



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff (Code 2A) Date: July 15, 2021
From: Debora Boutté, Personnel Services Officer
Subject: Updated COVID-19 Prevention Program dated July 7, 2021 and Mandatory Trainings

COVID-19 Prevention Program Update

Please find attached to this memo the updated COVID-19 Prevention Program dated July 7, 2021. (Attachment A) This document supersedes the May 10, 2021 COVID-19 Prevention Program (CPP) and can be found on the County’s COVID-19 Resources page here.

The COVID-19 Prevention Program (CPP) is in response to Cal/OSHA 3205 COVID-19 Prevention Emergency Temporary Standards (ETS). Significant revised changes to Cal/OSHA’s ETS became effective June 17, 2021. Revised changes are highlighted in green font throughout the CPP document. PDF page 75 summarizes the updates in the CPP. Key revisions include:

- Ventilation, Page 14 of 32
• Building Entry and Employee Vaccination Status, Page 16 of 32
• Vehicle Transport, Page 17 of 32
• Face Coverings, Page 19 of 32
• Major COVID-19 Outbreaks, Page 25 of 32
• Self-Attestation of COVID-19 Vaccination Status, Page 28 of 32

Mandatory Trainings

- TAILGATES – CCC COVID-19 Safety Trailing Tailgate – July 2021

The ETS requires that the employer provide effective COVID-19 Prevention Program (CPP) training and instruction to employees. With the significant changes made to the CPP, all County employees are required to take the new CPP training titled TAILGATES – CCC COVID-19 Safety Training Tailgate – July 2021. You may take the training in either of the following two methods:

1. Online through Vector Solutions or
2. Supervisors may document in-person training in their Unit by reviewing with their staff the attached CCC COVID-19 Safety Training Tailgate material. (Attachment B).

Should supervisors choose to provide the in-person training, please use the attached Sign-In Sheet. (Attachment C). The sign-in-sheet should include the Employee Number, Employee Name, Classification, Supervisor and the employee's wet signature. Supervisors are to submit a scanned copy of the sign-in sheet via email to Julie Deemer at Staff Development at: [jdeemer@ehsd.cccounty.us](mailto:jdeemer@ehsd.cccounty.us).

- CCC Filtering Facepiece Respirator (N95) Use

This training is required for employees who only use filtering facepiece respirators (e.g. N95), either mandatory or voluntary. It covers the requirements for use, limitations, storage and care, and disposal. The CCC Filtering Facepiece Respirator (N95) training and form are only for individuals who meet the following criteria:

1. Have not completed the CCC Employee Self-Attestation of COVID-19 Vaccination Status Form and wish to voluntarily request a County provided N95 mask or
2. Completed the CCC Employee Self-Attestation of COVID-19 Vaccination Status Form and wish to use your own N95 mask, you are required to do the following:
  - a. Take the [Vector Solutions](#) CCC Filtering Facepiece Respirator (N95) Use training online and submit a training certification to their supervisor; and
  - b. Sign a [§5144 Appendix D Voluntary Use Form](#) that describes safe respirator use and return to their supervisor.

Supervisors will then send a copy of the training certification and signed Voluntary Use Form to the assigned Departmental HR Analyst.

For Vector Solutions trainings, please make sure to type the title of the training exactly as stated above to ensure you are taking the correct training. Please note, during wildfires you are not required to follow the CCC Filtering Facepiece Respirator (N95) process for requesting the N95 mask.

## COVID-19 Resources

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Risk Management created the [COVID-19 Resources](#) site for Contra Costa County employees. The site contains valuable information including COVID-19 Protection Program FAQs, training, and COVID-19 Chronicles.

## Attachments

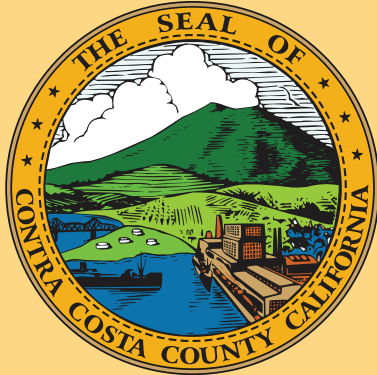
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Attachment A - Updated COVID-19 Prevention Program dated July 7, 2021

Attachment B – TAILGATES - CCC COVID-19 Safety Training Tailgate – July 2021

Attachment C - CCC COVID-19 Safety Training Tailgate Sign-in Sheet

If you have questions about the information in this memo, please contact your assigned Departmental HR Analyst.



DEPARTMENT OF  
RISK MANAGEMENT  
SAFETY AND  
LOSS CONTROL

# COVID-19 Prevention Program Contra Costa County

*Revised July 7, 2021*

*Living document updated as circumstances change. This Program supersedes the May 10, 2021 Program and takes the place of the Exposure Guidelines dated November 2, 2020.*

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## **Attachments**

Attachment 1: References

Attachment 2: Definitions

Attachment 3: COVID-19 Assessment Checklist

Attachment 4: COVID-19 Prevention Strategies for Outbreaks and Major Outbreaks

Attachment 5: COVID-19 Building Entry and Symptom Screening

Attachment 6: Cleaning and Disinfection Procedures

Attachment 7: Face Coverings, Surgical Masks, and Respiratory Protection

Attachment 8: COVID-19 Prevention Posters

Attachment 9: Reporting and Response Procedure for COVID-19 Cases

Attachment 10: Exposure Decision Tree

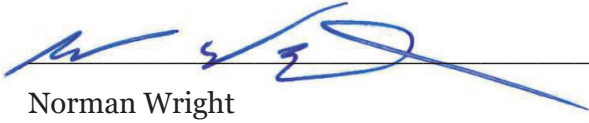
Attachment 11: COVID-19 Safety Training Tailgate

Attachment 12: Program Review and Revisions

## Approval

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

  
Norman Wright

July 7, 2021  
Date

## Scope

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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 COVID-19 prevention procedures, 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) [Beyond the Blueprint for Industry and Business Sectors \(May 21, 2021\)](#), [Guidance for the Use of Face Coverings \(June 15, 2021\)](#), [State Public Health Officer Order \(June 11, 2021\)](#), other technical guidance sources, and additional laws and regulations related to COVID-19 (Attachment 1).

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:

- Work locations with one employee who does not have contact with other persons
- Employees working from home **or other locations not under the control of the County**
- Employees **with occupational exposure defined** 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>]

If access to intranet-linked documents is unavailable, please email [RiskMSafety@riskm.cccounty.us](mailto: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 12](#) for a list of changes in each document version date.
- Updates to this version of the program are highlighted with **bold, green text**.
- 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](mailto:RiskMSafety@riskm.cccounty.us).
- **Email to Report COVID-19 Cases** to Risk Management Worker’s Compensation Unit: [RepEECOVID@riskm.cccounty.us](mailto: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	<a href="mailto:doc.logistics@cchealth.org">doc.logistics@cchealth.org</a>
Hospital and Health Centers Infection Prevention and Control	Department Supervisors with exposure and medical questions	<a href="mailto:InfectionPreventionAndControlProgram@cchealth.org">InfectionPreventionAndControlProgram@cchealth.org</a> Pager at (925) 346-4122
Public Health Division Contact Tracing Unit	Report COVID-19 employee cases Supervisors with exposure and medical questions	<a href="mailto:covid.business.tracing@cchealth.org">covid.business.tracing@cchealth.org</a>
Public Works Custodial Services	Hand sanitizer and disinfectant sprays, disinfection services, extra cleaning services	Custodial Services Manager, Derrick West at <a href="mailto:Derrick.West@pw.cccounty.us">Derrick.West@pw.cccounty.us</a> (925) 313-7052 or (925) 930-3698 after hours
Public Works Print and Mail Services	Order printed safety signage and window or mirror clings	<a href="mailto:graphics@pw.cccounty.us">graphics@pw.cccounty.us</a>
Risk Management Safety and Loss Control	Questions, resources, or safety concerns	<a href="mailto:RiskMSafety@riskm.cccounty.us">RiskMSafety@riskm.cccounty.us</a> (925) 335-1400

## References

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

## Responsibilities

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### 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.
- **Designates a contact(s) who will receive and maintain documentation of signed and submitted [Employee Self-Attestation of COVID-19 Vaccination Status forms](#) 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](mailto: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.
- **Coordinates with departmental Safety Coordinators and First Line Supervisors to 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.**
- 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 **COVID-19 prevention procedures**, and updates safety programs in accordance with this Program. Departments may contact [riskmsafety@riskm.cccounty](mailto:riskmsafety@riskm.cccounty) for assistance.
- Coordinates or provides and [documents](#) training to all staff on site-specific and task-specific **COVID-19 prevention procedures**.
- Ensures all staff take the Risk Management COVID-19 Safety Training through the available safety topic in [Attachment 11](#) topic or on Vector 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.

