



## **COVID-19 Public Health Emergency Return to Work – Worksite Prevention Protocol**

*Approved May 19, 2020 and Subject to Review Every 30 days*

*As we move into the early phase of Stage 2 for the gradual reopening of some lower-risk workplaces, outlined by Governor Gavin Newsom, this guidance has been developed to help keep our employees and the public we serve safe.*

*Over the next several weeks and months, as we stabilize from the COVID-19 pandemic and stay-at home restrictions are lifted, we will begin to bring employees back into the physical workplace. The migration of our workforce back to our places of business will look different for every department. The mix of returning employees will vary, and in some cases, a segment of the workforce may continue to work remotely.*

We will continue to commit to safety first, including minimum 6 foot social distancing, frequent hand washing, sanitizing and disinfecting, face coverings, telework when possible, flexible work hours – and continuous training and retraining on these practices.

Simply put, all employees will be at greater risk if some employees fail to adhere to this protocol and it is therefore essential that we all commit and monitor, for the health and well-being of each other.

### **COVID-19 Workplace Protections**

All County offices will maintain a supply, and when reasonable and necessary, shall require the use of the following:

- Face Coverings
- Disinfecting wipes or spray disinfectant and paper towels
- Hand sanitizer
- Gloves
- Protective shields at customer service counters

All County employees and members of the public in County facilities, not otherwise protected by a minimum six-foot social distancing separation or protective shielding, are required to wear face coverings (provided by the County or of their own devise) during any period of in-person interaction with members of the public, when working together in close proximity, or attending face-to-face meetings. Employees will need to take responsibility for regular washing and/or sanitizing their face coverings.

In any in-person interactions where a member of the public will not or cannot wear a face covering and there is no option of either six-foot social distancing or protective shielding, the County employee should courteously advise the individual that when the County's workplace COVID-19 safety protocols cannot be followed, service must be provided to the individual by telephone or other means that do not require in-person interaction.

This protocol is not intended to, and shall not, replace or supplant the Personal Protective Equipment (PPE) requirements of those certain County positions which mandate said use.

### **Facility Signage**

Signage, regarding requirements for face coverings, social distancing and other practices to reduce or prevent the spreading of germs, will be placed at each public entrance and throughout interior areas including customer service counters, elevators, lobbies, and employee work areas of County facilities to inform employees and the public.

### **Enhanced Hand Washing, Sanitizing and Disinfecting**

To reduce the spread of COVID-19, it is essential that employees practice frequent hand washing and sanitizing of high-touch areas such as door handles, desk phones and cell phones, remote controls, countertops, tables, desktops, light switches and restroom fixtures.

Handwashing technique:

Wet hands with clean, running water (warm or cold), turn off the tap, and apply soap. Lather hands by rubbing them together with the soap. Lather the backs of hands, between fingers, and under nails. Scrub hands for at least 20 seconds.

Frequent sanitizing:

- Train employees on proper disinfecting guidelines.
- Clean and disinfect surfaces frequently touched.
- Encourage employees to clean and disinfect work surfaces and equipment.
- Do not reuse wipes to wipe down multiple surfaces.
- Do not dry the surface after wiping.

In addition:

- Provide gloves for employee use when handling cash, checks, credit cards, and paperwork from the public.
- Provide hand sanitizer and hourly relief to customer service employees, to provide an opportunity to frequently wash hands.
- Review and complete refresher training with janitorial staff on sanitizing, general cleaning and site specific protocols.

### **Social Distancing**

Social distancing means avoiding large gatherings and maintaining distance of at least 6 feet from others when possible. This includes employee work areas.

Social distancing strategies include:

- Practice 6 foot social distancing.
- Continue to allow telework when possible and as needed to make social distancing feasible.
- Allow flexible work hours, such as staggered shifts.

