



COVID-19 Public Health Emergency Return to Work – Worksite Protection Protocol

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

Reapproved June 16, 2020

Reapproved: July 14, 2020

Reapproved: _____

As we continue 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.

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.

TABLE OF CONTENTS

Page Two	COVID-19 Workplace Protections
Page Two	Facility Signage
Page Two	Enhanced Hand Washing, Sanitizing and Disinfecting
Page Three	Social Distancing
Page Three	Paper Handling – Best Practices
Page Three	Employee Self Screening / Symptom Check / Temperature Self Checks
Page Four	Employees Who Are at Higher Risk for Severe Illness
Page Four	Meetings and Training - Cancel, Postpone, Conduct Electronically
Page Four	Employee Travel
Page Five	Employee Exposure and Testing
Page Five	Employee Tests Positive (or resides with person who tests positive)
Page Six	Employees Working in the Field

COUNTY OF LAKE COVID-19 RETURN TO WORK PROTOCOL

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

Unless exempt, all Californians must wear face coverings when in “high-risk situations,” as defined by [State guidance issued June 18, 2020](#).

In consultation with Human Resources and County Counsel, Department Heads will reasonably accommodate employees meeting any exemption criteria detailed in the guidance linked above.

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.

Employees are responsible for regularly washing and/or sanitizing their face coverings.

See [State Face Covering and sector-specific occupational guidance](#) for further information.

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.

COUNTY OF LAKE COVID-19 RETURN TO WORK PROTOCOL

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.

COUNTY OF LAKE COVID-19 RETURN TO WORK PROTOCOL

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:

- 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?
- 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 take responsibility for the safety of fellow employees and the public and not enter any County facility or report to work. S/he must **quarantine**, call his or her primary care provider for further direction, and notify the 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, **quarantine**, 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.

COUNTY OF LAKE COVID-19 RETURN TO WORK PROTOCOL

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 Exposure and Testing

Each employee is responsible for following this protocol and meeting the requirements described herein, both to protect fellow employees and the public from exposure to COVID-19. In the event an employee believes s/he has been exposed, s/he must **quarantine** up to 14 days, while either working remotely (subject to department approval), using paid leave accruals or taking leave without pay

And,

Consult with his/her health care provider and follow medical advice. (The employee may return to work in less than 14 days if cleared to do so by his/her health care provider.)

Or,

Make arrangements for testing. (The employee may return to work in less than 14 days if test results indicate the employee is not COVID-19 positive.)

If an employee has clinical questions or concerns, s/he is encouraged to contact his or her health care provider directly. For urgent questions or questions about outbreaks or preventing contagion in the workplace, employees can contact Public Health at 707.263.8174.

Employee tests positive (or has had close contact with person who tests positive)

- Instruct the employee to **quarantine** up to 14 days, while either working remotely (subject to department approval), using paid leave accruals or taking leave without pay, and follow any instructions/orders from their health care provider and the County Department of Public Health.
- Do not disclose the identity of any employee or of any close contact of any employee who tested positive for COVID-19.
- Identify other employee(s) that may have been in prolonged contact with the affected employee (within 6 feet for greater than **15** minutes).
- If there has been a possible exposure to any employee(s) in the workplace, due to prolonged contact with the affected employee (within 6 feet for greater than **15** minutes), send the exposed employee(s) to **quarantine** for up to 14 days, and complete Workers Compensation claims forms. (The employee may return to work in less than 14 days if s/he receives negative test results or is cleared to return by his/her health care provider.
- Temporarily close the general area where the positive employee worked until cleaning and sanitizing of the area where the employee worked and may have

COUNTY OF LAKE COVID-19 RETURN TO WORK PROTOCOL

been, including break rooms, restrooms and County-owned vehicles (if applicable) can be completed.

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?
 - 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.



SONIA Y. ANGELL, MD, MPH
State Public Health Officer & Director

State of California—Health and Human Services Agency California Department of Public Health



GAVIN NEWSOM
Governor

Released June 18, 2020

- Revised on June 29, 2020 to clarify that children under two years old are exempt from wearing face coverings due to risk of suffocation

GUIDANCE FOR THE USE OF FACE COVERINGS

Because of our collective actions, California has limited the spread of COVID-19 and associated hospitalizations and deaths in our state. Still, the risk for COVID-19 remains and the increasing number of Californians who are leaving their homes for work and other needs, increases the risk for COVID-19 exposure and infection.

Over the last four months, we have learned a lot about COVID-19 transmission, most notably that people who are infected but are asymptomatic or pre-symptomatic play an important part in community spread. The use of face coverings by everyone can limit the release of infected droplets when talking, coughing, and/or sneezing, as well as reinforce physical distancing.

This document updates existing [CDPH guidance](#) for the use of cloth face coverings by the general public when outside the home. It mandates that face coverings be worn state-wide in the circumstances and with the exceptions outlined below. It does not substitute for existing guidance about social distancing and handwashing.

Guidance

People in California must wear face coverings when they are in the high-risk situations listed below:

- Inside of, or in line to enter, any indoor public space;¹
- Obtaining services from the healthcare sector in settings including, but not limited to, a hospital, pharmacy, medical clinic, laboratory, physician or dental office, veterinary clinic, or blood bank;²
- Waiting for or riding on public transportation or paratransit or while in a taxi, private car service, or ride-sharing vehicle;
- Engaged in work, whether at the workplace or performing work off-site, when:
 - Interacting in-person with any member of the public;
 - Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;

¹ Unless exempted by state guidelines for specific public settings

² Unless directed otherwise by an employee or healthcare provider



- 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;
- 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.
- Driving or operating any public transportation or paratransit vehicle, taxi, or private car service or ride-sharing vehicle when passengers are present. When no passengers are present, face coverings are strongly recommended.
- While outdoors in public spaces when maintaining a physical distance of 6 feet from persons who are not members of the same household or residence is not feasible.

The following individuals are exempt from wearing a face covering:

- Persons younger than two years old. These very young children must not wear a face covering because of the risk of suffocation.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons for 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.
- Persons who are obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform the service.
- Persons who are seated at a restaurant or other establishment that offers food or beverage service, while they are eating or drinking, provided that they are able to maintain a distance of at least six feet away from persons who are not members of the same household or residence.
- Persons who are engaged in outdoor work or recreation such as swimming, walking, hiking, bicycling, or running, when alone or with household members, and when they are able to maintain a distance of at least six feet from others.

- Persons who are incarcerated. Prisons and jails, as part of their mitigation plans, will have specific guidance on the wearing of face coverings or masks for both inmates and staff.

Note: Persons exempted from wearing a face covering due to a medical condition who are employed in a job involving regular contact with others should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

Background

What is a cloth face covering?

A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels.

How well do cloth face coverings work to prevent spread of COVID-19?

There is scientific evidence to suggest that use of cloth face coverings by the public during a pandemic could help reduce disease transmission. Their primary role 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.

When should I wear a cloth face covering?

You should wear face coverings when in public places, particularly when those locations are indoors or in other areas where physical distancing is not possible

How should I care for a cloth face covering?

It's a good idea to wash your cloth face covering frequently, ideally after each use, or at least daily. Have a bag or bin to keep cloth face coverings in until they can be laundered with detergent and hot water and dried on a hot cycle. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face. Discard cloth face coverings that:

- No longer cover the nose and mouth
- Have stretched out or damaged ties or straps
- Cannot stay on the face
- Have holes or tears in the fabric

###

