

# Contra Costa County Employee COVID-19 Chronicle



DEPARTMENT OF  
RISK MANAGEMENT  
SAFETY AND  
LOSS CONTROL

## COUNTY CARES DURING COVID-19

### Some Local Health Orders Repealed, But Keep Following COVID-19 Prevention Measures

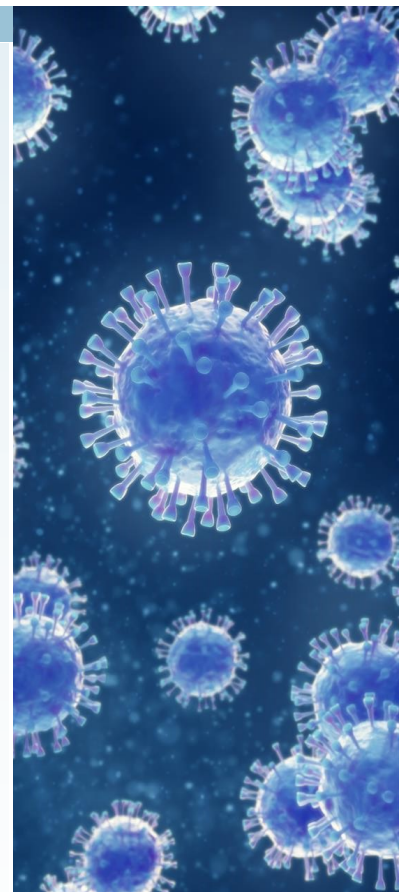
Thanks to stable and improving rates of COVID-19 cases, hospitalizations, and vaccine administration, some local health orders related to gatherings and face coverings were repealed on March 25, 2021 and deferred to the State of California Health Orders. In addition, Contra Costa County was able to move into the Orange Tier, indicating moderate spread of COVID-19, on April 7, 2021.

While these are good changes, all staff must continue to practice COVID-19 prevention measures. These include staying at least 6 feet apart and wearing a face covering at all times. Good hand hygiene, monitoring for symptoms of COVID-19, and staying home when you are sick also prevent the spread.

If you have not already been vaccinated, consider a voluntary COVID-19 vaccine. All people ages 16 and older who live or work in Contra Costa County are now eligible to receive a COVID-19 vaccine at no cost. The vaccines provide strong protection from COVID-19 and even greater protection from serious illness, hospitalization, and death. These vaccines appear to significantly reduce the spread of COVID-19. More info: <https://www.coronavirus.cchealth.org/vaccine>

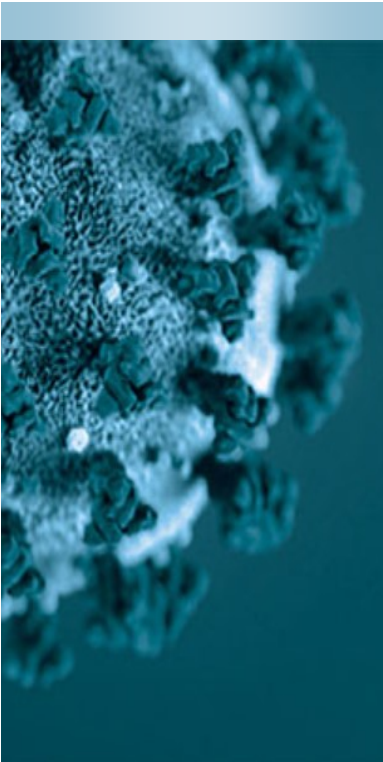
**Thank you for reading the County Cares COVID-19 Chronicle!**

If you have suggestions for content, please email Risk Management—Safety and Loss Control at [RiskmSafety@riskm.cccounty.us](mailto:RiskmSafety@riskm.cccounty.us).



#### INSIDE THIS ISSUE

- What to do after the Vaccine ..... 2
- 4 Pillars of Prevention..... 2
- Workplace Violence Prevention.. 3
- Handling the Public..... 4
- Supplemental Leave..... 6
- Health Services Updates ..... 7
- Your Support Resources..... 7



## What Can You Do After You Get the COVID-19 Vaccine?

If you are fully vaccinated (2 weeks after your second dose in a 2-dose series or 2 weeks after a single-dose vaccine), you may be able to start doing some things you haven't done since the pandemic started. This includes small gatherings indoors with other fully vaccinated people without a mask or social distancing. Some travel restrictions, testing requirements, and quarantine times will be reduced or eliminated. If you have had a contact with a positive COVID-19 case, you will not need to quarantine unless you live or work in a group setting.