- **May assist Departmental Personnel Contacts and First Line Supervisors to 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.**

## 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.
- **Immediately investigates 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.**
- 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 with staff and ensures compliance with COVID-19 prevention work practices.
- 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 voluntary respirators and re-stocks before they are depleted.
- **Knows which of their employees are fully vaccinated and do not need to wear a face covering indoors in the workplace or in a vehicle with another employee.**
- Ensures new employees who are not fully vaccinated are provided with two face coverings.
- **Upon request, provides employees who are not fully vaccinated with a respirator for voluntary use and without retaliation.**
- Takes immediate and individual follow-up action with staff that do not comply with face covering requirements using the [Notice of Non-Compliance with COVID-19 Prevention Program Form](#).
- 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 procedures for review prior to starting work.
- Where applicable, provides contractors and vendors with this program and site-specific work procedures and requires contractors to follow them unless their protocol is more stringent.
- Keeps copies of any shared programs at each job site.

## Employees and Volunteers

- 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.
- Promptly notify your supervisor if you have close contact with a COVID-19 case.
- If instructed to do so, observe [Public Health Instructions for Quarantine for COVID-19 Patients and Contacts](#).
- 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).
- **[If fully vaccinated, complete and submit the Employee Self-Attestation of COVID-19 Vaccination Status form.](#)**
- Follow COVID-19 prevention procedures of cough etiquette, good hand hygiene, and wearing a face covering when required.
- **[All employees may wear a face covering when it is not required and without retaliation.](#)**
- **[Employees that are not fully vaccinated may request a respirator for voluntary use without fear of retaliation and at no cost.](#)**
- Use disinfection materials frequently throughout the day on your assigned work surfaces, office equipment, tools, and equipment; read the [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](#), 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 about 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](mailto: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](mailto: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 Personnel Contacts and 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 procedures.
- Develops and provides periodic training on this program's COVID-19 prevention procedures to departmental contacts.
- Develops and provides County-wide training on COVID-19 Safety and Prevention hosted on Vector 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 COVID-19 prevention procedures.
- 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 install signage when necessary.
- 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

- Participate in 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.
- **If fully vaccinated, complete and submit the Employee Self-Attestation of COVID-19 Vaccination Status form.**
- **Follow the County and departmental COVID-19 prevention procedures while in County facilities and within proximity of County employees.**
- 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 and Other Non-County Employees

- Are expected to adhere to COVID-19 prevention procedures while in County facilities and within proximity of County employees conducting County business.

## Program Topics

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### 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 and their representatives

#### 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, implement appropriate hazard controls to prevent COVID-19 exposures. Departments should document the hazard controls.

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 COVID-19 prevention procedures 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 COVID-19 prevention procedures, additional COVID-19 site assessments, or job hazard analyses.

## Control of COVID-19 Hazards

The County implements COVID-19 prevention procedures 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 following are example controls; some will apply only when there are multiple COVID-19 cases, outbreaks, or major outbreaks in the workplace. These controls are discussed further in [Attachment 4](#).

### Engineering Controls

#### Barriers

Barrier needs have been identified and installed through the COVID-19 assessment process. Existing barriers should be maintained in place; in the event of an outbreak condition, barriers are an indicated control measure.

#### Ventilation

**The County will follow CDPH's [Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#). County buildings with mechanical and natural ventilation systems will maximize the quantity of outside air and use the highest filtration efficiency level compatible with the existing ventilation system.**

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, **the systems will be modified to include the highest MERV level compatible with the system.**

**Exceptions to the maximized outside air ventilation occur 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

Remote work arrangements and services, when allowed by business need, reduce the occupancy in facilities for COVID-19 prevention.

#### Physical Distancing

Physical distancing is a COVID-19 prevention method used to keep people separated from others by at least six feet except for momentary encounters while individuals are in movement.

Physical distancing protocols, where implemented, 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

## 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 COVID-19 prevention procedures 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 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 \(Attachment 5\)](#) 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 \(Attachment 5\)](#) 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.
- 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.

Where temperature screening is implemented, non-contact thermometers will be used, and face coverings will be worn by the screener and not fully vaccinated employees.

## **Employee Self-Attestation of COVID-19 Vaccination Status**

**The County permits fully vaccinated employees to work indoors or drive in a vehicle with other employees without wearing a face covering if they have completed, signed, and filed the [Employee Self-Attestation of COVID-19 Vaccination Status](#) form with their designated Departmental contact.**

**Under CDPH face covering [guidance](#), face coverings are required at certain facilities such as public transit, childcare, detention, correctional, healthcare settings, homeless shelters, emergency shelters, and cooling centers, or work tasks and locations that require respiratory protection.**

## **Additional COVID-19 Vaccination Status Requirements**

**Under the Health Services Department [Health Orders](#), departments that operate or provide service to the hospital, residential substance abuse treatment facilities, homeless shelters, and detention facilities may have additional requirements to meet.**

## **Hand Hygiene**

[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.

## 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 6](#).

## Vehicle Transport

To protect vehicle drivers and occupants, the County has developed the following vehicle transportation protocols:

### Shared Vehicles

- **Departments will document and implement protocols for shared vehicle use by two or more County employees for County business:**
  - **Employees will notify their supervisors when they will be sharing a vehicle.**
  - **Supervisors shall provide not fully vaccinated employees sharing a vehicle with another person with a respirator for voluntary use upon request.**
  - **The vaccinated employee is not required to wear a face covering or respirator.**
- Pool vehicles shared between users shall be disinfected between users.

### Transport Vehicles

- **When County employees transport clients, they will follow the vehicle transport procedures prescribed under department**

**aerosol transmissible disease (ATD) programs (Cal/OSHA Title 8 §5199 (c)(5)(C)).**

- **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.**
- **When transporting clients not subject to the ATD, not fully vaccinated employees will be required to wear an N95 respirator authorized by the Respiratory Protection Program.**

## **Business Travel Considerations**

- 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 travel is within the United States, review [CDC Coronavirus and Travel in the US Guidance](#).
- If 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](#).

## **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](#).
- 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 8](#).
- 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**

Personal protective equipment (PPE) including gloves, eye and face protection, and respiratory protection will be implemented when necessary to prevent exposures to COVID-19.



## Face Coverings and Respirators

### Face Coverings

Face-covering requirements, safe use, and care, and exemptions are discussed extensively in [Attachment 7](#). Face-covering requirement posters are included in [Attachment 8](#) and posted at worksites, and used to communicate to employees, contractors, and the public the County's requirement for face covering use.

The County provided every employee with two face coverings. **New employees are provided with two face coverings upon hire.** Supervisors will ensure that employees required to wear face coverings keep them clean, undamaged, and properly positioned over the nose and mouth.

When employees that are not fully vaccinated are exempted from wearing a face covering due to a medical condition, mental health condition, or disability, they may use a face shield with a drape on the bottom if their condition or disability permits it.

**When employees that are not fully vaccinated are exempted from wearing a face covering and unable to wear a face shield with a drape on the bottom, they will maintain at least six feet apart from all other persons or test weekly for COVID-19 during paid time and at no cost.** 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.
- 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.

### Eye Protection Guidance

Departments will assess, document, and implement workplace- and task-specific protocols for eye protection as needed.

### 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.

## 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 [Exposure 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 9](#).

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 COVID-19 close contacts are excluded from the workplace when appropriate. Employees with symptom or exposure concerns will review the County [Exposure Decision Tree](#) scenarios with their Departmental Personnel Contact and complete the appropriate isolation and quarantine times ([Attachment 10](#)).

### *Denying Facility Entrance Based on Screening Results*

- **Not fully vaccinated** 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.
- **Fully vaccinated employees that report positive COVID-19 test results or symptoms will not report to work and will not be admitted to the workplace. Fully vaccinated employees that have a close contact can continue to report to work.**
- Employees that refuse to participate in screening protocols will not be admitted to the workplace.

### *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 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 County provided COVID-19 **sick and vaccination** leave.

## Contact Tracing and Notification

- Interviewing the COVID-19 case to determine their activities and locations visited during their high-risk exposure period, including:
  - **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.**
- 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
    - **A separate notification will be sent to the exposed group when there are outbreaks and major outbreaks**

## Investigating COVID-19 Case Transmission

When a COVID-19 case is identified, the Supervisor will immediately investigate **and document** 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 [Exposure Decision Tree](#) to coordinate time off and how to resume work.

