through social media, or by phone.



Building Entry & Symptom Screening

To protect against the spread of COVID-19 and meet notification requirements, the County has implemented new building entry measures. If you have any questions, speak to your Supervisor.

Employee Symptom Screening

The keycard reader and screening poster is a contactless screening method for employees to self-monitor for symptoms and attest that they are symptom-free and not a COVID-19 contact. BEFORE they enter a County building.

- √ A Screening Poster will be located near building, and suite entry keycard readers.
- √ The poster will advise employees of COVID-19 symptoms and circumstances when they should not to enter the workplace.
- √ By swiping their key card and entering the facility, the employee confirms and attests that they are symptom free and have NOT had close contact with a COVID-19 case.

Keycard Use

- √ All users with keycards will use their keycard every time they enter a County building, even at worksites other than their primary worksite.
Swipe the keycard reader even if the entry door is open and unlocked or automatically opens.
⇒ Some buildings have a keycard reader at main doors and into separate suites or floors. All users will swipe **both** the building **and** the department's keycard reader.
- √ If a building or work area does not have a keycard reader, a paper sign-in roster will be used.

Additional information on these sign-in sheets includes:

Will be located at the department's entry to the worksite	Employees visiting a department worksite other than their primary worksite will sign the department's sign in sheet	County subcontractors must sign the sign in sheet
The screening poster will be posted where sign in sheets are present	The screening poster will advise employees of COVID-19 symptoms and when not to enter the building	With the screening poster present, entering the facility confirms the employee attests they are symptom free

By ensuring that all County employees and contractors are using their keycards at all County sites, the County will be able to accurately track the location of COVID-19 exposures and provide prompt notice. This process is crucial for the safety of all employees!

County Launches New Notification System

As part of the County’s COVID-19 Prevention Program, a new County-wide Employee Emergency Alert System notification system is in place to notify affected staff, their authorized labor representatives, independent contractors, and other Non-County employers when a positive COVID-19 case has been identified in a work area. The County will research the dates, times, and exact locations that the individual with COVID-19 was at the worksite and issue an Emergency Alert System notification with the details.

This notification will go to all of the individuals identified through the new building entry keycard screening process and the paper screening rosters that are used in buildings without card readers. An excerpt from an example alert is shown below.

This notification lets affected individuals know that they may have been exposed to the positive case. Individuals that were identified as close contacts to the COVID-19 case will receive a separate notification and further instructions. Strict confidentiality will be maintained in these communications; the identity of the COVID-19 case and potentially exposed will never be revealed.

All recipients must read these notifications carefully and follow the instructions. Continue to self-monitor for COVID-19 symptoms and continue to work unless instructed otherwise.

If you have any questions about these notifications, please notify your Supervisor or contact Risk Management at Risk-MSafety@Riskm.cccounty.us.

Notification Information Includes:

- Details on the location and dates of the potential exposure
- COVID-19 related benefits related to sick leave and pay
- COVID-19 symptoms
- COVID-19 prevention methods
- Access to COVID-19 testing
- Facility disinfection and safety plan
- The County’s COVID-19 Prevention Plan
- The County’s anti-retaliation policy

Alert!

COVID-19 Notification

DATE

To: Employees located at **LOCATION**

From: CCC Risk Management

Re: AB 685 Notification of Potential COVID-19 Exposure

Risk Management has been notified that an employee located at **LOCATION** in the Health Services Department has COVID-19. As an immediate response to protect our workforce’s health and safety, we identified co-workers who may have been at the same worksite as the employee during the infectious period. In this case, the infectious period is **DATE PERIOD**

You are receiving this notice because you were at the same worksite during the infectious period. It does not mean that you have been exposed or that you were in close contact with the employee who was infected. According to the Centers for Disease Control and Prevention (CDC), the virus is spread primarily through respiratory droplets between people in close contact with one another, which is defined as within 6 feet for a cumulative total of 15 or more minutes during 24 hours.

If you were also in close contact with the employee infected, you will receive a separate communication from Risk Management.

