

# COVID-19 Illness Prevention

*We assessed the new federal Centers for Disease Control and Prevention (CDC) guidelines and at this time do not have plans to change California's testing guidance. We have worked to create stable testing capacity, and our goal continues to be providing more, not less, tests for all Californians. There are no changes in the epidemiologic situation in California that would require limiting testing further. We will continue to use a science-based approach to our pandemic decision-making.*

*California's current testing guidance is [here](#).*

*Jake Hanson – California Governor's Testing Task Force*

## **Employee Training**

Training shall be provided annually and initially upon employment using interactive methods that are easy to understand and may include verbal, visual, audiovisual, picture-centered handouts and other resources on the following topics:

- What is COVID-19 and how is it spread
- Signs and symptoms of COVID-19
- When to seek medical attention if not feeling well
- Prevention of the spread of COVID-19 if you are sick
- Physical distancing guidelines
- Importance of washing hands with soap and water for at least 20 seconds or use of hand sanitizer if soap and water are not readily available.
- Hand washing should occur before and after using the toilet, eating, coming and going to work, after interactions with others, after contacting shared surfaces or tools, before and after wearing masks or gloves, and after blowing nose or sneezing.
- Methods to avoid touching eyes, nose and mouth
- Coughing and sneezing etiquette
- Safely using cleansers and disinfectants
- Reading labels, wearing proper personal protective equipment (PPE), hazard review and steps to minimize harm to employees using those products.

## **Procedures to help prevent the spread of COVID-19**

1. Employees' shall self-assess their symptoms before entering work daily. These daily logs must be kept confidential and turned into your Supervisor's bi-weekly. Departments must turn these logs into Human Resources monthly. If an employee has a fever of 100 degrees Fahrenheit or greater, the employee must not report to work or if their temperature accumulated while at work the employee must be sent home.
2. Employees must assess their health daily to verify if they have a cough, are feeling feverish, have shortness of breath or have been exposed to anyone with a positive diagnosis.
3. A doctor's note shall be provided to your Supervisor and Human Resources prior to returning to work if you have been out ill for more than 5 days. You may return to work at the least if a minimum of 1 day (24 hours) has passed since recovery as defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms and at least 10 days have passed since your symptoms first began.
4. If informed that an employee tests positive for COVID-19, the County will provide notice to Public Health immediately. Information to be included but is not limited to:
  - The employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently with timing, and the last day the employee was at work.
  - Identify who has been in contact with the employee. The employee's name will not be disclosed unless requested by health officials.
5. County will establish routine schedule to clean and disinfect common surfaces and objects in the workplace. This includes but is not limited to:

- Tools, machinery, containers, counters, tables, chairs, benches, door handles, knobs, doorbells, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles – inside and out.
6. The process of disinfecting includes providing disinfecting products, any PPE required for their safe use along with review of manufacturer instructions for proper use.

**Employees shall abide by the following Physical Distancing Procedures while at work:**

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet.

Employees must practice distancing outdoors including, but not limited to the following:

- Arriving at the workplace
- Leaving the workplace
- Coming and going from vehicle
- Entering, working and exiting physical buildings or other structures
- During breaks and lunch periods

**Custodial Staff will check for the following daily:**

- Check restroom facilities daily and make sure they are clean and sanitary
- Establish a documented cleaning schedule and a well-visit program to check restrooms condition between scheduled cleaning, re-stock toilet paper, clean and sanitize as necessary or post a closure sign until cleaned.
- Make sure there are plenty of paper towels and that handwashing areas are clean and sanitized
- Make sure handwashing supplies are re-stocked regularly
- Sanitize water receptacle and spigot frequently
- Sanitize door handles and other regularly touched surfaces daily.

If your departments restroom needs to be cleaned or sanitary supplies need to be restocked please notify General Services immediately.

**Limit non-essential visits and travel**

- Visitors may need approval before arriving, employees should maintain social distancing from visitors.
- Limit any unnecessary travel from one destination to another in vehicles, this includes personal employee vehicles and company provided vehicles, with multiple passengers.
- Eliminate all non-essential and non-related services, such as entertainment activities.

**Washing Facilities**

Regardless of COVID-19 risk, all employers must provide washing facilities that have an adequate supply of suitable cleansing agents, water and single-use towels or blowers (title 8 sections [1527](#), [3366](#), [3457](#) and [8397.4](#)).

**Personal Protective Equipment (PPE)**

Title 8 [section 3380](#) Personal Protective Devices requires employers to conduct a hazard assessment to determine if hazards are present in the workplace that necessitate the use of PPE. If an employer identifies COVID-19 as a workplace hazard, they must select and provide exposed employees with properly fitting PPE that will effectively protect employees.

**Control of Harmful Exposures**

Title 8 [section 5141](#) Control of Harmful Exposures requires employers to protect employees from inhalation exposures that can result in injury, illness, disease, impairment or loss of function. COVID-19 is a harmful exposure if there is an

increased risk of infection at the workplace. Employers must implement engineering controls where feasible and administrative controls where practicable, or provide respiratory protection where engineering and administrative controls cannot protect employees and during emergencies.