Shasta County Return to Work Guidelines

Purpose: To establish procedures for departments to return employees to the workplace in response to the Novel Coronavirus Pandemic (COVID-19) Public Health Emergency. These procedures will assist departments in developing a re-opening plan and understanding the parameters that should be considered in the development of a plan.

Scope: These guidelines are applicable to all County departments and staff.

<u>RETURN TO WORK GUIDELINES</u>

A. Before re-opening, all facilities must:

1. Perform a detailed risk assessment and implement a site-specific protection plan using the Cal/ OSHA's [State of California Coronavirus (COVID-19) Response: Statewide Industry Guidance to Reduce Risk](#).

2. Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and staying home when they are symptomatic.

3. Implement individual control measures and screenings.

4. Implement disinfecting protocols.

5. Implement physical distancing guidelines.

6. Establish face covering requirements in accordance with the California Department of Public Health Guidelines: https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf

B. **Worksite-Specific Protection Plan:**

1. All departments must establish a written, worksite specific COVID-19 protection plan at every office location, perform a comprehensive risk assessment of all work areas, and designate a person (Worksite Coordinator) at each office workspace to implement the plan.

   a. The Centers for Disease Control and Prevention (CDC) has released a Resuming Business Toolkit, which includes industry-specific guidance: https://www.cdc.gov/coronavirus/2019-ncov/community/resuming-business-toolkit.html.

2. The plan must:

   a. Be specific to your workplace,

b. Identify all areas and job tasks with potential exposures to COVID-19, and

c. Include control measures to eliminate or reduce such exposures.

3. To create the worksite-specific COVID-19 protection plan, use the [State of California Coronavirus (COVID-19) Response: Statewide Industry Guidance to Reduce Risk](). When complete, post the industry-specific checklist in your workplace.

4. Communicate with and train employees regarding the worksite-specific COVID-19 plan.

5. Provide a copy of your worksite-specific COVID-19 protection plan to County Personnel to ensure Unions are notified accordingly.

6. Departments are to regularly evaluate the office workspace for compliance with the worksite-specific COVID-19 protection plan, and document and correct any deficiencies identified. This includes investigating any COVID-19 illness in the workplace, determining if any work-related factors could have contributed to the risk of infection, and updating the plan as needed to prevent further exposure.

C. **Assessment to Return to Workforce Safely and Effectively:** Each department should access their services, schedules, facilities and positions to determine what needs to be implemented to safely and effectively return the workforce. It is recommended that the return be done in stages, and to anticipate moving back and forth between stages as the public health situation in our community and federal, state, and local orders change.

D. **Hierarchy of Controls to Prevent Transmission of COVID-19:**

1. Use the following hierarchy when determining controls to prevent the transmission of COVID-19 in production and other work areas: 1) engineering controls, 2) administrative controls, and 3) Personal Protective Equipment (PPE).

a. **Engineering controls** include creating physical or spatial barriers between employees such as Plexiglas or other sturdy and impermeable partitions. Installing barriers in offices assists in creating separation between individuals.

b. **Administrative controls** include staggering shifts to limit the number of workers in the office at one time, allowing high risk individuals to work from home where feasible, and ensuring time for proper cleaning and disinfection protocols.

c. **PPE** such as face shields, respiratory protection, and impermeable gloves. Some equipment has been prioritized for health care workers, such as N95 respirators.

E. **Equal Employment Opportunity:** Any changes that are made must be consistent across the department, location, or job class to ensure that Equal Employment Opportunities are being observed. Protocols should be applied consistently and for business and safety purposes.

F. **Health Insurance Portability and Accountability Act (HIPAA):** HIPAA requires that health information is kept private and confidential. Ensure that any health information received during this time remains confidential to the full extent possible. Limit the sharing of information to only that which is required to complete your job or that which may be required to be shared with Public Health for the purposes of contact tracing.

G. **Train Employees:** Train employees on your worksite-specific COVID-19 protection plan and COVID-19 information.

DELIVERY OF SERVICES

Each department should review and assess the way that services are delivered, and seek modifications that will maximize social distancing.

