

DEPARTMENT OF
RISK MANAGEMENT
SAFETY AND
LOSS CONTROL

COVID-19 Prevention Program Contra Costa County

Revised May 10, 2021

Living document updated as circumstances change. This Program supersedes the March 23, 2021 Program and takes the place of the Exposure Guidelines dated November 2, 2020.

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Approval

This program has been reviewed and approved by the Assistant Risk Manager – Safety and Loss Control.



Norman Wright

May 10, 2021

Date

Scope

Contra Costa County (County) has developed this COVID-19 Prevention Program (Program) in accordance with Title 8 California Code of Regulations (CCR) Section (§) 3205 COVID-19 Prevention to protect employee health during the COVID-19 pandemic.

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.

The County will continue to actively monitor and communicate COVID-19 risk, community spread, regulatory requirements, and best practices to protect the health and safety of all employees, contractors, and clients.

This program is based on applicable health orders and guidance from Health Services. The content is based on references from the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), the Division of Occupational Safety and Health (Cal/OSHA), the California Department of Public Health (CDPH), the [California Blueprint for a Safer Economy](#), [CDPH Essential Workforce Guidance](#), other technical guidance sources, and additional laws and regulations related to COVID-19.

Each department has unique operations and will be required to review employee work tasks, locations, and potential COVID-19 exposures to develop department-specific procedures and to maintain records as required by this program to reduce employee exposures to COVID-19.

Exceptions

The following County workplaces and operations are exempt from this program:

- Facilities with one employee who do not have contact with other persons
- Employees working from home
- Employees covered by Title 8 CCR §5199 Aerosol Transmissible Disease (ATD). Note that ancillary and administrative employees not included in Departmental ATD Programs are included in this Program
- Emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations are exempt from the Employer Provided Housing requirements in Title 8 CCR §3205.3 because the County is a government entity.
- Emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations are exempt from the Employer-Provided Transportation To and From Work requirements in Title 8 CCR §3205.4.

Program Navigation

Program Location

The most current version of this Program resides on the Risk Management [intranet site](https://www.insidecontracosta.org/667/4211/COVID-19-Resources).
[<https://www.insidecontracosta.org/667/4211/COVID-19-Resources>]

If access to intranet-linked documents is unavailable, please email RiskMSafety@riskm.cccounty.us or call (925) 335-1400 and request a copy of the desired document.

COVID-19 Prevention Program Hot Spot

Real-time updates to language and procedures related to this Program and between revised versions will be placed on the Risk Management “**COVID-19 Prevention Program**” page located 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.
- Definitions related to this program are included as [Attachment 2](#).
- Check the [Revision History in Attachment 14](#) for a list of changes in each document version date.
- Additional **links in the text** lead to topics within the document, intranet sites, and outside websites.

Resource Directory

- A **Frequently Asked Questions (FAQ)** resource for this Program can be found on the Risk Management [intranet site](#).
- Email for **questions and resources** related to this Program to Risk Management Safety and Loss Control: RiskMSafety@riskm.cccounty.us.
- **Email to Report COVID-19 Cases** to Risk Management Worker’s Compensation Unit: RepEECOVID@riskm.cccounty.us using [this form](#).
- **Resource Directory (Table 1, Next Page)** for contact information on supplies and services related to COVID-19 prevention.

Table 1: Resource Directory

Resource	Purpose	Contact Information
Department Operations Center – Logistics	Ordering sanitizer, disinfectants, and PPE when unavailable through normal purchasing routes	doc.logistics@cchealth.org
Hospital and Health Centers Infection Prevention and Control	Department Supervisors with exposure and medical questions	InfectionPreventionAndControlProgram@cchealth.org Pager at (925) 346-4122
Public Health Division Contact Tracing Unit	Report COVID-19 employee cases Supervisors with exposure and medical questions	covid.business.tracing@cchealth.org
Public Works Custodial Services	Hand sanitizer and disinfectant sprays, disinfection services, extra cleaning services	Custodial Services Manager, Derrick West at Derrick.West@pw.cccounty.us (925) 313-7052 or (925) 930-3698 after hours
Public Works Print and Mail Services	Order printed safety signage and window or mirror clings	graphics@pw.cccounty.us
Risk Management Safety and Loss Control	Questions, resources, or safety concerns	RiskMSafety@riskm.cccounty.us (925) 335-1400

References

References for regulations, guidelines, programs, and policies related to this program can be found in [Attachment 1: References](#).

Responsibilities

County Administrator's Office

The County Administrator's Office (CAO) is responsible for ensuring Department Management provides adequate resources to effectively implement and maintain the County's safety compliance programs including this program.

Department Head

- Actively supports the directives provided in this Program.
- Provides adequate funding and resources to enable employees to comply with this program.
- Ensures appropriate Department Personnel Contact, site manager, or supervisor maintains screening questions, facility sign-in sheets, and other pandemic-related documents in a temporary COVID-19 file.

Departmental Personnel Contacts

- Receives and collates COVID-19 case reports from First Line Supervisors within their Department.
- Conducts contact tracing activities when a COVID-19 case is reported within the Department.
- Immediately reports all COVID-19 cases from County employees, independent contractors, and Non-County employers to:
 - Risk Management:
 - For all COVID-19 cases, complete the [COVID-19 Positive Test Report Form](#) and immediately forward it via email to RepEECOVID@riskm.cccounty.us or via eFAX at (925) 316-1308.
NOTE: Notifications of positive cases must be made within 1 business day of Department knowledge, so these reports must be submitted to Risk Management immediately upon Department knowledge.
 - In addition to completing the [Report Form](#) above, for industrial (work-related) COVID-19 cases provide the employee with the DWC-1 Form by First Class mail and complete the Supervisor's First Report of Injury (AK-30) and send the claim to the Workers' Compensation Unit in Risk Management within 24 hours of Department knowledge.
 - Health Services Contact Tracing:
 - Follow the steps in the CC Health [guidance](#) for businesses
 - Complete the [California Connected SPOT Business Intake Form](#).
 - Independent Contractors, Volunteers, and Other Employers in the affected workplace.

- Determines when the number of reported COVID-19 cases creates an outbreak (3 cases within 14 days) or a major outbreak (20 cases within 30 days).
- Reports within 48 hours to Public Health and Risk Management when COVID-19 cases have created an outbreak or major outbreak at a workplace.
- Coordinates COVID-19 testing when required due to outbreak conditions, or delegates coordination to Supervisor when appropriate.
- Works with designated site managers or supervisors to gather site attendance information from screening methods for the purposes of reporting COVID-19 cases.
- Maintains records of numbers of employees assigned at each workplace.
- Maintains health information privacy when gathering information about symptoms, COVID-19 cases, contact tracing, and screening.
- Coordinates employee leave and resumption of work duties for COVID-19 cases and identified contacts.
- Provides information on benefits to which employees are entitled when they have been identified as having a potential COVID-19 exposure in the workplace.
- Confers with Human Resources to address accommodation requests or concerns.
- Provides staff with information on the [Employee Assistance Program](#).

Departmental Safety Coordinators

- Establishes department-specific social distancing protocols, procedures, and updates safety programs in accordance with the guidance provided in this document. Departments may contact riskmsafety@riskm.cccounty 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.
- Coordinates or provides and [documents](#) training to all staff on site-specific and task-specific COVID-19 prevention and social distancing protocols.
- Ensures all staff take the Risk Management COVID-19 Safety Training through the available safety topic in [Attachment 13](#) topic or on Target Solutions with knowledge checks.
- Conducts screening activities at the entrances to Department buildings or work areas in accordance with this document or departmental- or site-specific requirements for screening.
- Works with Building Wardens and Building Managers to coordinate screening activities:
 - In single-tenant buildings, determining locations to post screening protocols.
 - In multi-tenant buildings, posting of screening protocols addressing at the common facility entrances and communicating the posting locations with the other County occupants.

First Line Supervisors

- Immediately reports all COVID-19 cases of County employees, independent contractors, and Non-County employers to their Departmental Personnel Contact.
- Immediately relays COVID-19 case notifications to affected independent contractors and other employers present in their workplace.
- When appropriate, and delegated by the Departmental Personnel Contact, coordinates COVID-19 testing when required due to outbreak conditions.
- Works with Departmental Personnel Contact to assist with contact tracing activities when COVID-19 cases occur.
- Reviews and documents workgroups/tasks/sites likely to be impacted by COVID-19 exposures, if not already completed.
- Communicates social distancing protocol with staff and visitors including cough etiquette, good hand hygiene, maintaining six feet of social distance, and wearing a face covering.
- Ensures that staff and visitors are following these social distancing, safety, and prevention strategies.
- Monitors prevention strategies for effectiveness and makes corrections where needed.
- Performs periodic assessments of the worksite and work practices to ensure compliance.
- Monitors the workspace for adequate disinfection supplies and re-stocks before they are depleted.
- Ensures new employees are provided with a face covering.
- Takes 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 COVID-19 Prevention Program Form, Attachment 4](#).
- Trains staff on this Program and department-specific protocols and documents it on a [training roster](#).
- Allows staff the time to perform cleaning practices and screening activities.
- Responds to staff concerns about this Program and exposures.
- Provides or makes available this Program to staff.
- Knows and follows response procedures if employees report they are ill and instructs the employee to stay home.
- Requests contractor/vendor COVID-19 prevention protocols for review prior to starting work.
- Where applicable, provides contractors and vendors with this program and site-specific social distancing protocols and requires contractors to follow them unless their protocol is more stringent.
- Keeps copies of any shared programs at each job site.

Employees

- Continuously self-monitor for [symptoms, even if you are vaccinated](#), and especially before going to work.
- Remove yourself from work and stay at home if you develop [symptoms](#).
- Promptly notify your supervisor if you develop symptoms or illness and inform them you are following precautions due to possible COVID-19.
- If instructed to do so, observe [Public Health Instructions for Quarantine, Home Isolation and Awaiting Test Results](#). 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.
- Complete facility pre-entry screening procedures.
- Use electronic key card systems or complete paper sign-in sheets to register entry into any County facility (owned or leased).
- Follow social distancing protocols and prevention strategies of cough etiquette, good hand hygiene, and wearing a face covering.
- 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.
- Read and follow the COVID-19 Prevention Program and procedures including [symptom monitoring](#), [resuming work](#), [wearing face coverings](#), [social distancing protocols](#) and additional [preventive actions](#).
- Read and follow the workplace safety protocols for your assigned work location(s).
- Participate in safety trainings for new protocols and job procedures.
- Report the need to re-stock disinfection materials before they are depleted.
- Report safety concerns or suggestions to your supervisor
- Ask your supervisor if you have questions or need clarification with regard to this document and site-specific protocols.
- Stay informed about COVID-19 safety information and local and state Health Orders using:
 - The Health Services [website](https://www.coronavirus.cchealth.org/) (<https://www.coronavirus.cchealth.org/>)
 - The Risk Management [intranet site](https://www.insidecontracosta.org/667/4211/COVID-19-Resources) (<https://www.insidecontracosta.org/667/4211/COVID-19-Resources>)
 - Reading the County Cares COVID-19 Chronicle
 - The State of California COVID-19 [website](https://covid19.ca.gov/) (<https://covid19.ca.gov/>).

County Health Officer

Provides technical guidance on COVID-19 prevention to departments upon request.

Director of Public Health

Coordinates the Hazardous Materials and Environmental Health Divisions of the Health Services Department to support County sites and workgroups with implementing this Program upon request.

EOC Logistics, contacted by emailing eoc.logistics@cccoes.us, assists departments with procuring cleaning and disinfection materials, hand sanitizer, and personal protective equipment if they cannot be obtained through conventional means.