## Medical Notes

- **Medical notes are not required to resume work after isolation or quarantine.**
- 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 three (3) or more employee\* COVID-19 cases visited a County facility during the high-risk exposure period within a 14-day period, the worksite is determined to be in outbreak status. \*Note: this case count may include contractors, subcontractors, and employees of other businesses or agencies.**

The County will provide COVID-19 testing to employees **who are not fully vaccinated in the exposed group** (present in the identified workplace during the 14-day 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' paid time.
- 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.
- **Will not be performed for employees that tested positive or developed symptoms for COVID-19 within the past 90 days.**

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 ([Attachment 9](#)).
  - This review shall be updated every 30 days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
  - Corrective actions will be identified and implemented to reduce the risk of further COVID-19 exposure.
- **During the outbreak period, employees in the exposed group (regardless of vaccination status) will wear face coverings when indoors, or when outdoors and less than six feet from another person.**
- **Departments experiencing outbreaks will implement COVID-19 prevention procedures identified through the investigation process such as the examples in the [Control of COVID-19 Hazards](#) section of this program.**
- **The County will notify employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.**

## 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, **regardless of vaccination status, in the exposed group**. 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' **paid time**.
- 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.
- **Will not be performed for employees that tested positive or developed symptoms for COVID-19 within the past 90 days.**

**After a major outbreak is identified:**

- 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 ([Attachment 9](#)).
- The following actions will be implemented by Departments during a major outbreak:
  - **Provide a respirator for voluntary use to employees in the exposed group.**
  - **Determine the need to change or establish a respiratory protection program to address COVID-19 hazards.**
  - **Separate employees by at least six feet, where feasible, if they are not wearing a respirator as an authorized user in the Department's respiratory protection program.**
  - 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.
  - **Implement COVID-19 prevention procedures identified through the investigation process such as the examples in the [Control of COVID-19 Hazards](#) section of this program.**
  - 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 COVID-19 policies, response, and prevention procedures that affect all County employees, other employers, and contractors. COVID-19 prevention procedures 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 procedures 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 **from wearing a face covering or face shield with a drape will maintain at least six feet apart from all other persons unless the unmasked employee is fully vaccinated or takes a COVID-19 test once 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 for employees that are not fully vaccinated** 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. These employees are offered no cost testing during their **paid time** 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>) 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](#) 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](mailto: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

Posters to prevent the spread of COVID-19 are included in [Attachment 8](#). These resources 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. **Not all postings will be required at every facility but will be available for required locations and in outbreak events.**

## Self-Attestation of COVID-19 Vaccination Status

**Fully vaccinated employees may complete and sign the [Employee Self-Attestation of COVID-19 Vaccination Status](#) form and submit it to their designated departmental contact. Employees that complete and submit this form can forego wearing a face covering indoors and when in a vehicle with another employee unless required by the work location or if there is an outbreak.**

## Training and Instruction

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The County will provide all employees with effective training and instruction on this Program. **All training will be documented on a training roster.**

### Training Types

- **Required County COVID-19 trainings are available on Vector Solutions:**
  - CCC COVID-19 Training Tailgate: or,
  - CCC COVID-19 Online Training.
- **The CCC COVID-19 Training Tailgate is also included as an attachment to this program (Attachment 11) and can be delivered in person as long as it is documented.**
- Department-Specific Trainings are required and may include:
  - COVID-19 prevention procedures 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.
- **Optional COVID-19 training resources are also available** on Vector Solutions:
  - 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

### Training Frequency

- **The CCC COVID-19 Training tailgate or online training is required for all County employees**
- The training will be provided to all new employees upon hire
- Refresher COVID-19 training will be conducted annually thereafter

### Required Training Topics

- This COVID-19 Prevention Program
- Department COVID-19 prevention procedures
- COVID-19-related benefits, **including sick and vaccination leave**, 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.

- **The fact that particles containing the virus can travel more than six feet, especially indoors so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 but are most effective when used in combination.**
- **The department's policy for providing respirators to employees that are not fully vaccinated for voluntary use, when requested, without fear of retaliation and at no cost.**
- **When respirators are provided for voluntary use, employees will complete the online training "CCC Filtering Facepiece Respirator (N95) Use" available on Vector Solutions.**
- 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 is an airborne disease and N95 respirators and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.**
- COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.
- **How to access COVID-19 testing and vaccination and that vaccination is effective at preventing COVID-19.**
- **When and where face coverings are required.**

## 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 – Vector Solutions	Online Training Completions	3 Years
Departments	Records of steps taken to implement this Program	1 Year
	<b>Completed Rosters for Unit-Specific Training</b>	<b>3 Years</b>
Supervisors	COVID-19 Safety Files	1 Year

## Program Review

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Risk Management – Safety and Loss Control will conduct a periodic review of this program and document the review in the table in [Attachment 12](#).

Departmental Safety Coordinators will perform a periodic review of their COVID-19 prevention procedures.

## Attachment 1: References

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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 Beyond the Blueprint:**

<https://covid19.ca.gov/safely-reopening/>

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
<b>Asymptomatic</b>	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.
<b>Asymptomatic Surveillance Test</b>	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).
<b>Close Contact</b>	Someone who was within six feet of a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period <b>during the high-risk period, regardless of the use of face coverings. Individuals wearing a respirator in compliance with T8 CCR §5144 are not considered to have close contact.</b>
<b>Contact Tracing Activity</b>	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.
<b>COVID-19</b>	Coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)
<b>COVID-19 Case</b>	A person who: <ol style="list-style-type: none"> <li>1. Has a positive “COVID-19 test”; or</li> <li><b>2. Has a positive COVID-19 diagnosis from a licensed healthcare provider; or</b></li> <li>3. Is subject to a COVID-19-related order to isolate issued by a local or state health official; or</li> <li>4. 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.</li> </ol>
<b>COVID-19 Hazard</b>	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. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.



Term	Definition
<b>COVID-19 Symptoms</b>	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
<b>COVID-19 Test</b>	A viral test for SARS-CoV-2 that is: <ul style="list-style-type: none"> <li>• 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</li> <li>• Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.</li> </ul>
<b>Essential Government Functions</b>	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.
<b>Exposed Group</b>	<p><b>Means all employees at a work location, working area, or common area at work where a COVID-19 case was present at any time during the high-risk exposure period. A common work area includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas.</b></p> <p><b>Except:</b></p> <ul style="list-style-type: none"> <li>• <b>A place where persons momentarily pass through while everyone is wearing face coverings.</b></li> <li>• <b>If the case was not present at the workplace at the same time as other employees.</b></li> <li>• <b>If the case visited the work location for less than 15 minutes during the high-risk period and all persons present were wearing face coverings.</b></li> </ul> <p><b>Note: the exposed group may include employees of other employers.</b></p>
<b>Face Covering</b>	<p><b>A surgical mask, medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers with no visible holes or openings, which covers the nose and mouth.</b></p> <p><b>A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.</b></p>
<b>Fully Vaccinated</b>	<b>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.</b>

Term	Definition
<b>High-risk Exposure Period</b>	<p>The following time period:</p> <ul style="list-style-type: none"> <li>For COVID-19 cases 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</li> <li>For COVID-19 cases who never develop COVID-19 symptoms: from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.</li> </ul>
<b>Isolation</b>	<p>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.</p>
<b>Major Outbreak</b>	<p>Exists if there are 20 or more COVID-19 cases within 30 days in a specific place of employment.</p>
<b>Outbreak</b>	<p>Exists if three or more COVID-19 cases occur within 14 days in a specific place of employment.</p>
<b>Presumptive Positive</b>	<p>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.</p>
<b>Respirator</b>	<p><b>A respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator.</b></p>
<b>Quarantine</b>	<p>The time period that a person identified as a “close contact with a COVID-19 case” is separated from other people.</p>
<b>Self-monitoring</b>	<p>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).</p>
<b>Severe or Critical Illness</b>	<p>As defined by the CDC, definition available at this <a href="#">hyperlink</a>.</p>
<b>Severely Immunocompromised</b>	<p>As defined by the CDC, definition available at this <a href="#">hyperlink</a>.</p>
<b>Worksite</b>	<p><b>The building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the County that a COVID-19 case did not enter.</b></p>

## Attachment 3: COVID-19 Assessment Checklist

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CONTRA COSTA COUNTY		COVID-19 ASSESSMENT CHECKLIST		
Facility: _____		Inspected by: _____		
Date: _____				
Inspection Point		OK	No	N/A
<b>1.0 Screening Procedures and Vaccination Status</b>				
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 where required.			
1.3	Procedures for symptom screening have been established.			
1.4	Methods for self-monitoring symptoms are communicated.			
1.5	Documentation of fully vaccinated employees is maintained in a temporary file within the Department.			
<b>2.0 Cleaning and Disinfecting Workspace</b>				
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	Adequate time for workers to implement cleaning practices has been provided.			
<b>3.0 COVID-19 Prevention in the Office (Maintain barriers where already installed; for use in outbreak events)</b>				
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 and posted 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 properly worn when required.			
3.9	Entry procedures that promote a 6-foot physical distance and limit gatherings into controlled access locations have been established			
3.9	Procedures for staggering shifts or increasing the number of shifts have been established.			
<b>4.0 COVID-19 Prevention in the Field</b>				
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	Face coverings are properly worn when required.			
4.4	Face coverings or respirators are worn as required when employees share a vehicle or transport clients, patients, or detainees.			
<b>5.0 Signage Posted</b>				
5.1	To encourage self monitoring for symptoms before and during shifts.			
5.2	To encourage employees to stay home if they are sick.			
5.3	Requiring face coverings to be worn, where and when applicable.			
5.4	Encouraging frequent hand washing			
5.5	Other signage for COVID-19 prevention.			
<b>6.0 Training and Communication</b>				
6.1	Communicate the County COVID-19 Prevention Program to staff, contractors, and volunteers.			
6.2	Train staff on unit, facility, and task specific COVID-19 prevention procedures.			
6.3	Staff that are wearing respirators on a voluntary use are trained and have signed a Voluntary Use Form.			
6.3	COVID-19 prevention procedures are documented by Department and specialized for each site, where applicable.			
6.4	COVID-19 prevention procedures are reviewed and updated periodically, as needed and conditions change.			
6.5	Exchange COVID-19 Prevention Programs with contractors.			
<b>7.0 Miscellaneous</b>				
7.1	Miscellaneous conditions that could impact COVID-19 prevention efforts.			
7.2	Is the heating and air conditioning (HVAC) system functional, maximizing fresh air intake and filtration to the system's capability.			
7.3	Are all fans in the workplace removed or disabled to ensure that air is not blown from one occupant to another.			