A. **Services:**

1. Increase remote services by using phones, videos, internet and kiosks when possible.

2. Minimize the number of people at public counters at one time. Restrict access to designated areas.

3. Implement measures to ensure physical distancing of at least six feet between workers and customers. This can include use of physical partitions or visual cues (e.g, floor markings or signs to indicate where workers, customers and visitors should stand).

4. Minimize face-to-face contact. Consider telework, sneeze guards, delivery and pick-up methods which minimize exposure to COVID-19.

5. Implement contactless payment systems and/or electronic payments where possible. If unable to do so, position electronic payment terminals to increase distance between the customer and the cashier. Disinfect all payment portals, pens, and styluses after each use.

6. Implement practices, protocols, and/or equipment for field workers and crews to increase social distancing while working in the community (e.g. allowing workers to announce themselves at a location by calling rather than knocking, staggering shifts to minimize worker overlap, holding safety briefings over the phone or via webinar).

B. **Schedules:**

1. Reduce the amount of staff in the office or in work areas at one time by considering:

   a. Returning employees to the workplace in phases.

   b. Staggering shifts.

   c. Staggering meal and other breaks.

   d. Alternating onsite days.

   e. Rotating employee/crew access to designated areas during a shift.

2. Allow for handwashing and hand sanitizing breaks.

C. **Teleworking:** Increase teleworking opportunities. Determine what positions are conducive to teleworking all the time, part of the time, and not at all.

D. **Meetings:**

1. Only meet when essential to operations.

2. Use alternate formats for conducting meetings (e.g. teleconference, videoconference, etc.).

3. When in-person meetings are necessary:

   a. Wear face coverings in accordance with the guidance from the California Department of Public Health.

   b. Limit the number of people attending.

   c. Use larger conference rooms to ensure six feet of distance between people.

   d. Use an open or well-ventilated area.

   e. Rearrange meeting spaces, increasing physical distance between tables and chairs, to ensure six-feet of distance is allowed between employees.

E. **Travel:**

1. Only travel if essential.

2. Postpone travel when possible.

3. Check the CDC's Traveler's Health Notices prior to any travel.

4. Employees who travel may need to self-quarantine after return, depending on their travel location.

5. Advise employees to check themselves for COVID-19 symptoms before traveling.

6. Employees who become sick while traveling or on a temporary assignment should notify their supervisor right away and contact a healthcare provider for advice as needed.

7. Employees returning from travel should check themselves for COVID-19 symptoms. Employees should stay home if they are sick.

F. **Greetings:**

1. Encourage and use non-contact forms of greetings.

2. Handshakes and other contact greetings should be discontinued.

G. **Absenteeism:**

1. Expect, and plan for, an increase in worker absences.

2. Encourage employees to stay home when they are sick or when they need to care for sick family members.

3. If employees tell you about COVID-19 high risk factors or underlying or serious health conditions that affect their ability to come to work or perform their duties, enter into the ADA interactive process to consider any requested reasonable accommodations.

4. Offer the employee COVID-19 leaves when appropriate.

5. Never ask an employee to disclose health conditions. Focus on the work-related restrictions instead.

6. Crosstrain workers to mitigate the impact of staff absences.

7. Contact personnelclaims@co.shasta.ca.us with any questions.

H. **Employee Assistance Program:** ACI, the company that manages the Shasta County Employee Assistance Program (EAP), has tips and resources for employees during the COVID-19 Outbreak. Whether you need financial and legal resources, tips on dealing with COVID-19 related stress or coping with grief and uncertainty, the EAP has employees covered. Please ensure that employees are aware of these resources to assist them during this time. Additionally, the Department may choose to utilize resources such as workplace education or counselors that EAP can offer to help with the current COVID-19 situation.

Access to the EAP is available 24/7/365:

- Call 1-800-932-0034 to be connected with the appropriate resource or professional.

- Learn more about all of the services available at http://shastacounty.acieap.com/.