Public Health Contact Tracing, through the CC Health website, provides [COVID-19 resources for businesses](#) that can assist County Departments, including the following guidance for reviewing and reporting suspected or confirmed cases of COVID-19.

- Review the steps in the CC Health [guidance](#) for businesses.
- Complete the [Connected California SPOT Business Intake Form](#) to report COVID-19 cases.
- For any questions, contact via email at covid.business.tracing@cchealth.org.

Department of Risk Management

Safety and Loss Control

- Monitors pandemic conditions, health order conditions, local, state, and federal guidelines, and best practices for COVID-19 prevention.
- Collaborates with Public Health, Occupational Health, Human Resources, Labor Relations, and County Counsel to update this Program as conditions change.
- Coordinates this program and communicates updates to all departmental Safety Coordinators.
- Sends notifications of potential COVID-19 exposures within one business day to affected employees.
- In the event of an outbreak or major outbreak, sends notifications of available no cost COVID-19 testing during work hours to affected employees.
- Assists departments with technical safety issues, COVID-19 program implementation, incident investigations, and corrective action plans, upon request.
- Assists Departments with developing or reviewing updated job hazard analyses for tasks and procedures that require updates related to COVID-19 prevention and social distancing requirements.
- Develops and provides periodic training on this program's COVID-19 prevention strategies and procedures to departmental contacts.
- Develops and provides County-wide training on COVID-19 Safety and Prevention hosted on Target Solutions and maintains records of training completions.

- Creates and distributes the “County Cares” employee COVID-19 Safety communication on a periodic basis, maintaining copies on the [Risk Management intranet site](#).
- Maintains documents and guidelines related to this program on the Risk Management Intranet site.
- Reviews and maintains records of all COVID-19 site assessments and social distancing protocols.
- Conducts a periodic review of this program.

Worker’s Compensation Unit

- Monitors and records department-reported COVID-19 cases and facility/site outbreak potential, including calculating the highest count of employee occupants in buildings.

Human Resources or Departmental Personnel Unit

- Provide assistance and guidance on County benefits, leave, and labor policies related to this Program.
- Information on leave benefits is maintained on the Human Resources [intranet](#) page (COVID-19 Employee Leave Information Intranet Site at <http://insidecontracosta.org/663/COVID-Employee-Leave>).
- Accommodate employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.

Labor Relations

- Sends notifications of potential COVID-19 exposures within one business day to the authorized representatives of employees who may have had an exposure.

Public Works Department

Custodial Services

- Maintains county buildings with cleaning of high-touch surfaces on at least a daily basis.
- Provides disinfection services when COVID-19 cases are identified.
- Provides hand sanitizers and cleaning sprays to facilities when requested.

Facilities Maintenance

- Maintain a building inventory with heating, ventilation and air conditioning (HVAC) specifications and provide information to departments upon request.
- Respond to building HVAC adjustments or instructions from departments (Contact is (925) 313-7052; afterhours is (925) 977-4316).
- Complete work orders to install barriers, move workstations, or signage to implement social distancing protocols.
- Provides building occupancy information to Risk Management for reporting and notification purposes.

Real Estate Services

- Maintain a building inventory of leased buildings with HVAC specifications and provide information to departments upon request.
- Coordinate building HVAC adjustments or instructions from departments (Contact is (925) 957-2467).
- Monitors COVID-19 case notifications for leased buildings and forward notifications to building property management contacts to notify their affected staff.

Fleet Services

- Maintain an inventory of air filtration capabilities in County vehicles used for transport and provide this information to departments upon request. (Contact is (925) 313-7071).
- Communicate to departments the air filtration capabilities of the vehicles that are assigned for their use.

Independent Contractors, Other Non-County Employers, and Volunteers

- Comply with this Program, including:
 - Face covering and social distancing protocols.
 - Symptom screening and occupancy screening steps by using electronic key card readers or paper sign-in methods at facility entrances AND the entrances to suites and floors.
- Notify their County point of contact (at least at the Supervisor level) of a COVID-19 case or screening outcome and take appropriate action to stay out or remove themselves from the workplace. Information to be provided to the County employee contact includes:
 - Dates onsite at a County worksite during the infectious period.
 - Date of symptom onset.
 - Date of positive COVID-19 test.
 - The name of the individual will **not** be supplied in the communication for confidentiality purposes.

Visitors

Are expected to adhere to social distancing and face-covering requirements while in County facilities and within proximity of County employees in the course of conducting County business.

Program Topics

Identification, Evaluation, and Correction of COVID-19 Hazards

The following sources will be used to identify and evaluate potential COVID-19 hazards:

- Periodic COVID-19 worksite assessments
- Conducting workplace and work task-specific job hazard analyses
- Investigating all COVID-19 cases in the workplace
- Evaluating information, complaints, and suggestions provided by employees

Workplace Assessments

The County conducts work task and facility safety assessments, including the use of a COVID-19 Assessment Checklist ([Attachment 3](#)) that Departments and Risk Management use for evaluating and documenting worksite controls and safe work practices.

Risk Management's COVID-19 Building Assessment process includes evaluation of the building physical layout, custodial cleaning schedule, maintenance, and the heating, ventilation and air conditioning systems (HVAC).

Workplace and Work Task-Specific Hazards

All departments, divisions, units, or specific worksites are required to evaluate their facilities, work sites, and work practices and document* the hazard controls in place to prevent COVID-19 exposures. COVID-19 exposure prevention can be achieved using a variety of methods as described in the Re-Opening Protocols ([Attachment 5](#)) and the California State [Essential Workforce Guidelines](#).

Departments will develop and document social distancing protocols and other COVID-19 prevention methods. These protocols will be documented using departmental document formats or the Social Distancing Protocol Template ([Attachment 4](#)). Note that Health Order Appendix A no longer needs to be posted at the workplace.

In addition, all departments, divisions, or units will review job classifications, interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards. These evaluations are documented on the Job Hazard Analysis Form available in the [County's Injury and Illness Prevention Program \(IIPP\)](#). Risk Management is available to assist departments with these required program elements, including job hazard assessments.

Correction of COVID-19 Hazards

Worksites, facilities, hazard analyses, and work practices are periodically reviewed and inspected for changes and applicable social distancing protocols are updated as pandemic conditions change.

Departments will monitor COVID-19 exposures and the effectiveness of their prevention methods and implement corrections where needed. Corrective actions and updated procedures will be documented in social distancing protocols, additional COVID-19 site assessments, or job hazard analyses.

Control of COVID-19 Hazards

The County implements COVID-19 safety protocols and prevention methods using the hierarchy of controls: implementing engineering controls first, adding administrative controls, and, as a last level of safety protection, adopting the use of personal protective equipment controls.

Engineering Controls

Facility Layout

Facility workstations, shared spaces such as breakrooms and training rooms, and public counters are reviewed and adjusted to ensure individuals can maintain a social distance of at least six feet.

[Attachment 6](#) contains Social Distancing Floor Plan examples.

Barriers

Through the COVID-19 Assessment process, barrier installations have been identified for public service counters and where it is not possible to maintain six feet of physical distancing between workstations.

Ventilation

All County-owned buildings with compatible ventilation systems are equipped with minimum efficiency reporting value (MERV)-13 filters or higher, which are inspected and changed on a quarterly basis. For leased buildings and County-owned buildings that do not have MERV-13 compatible ventilation systems, building occupancy levels and safe work practices such as keeping face coverings in place at all times, eating outdoors, and limited occupancy levels are implemented and documented in the COVID-19 Assessment Report process to reduce COVID-19 transmission risk.

Buildings with mechanical or natural ventilation, or both, will maximize the quantity of outside air to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

Administrative Controls

Remote Working

Telework or other remote work arrangements and services, when allowed by business need, reduce the occupancy in facilities and ensure social distancing measures for COVID-19 prevention.

Universal Precautions

All county employees are encouraged to practice universal precautions and treat all individuals as potentially infectious, regardless of symptoms or negative COVID-19 test results, to prevent COVID-19 exposures, including:

- Practicing proper cough and hand hygiene.
- Maintaining social distance of six feet at all times.
- Always wearing a face covering.
- Completing symptom screening and building entry steps.
- Disinfecting work surfaces, shared equipment, and tools periodically and before use by another individual.

Physical Distancing

Employees will be separated from other persons by at least six feet of social distancing except for momentary encounters while individuals are in movement. These social distancing protocols will be documented and include, but are not limited to, the following strategies:

- Reducing the number of persons in an area at one time, including visitors
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel
- Staggered arrival, departure, work, and break times
- Adjusted work processes or procedures

When it is not possible to maintain a distance of at least six feet, the work practice or location will be evaluated to determine if it is necessary to continue and what additional safe work practices can be implemented to prevent COVID-19 exposures.

Building Entry and Screening

All County employees will self-monitor for symptoms before each work shift and prior to entering the worksite or facility. Screening procedures are used by employees to conduct a self-assessment for symptoms related to COVID-19 or if they are a close contact of a COVID-19 case and need to take appropriate action. Employees experiencing symptoms must stay out of the workplace or leave the workplace immediately if they occur during the work shift.

Screening for symptoms of COVID-19 is an important and required process that prevents sick individuals from entering or remaining in the workplace. To comply with regulatory reporting requirements and to aid Risk Management in calculating facility occupancy numbers, screening will be conducted by all employees and contractors at building or facility entrances.

- Departments may implement additional methods of screening and attestations for symptoms.
- Departments will document their screening systems in their social distancing protocols and train staff on the use of the screening tools.
- All County employees will participate in screening activities prior to entry to a County facility.
- Staff are on work time when completing facility screening activities.
- County inside service providers will conduct screening activities at the beginning of their work shifts at their assigned locations and will participate in screening activities any time they enter a County facility for service.
- For vendors and contractors conducting deliveries or performing quick transactions that require them to be onsite for less than 15 minutes, the attestation and sign-in requirement is not in effect but may be implemented if departmental procedures require it.
- Screening measures should:
 - Not create a bottleneck for facility entry; lines to complete the screening should maintain social distance of at least six feet.
 - Have disinfection methods readily available such as hand sanitizer, disinfectant wipes, or separate “clean” and “used” pen holders.

The [COVID-19 Building Entry and Symptom Screening Poster \(Attachment 7\)](#) provides uniform screening questions for facility entrants.

- The Screening Poster will be posted at facility entrances and above all key card portals.
- For paper sign-in methods using [Sign-in Sheets \(Attachment 7\)](#) the COVID-19 Building Entry and Symptom [Screening Poster](#) should be placed near the sign-in sheet.
- Departments should be prepared to work with Risk Management to conduct contact tracing activities and calculate building occupancy for COVID-19 reporting and SB 1159 purposes.
- The building entry procedure was distributed in a County Mail Broadcast On November 25, 2020 and is available on the Risk Management intranet site: <http://insidecontracosta.org/DocumentCenter/View/6707/COVID-19-Building-Entry-and-Symptom-Screening-12-01-2020>.
- Building entry points:

- Buildings equipped with electronic key card readers use a required card-swipe procedure for all employees and contractors with electronic key cards to swipe in at building entrances.
- Buildings not equipped with electronic key card systems use individual division or suite [paper sign-in sheets](#).
- At some facilities, employees and contractors may need to key card swipe or sign-in at multiple points to accomplish both the symptom screening and to establish facility occupancy. For example, key card swipe at the facility entrance AND at the suite or floor entrance.

Due to business need, some County facilities such as the hospital, health centers, and detention centers implement temperature screening at facility entrances. Where temperature screening is implemented:

- Non-contact thermometers will be used.
- The staff conducting the screening will use an N95 respirator that they are authorized to wear in accordance with the County's Respiratory Protection Program and Title 8 CCR § 5144, in addition to other PPE provided by the associated Department (See [Attachment 9](#)).