## Attachment 4: COVID-19 Prevention Strategies for Outbreaks and Major Outbreaks

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Departments will establish, document, and train staff on COVID-19 prevention procedures specific to current working conditions, stationary locations, and field operations as outlined in this program. **This Attachment includes examples of prevention strategies that may be implemented in the workplace during outbreak and major outbreak conditions.**

### Physical Distancing

**Physical distancing strategies** are designed to prevent close contact with others to reduce the spread of COVID-19. These measures may 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 unvaccinated 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 physical distancing.
- Arranging facility furniture and workspaces to maintain six-foot distancing.
- Additional steps may be considered:
  - 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 remote work to staff.

## Signage

Signage is an important tool to communicate safety information to employees and the public related to COVID-19 prevention procedures.

- 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, physical distancing, face covering)
  - Self-monitoring for symptoms of COVID-19
  - Reminders to wear face coverings **when necessary**
  - 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 8](#) 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

**When needed, departments should establish room occupancy limits to provide physical distancing.** The room size and configuration will have to be assessed on a case-by-case basis. Once evaluated for maximum occupancy, the limits should be posted on the room and communicated to all affected staff and visitors.

## Employee Workspace Configuration

- Evaluate and post occupancy limits on offices and enclosed workspaces designed to maintain six-foot physical distancing.
- A separate, enclosed office with a design occupancy of one person is considered appropriate for physical 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 physical distancing, depending on the size and configuration of the room.
- **For occupants of open floor plans and cubicles, face coverings are required for employees that are not fully vaccinated or may be required in an outbreak. Other considerations:**
  - Stagger or re-orient desks and workstations 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 when required.
  - Occupants of cubicles with doors require may require a face covering unless the walls extend all the way to the ceiling creating a separate workspace.
- Encourage disinfection frequently throughout the day of work surfaces and office equipment.
- Implement disinfection procedures between users of shared workstations 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 physical distancing for public lobby, reception, and waiting areas.
- Place markings or other indicators where visitors may line up or accumulate that enforces physical distancing.
- Remove or mark seating to maintain distancing.
- Ensure reception windows are opened in a manner that maintains physical 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 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 physical 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 lunchrooms 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 physical distancing.
- Monitor restrooms for natural physical 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 physical distancing.
- Post occupancy limits designed to maintain six-foot physical distancing.
- Remove or mark seating and tables to maintain six-foot physical 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 physical 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.
- Conduct a job hazard assessment and document procedures for COVID-19 field conditions.
- **For home visits, employees that are not fully vaccinated 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 may be required to ensure six-foot distancing is maintained.

## Meeting Procedures

- Temporarily suspend 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 physical 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 not fully vaccinated participants or all participants in an outbreak condition.**
- 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 physical distancing.

- Evaluate each training delivery and document the procedures for physical 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 not fully vaccinated participants or all participants in an outbreak condition.**

## Attachment 5: COVID-19 Building Entry and Symptom Screening

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## COVID-19 BUILDING ENTRY AND SYMPTOM SCREENING

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

**If you answer NO to ALL QUESTIONS**

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.

**If you answer YES to ANY QUESTION**

Access to this facility is **NOT APPROVED**.  
**DO NOT ENTER THE FACILITY. NOTIFY YOUR SUPERVISOR.**

**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 test?** (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

Revised June 28, 2021

Contra Costa County - COVID-19 Prevention Program

<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 6: Cleaning and Disinfection Procedures

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### 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.
- 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](mailto:Derrick.West@pw.cccounty.us):

- Hand sanitizers that can be wall mounted or placed on a stand
- Disinfectant sprays and tabletop toweling dispensers
- Supplemental cleaning services
- Deep cleaning and disinfection services
- If unavailable through normal purchasing routes, hand sanitizers, sanitizing wipes, and cleaning materials can be requested by emailing [doc.logistics@cchealth.org](mailto: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 7: Face Coverings, Surgical Masks, and Respiratory Protection

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This section describes cloth face covering, surgical mask, and respirators used 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 a respirator:

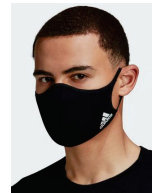
- A cloth face covering is designed and effective to protect others from the user.
- A surgical mask is a loose-fitting face covering that protects others from the user.
- A respirator is designed and effective to protect the user from others.

### Exceptions to the guidance in this Attachment:

- 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 services as long as each of these divisions conducts a separate, documented risk assessment and completes a respiratory protection program, if indicated.
- **The direct patient-care activities in the hospital, health centers, alternate care facilities, public health division, or detention services listed above will also follow the [CDPH Guidance for Face Coverings](#).**
- This section does not cover respiratory protection for air contaminants other than COVID-19.

## Definitions

**Face covering** means a covering made of **tightly woven** cloth or fabric **of at least two layers**, without holes or exhalation valves, that covers only the nose and mouth and surrounding areas of the lower face. **Surgical masks and medical procedure masks are also considered face coverings.**



**Surgical masks and medical procedure masks** are loose-fitting face coverings made of non-woven material 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.



**A respirator is designed to protect the wearer from inhaling disease particles. There are a variety of makes and models available for use. All respirators must be approved by the National Institute of Occupational Safety and Health (NIOSH) or a similar certifying international agency.**

**An N95 respirator is commonly used to control exposures to COVID-19.** It is 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. 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. **The use of respirators with exhalation valves are not suitable as a face covering in the workplace.** 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 be worn according to the California Department of Public Health Guidance for the Use of Face Coverings, this program, or an ADA exemption.**

**A face covering is required:**

- **For employees that are not fully vaccinated when indoors or inside a vehicle with another person.**
- **For all employees when the workplace is in outbreak or major outbreak condition.**
- For all employees in locations such as healthcare, detention, and childcare facilities, or emergency shelters and cooling stations.

**A face covering is not required:**

- **When an employee is alone in a room or vehicle.**
- **When a not fully vaccinated employee is eating or drinking, although they should stay 6 feet from others while they have their face covering removed.**
- 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 weekly, providing proof of negative results to their Supervisor. COVID-19 testing will not be used as an alternative to face coverings.

### **Special Circumstances**

- **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.**
- **When required by a doctor's note.**
- **In the above special circumstances and only if 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 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.

### **Respirator Use – Required and Voluntary**

**Required 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. Required users must fulfill all required elements of the Contra Costa County Respiratory Protection Program including:

- An annual medical evaluation\*.
- Annual training on respiratory protection.
- An annual fit test on each make and model of respirator that will be used.

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.

Voluntary users:

- Take the Vector Solutions CCC Filtering Facepiece Respirator (N95) Use training online; and
- Sign a §5144 Appendix D Voluntary Use Form that describes safe respirator use and return it to their supervisor.

## Tasks Requiring Respiratory Protection

- Entering medical treatment or housing areas for known or presumed positive COVID-19 cases.
- Other tasks as required by department or County respiratory protection programs.

## Tasks Requiring Respiratory Protection for Not Fully Vaccinated Employees

Complete medical evaluation, training, and fit testing to wear an N95 or other respirator if not fully vaccinated employees are assigned tasks such as:

- Transporting individuals that are not fully vaccinated or their vaccination status is unknown.
- Conducting home visits and entering home environments in which the vaccination status of the occupant(s) is not known.

## Respiratory Protection Training

Respiratory protection training is required for all respirator users and can be provided by these methods:

- Vector Solutions online class CCC Respiratory Protection (self-assign available). This training is one hour and covers all respirator types.
- Vector Solutions online class CCC Filtering Facepiece Respirator (N95) Use (self-assign available). This training is 15 minutes and is suitable for employees wearing only an N95 filtering facepiece respirator on a required or voluntary basis only.
- Classroom Respiratory Protection Training (general or custom class can be provided by Risk Management).