COUNTY WORKPLACE FACILITIES

A. **Cleaning and Disinfecting Protocol:** The department should institute a protocol for cleaning and disinfecting work spaces.

1. Follow CDC recommendations for cleaning and disinfecting.

    a. This includes using only EPA approved disinfectants and following product instructions.

    b. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use.

    c. Workers using cleaners or disinfectants should wear gloves or other protective

equipment as required by the product instructions.

2. Clean and disinfect frequently touched objects and surfaces.

   a. Surfaces frequently touched by multiple people, such as door handles, desks, phones, light switches, and faucets, should be cleaned and disinfected at least daily. More frequent cleaning and disinfection may be required based on level of use. For example, certain surfaces and objects in shared spaces (e.g. copiers, fax machines, printers, telephones, staplers, etc.), should be cleaned and disinfected before each use.

   b. Custodial staff generally clean and disinfect high touch surfaces daily, except for desk areas. Confirm this information for your Department. If Custodial staff clean and disinfect high touch surfaces on a less frequent basis or if it is determined specific high touch surfaces need to be cleaned on a more frequent basis, implement process updates to ensure they are cleaned and disinfected regularly on at least a daily basis (i.e. update contract with custodial staff, assign employees to assist, etc.).

   c. Employees are responsible to clean and disinfect desk and workstation areas that are not cleaned daily by custodial staff. Provide time for workers to implement cleaning practices during their shift. When assigned, cleaning assignments should be completed during working hours as part of an employee's job duties.

3. If surfaces are dirty, clean them.

   a. Use detergent or soap and water prior to disinfection.

   b. Require employees to clean and disinfect personal work areas and equipment often.

   c. Supply the necessary cleaning/disinfecting products.

B. **Work Spaces/Front Counters/Lobbies**

   1. Post a [sign](#) at the entrance of all facilities informing all employees and customers that they should:

      a. Avoid entering the facility if they have a cough or fever.

      b. Maintain a minimum six-foot distance from one another.

      c. Sneeze and cough into a cloth or tissue, or if not available, one's elbow.

      d. Not shake hands or engage in any unnecessary physical contact.

      Include a reminder that face coverings are required in public spaces.

   2. Arrange work stations, front counters, lobbies, and the work place so there is at least six-feet of distance between people.

      a. If unable to maintain six-feet of social distancing, add additional safety practices and/or protective equipment.

b. Ensure minimum six-foot markings where lines may form at facilities, establishing where individuals should stand.

3. Install sneeze guards to separate work spaces (e.g., Plexiglas, plastic, or other dividers).

4. Limit the number of people present at once in the workplace to enable social distancing.

    a. Manage staffing and schedules.

    b. Set appointments for customers.

    c. Restrict customers and the public to only certain work spaces.

C. **HVAC and Air Quality**: Consider the installation of portable high-efficiency air cleaners, upgrading the builder's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces. In County-owned facilities, Facilities Management will be responsible for the evaluation and implementation of any HVAC and Air Quality adjustments. For leased facilities, please contact your appropriate property management contact and they will work with the Lessor to assess if adjustments can be made.

D. **Elevators:**

1. Determine how many people are allowed in elevator(s) at once.

2. Make markings to help people line up with at least six-feet of social distancing.

3. Post signage to help people understand the elevator protocols.

4. Determine who is disinfecting the elevator controls and call buttons and how often.

E. **Stairwells:**

1. Determine who is disinfecting handrails and doorknobs and how often.

2. If it does not impact security or fire code, leave doors open or install no-touch hardware.

F. **Entrances/Exits:**

1. If there are sufficient entrances/exits, designate one as an entrance and one as an exit to make traffic one-way.

    a. Ensure signage if implementing this protocol.

2. Post signage to remind staff and customers that face coverings are required in public spaces, including offices, parking structures, hallways, stairways, and elevators.

