

COVID 19 WORKSITE PROTOCOL



COVID-19 Public Health Emergency – Worksite Protocol

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COVID-19 Workplace Protections

COVID-19 Vaccination Will Help Keep You from Getting COVID-19

- Getting the COVID-19 vaccination is an important tool in helping to stop the pandemic.
- The vaccine is one of the most important ways to end the pandemic because vaccines are extremely effective at preventing hospitalization and death.
- Vaccines for COVID-19 are safe, effective, and free.
- Wearing masks and social distancing help reduce your chance of being exposed to the virus or spreading it to others, but these measures are not enough. Vaccines will work with your immune system so it will be ready to fight the virus if you are exposed.
- The combination of getting vaccinated and following CDC's recommendations to protect yourself and others will offer the best protection from COVID-19.
- All COVID-19 vaccines currently available in the United States have been shown to be highly effective at preventing COVID-19.
- Experts believe that getting a COVID-19 vaccine may also help keep you from getting seriously ill even if you do get COVID-19.
- Getting vaccinated yourself may also protect people around you, particularly people at increased risk for severe illness from COVID-19.
- The COVID-19 vaccination is a safer way to help build protection against COVID-19.

COVID-19 Vaccination Information

Lake County has opened MyTurn for all Public Health COVID vaccine scheduling.

Find out if you are eligible by visiting [MyTurn.ca.gov](https://myturn.ca.gov). You can register and check your eligibility by answering a few questions.

MAKE YOUR APPOINTMENT AT: [HTTPS://MYTURN.CA.GOV/](https://myturn.ca.gov) links to external site

If you have difficulty scheduling online, please call the California COVID Hotline at 1-833-422-4255. Operators speak English and Spanish.

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

- Face Coverings.
- Surgical masks or respirators if required for your position.
- Filtering N95 Facepiece Respirators for voluntary use.
- Disinfecting wipes, spray disinfectant, and paper towels.
- Hand sanitizer.
- Gloves.
- Protective shields at customer service counters.

Face Coverings / Masking

Face covering" means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers.

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A face covering has no visible holes or openings and must **cover the nose and mouth**. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

The Emergency Temporary Standards (ETS) requires employers to provide employees with face coverings or N95 masks upon request.

CDPH uses the Centers for Disease Control and Prevention CDC COVID-19 Community Levels to inform statewide masking recommendations.

All employees regardless of their vaccination status and Community Level employees are required to wear a face covering while working in the following situations:

1. Healthcare settings.
2. Long term care facilities.
3. Adult and Senior Care Facilities.
4. During the 10 day period following close contact.
5. During the 10 day period following a positive COVID diagnoses.
6. During an outbreak three or more COVID-19 cases among employees in an "exposed group" within a 14-day period,
7. During an major outbreak 20 or more COVID-19 cases in an "exposed group" within a 30-day period)

When Community Levels are medium or high employees are required to wear masks in the following non-healthcare indoor settings:

- Homeless shelters,
- Emergency shelters
- Cooling and heating centers
- State and local correctional facilities and detention centers

Vulnerable people:

- Those that are vulnerable include the unvaccinated, those that are have underlying health conditions, or immunocompromised, are at risk of severe illness or death if they are infected with COVID-19. Such persons should consider taking extra precautions.
- Consider wearing a mask in crowded indoor public places. Ensure your mask provides the best fit and filtration (respirators like N95s, KN95s and KN94s are best).

Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

All employees and members of the public will be treated with respect regardless of their vaccination status. Retaliation against employees or the public based on their vaccination status or for wearing face coverings, including when they are wearing a face covering voluntarily will not be tolerated.

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

Employees are responsible for regularly washing and/or sanitizing their face coverings. See [State Face Covering](#) and [sector-specific occupational guidance](#) for further information.

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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.

Voluntary use of Filtering N95 Facepiece Respirators

Upon request, unvaccinated and fully vaccinated employees shall be provided a N95 filtering respirator and training for voluntary use.

Appendix D to Section 5144: (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker.

Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designated to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

NOTE Authority cited: Section 142.3, Labor Code. Reference: Section 142.3, Labor Code.

HISTORY 1. New appendix D to section 5144 filed 8-25-98; operative 11-23-98 (Register 98, No. 35).

