



EMPLOYMENT &
HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

40 Douglas Drive, Martinez, CA 94553 • (925) 608-5000 • Fax (925) 313-9748 • www.ehsd.org

To: All Staff

Date: November 4, 2020

cc:

From: Executive Team

Subject: COVID-19 Exposure and the Workplace Guidelines, November 2, 2020
at 1600 hours

As part of our continued commitment to providing up-to-date information to all staff, we are sending the latest County Risk Management COVID-19 Exposure and the Workplace Guidelines. These guidelines are dated November 2, 2020 at 1600 hours and supersede all previous editions.

This is a living document and we will distribute revisions when we receive updated versions from Risk Management. Page 43 list changes in this new document. It is important that all staff are familiar with these guidelines.

Please note the following:

- Page 43 lists changes in the 11/2/2020 document
- Page i – Exposure Guidance Hot Spot intranet link – Will list real-time updates to language and procedures that occur after the November 2nd revised version
- Page ii – Resource Directory – emails, phone numbers, and a link to FAQ's
- Page 4 – County Cares during COVID-19 resources for the employees
- Page 6 – Close Contact definition updated per CDC on October 21, 2020
- Page 8 – Steps to take when an employee informs you of a positive test or in contact with a positive
- Page 10 – Regulatory Reporting Requirements of SB 1159 effective September 17, 2020
- Page 11 – Screening and Facility Occupancy Counts – address keycard entry requirement for all employees
- Page 46 thru 48 – Building Entry and Screening Poster

Attachment



**RISK MANAGEMENT
SAFETY AND
LOSS CONTROL**

COVID-19 Exposures and the Workplace Guidance

Revised November 2, 2020 at 1600 hours

**Living document updated as circumstances change. This
document supersedes all previous versions.**

COVID-10 Exposures and the Workplace

Revised November 2, 2020 at 1600 Hours

Living document updated as circumstances change. This document supersedes all previous versions.

Introduction:

On March 10, 2020, the Contra Costa County Board of Supervisors adopted a resolution for a proclamation of a state of emergency in the County of Contra Costa to deal with the spread of COVID-19.

County employees play an essential role in community disaster response, whether they are performing in their primary roles or as Disaster Service Workers. This document is designed for all County employees to understand COVID-19 symptoms, exposures, and procedures in the workplace including the County's social-distancing protocols, safety programs, and training for working safely and preventing COVID-19 exposures.

This document contains information compiled by Risk Management provided specifically for county employees and operations. It was formulated with the following Health Services Department divisions: Public Health, Occupational Health, and Infection Prevention and Control. 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), and other technical guidance sources. Specific references are included at the end of each document section.

Document Location:

The most current version of this document resides on the Risk Management [intranet site](#).

Exposure Guidance Hot Spot



Real-time updates to language and procedures related to this document and between revised versions will be placed on the Risk Management "Exposure Guidance Hot Spot" 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.
- Check the [Revision History Section](#) for a list of changes in each document version date.
- Additional **links in the text** lead to topics within the document, intranet sites, and outside websites.

REMEMBER TO PRACTICE THE 4 PILLARS OF PREVENTION



RESOURCE DIRECTORY



A **Frequently Asked Questions (FAQ)** resource for these Exposure Guidelines is on the next page and available on the Risk Management [intranet site](#).



Email for questions and resources related to this guidance to Risk Management Safety and Loss Control: RiskMSafety@riskm.cccounty.us



Report Positive Cases to Risk Management Worker's Compensation Unit:
RepEECOVID@riskm.cccounty.us using this form.

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



FREQUENTLY ASKED QUESTIONS

1. What should I do if I experience symptoms of COVID-19 at work?

If you experience the most common [symptoms](#) such as fever and chills, cough, shortness of breath, or difficulty breathing, remove yourself from the workplace, inform your supervisor, and isolate for 10 days after the onset of symptoms. Consult with a healthcare provider if needed. (Page 5)

2. How long should I isolate if I develop symptoms?

If you have completed testing and are awaiting results ([person under investigation or PUI](#)), continue to remain in isolation. The duration of your isolation period is a minimum of 10 days, regardless of whether you receive a negative test or your symptoms resolve before your isolation period ends. If you receive a positive test, inform your supervisor. (Page 12)

3. What should I do if I am not experiencing symptoms and test positive?

If you are not experiencing symptoms, but [receive a positive test](#), remove yourself from the workplace, inform your supervisor, and isolate for 10 days. If you develop symptoms before your isolation period ends, inform your supervisor and isolate for an additional 10 days after the onset of symptoms. (Page 8)

4. What should I do if a member of my household experiences symptoms or tests positive?

If a [household member experiences symptoms and tests positive](#), you are considered a presumed positive case. Remain out of the workplace, inform your supervisor, and isolate with your household member for 10 days as you are considered exposed. You must also quarantine for an additional 14 days in case you develop symptoms or become an asymptomatic carrier. (Page 14)

5. What are supervisor and manager responsibilities for reporting positive COVID-19 cases?

If an employee is in isolation, quarantine, or a confirmed positive case, [notify and work with your Department Personnel Contact](#) to identify potential and confirmed positives in the workplace and instruct each person on what to do individually. (Page 8)

6. What are supervisor and manager responsibilities for responding to employees with COVID-19 symptoms?

[A sick employee that reports symptoms](#) consistent with COVID-19 should be instructed to stay home or leave the workplace and review the steps in the guidance for follow-up. Notify your Department Personnel Contact of the symptomatic employee. (Page 12)

7. How should supervisors and managers communicate to other employees when there are confirmed positive cases identified in the workplace?

Notify and work with your Department Personnel Contacts to inform the specific work unit only when there is a confirmed positive COVID-19 case. [Communicate with the specific work unit](#) that a positive case has been identified, contacts have been identified, and non-contacts should remain in the workplace and continue to monitor for symptoms.

Do not disclose any identifying information about the employee who tested positive, to other employees, third parties, or the media. ***Do not*** disclose any identifying information about any employee who was sent home due to experiencing symptoms. (Page 9)

8. How do Department Personnel Contacts report positive cases?

Supervisors and Managers will immediately notify their Department Personnel Contacts who will report immediately to the email RepEECOVID@riskm.cccounty.us or via eFax at (925) 316-1308. There are two methods to report:

- a. Report positive cases using the Form "[SB1159 COVID-19 Positive Test Report Form](#)."
- b. For industrial cases, ALSO use the DWC-1 and AK30 as usual and send the Form "[SB1159 COVID-19 Positive Test Report Form](#)."

9. What is Senate Bill 1159?

[Senate Bill 1159, Employer Reporting Requirements Workers' Compensation Claims](#), went into effect on September 17, 2020, requiring a protocol for all positive cases (industrial or non-industrial) and reporting positive employee COVID-19 cases for Worker's Compensation. It also has provisions for tracking and reporting outbreaks in the workplace. Please refer to page 10 in this guidance for additional details. Contact Risk Management Workers' Compensation Unit at (925) 335-1499 for any additional questions.

10. What disinfection and cleaning protocols should be implemented after a positive case is identified in the workplace?

In addition to enhanced [cleaning provided for staff in the workplace, disinfection](#) of impacted work areas should be implemented when a positive or presumed positive case for an employee or visitor is reported. Request specialty cleaning services through Public Works Facilities and Custodial Services by creating a work order and calling (925) 313-7052 or (925) 930-3698 after hours. (Page 16)

11. What types of cleaning and disinfection materials are approved for use?

All cleaning products should be [approved by the Environmental Protection Agency's](#) emerging viral pathogens list. Porous surface cleaning materials should be approved by the American Chemistry Council's porous surface cleaning list. (Page 16)

12. Is symptom screening required for employees, and visitors?

Yes, [screening](#) is required in the workplace for workers, visitors, and anyone entering County facilities for a period longer than 15 minutes. (Page 29)

13. What methods are available for screening?

Any of the following [screening options](#) can be implemented, in addition to encouraging employee self-screening of symptoms (Page 39):

- a. Electronic use of the [COVID-19 Symptoms Screening Poster](#), located on page 46 of this guidance to confirm they have no exposure to presumed or positive cases.
- b. Hard-copy use of the COVID-19 Symptom Screening Poster, located on page 48 of this guidance, and [facility sign-in sheets](#) for entrants to confirm that they have no exposure to presumed or positive cases.

14. Is temperature screening required for staff and visitors?

Currently the hospital, health center and detention facilities are conducting screening for all entrants. Temperature screening is not recommended for non-sensitive occupation or setting employees (Non-SOS).

15. Is time spent conducting screening activities considered time at work?

Yes. Screening is considered a safety control for prevention of a workplace exposure.

16. How will screening information be used?

Screening will be used to comply with new State laws to determine facility occupancy. Screening will be used by Department Supervisors and Personnel to identify and guide employees who inform them of symptoms. It will not be used to diagnose employees for COVID-19 or address employee performance matters.

17. Is screening required for all staff who enter a building or suite?

YES. Self-screening is required for all employees. All building or suite entrants must also adhere to facility entry screening protocols to comply with State laws. Multi-department building occupants must adhere to both one facility and suite screening process.

18. When are face-coverings required?

[Face coverings](#) are required when entering any County facility, regardless of whether you are six feet of physical distance away from other people. [Exemptions](#) apply to single occupant offices when the door is closed or when actively eating or drinking on breaks or meal times. (Page 21)

19. What are the face covering requirements when eating and drinking?

As there is an increase in exposure when eating or drinking, ensure you are always at least six feet away from others and in a well-ventilated space or outdoors. Replace your face covering immediately after eating or drinking. If you drink or eat while working at your desk, temporarily remove the face covering to take a bite or sip, then promptly replace the face covering back into place. (Page 21)

20. Are indoor social activities or meetings with eating and drinking allowed in conference rooms and lunchrooms if we maintain social distancing and meet the occupancy limits?

No. Indoor eating and drinking increase the risk of COVID-19 exposure because people remove their face coverings. Meetings and social activities such as luncheons and retirement parties should not be held at this time.

21. Who provides face coverings for County employees?

Employees are allowed to bring and wear their personal face coverings or wear face coverings the county provided. The department may choose to make surgical masks available to employees and other entrants into the building. Approved face coverings of any kind [must cover the nose and mouth](#). (Page 22)

22. When do I need to wear something more protective than a face covering?

Personal protective equipment (PPE) will be determined based on exposure risk of specific job tasks. If your specific operations require respiratory protection under the Aerosol Transmissible Disease Program, Respiratory Protection Program, or specific operations discussed in the County Exposure Guidelines, please follow your documented departmental program requirements.

23. When are barriers needed at a worksite?

Please contact your supervisor and departmental safety coordinator to request barriers. Supervisors should assess the need for physical barriers and contact Risk Management Safety and Loss Control via email at RiskMSafety@riskm.cccounty.us, to set up an Industrial Hygiene assessment.

24. Are barriers a protective measure suitable for shared vehicle use?

Barriers should not be installed in vehicles as a protective measure for COVID-19. For [driver and occupant respiratory protection requirements](#) and recommended vehicle air conditioning settings, see guidance page 34.

25. Is a social-distancing protocol required and how should I implement one?

Yes, a social-distancing protocol is required and should be communicated and posted at the worksite. Please refer to page 45 of the guidance for links to and information about the "[Social Distancing Protocol](#)." This template documentation should include what protocols the site will utilize to protect workers from exposure to COVID-19 and will include the [Appendix A](#) from the most current County Health Orders.

26. What training is required?

Required training for re-opening and social distancing procedures is located in [the COVID-19 Safety Training](#) tailgate attachment at the end of the exposure guidance. (Page 56)

27. To whom should I report concerns if employees are observed not following social distancing protocol?

Please report [any concerns](#) to your supervisor or manager. Failure to follow social distancing protocol can result in a written [Notice of Non-compliance with Health and Safety Orders](#) issuance. For any concerns related to implementing social distancing protocols, please contact Risk Management Safety and Loss Control via email at RiskMSafety@riskm.cccounty.us. (page 37)

TABLE OF CONTENTS

RESPONSIBILITIES	1
DEPARTMENTS	1
DEPARTMENT PERSONNEL CONTACTS	1
RISK MANAGEMENT	2
SUPERVISORS	2
EMPLOYEES	3
COUNTY CARES DURING COVID-19 RESOURCES	4
SECTION 1: EXPOSURE RESPONSE	5
REMINDERS	5
SYMPTOMS	5
DEFINITIONS	6
DEPARTMENT SUPERVISOR AND PERSONNEL CONTACT GUIDANCE	7
REGULATORY REQUIREMENTS FOR REPORTING	10
SCREENING AND FACILITY OCCUPANCY COUNTS	11
HEALTH SERVICES RESOURCES FOR BUSINESSES/CONTACT TRACING	11
EMPLOYEE CIRCUMSTANCES	12
EMPLOYEES IN NON-SENSITIVE OCCUPATION OR SETTING (NON-SOS)	13
EMPLOYEES IN SENSITIVE OCCUPATION SETTING (SOS)	13
NEGATIVE COVID-19 TEST	13
SYMPTOMS OF COVID-19 or POSITIVE COVID-19 TEST	14
CONTACT/HOUSEHOLD MEMBERS	14
CONTACT WITH SYMPTOMATIC PERSONS	14
CLOSE CONTACT SELF-ASSESSMENT	15
RESUMING WORK	15
CLEANING AND DISINFECTION STEPS AND PROCEDURES	16
DECISION TREE ATTACHMENT	17
REFERENCES	17
SECTION 2: FACE COVERINGS, SURGICAL MASKS, N95 RESPIRATORY PROTECTION	19
DEFINITIONS	19
FACE COVERING USER GUIDE	20

FACE COVERINGS NOT REQUIRED	21
FACE COVERING GUIDANCE	22
FACE COVERING CARE	22
RESPIRATORY PROTECTION PROGRAMS AND N95 USE	22
REQUIRED ELEMENTS OF A RESPIRATORY PROTECTION PROGRAM	23
TASKS REQUIRING RESPIRATORY PROTECTION	24
RESPIRATORY PROTECTION RECOMMENDATIONS	24
RESPIRATORY PROTECTION TRAINING	24
N95 STORAGE AND EXTENDED USE/RE-USE PROCEDURES	24
REFERENCES	26
SECTION 3: RE-OPENING AND SOCIAL-DISTANCING PROTOCOLS	27
SAFETY AND JOB HAZARD ASSESSMENTS	27
SOCIAL-DISTANCING PROTOCOLS	28
SIGNAGE	28
SCREENING	29
ROOM OCCUPANCY LIMITS, CALCULATIONS, AND POSTING	30
EMPLOYEE WORKSPACE CONFIGURATION	31
LOBBY, RECEPTION, AND WAITING AREAS	31
BREAK ROOMS, KITCHENS, AND KITCHENETTES	32
RESTROOMS	32
CONFERENCE ROOMS	33
ELEVATORS	33
HALLWAYS, AISLEWAYS, AND STAIRWELLS	33
FIELD WORK	33
VEHICLE TRANSPORT PROCEDURES	34
MEETING PROCEDURES	34
TRAINING PROCEDURES	35
BREAK-TIME EXERCISES	35
INSIDE SERVICE PROVIDERS AND UNIVERSAL PRECAUTIONS	36
CONTRACTOR AND VENDOR GUIDANCE	36
SAFETY CONCERNS	37
WORPLACE VIOLENCE PREVENTION ASSOCIATED WITH COVID-19 POLICIES	37
DISINFECTION AND SANITATION	37
EYE PROTECTION GUIDANCE	38
GLOVE GUIDANCE	38
ADDITIONAL PPE GUIDANCE	39
BUSINESS TRAVEL CONSIDERATIONS	39
REFERENCES	39