3. Determine who is disinfecting doorknobs and how often.

4. If it does not impact security or fire code, leave doors open or install no-touch hardware.

G. **Copy Room, Fax Machines, and Other Shared Equipment:**

1. Determine how many people can be in the copy room using shared equipment at the same time.

2. Make markings to help people line up with at least six-feet of social distancing.

3. Have sanitizing wipes for employees to wipe copier controls or shared equipment after each use.

    a. Shared equipment may include: copiers, fax machines, printers, touch screens, telephones, keyboards, staplers, surfaces in reception areas, shared work stations, radios, time clocks, mobilized carts, gas pump handles, etc.

4. Post signage to help people understand the copy room/shared equipment protocols.

5. Workers should not share headsets or other objects that may come into contact with their face, mouth or nose.

H. **Production Transfer-Aiding Materials:** Install drop boxes, shelving, bulletin boards, etc. to reduce person-to-person production hand-offs.

I. **Bathrooms:**

1. Determine how many people can enter at the same time.

    a. Post signs.

2. If it does not reduce stalls below the minimum number of stalls required per employee or minimum number of ADA accessible stalls, consider closing some stalls for distancing purposes.

3. Where possible install touchless appliances (e.g., soap, faucets, hand dryers, toilets, trash cans, light switches, access controls, etc.).

4. Determine who is disinfecting high-touch items and how often (e.g., faucets, door handles, stall locks, toilet handles, handwashing stations, etc.).

    a. Install no-touch trash cans.

5. Provide additional sanitary facilities (including portable toilets and handwashing stations) if feasible and necessary to maintain physical distancing during scheduled breaks.

J. **Lunchrooms:**

1. Consider closing or limiting access to common areas where employees are likely to congregate and interact.

    a. Strictly enforce social distancing in these areas.

    b. Determine how many people can enter at the same time.

2. Stagger lunch and break schedules to minimize the number of people off at the same time.

3. Determine who is disinfecting high-touch items and how often (e.g., microwave door handles, fridge door handles, door handles, counters, faucets, stoves, etc.).

4. Install no-touch trash cans.

5. Increase physical distance between tables and chairs.

6. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.

7. Consider suspending coffee bars, water machines, snack shacks, vending machines, and other shared items.

   a. If continuing use of shared items, determine who is disinfecting them and how often.

K. **Vehicles:**

1. Sanitize the steering wheel, controls, gear shift, turn signals, etc. before and after each use.

2. If possible, drive alone. When driving with others, wear face coverings.

3. Avoid using the recirculated air option for the cars ventilation during passenger transport. Use the car vents or lower the vehicle windows to bring in fresh outside. air.

HEALTH SCREENINGS:

A. **Self-Screening of Symptoms:**

Prior to arriving at work for each shift, or entering the department for essential business, employees are asked to conduct a self-assessment of their health, follow absence reporting procedures, and call in sick to work under the following circumstances:

1. They exhibit **any** of the following symptoms:

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

2. They have recently been ill, and a sufficient amount of time has not elapsed since exhibiting symptoms as described below:

   - At least one day (24 hours) has passed since the fever ended without the use of fever reducing medications; AND
   - Any respiratory symptoms (cough and shortness of breath) have improved; AND
   - At least ten (10) days have passed since the symptoms began.

B. **Temperature Checks:** Departments may elect to implement temperature checks as part of their

staff screening procedures provided the following criteria are met:

1. The Department has provided justification to support the need for temperature checks to the County Counsel and Personnel; and

2. The Department utilizes the approved COVID-19 Screening Procedures.

C. **Symptom Check Logs:** Symptom check logs are considered a medical record and must be kept according to HIPAA and ADA standards. Departments must consult with Support Services and County Counsel prior to implementation.

D. **If Employees Have Symptoms:** If employees appear to have symptoms (listed above) when they arrive at work or become sick during the day, they should immediately be separated from other employees, customers, and visitors, and encouraged to go home. Do this in a way that maintains the confidentiality and dignity of the employee. Employees may apply for COVID Leaves or elect to use any form of available accrued paid leaves such as sick, vacation, holiday credit, or compensatory time.