Videos on how to wear, seal, and remove N95 respirator mask

[N95 Mask - How to Wear | N95 Respirator Nursing Skill Tutorial - YouTube](#)

[Performing a Seal Check When Donning an N95 Mask - YouTube](#)

[How to Wear a 3M™ N95 9210 Respirator - YouTube](#)

[Know How to Wear Your Face Mask Correctly - YouTube](#)

[How to Knot and Tuck Your Mask to Improve Fit - YouTube](#)

Voluntary Use of Respirators Training

[Cal/OSHA Training Video on the Use of N95 Respirators - YouTube](#)

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.

Additional key times to wash hands include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance.

Frequent sanitizing:

- Train employees on proper disinfecting guidelines.
- Clean and disinfect surfaces frequently touched.
- Employees need to continue to clean and disinfect work surfaces and equipment frequently
- Do not reuse wipes to wipe down multiple surfaces.
- Do not dry the surface after wiping.
- Employees must clean common work areas, breakrooms, coffee areas, copy machines, printers frequently.

In addition:

- Encourage "no contact greetings"; do not shake hands or touch elbows when greeting.
- Provide gloves for employee use when handling cash, checks, credit cards, and paperwork from the public.

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- 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.

Physical Distancing / Social Distancing

There are no physical distancing or barrier requirements regardless of employee vaccination status with the following exceptions:

- The County will evaluate whether it is necessary to implement physical distancing and barriers during an outbreak of 3 or more cases in an exposed group of employees.
- The County will implement physical distancing and barriers during a major outbreak (20 or more cases in an exposed group of employees)

Steps to Help Prevent the Spread of Covid-19 If You Are Sick

If you have symptoms of COVID-19, get tested. While waiting for test results please stay away from others.

COVID-19 symptoms mean that the employee has any one of the following signs or symptoms:

- Fever
- Runny or congested nose
- Cough
- Sore Throat
- Shortness of Breath, Difficulty Breathing
- Chills, or Repeated Shaking/Shivering
- Feeling Unusually Weak or Fatigued
- New Loss of Taste or Smell
- Muscle pain
- Headache
- Diarrhea

Employee Comes to Work Sick or with Symptoms

Employees who have symptoms when they arrive at work or become sick during the day should immediately be separated from other employees, customers, and visitors and tested for COVID. If they test positive, they should be sent home and follow isolation and quarantine instructions.

All employees should stay home when sick.

Fully Vaccinated Definition

People are considered fully vaccinated once HR receives the Certification of Vaccination Status and:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines.
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's vaccine.

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- If it has been less than 2 weeks since your 1-dose shot, or if you still need to get your second dose of a 2-dose vaccine, you are NOT fully protected.

Health Care Employee Vaccination Requirements

Per the State Public Health Officer of the State of California order, all workers who provide services or work in facilities described below must fully vaccinated and boosted.

Health Care Facilities:

- General Acute Care Hospitals
- Skilled Nursing Facilities (including Subacute Facilities)
- Intermediate Care Facilities
- Acute Psychiatric Hospitals
- Adult Day Health Care Centers
- Program of All-Inclusive Care for the Elderly (PACE) and PACE Centers
- Ambulatory Surgery Centers
- Chemical Dependency Recovery Hospitals
- Clinics & Doctor Offices (including behavioral health, surgical)
- Congregate Living Health Facilities
- Dialysis Centers
- Hospice Facilities
- Pediatric Day Health and Respite Care Facilities
- Residential Substance Use Treatment and Mental Health Treatment Facilities

Close Contact

. Close contact is defined as sharing the same indoor airspace with a confirmed-positive individual, in indoor spaces of 400,000 or fewer cubic feet (44,444 square feet if the height of the ceiling is nine feet tall) per floor such as home, clinic department, waiting room, airplane etc., for a cumulative total of 15 minutes or more over a 24-hour period within the “high risk exposure period” for example, three separate 5-minute exposures for a total of 15 minutes during an infected person's infectious period.

Spaces that are separated by floor-to-ceiling walls (e.g., offices, suites, rooms, waiting areas, bathrooms, or break or eating areas that are separated by floor-to-ceiling walls) must be considered distinct indoor airspaces.

Close contact In large indoor spaces greater than 400,000 cubic feet per floor (such as open-floor-plan offices, warehouses, large retail stores, manufacturing, or food processing facilities), a close contact is defined as being within 6 feet of the infected person for a cumulative total of 15 minutes or more over a 24-hour period during the infected person's infectious period.

Employee Guidelines Following Close Contact

- Employees must wear face coverings around others for a total of 10 days after exposure.
- Exposed employees must test within three to five days after their last close contact.
- If an exposed employee develops symptoms, they must test immediately and be excluded pending the results of a test.