DOCUMENT REVISION HISTORY	41
DECISION TREE ATTACHMENT	44
SOCIAL DISTANCING PROTOCOL TEMPLATE RESOURCES	45
COVID-19 BUILDING ENTRY AND SYMPTOM SCREENING POSTER	46
ADDITIONAL SCREENING INSTRUCTION SHEET FOR POSTING	47
FACILITY SIGN-IN SHEET AND WELLNESS ATTESTATION	48
SIGNAGE ATTACHMENT	49
COVID-19 ASSESSMENT CHECKLIST ATTACHMENT	52
SOCIAL DISTANCING FLOOR PLAN EXAMPLES ATTACHMENT	53
COVID-19 SAFETY TRAINING TAILGATE TOPIC ATTACHMENT	56

RESPONSIBILITIES

DEPARTMENTS

- Establish department-specific social-distancing protocols, procedures, and update safety programs in accordance with the guidance provided in this document. Departments may contact riskmsafety@riskm.cccounty for assistance creating social-distancing protocols, procedures, and updating safety programs as well as documenting, reviewing, and approving the administrative and physical changes required for implementing these protocols.
- Confer with Human Resources to address accommodation requests or concerns.
- Departments will want to provide information on the [Employee Assistance Program](#).
- Provide and [document](#) training to all staff on prevention methods, this guidance document, site-specific COVID-19 Social-Distancing Protocols, and task-specific COVID-19 Protection Protocols.
- Ensure all staff take the Risk Management COVID-19 Safety Training through the available safety [Tailgate](#) topic or on Target Solutions with knowledge checks.
- Conduct screening activities at the entrances to Department buildings or work areas in accordance with this document or departmental- or site-specific requirements for screening.
- Maintain health information privacy when gathering information about symptoms, positive cases, contact tracing, and screening.
- 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.

DEPARTMENT PERSONNEL CONTACTS

- Coordinate employee leave and resumption of work duties for positive cases and identified contacts.
- Report positive cases to:
 - Risk Management – Worker’s Compensation Unit:
 - For all positive cases, complete the [SB1159 COVID-19 Positive Form](#) and immediately forward it via email to RepEECOVID@riskm.cccounty.us or via eFAX at (925) 316-1308.
 - In addition to completing the [Report Form](#) above, for industrial (work-related) positive 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
 - Health Services Contact Tracing.
 - Follow the steps in the CC Health [guidance](#) for businesses
 - Complete the [CCHS Business Intake Form](#).

- Conduct contact tracing activities when a positive case is reported within the Department.
- Monitors positive cases for potential outbreaks and maintains records of numbers of employees assigned at each worksite.
- Works with designated site managers or supervisors to gather site attendance information from screening methods for the purposes of reporting positive cases.

RISK MANAGEMENT

- Collaborates with Public Health, Occupational Health, Human Resources, Labor Relations, and County Counsel to update these guidelines as conditions change and distribute to Department Heads and Safety Coordinators.
- Assists Departments with developing or reviewing updated job hazard analyses for tasks and procedures that require updates related to COVID-19 and social-distancing requirements.
- Assists Departments with developing or reviewing site and task-specific social-distancing requirements.
- Available for walkthroughs to conduct assessments of facility and work task social-distancing requirements.
- Conducts audits of facility and work task social-distancing requirements.
- Creates Cal/OSHA-compliant general safety training materials and knowledge checks for COVID-19 and make available on the County intranet site and Target Solutions.
- Monitors and records department-reported positive COVID-19 cases and facility/site outbreak potential, including calculating the highest count of employee occupants in buildings.

SUPERVISORS

- Communicate social distancing protocol with staff and visitors including cough etiquette, good hand hygiene, maintaining 6-feet of social distance, and wearing a face covering.
- Ensure that staff and visitors are following these social distancing, safety, and prevention strategies.
- Take immediate and individual follow-up action with staff that do not comply with face covering and social distancing requirements using the [Notice of Non-Compliance with Health & Safety Orders Form](#) included in the Social Distancing Template packet.
- Know and follow the Covid-19 Exposures in the Workplace document and procedures if employees report they are ill.
- Provide or make available this Covid-19 Exposures in the Workplace document to staff.
- Monitor prevention strategies for effectiveness and make corrections where needed.
- Respond to staff concerns about this document and exposures.
- Allow staff the time to perform cleaning practices.
- Perform periodic assessments of the worksite and work practices to ensure compliance.

- Train staff on this guidance and department-specific protocols and document it on a training roster.
- Monitor the workspace for adequate disinfection supplies and re-stock before they are depleted.

EMPLOYEES

- Continuously self-monitor for [symptoms](#) and especially before going to work.
- Remove yourself from work and stay at home if you develop [symptoms](#).
- Promptly notify your supervisor if you develop symptoms or illness and inform them you are following precautions due to possible COVID-19.
- If instructed to do so, observe [Public Health Instructions for Quarantine, Home Isolation and Awaiting Test Results](#). If you do not have a documented close contact with a COVID-19 positive individual, you do not need to quarantine but should continue to self-monitor for symptoms.
- Complete facility pre-entry screening procedures.
- Use electronic key card systems or complete paper sign-in sheets to register entry into any County facility (owned or leased).
- Follow social-distancing protocols and prevention strategies of cough etiquette, good hand hygiene, and wearing a face covering.
- Use disinfection materials frequently throughout the day on your assigned work surfaces, office equipment, tools and equipment; read Disinfection and Sanitation section for more information.
- Read and follow the COVID-19 Exposures and the Workplace document and procedures including [symptom monitoring](#), [resuming work](#), [wearing face coverings](#), [social distancing protocols](#) and additional [preventive actions](#).
- Read and follow the workplace safety protocols for your assigned work location(s).
- Participate in safety trainings for new protocols and job procedures.
- Report the need to re-stock disinfection materials before they are depleted.
- Report safety concerns or suggestions to your supervisor
- Ask your supervisor if you have questions or need clarification with regard to this document and site-specific protocols.
- Stay informed about COVID-19 information and the Health Orders using the resources and FAQs on the Health Services [website](https://www.coronavirus.cchealth.org/) (<https://www.coronavirus.cchealth.org/>)

COUNTY CARES DURING COVID-19 RESOURCES

See below for some consolidated educational, support, and training resources related to COVID-19:

HUMAN RESOURCES



COVID EMPLOYEE LEAVE INFORMATION [INTRANET SITE](#)

MAGELLAN EMPLOYEE ASSISTANCE PROGRAM



Launch from the County internet page (includes access to the monthly newsletters): <https://www.contracosta.ca.gov/1359/Employee-Assistance-Program>

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

COVID-19 Specific Resources:

<https://magellanascend.com/Content/View/16954?ccid=hpZiwITni%2FVKNrZqvUQNBxz4mAe1hQAJLSaF3bkQmLM%3D>

MANAGED HEALTH NETWORK (MHN) EMPLOYEE ASSISTANCE PROGRAM



Fire and Sheriff Employees use the [Managed Health Network \(MHN\)](#) or call Phone: 800-227-1060.

RISK MANAGEMENT [INTRANET SITE](#)



- General COVID-19 Safety Resources
- Exposure Guidance Hot Spot
- Employee COVID-19 Safety Resources
- Target Solutions Training (<https://www.targetsolutions.com/ccc>)
- [CCC COVID-19 Safety Tailgate](#)
 - 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

Work safe and work smart.

Thanks for all you do!

SECTION 1: EXPOSURE RESPONSE

This section describes exposures in the workplace and is designed for County employees to understand:

- Symptoms of COVID-19 (the disease caused by the *novel coronavirus*).
- When and how long to self-isolate when symptoms are present.
- When and how long to quarantine after an exposure to a positive COVID-19 case.
- Supervisor and Personnel Contact responses to positive COVID-19 cases.
- When to return to the workplace after an exposure or illness (a positive test and/or symptoms).

REMINDERS

- Protect and respect employee health information during any communications regarding symptoms, exposures, and response. Refer to Equal Employment Opportunity Commission [guidelines](#).
- If you are sick, stay home. All employees should be instructed to remain home and monitor symptoms or developing symptoms, even if there is no concern for workplace exposure.
- Follow the most current County Administrator's Office guidelines on how to account for leave of absence resulting from COVID-19 exposures and the workplace.
- Employees should continue to follow normal [preventive actions](#) while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands, and practicing social distancing.

SYMPTOMS

During this time of COVID-19 Public Health Order and response, all employees should monitor themselves for symptoms of illness. The most common symptoms of COVID-19 are *fever or chills, cough, shortness of breath or difficulty breathing*. Some patients may experience symptoms such as *fatigue, muscle or body aches, headache, new loss of sense of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea*. If you have fever, cough, and difficulty breathing, remove yourself from the workplace, stay at home, isolate from others, and seek medical attention if needed, by calling your healthcare provider. See the [Decision Tree](#). Unsure what your symptoms may mean? Review the following resources to further evaluate symptoms:

- "[Is it Cold, Flu, or Coronavirus?](#)" available on the Health Services website.
- [CDC Covid-19 Symptoms](#) and Self-Checker

‡For tracking purposes, note your health status and symptom onset using the referenced [CDC calendar resource tool](#).

DEFINITIONS

Asymptomatic is defined as a person that is well or as 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.

Close Contact is defined as someone who was within six feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from two days before illness onset (or, for asymptomatic patients, two days prior to test specimen collection) until the time the patient is isolated. An example of calculating cumulative exposure over a 24-hour period includes adding up three five-minute exposures over the day for a total of 15 minutes.

Contact Tracing Activity, as used in this Exposure Guideline, is defined as 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.

Critical Infrastructure Workers is a list of employment sectors identified by [Homeland Security](#). The list includes (but is not limited to) government services, contractors, and internal service providers (e.g., custodial services, facilities maintenance, mail services, recycling, telecommunications, information technology, network services) that enter and work in these environments. These internal service providers will be characterized by and may be screened based on the setting in which they work (SOS vs. Non-SOS).

Essential Government Functions are 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.

Isolation is defined as 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.

Non-Sensitive Occupations/Services Settings (Non-SOS) are defined as all other County community service and general office facilities, internal services departments (information technology, network services, telecommunications, facilities maintenance, etc.).

Outbreak

- As defined in SB 1159 solely for the purpose of claims administration, exists if one of the following occurs at a specific place of employment within a 14-day period: 1) If the employer has 100 employees or fewer at a specific place of employment, and four employees test positive; OR 2) If the employer has more than 100 employees at a specific place of employment, four percent of the number of employees who reported to that specific place of employment test positive for COVID-19; OR 3) The workplace is ordered to close.
- As defined by the California Department of Public Health (CDPH), exists if 3 positive cases occur within 14 days in a specific place of employment. The following entities use this definition: local public health department, the State Department of Public Health, and the Division of Occupational Safety & Health.

Person Under Investigation (PUI) is defined as an individual that has been tested for COVID-19 but is awaiting results.

Presumptive Positive is defined as 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.

Positive Case is defined as an individual that has tested positive for COVID-19 with lab-confirmed, documented results. Some positive individuals may not experience or demonstrate symptoms (asymptomatic).

Quarantine is defined as the time period that a person identified as a “contact with a positive COVID-19 case” is separated from other people.

Screening means the required measures taken to identify symptoms, infection, and exposure risks for COVID-19 to keep the workplace safe and healthy by controlling the entry of potentially infectious individuals and document for contact tracing. Screening measures vary and may include taking the employee’s temperature and assessing symptoms prior to starting work or entering a county facility.

Self-monitoring means 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).

Sensitive Occupation/Services Settings (SOS) are defined as people living and working in congregate living facilities such as skilled nursing, board and care, assisted living, and other congregate senior-living facilities, shelters, group homes, residential treatment programs, detention facilities, healthcare/healthcare workers/first responders, and dialysis centers, and those receiving dialysis or chemotherapy in a facility.

Severe or Critical Illness is defined by the CDC, definition available at this [hyperlink](#).

Severely Immunocompromised is defined by the CDC, definition available at this [hyperlink](#).

Symptoms of COVID-19 are new or unusual 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.

Unprotected Exposure is defined as an individual’s exposure to an individual with presumed or positive COVID-19 diagnosis without the use of personal protective equipment (PPE) such as a respirator, eye protection/face shield, or gloves, depending on the specific work environment.

DEPARTMENT SUPERVISOR AND PERSONNEL CONTACT GUIDANCE

The purpose of this subsection is to provide Department Supervisors and Personnel Contacts guidance on the following scenarios that can be reviewed with employees and evaluated using the [Decision Tree](#):

- What to do if an employee in your workplace is [tested positive](#) for COVID-19.
- What to do if the employee's healthcare provider states that the employee is [presumptive positive](#) for COVID-19.

- What to do if the employee's healthcare provider states that the employee is a [person under investigation \(PUI\)](#) awaiting the results of a COVID-19 test.
- What to do if an employee [reports symptoms](#) consistent with COVID-19.
- What to do if an employee reports [concerns about an exposure](#).
- What to do if an employee is [turned away after screening](#) at a County facility or other location.

NOTIFICATION OF A POSITIVE TEST OR CONTACT IDENTIFICATION:

The Department may receive information about symptomatic or ill employees in one of the following ways:

- From the employee that receives a positive COVID-19 test. These employees are advised to notify their supervisor of the test result with the assurance of confidentiality.
- From the employee that is identified through contact tracing as a “close contact” with a positive COVID-19 individual. These employees are advised to notify their supervisor with the assurance of confidentiality.
- **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 and review the [Decision Tree](#) and these guidelines.