1. If feasible, consider the availability of remote work and assign the employee telework if the employee is well enough to work and willing. This conversation should occur after the employee leaves work if possible.

2. If telework is not feasible and if the employee is unwilling to leave voluntarily, the Department may order the employee to leave work. If Departments have questions about whether or not the situation fits this criteria, contact Personnel Claims at personnelclaims@co.shasta.ca.us.

E. **Positive COVID-19 Tests:** If an employee is confirmed to have COVID-19 infection:

1. The employee may not report to work until advised it is safe to return by a medical professional or Public Health.

2. The testing facility which received the positive results will contact Public Health directly to begin contact tracing notifications.

3. Close off the work area of the employee confirmed to have COVID-19. This may require moving employees to alternate worksites, allowing employees to work from home temporarily, or sending employees home until a deep cleaning of the work area is completed. The work area of an infected employee may not be entered by workers until it has been cleaned and disinfected by products approved by the EPA for COVID-19.

4. Contact Facilities to request a deep cleaning of the work area using the guidelines outlined by the CDC (https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html).

5. Notify workers who were potentially exposed to the individual with COVID-19.

   a. Identify any "Close Contacts" in the workplace that may have had prolonged contact with the ill employee (within six feet for fifteen minutes or more during the infectious period, which includes the 48 hours before the individual developed symptoms). See Section F below for more information regarding Close

Contacts.

      i. Use employment records to verify shifts work during the infectious period and other workers who may have worked closely with the infected individual during the infectious period.

    b. Close Contacts should quarantine at home for 14 days following exposure and be tested for COVID-19. Employees should self-monitor for symptoms (including checking temperature) while in quarantine.

      i. Provide information about what to expect (e.g. instructions to contact their medical provider or Public Health regarding testing, recommendation to self-monitor for symptoms, and information about COVID-19 leave types).

      ii. If feasible, consider the availability of remote work and assign the employee telework if the employee is well enough to work and willing. This conversation should occur after the employee leaves work if possible.

      iii. If telework is not feasible and if the employee is unwilling to leave voluntarily, the Department may order the employee to leave work. If Departments have questions about whether or not the situation fits this criteria, contact Personnel Claims at personnelclaims@co.shasta.ca.us.

    c. Employees who did not have close contact with the COVID-19 positive person may continue to work provided control measures are in place.

6. Treat knowledge regarding a positive COVID-19 test as protected health information and act in accordance with HIPAA regulations. **Do not disclose the name or other personal/health information of the employee, except on a strict need-to-know basis**. Example language for a written notification to employees of a confirmed COVID-19 case in the workplace follows: *Shasta County has learned that a worker at [office location] tested positive for COVID-19. The worker received test results on [date]. This email is to notify you that you may have been exposed to the virus. You may contact Public Health for guidance and any potential actions to take based on individual circumstances or if you develop COVID-19 symptoms.*

7. Contact the Department of Support Services – Personnel or County Counsel with questions about what can be shared and with whom.

8. Departments should notify the Department of Support Services – Personnel Claims of any suspected (e.g. employee displaying COVID-19 symptoms) and confirmed cases among workers. Support Services – Personnel will track suspected and confirmed cases among workers and contact Public Health (COVID19@co.shasta.ca.us) if there is a known or suspected outbreak in the workplace. An outbreak is defined as three or more laboratory-confirmed cases of COVID-19 among employees who live in different households.

    a. Public Health may request additional information on the impacted workers,

including job description, location, work schedule, city and county of residence, as well as other details which could help inform the investigation and determine which other workers in the workplace may be at risk for COVID-19 infection. A roster may also be requested.

9. If the employee lives outside of Shasta County, contact the Local Health Department in the employee's county of residence to advise them of the positive test result.