Available Training in Target Solutions

IMPORTANT TRAINING DATES 2021

In-person training classes will continue to be suspended but there are plenty of safety training classes and the County's mandatory compliance classes available online at Target Solutions! Consider these safety and compliance classes:

General Coronavirus Training:

- Courses - Coronavirus 101 - What You Need to Know (Newest Version)
- Courses - Coronavirus 102 - Preparing Your Household
- Courses - Coronavirus 103 - Managing Stress and Anxiety
- Courses - Coronavirus 104 - Transitioning to a Remote Workforce
- Courses - Coronavirus 105 - Cleaning and Disinfecting Your Workplace
- CCC - COVID-19 Safety Training
- TAILGATE - CCC Emergency Evacuation Procedures during COVID-19

General Training:

- CCC Injury and Illness Prevention Program (IIPP) Training
- CCC Wildfire Smoke Safety for Employees
- CCC Driver Safety Training
- CCC Office Ergonomics Awareness Training
- CCC Emergency Evacuation Procedures - All County
- Anti-Harassment Training for All Employees (every 2 years)
- Cultural Diversity (every 3 years)
- Fire Extinguisher Safety
- Fire Prevention Safety
- Mandated Child Abuse Reporting

Supervisors are recommended to take the classes above and:

- CCC Serious Injury & Illness Reporting
- CCC Wildfire Smoke Safety for Supervisors and Managers
- Anti-Harassment Training for Supervisors and Managers (every 2 years)

Log into the Target Solutions website at www.targetsolutions.com/ccc



TRAINING TIME

...is *all* the time!

Required Trainings

Anti-Harassment for Non-Supervisory Personnel

+ https://app.targetolutions.com/tsapp/dashboard/pl_fb/index.cfm?fuseaction=c_pro_courses.showAvailableCourse&navIDs=1,10&courseid=1151458

Anti-Harassment for Supervisors and Managers

+ https://app.targetolutions.com/tsapp/dashboard/pl_fb/index.cfm?fuseaction=c_pro_courses.showAvailableCourse&navIDs=1,10&courseid=1151552

Upcoming Trainings

Implicit Bias Awareness

- Tuesday, January 26, 2021
- Thursday, January 28, 2021
- Tuesday, February 3, 2021

Implicit Bias for Supervisors and Managers

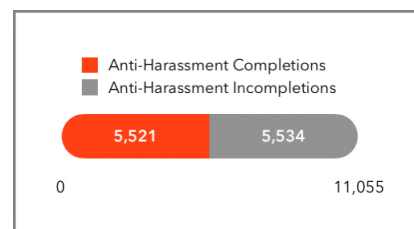
- Thursday, January 21, 2021
- Wednesday, January 27, 2021
- Wednesday, February 4, 2021

Making It Happen in 2021 — Creating and Maintaining Goals

Goodbye 2020, hello 2021! As we welcome the new year, engaging in effective planning and goal-setting can place us on track for a productive, fruitful, and enjoyable 2021. According to research on the power of goals, “people who use visuals to describe their goals are 52% more likely to love their jobs.”¹ Making goals “visual” refers to the literal presentation of goals as pictures rather than words. Helpful visuals include pictures and drawings in combination with the written goal. So, when you set your workplace goals for 2021, imagine that highly-desired project, promotion, or work-space, and accompany your written goal with a physical image to maximize your chances of meeting the goal! In addition to setting goals, the start of the new year also brings the opportunity for newfound professional growth in the area of email etiquette. When sending emails, be mindful of your use of slang and unnecessary verbiage, and try to ensure that your tone is not too relaxed. Your colleagues will appreciate your clarity in writing and your message/direction will be easier to interpret and execute!

Transitioning into the training realm, the mandatory Anti-

Harassment training **deadline was January 1, 2021**. However, we are still working to meet our goal of 11,055 completions of the training. This training must be completed by every Contra Costa County employee and contracted worker every two years. So, **if you still have not taken the Anti-Harassment training, please enroll in the training** by clicking on the appropriate link for your job position in the column on the left-hand side of this page. You will be redirected to Target Solutions, and the on-screen prompts will assist you in completing the training. For Target Solutions-related questions, please contact our support team at targetolutions@riskm.cccounty.us.