- Tailgate safety training topic Respiratory Protection (request from Risk Management).

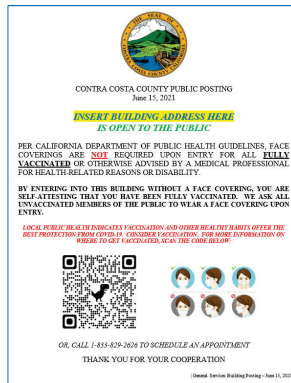
## N95 Storage and Extended Use/Re-Use Procedures

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:

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

<b>Filtering Facepiece N95 Respirator Guidelines for Re-use During COVID-19 Operations</b>	
	<ul style="list-style-type: none"> <li>• Lean over the trash receptacle, remove the elastic straps, and let the N95 drop into the trash.</li> <li>• Perform hand hygiene AFTER removing and disposing of the N95.</li> </ul>
<b>Strategies to Prolong N95 Use</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<ul style="list-style-type: none"> <li>• Reminders for N95 Users</li> </ul>	<ul style="list-style-type: none"> <li>• Always perform a physical inspection and user seal check when putting on and taking off the N95.</li> <li>• Always minimize unnecessary contact with the respirator surface.</li> <li>• Maintain strict adherence to hand hygiene practices.</li> <li>• Remember to keep your hands away from your eyes, face, and mouth.</li> <li>• Use proper technique when putting on and taking off PPE.</li> </ul>

## Attachment 8: COVID-19 Prevention Posters



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

Available in Spanish.



Face Covering Required Sign:

[https://813dcad3-2b07-4f3f-a25e-23c48c566922.filesusr.com/ugd/ee8930\\_4443141b3736489a890250f304c0982f.pdf](https://813dcad3-2b07-4f3f-a25e-23c48c566922.filesusr.com/ugd/ee8930_4443141b3736489a890250f304c0982f.pdf)

In Spanish: [https://813dcad3-2b07-4f3f-a25e-23c48c566922.filesusr.com/ugd/ee8930\\_7681f94aaefe4d72aa5b497fe4a7e453.pdf](https://813dcad3-2b07-4f3f-a25e-23c48c566922.filesusr.com/ugd/ee8930_7681f94aaefe4d72aa5b497fe4a7e453.pdf)



Stay Home When You Are Sick Poster:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/StayHomeFromWorkHorizontal.pdf>

In Spanish:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/316129-A-StayHomeFromWorkHorizontalESP.pdf>

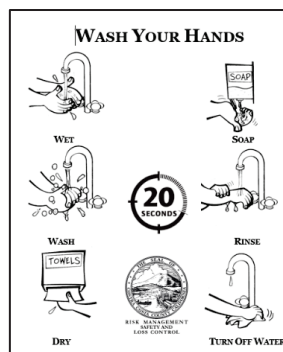


Prevention Protocols (don't touch face, cough etiquette, handwashing, physical distancing, face covering):

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

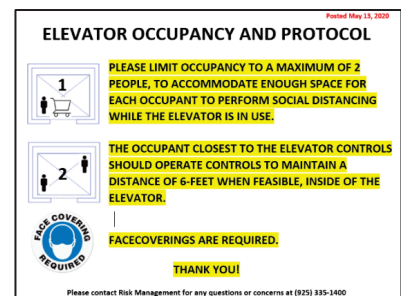
In Spanish:

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



Handwashing and sanitizing techniques:

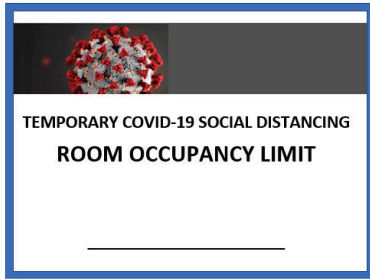
Visit [Risk Management intranet site](#) or email [graphics@pw.cccounty.us](mailto:graphics@pw.cccounty.us) to request printed window and mirror clings



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

*\*For Use in Outbreak Conditions*





Room Occupancy Limit Poster. Visit [Risk Management intranet site](#)  
*\*For Use in Outbreak Conditions*  
*\*For Use in Break Rooms and Lunchrooms when Not Fully Vaccinated Employees*



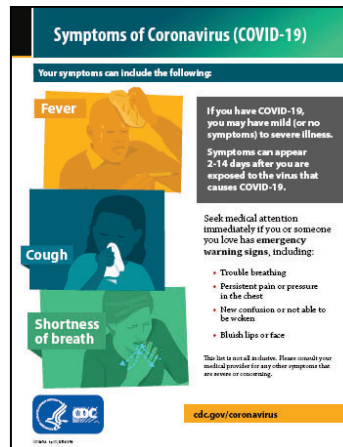
Physical Distancing Reminder Poster: Visit [Risk Management intranet site](#)  
*\*For Use in Outbreak Conditions*



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>



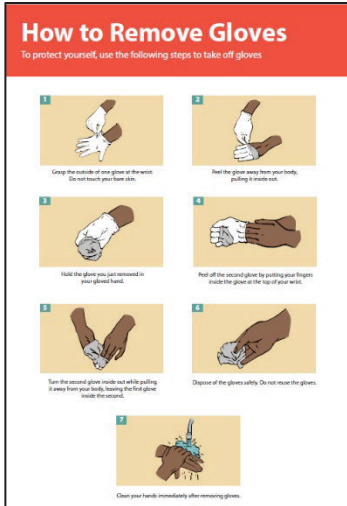
Water Dispenser Hygiene Poster  
 Visit [Risk Management intranet site](#)



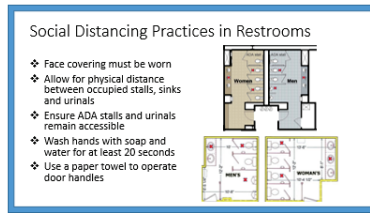
Self-Monitoring for Symptoms of COVID-19  
 Visit:  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>  
 In Spanish:  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms-11x17-es.pdf>



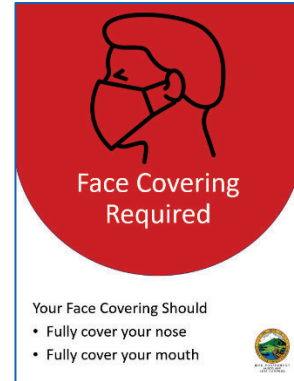
Do's and Don'ts to Prevent Workplace Violence:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/WorkplaceViolenceDoDontWebGraphicLetterF.pdf>  
 In Spanish:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/workplace-violence-dodont-spanish.pdf>



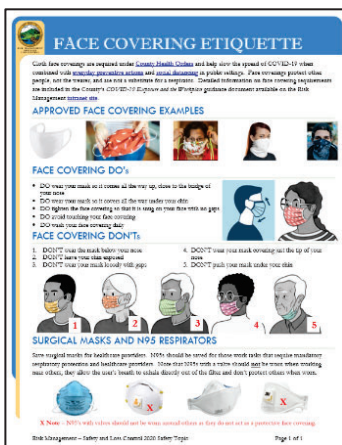
How to Remove Gloves:  
<https://www.cdc.gov/vhf/ebola/pdf/poster-how-to-remove-gloves.pdf>



Restroom Poster  
Visit [Risk Management intranet site](#)  
*\*For Use in Outbreak Conditions*



Face Covering Required Poster  
Visit [Risk Management intranet site](#)  
*\*For Use in facilities that require face coverings*



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



Vaccination Poster  
Visit: [https://813dcad3-2b07-4f3f-a25e-23c48c566922.filesusr.com/ugd/84606e\\_64ecf46eb0fc4e77aaf10559c15b829d.pdf](https://813dcad3-2b07-4f3f-a25e-23c48c566922.filesusr.com/ugd/84606e_64ecf46eb0fc4e77aaf10559c15b829d.pdf)  
In Spanish:  
[https://813dcad3-2b07-4f3f-a25e-23c48c566922.filesusr.com/ugd/84606e\\_33b55b4ccd6c439f8f53f63df44fcdca6.pdf](https://813dcad3-2b07-4f3f-a25e-23c48c566922.filesusr.com/ugd/84606e_33b55b4ccd6c439f8f53f63df44fcdca6.pdf)

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

## Attachment 9: Reporting and Response Procedure for COVID-19 Cases

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- 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 Exposure Decision Tree.
  - 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](mailto: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 [Exposure Decision Tree](#).
  - iv) Encourage close contact employees 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 community [testing](#).
    - (1) See the [outbreak and multiple outbreak event section for testing information](#).**
- 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 [Exposure Decision Tree](#).
  - ii) A doctor's note clearing the employee to resume work is not needed.
- g) **STEP 7** – Immediately investigate possible workplace related factors and conditions using the [County Incident Investigation Form](#) to determine what contributed to the COVID-19 exposure and [take corrective actions](#) to reduce further COVID-19 exposures.
  - i) This investigation will be initiated by the First Line Supervisor and may include the Department Personnel Contact and Safety Coordinator if needed.
  - ii) Forward a copy of the completed investigation report to Risk Management via email to [RiskMSafety@riskm.cccounty.us](mailto:RiskMSafety@riskm.cccounty.us).