10. If the COVID-19 case is the result of work-related exposure, contact Risk Management right away.

F. **Employee Is A Close Contact of an Individual Confirmed to Have COVID-19**

1. A "Close Contact" is anyone who has been in close contact with someone who has COVID-19, including:

   a. Persons within 6 feet of someone who has COVID-19 for at least 15 minutes

   b. Employee provided care at home to someone who is sick with COVID

   c. Employee had direct physical contact with the infected person (touched, hugged, or kissed them)

   d. Employee shared eating or drinking utensils with the infected person

   e. The infected person sneezed, coughed or somehow got respiratory droplets on you

2. An employee who is a "Close Contact" of a person diagnosed with COVID-19 should not come to work and should quarantine themselves according to the guidance in (3) below.

   a. Employee should self-monitor for symptoms (including temperature checking) while quarantined.

      i. If feasible, consider the availability of remote work and assign the employee telework if the employee is well enough to work and willing. This conversation should occur after the employee leaves work if possible.

      ii. If telework is not feasible and if the employee is unwilling to leave voluntarily, the Department may order the employee to leave work. If Departments have questions about whether or not the situation fits this criteria, contact Personnel Claims at personnelclaims@co.shasta.ca.us.

3. Quarantine Period of "14" days

   a. Employee is a Close Contact with someone who has COVID-19 and will not have further contact: Last day of quarantine is 14 days from the date the employee had close contact.

   b. Employee lives with someone who has COVID-19, but can avoid further close contact: Last day of quarantine is 14 days from when the person with COVID-19

began home isolation

    c. While in quarantine, employee has additional close contact with someone else who has COVID-19: The employee must re-start the quarantine period anytime the employee has an additional close contact with an infected person. The last day of quarantine is 14 days from the date of the additional close contact with someone else who has COVID-19.

    d. Employee lives with someone who has COVID-19 and cannot avoid continued close contact: Last day of quarantine is the 14 days after the infected person meets the [criteria to end home isolation](#).

4. In addition to sending the employee home/advising the employee not to come to work, the employee's manager will notify the employee that (s)he can contact a healthcare provider or Public Health for additional guidance.

5. If the employee develops symptoms and/or tests positive for COVID-19, follow the protocols outlined in this document for those situations.

G. Employee Reports Indirect Exposure to COVID-19

1. Indirect exposure includes exposure to an individual who had possible exposure to another person with COVID-19. The individual is not positive for COVID-19.

    a. If possible, the employee should avoid contact with the individual who has been possibly exposed to COVID-19 and self-monitor for symptoms (including temperature checks) for the next 14 days.

    b. The employee should practice social distancing and other personal prevention strategies, such as hand washing, face coverings, and covering coughs and sneezes.

2. Individuals who had contact with Close Contacts of persons confirmed to have COVID-19 are not required to quarantine unless their contact becomes infected. If an employee reports indirect exposure to COVID-19, Departments should consider how critical the employee's role is, the circumstances of the possible exposure, and whether or not the employee can work remotely.

    a. If feasible, consider the availability of remote work and assign the employee telework if the employee is well enough to work and willing.

    b. If the employee is in a critical role and asymptomatic, the Department may allow the employee to continue to report to work with the use of PPE (such as a face coverings) and implementation of prevention strategies such as pre-screening symptoms prior to arrival at work, regular monitoring of symptoms, wearing face coverings, maintaining social distancing, and implementing cleaning and disinfecting procedures.

    c. If telework is not feasible and the employee is unable to utilize PPE while in the workplace, the Department may order the employee to leave work. If Departments have questions about whether or not the situation fits this criteria,

contact Personnel Claims at personnelclaims@co.shasta.ca.us.

    d.   Departments may also contact Public Health for guidance.

H. **Guidance When An Employee May Return to Work**

1. Most individuals who have been diagnosed with COVID-19 through a positive test and experienced symptoms may leave isolation and return to work after:

   - At least one day (24 hours) has passed since the fever ended without the use of fever reducing medications; <u>AND</u>
   - Any respiratory symptoms (cough and shortness of breath) have improved; <u>AND</u>
   - At least ten (10) days have passed since the symptoms began.