Continue to [protect yourself and others](#) while in public, at work, when traveling, and when you are around unvaccinated individuals that are at increased risk of severe illness or live with someone at increased risk. Key protections include wearing your face covering, staying at least 6 feet apart from others, and avoiding crowds and poorly ventilated spaces. Avoid medium or large gatherings. Keep monitoring for [symptoms of COVID-19](#), especially if you've been around someone who is sick. If you have symptoms, [get tested](#), [stay home](#), and away from others.

**For More Information:** <https://www.coronavirus.cchealth.org/vaccine>

*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**



## Workplace Violence Prevention

As the County and the State prepare to open more fully, Departments are reviewing and updating their site specific social distancing and COVID-19 prevention protocols to comply with the elements of the County's [COVID-19 Prevention Program](https://www.insidecontracosta.org/667/4211/COVID-19-Resources) (https://www.insidecontracosta.org/667/4211/COVID-19-Resources) while they begin to expand services and open more services and facilities to the public.

The public may not be familiar with following safety and prevention protocols while receiving County services and entering County facilities, so the Office of the Sheriff has created a resource to support staff (see page 4) with actions to take for escalating behavior and potentially violent situations, including:

- Take Workplace Violence Prevention Training
- Recognize and know how to respond to the Warning Signs
- Remain aware of your surroundings and support coworkers
- Identify a safe place in the office or work area that you can go for safety if situations escalate

The County's Workplace Prevention Policy is in Administrative Bulletin 434. This policy explains how to respond to, investigate and report all workplace violence incidents (Note that Health Services has an additional Workplace Violence Prevention Plan and separate workplace violence prevention training).

If you are involved in an aggressive or threatening situation, remain calm and give the person your attention and space. Get help if you need it, keeping yourself and others safe. Don't argue with a client or attempt to force them to follow COVID-19 prevention protocols.

While every effort is made to prevent an escalating situation and resolve it with a nonviolent response, some situations can become unpredictable and volatile. If there is an emergency situation in progress, discreetly call 9-911. If the situation has already occurred, call the Non-Emergency Sheriff Dispatch number at (925) 646-2441.

Report all incidents of workplace violence to your supervisor and on the AB 434 form (Health Services report to your supervisor and use SERS or the HSD Workplace Violence Report Form). Get help with an incident if you need it; the [Employee Assistance Program](#) is available to all County employees.

### Workplace Violence

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Violent acts or threats directed to a person at work or on duty, including:

- Threats that are verbal, written or physical expressions
- Verbal assault such as yelling, swearing, insulting or bullying
- Physical assaults or other physical contact

### Warning Signs

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- Confusion
- Frustration
- Blaming
- Anger
- Hostility

### Response

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- Remain calm
- Give the person space
- Speak quietly about policy
- Don't argue
- Have an escape route

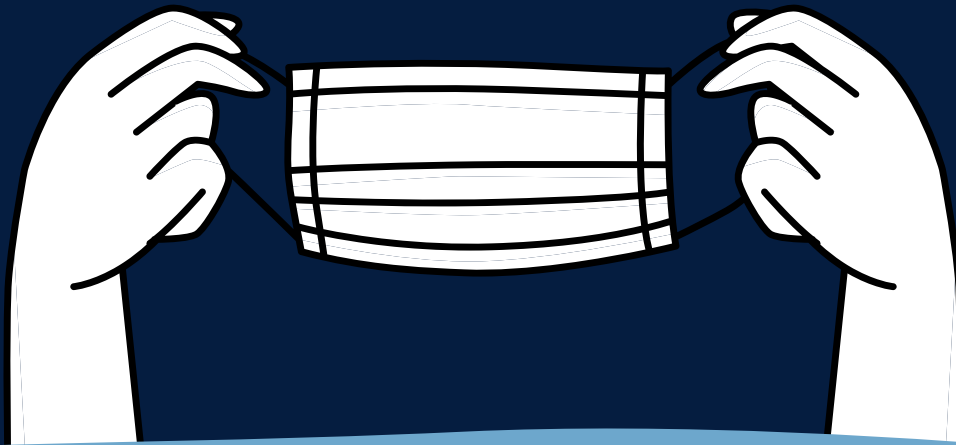
### Prevention Methods

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- Offer service options (teleservice, door service, etc.)
- Post signage about face covering, social distancing requirements, and occupancy limits throughout the workspace
- Advertise COVID-19 safety and prevention protocols on the website and in client communications
- Work as a team to encourage clients to follow safety and prevention protocols

# Best Practices for Handling the Public

*Source: Centers for Disease Control and Prevention  
www.cdc.gov*



## Do's

- ✓ Do attend all employer-provided training on how to recognize, avoid, and respond to potentially violent situations
- ✓ Do report perceived threats or acts of violence to your manager or supervisor, following any existing policies that may be in place.
- ✓ Do remain aware of and support coworkers and customers if a threatening or violent situation occurs.
- ✓ Do identify a safe area for employees to go to if they feel they are in danger (e.g., a room that locks from the inside, has a second exit route, and has a phone or silent alarm).