Sources:

¹ [People Who Use Visuals To Describe Their Goals Are 52% More Likely To Love Their Jobs](#)

Tips from Training Time

A Complete Guide to Goal Setting

+ <https://youtu.be/XpKvs-apvOs>

Blind Spots: Challenge Assumptions

+ <https://youtu.be/BFcfqmVah8>

7 Rules for Effective Stand-Up Meetings

+ <https://blog.gotomeeting.com/7-rules-effective-stand-meetings/>

Training Unit Contacts

Training Assistants

- Ivy Hughes
rmintern@riskm.cccounty.us
- Jovito Angat
jovito.angat@riskm.cccounty.us

Training Manager

Ron Martin

ron.martin@riskm.cccounty.us

Training Time Crossword Puzzle

Directions: Use the following County-related prompts to fill in the crossword puzzle on the next page!

Across

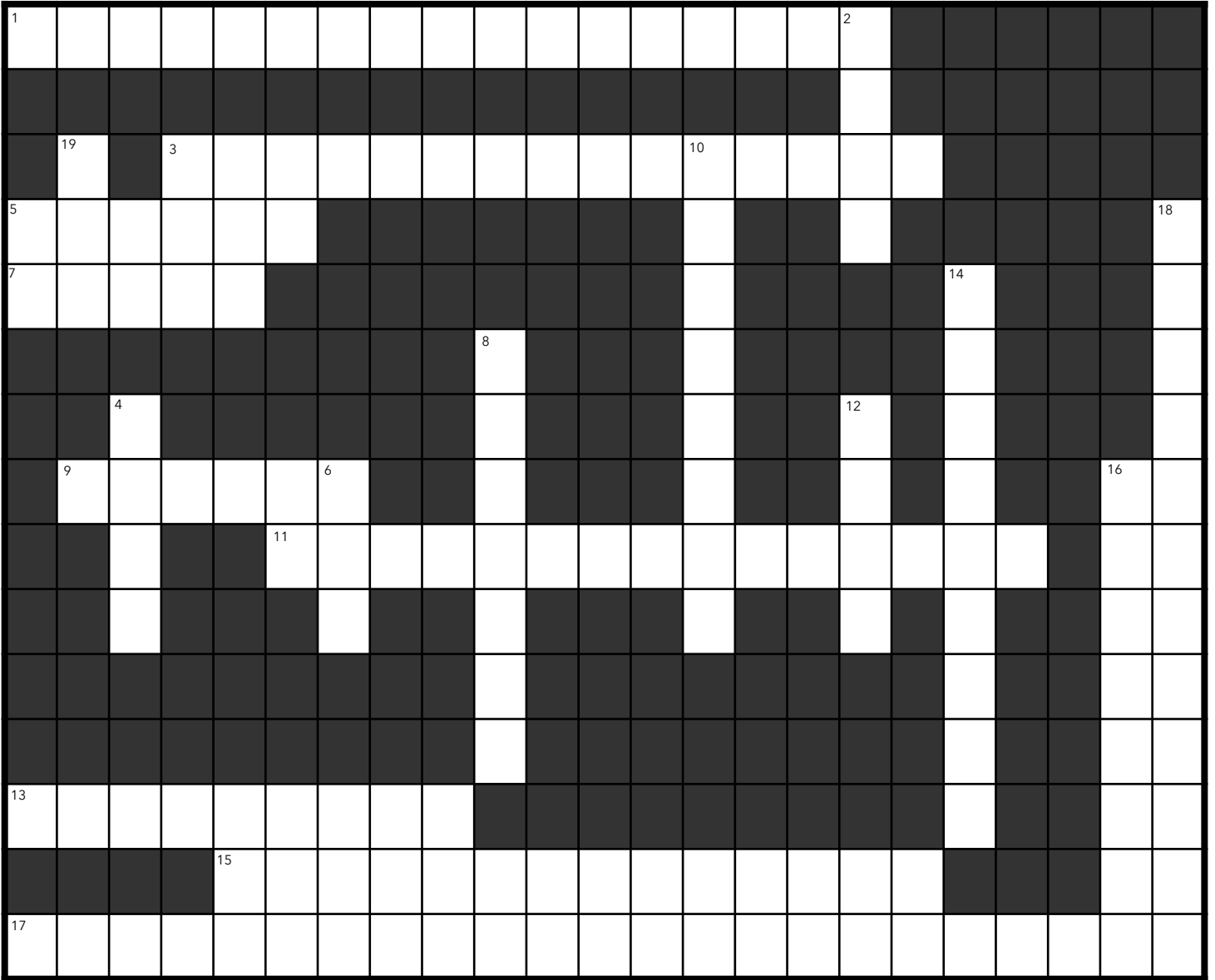
- 1 Excluding or negating a person's thoughts or feelings
- 3 eLearning platform that provides County trainings
- 5 Number of seconds you should wash your hands
- 7 Most common injury in an office environment
- 9 Security device used to enter county office or buildings (pl.)
- 11 A comment or action that often unconsciously or unintentionally expresses a prejudiced attitude
- 13 The uniqueness of individuals along the dimensions of race, ethnicity, gender, sexual orientation, etc.
- 15 Training that raises awareness about bullying, discrimination, and sexual harassment, retaliation in the work environment is _____ harassment.
- 17 County policies that supersede department policies