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- If an exposed employee tests positive for COVID- 19, they must follow the isolation requirements

Isolation and Quarantine

Isolation and quarantine are proven public health interventions that are fundamental to reducing COVID-19 transmission.

- Isolation: separates those infected with a contagious disease from people who are not infected.
- Quarantine: restricts the movement of persons who were exposed to a contagious disease in case they become infected.

Guidelines for Employees Who Test Positive for COVID-19 – Isolation Required

- Everyone, regardless of vaccination status, previous infection, or lack of symptoms must isolate at home for at least 5 days, while either working remotely subject to department approval, using paid leave, accruals, Workers' Comp, or taking leave without pay.
- The employee should contact and follow any instructions/orders from their health care provider.
- Isolation can end after day 5 if symptoms are not present and on day 5 or later the employee tests negative. Antigen test preferred.
- If unable to test or choosing not to test, and symptoms are not present or are resolving, isolation can end after day 10.
- If fever is present, isolation should be continued until fever resolves without the use of without the use of fever-reducing medications for 24 hours.
- If symptoms, other than fever, are not resolving continue to isolate until symptoms are resolving or until after day 10.
- Employees must wear face coverings around others for a total of 10 days after testing positive.
- Notify vendors, contractors, clients, and other employee(s) who had close contact, within one day that may have been in close contact with the affected employee. Do not disclose the identity of any person, in the workplace, who tested positive for COVID-19.
- Temporarily close the general area where the positive employee worked until cleaning and sanitizing of the area where the employee worked and may have been, including cubes, offices, file rooms, common areas, break rooms, restrooms and County-owned vehicles (if applicable) can be completed.
- Complete COVID Investigation forms.
- Complete Workers Compensation claims forms if the employee test positive for COVID-19 due to a work place exposure. The employee must submit a positive PCR test taken within 14 days of work exposure to receive Workers Compensation benefits.

Close Contact Guidelines for Employees Who Are Exposed to Someone with COVID-19, and Do Not Have COVID-19 Symptoms - No Quarantine Required

- Employees must wear face coverings for a total of 10 days after exposure.

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- Must test within three to five days after their last close contact.
- Persons infected within the prior 90 days do not need to be tested or excluded from work unless symptoms develop.
- If an exposed employee develops symptoms, they must be excluded pending the results of a test.
- If an exposed employee tests positive for COVID- 19, they must follow the isolation requirements.

Close Contact Guidelines for Employees Who Are Exposed to Someone with COVID-19, and Have COVID-19 Symptoms – Isolation Required

- Employees must be excluded from work and test as soon as possible. Exclusion must continue until test results are obtained.
- If the employee is unable to test or choosing not to test, exclusion must continue for 10 days.
- If the employee tests negative and returns to work earlier than 10 days after the close contact, employee must wear a face covering for 10 days.
- CDPH recommends continuing exclusion and retesting in 1-2 days if testing negative with an antigen test, particularly if tested during the first 1-2 days of symptoms.
- For symptomatic employees who have tested positive within the previous 90 days, using an antigen test is preferred.

Guidelines for Unvaccinated or Incompletely Vaccinated Employees Who Work In High Risk Settings Who Are Exposed to Someone with COVID-19 - Work Exclusion and Quarantine Required

- Exposed employees must be excluded from work for five days after the last known close contact.
- Exclusion can end and employees may return to the work after day 5 if symptoms are not present and they test negative on day 5 or later.
- Employees in these settings must wear a face covering around others in accordance with CDPH's universal masking guidance.
- If employees develop symptoms after returning to work, they must be excluded from the workplace and test as soon as possible.
- If employees test positive, they must follow the isolation requirements

High risk setting include; healthcare settings, emergency shelters, cooling and heating centers, long term care settings, adult and senior care facilities, local correctional facilities and detention centers.

Vaccinated and boosted healthcare personnel working in high-risk settings do not need to be excluded from work but should test immediately upon notification of exposure, and at 3-5 days after close contact exposure.