RESPONSE PROCEDURE FOR A POSITIVE TEST OR CONTACT IDENTIFICATION

- 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) Identify any individuals that may have been in close contact (see [definition above](#)) with the infected employee.
 - iii) Identify the facility areas and equipment that the infected employee occupied and used prior to reporting the case.
 - iv) Provide this document to the ill or close contact employee to review the [Decision Tree](#).
 - v) Review CDC [calendar scenarios](#) for quarantine times and when to resume work. (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>)
 - b) **STEP 2** - Report ALL positive cases to:
 - i) Risk Management – Worker’s Compensation Unit:
 - (1) Complete the [SB1159 COVID-19 Positive 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 [CCHS Business Intake Form](#), if required.
 - (3) For any questions, contact covid.business.tracing@cchealth.org via email.
 - (4) Respond accordingly should Public Health become directly and actively involved with the worksite.
- c) **STEP 3** – Perform contact tracing to identify close contacts with the infected employee:
 - i) Use the [guidance for business](#) provided by Public Health to determine potential close contacts in the workplace.
 - ii) Use Screening Sign-In Sheets, rosters, work schedules, electronic methods, and other information to identify potential close contacts at work with the infected employee.
- d) **STEP 4** – Inform close contacts of the exposure:
 - i) Inform close contact individuals that may have had an exposure with an infected employee.
 - ii) Inform close contacts of the steps they need to take, including a quarantine for 14 days.
 - iii) Provide this document to the close contact employee to review the [Decision Tree](#).
 - iv) Review CDC [calendar scenarios](#) for quarantine times and when to resume work. (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>)
 - v) Encourage close contacts to seek testing with their healthcare provider or at community testing sites across the County – call (844) 421-0804 for an appointment. More information on [testing](#).
- e) **STEP 5** – Arrange for [cleaning and disinfection](#) of areas and equipment used by the infected employee.
- f) **STEP 6** - Communicate with staff that are not considered close contacts in a careful way:
 - i) Only send communications to those staff working in the same unit or nearby location to the positive case.
 - ii) Example communication message: "A Covid-19 illness has been identified in <give very specific location or work unit> <give date and time>. The Department has taken

steps to disinfect the work environment and mitigate the spread of disease. All staff that have been identified as a close contact with the infected person have been addressed individually and provided specific instructions. Remaining staff that did not have close contact or were not present at the time and location above do not need to quarantine and can continue to self-monitor for symptoms. All staff should continue to follow universal precautions, preventive measures, social distancing, and wearing a face covering where required. For more information, refer to these guidelines and the [CDC website for contact tracing \(https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Symptoms-&-Testing\)](https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Symptoms-&-Testing).”

- g) **STEP 7** – Assist infected employees and close contacts with resuming work when they have completed their isolation or quarantine time periods:
- i) Resuming work may require special procedures or precautions, depending on the occupation or work setting. See the CDC [Essential Workers Do’s and Don’ts](#).
 - ii) A doctor's note clearing the employee to resume work is not needed.

Department Supervisors with exposure and medical questions not answered in this document can contact

- Hospital, Health Center and Detention Health employees can contact Infection Prevention and Control by pager at (925) 346-4122 or email InfectionPreventionAndControlProgram@cchealth.org for instructions.
- Other Health Services units and County Departments can contact the Health Services Contact Tracing Unit via email at covid.business.tracing@cchealth.org.
- Stay informed about COVID-19 information and the Health Orders using the resources and [FAQs on the Health Services website \(https://www.coronavirus.cchealth.org/frequently-asked-questions\)](https://www.coronavirus.cchealth.org/frequently-asked-questions).

REGULATORY REQUIREMENTS FOR REPORTING

Senate Bill 1159 establishes a rebuttable presumption that designated employees who test positive for COVID-19 on or after July 6, 2020 will be determined to be work-related injuries. The employees who qualify for the presumption include certain peace officers, firefighters, paramedics, emergency medical technicians, rescue service coordinators who work for the Office of Emergency Services, employees who provide direct patient care who work in designated health facilities, custodial employees in contact with COVID-19 patients, and certain employees who work in designated health facilities.

SB 1159 also affects employees not listed above during a period defined as a statutory outbreak. For the purposes of this section, an outbreak exists whenever, within 14 days of a positive test, one of the following conditions occurs:

- 1) There are 100 or fewer employees at a specific place of employment, and four (4) employees test positive; or
- 2) There are more than 100 employees that report to work at a specific place of employment, and four percent (4%) of those employees test positive; or

3) The specific place of employment is ordered to close.

To monitor for outbreak, all positive cases must be reported to Risk Management Workers' Compensation Unit as the claims administrator for the County, immediately, but no later than 3 business days from knowledge of the positive test, using the [COVID-19 Positive Test Report Form](#) found in the COVID-19 Resources section on the Risk Management [Intranet Site](#).

For more information on Senate Bill 1159, see the [Cal/OSHA FAQ page](#).
(<https://www.dir.ca.gov/dwc/Covid-19/FAQ-SB-1159.html>)

SCREENING AND FACILITY OCCUPANCY COUNTS

Screening serves two purposes related to COVID-19. First, screening is used by employees to conduct self-assessments for symptoms related to COVID-19 or if they are a close contact of a positive COVID-19 case and should take appropriate action. Details for this type of screening and the methods to be used are included in the [Screening Heading](#) of [Section 3: Reopening and Social Distancing Protocol](#) of this document.

Second, to comply with regulatory reporting requirements and to aid Risk Management in calculating facility occupancy numbers, screening will also be conducted by all employees and contractors at building or facility entrances.

- Buildings equipped with electronic key card readers will now implement 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 will 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.

The [COVID-19 Symptom Screening Poster Attachment](#) 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](#), the [Screening Questions 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 positive reporting and SB 1159 purposes.

HEALTH SERVICES RESOURCES FOR BUSINESSES/CONTACT TRACING

The CC Health website has [COVID-19 resources for businesses](#) that can benefit County Departments, including the following guidance for suspected or confirmed cases of COVID-19. To review the necessary steps and report positive cases to Health Services:

- Review the steps in the CC Health [guidance](#) for businesses.
- Complete the [CCHS Business Intake Form](#).

- For any questions, contact via email at covid.business.tracing@cchealth.org.

EMPLOYEE CIRCUMSTANCES

EMPLOYEE IS PRESUMPTIVE POSITIVE FOR COVID-19

- An employee that is a presumptive positive means that they live with a positive test-confirmed COVID-19 case. They may not have been tested themselves but will need to quarantine for a minimum of 10 days, plus an additional 14 days after the household member no longer needs to be isolated (this is a consecutive time period).
- An employee with a symptomatic household case is encouraged to get tested with the household member and will stay out of the workplace until the test results are received, and then isolate, quarantine, or resume work accordingly.
- An employee with an asymptomatic household case that has not been tested is not a Person Under Investigation (PUI) and should continue to monitor for symptoms and report to work.

EMPLOYEE IS A PERSON UNDER INVESTIGATION (PUI), AWAITING TEST RESULTS

- An employee with COVID-19-like symptoms that has been tested for COVID-19 but is awaiting results should be instructed to stay out of the workplace for at least 10 days and follow the [Decision Tree](#) for isolation times.
- Employees that do not have a known exposure and do not have COVID-19 symptoms but are awaiting test results from community testing are not a PUI and should continue to monitor for symptoms and report to work.

EMPLOYEE LIVES WITH A PUI

Employees that live with a person that is a PUI (defined above) and do not have a known exposure or COVID-19 symptoms are not considered a PUI themselves. These employees should continue to self-monitor for symptoms and report to work. These employees are encouraged to get a COVID-19 test.

EMPLOYEE REPORTS SYMPTOMS

A sick employee that reports symptoms consistent with COVID-19 (see [definition](#)) should be instructed to stay home or leave the workplace and review the steps in the [Decision Tree](#). Do not send communication to other staff related to employees reporting or experiencing symptoms.

EMPLOYEE REPORTS CONCERNS ABOUT AN EXPOSURE

If an employee reports concerns about exposure to COVID-19 either at work, home, or in the community, review the [Decision Tree](#) and the definition for [close contact](#).

EMPLOYEE TURNED AWAY FROM WORKPLACE DUE TO SCREENING

If an employee is stopped from entering the workplace due to a positive result from screening for COVID-19, they should stay out of the workplace and inform their supervisor. The employee could be encouraged to consult with their healthcare provider, stay out of the workplace, and isolate according to the [Decision Tree](#).

EMPLOYEES IN NON-SENSITIVE OCCUPATION OR SETTING (NON-SOS)

If you develop symptoms (see above Employee Reports Symptoms), remove yourself from work, stay at home, practice safe social distancing, even from family members, and call your healthcare provider to report your concerns and seek medical attention if needed. Community testing is widely available and is encouraged; contact the COVID-Testing Phone Line 1-844-421-0804. If symptoms worsen, continue to stay at home and seek medical attention. Notify your supervisor that you are out ill and are following precautions due to possible COVID-19. You will get additional instruction from your Department Personnel Contact.

EMPLOYEES IN SENSITIVE OCCUPATION SETTING (SOS)

If you develop symptoms (see above Employee Reports Symptoms) and work in a Sensitive Occupation or Setting (SOS), remove yourself from the workplace immediately and isolate. Inform your supervisor that you are following precautions in consideration of possible COVID-19 by remaining home and out of the workplace. In addition, inform your supervisor of the following conditions that apply:

- You have been in close proximity to clients or patients diagnosed with COVID-19.
- You have been in close contact with positive, confirmed case(s) of COVID-19.
- You may have been exposed to COVID-19 in a community setting or due to recent travel to a CDC [area of health concern](#) within 14 days.

Contact your healthcare provider or seek testing for COVID-19. Inform your healthcare provider you have developed symptoms, the conditions above that apply, and that you work in a sensitive occupation or setting. Emphasize the importance of rapid access to COVID-19 testing and results to diagnose your illness; if testing is not available through your healthcare provider, call the COVID-Testing Phone Line 1-844-421-0804. If you test positive for COVID-19 and there are concerns for exposures in the workplace, Public Health will notify all impacted SOS departments and settings of positive tests for County employees and workers and provide guidance on necessary response.

Hospital, Health Center, and Detention Health supervisors can contact Infection Prevention and Control by pager (925) 346-4122 or email Infectionpreventionandcontrolprogram@cchealth.org for instructions.

In some situations, asymptomatic individuals may be needed to return to work if the workforce is experiencing a severe shortage in personnel. In this situation, supervisors from units other than the Hospital or Health Centers may consult with the Health Services Contact Tracing Unit via email at covid.business.tracing@cchealth.org.

NEGATIVE COVID-19 TEST

If your swab test is negative for COVID-19, after experiencing symptoms, you will still need to remain home and continue to monitor your symptoms. Follow the guidance of your doctor, which may be specific to your individual health needs. If you have [symptoms](#) consistent with COVID-19, stay at home for at least 10 days after the onset of symptoms, cough has improved,

your general symptoms have resolved, and 24 hours after your fever has resolved, without the use of fever-reducing medication (antipyretics such as aspirin, Tylenol). This applies to all individuals, whether they work in a sensitive occupation or not. ‡Use referenced CDC [calendar resource tool](#).

SYMPTOMS OF COVID-19 OR POSITIVE COVID-19 TEST

If you test positive for COVID-19, you will need to stay at home until you are well; this is called [home isolation](#). Follow instructions from your healthcare provider and Public Health.

Stay at home for at least 10 days after your symptoms began, your symptoms have resolved, and 24 hours after your fever has resolved without the use of fever-reducing medication (antipyretics such as aspirin, Tylenol). ‡Use the referenced CDC [calendar resource tool](#).

CONTACT/HOUSEHOLD MEMBERS

If you have close contact with someone, or if you are a household member of someone, who has presumed COVID-19 or has tested positive for COVID-19, you are considered to be exposed. You will most likely be instructed by your healthcare provider or Public Health to stay home (quarantine), even though you don't feel sick. There is a very real risk of transmission of the virus among household members. Inform your supervisor of a possible household exposure.

Employees should review the [Decision Tree](#) and follow the directions from their Department Personnel Contact to stay home, out of the workplace under this guidance document.

- Close contacts should monitor for any signs of illness, including a temperature of 100.0°F or more. Quarantine for close contacts is 10 days.
- If you are living with a positive COVID-19 case, quarantine while your infected household member is in isolation, and continue to quarantine 14 days after your infected household member no longer needs to be isolated.
- ‡Use referenced CDC [calendar resource tool](#). Maintain social distancing in the community and at home. Keep social distance at work or work from home.

Note that close contact is defined differently for [healthcare occupations and settings](#): being within approximately six feet of a person with COVID-19 for a prolonged period of time (15 minutes or more) or having unprotected close contact with infectious secretions or excretions of the patient or client.

CONTACT WITH SYMPTOMATIC PERSONS

If you have close contact with a symptomatic individual, such as fever, cough, or other symptoms, follow these steps:

- Stop the interaction immediately, if possible.
- Attain or maintain six feet of distance from the individual and ask them to remove themselves from the area if they are unwell.
- If necessary, seek to continue the interaction or provide the service in an alternative manner (postpone, video, telephonic, etc.).

- Follow hand hygiene practices immediately by washing your hands or using a hand sanitizer.
- Disinfect any surfaces, tools, or equipment that you used with the individual.
- Notify your supervisor of the situation.
- Monitor yourself for symptoms. ~~‡~~Use referenced CDC [calendar resource tool](#).
- If you develop symptoms or feel ill, stay home and maintain a very safe social distance from family members. Notify your supervisor you are out ill.
- If you seek medical attention, call ahead for instructions and report your potential exposure to COVID-19.

CLOSE CONTACT SELF-ASSESSMENT

If an employee has concerns that they have been in close contact with an COVID-19 infected person, they should conduct a self-assessment to determine if they were within 6 feet of the infected person for 15 minutes or longer. If they believe that they were a [close contact](#) as defined above, the employee should notify their supervisor and discuss the need for quarantine.

Note: This does not apply to direct patient care contact when staff wearing appropriate PPE.

RESUMING WORK

Deciding when you are well and can return to the workplace will depend on your symptoms and occupation. Work with your supervisor and Department Personnel Contact to coordinate time off and how to resume work.

- Wear a face covering per the State of California and local health authority [guidance](#).
- Follow hand hygiene, respiratory hygiene, cough etiquette procedures, and social distancing.
- Self-monitor for symptoms and seek medical re-evaluation if respiratory symptoms recur or worsen.

AWAITING COVID-19 TEST RESULTS

Employees that have been tested for COVID-19 due to presumed symptoms or close contact with a positive individual should stay out of the workplace for at least 10 days and follow the [Decision Tree](#) for isolation times.

MEDICAL NOTES TO RETURN TO WORK

Employees are not required to obtain a note from the Public Health Division or their healthcare provider to return to work if they have followed this guidance for resuming work. The guidance applies to those employees who are **not severely immunocompromised** or **did not experience severe or critical illness** (hospitalized). Those employees who are severely immunocompromised or did experience severe or critical illness should seek a medical clearance and get a note to return to work from their healthcare provider.

While doctor's notes are NOT required, should an employee provide a doctor's note and there is a concern about the instructions being in conflict with the information in the County Health Orders, the employee should stay out of the workplace while the Supervisor or Department Personnel Contact contacts Risk Management at (925) 335-1400 for clarification.

NON-SENSITIVE OCCUPATION OR SETTING (NON-SOS) EMPLOYEES

Whether you had mild symptoms, presumed COVID-19 symptoms, or a positive COVID-19 test, isolate/stay at home for at least 10 days after your cough has improved AND symptoms such as body aches and sore throat, and other general symptoms have resolved, AND you have been 24 hours after fever has resolved without the use of fever-reducing medication (antipyretics such as aspirin, Tylenol).