Cleaning and Disinfection

The County maintains all work sites in a sanitary fashion by cleaning high-touch surfaces frequently and arranging for disinfection services when a COVID-19 case is identified. Cleaning and disinfectant materials are included on the [EPA List N](#), proven effective for COVID-19, and safe for use. Cleaning and disinfection protocols, materials, and the methods for ordering re-supply are documented by each Department.

All facilities and employees are provided with handwashing facilities, hand sanitizer*, cleaning supplies, personal protective equipment, and the time they need to perform hand hygiene, disinfect work surfaces, equipment, and tools periodically and between users.

***NOTE** – Hand sanitizers with methyl alcohol are not approved for use.

Cleaning and disinfection requirements and recommendations are included as a step in the COVID-19 case response and outlined in [Attachment 8](#).

Vehicle Transport

Vehicle transportation poses a social distancing and ventilation challenge when occupants that do not share the same household must ride in the same vehicle. To protect vehicle drivers and occupants, the County has developed the following protocols:

- Drivers should avoid carpooling with coworkers unless they are in the same household.
- When drivers are alone in a personal or assigned vehicle, they do not need to wear a face covering.

- Departments will implement procedures to reduce or eliminate the use of shared transportation to and from the worksite where possible.
- When shared vehicles must be used by two County employees for business purposes, departments will document and implement COVID-19 prevention methods in this program.
- For assistance with department-specific transport procedures and controls, contact Risk Management.
- Pool vehicles shared between users:
 - Sharing of vehicles shall be minimized to the extent feasible.
 - High-touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.
 - 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 during use is encouraged by using the air conditioner on the fresh air setting or keeping windows open.
- When County employees transport clients, they will implement universal precautions as if the passenger(s) is a COVID-19 case.
 - Follow the vehicle transport procedures prescribed under department aerosol transmissible disease programs ([Cal/OSHA Title 8 §5199\(c\)\(5\)\(C\)](#)) including the following general steps:
 - Place the passenger in the back seat.
 - Have the passenger wear a face covering.
 - 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 employees may be seated in the front seat and both shall wear authorized N95 respirators.
 - The vehicle air conditioning controls should be set to normal air flow and fresh outside air, not re-circulate.
 - Windows can be open partly or completely.
- Disinfecting vehicles between users includes:
 - Sanitizing materials for the surfaces and hands shall be provided.
 - Driver and passenger(s) shall sanitize their hands before entering and exiting the vehicle.
 - Disinfecting high-contact surfaces such as door handles, seatbelt buckles, armrests, etc. that passengers may use.
 - Disinfecting high-contact surfaces such as the steering wheel, armrests, seatbelt buckles, door handles, and shifter that the driver may use.

- Exceptions to these vehicle protocols:
 - Does not apply if the driver and all passengers are from the same household outside of work, such as family members.
 - Does not apply to transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations.
 - Windows do not have to be kept open for vehicle transport to and from the worksite if one or more of the following conditions exist:
 - The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
 - The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
 - Protection is needed from weather conditions, such as rain or snow.
 - The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Workplace Violence Prevention Associated with COVID-19 Program

Departments should evaluate and develop strategies to limit violence towards County workers that may occur when implementing policies and practices designed to minimize the spread of COVID-19 among staff, clients, and visitors. Workplace violence prevention resources include the following:

- The County’s [Workplace Violence Prevention Policy and Report Form, Administrative Bulletin 434](#).
- [CDC recommended strategies](#) for workplace violence prevention..
- A Workplace Violence [Do’s and Don’ts](#) sign available on the CDC website, on the Risk Management intranet, and in the posters listed in [Attachment 10](#).
- The Office of the Sheriff has also issued a guidance document “[COVID-19 Best Practices for Handling the Public](#)” that includes a non-emergency Sheriff contact phone number.

Personal Protective Equipment

The options for implementing engineering controls, administrative controls, and personal protective equipment (PPE) including gloves, eye and face protection, and respiratory protection are documented in [Attachment 9](#).

County employees and contractors are prohibited from sharing personal protective equipment and, to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing shall be minimized, and such items and equipment shall be disinfected between uses by different people.

Face Coverings, Surgical Masks, and N95 Respiratory Protection

Face-covering requirements, safe use and care, and exemptions are discussed extensively in [Attachment 9](#). Face-covering requirement posters are included in [Attachment 10](#) and posted at worksites, and used to communicate to employees, contractors, and the public the County's requirement to wear a face covering in the workplace.

In April 2020, the County provided every employee with two (2) cotton face coverings. Departments, where indicated, may provide additional face coverings for employee and public use. New employees are provided with face coverings upon hire. Supervisors will ensure that face coverings worn by employees are clean and undamaged.

When employees are exempted from wearing a face covering, a face shield with a drape, or respiratory protection due to a medical condition, mental health condition, or disability, they will maintain at least six feet apart from all other persons and will take a COVID-19 test twice a week, providing proof of negative results to their Supervisor. COVID-19 testing will not be used as an alternative to face coverings.

The County has established a procedure to minimize employee exposure to COVID-19 hazards originating from any person not wearing a face covering, including a member of the public.

- Where there is employee non-compliance with face-covering requirements, the County has implemented a procedure to provide a [Notice of Non-Compliance With COVID-19 Prevention Program Form](#) to inform the employee of the requirements and document the incident, including the directive to leave the workplace and take personal leave until face covering compliance is maintained. ([Attachment 4](#))
- When the public interacts with County employees, the face covering requirement is communicated prior to the appointment, entry to facility, and during the interaction. If the member of the public refuses to wear a face covering, County employees will distance themselves, disengage with the contact, and ask the member of the public to leave the facility or worksite.
- Departments will develop alternate service options such as self-services, telephone or video service and offer to the public refusing or unable to wear a face covering.
- Where employees must engage with members of the public not wearing a face covering, additional control measures will be implemented, including appropriate personal protective equipment and respiratory protection in accordance with Title 8 CCR §5144 and as outlined in the procedures described in [Attachment 9](#).

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. Contact Risk Management for assistance with other PPE evaluation and implementation protocols.

Investigating, Responding, and Reporting COVID-19 Cases

The County has developed comprehensive investigation, response, and reporting protocols and tools for COVID-19 cases and exposures in the workplace to reduce the risk of transmission of COVID-19.

Identifying COVID-19 Cases

COVID-19 Symptoms

During the COVID-19 pandemic 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

Notification of a COVID-19 Case

The County may receive information COVID-19 cases in several ways:

- From an employee that is sick or receives a COVID-19 test. These employees are advised to notify their supervisor of their condition or test result with the assurance of confidentiality.
- From an employee that is identified through contact tracing as a “close contact” with a COVID-19 individual. These employees are advised to notify their supervisor with the assurance of confidentiality.
- From an independent contractor or from Non-County employers.
- **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.

Reporting, Recordkeeping, and Access

The County will report COVID-19 cases in the workplace following the reporting procedures listed in [Attachment 11](#). A checklist has also been developed as an assistance tool for tracking these procedures and is included in [Attachment 11](#).

The Department of Risk Management will maintain confidential records of all COVID-19 cases, with the employee’s name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and

the date of a positive COVID-19 test. Medical information shall be kept confidential. The information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Exclusion of COVID-19 Cases

The County will ensure that COVID-19 cases and individuals with COVID-19 exposures are excluded from the workplace. All individuals that are identified as COVID-19 cases or exposures will review the County [Decision Tree](#) scenarios with their Departmental Personnel Contact and complete the appropriate isolation and quarantine times ([Attachment 12](#)).

Denying Facility Entrance Based on Screening Results

- Employees that report positive COVID-19 test results, symptoms, or that they are a close 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 by the Department.

Isolation

Isolation is the period when sick, symptomatic, or positive test individuals must stay home, out of the workplace, and away from others. Isolation time periods are:

- The employee is symptomatic and positive – the employee must isolate for 10 days after symptoms begin.
 - If there has been no fever for 24 hours and the employee is symptom free on the 10th day, they may resume work.
 - If the symptoms persist, the employee will remain isolated until 24 hours after their fever ends and their symptoms resolve.
- The employee is symptomatic and negative – the employee should remain home and out of the workplace until they feel better.
- The employee takes a test for asymptomatic surveillance and it is positive:
 - Isolate for 10 days after the test was performed and monitor for symptoms.
 - If the symptoms persist, the employee will remain isolated until 24 hours after their fever ends and their symptoms resolve.
- The employee takes a test for asymptomatic surveillance and it is negative:
 - The employee can continue working and monitoring for symptoms

Quarantine

Quarantine is the period when individuals that have had close contact with a COVID-19 case must stay home, out of the workplace, and away from others.

- Employees with a COVID-19 close contact exposure that they do not live with will be excluded from the workplace for the following time periods:
 - Quarantine for 10 days
 - If a Detention Facility worker, quarantine for 14 days
 - Employees are encouraged to get a COVID-19 test between seven and 10 days after the exposure event.
- Employees with a COVID-19 close contact exposure that they live with will be excluded from the workplace for the following time periods:
 - Quarantine for 10 days if they can successfully isolate from the household member.
 - If they cannot successfully isolate from the household member, quarantine for 10 days AND an additional 10 days after the last household member no longer needs to be isolated (this is a consecutive time period).
- Employees that are vaccinated do not have to quarantine after a close contact if all of the following conditions apply:
 - They are considered “fully vaccinated,” meaning:
 - it has been 2 weeks or more following receipt of the second dose in a 2-dose series; or
 - it has been 2 weeks or more following receipt of one dose of a single-dose vaccine.
 - Have remained asymptomatic since the current COVID-19 exposure.
- Employees are encouraged to get a COVID-19 test between 7 to 10 days after the exposure event

Isolation for Critically Ill and Immunocompromised

A minimum 20-day isolation period, starting after symptoms begin, is required for the following:

- Individuals hospitalized with a severe or critical illness caused by COVID-19 illness
- Individuals severely immunocompromised that test positive for COVID-19 (with or without symptoms)
- After 20 days, continue isolation until 24 hours after fever ends and symptoms resolve.

Benefits

When they are excluded from the workplace, employees will be provided information on leave and benefits available to them by the Supervisor or Personnel Contact.

County employees excluded from work and otherwise able and available to work, will continue and maintain earnings, seniority, and all other rights and benefits, including the employee's right to their former job status, as if they had not been removed from their job. Employees may use the County provided COVID leave and additional sick leave for this purpose, as well as other public sources of leave when not covered by worker's compensation.

NOTE – This does not apply when employees are unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission or if the COVID-19 exposure was not work related.

Investigating COVID-19 Case Activities

- Determining the day and time a COVID-19 case was last present in the workplace.
- The date the COVID-19 case received their positive COVID-19 test or diagnosis.
- The date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.

Contact Tracing and Notification

- Interviewing the COVID-19 case to determine their activities and locations visited during their high-risk exposure period.
- Within one business day, and while maintaining the COVID-19 case's confidentiality, notifications will be sent to all employees, their authorized representatives, independent contractors, and other employers present at the workplace during the potential exposure.
- Notification will be through the County's Emergency Notification System.
- Notification will include:
 - 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.

Evaluating COVID-19 Case Transmission

When a COVID-19 case is identified, the Supervisor will immediately investigate possible workplace related factors and conditions using the [County Incident Investigation Form](#) to determine what contributed to the risk of COVID-19 exposure and take corrective actions to reduce exposure to COVID-19 hazards.