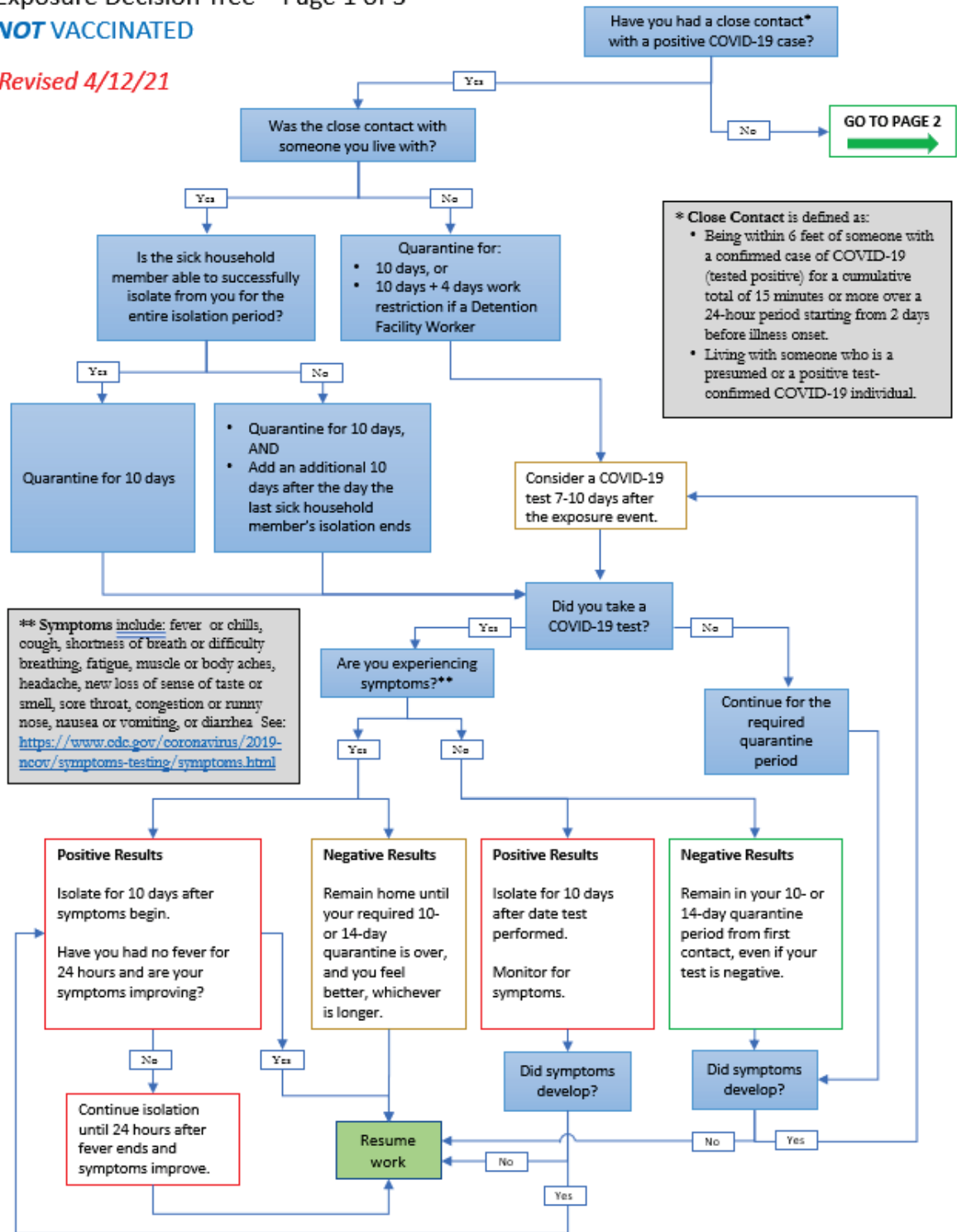
## Attachment 10: Exposure Decision Tree

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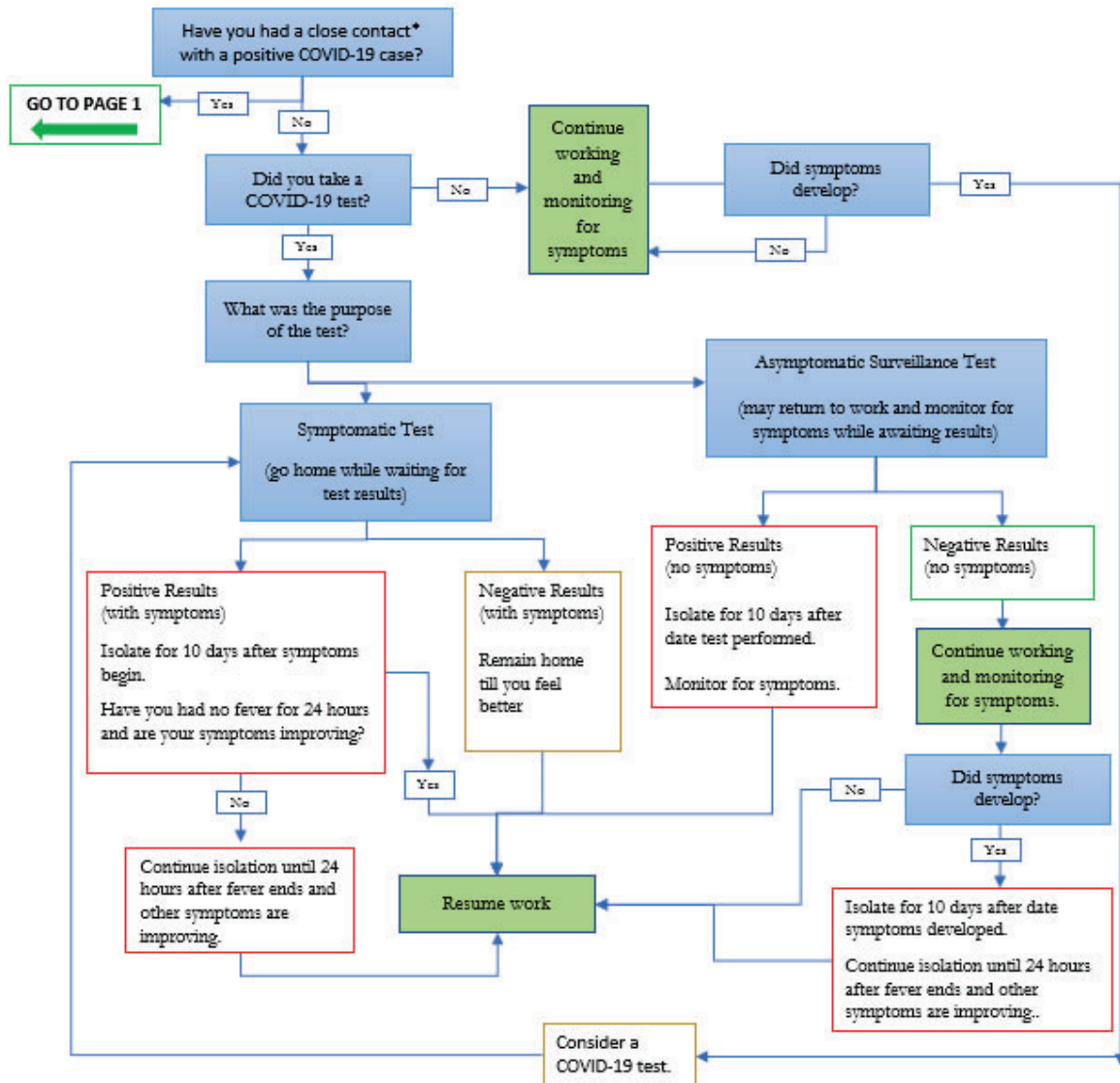
## Exposure Decision Tree – Page 1 of 3

**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](mailto: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](mailto:covid.business.tracing@cchealth.org).