SENSITIVE OCCUPATION OR SETTING (SOS) EMPLOYEES

Employees that work in sensitive occupations or settings will need careful evaluation before they return to their work settings. The employee's healthcare provider, occupational medical provider, or Public Health will provide instructions and [monitoring methods](#) to the employee before they are authorized to resume work. Once the employee is authorized to resume work, they may be instructed to follow [special precautions](#) such as:

- Screening employee's temperature and assessing symptoms prior to entering SOS facilities. (Note that some county facilities are implementing screening for all entrants.)
- Hospital, Health Center, and Detention Health employees can contact Infection Prevention and Control by pager (925) 346-4122 or email Infectionpreventionandcontrolprogram@cchealth.org for instructions.

CLEANING AND DISINFECTION STEPS AND PROCEDURES

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 door knobs, 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.

In cases where further cleaning or disinfection may be needed after an employee has tested COVID-19 positive*, the following guidelines apply:

**Employee discloses result to the County or Public Health provides guidance to SOS work settings.*

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.

DECISION TREE ATTACHMENT

See attached [decision tree](#) for exposures in the workplace.

REFERENCES

Employee Exposures:	<p>Health Services Department, Public Health Communicable Disease Review July 8, 2020</p> <p>Health Services Department, Vista Oaks Occupational Medicine Review July 8, 2020</p> <p>Health Services Department Infection Control and Prevention Review July 8, 2020</p> <p>Health Services Department Temperature Screening Guidance</p> <p>CAO Mail Broadcast EMPLOYEE LEAVE UPDATE April 8th THROUGH May 31st April 6, 2020</p> <p>Centers for Disease Control and Prevention</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html https://www.cdc.gov/coronavirus/2019-</p>
---------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

ncov/healthcare-facilities/hcp-return-work.html

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/Factsheet-for-Patients-2019-nCoV.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>

<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

Equal Employment Opportunity Commission

https://www.eeoc.gov/facts/pandemic_flu.html

Disinfection Procedures:

Centers for Disease Control and Prevention, <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

EPA Approved Cleaning Materials (List N), <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

American Chemistry Council recommendations for porous materials, <https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf>

SECTION 2: FACE COVERINGS, SURGICAL MASKS, N95 RESPIRATORY PROTECTION

This section describes cloth face covering, surgical mask, and N95 respirator use to control exposures during COVID-19 conditions, the general job tasks or conditions where they are recommended or required, and the steps needed to ensure that county users are safe and compliant while wearing them. It is important to understand the differences between a cloth face covering, surgical mask, and N95 respirator:

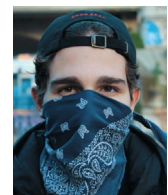
- A cloth face covering is designed and effective to protect others from the user.
- A surgical mask is a loose-fitting face covering that protects others from the user.
- An N95 respirator is designed and effective to protect the user from others. An N95 is required for contact with any presumed or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

This section requiring respiratory protection does not apply to direct patient-care activities in the hospital, health centers, alternate care facilities, public health division, or detention medical units as long as each of these divisions conducts a risk assessment and follows a separate, documented respiratory protection program or protocol. This section does not cover respiratory protection for air contaminants other than COVID-19.

DEFINITIONS

Face covering means a covering made of cloth, fabric, or other soft or permeable material, without holes or exhalation valves, that covers only the nose and mouth and surrounding areas of the lower face. See the CDC face covering guidelines.

- A face covering may be factory-made or handmade and improvised from ordinary household materials.
- A covering that hides or obscures the wearer's eyes or forehead is not considered an appropriate face covering.
- Examples of acceptable cloth face coverings include a scarf or bandana; a neck gaiter; a homemade covering made from a t-shirt, sweatshirt, or towel, held on with rubber bands or otherwise; or a mask, which need not be medical-grade.



Surgical mask describes a loose-fitting face covering made of non-woven material that is intended to be worn by health professionals to prevent large droplets and sprays from entering the user's mouth and respiratory tract and to protect others from the user's exhaled breath that may contain liquid droplets and aerosols. Surgical masks may also be provided to sick individuals to protect



others from their exhaled breath, coughs, and sneezes that may contain disease particles. Surgical masks are not designed to protect the wearer from inhaling disease particles.

N95 respirator describes a tight-fitting, filtering facepiece that can be worn over the face to protect the user by removing 95% of particles that are 0.3 microns and greater in size. An N95 should be [approved](#) by the National Institute of Occupational Safety and Health (NIOSH) or a similar certifying international agency. The filtration material on the mask is a non-woven polypropylene fiber and may include additional layers. Some N95 respirators have an exhalation valve which reduces the resistance to exhalation; these valves are not filtered so others are not protected from the user's exhalation, making them unsuitable as a face covering. Examples:



X Note – N95s or other face coverings with valves should not be worn around others as they do not act as a protective face covering.

FACE COVERING USER GUIDE

FACE COVERING REQUIREMENTS

Please note that any time you remove your mask, it creates a risk of disease transmission. Face coverings should always be worn except when exempted by the [Health Order](#). For example, a surgical mask or cloth face covering is required when someone is:

- Inside of, or in line to enter, any indoor public space.
- Outdoors in a public space.
- Engaged in work to provide essential government functions.
- Interacting in person with any member of the public.
- Working in any space visited by members of the public, such as reception areas, service counters, public restrooms, cashier and checkout areas, waiting rooms, service areas, and other spaces used to interact with the public, regardless of whether anyone from the public is present at the time.
- Working in any space where food is prepared or packaged for sale or distribution to others.
- Working in or walking through common areas such as hallways, stairways, elevators, and parking facilities.
- While occupying any room or enclosed area when other people (except for members of the person's own household or residence) are present.
- Entering public access areas of medical facilities and clinics.
- Experiencing flu-like, COVID-19, or other respiratory symptoms (sick employees are encouraged to stay home).
- When operating, waiting for, or riding public transportation, paratransit, taxi, private car service or ride sharing vehicle.

FACE COVERING SPECIAL CIRCUMSTANCES

- Consuming food and beverages:
 - Keep the face covering while preparing food and beverages.
 - Briefly remove the face covering while eating food or drinking while socially distanced from other occupants and adhering to room occupancy limits, replacing it when done.
 - Briefly remove the face covering while eating or drinking at an outdoor break area.
- Maintain face coverings in place while making and taking phone calls.
- Occupants of cubicles will maintain their face coverings in place during the work shift.
- Face shields with drapes may be considered in the following situations:
 - A face covering with a clear window is preferable for use when required for communicating with an individual with hearing impairment and other assistive technologies or communication methods are not available.
 - A face shield with a drape is allowed when required for communicating with an individual with hearing impairment and other assistive technologies or communication methods are not available.
 - A face shield with drape is allowed when it is caring for infants and children in a developmental stage where they must be able to see the caregivers whole face.
 - When required by a doctor's note.
 - In the above special circumstances and only as long as work conditions permit, provided the face shield and drape do not pose an additional work hazard (i.e., when operating moving equipment that poses an entanglement hazard).

FACE COVERINGS NOT REQUIRED

A face covering is not required to be worn when:

- A person is in a personal office; best practice is to keep the door closed if the face covering is off.
- When a person is alone in a private, single room.
- While driving alone in a vehicle.
- Only those members of a person's household are present.
- While engaged in outdoor recreation such as walking, hiking, bicycling, or running, providing six-foot social distancing is maintained.
- A medical professional has advised that wearing a face covering may pose a risk to the person wearing the mask for health-related reasons.
- Wearing a face covering would create a risk to the person related to their work as determined by local, state, or federal regulators or workplace safety guidelines.
- An individual has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance.

FACE COVERING GUIDANCE

The majority of face coverings required for county workplaces are not surgical masks or N95 respirators, which are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Face coverings are required to be used *in addition to* practicing social distancing and maintaining cough and hand hygiene, which are proven methods against spreading the virus. Face coverings are *not* intended to substitute for PPE required for job tasks.

Face coverings should:

- Fit snugly but comfortably against the side of the face.
- Be secured with ties or ear loops.
- Include multiple layers of fabric.
- Allow for breathing without restriction.
- Be able to be laundered and machine-dried without damage or change to shape.
- Be kept clean and sanitary, laundering and machine drying between uses as recommended.
- See [Face Covering Etiquette](#) signage for additional guidance.

FACE COVERING CARE

When putting on, wearing, and removing face coverings, users should:

- Wash their hands before applying the face covering securely.
- Avoid touching the face covering while wearing.
- Remove the face covering by touching only the straps of the face covering.
- Not touch their eyes, nose, or mouth when removing the face covering.
- Immediately after removing the face covering, place it in a temporary storage container (paper sack, plastic container, etc.).
- Wash hands after handling or removing a face covering.
- Launder and machine dry the face covering daily.
- Avoid cross-contamination between the face covering and other surfaces or individuals.

RESPIRATORY PROTECTION PROGRAMS AND N95 USE

The goal of a respiratory protection program (RPP) is to prevent employee exposures to harmful airborne contaminants such as dusts, chemicals, and aerosolized droplets that can cause disease. Preferred control methods are provided in a hierarchy where engineering methods (e.g., ventilation and fume hoods) or administrative methods (e.g., eliminating or restricting access to work areas, risks, and exposures) are the highest priorities. Respiratory protection and other PPE are the last controls used when all other preferred methods have been evaluated and implemented. N95s should not be used in lieu of social distancing protocols and other engineering or administrative controls.

There are several types of respiratory protection programs in the County. Contact your Supervisor for more information:

- During normal county operations, many county departments already have and use a written respiratory protection program describing authorized respirator user groups, respirator types and styles, and specific job tasks that require respiratory protection.
- The [Contra Costa County Respiratory Protection Program](#) covers general requirements and procedures for the use of respiratory protection throughout the county and is available on the Risk Management intranet site.
- More recently, as a response to the rapidly changing COVID-19 environment, several departments have implemented brand new respiratory protection programs or specific addendums to their existing programs to describe the most current procedures to control exposures.

Mandatory respirator use describes when an employee must be protected from a potential airborne exposure based on monitoring data, exposure calculations, safety data sheet requirements, best practice, etc. These users must fulfill all required elements of the written respiratory protection program.

Voluntary respirator use describes when an employee is not required to wear a respirator, but they are allowed or even encouraged to use one if desired and they sign a [voluntary use form](#) that describes safe respirator use.

Respiratory Protection and Airborne Hazard Assessments:

- If the risk assessment indicates using an N95 respirator on a voluntary basis, departments will demonstrate that there is no airborne hazard, document the procedures, and ensure staff sign the [Voluntary Use Form](#).
- If the risk assessment indicates using an N95 on a mandatory basis, departments will implement a complete respiratory protection program with all required elements.
- Risk Management is available to consult with departments on the program requirements and can assist with documenting current COVID-19 and normal county procedures for respiratory protection. Send requests to riskmsafety@riskm.cccounty.us or call (925) 335-1400.

REQUIRED ELEMENTS OF A RESPIRATORY PROTECTION PROGRAM

- A written document describing the individual that is the program administrator, additional responsibilities, affected job tasks and classifications, authorized respirator users, implementation steps, and recordkeeping procedures.
- Each authorized user assigned mandatory respirator use must complete:
 - An annual medical evaluation.
 - Annual training on respiratory protection.
 - An annual fit test on each make and model of respirator that will be used.

TASKS REQUIRING RESPIRATORY PROTECTION

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

- Working in close contact with another individual, defined as within 6 feet for longer than 15 minutes.
- Transporting individuals in a vehicle for county business.
- Entering alternate care facilities (follow verbal or posted directions on all required PPE and precautions).
- Entering medical treatment or housing areas for known or presumed positive COVID-19 cases.
- Conducting temperature screening at facility entrances.
- Conducting home visits or entering home environments.
- Other tasks as required by department or County respiratory protection programs.

RESPIRATORY PROTECTION RECOMMENDATIONS

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

RESPIRATORY PROTECTION TRAINING

Respiratory protection training is required for all N95 mandatory users and can be provided by these methods:

- [Target Solutions](#) online class CCC Respiratory Protection (self-assign available).
- Classroom Respiratory Protection Training (general or custom class can be provided by Risk Management).
- Tailgate safety training topic Respiratory Protection (request from Risk Management).

N95 STORAGE AND EXTENDED USE/RE-USE PROCEDURES

The following methods for putting on, taking off, and storing an N95 respirator for re-use and extended use during COVID-19 operations is listed below:

Filtering Facepiece N95 Respirator Guidelines for Re-use During COVID-19 Operations	
CDC guidelines for extending the use of N95 respirators during COVID-19 response https://www.cdc.gov/coronavirus/2019-ncov/hcp/healthcare-supply-ppe.html and https://www.cdc.gov/niosh/topics/hcwcontrols/recommendedguidanceextuse.html	
CDC guidelines for proper methods to put on and take off an N95 respirator: https://www.cdc.gov/niosh/docs/2010-133/pdfs/2010-133.pdf	
Putting on	<ul style="list-style-type: none">• Use a pair of clean gloves when putting on a new or used N95 respirator and performing a user seal check.• Discard the gloves after putting on a used N95 respirator and any adjustments are made to ensure the respirator is sitting comfortably on your face with a good seal.

Filtering Facepiece N95 Respirator Guidelines for Re-use During COVID-19 Operations	
Usage Times	<p>The following conditions for N95 use, reuse, storage, and disposal can be followed:</p> <ul style="list-style-type: none"> • Recommend using an N95 no longer than 8 hours of use • <u>Dispose</u> of respirator <u>sooner</u> than 8 hours of use if: <ul style="list-style-type: none"> – It becomes damaged or malfunctions – If breathing through the respirator becomes restricted or difficult – It becomes contaminated with blood or bodily fluid – There are more than 5 uses/re-uses – It is used with a presumed or confirmed positive COVID-19 client – It is exposed to an aerosol generating procedure (policy is for Behavioral Health staff NOT to be present during this type of medical procedure)
Taking Off for Re-Use	<ul style="list-style-type: none"> • In between uses, keep N95s in a clean, breathable container such as a paper bag that is labeled with the employee's name. • Perform proper hand hygiene with sanitizer or soap and water (or put on clean gloves if supply is available) BEFORE touching the N95 to remove it and place it in the storage bag. • Use the straps to remove the respirator. Avoid touching the outside OR inside of the respirator. If inadvertent contact is made with the inside of the respirator, <u>discard</u> the respirator and perform hand hygiene as described above. • Perform hand hygiene AFTER placing the N95 in the storage bag and closing it. • Dispose of storage bag after 5 uses/re-uses.
Taking Off for Disposal	<ul style="list-style-type: none"> • Perform hand hygiene (or put on clean gloves) BEFORE touching the N95 to remove it or handle. • Avoid touching the outside of the respirator during disposal and only touch the elastic straps. • Lean over the trash receptacle, remove the elastic straps, and let the N95 drop into the trash. • Perform hand hygiene AFTER removing and disposing of the N95.
Strategies to Prolong N95 Use	<ul style="list-style-type: none"> • Wearing barriers such as face shields to prevent droplet spray contamination can prolong the N95 usage time, although this equipment is not readily available at this time.
Reminders for N95 Users	<ul style="list-style-type: none"> • Always perform a physical inspection and user seal check when putting on and taking off the N95. • Minimize unnecessary contact with the respirator surface at all times. • Maintain strict adherence to hand hygiene practices. • Remember to keep your hands away from your eyes, face, and mouth. • Use proper technique when putting on and taking off PPE.