Down

- 2 Last name of the newly hired County Administrator
- 4 You should not touch this during the COVID pandemic
- 6 Maintain a social distance of ___ feet

- 8 Street name of the new County Administration building
- 10 Anti-harassment training needs to be completed every _____
- 12 Required facial safety device
- 14 Individuals responsible for identifying hazards in an office environment
- 16 Name of the county employee assistance program
- 18 Attitude or stereotype that affects actions and decisions in an unconscious manner
- 19 Last name of the previous County Administrator

Training Time Crossword Puzzle



(Answer key on page 15)

Fight the Fatigue!



I know, you're tired of COVID-19, you are not alone. For months, we've all had to deal with the constant threat of illness, income, and deaths all while providing community services and being denied our typical coping methods (social gatherings, eating out, going to the movies or amusement parks). It's led to a widespread emotional exhaustion that now has a name: "COVID fatigue." COVID fatigue hurts more than our mental

health. It puts our physical health at risk, too. COVID fatigue causes us to get sloppy about the precautions we know we should take (washing hands, wearing masks, maintaining physical distance). As we enter the coldest months of the year and another surge in COVID-19 cases, we can't afford to let our guard down. Here are some ways you can fight COVID-19 fatigue:

Adhere to a Routine

Take all of the steps you have in the past to maintain your safety and make them routine. When you have a routine, you don't think about it very often. Routines can help you adhere to some of the most important steps you can take to protect yourself and others from COVID-19, such as:

- Since washing your hands thoroughly and often is a large part of proper hygiene in COVID-19 protection, go straight to the sink to wash your hands every time you arrive at work and when you get home
- Forgetting your face covering when you leave the house? Try keeping clean masks or a reusable face covering in your vehicle whenever you leave

Remind Yourself

When it comes to social distancing, it can be hard, but a good rule of thumb is to remind yourself that it's just as much about the people around you as it is about you. This holds true whether at work or in your personal life. Whether you are wearing a mask, keeping at least 6 feet away from others or choosing to stay at home rather than attend or host a crowded gathering, it's about something bigger than just protecting yourself.

Remember, we are all in this together! By continuing to wear a mask, practice social distancing, and limiting interaction with others, you are not only protecting yourself, but protecting your coworkers, loved ones, and others. Know that one day in the future, this will be behind us. Continue to stay strong and remain vigilant in fighting COVID-19 until vaccinations are complete and health orders lifted.

National Radon Action Month

January is National Radon Action Month. Americans are encouraged to wear green socks for awareness! Radon is produced from a natural breakdown of uranium in soil, rock and water. Radon can enter buildings through various pathways. You can't see, smell or taste radon, and the only way to know if your home has a radon problem is to test for it. Radon is the leading cause of lung cancer deaths among nonsmokers in America.