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

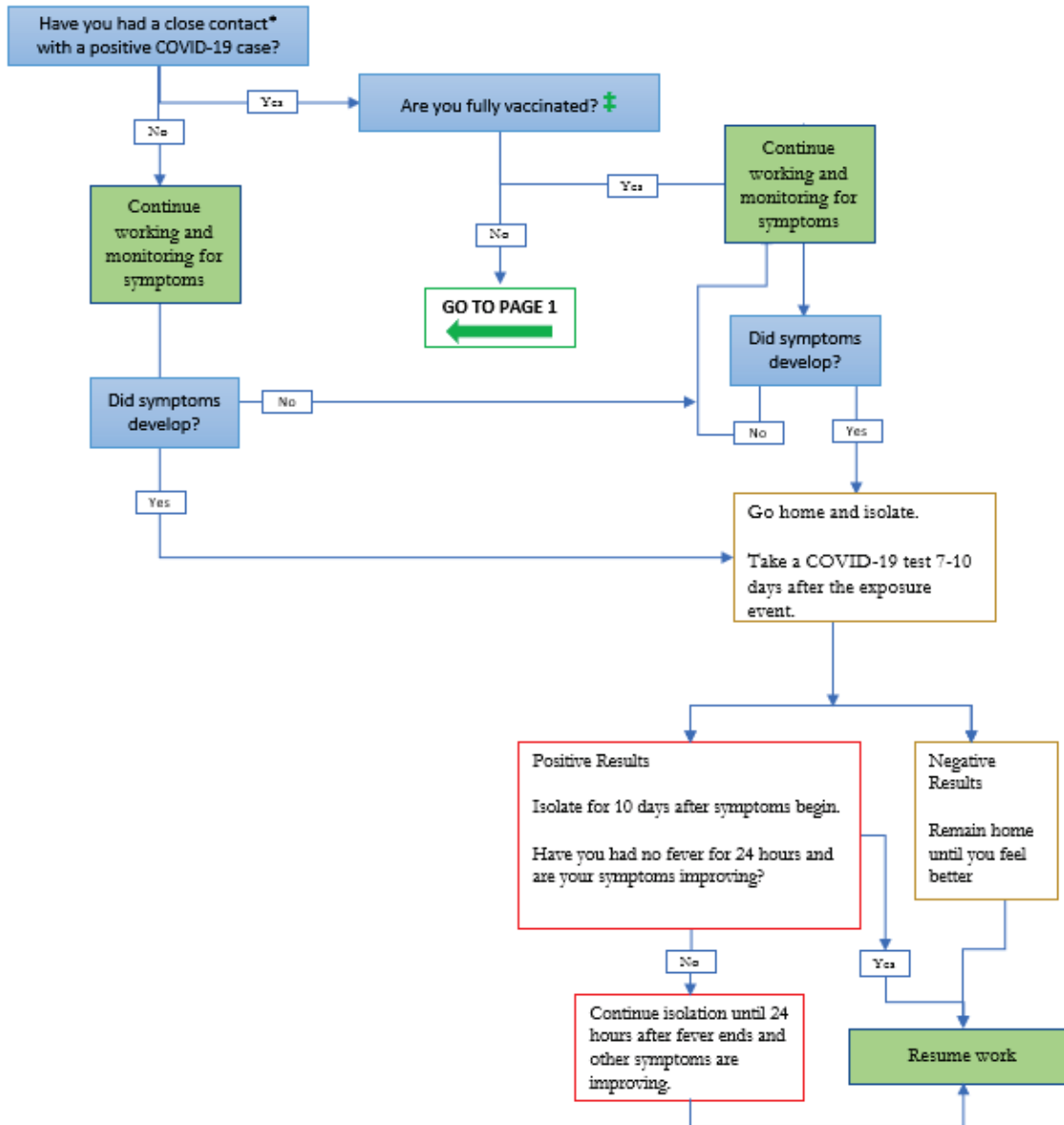
- Individuals hospitalized with a severe or critical illness caused by COVID-19 illness
- Individuals severely immunocompromised that test positive for COVID-19 (with or without symptoms)
- After 20 days, continue isolation until 24 hours after fever ends and symptoms are improving.

Exposure Decision Tree – Page 3 of 3  
**VACCINATED**

Revised 4/12/21

‡ **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.,  $\geq 2$  weeks following receipt of the second dose in a 2-dose series, or  $\geq 2$  weeks following receipt of one dose of a single-dose vaccine)
- Have remained asymptomatic since the current COVID-19 exposure





# Attachment 11: COVID-19 Safety Training Tailgate

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Revised July 6, 2021



# COVID-19 SAFETY TRAINING

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

- COVID-19 (*novel coronavirus*) symptoms and how it spreads
- How to stay safe and prevent COVID-19 exposures
- Department-specific COVID-19 prevention procedures
- Face covering and respirator use
- When to return to the workplace after illness or exposure
- Employee rights and benefits related to COVID-19



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

## HOW THE COVID-19 VIRUS SPREADS

COVID-19 is an infectious disease that spreads very easily from person to person, mainly when people are in close contact with one another (within about 6 feet). The Centers for Disease Control and Prevention maintains the latest information on [how COVID-19 spreads](#), including:

- It can spread through the air when an infected person talks or vocalizes, sneezes, coughs, or exhales.
- It may be spread when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - Exhaled virus particles from infected people can travel more than six feet, especially indoors
  - These particles can be inhaled into the nose, mouth, airways, and lungs and cause infection in others
  - Droplets can also land on surfaces and objects

## BASIC COVID-19 PREVENTION STEPS

The best prevention for COVID-19 is to [get vaccinated](#).

- [Vaccination](#) is voluntary, free, and available to everyone ages 12 and older in Contra Costa County. The authorized vaccines provide strong protection from COVID-19 and even greater protection from serious illness, hospitalization, and death.
- Physical distancing, face coverings, increased ventilation indoors, hand hygiene, and respiratory protection also decrease the spread of COVID-19 but are most effective when used in combination.

### PROTECT YOURSELF

- Get vaccinated.
- 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 six feet away from others when possible.

### PROTECT OTHERS

- STAY HOME IF YOU ARE SICK
- Cover your cough or sneeze with a tissue.
- Wear a face covering over your nose and mouth when required.
- 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 COVID-19 PREVENTION PROCEDURES

In addition to the requirements of the County's [COVID-19 Prevention Program](#), Departments have established COVID-19 prevention procedures for specific facilities, work environments, and job tasks.

- Prevention procedures will be documented and updated as conditions change
- Training and communication will be provided on new job tasks and procedures
- Ask your supervisor if you have any questions about this training or COVID-19 prevention procedures
- Report your safety concerns and COVID-19 hazards to your supervisor

## FACE COVERINGS

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Face coverings are not respiratory protection. Respirators protect the user from airborne disease while face coverings primarily protect people around the user. The County provides two face coverings to every employee.

- A face covering is required for:
  - Employees that are not fully vaccinated when indoors or inside a vehicle with another person.
  - All employees in locations such as healthcare, detention, and childcare facilities, or emergency shelters and cooling stations.
  - For all employees when the workplace is in outbreak or major outbreak condition.
- A face covering is not required for:
  - Fully vaccinated employees that have signed and submitted an [Employee Self-Attestation of COVID-19 Vaccination Status](#) form.
  - An employee alone in a single-occupancy room or vehicle.
  - A not fully vaccinated employee who is eating or drinking, although they should stay six feet from others while they have their face covering removed.
- Face coverings are recommended outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained.

## RESPIRATORS

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- **Required** respirator use describes when an employee must be protected from an airborne exposure. These respirators are distributed and used in accordance with the County [Respiratory Protection Program](#). COVID-19 related tasks that require a respirator include:
  - Entering medical treatment or housing areas for known or presumed positive COVID-19 cases.
  - Other tasks as required by department or County respiratory protection programs.
  - Employees that are not fully vaccinated when:
    - Transporting individuals that are not fully vaccinated or their vaccination status is unknown.
    - Conducting home visits and entering home environments in which the vaccination status of the occupant(s) is not known.
- **Voluntary** respirator use describes when an employee is not required to wear a respirator, but they are allowed or encouraged to use one if desired. The County will provide respirators to not fully vaccinated employees upon request. Fully vaccinated employees may bring and wear their own respirators. All voluntary respirator users must:
  - Take the Vector Solutions CCC Filtering Facepiece Respirator (N95) Use training online.
  - Sign a Title 8 CCR [§5144 Appendix D Voluntary Use Form](#) that describes safe respirator use and return it to their supervisor.
- **Employee Rights:**
  - All employees may wear a face covering when it is not required and without retaliation.
  - Employees that are not fully vaccinated may request a respirator for voluntary use without fear of retaliation and at no cost.

## SYMPTOMS OF COVID-19

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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**. 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

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- 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 on the [cchealth website](#).
- Promptly notify your supervisor of your COVID-19 symptoms if you leave work or stay home.
- Inform your supervisor if you experience COVID-19 symptoms or receive a positive COVID-19 test result.

## SELF-ISOLATION, QUARANTINE, AND RESUMING WORK

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- 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 case, you do not need to quarantine. Continue to work and self-monitor for symptoms.
- Fully vaccinated employees do not need to quarantine after a close contact with a COVID-19 case, but should continue to monitor for symptoms.