REFERENCES

Health Services Department, Public Health Communicable Disease Review July 9, 2020

Health Services Department, Vista Oaks Occupational Medicine Review July 9, 2020

Contra Costa County Respiratory Protection Program

<http://insidecontracosta.org/485/Respiratory-Protection-Program>

Contra Costa County Health Services Health Orders <https://www.coronavirus.cchealth.org/>

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

https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf

Centers for Disease Control and Prevention

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

<https://www.cdc.gov/niosh/npptl/respirators/testing/NonNIOSH.html>

National Institute of Occupational Safety and Health (NIOSH)

https://www.cdc.gov/niosh/npptl/topics/respirators/disp_part/n95list1.html

SECTION 3: RE-OPENING AND SOCIAL-DISTANCING PROTOCOLS

As County departments bring staff back into the office and resume more normal business operations, they will need to establish social-distancing protocols specific to current working conditions, fixed locations, and field operations as outlined [in this document](#). These documents use the template [Appendix A – Social Distancing](#) provided in the Health Order issued on June 16, 2020 and Cal/OSHA standards including Injury Illness Prevention Program (IIPP) and current guidelines for COVID-19 for site safety assessments.

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

The specific protocols shall be maintained and updated as circumstances change. Protocols shall be communicated to all impacted staff through training and making them readily available. See and follow:

- The [Social-Distancing Protocol Template](#) shall be customized and implemented for each work environment.
- The [COVID-19 Assessment Checklist Attachment](#) that shall be used to ensure the efficacy of Social Distancing programs.
- The [COVID-19 Symptom Screening Attachment](#) is a poster and [facility sign-in sheet](#) required to monitor and document who enters the workplace to reduce the spread of COVID-19 at work and aid contact tracing when it is required.

SAFETY AND JOB HAZARD ASSESSMENTS

Many work practices may need to be deferred, updated, and reviewed to ensure that they prevent worker exposures to COVID-19. Strategies to prevent these exposures are included in this guidance and will be documented in each department or facility's specific social-distancing protocols:

- Update departmental Injury and Illness Prevention Programs (IIPP) to reference this guidance document and specific social distancing protocols.
- Consult the [County Injury and Illness Prevention Program](#) for additional guidance.
- Review new and established job tasks for hazards and engineering, administrative, or personal protective equipment controls under COVID-19 conditions.
- Document new procedures for meetings, trainings, and other common job tasks.
- Train staff and contractors on new procedures and document it on a [training roster](#). See [COVID-19 Safety Training Tailgate Topic Attachment](#).

- Perform frequent assessments of workspaces and tasks to ensure Social Distancing Protocols and prevention strategies are functioning properly. See the [COVID-19 Assessment Checklist Attachment](#).
- If there is reduced staffing in the office or the field, consider which procedures may need to be altered including changes to security measures, communication methods or emergency response procedures. Cross train and identify alternate contacts and emergency evacuation leaders to ensure coverage. For any accommodation requests or concerns, confer with Human Resources.

SOCIAL-DISTANCING PROTOCOLS

[Social-distancing protocols](#) are required by the [Health Orders](#). These strategies are designed to prevent close contact with others to reduce the spread of COVID-19. Every reasonable measure should be employed to maintain social distancing during County activities. These measures shall include steps such as:

- Maintaining a six-foot social distance at all times, except when required to complete essential business activities and wearing a face covering or respiratory protection.
- Requiring face coverings to be worn by persons entering County facilities.
- Prohibiting gatherings of any size, including for exercising, breaks or eating.
- Post signage on rooms related to maximum occupancy to assure that 6 feet or more distance between occupants is always maintained.
- Post markings on the floor with at least 6 feet distance to help maintain distance between customers and clients as they queue up in line.
- Strictly controlling “choke points” and “high-risk areas” where workers or the public may be likely to congregate, queue, or are unable to maintain six-foot social distancing.
- Arranging facility furniture and workspaces to maintain six-foot distancing.
- Additional steps should be considered where feasible and based on business needs:
 - Converting facility fixtures to hands-free activators where feasible.
 - Alternate or staggered shifts, rotational remote work to reduce the number of employees working in proximity to one another.
 - Alternating break schedules as needed.
 - Changing work procedures to video, teleconferencing, and “touchless” methods where possible.
 - Assigning telecommuting to staff, where possible.

SIGNAGE

Signage is an important tool to communicate safety information to employees and the public related to prevention methods, social distancing protocols, and more.

- Locations that are appropriate for posting signage include:
 - Public entrance(s)
 - Employee entrance(s)
 - Lobbies, reception desks
 - Meeting rooms, training rooms, conference rooms, interview rooms, offices

- Hallways
- Stairwells
- Elevators and elevator lobbies
- Restrooms
- Sinks – handwashing reminders
- Standardized signs from Health Services, OSHA, or the CDC can be used throughout the County:
 - Exterior door signs have already been created and distributed to Safety Coordinators
 - Prevention protocols (don't touch face, cough etiquette, handwashing, social distancing, face covering)
 - Social-distancing protocols
 - Self-monitoring for symptoms of COVID-19
 - Reminders to wear face coverings
 - How to wear, handle, and dispose of a face covering
 - Handwashing and sanitizing techniques
 - Glove hygiene
 - Elevator protocols

Signage placed on all disabled items advising the item is temporarily out of service and should not be used.

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

SCREENING

Screening for symptoms of COVID-19 is an important and required process that prevents sick individuals from entering or remaining in the workplace. Screening methods will also be implemented at all County facility entrances for the purposes of reporting and calculating [facility occupancy](#).

- Departments will document their screening systems in their social-distancing protocols and train staff on the use of the screening tools.
- All County employees will continuously self-monitor for [symptoms](#), especially before going to work. If symptoms are noted, employees will leave or stay out of the workplace, seek medical attention (if needed), and immediately notify their supervisor.
- All County employees will participate in screening activities prior to entry to a County facility.
 - 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.

- The [COVID-19 Symptom Screening Poster Attachment](#) provides uniform screening questions for employee self-monitoring and screening prior to entrance to the workplace.
 - The Screening Poster should be posted at facility entrances and above key card portals.
 - For paper sign-in methods using [Sign-in Sheets](#), the Screening Poster should be placed near the sign-in sheet.
 - Screening measures should:
 - Not create a bottleneck for facility entry; lines to complete the screening should maintain social distance of at least 6 feet.
 - Have disinfection methods readily available such as hand sanitizer, disinfectant wipes, or clean and used pen holders.
 - Staff are on work time when completing facility screening activities.
- Departments may implement additional methods of screening and attestations for symptoms.
- Determining where to conduct screening depends on the facility occupancy and layout:
 - For shared occupancy with a single entrance lobby, it is appropriate to screen at the main entrance.
 - For shared occupancy in various suites without a single entrance lobby, it is appropriate to screen at each distinct entrance prior to entry.
 - In 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.
- Denying facility entrance based on screening results:
 - Employees that report positive COVID-19 test results, symptoms, or that they are a close contact will not report to work and will not be admitted to the workplace.
 - Employees that refuse to participate in screening protocols will not be admitted to the workplace.
 - Visitors that refuse to participate in screening protocols will not be admitted to the County facility or service but will be provided service in an alternate manner, as documented in the Department's Social Distancing Protocol.

ROOM OCCUPANCY LIMITS, CALCULATIONS, AND POSTING

Departments should establish room occupancy limits as an important method to provide proper six-foot social distancing. The room size and configuration will have to be assessed on a case by case basis. Once evaluated for maximum safe occupancy, the limits should be posted on the room and communicated to all affected staff and visitors. See [Attachment for Social-Distancing Floor Plan Examples](#).

EMPLOYEE WORKSPACE CONFIGURATION

- Evaluate and post occupancy limits on offices and enclosed workspaces designed to maintain six-foot social distancing.
- For a separate, enclosed office with a design occupancy of one person is considered appropriate for social distancing. A separate, enclosed office designed to provide seating for 6 at a desk and task table may need to reduce the number of people in the room to allow social distancing, depending on the size and configuration of the room.
- For occupants of open floor plans and cubicles, [face coverings are required](#):
 - Stagger or re-orient desks and work stations to give at least a six-foot distance between occupants.
 - Cubicles with or without walls of any height are considered open workspaces and require at least a six-foot distance between occupants while wearing a face covering at all times.
 - Occupants of cubicles with doors require a face covering at all times unless the walls extend all the way to the ceiling creating a separate work space.
- Encourage disinfection frequently throughout the day of work surfaces and office equipment.
- Implement disinfection procedures between users of shared work stations and equipment.
- Discourage employees from using other employees' phones, desks, offices, or work tools and equipment, when possible. If necessary, clean and disinfect them before and after each use.
- Follow the [County Ergonomics Program](#) and department-specific procedures for preventive measures, evaluations, training, and equipment ordering, tracking, and handling.

LOBBY, RECEPTION, AND WAITING AREAS

- Post occupancy limits designed to maintain six-foot social distancing for public lobby, reception, and waiting areas.
- Place markings or other indicators where visitors may line up or accumulate that enforces social distancing.
- Remove or mark seating to maintain distancing.
- Ensure reception windows are opened in a manner that maintains social distancing; for example, every other window can serve clients if the arrangement maintains proper distancing.
- Screens, barriers, signage, and alternate communication methods (e.g. telephone, intercom) can be used to encourage proper distancing.
- Self-service kiosks:
 - Disable or separate self-service computer kiosks to maintain distancing.
 - Disinfect kiosks between users or provide disinfectant materials to users.
 - Post signage on kiosks taken out of service.
- Provide wastebaskets and tissues for cough hygiene.

- Provide hand-sanitizing stations.
- Consider installing temporary sneeze barriers at customer service counters (plastic type or plexiglass).

BREAK ROOMS, KITCHENS, AND KITCHENETTES

- Limit the number of staff that can occupy shared break and kitchen areas. Post reminders of the maximum occupancy of these rooms based on size and layout to allow six-foot social distancing.
- Post signage encouraging handwashing before and after preparing food.
- Shared water bottles or filtering water dispensers should be avoided. Filling glasses, mugs, and other reusable bottles, which may cause cross-contamination, is discouraged. If dispensers are used, prevent cross-contamination by avoiding contact with the spigot and disinfecting the controls after each use.
- Shared mugs, glasses, dishes, and utensils should be avoided.
- Shared appliances such as microwaves, refrigerators, toasters, vending machines, and “single serve pod” coffee machines should be disinfected before and after each use or at least daily.
- Disinfect tables, counters, and fixtures at least daily.
- Sharing of any food or beverage is strictly prohibited unless it is provided in single-serve sealed wrapper or container.
- Avoid use of shared towels and sponges; paper toweling can be used to wash/scrub dishes.
- Create schedules that allow employees set times to access break rooms for meal preparation and eating.
- Stagger table seating to maintain six-foot distancing. Where distancing can be maintained, employees may eat in the break room or kitchen without a face covering.
- Where it is not possible to maintain six-foot distancing, employees should adhere to break room schedules or eat in separate areas such as vacant offices, conference rooms, personal vehicles, or at their desks with proper disinfection.
- If an outdoor eating environment is available, it would be preferable to eating in an indoor breakroom.
- Break rooms and lunch rooms should not be used for social gatherings or meetings with eating and drinking, even if following social distance guidelines and staying within occupancy limits.

RESTROOMS

- Face covering must be worn while in public restrooms.
- Allow for physical distancing between occupied stalls, sinks, and urinals.
- Ensure ADA accessible stalls, sinks, and urinals remain accessible.
- Wash hands with soap and water for at least 20 seconds.
- Use a paper towel to operate door handles.
- Post signage that encourages handwashing and social distancing.

- Monitor restrooms for natural social distancing etiquette, and if not sufficient, consider limiting occupancy and post room occupancy limits.

CONFERENCE ROOMS

- Refer to the room occupancy section above to calculate the maximum safe occupancy that maintains six-foot social distancing.
- Post occupancy limits designed to maintain six-foot social distancing.
- Remove or mark seating and tables to maintain six-foot social distancing.
- Disinfect the surfaces, computer and monitor equipment, and conference phones before and after each use.
- Post disinfection protocols in conference rooms.
- Conference rooms should not be used for social gatherings or meetings with eating and drinking, even if following social distance guidelines and staying within occupancy limits.

ELEVATORS

- Where possible, limit elevator occupancy to provide six-foot social distancing.
- Post signage inside elevators at elevator lobbies and landings with these guidelines.
- For example, elevators that normally have enough space to accommodate 10 people would need to be evaluated and limited so that the occupants can maintain distance between themselves as much as possible by each standing in a corner.
- Occupants should avoid reaching across each other to activate buttons; it is ideal for the individual closest to the controls to operate them for all occupants.
- Employees and visitors are encouraged to use touchless means of activating buttons such as using a tissue or paper toweling.
- For multi-tenant or leased facilities, coordinate these postings through the Building Warden.

HALLWAYS, AISLEWAYS, AND STAIRWELLS

Evaluate walkways for foot-traffic patterns to reduce areas that create chokepoints:

- Discourage employees from stopping and congregating in the hallways.
- When encountering another person in a hall or aisle, stop briefly and allow them to pass.
- Some hallways or aiseways may be converted to one-way traffic (train staff and post signage).

FIELD WORK

- Determine if field work is necessary or if it can be postponed or conducted virtually.
- For home visits that can't be avoided or conducted virtually, contact Risk Management for a review of procedures and requirements prior to commencing this work.
- Conduct a job hazard assessment and document procedures for COVID-19 conditions.

- For home visits, staff shall wear an N95 respirator without a valve that they are authorized to use (see [Respiratory Protection Section](#)).
- Ensure that personal protective equipment (PPE), face covering or N95 without a valve, disinfectants, and hand hygiene measures are considered and supplied in a field “go kit.”