- Increase physical space between employees and the public such as; installing protective shielding, erecting partitions, and marking floors to guide spacing at least six feet apart.
- Advise employees not to use other employee’s phones, desks, offices, or other work tools and equipment, when possible.
- Encourage “no contact greetings”; do not shake hands or touch elbows when greeting.
- Deliver services remotely, without in-person contact by phone, email, video, or web.

### **Paper Handling – Best Practices**

While the risk of transmission of the virus through paper handling is considered to be low, employees should be provided the option to wear gloves and of course, reminded of the need for frequent hand washing. When possible, setting paper received from an outside source aside for 24 hours is reasonable.

### **Employee Self Screening / Symptom Check / Temperature Self Checks**

Under the California Occupational Safety and Health Act (“Cal-OSHA”), employers are required to maintain safe and healthy working conditions for employees.

During the Public Health Emergency, if an employee comes to work sick, is symptomatic, or has a medical diagnosis of COVID-19, the responsible manager must immediately send the employee home to Shelter in Place in order to manage the risk to other employees and to the public.

Before an employee starts work each day, for the safety of **all** of us, s/he must ask himself/herself the following questions:

1. Am I currently experiencing (or have I experienced in the last 14 days) one or more of the following symptoms: temperature over 100 degrees, difficulty breathing, sore throat, new or worsening cough, muscle pain, headache, chills, and new loss of taste or smell?
2. Have I had contact with anyone with confirmed COVID-19 in the last 14 days?

If an employee answers yes to any of the above, s/he must not enter any County facility or report to work. S/he must self-isolate, call his or her primary care provider for further direction, and notify their supervisor as soon as possible.

Some departments have elected to provide no-touch thermometers for employee temperature self-checks and this practice may be offered to employees on a voluntary basis. It is essential that thermometers must be sanitized after each use. If an employee has a temperature of 100 degrees or higher during a self-temperature check, s/he must notify the supervisor, go home to self-isolate, and call the primary care provider for further direction.

### **Employees Who Are at Higher Risk for Severe Illness**

Adults 65 years and older and/or those who have serious underlying medical conditions are at higher risk for severe illness from COVID-19 and the Governor's guidance continues to strongly encourage such persons to shelter in place.

The following strategies will be used to support employees who are at high risk:

- Strongly encouraged to Shelter in Place.
- Allowing telework, when possible.
- Supporting flexible work schedules.

### **Meetings and Training - Cancel, Postpone, Conduct Electronically**

- All in person meetings should be avoided when possible. Meetings should be conducted electronically.
- When videoconferencing or teleconferencing is not possible, employees and the public must wear face coverings, meet in open, well-ventilated spaces, and practice minimum 6 foot social distancing.

### **Employee Travel**

All non-essential travel, as defined by the Department Head, is canceled until further notice.

When more than one employee must travel to the same essential destination, to the greatest extent possible, employees should travel separately. When separate travel is not possible, employees traveling together must use face coverings.

### **Employee Testing**

During the Public Health Emergency, in the event an employee is symptomatic or is known to have been exposed to the virus, s/he will be referred for testing. While s/he awaits testing and results, as noted above, s/he must be sent home by the responsible manager to self-isolate. Employees in need of testing should contact Public Health at (707) 263-8174 or the health care provider of their choice to arrange for testing. In the event an employee declines to be tested, s/he will be required to self-isolate for 14 days before returning to work.

### **Employees Working in the Field**

For employees working in the field, for example, to do home inspections or client home meetings, if a face to face meeting outside the office is required and no other form of remote contact is available or allowable:

- Call ahead to determine if the individual(s) to be contacted are symptomatic (temperature over 100 degrees, difficulty breathing, sore throat, new or worsening cough, muscle pain, headache, chills, and new loss of taste or smell.) or have had contact with anyone with confirmed COVID-19 in the last 14 days?

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- If YES, reschedule after a 14 day period after a 14 day period has passed, and restart this process when the new date is imminent. OR, if rescheduling is not possible due to program mandates, consult with supervision.
- If NO, proceed with the face to face meeting utilizing all safety measures outlined in this protocol to the fullest extent.