# Dont's

- ✘ Don't argue with a customer if they make threats or become violent. If needed, go to a safe area (ideally, a room that locks from the inside, has a second exit route, and has a phone or silent alarm).
- ✘ Don't attempt to force anyone who appears upset or violent to follow COVID-19 prevention policies or other policies or practices related to COVID-19.



## When to Call for Help?

Employees should immediately report to their manager or security if a situation escalates.

The employer should discreetly contact 9-1-1 for a situation that is in progress or contact Non-Emergency at 925-646-2441 for an incident that has already occurred.

# 2021 COVID-19 Supplemental Paid Sick Leave

Effective March 29, 2021

Covered Employees in the public or private sectors who work for employers with more than 25 employees are entitled to up to 80 hours of COVID-19 related sick leave from January 1, 2021 through September 30, 2021, immediately upon an oral or written request to their employer. If an employee took leave for the reasons below prior to March 29, 2021, the employee should make an oral or written request to the employer for payment.

**A covered employee may take leave** *if the employee is unable to work or telework for any of the following reasons:*

- Caring for Yourself: The employee is subject to quarantine or isolation period related to COVID-19 as defined by an order or guidelines of the California Department of Public Health, the federal Centers for Disease Control and Prevention, or a local health officer with jurisdiction over the workplace, has been advised by a healthcare provider to quarantine, or is experiencing COVID-19 symptoms and seeking a medical diagnosis.
- Caring for a Family Member: The covered employee is caring for a family member who is subject to a COVID-19 quarantine or isolation period or has been advised by a healthcare provider to quarantine due to COVID-19, or is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.
- Vaccine-Related: The covered employee is attending a vaccine appointment or cannot work or telework due to vaccine-related symptoms.

## **Paid Leave for Covered Employees**

- 80 hours for those considered full-time employees. Full-time firefighters may be entitled to more than 80 hours, caps below apply.
  - For part-time employees with a regular weekly schedule, the number of hours the employee is normally scheduled to work over two weeks.
  - For part-time employees with variable schedules, 14 times the average number of hours worked per day over the past 6 months.
- Rate of Pay for COVID-19 Supplemental Paid Sick Leave: Non-exempt employees must be paid the highest of the following for each hour of leave:
  - Regular rate of pay for the workweek in which leave is taken
  - State minimum wage
  - Local minimum wage
  - Average hourly pay for preceding 90 days (not including overtime pay)
- Exempt employees must be paid the same rate of pay as wages calculated for other paid leave time.

**Not to exceed \$511 per day and \$5,110 in total for 2021 COVID-19 Supplemental Paid Sick leave.**

**Retaliation or discrimination against a covered employee requesting or using COVID-19 supplemental paid sick leave is strictly prohibited.** A covered employee who experiences such retaliation or discrimination can file a claim with the Labor Commissioner's Office. Locate the office by looking at the [list of offices on our website](http://www.dir.ca.gov/dlse/DistrictOffices.htm) (<http://www.dir.ca.gov/dlse/DistrictOffices.htm>) using the alphabetical listing of cities, locations, and communities or by calling 1-833-526-4636.

This poster must be displayed where employees can easily read it. If employees do not frequent a physical workplace, it may be disseminated to employees electronically.



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## 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 and the vaccine, visit [cchealth.org](http://cchealth.org).



## Health Services Resources at Your Fingertips

Effective April 7, 2021 the County has achieved “Orange Tier” status indicating moderate transmission of COVID-19 in the community.

**MODERATE**

Some indoor business operations are open with modifications

Check out the Health Services website for updates to [available services and activities](#). Continue to follow the public health principals to stay 6 feet apart, wear a face covering, wash your hands, and stay home when sick. These efforts, plus [ongoing vaccination efforts](#) can help to stop the spread of COVID-19 and get business and services fully open to return to a more normal way of life.

**Do what you can to stop the spread!** For more information, 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>

### 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.



DEPARTMENT OF  
RISK MANAGEMENT  
SAFETY AND  
LOSS CONTROL

#### Risk Management—Safety and Loss Control

Questions, resources, or safety concerns.

[RiskMSafety@riskm.cccounty.us](mailto:RiskMSafety@riskm.cccounty.us)

(925) 335-1400