VEHICLE TRANSPORT PROCEDURES

- When drivers are alone in a vehicle, they do not need to wear a face covering.
- Drivers should avoid carpooling with coworkers unless they are in the same household.
- When transporting a presumed or confirmed COVID-19 case, follow vehicle transport procedures prescribed under department aerosol transmissible disease programs ([Cal/OSHA 8 CCR 5199 \(c\)\(5\)\(C\)](#)) including the following general steps:
 - Place the passenger in the back seat.
 - Have the passenger wear a face covering or mask.
 - The County driver shall wear an N95 without a valve that they are authorized to use (see [Respiratory Protection Section](#)). Note: If there is a requirement to have more than one County employee in the vehicle, both shall be seated in the front and both shall wear authorized N95 respirators.
 - The vehicle air conditioning controls should be set to normal air flow and fresh outside air, not re-circulate.
 - Windows can be open partly or completely.
- For additional transport procedures and controls, contact Risk Management for a review.
- Pool vehicles shared between users, single occupancy drivers:
 - Drivers should wear a face covering that does not impair driving while using a pool vehicle.
 - Pool vehicles should be disinfected and ventilated before and after each use; maintaining ventilation while using is encouraged by using the air conditioner on the fresh air setting or keeping windows open.

MEETING PROCEDURES

- The County is currently not supporting congregate meetings or trainings; continue to do this work virtually.
- Limit meetings to only those required for essential work, compliance, or other mandatory reasons if they can be conducted in a manner that maintains social distancing.
- Consider using video or teleconferencing when possible for work-related meetings and gatherings.
- Consider canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person.
- When video or teleconferencing is not possible, hold meetings in open, well-ventilated spaces.

- Ensure a six-foot distance is maintained when entering and exiting the meeting room.
- Face coverings shall be worn by all participants.
- The person responsible for organizing the meeting should take care to disinfect any work surfaces before and after use.
- The meeting organizer will communicate the new procedures to students, host department(s), and instructor(s).
- Meetings should not incorporate meals or refreshments.

TRAINING PROCEDURES

- The County encourages virtual meetings or trainings whenever possible.
- Limit trainings to only those required for essential work, compliance, or other mandatory reasons if they can be conducted in a manner that maintains social distancing.
- Evaluate each training delivery and document the procedures for social distancing and disinfection of any work surfaces or hands-on materials.
- The training organizer will communicate the new procedures to students, host department(s), and instructor(s).
- Ensure a six-foot distance is maintained when entering, exiting, and participating in the training room or area.
- Face coverings shall be worn by all participants.

BREAK-TIME EXERCISES

- Break-time exercises such as walking should be conducted in a manner that maintains six-foot distancing unless the walkers are from the same household.
- Walking pathways should be wide enough that allows proper distancing or walkers should space themselves appropriately.
- Face coverings are not required during outdoor exercise.
- Face coverings are required for indoor exercises while social distance is maintained.
- Exercise equipment should not be shared.
- Alternatives include:
 - Creating and communicating a one-way path of walking around a facility.
 - Discouraging groups of walkers.
 - Staggering and scheduling breaks to prevent groups of employees from trying to use the same exercise area at the same time.
- An example at 2530 Arnold Drive, Martinez – Walking around the edges of the parking lot away from traffic provides more maneuverability and distancing versus walking around the building and the narrow pathway located behind it.

INSIDE SERVICE PROVIDERS AND UNIVERSAL PRECAUTIONS

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

- Practicing proper cough and hand hygiene.
- Maintaining social distance of 6 feet from others at all times.
- Wearing a face covering at all times.
- Complete symptom screening and occupancy screening steps by using electronic key card readers or paper sign-in methods at facility entrances AND the entrances to suites and floors.
- Communicating with facility contacts:
 - Check in, participate in screening, and sign-in with facility contacts so they know when, where, and how long you are prepared to be in the workspace.
 - Ask facility contact questions before you enter a workspace:
 - Is the workspace safe to enter?
 - Is the workspace clean and sanitary?
 - Are there any special requirements to enter the workspace such as PPE or extra levels of training?
 - For isolation rooms, has the room been vacated for the required amount of time to allow proper air exchanges to clean the air?
- After receiving the above information from your facility contact, observe the area BEFORE you enter.
 - If it appears clean, orderly, and as described by your contact, proceed with the planned work.
 - If it does not seem clean or you feel it needs further attention, notify the facility contact. They should take the necessary steps to make the area safe prior to your entry.
- Upon entry and exiting the workspace:
 - Disinfect the area before and after your work.
 - Disinfect your tools and equipment before and after the work.
 - Wash your hands or use hand sanitizer before and after you finish the task.
- Wear your face covering properly at all times (unless you enter an area or conduct a task that requires an N95 or other respiratory protection).
- Gloves worn as required by the task or on an optional basis should be properly removed and discarded after each task and hand hygiene should be performed.

CONTRACTOR AND VENDOR GUIDANCE

- Contractors and vendors that enter County facilities will follow face covering and social-distancing protocols.

- Contractors and vendors will complete symptom screening and occupancy screening steps by using electronic key card readers or paper sign-in methods at facility entrances AND the entrances to suites and floors.
- Where applicable, ask for contractor/vendor COVID protocols for review prior to starting work.
- Where applicable, provide contractors and vendors with County facility protocols and ask contractors to follow them unless their protocol is more stringent.
- Keep copies of any shared protocols at each job site.

SAFETY CONCERNS

Employees with safety concerns related to these procedures, availability of disinfection and cleaning supplies, and updated job tasks should communicate directly with their supervisor, manager, or safety coordinator. Safety concerns can also be directed to Risk Management Safety and Loss Control via email at RiskMSafety@riskm.cccounty.us.

WORPLACE VIOLENCE PREVENTION ASSOCIATED WITH COVID-19 POLICIES

Departments should evaluate and develop strategies to limit violence towards County workers that may occur when implementing the Health Order policies and practices to help minimize the spread of COVID-19 among staff, clients, and visitors. [CDC recommended strategies](#) are available on the internet and a Do's and Don'ts sign is available on the Risk Management intranet.

DISINFECTION AND SANITATION

Departments should confirm cleaning schedules and supplies to maintain the cleanliness of the workspace are stocked and available. This includes:

- Confirming cleaning and disinfection schedules with Public Works Custodial Services, or for leased buildings, the assigned custodial support.
- Clean and sanitize breakrooms, handwashing facilities, and restroom areas daily with disinfectants effective against COVID-19.
- All high-touch areas, including entry and exit areas, high traffic areas, elevator buttons, etc. are cleaned frequently and at least daily.
- Using a tissue or paper toweling to touch shared buttons, dispensers, switches, etc. can prevent cross-contamination.
- Trash receptacles:
 - Use no-touch trash receptacles prevents cross-contamination of surfaces.
 - Provide near areas where staff and the public are using disinfection materials.
 - Line with plastic to avoid cross-contamination and aide in disposal techniques.
 - When emptying trash receptacles, remove the liner and all contents at once, and replace with a clean liner.
 - Avoid picking up or shaking the trash contents to dispose in a larger container.

- Handwashing facilities, soap, and paper toweling are available to all staff.
- Hand sanitizer is available to staff and visitors.
- Disinfection materials such as cleaners and wipes are provided throughout the workplace.
- Staff should be encouraged to use disinfection materials frequently throughout the day on their work surfaces, office equipment, and shared equipment.
- Time is built into tasks and the workday to perform cleaning practices.
- The following services are available through Public Works by completing a Corrigo work order to Public Works; follow up the work order with an email to the Custodial Services Manager, Derrick West at Derrick.West@pw.cccounty.us:
 - Hand sanitizers that can be wall mounted or placed on a stand
 - Disinfectant sprays and tabletop 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.

EYE PROTECTION GUIDANCE

When interacting with presumed or positive COVID-19 individuals, staff should wear eye protection in addition to face coverings, surgical masks, or respirator. The protective eyewear may include goggles or a face shield with side protection that prohibits aerosolized disease particles from entering the eyes. Contact lenses and personal eyewear are not considered to be adequate protection from aerosolized disease.

Refer to CDC infection control [recommendations for eye protection](#) and Department- and task-specific protocols for eye protection and personal protective equipment requirements.

GLOVE GUIDANCE

Gloves are not a substitute for hand hygiene. Gloves pose a cross-contamination risk when worn improperly for long durations or between work areas. Gloves should be reserved for direct patient care, food preparation, or when using chemicals that could harm the skin.

[Hand hygiene](#) should be adhered to with proper handwashing or use of sanitizing gel:

- Frequently and throughout the day.
- After using the restroom.
- Before and after eating.
- Before putting gloves on.
- After removing soiled gloves.
- Before and after handling a soiled respirator.
- After putting on and performing a user seal check on a used N95.
- Carefully remove gloves using proper technique to prevent hand contamination.

ADDITIONAL PPE GUIDANCE

Some departments may have additional PPE requirements; follow department- or task-specific requirements.

BUSINESS TRAVEL CONSIDERATIONS

- Carefully consider whether business travel is necessary.
- Travel restrictions and return quarantine time periods are dynamic, so careful consideration should be given to travel destinations, methods of transportation, and return procedures.
- If necessary travel is within the United States, review [CDC Coronavirus and Travel in the US Guidance](#).
- If necessary travel is outside the United States, review CDC guidance [COVID-19 Travel Recommendations by Country](#) or the [CDC Traveler's Health Notice](#) for the latest guidance and recommendations.
- Returning from travel precautions and quarantine procedures, if required, can be reviewed on [CDC Returning from International Travel Recommendations](#).

COVID-19 SYMPTOM SCREENING QUESTIONS ATTACHMENT

∞ See attached [example COVID-19 Symptom Screening Questions and sign-in sheet](#).

REFERENCES

Health Services Department, Public Health Communicable Disease Review July 7, 2020

Health Services Department, Vista Oaks Occupational Medicine Review July 7, 2020

Health Services Department, Infection Prevention and Control Review July 7, 2020

Contra Costa County Health Services Health Orders <https://www.coronavirus.cchealth.org/>

Contra Costa County Health Services Appendix A Social Distancing Protocol (Updated June 16, 2020)

Contra Costa Health Services Department Position Statement on Thermometer Temperature Screening as an Infection Control Measure for COVID-19 - 6/22/2020

[Risk Management Intranet Site COVID-19 Resources](#)

Centers for Disease Control and Prevention

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/business-employers/limit-workplace-violence.html>

World Health Organization

<https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf>

Cal/OSHA

<https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html>

State of California

<https://covid19.ca.gov/roadmap/#guidance>

<https://covid19.ca.gov/pdf/checklist-office-workspaces.pdf>

DOCUMENT REVISION HISTORY

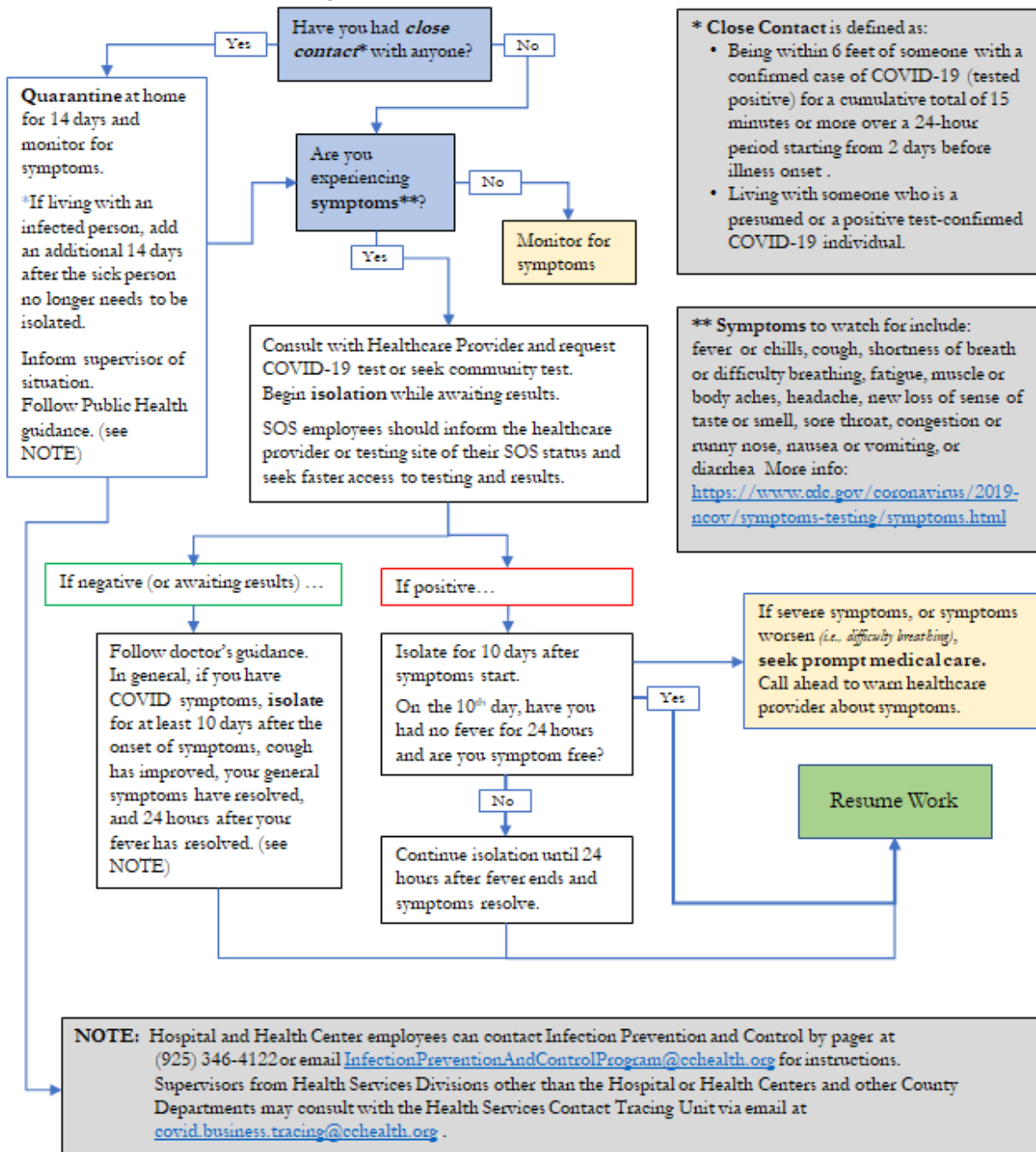
DATE	CHANGES
April 9, 2020	<ul style="list-style-type: none"> Added definition of Critical Infrastructure services and workers Added definition of Screening Added Department Supervisor Guidance section Added examples of face covering and screening activities in use at the county Added CDC Interim Guidance for Critical Worker Safety Practices Added CDC Essential Worker Do's and Don'ts link Added reference to CAO Employee Leave Update dated April 6, 2020
April 20, 2020	<ul style="list-style-type: none"> Added Table of Contents Added asymptomatic definition Updated decision tree to include special precautions when resuming work in an SOS setting Added face covering, surgical mask, and N95 respirator information General formatting review and update
May 7, 2020	<ul style="list-style-type: none"> Symptoms – Updated symptoms according to CDC guidelines on May 7, 2020 Employees in Non-SOS Settings and Employees in SOS Settings - Added the contact phone number for community COVID-19 testing appointments Department Supervisor Guidance of the Exposures and the Workplace section – Added a script for communicating identified illness in the workplace to employees that did not have close contact Exposures and the Workplace section – Added employee responsibilities Added new section addressing Re-opening and Social Distancing Protocols Updated document and flow chart to address new CDC guidelines to stay home at least 10 days after symptoms begin (aligns with May 14, 2020 Health Order) Updated the Calendar Resource Tool to include instructions on recording temperature and self-monitoring Added Facility-specific social-distancing protocol template attachment Added example standardized signage attachment
May 13, 2020	<ul style="list-style-type: none"> Created and added links to the Risk Management intranet quick link page for COVID-19 Resources Added a cover page Re-opening and Social-Distancing Protocols: <ul style="list-style-type: none"> Aligned language with Cal/OSHA guidance and office checklist Added COVID-19 Assessment Checklist as an attachment Consolidated responsibility section Added Department and Risk Management responsibilities Added training, documentation, cleaning materials and time, and assessment language to Supervisor Responsibilities Added participating in screening, self-monitoring, and reporting the need to restock cleaning materials to Employee Responsibilities

