

M E M O R A N D U M

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To: All Staff (Code 2A)

Date: September 9, 2020

From: Administration

Subject: Wildfire Smoke from Several Fires are Impacting the Bay Area

The health and safety of our staff is of the utmost importance. We want to ensure that staff are taking every precaution while the Bay Area is being impacted by the smoke from several wildfires.

The County's measures to protect employees include the following:

- Work in enclosed buildings filtered by mechanical ventilation systems (keeping windows, doors, bays, and other openings closed)
- Work in enclosed vehicles with filtered cabin air (keeping windows, doors, bays, and other openings closed, A/C on recirculation)
- If the AQI for PM 2.5 exceeds 151, limit outdoor exposure to 1 hour or less
- Use appropriate respiratory protection per the CCC Worker [Protection from Wildfire Smoke Program](http://www.insidecontracosta.org/645/Protection-from-Wildfire-Smoke-Program): <http://www.insidecontracosta.org/645/Protection-from-Wildfire-Smoke-Program>

N-95 masks are available voluntarily to all staff when the AQI exceeds safe limits. Please inquire with your Building Manager or their designee.

Our Safety Coordinator who serves as our Air Quality Monitor will notify all staff when the AQI exceeds 151.

Please review Target Solutions* on-line training via Self-Assign:

- CCC-On-Line Training – CCC Wildfire Smoke Safety for Employees or
- CCC-On-Line Training – CCC Wildfire Smoke Safety for Supervisors and Managers.

*Target Solutions link can found on Staff Development's SMART home page.