## EMPLOYEE SAFETY STEPS

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- Follow your job safety protocols and training.
- Wear personal protective equipment (PPE) when required.
- Wear your face covering properly when and where required. Keep your face covering clean and undamaged. For more information, see the [Face Covering Etiquette Tailgate](#).
- Read and follow the safety signage in your workplace.
- Review the County COVID-19 Prevention Program.
- If you are assigned a work task that requires respiratory protection or use a respirator on a voluntary basis:
  - Wear your respirator in accordance with the County's [Respiratory Protection Program](#).
  - Wear your respirator properly and perform a user seal check each time you wear it.
  - Note that facial hair interferes with the respirator seal and reduces its effectiveness.
- Use appropriate disinfection materials frequently on your assigned work surfaces, tools, and equipment.
- Report the need to re-stock PPE and disinfection materials before they are depleted.
- Report safety concerns, hazards, and suggestions to your supervisor, Safety Coordinator, or Risk Management at [RiskmSafety@riskm.cccounty.us](mailto:RiskmSafety@riskm.cccounty.us).
- Read the [County Cares COVID-19 Chronicle](#) for employee-related information on the County's COVID-19 response and prevention procedures.

## COVID-19 RELATED BENEFITS

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Benefits are available, if applicable, for worker's compensation, sick and vaccination leave, and accommodations related to COVID-19. Up to date benefit information is maintained on the Human Resources [intranet](#) page.

## Attachment 12: Program Review and Revisions

DATE	CHANGES
December 11, 2020	<ul style="list-style-type: none"> <li>Created program</li> <li>Incorporated the document “COVID-19 Exposures in the Workplace Guidelines” established on March 24, 2020, last revised on November 2, 2020, into the program</li> </ul>
March 23, 2021	<ul style="list-style-type: none"> <li>Updated Departmental Personnel Contact responsibilities</li> <li>Updated Supervisor responsibilities</li> <li>Updated Real Estate Services responsibilities</li> <li>Updated quarantine period for vaccinated individuals</li> <li>Clarified reporting procedures</li> <li>Updated Decision Tree</li> <li>Removed Critical Infrastructure Workers quarantine time language and definition</li> <li>Updated Screening Questionnaire to accommodate vaccinated individuals</li> </ul>
May 10, 2021	<ul style="list-style-type: none"> <li>Edited Decision Tree to assess for fever on the 10<sup>th</sup> day of isolation; returning to work on the 11<sup>th</sup> day if there is no fever or staying isolated until fever-free for 24 hours.</li> <li>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.</li> <li>Updated reference to the California Blueprint for a Safer Economy</li> <li>Updated face covering reference to the CDPH guidance for California</li> <li>Added doctor’s note required for a reasonable accommodation due to medical restrictions.</li> <li>Added reference for CDPH Essential Workforce Guidance</li> <li>Added Sheriff workplace violence prevention tip sheet</li> <li>Updated the Non-Compliance Form to reference the County’s COVID-19 Prevention Program, not local health orders.</li> <li>Updated building poster, face covering poster and added vaccination poster</li> <li>Updated the safety inspection checklist to clarify additional prevention methods and add a miscellaneous category.</li> </ul>
<b>July 7, 2021</b>	<ul style="list-style-type: none"> <li><b>Removed reference to the Blueprint for a Safer Economy and updated with the Beyond the Blueprint reference</b></li> <li><b>Added the reference for the CDPH Guidance for Use of Face Coverings</b></li> <li><b>Aligned program face covering requirements to match the new CDPH guidance and Cal/OSHA regulation</b></li> <li><b>Updated respiratory protection requirement language to discuss the program and training requirements for required use and voluntary use of respirators</b></li> <li><b>Updated references from social distancing to physical distancing to align with the Cal/OSHA regulation</b></li> <li><b>Added the Employee Self-Attestation of Vaccination Status form and process.</b></li> </ul>

DATE	CHANGES
	<ul style="list-style-type: none"> <li>• Further emphasized the need for Departments to conduct Incident Investigations for positive cases</li> <li>• Added language that employees may wear a face covering when it is not required and without retaliation</li> <li>• Added language and process for not fully vaccinated employees to request and wear a respirator on a voluntary basis</li> <li>• Removed references to Social Distancing Protocols and the template; changes to Departmental COVID-19 prevention procedures</li> <li>• Updated responsibilities for Independent Contractors and Volunteers</li> <li>• Updated responsibilities for Visitors and Contractors</li> <li>• Deleted Attachments 4 and 6 and renumbered remaining Attachments.</li> <li>• Updated ventilation strategies language and referenced the CDPH guidance</li> <li>• Removed universal precautions and insider service provider language</li> <li>• Updated vehicle transport language</li> <li>• Updated home visit language and respiratory protection requirements</li> <li>• Updated screening and testing procedures for fully vaccinated employees</li> <li>• Updated benefits language to add vaccination leave</li> <li>• Updated the Contact Notification message language</li> <li>• Defined that outbreak counts may include contractors, subcontractors, and employees of other businesses or agencies</li> <li>• Added that employees that tested positive or developed COVID-19 symptoms within 90 days will not be tested in an outbreak event</li> <li>• Added procedures for wearing face coverings, using physical distancing strategies and other prevention methods for outbreak events</li> <li>• Added a procedure where physical distancing will be implemented, and respirators will be provided to exposed employees in a major outbreak event</li> <li>• Updated the training section to clarify the difference between required and optional COVID-19 training</li> <li>• Clarified that all COVID-19 training should be documented on a training record form and that Departments should maintain the training records for 3 years</li> <li>• Updated the training topic requirements to align with the Cal/OSHA regulation</li> <li>• Updated definitions to align with the Cal/OSHA regulation</li> <li>• Updated the Employee Non-Compliance form.</li> <li>• Updated the COVID-19 Assessment Checklist</li> <li>• Updated the Building Entry and Symptom Screening poster.</li> <li>• Updated the Building Entry and Face Covering Poster and the Room Occupancy Limit Poster</li> <li>• Updated the COVID-19 case response checklist to add the investigation process</li> <li>• Updated the COVID-19 Prevention Training Tailgate</li> </ul>



# COVID-19 SAFETY TRAINING

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

- COVID-19 (*novel coronavirus*) symptoms and how it spreads
- How to stay safe and prevent COVID-19 exposures
- Department-specific COVID-19 prevention procedures
- Face covering and respirator use
- When to return to the workplace after illness or exposure
- Employee rights and benefits related to COVID-19



**Coronavirus (COVID-19)**  
Contra Costa County

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

## HOW THE COVID-19 VIRUS SPREADS

COVID-19 is an infectious disease that spreads very easily from person to person, mainly when people are in close contact with one another (within about 6 feet). The Centers for Disease Control and Prevention maintains the latest information on [how COVID-19 spreads](#), including:

- It can spread through the air when an infected person talks or vocalizes, sneezes, coughs, or exhales.
- It may be spread when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - Exhaled virus particles from infected people can travel more than six feet, especially indoors
  - These particles can be inhaled into the nose, mouth, airways, and lungs and cause infection in others
  - Droplets can also land on surfaces and objects

## BASIC COVID-19 PREVENTION STEPS

The best prevention for COVID-19 is to [get vaccinated](#).

- [Vaccination](#) is voluntary, free, and available to everyone ages 12 and older in Contra Costa County. The authorized vaccines provide strong protection from COVID-19 and even greater protection from serious illness, hospitalization, and death.
- Physical distancing, face coverings, increased ventilation indoors, hand hygiene, and respiratory protection also decrease the spread of COVID-19 but are most effective when used in combination.

### PROTECT YOURSELF

- Get vaccinated.
- 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 six feet away from others when possible.

### PROTECT OTHERS

- STAY HOME IF YOU ARE SICK
- Cover your cough or sneeze with a tissue.
- Wear a face covering over your nose and mouth when required.
- 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 COVID-19 PREVENTION PROCEDURES

In addition to the requirements of the County's [COVID-19 Prevention Program](#), Departments have established COVID-19 prevention procedures for specific facilities, work environments, and job tasks.

- Prevention procedures will be documented and updated as conditions change
- Training and communication will be provided on new job tasks and procedures
- Ask your supervisor if you have any questions about this training or COVID-19 prevention procedures
- Report your safety concerns and COVID-19 hazards to your supervisor

## FACE COVERINGS

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Face coverings are not respiratory protection. Respirators protect the user from airborne disease while face coverings primarily protect people around the user. The County provides two face coverings to every employee.

- A face covering **is** required for:
  - Employees that are not fully vaccinated when indoors or inside a vehicle with another person.
  - All employees in locations such as healthcare, detention, and childcare facilities, or emergency shelters and cooling stations.
  - For all employees when the workplace is in outbreak or major outbreak condition.
- A face covering **is not** required for:
  - Fully vaccinated employees that have signed and submitted an [Employee Self-Attestation of COVID-19 Vaccination Status](#) form.
  - An employee alone in a single-occupancy room or vehicle.
  - A not fully vaccinated employee who is eating or drinking, although they should stay six feet from others while they have their face covering removed.
- Face coverings are recommended outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained.

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