DATE	CHANGES
	<ul style="list-style-type: none"> – Added attachment for Social-Distancing Floor Plan Example – Clarified the vehicle transport procedures • Training Attachment – Added safety training attachment • Signage Attachment – Added Elevator Occupancy Poster example, Room Occupancy Poster, Water Dispenser Hygiene Poster
August 11, 2020	<ul style="list-style-type: none"> • Exposures and the Workplace: <ul style="list-style-type: none"> – Symptoms updated to align with CDC – Isolation period updated to align with CDC – Contact, isolation, and quarantine, severe illness, severe immunosuppressed, symptoms definitions updated – Updated supervisor protocol to address Public Health contact tracing role – Screening protocols updated – Self-monitoring language updated – Added safety action protocols for contact with symptomatic individuals – Updated calendar tool with new isolation period guidance – Updated exposure decision tree – to include new isolation period and quarantine + isolation period with a positive case • Re-opening and Social Distancing Protocols: <ul style="list-style-type: none"> – Updated Appendix A from the Health Order to June 16, 2020 version – Added screening and sign in attachment – Updated responsibility sections to add COVID-19 safety training, knowledge checks, discipline for non-compliance with social distancing and face covering protocols, and documentation – Added the Notice of Non-Compliance with Health & Safety Orders Form for use in discipline for non-compliance with social distancing and face covering protocols – Added restroom section – Signage Attachment – Added Restroom Poster, Social Distancing Poster, Face Covering Etiquette and Requirement, and put all links to Risk Management intranet site – Added eye protection guidance – Added universal precautions for inside service providers – Expanded travel guidance information • Face Coverings, Surgical Masks, N95 Respiratory Protection Section: <ul style="list-style-type: none"> – Aligned language with State Face Covering Order – Added special considerations section to clarify procedures for eating and drinking, working in a cubicle, using the phone, and working with individuals with hearing impairment or specific developmental needs, and medical notes.

DATE	CHANGES
November 2, 2020	<ul style="list-style-type: none"> • Exposures and the Workplace: <ul style="list-style-type: none"> – Added FAQ resource and link – Added email RiskmSafety@riskm.cccounty.us for help – Added Hot Spot Risk Management intranet link for latest guidance information – Added a consolidated resource directory – Consolidated the responsibilities section for all levels – Added information on employee resources and training available on the Risk Management intranet site – Updated contact definition as close contact and to align with CDC – Added definition of outbreak – Added asymptomatic with a positive test guidance language – Updated Supervisor and Personnel Contact Procedure to simplify steps – Added positive case reporting to Risk Management protocols. – Updated positive case reporting to Health Services protocols. – Removed calendar tool from attachments and added reference to online CDC resource – Added language to comply with SB 1159 reporting and tracking. – Added language about facility occupancy calculations and symptom versus entry screening methods. – Differentiated between symptom screening and screening for facility occupancy. • Re-opening and Social Distancing Protocols: <ul style="list-style-type: none"> – Updated Social Distancing Template to include Departmental and Site-Specific fields – Updated screening questions, sign in sheet and screening procedure language – Updated COVID checklist to include Social Distancing Protocol at the Department level, site levels, and periodic reviews – Added Contract Tracing and Communication toolkit and link to resources – Added additional language clarifying the requirements to screen and document prior to entry to County facilities – Added workplace violence prevention guidance resource link to CDC website and added prevention signage – Updated responsibility section and moved it to the beginning of the document • Face Coverings, Surgical Masks, N95 Respiratory Protection Section: <ul style="list-style-type: none"> – Clarified that direct patient care can require a variety of respiratory protection options and that departments should conduct risk assessments and document protocols if they differ from this document – Simplified the N95 recommendation language

DECISION TREE ATTACHMENT

SOS and NON-SOS Exposure Decision Tree



SOCIAL DISTANCING PROTOCOL TEMPLATE RESOURCES

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

- County Health Order [Appendix A – Social Distancing Protocol](#)
- Department Template for Social Distancing Protocol – an example .pdf file is available in soft copy to all Department Heads and Safety Coordinators on the [Risk Management intranet site](#).
- Notice of Non-Compliance with Health & Safety Orders (included as a form-fillable .pdf file in the Social Distancing Protocol template) to be used when Supervisors observe non-compliance with social distancing protocols or face covering requirements.

COVID-19 BUILDING ENTRY AND SYMPTOM SCREENING POSTER

COVID-19 BUILDING ENTRY AND SYMPTOM SCREENING POSTER

**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?

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?

ADDITIONAL SCREENING INSTRUCTION SHEET FOR POSTING

**IF YOU ANSWERED YES TO ANY OF THE
QUESTIONS:
THE SCREENING YOU COMPLETED INDICATES
THAT YOU MAY BE AT INCREASED RISK FOR
COVID-19**

IF YOU ARE NOT FEELING WELL, WE HOPE THAT YOU FEEL BETTER SOON!

Here are instructions for what to do next:

1

If you are not already at home, please avoid contact with others and go straight home immediately.

2

Call your primary care provider for further instructions, including information about COVID-19 testing.

3

Contact your supervisor (if you are an employee) or your contracting company (if you are a contractor) to discuss options for telework and/or leave.

Before going to a healthcare facility, please call and let them know that you may have an increased risk for COVID-19.

In case of a life-threatening medical emergency, dial 911 or 9-911 immediately!



If you have had symptoms consistent with COVID-19 or have tested positive for COVID-19, DO NOT physically return to work until you get a medical evaluation and are approved to return to a work setting by your medical provider. Please call your supervisor to discuss when to return to work.



If you have been in close contact with someone with COVID-19 you should stay home and self-quarantine for 14 days before returning to work.



If you are currently isolating or quarantining because of concerns about COVID-19 OR you have a COVID-19 test pending, please contact your primary care provider for guidance on when you can return to work.

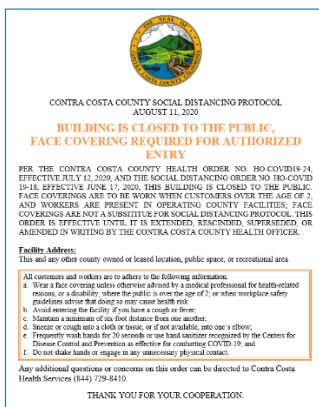
FACILITY SIGN-IN SHEET AND WELLNESS ATTESTATION

<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

SIGNAGE ATTACHMENT



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



Face Covering Required Sign:
<https://www.coronavirus.cchealth.org/social-media-tools?pgid=k9b19y6i-9ac80b20-84bb-11ea-8c85-12879e2400f0>

In Spanish:
<https://www.coronavirus.cchealth.org/social-media-tools?pgid=k9b19y6i-864ed634-233b-4195-aeb1-19fe14a41ed5864ed634-233b-4195-aeb1-19fe14a41ed5>



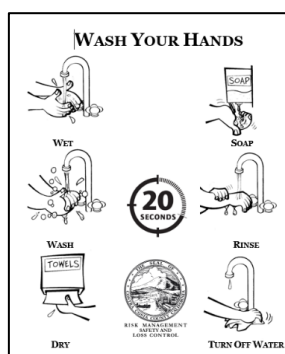
Stay Home When You Are Sick Poster:
https://www.cdc.gov/coronavirus/2019-ncov/downloads/StayHomeFromWork_Horizontal.pdf

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

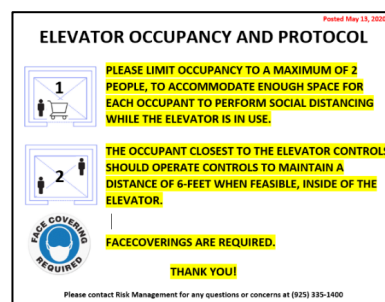


Prevention Protocols (don't touch face, cough etiquette, handwashing, social distancing, face covering):
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

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 to request printed window and mirror clings



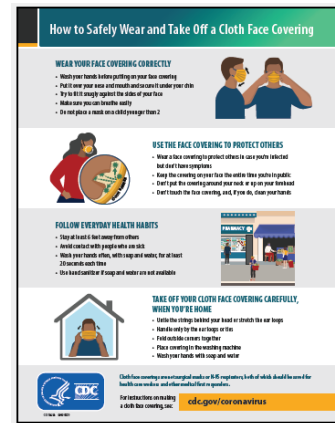
Elevator Occupancy and Face Covering Poster: Visit [Risk Management intranet site](#)



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



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



How to Safely Wear and Take Off a Face Covering:

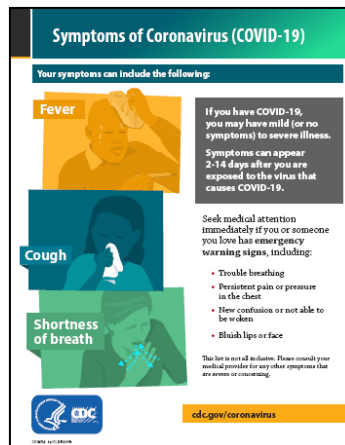
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>

In Spanish:

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



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



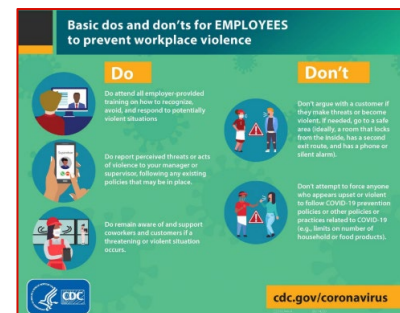
Self-Monitoring for Symptoms Of COVID-19

Visit:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>

In Spanish:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms-11x17-es.pdf>

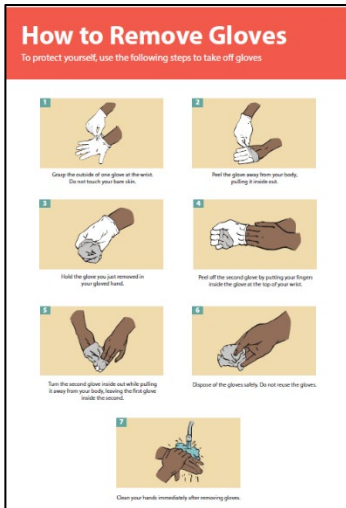


Do's and Don'ts to Prevent Workplace Violence:

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

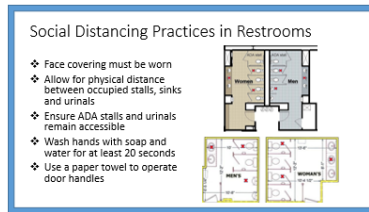
In Spanish:

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



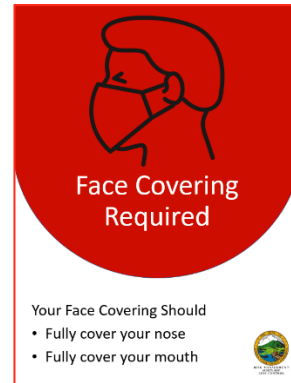
How to Remove Gloves:

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



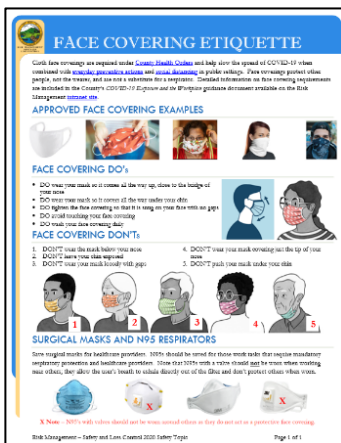
Restroom Poster

Visit [Risk Management intranet site](#)



Face Covering Required Poster

Visit [Risk Management intranet site](#)



Face Covering Etiquette Poster

Visit [Risk Management intranet site](#)

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

COVID-19 ASSESSMENT CHECKLIST ATTACHMENT

CONTRA COSTA COUNTY		COVID-19 ASSESSMENT CHECKLIST		
Facility: _____		Inspected by: _____		
Date: _____				
Inspection Point		OK	No	N/A
1.0 Screening Procedures				
1.1	Department/unit/facility has identified required screening methods applicable to their operation or facility.			
1.2	Procedures for temperature checks have been established because required by CDC or local community health concerns.			
1.3	Procedures for symptom screening have been established.			
1.4	Methods for self-monitoring symptoms are documented and communicated.			
2.0 Cleaning and Disinfecting Workspace				
2.1	Procedures for frequent cleaning and disinfecting of personal and shared use work areas have been established.			
2.2	Procedures for frequent cleaning and disinfecting of common use surfaces have been established.			
2.3	Adequate EPA-approved cleaning and disinfecting materials are readily available and stocked.			
2.4	Handwashing facilities, including soap and paper towels, are readily available.			
2.5	Hand sanitizer is available for use by public and staff.			
2.6	Shared use appliances such as microwaves and water dispensers 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.			
3.0 Social Distancing in the Office				
3.1	Measures such as physical barriers or visual cues used for maintaining 6-foot social distance are implemented.			
3.2	Choke points, or spaces where gatherings may occur, have been modified to promote a 6-foot distance.			
3.3	Hallways and aiseways for foot traffic have been limited or made one-direction.			
3.4	Separate routes for entry and exit into office spaces, lobbies, or other shared locations are designated.			
3.5	Workspaces are reconfigured or alternate work areas are provided to promote 6-foot social distancing.			
3.6	Shared spaces such as meeting rooms, break rooms, and training rooms have furniture adjusted or removed to enable 6 feet of social distance.			
3.7	In-person meetings and gatherings are limited to ensure a 6-foot social distance is maintained.			
3.8	Face coverings are worn when in any shared work area or office where workers or members of the public are present.			
3.9	Entry procedures that promote a 6-foot physical distance and limit gatherings into controlled access locations have been established			
4.0 Social Distancing in the Field				
4.1	Adequate EPA-approved cleaning and disinfecting materials are readily available inside county vehicle.			
4.2	Hand sanitizer is available for use when inside county vehicle or in the field.			
4.3	Safety tailgate meetings are conducted using methods to limit in-person gathering, such as through the use of email or video.			
4.4	Face coverings are worn for use when outside of vehicle at travel destination.			
4.5	Vehicle occupancy is limited to one-person, except for operations which require transport of clients, patients, or detainees.			
5.0 General Procedures				
5.1	Adequate time and space for workers to clock in and out at the beginning and end of the work shift without crowding.			
5.2	Adequate time for workers to implement cleaning practices has been provided.			
5.3	Procedures for staggering shifts or increasing the number of shifts have been established.			
5.4	Occupancy for elevator use is limited to enable 6-foot distancing.			
5.5	Restrooms are managed to limit occupancy and crowding to maintain 6-foot distancing.			
6.0 Signage Posted				
6.1	To encourage self monitoring for symptoms before and during shifts.			
6.2	To encourage employees to stay home if they are sick.			
6.3	For maximum occupancy of common use areas including but not limited to, meeting rooms or break rooms, elevators.			
6.4	Requiring face coverings to be worn.			
6.5	Encouraging frequent hand washing			
7.0 Training and Communication				
7.1	Communicate the County Exposure in the Workplace Guidance to staff and contractors.			
7.2	Train staff on unit, facility, and task specific Social Distancing Protocol.			
7.3	Social Distancing Protocol created at Department level and specialized for each site, where applicable.			
7.4	Social Distancing Protocol reviewed and updated periodically, as needed and conditions change.			
7.4	Exchange Social Distancing Protocols with contractors.			