   Persons with severe COVID illness may produce replication-competent virus beyond ten days and may require extended isolation up to 20 days after symptom onset. Persons with severe COVID illness which required hospitalization should consult with a medical provider or Public Health prior to returning to work.

2. A person who has tested positive for COVID-19, but has not experienced any symptoms may leave isolation and return to work ten (10) days after their first positive test, provided the individual remains asymptomatic.

3. A person who has COVID-19 symptoms, but has not been tested, may leave isolation and return to work after:

   - At least one day (24 hours) has passed since the fever ended without the use of fever reducing medications; <u>AND</u>
   - Any respiratory symptoms (cough and shortness of breath) have improved; <u>AND</u>
   - At least ten (10) days have passed since the symptoms began.

I. **California Family Rights Act: Job Protected Leave**

1. Employees may be entitled to up to 12 weeks of job protected leave under the California Family Rights Act for their serious health condition, or to care for a spouse, parent or dependent child with a serious health condition.

2. COVID-19 will qualify as a serious health condition if it results in inpatient care or continuing treatment or supervision by a healthcare provider. It may also qualify as a serious health condition if it leads to conditions such as pneumonia.

3. Refer to the Shasta County Personnel Rules, Chapter 14, for more information regarding protected leaves as well as https://intranet.scnet.co.shasta.ca.us/support-services/personnel/covid-19-resources for information regarding the Emergency Paid Sick Leave and expanded Family Medical Leave Act – Public Health Emergency Leave specifically related to COVID-19.

PERSONAL PROTECTION AND PREVENTION:

A. **Face Coverings** Governor Newsom and the California Department of Public Health (CDPH)

issued a [new mandate](#) on June 18, 2020, which requires Californians to wear face masks in public under certain circumstances and with certain exceptions. The primary role of face coverings is to reduce the release of infectious particles into the air when someone speaks, coughs, or sneezes, including someone who has COVID-19 but feels well. Cloth face coverings are not a substitute for physical distancing, washing hands, and staying home when ill, but they may be helpful when combined with these primary interventions.

1. As mandated by this order, effective immediately, employees must wear face coverings when they are engaged in work, whether at the workplace or performing work off-site, under the following circumstances:

   a. Interacting in person with any member of the public.

   b. Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time.

   c. Working in any space where food is prepared or packaged for sale or distribution to others.

   d. Working or walking through common areas, such as hallways, stairways, elevators, and parking facilities.

   e. In any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance.

   f. Driving any vehicle when passengers are present.

   g. While outdoors in public spaces when maintaining a physical distance of six feet from persons who are not members of the same household or residence is not feasible.

2. The following employees are exempt from wearing a face covering:

   a. Persons with a medical condition or disability that prevents wearing a face covering. If the employee has a job involving regular contact with others, the employee should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, so long as their condition permits it.

   b. Persons who are hearing impaired or communicate with persons who are hearing impaired, where the ability to see the mouth is essential for the communication.

   c. Persons from whom 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.

   d. Persons who are engaged in outdoor work and are able to maintain a distance of at least six feet from others.

3. Employees in the Jail and other County correctional facilities will comply with the specific guidance in their mitigation plans, on the wearing of face coverings or masks for both inmates and staff.

4. Additional Considerations:

   a. Face coverings do not replace the need for social distancing and frequent handwashing.

   b. Face coverings must not be shared.

   c. Employees should wash or sanitize hands before and after using or adjusting face coverings.

   d. When in a private office, cubicle, or workstation where six-feet of distance can continuously be maintained, employees do not need to wear a face covering. However, if interacting any circumstances of A(1) above become applicable, face coverings are required.

   e. Specialized face coverings, such as surgical masks, N95 respirators, and/or face shields may be needed for healthcare providers and first responders. These types of employees may also need gowns or other protective clothing. The CDC has specialized guidelines for healthcare settings and for first responders and law enforcement.

   f. Employees' face coverings should be appropriate for the workplace. Any mask that incorporates a one-way valve (typically a raised plastic cylinder about the size of a quarter on the front or side of the mask) that is designed to facilitate easy exhaling is not a face covering; this type of masks should not be used since it permits droplet release from the mask and puts others nearby at risk. Additionally, face coverings should not be an entanglement hazard and should be replaced if they become damaged or the straps no longer hold it to the face. Face coverings should also be evaluated for vision obstruction. Face coverings should be replaced or washed daily. They should also be replaced or washed if they become wet. See CDC information on the Use of Cloth Face Coverings.

   g. More information about cloth face coverings is available at ShastaReady.org.