Confidentiality

Strict confidentiality will be maintained when investigating COVID-19 cases and notifying potentially exposed employees and contractors.

Medical records related to this Program will be kept confidential and not be disclosed without the employee's express written consent. Exceptions to the written consent requirement include providing medical records to Public Health, CDPH, Cal/OSHA, the National Industrial and Occupational Institute of Health (NIOSH), or as required by law.

Resuming Work After Quarantine or Isolation

Deciding when employees are well and can return to the workplace will depend on their symptoms and occupation. Supervisors and Department Personnel Contact will work with employees using the [Decision Tree](#) 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 seek medical re-evaluation if respiratory symptoms worsen or recur.
- Medical Notes to resume work after isolation or quarantine are not required.
- Questions or concerns related to resuming work will be directed to the Department Personnel Contact for clarification.

Returning to the Workplace

Medical notes will be required from a healthcare provider for those employees requesting an accommodation who are severely immunocompromised or with medical or other conditions that put them at increased risk of severe COVID-19 illness.

COVID-19 Testing

Community Testing

Community testing is widely available and is encouraged; contact the COVID-Testing Phone Line 1-844-421-0804 or visit the Health Services [testing resources](#) website (<https://www.coronavirus.cchealth.org/get-tested>).

Multiple COVID-19 Infections and COVID-19 Outbreaks

When a County facility or worksite is determined to be in outbreak status identified by a local health department or there are three (3) or more COVID-19 cases within a 14-day period, the County will provide COVID-19 testing to all employees present in the identified workplace during the outbreak period. For this purpose, the County defines the workplace as a work location, working area, or common area used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas.

The County testing protocol will:

- Be provided at no cost to employees during employees' working hours.
- Be conducted as an initial testing after the outbreak is identified.
- Scheduled for retesting one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine period required by, or orders issued by, the local health department.
- After the first two COVID-19 testing rounds, testing will be conducted continuously for the employees who remain at the workplace at least once per week, or more frequently if recommended by the Public Health, until there are no new cases detected in the workplace for a 14-day period.

After each COVID-19 case is identified and after an outbreak is identified, the Supervisor and Personnel Contact will investigate to determine the workplace related factors that could have contributed to the COVID-19 case transmission. Corrective actions will be identified and implemented to reduce the risk of further COVID-19 exposure. This review shall be updated every thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.

Risk Management is available to assist departments with investigations, review work practices, proposed corrective actions, and protective measures.

Major COVID-19 Outbreaks

When a County facility or worksite is determined to be in major outbreak status with 20 or more COVID-19 cases in a 30-day period, and until there are no new cases detected for 14 days, the County will provide testing to all employees present in the identified workplace during the outbreak period. For this purpose, the County defines the workplace as a work location, working area, or common area used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas.

The County testing protocol will:

- Be provided at no cost to employees during employees' working hours.
- Provided twice a week, or more frequently if recommended by the Public Health, until there are no new cases detected in the workplace for a 14-day period.

The Supervisor and Personnel Contact will perform an investigation and evaluation of workplace factors and corrective actions for every COVID-19 case, outbreak, and for major outbreaks. In addition, the following will be implemented during a major outbreak:

- Install MERV-13 filters to the HVAC system if compatible, or the highest MERV rated filters compatible with the existing system.

- Evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and shall implement their use to the degree feasible.
- Determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.

Employee Communication

This Program provides information on the County's policies, response, and prevention protocols that affect all County employees, other employers, and contractors. COVID-19 prevention protocols have been customized and documented for Department- and site-specific requirements to prevent COVID-19 exposures. COVID-19 Building Industrial Hygiene Assessments have been conducted to evaluate workplace safety and work practices.

This Program will be posted on the Risk Management [intranet site](#) and made available to employees and authorized employee representatives.

Departmental COVID-19 prevention and social distancing protocols will be made readily available to employees (e.g. posting in the workplace, maintaining a copy on departmental share drives, distributing via email).

Accommodations

The Human Resources Americans with Disabilities Act (ADA) Manager and departmental ADA Coordinators follow County procedures for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.

- Medical Notes will be required from a healthcare provider for those employees who are severely immunocompromised or with medical or other conditions that put them at increased risk of severe COVID-19 illness and are requesting an accommodation for the return to work process.
- Questions or concerns about the return to work and accommodation process will be directed to the Department Personnel Contact for clarification.

The ADA Manager and departmental ADA Coordinators work with employees requesting an exemption from wearing a face covering, a face shield with a drape, or respiratory protection due to a medical condition, mental health condition, or disability. Employees that are granted an exemption will maintain at least six feet apart from all other persons and will take a COVID-19 test twice a week, providing proof of negative results to their Supervisor. COVID-19 testing will not be used as an alternative to face coverings.

Access to Community COVID-19 Testing

When testing is required under this Program, the County will notify employees of the reason for the COVID-19 testing and the potential outcomes of a positive test.

Employees are offered no cost testing during their work hours after COVID-19 case exposure events and when surveillance testing is indicated.

Health Services also provides free community testing; information is available by calling the COVID-Testing Phone Line 1-844-421-0804 or on their [website](https://www.coronavirus.cchealth.org/get-tested) (<https://www.coronavirus.cchealth.org/get-tested>) which includes testing locations and instructions.

Benefits

Employees are offered County's benefits and additional entitlements to benefits under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract.

Human Resources maintains a website on the Human Resources [intranet](http://insidecontracosta.org/663/COVID-Employee-Leave) page (COVID-19 Employee Leave Information Intranet Site <http://insidecontracosta.org/663/COVID-Employee-Leave>).

County Cares Chronicle

Risk Management distributes a County Cares COVID-19 Chronicle to educate employees on COVID-19 risks and prevention strategies, provide updates to COVID-19 initiatives and developments, and give employees resources for Risk Management safety contacts, Employee Assistance Program support, and more information available through the Health Services website.

Participation

Employees and their authorized representatives are encouraged to identify and report COVID-19 hazards, safety concerns related to these procedures, availability of disinfection and cleaning supplies, and updated job tasks. Employees are encouraged to provide safety suggestions and report concerns:

- Directly to their Supervisors or Safety Coordinators
- Completing the County's [Hazard Report Form](#), or
- Sending an email to the Department of Risk Management Safety and Loss Control at RiskMSafety@riskm.cccounty.us.

Employees can report, without fear of reprisal, COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards in the workplace.

Postings

Social distancing, face covering, and other instructional requirement posters to prevent the spread of COVID-19 are included in [Attachment 10](#). These posters are intended to be posted at worksites and used to communicate to employees, contractors, and the public the County's requirement for COVID-19 prevention methods in the workplace.

Training and Instruction

The County will provide all employees with effective training and instruction on this Program.

Training Types

- All County Trainings:
 - CCC COVID-19 Training Tailgate available on Target Solutions and as an attachment to this program ([Attachment 13](#)).
 - Target Solutions COVID-19 trainings:
 - 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
- Department-Specific Trainings:
 - COVID-19 prevention and social distancing protocols for specific departments and sites.
 - Any new procedures implemented to control COVID-19 exposure risks.
 - Any new equipment, tools, or personal protective equipment implemented to control COVID-19 exposure risks.

Training Frequency

- This training requirement applies to all County employees
- The training will be provided to all new employees upon hire
- Refresher training will be conducted annually thereafter

Required Training Topics

- This COVID-19 Prevention Program
- Department COVID-19 prevention and social distancing protocols
- COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws
- The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.

- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment.
- COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.

Recordkeeping

The following program-related documents must be retained, by whom, and for how long:

Group	Document	Retention Time
Department of Risk Management	Reports of exposures	Time of employment plus 30 years
	Records of steps taken to implement this Program	1 Year
	Notification records	3 Years
Risk Management – Target Solutions	Online Training Completions	3 Years
	Completed Rosters for Unit-Specific Training	3 Years
Departments	Records of steps taken to implement this Program	1 Year
Supervisors	COVID-19 Safety Files	1 Year

Program Review

Risk Management – Safety and Loss Control will conduct a periodic review of this program and document the review in the table in [Attachment 14](#).

Departmental Safety Coordinators will perform a periodic review of their COVID-19 prevention protocols based on current pandemic conditions, COVID-19 cases, and prevention best practices and incorporate any regulatory, process, or facility changes required in updated documentation.

Attachment 1: References

Title 8, California Code of Regulations

- § 3203 Injury and Illness Prevention
- § 3205 COVID-19 Prevention
- § 5144 Respiratory Protection
- § 5199 Aerosol Transmissible Disease

Cal/OSHA COVID-19 Resources website related to this program:

<https://www.dir.ca.gov/dosh/coronavirus/>

California Blueprint for a Safer Economy:

<https://covid19.ca.gov/safer-economy/>

Essential Workforce Guidelines:

<https://covid19.ca.gov/essential-workforce/>

California Department of Public Health Guidance for the Use of Face Coverings

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>

Contra Costa County Health Services Coronavirus Information and Health Orders

<https://www.coronavirus.cchealth.org/>

<https://www.coronavirus.cchealth.org/health-orders>

County programs and policies related to this program and available on the Risk Management intranet:

- County Injury and Illness Prevention Program:
<http://insidecontracosta.org/480/Injury-and-Illness-Prevention-Program>
- County Respiratory Protection Program:
<http://insidecontracosta.org/485/Respiratory-Protection-Program>

Department- and Unit-specific COVID-19 prevention protocols and Respiratory Protection Programs available by request from your Supervisor or Safety Coordinator

Attachment 2: Definitions

Term	Definition
Asymptomatic	A person that is well or a person infected with COVID-19 but is neither experiencing nor demonstrating symptoms. Persons with COVID-19 can infect others for up to two days before they become symptomatic.
Asymptomatic Surveillance Test	Routine, periodic COVID-19 testing used to gauge the prevalence of a disease within a community or to screen non-symptomatic individuals prior to entry to a building (as business needs require).
Close Contact	Someone who was within six feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from two days before illness onset (or, for asymptomatic patients, two days prior to test specimen collection) until the time the patient is isolated. An example of calculating cumulative exposure over a 24-hour period includes adding up three five-minute exposures over the day for a total of 15 minutes.
Contact Tracing Activity	A method that Department Personnel Contacts will use to interview presumed or confirmed positive employees to determine if they had any close contacts within the workplace and to follow-up with those identified close contacts, if any.
COVID-19	Coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)
COVID-19 Case	A person who: <ol style="list-style-type: none"> 1. Has a positive “COVID-19 test”; or 2. Is subject to a COVID-19-related order to isolate issued by a local or state health official; or 3. Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.
COVID-19 Exposure	Being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” defined by this section. This definition applies regardless of the use of face coverings.
COVID-19 Hazard	Exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

Term	Definition
COVID-19 Symptoms	Fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19
COVID-19 Test	A viral test for SARS-CoV-2 that is: <ul style="list-style-type: none"> • Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and • Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.
Essential Government Functions	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.
Exposed Workplace	Any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case. Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the “worksite” of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).
Face Covering	A tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.
High-risk Exposure Period	The following time period: <ul style="list-style-type: none"> • For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or • For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.
Isolation	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.
Major Outbreak	Exists if there are 20 or more COVID-19 cases within 30 days in a specific place of employment.
Outbreak	Exists if three or more COVID-19 cases occur within 14 days in a specific place of employment.
Presumptive Positive	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 that, due to living circumstances, can’t isolate away from them.

Term	Definition
Quarantine	The time period that a person identified as a “close contact with a COVID-19 case” is separated from other people.
Self-monitoring	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).
Severe or Critical Illness	As defined by the CDC, definition available at this hyperlink .
Severely Immunocompromised	As defined by the CDC, definition available at this hyperlink .
Vaccinated	Individuals are fully vaccinated if it has been 2 weeks or more following receipt of the second dose in a 2-dose series, or 2 weeks or more following receipt of one dose of a single-dose vaccine.