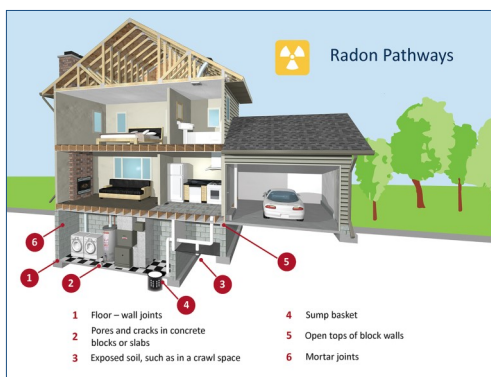
RISK MANAGEMENT
SAFETY AND
LOSS CONTROL

2530 Arnold Drive, Suite 140, Martinez
925-335-1400

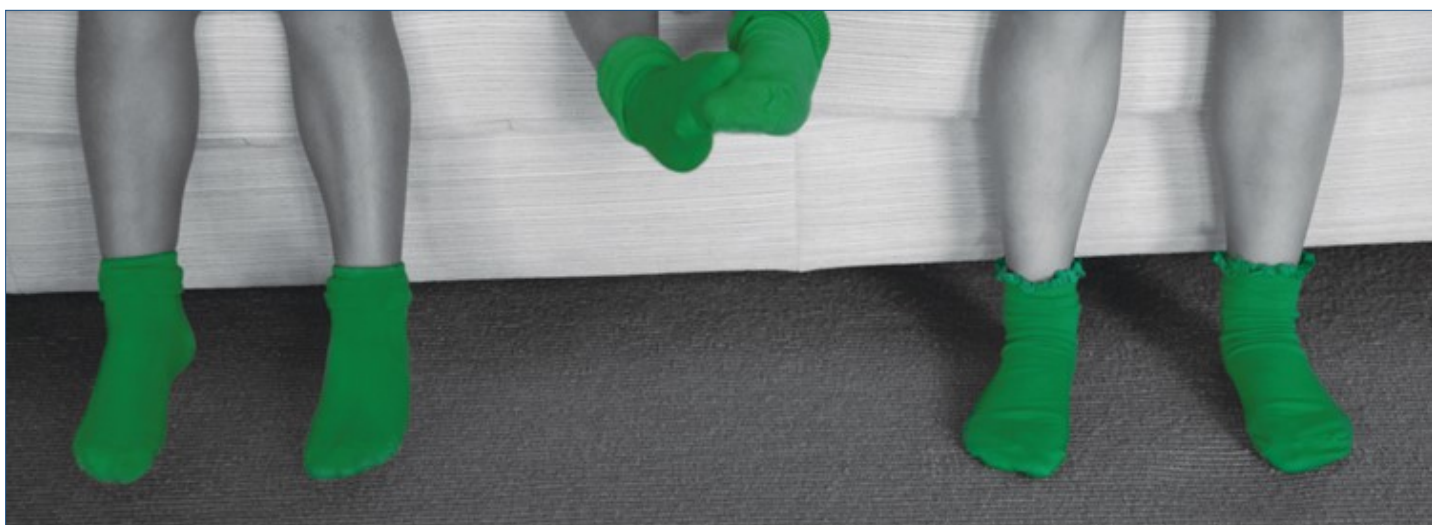
Safety Newsletter E-mail:
Norman.Wright@riskm.cccounty.us

Dedicated to
preventing
injuries and
illnesses.

**CONTACT
US!**



Test for Radon: A simple test will tell you if your home has a high radon level. Most radon tests last between 2 and 7 days. It's as easy as opening a package and putting the test kit in the right place. After mailing the test kit back for analysis, the company will send your radon test results in about 2 weeks. If a high radon level is detected, you or a contractor can make the repairs.



THE BROWN FAMILY
IS GOING
GREEN

Living green starts from the ground up. So make sure the air in your home is healthy for your children to breathe. Preserve your family's health and well-being. Test your home for radon and build radon-resistant. It's easy.

Just call 866-730-green or visit www.epa.gov/radon