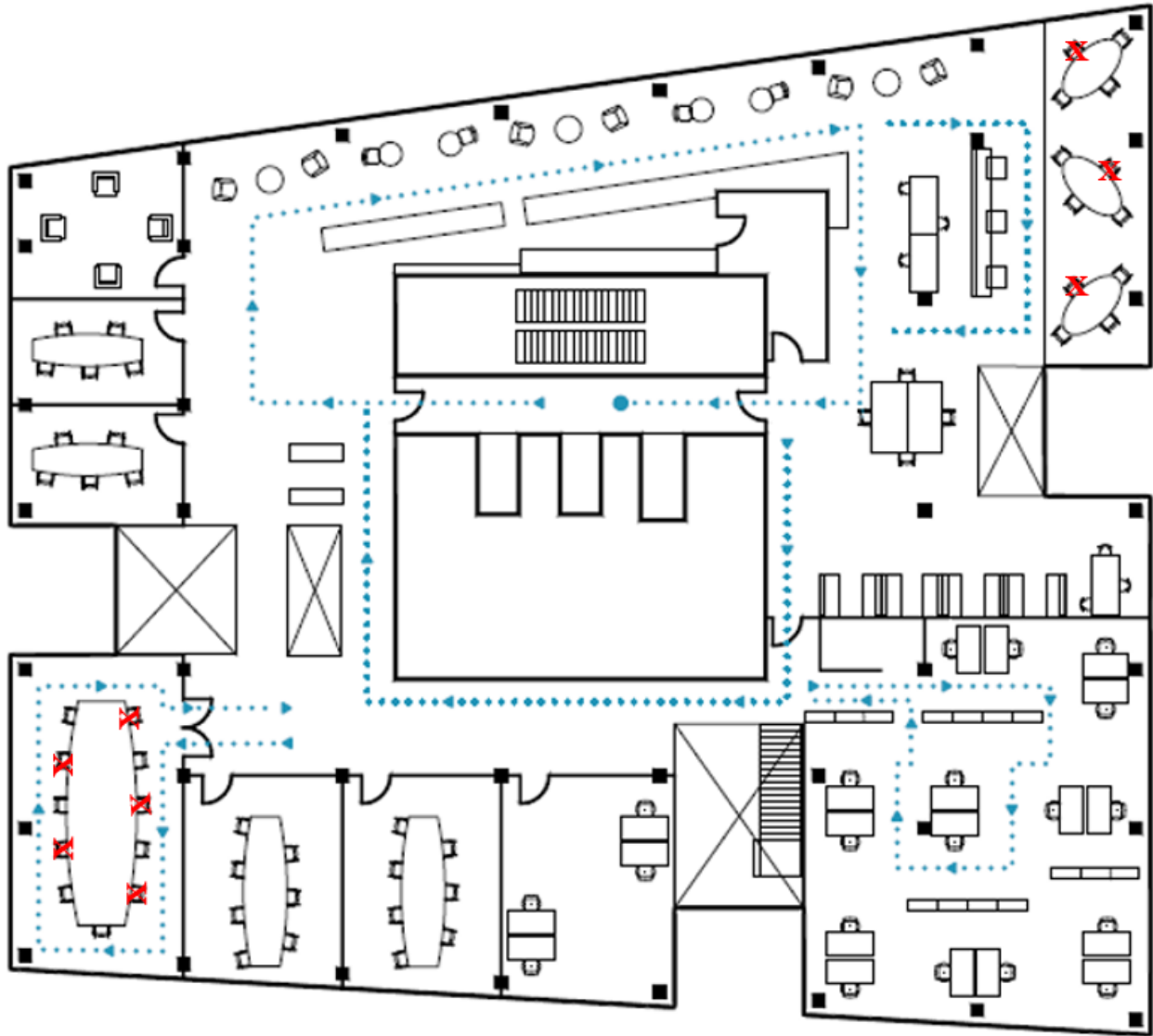
CCC General Social Distancing Safety Inspection Checklist

Revised August 27, 2020

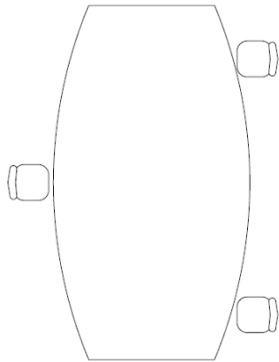
SOCIAL DISTANCING FLOOR PLAN EXAMPLES ATTACHMENT

Key:

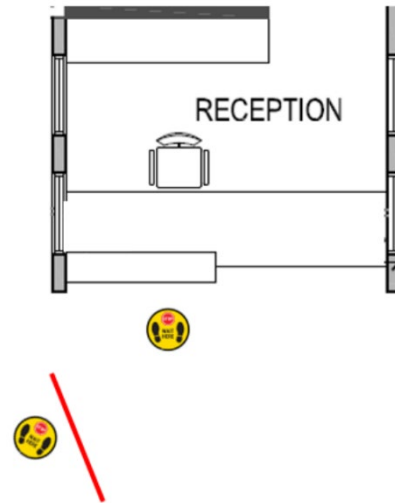
- **Red Xs** indicate chairs that were removed or taken out of service with the goal of preventing occupants from sitting directly across from or within six feet of one another.
- **Blue dots and arrows** indicate foot traffic patterns that prevent choke points where occupants pass by each other while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



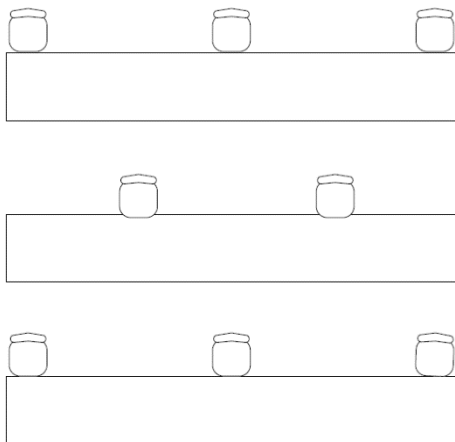
Small Table Configuration



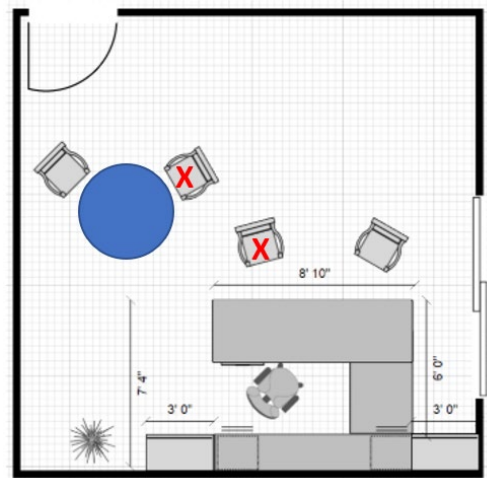
Reception Desk Queue



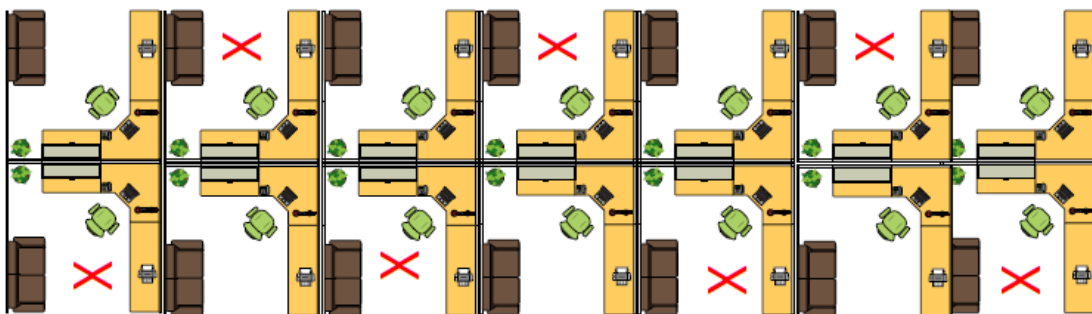
Classroom Example



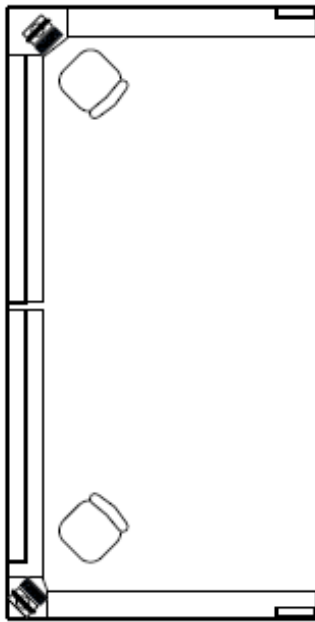
Small Table Configuration



Cubicle Row Example



Cubicle Examples



COVID-19 SAFETY TRAINING TAILGATE TOPIC ATTACHMENT



COVID-19 SAFETY TRAINING

This safety training tailgate is a digest of the County living guidance document [*COVID-19 Exposures in the Workplace*](#) and contains information for county employees on the following key concepts:

- How COVID-19 (*novel coronavirus*) spreads
- How to stay safe and prevent COVID-19 exposures
- Social Distancing protocols
- Symptoms of COVID-19
- How to self-monitor for symptoms
- When and how long to self-isolate when symptoms are present
- When to return to the workplace after illness or exposure



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

HOW THE VIRUS SPREADS

New information about COVID-19 is being discovered as doctors and scientists continue to research and respond to this pandemic. Information from the Centers for Disease Control and Prevention on [how the virus spreads](#):

- Spreads mainly from person-to-person.
- Spreads between people who are in close contact with one another (within about 6 feet) for longer than about 15 minutes.
- Droplets produced when a person talks, coughs, or sneezes can land in the mouths or noses of people nearby or be inhaled into other's lungs.

BASIC PREVENTION STEPS

PROTECT YOURSELF

- Wash your hands often for at least 20 seconds with soap and water or use hand sanitizer.
- Avoid touching your eyes, nose, and mouth.
- Avoid close contact with people who are sick.
- Stay at least 6-feet away from others where possible.

PROTECT OTHERS

- STAY HOME IF YOU ARE SICK
- Cover your cough or sneeze with a tissue or your elbow.
- Wear a face covering over your nose and mouth.
- Clean and disinfect frequently touched objects and surfaces.

DEPARTMENT-SPECIFIC SOCIAL DISTANCING PROTOCOLS

As Departments resume more normal work and service activities, they will be establishing specific Social Distancing Protocols for each facility and work environment.

- These protocols will be documented and updated as conditions change; it is important to review and understand them for each facility you work in.
- Offices, lobbies, break rooms and even elevators will be evaluated to ensure that they are arranged in a manner that limits occupancy numbers to maintain social distances of at least six feet.
- Some job tasks may need to be re-evaluated for COVID-19 safety.
- Contractor safety and social distancing protocols will need to be reviewed and documented:
 - Departments will request and exchange social distancing protocols with contractors.
 - Internal county service providers should request and exchange social distancing protocols with the departments that they serve.
- Training and communication on new guidelines, protocols, job tasks, and procedures will be required as conditions and protocols change.

EMPLOYEE SAFETY STEPS

- Follow your job safety protocols and training.
- Wear required personal protective equipment (PPE).
- Follow your Department-specific Social Distancing Protocols.
- Read and follow the safety signage in your workplace.
- Review and understand the County COVID-19 Exposure in the Workplace guidelines.
- Keep your face covering clean and sanitary.
- Use disinfection materials frequently throughout the day on your assigned work surfaces, office equipment, tools and equipment; read Disinfection and Sanitation section for more information.
- Report the need to re-stock PPE and disinfection materials before they are depleted.
- Report safety concerns and suggestions to your supervisor, Safety Coordinator, or Risk Management at RiskmSafety@riskm.cccounty.us.

Wear face coverings when:

- In any room or enclosed area with other people
- Working/walking in common areas
- Interacting in-person with public
- Working in spaces visited by public, even if no public present

SYMPTOMS OF COVID-19

All employees should self-monitor for symptoms of illness at least daily and before coming to work. The most common symptoms of COVID-19 are **fever or chills, cough, shortness of breath or difficulty breathing**. Some patients may experience symptoms such as **fatigue, muscle or body aches, headache, new loss of sense of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea**. These symptoms often come on gradually. If you have fever, cough, and difficulty breathing, remove yourself from the workplace, stay at home, isolate from others, and seek medical attention if needed, by calling your healthcare provider. Unsure what your symptoms may mean? Review “[Is it Cold, Flu, or Coronavirus?](#)” or the [CDC Covid-19 Symptoms](#) and Self-Checker.

HOW TO SELF-MONITOR FOR SYMPTOMS

- Participate in screening procedures AND self-monitor at least daily for symptoms related to COVID-19.
- 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.
- Document, characterize, and track your health status and symptom(s), if observed. There is a calendar resource tool in the Exposure Guideline document and on the Risk Management [intranet site](#).
- Remove yourself from work or stay at home if you develop symptoms.
- Promptly notify your supervisor of your symptoms or illness if you leave work or stay home and inform them you are following precautions due to possible COVID-19.

SELF-ISOLATION AND RESUMING WORK

- Work with your supervisor and departmental personnel unit to review the County’s Exposure guidelines and understand your set of circumstances and how to resume work or return to work.
- If instructed to do so, observe [Public Health Instructions for Home Isolation and Quarantine](#).
- Whether you had mild symptoms, presumed COVID-19 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.
- Note that employees in sensitive occupations and settings may need to follow additional steps before resuming work.
- If you are symptom-free and awaiting test results, or do not have a documented close contact with a COVID-19 positive individual, you do not need to quarantine. Continue to self-monitor for symptoms.
- Notify your supervisor if you have any questions about these guidelines.