Attachment 3: COVID-19 Assessment Checklist

CONTRA COSTA COUNTY		COVID-19 ASSESSMENT CHECKLIST		
Facility: _____		Inspected by: _____		
Date: _____				
Inspection Point		OK	No	N/A
1.0 Screening Procedures				
1.1	Department/unit/facility has identified required screening methods applicable to their operation or facility.			
1.2	Procedures for temperature checks have been established because required by CDC or local community health concerns.			
1.3	Procedures for symptom screening have been established.			
1.4	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, toasters, and coffee machines 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.			
2.9	Are water dispensers and water fountains disinfected after each use or taken out of services and posted with a sign "temporarily out of order."			
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.			
4.6	Adequate space and shade is allowed for cool-down areas when heat illness protection plans are in effect.			
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			
6.6	Other signage for COVID-19 prevention.			
7.0 Training and Communication				
7.1	Communicate the County COVID-19 Prevention Program to staff, contractors, and volunteers.			
7.2	Train staff on unit, facility, and task specific COVID-19 prevention and social distancing protocols.			
7.3	COVID-19 prevention and social distancing protocols documented by Department and specialized for each site, where applicable.			
7.4	COVID-19 prevention and social distancing protocols reviewed and updated periodically, as needed and conditions change.			
7.5	Exchange COVID-19 Prevention Programs with contractors.			
8.0 Miscellaneous				
8.1	Miscellaneous conditions that could impact COVID-19 prevention efforts.			
8.2	Are there any covers on the heating and air conditioning (HVAC) vents.			
8.3	Are all fans in the workplace removed or disabled to ensure that air is not blown from one occupant to another.			

Attachment 4: Social Distancing Protocol Template and Non-Compliance with COVID-19 Prevention Program

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

- Department Template for Social Distancing Protocol – an example .pdf file is available in soft copy to all Department Heads and Safety Coordinators on the [Risk Management intranet site](#).
- The [Notice of Non-Compliance with COVID-19 Prevention Program Form](#) is available on the [Risk Management intranet site](#) to be used when Supervisors observe non-compliance with social distancing protocols or face covering requirements.

Attachment 5: Re-Opening and Social Distancing Protocols

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 COVID-19 prevention protocols and social distancing protocols specific to current working conditions, fixed locations, and field operations as outlined in this program. These protocols should document departmental efforts to prevent COVID-19 exposures based on Cal/OSHA standards including the Injury Illness Prevention Program (IIPP) and this COVID-19 Prevention Program for site safety assessments.

Each department's work site – space size, configuration, and building location – is different. The guidelines in this section are designed to provide the framework for departments to create specific protocols for reopening and staff to work safely. COVID-19 safety protocols should be implemented using the hierarchy of controls: implementing engineering controls first, adding administrative controls, and, as a last level of safety protection, adopting the use of personal protective equipment controls.

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 [COVID-19 Assessment Checklist Attachment 3](#).
- The [Social Distancing Protocol Template in Attachment 4](#).
- The [COVID-19 Building Entry and Symptom Screening Attachment 7](#) is a poster and [facility sign-in sheet](#) required to monitor and document who enters the workplace to reduce the spread of COVID-19 at work and aid contact tracing when it is required.

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 COVID-19 Prevention Program 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 13](#).
- 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 3](#).
- 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.

Social Distancing Protocols

Social distancing protocols are strategies 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.
- Posting signage on rooms related to maximum occupancy to assure that six feet or more distance between occupants is always maintained.
- Posting markings on the floor with at least six 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.

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 Examples](#) in [Attachment 10](#) for thumbnails, hyperlinks, and instructions for printing, ordering, or receiving electronic files. Signage is also available on the Risk Management [intranet site](http://insidecontracosta.org/DocumentCenter/Index/267) (<http://insidecontracosta.org/DocumentCenter/Index/267>); check back frequently for updated resources. Some signage is available in Spanish.

Room Occupancy Limits, Calculations, and Posting

Departments should establish room occupancy limits 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 6 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 six 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.
- Break rooms and lunch rooms should not be used for social gatherings or meetings with eating and drinking, even if following social distance guidelines and staying within occupancy limits.

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.
- Conference rooms should not be used for social gatherings or meetings with eating and drinking, even if following social distance guidelines and staying within occupancy limits.

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:

- Discourage employees from stopping and congregating in the hallways.
- When encountering another person in a hall or aisle, stop briefly and allow them to pass.
- Some hallways or aisleways 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 portable kit (“go kit”) for use in the field.
- If cool down areas are used when heat illness protection plans are activated, adequate spacing will be provided to ensure six-foot distancing maintained.

Meeting Procedures

- 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).
- Meetings should not incorporate meals or refreshments.

Training Procedures

- 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, exiting, and participating in the training room or area.
- Face coverings shall be worn by all participants.

Break-Time Exercises

- Break-time 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 are County Department staff that provide services to other County Departments. These staff require entry to multiple worksites and areas based on their assigned tasks. Because of these conditions, the best management practice to prevent exposures is to practice universal precautions that include the following:

- Practicing proper cough and hand hygiene.
- Maintaining social distance of six feet from others at all times.
- Wearing a face covering at all times.
- Complete symptom screening and occupancy screening steps by using electronic key card readers or paper sign-in methods at facility entrances AND the entrances to suites and floors.
- Communicating with facility contacts:
 - Check in, participate in screening, and sign-in 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.

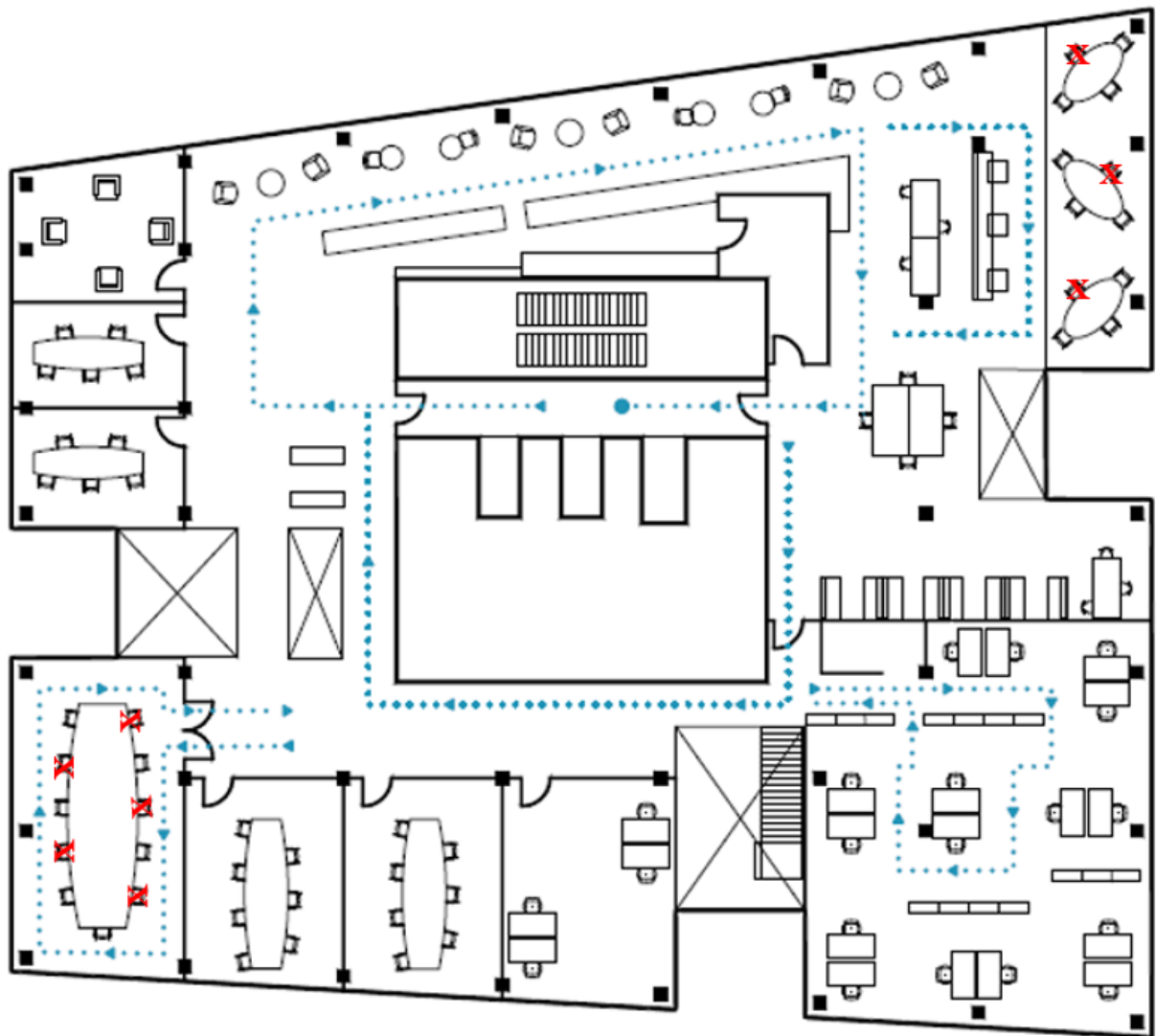
Business Travel Considerations

- 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](#).

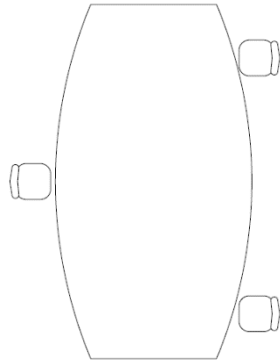
Attachment 6: Social Distancing Floor Plan Examples

Key:

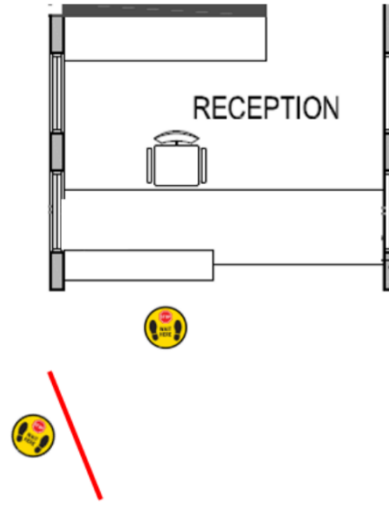
- **Red Xs** indicate chairs that were removed or taken out of service with the goal of preventing occupants from sitting directly across from or within six feet of one another.
- **Blue dots and arrows** indicate foot traffic patterns that prevent choke points where occupants pass by each other while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