5. The County will provide employees with face coverings for use in the workplace.

   a. The Support Services-Purchasing Unit is placing a bulk order of face masks which departments may request for employees who do not have their own cloth face covering and for members of the public visiting your facilities. Please send emails to Purchasing-All@co.shasta.ca.us to request a supply for your department.

B. **Gloves:**

1. Depending on the nature of the department's business and how often employees come into contact with others, the department may decide that gloves are needed to further protect employees. It may be decided that some positions with higher risk of contact may need gloves and others with lower risk do not. If mandated, gloves must be provided by the Department.

2. Not all work places will need gloves, as cleaning and disinfecting protocols are increased during this time, especially for high-touch areas. In these cases, gloves may be used for

picking up deliveries, handling money, handling mail and other items that have come to the employee. Gloves may also be used for copy rooms, fax machines, or other shared equipment. Gloves should be disposed of after each use. Handwashing and hand sanitizing remain the preferred methods against spreading the virus.

C. **Hand Washing Stations and Hand Sanitizer:**

1. Frequent handwashing with soap and water for at least 20 seconds remains the preferred option for hand sanitizing. However, hand sanitizer should also be available for employees and customers. Provide hand sanitizer, soap and water, or effective disinfectant at or near the entrance of the facility and in other appropriate areas for use by the public and employees, and in locations where there is high- frequency employee interaction with members of the public (e.g., cashiers) or direct interaction between people.

2. Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.

D. **Potential Supplies and Equipment**: The protocols and new safety processes may require additional supplies and/or new equipment. Below is a list of some potential needs:

- Soap and water and possibly hand washing stations

- Hand sanitizer and possibly hand sanitizer dispenser stands

    o These alcohol-based hand rubs should be at concentrations recommended by the CDC. (60-80% ethanol or 70-75% isopropanol)

- Disinfectant spray and/or wipes

    o For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available here.

    o Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.)

- Facial Tissues

- Signs/posters (e.g. Social Distancing Protocol, Stop the Spread, hand washing, etc. Many examples are available on the Shasta Ready - COVID-19 and CDC sites)

- Touchless equipment

    o Trash receptacles (e.g., no lids)

    o Soap dispensers

    o Faucets

    o Toilets

    o Light switches

- o Access controls
- Plexiglas, plastic, or other dividers (sneeze guards)
- Information Technology
  - o Security software
  - o Hardware
  - o Laptops
  - o Webcams
  - o Telephone / Video conferencing capabilities
- Dependent on job duties
  - o Face coverings, face shields, and/or respirators
  - o Gloves
  - o Gowns
  - o Other PPE

QUESTIONS:

For questions regarding these guidelines, please contact Shelley Forbes, Director of Support Services, at (530) 229-8246 or by email at sforbes@co.shasta.ca.us.

RESOURCES:

- California Department of Public Health (CDPH) Guidance on Face Coverings: https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf

- California Industry Guidance and Checklists by Industry: https://covid19.ca.gov/industry-guidance/

- Centers for Disease Control and Prevention (CDC) Coronavirus Information: https://www.cdc.gov/coronavirus/2019-nCoV/index.html

- COVID-19 Employer Playbook: https://files.covid19.ca.gov/pdf/employer-playbook-for-safe-reopening--en.pdf

- Shasta County Support Services COVID-19 Leaves Information: https://intranet.scnet.co.shasta.ca.us/support-services/personnel/covid-19-resources

- Shasta Ready COVID-19 website: https://www.co.shasta.ca.us/covid-19/overview