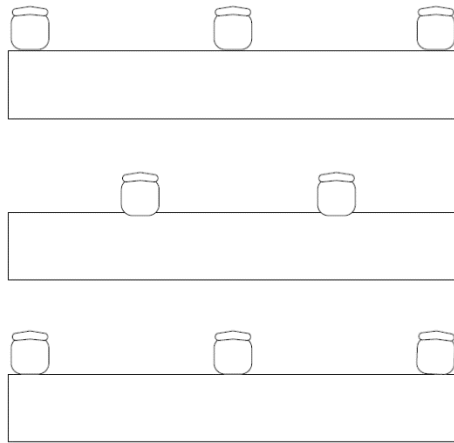
Small Table Configuration



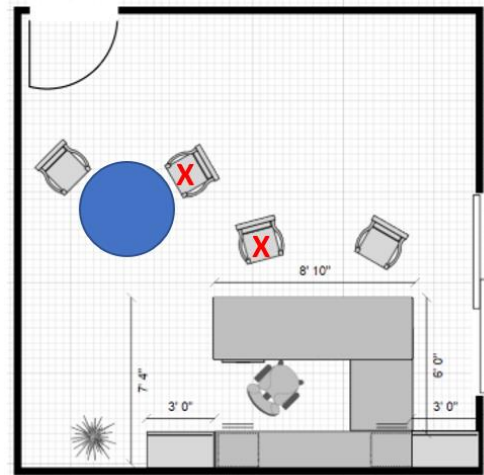
Reception Desk Queue



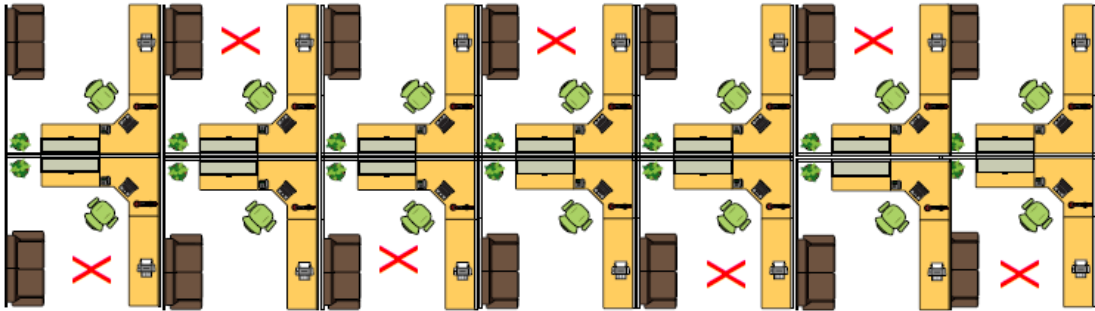
Classroom Example



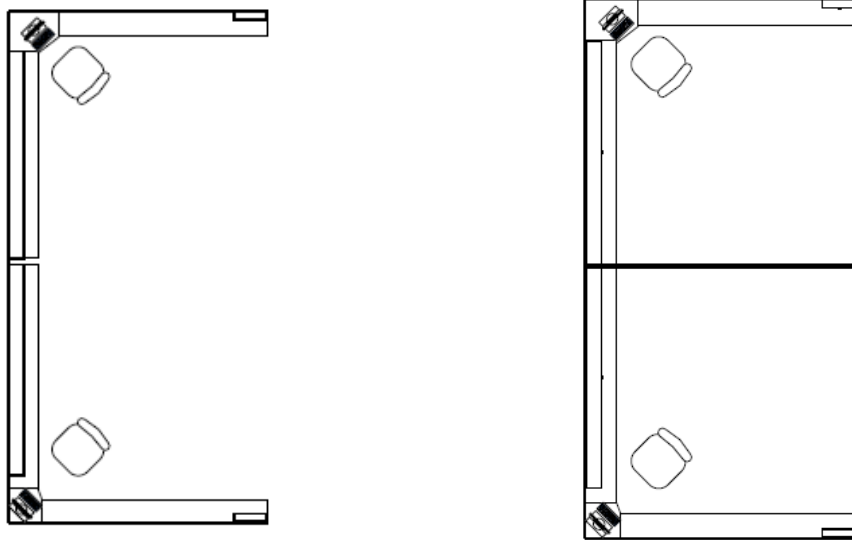
Small Table Configuration



Cubicle Row Example



Cubicle Examples



Attachment 7: COVID-19 Building Entry and Symptom Screening

COVID-19 BUILDING ENTRY AND SYMPTOM SCREENING

PLEASE READ EACH QUESTION CAREFULLY AND MUST USE KEY CARD BEFORE ENTERING THE FACILITY

<p>If you answer NO to ALL QUESTIONS</p>	<p>Access to this facility is APPROVED. Entry CONFIRMS that you have answered all questions NO. Thank you for helping us protect you and others during this time.</p>
<p>If you answer YES to ANY QUESTION</p>	<p>Access to this facility is NOT APPROVED. DO NOT ENTER THE FACILITY. NOTIFY YOUR SUPERVISOR.</p>

Have you experienced any new, unusual, or unexplained symptoms in the past 48 hours:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Within the past 14 days, have you been in close physical contact (6 feet or closer for a total of 15 minutes or more over a 24-hour period) with a person who is known to have confirmed positive COVID-19 or with anyone who has any symptoms consistent with COVID-19? *Skip this question if you are considered "fully vaccinated"

Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?

Are you currently waiting on the results of a COVID-19? (other than tests for asymptomatic surveillance)

*** Quarantine for Vaccinated Individuals with a Close Contact:**

Vaccinated persons with an exposure to someone with suspected or confirmed COVID-19 are not required to quarantine if they meet all of the following criteria:

- Are fully vaccinated (i.e., ≥2 weeks following receipt of the second dose in a 2-dose series, or ≥2 weeks following receipt of one dose of a single-dose vaccine)
- Have remained asymptomatic since the current COVID-19 exposure

<Building/Department/Unit> <Address>

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

Date	Time In	Name	Representing: Department or Company	Reason for Visit

Attachment 8: Cleaning and Disinfection Procedures

Cleaning and Disinfection Procedures

Departments should confirm cleaning schedules and available supplies to maintain the cleanliness of the workspace are stocked and available. Confirming cleaning and disinfection schedules with Public Works Custodial Services, or for leased buildings, contacting Public Works Real Estate Services can determine the assigned custodial support and schedule.

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 doorknobs, 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 and supplemental contracts. In addition, staff have access to disinfection and cleaning materials for cleaning around the office as needed. This includes:

- 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:
 - Use 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 toweeling 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.

Deep Cleaning

In cases where further cleaning or disinfection may be needed after an employee is identified as a COVID-19 case, the following guidelines apply:

For Areas Impacted by employees or visitors that have tested positive or are considered presumed positive:

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

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 or after hours (925) 930-3698.** 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.

Attachment 9: Face Coverings, Surgical Masks, N95 Respiratory Protection

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:

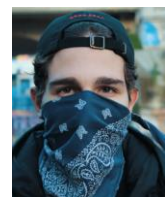
- A cloth face covering is designed and effective to protect others from the user.
- A surgical mask is a loose-fitting face covering that protects others from the user.
- An N95 respirator is designed and effective to protect the user from others. An N95 is required for contact with any presumed or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

This section requiring respiratory protection does not apply to direct patient-care activities in the hospital, health centers, alternate care facilities, public health division, or detention medical units as long as each of these divisions conducts a risk assessment and follows a separate, documented respiratory protection program or protocol. This section does not 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 – N95s 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 face covering, it creates a risk of disease transmission. Face coverings should always be worn except when exempted by the California Department of Public Health [Guidance for the Use of Face Coverings](#), this program, or an ADA exemption. When employees are exempted from wearing a face covering, a face shield with a drape, or respiratory protection due to a medical condition, mental health condition, or disability, they will maintain at least six feet apart from all other persons and will take a COVID-19 test twice a week, providing proof of negative results to their Supervisor. COVID-19 testing will not be used as an alternative to face coverings.

For example, a surgical mask or cloth face covering is required when someone is:

- 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 in the following situations:
 - 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, provided 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. N95s should not be used in lieu of social distancing protocols and other engineering or administrative controls.

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 encouraged to use one if desired and they sign a [voluntary use form](#) that describes safe respirator use.

Respiratory Protection and Airborne Hazard Assessments:

- If the risk assessment indicates using an N95 respirator on a voluntary basis, departments will demonstrate that there is no airborne hazard, document the procedures, and ensure staff sign the [Voluntary Use Form](#).
- If the risk assessment indicates using an N95 on a mandatory basis, departments will implement a complete respiratory protection program with all required elements.

- 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 the individual that is the program administrator, additional responsibilities, affected 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.

* NOTE – annual medical evaluations are provided at no expense to the employee through a County-coordinated in-person physical exam or online medical evaluation system. All individual health details are kept confidential by the examining physicians; results are reported to the County as “Cleared for respirator use,” “Restricted respirator use,” “Referred for further medical evaluation” or “Unable to wear a respirator.”

Tasks Requiring Respiratory Protection

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

- Working in close contact with another individual, defined as within 6 feet for longer than 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 Recommendations

- Any use of N95s in the workplace requires a risk assessment and written protocol.
- N95 respirators are not recommended for general office use.
- N95 respirators should be conserved for direct patient care.

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).

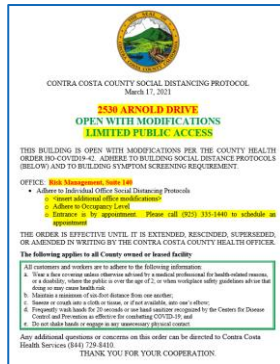
N95 Storage and Extended Use/Re-Use Procedures

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	
<p>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</p> <p>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</p>	
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	<p>The following conditions for N95 use, reuse, storage, and disposal can be followed:</p> <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. • 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.

Filtering Facepiece N95 Respirator Guidelines for Re-use During COVID-19 Operations	
	<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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.

Attachment 10: COVID-19 Prevention Posters



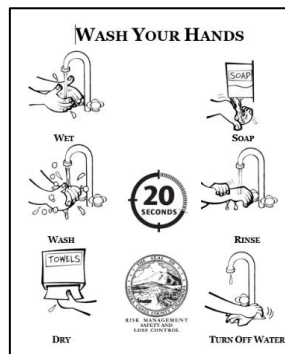
Building Closure and Face Covering Poster: Visit [Risk Management intranet site](#)

Face Covering Required Sign: https://813dcad3-2b07-4f3f-a25e-23c48c566922.filesusr.com/ugd/ee8930_4443141b3736489a890250f304c0982f.pdf

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

In Spanish: https://813dcad3-2b07-4f3f-a25e-23c48c566922.filesusr.com/ugd/ee8930_7681f94aaefe4d72aa5b497fe4a7e453.pdf

In Spanish: https://www.cdc.gov/coronavirus/2019-ncov/downloads/316129-A-StayHomeFromWork_Horizontal_ESP.pdf



Prevention Protocols (don't touch face, cough etiquette, handwashing, social distancing, face covering):

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

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

<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>



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



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



How to Safely Wear and Take Off a Face Covering:

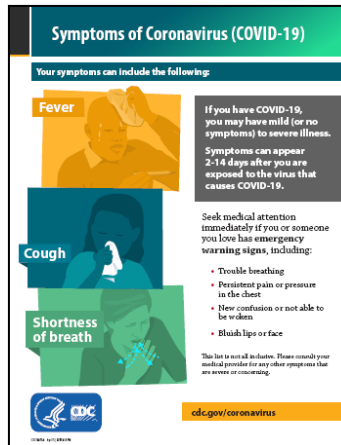
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>

In Spanish:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-sp.pdf>



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>

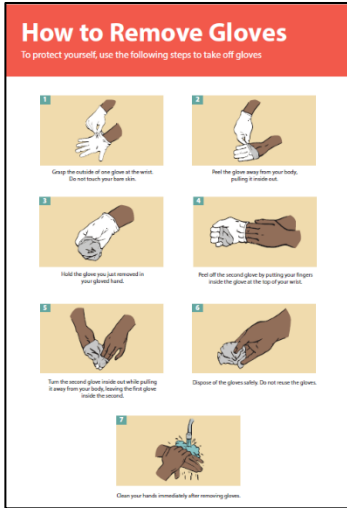


Do's and Don'ts to Prevent Workplace Violence:

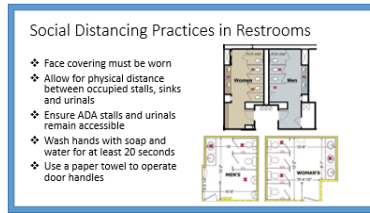
<https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/WorkplaceViolenceDoDontWebGraphicLetterF.pdf>

In Spanish:

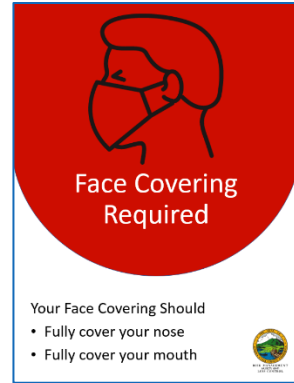
<https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/workplace-violence-dodont-spanish.pdf>



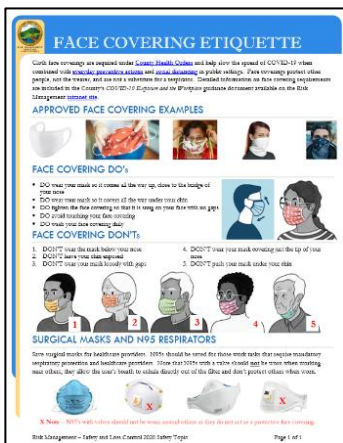
How to Remove Gloves:
<https://www.cdc.gov/vhf/ebola/pdf/poster-how-to-remove-gloves.pdf>



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](#)



Vaccination Poster
 Visit: https://813dcad3-2b07-4f3f-a25e-23c48c566922.filesusr.com/ugd/84606e_64ecf46eb0fc4e77aaf10559c15b829d.pdf
 In Spanish:
https://813dcad3-2b07-4f3f-a25e-23c48c566922.filesusr.com/ugd/84606e_33b55b4ccd6c439f8f53f63df44fcd6a6.pdf

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

Attachment 11: Reporting and Response Procedure for COVID-19 Cases

- 1) Supervisors with knowledge of a “positive COVID-19 test” or “close contact” must IMMEDIATELY notify their appropriate Department Personnel Contact.
- 2) In conjunction with Department Personnel, take the following actions:
 - a) **STEP 1** - Contact the positive employee:
 - i) Instruct the employee to stay at home and follow any instructions/orders from their healthcare provider or Public Health for isolation.
 - ii) Key information to gather from the employee at the time of report:
 - (1) The day the positive test was administered
 - (2) Where the test was administered
 - (3) The type of test that was administered (confirm it was viral/PCR)
 - (4) The date of the onset of symptoms (if applicable)
 - (5) Their specific address of employment
 - (6) Specific locations the employee was present for 48 hours prior to symptom onset or the date of the positive test
 - (7) Their last day at work at each specific location listed above
 - (8) If the employee is fully vaccinated
 - iii) Identify any individuals that may have been in close contact (see [Attachment 2 Definitions](#)) with the infected employee.
 - iv) Identify the facility areas and equipment that the infected employee occupied and used prior to reporting the case.
 - v) Provide this document to the ill or close contact employee to review the [Decision Tree](#).
 - vi) Review CDC [calendar scenarios](#) for quarantine times and when to resume work. (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>)
 - b) **STEP 2** - Report ALL positive cases to:
 - i) Risk Management – Worker’s Compensation Unit:
 - (1) Complete the [COVID-19 Report Form](#) and forward it via email immediately to RepEECOVID@riskm.cccounty.us or via eFax at (925) 316-1308. (<http://insidecontracosta.org/DocumentCenter/View/6010/COVID-19-Postive-Test-Report-Form-SB1159-20201009>).
 - (a) For industrial (work-related) positive cases, **also**:
 - (i) Provide the Worker’s Compensation Claim Form (DWC-1) to the employee via First Class mail,
 - (ii) Complete the Supervisor’s First Report of Injury (AK-30), and
 - (iii) Send the claim to the Workers’ Compensation Unit in Risk Management within 24 hours

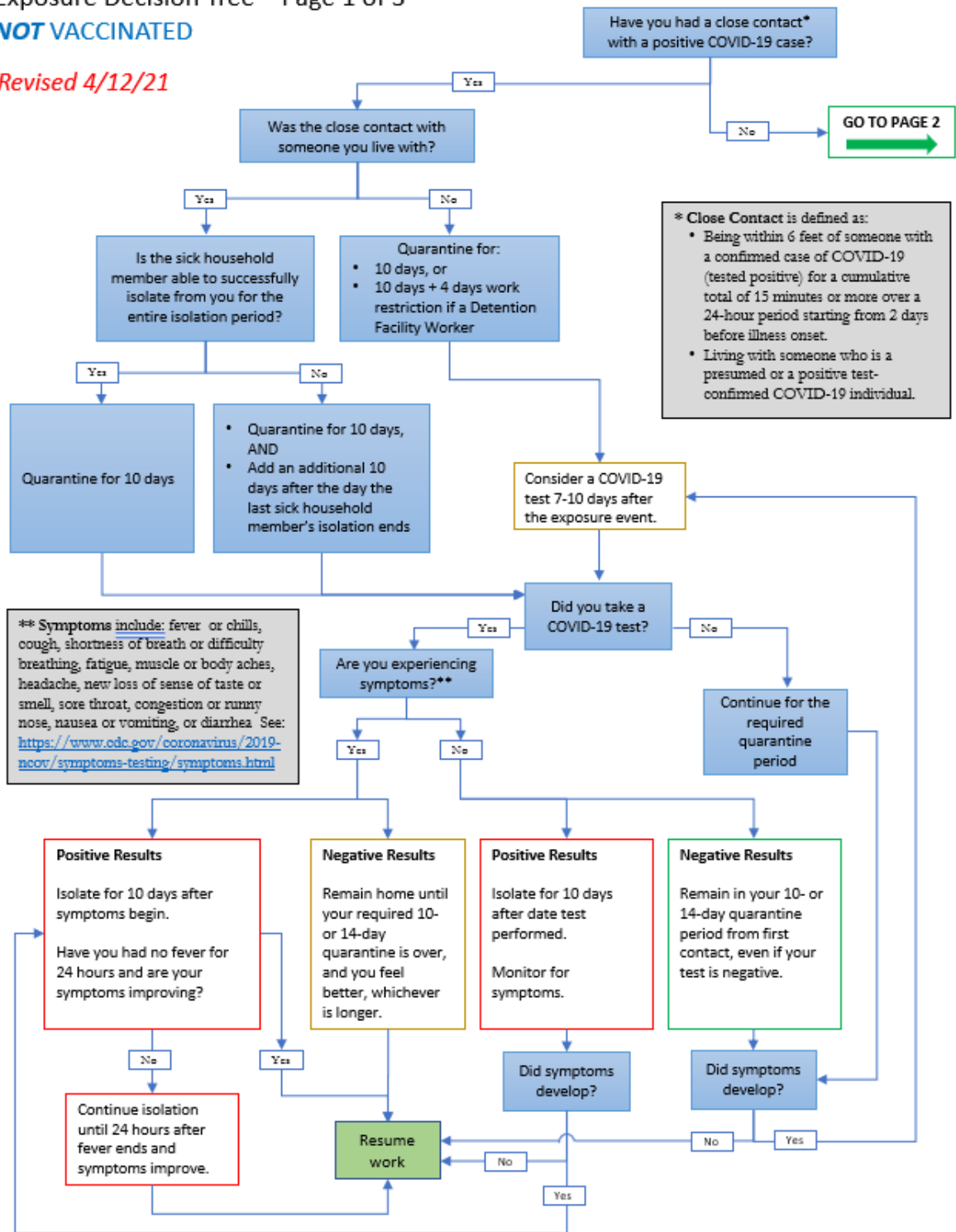
- (iv) For positive cases that are hospitalized, follow departmental procedures for reporting to Risk Management and Cal/OSHA within 8 hours using the [Serious Injury and Illness Report Form](#).
- (b) For questions about this process, contact RM Worker's Compensation Unit by telephone at (925) 335-1499.
- ii) Health Services Contact Tracing Unit:
 - (1) Review the steps in the CC Health [guidance](#) for businesses.
 - (2) Complete the [California Connected SPOT Business Intake Form](#), if required.
 - (3) For any questions, contact covid.business.tracing@cchealth.org via email.
 - (4) Respond accordingly should Public Health become directly and actively involved with the worksite.
- c) **STEP 3** – Perform contact tracing to identify close contacts with the infected employee:
 - i) Use the [guidance for business](#) provided by Public Health to determine potential close contacts in the workplace.
 - ii) Use Screening Sign-In Sheets, rosters, work schedules, electronic methods, and other information to identify potential close contacts at work with the infected employee.
- d) **STEP 4** – Inform close contacts of the exposure:
 - i) Inform close contact individuals that may have had an exposure with an infected employee.
 - ii) Inform close contacts of the steps they need to take, including a quarantine for 14 days.
 - iii) Provide this document to the close contact employee to review the [Decision Tree](#).
 - iv) Review CDC [calendar scenarios](#) for quarantine times and when to resume work. (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>)
 - v) Encourage close contacts to seek testing with their healthcare provider or at community testing sites across the County – call (844) 421-0804 for an appointment. More information on [testing](#).
- e) **STEP 5** – Arrange for [cleaning and disinfection](#) of areas and equipment used by the infected employee.
- f) **STEP 6** – Assist infected employees and close contacts with resuming work when they have completed their isolation or quarantine time periods:
 - i) 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](#).
 - ii) A doctor's note clearing the employee to resume work is not needed.

Attachment 12: Decision Tree

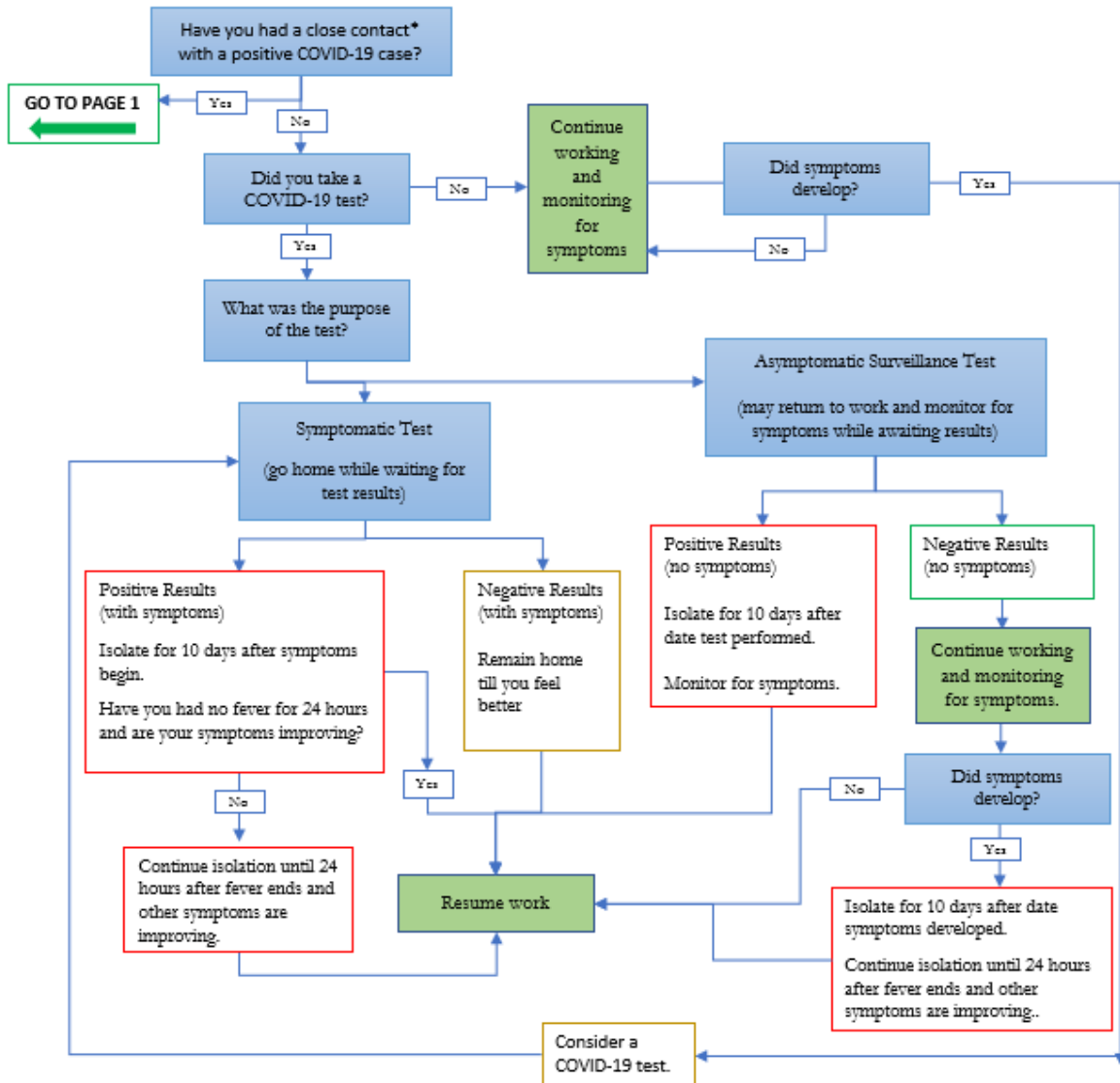
Exposure Decision Tree – Page 1 of 3

NOT VACCINATED

Revised 4/12/21



NOT VACCINATED



NOTES:

1. If you are well and have had no close contact, or are awaiting results from asymptomatic surveillance testing, you do not need to isolate or quarantine and can continue normal activities.
2. Hospital and Health Center and Public Health DSW employees can contact Infection Prevention and Control by pager at (925) 346-4122 or email InfectionPreventionAndControlProgram@cchealth.org for instructions and help with exposure risk level. Supervisors from Health Services Divisions other than the Hospital or Health Centers and other County Departments may consult with the Health Services Contact Tracing Unit via email at covid.business.tracing@cchealth.org.

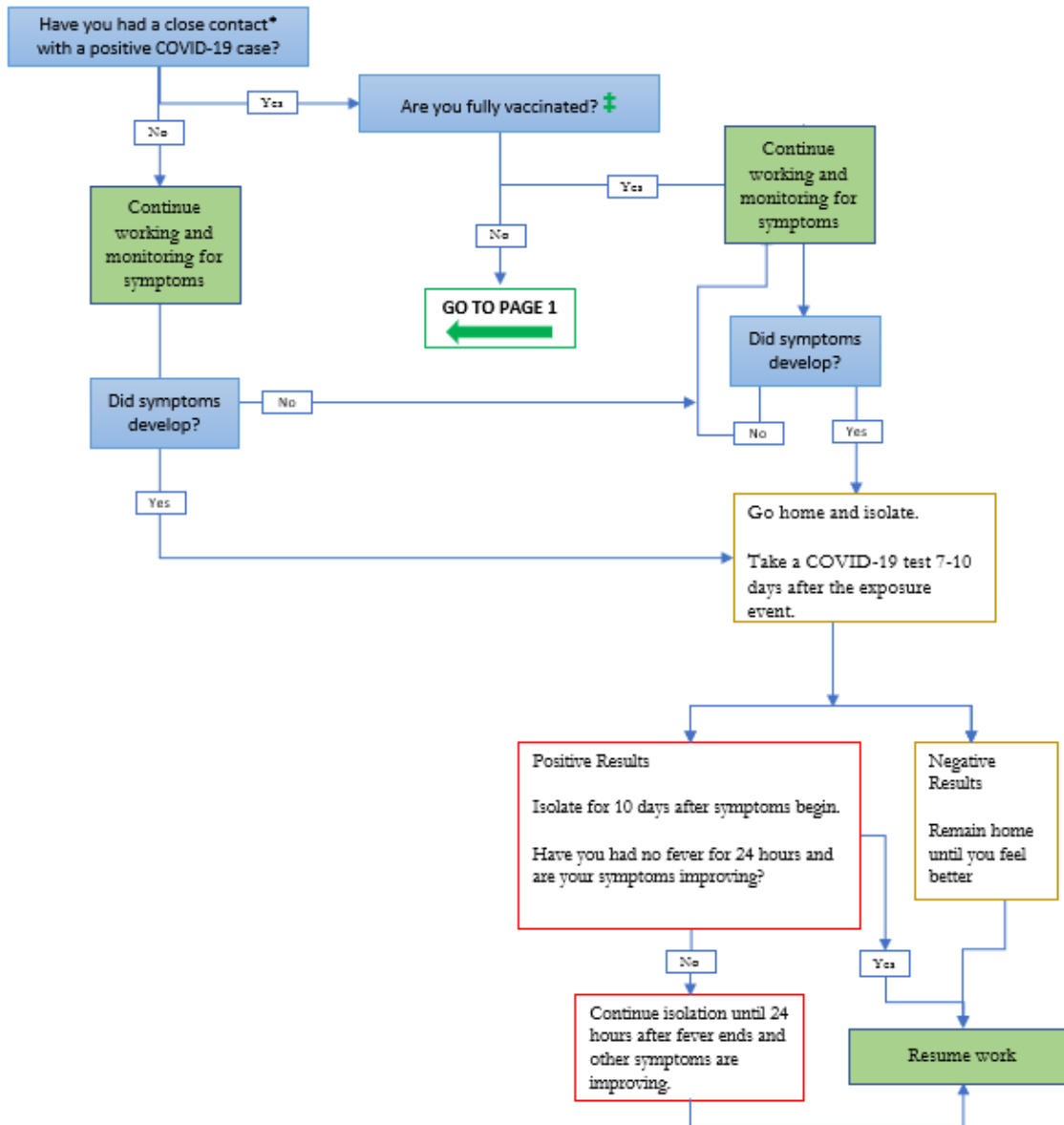
A minimum 20-day isolation period, starting after symptoms begin, is required for the following:

- Individuals hospitalized with a severe or critical illness caused by COVID-19 illness
- Individuals severely immunocompromised that test positive for COVID-19 (with or without symptoms)
- After 20 days, continue isolation until 24 hours after fever ends and symptoms are improving.

VACCINATED

‡ **Quarantine for Vaccinated Individuals with a Close Contact:**
 Vaccinated persons with an exposure to someone with suspected or confirmed COVID-19 are not required to quarantine if they meet **all** of the following criteria:

- Are fully vaccinated (i.e., ≥ 2 weeks following receipt of the second dose in a 2-dose series, or ≥ 2 weeks following receipt of one dose of a single-dose vaccine)
- Have remained asymptomatic since the current COVID-19 exposure



Attachment 13: COVID-19 Safety Training Tailgate

Revised January 5, 2021



COVID-19 SAFETY TRAINING

This training contains information on the County's [COVID-19 Prevention Program](#) for County employees:

- How COVID-19 (*novel coronavirus*) spreads
- How to stay safe and prevent COVID-19 exposures
- Department Social Distancing Protocols
- Symptoms of COVID-19
- How to self-monitor for symptoms
- When and how long to isolate when symptoms are present
- When to return to the workplace after illness or exposure
- Available benefits for worker's compensation, leave, and accommodations. Up to date benefit information is maintained on the Human Resources [intranet](#) page.



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

HOW THE VIRUS SPREADS

COVID-19 is an infectious disease that can spread from person to person. The Centers for Disease Control and Prevention maintains the latest information on [how the virus spreads](#):

- Spreads between people who are in close contact with one another (within about 6 feet) for longer than about 15 minutes.
- 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.
 - These particles can travel more than 6 feet, especially indoors, so physical distancing must be combined with face coverings and hand hygiene to be effective.
 - Droplets can also land on surfaces and objects and be transferred by touch to the eyes, nose or mouth.

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.

Hand sanitizer can be used in the field or when there are no sink facilities. Sanitizer doesn't work on soiled hands, so wipe your hands to remove surface dirt before use.

DEPARTMENT-SPECIFIC SOCIAL DISTANCING PROTOCOLS

As Departments resume normal work and service activities, they have established Social Distancing Protocols for each facility, work environment, and job task impacted by COVID-19.

- Protocols will be documented and updated as conditions change
 - Offices, lobbies, break rooms, restrooms, and even elevators will be evaluated to limit occupancy numbers to maintain social distances of at least six feet.
 - 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 will be provided on new protocols, job tasks, and procedures.

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 the County COVID-19 Prevention Program.
- Wear your face covering properly, keeping it clean and sanitary.
- Face coverings are not respiratory protection; if you are assigned a work task that requires respiratory protection, wear your respirator in accordance with the County's Respiratory Protection Program.
- 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
- For more information, see the [Face Covering Etiquette Tailgate](#)

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. Note that an infectious person may show no symptoms.

HOW TO SELF-MONITOR FOR SYMPTOMS

- Participate in building entry screening procedures AND self-monitor at least daily for COVID-19 symptoms.
- 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.
- Remove yourself from work or stay at home if you develop symptoms.
- Get a COVID-19 test if you develop symptoms. Community testing information is available [here](#).
- 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, QUARANTINE, AND RESUMING WORK

- If you are sick or a close contact with a COVID-19 case, observe the [Public Health Instructions for Home Isolation and Quarantine](#).
- Work with your supervisor and departmental personnel unit to review the County's COVID-19 Prevention Program [Decision Tree](#) to understand how long to stay out of work and how to resume work.
- In general, if you have 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.
- If you are symptom-free and do not have a documented close contact with a COVID-19 positive individual, you do not need to quarantine. Continue to work and self-monitor for symptoms.

Attachment 14: Program Review and Revisions

DATE	CHANGES
December 11, 2020	<ul style="list-style-type: none"> • Created program • Incorporated the document “COVID-19 Exposures in the Workplace Guidelines” established on March 24, 2020, last revised on November 2, 2020, into the program
March 23, 2021	<ul style="list-style-type: none"> • Updated Departmental Personnel Contact responsibilities • Updated Supervisor responsibilities • Updated Real Estate Services responsibilities • Updated quarantine period for vaccinated individuals • Clarified reporting procedures • Updated Decision Tree • Removed Critical Infrastructure Workers quarantine time language and definition • Updated Screening Questionnaire to accommodate vaccinated individuals
May 10, 2021	<ul style="list-style-type: none"> • Edited Decision Tree to assess for fever on the 10th day of isolation; returning to work on the 11th day if there is no fever or staying isolated until fever-free for 24 hours. • Removed reference for local health order Social Distancing Template Appendix A posting. The local health order for social distancing protocol was rescinded March 25, 2021 and will now defer to the California Blueprint for a Safer Economy. COVID-19 prevention safety controls have been incorporated into this COVID-19 Prevention Program. • Updated reference to the California Blueprint for a Safer Economy • Updated face covering reference to the CDPH guidance for California • Added doctor’s note required for a reasonable accommodation due to medical restrictions. • Added reference for CDPH Essential Workforce Guidance • Added Sheriff workplace violence prevention tip sheet • Updated the Non-Compliance Form to reference the County’s COVID-19 Prevention Program, not local health orders. • Updated building poster, face covering poster and added vaccination poster • Updated the safety inspection checklist to clarify additional prevention methods and add a miscellaneous category.

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