Quarantine and Isolation Table

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**Table 1: Exclusion Requirements for All Employees Who Test Positive for COVID-19
Employees Must Be Excluded For Work - Isolation**

<p>Requirements apply to all employees, regardless of vaccination status, previous infection, or lack of symptoms.</p>	<p>Recommended Actions:</p> <ul style="list-style-type: none"> • Employees must be excluded from work for 5 days after start of symptoms or after date of first positive test if no symptoms. • Isolation can end and employees may return to the work after day 5 if symptoms are not present or are resolving, and they test negative on day 5 or later. • If an employee test positive on day 5 or later isolation can end and the employee may return to the workplace after day 10 if they are fever-free for 24 hours without the use of fever-reducing medications. • If an employee has a fever, isolation must continue and the employee may not return to work until 24 hours after the fever resolves without the use of fever-reducing medications. • Employees must wear face coverings around others for a total of 10 days.
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Table 2 Employees Not Working In High Risk Settings, Who Are Exposed to Someone with COVID-19, and Do Not Have COVID-19 Symptoms - No Quarantine Required

<p>For employees who do not have COVID-19 symptoms.</p> <p>Applies to all employees, regardless of vaccination status.</p> <p>High risk setting include:</p> <ul style="list-style-type: none"> • Emergency Shelters • Cooling and Heating Centers • Long Term Care Settings • Adult and Senior Care Facilities • Local Correctional Facilities and Detention Centers • Healthcare Settings 	<p>Recommended Actions:</p> <ul style="list-style-type: none"> • Employees must wear face coverings around others for a total of 10 days after exposure. • Exposed employees must test within three to five days after their last close contact. • Persons infected within the prior 90 days do not need to be tested, quarantined, or excluded from work unless symptoms develop. • If an exposed employee develops symptoms, they must be excluded pending the results of a test. • If an exposed employee tests positive for COVID- 19, they must follow the isolation requirements above in Table 1.
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Table 3 Employees Not Working in High Risk Settings, Who Are Exposed to Someone with COVID-19, and Have COVID-19 Symptoms - Employees Must Be Excluded From Work - Isolation

<p>All employees who have symptoms, regardless of vaccination status.</p> <p>Employees infected within the prior 90 days do not need to be tested, quarantined, or excluded from work unless symptoms develop.</p> <p>High risk setting include:</p> <ul style="list-style-type: none"> • Emergency Shelters 	<p>Recommended Actions:</p> <ul style="list-style-type: none"> • Employees must be excluded from work and test as soon as possible. Exclusion must continue until test results are obtained. • If the employee is unable to test or choosing not to test, exclusion must continue for 10 days. • If the employee tests negative and returns to work earlier than 10 days after the close contact, employee must wear a face
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<ul style="list-style-type: none"> • Cooling and Heating Centers • Long Term Care Settings • Adult and Senior Care Facilities • Local Correctional Facilities and Detention Centers • Healthcare Settings 	<p>covering for 10 days following the close contact.</p> <ul style="list-style-type: none"> • CDPH recommends continuing exclusion and retesting in 1-2 days if testing negative with an antigen test, particularly if tested during the first 1-2 days of symptoms. • For symptomatic employees who have tested positive within the previous 90 days, using an antigen test is preferred.
Table 4 - Unvaccinated or Incompletely Vaccinated Employees Who Are Exposed to Someone with COVID-19 That Work In High Risk Settings - Employees Must be Excluded Form Work and Quarantine	
<p>Employees who work in the High Risk Setting and they are:</p> <ul style="list-style-type: none"> • Unvaccinated; OR • Incompletely vaccinated; OR • Have completed the primary series of COVID-19 vaccines, and are booster eligible but have not yet received their booster dose and • Not infected with COVID-19 within the prior 90 days. <p>High risk setting include:</p> <ul style="list-style-type: none"> • Healthcare Settings • Emergency Shelters • Cooling and Heating Centers • Long Term Care Settings • Adult and Senior Care Facilities • Local Correctional Facilities and Detention Centers <p>Vaccinated and boosted healthcare personnel working in high-risk settings do not need to be excluded from work but should test immediately upon notification of exposure, and at 3-5 days after close contact exposure.</p>	<p>Recommended Actions:</p> <ul style="list-style-type: none"> • Exposed employees must be excluded from work for five days after the last known close contact. • Exclusion can end and employees may return to the work after day 5 if symptoms are not present and they tests negative on day 5 or later. • If an employee is unable to test or choosing not to test, and symptoms are not present, work exclusion can end and the employee may return to the workplace after day 10. • Employees in these settings must wear a face covering while indoors and around others in accordance with CDPH's universal masking guidance. • If employees develop symptoms after returning to work, they must be excluded from the workplace and test as soon as possible. If employees test positive, they must follow the isolation requirements in Table 1. • Employees are strongly encouraged to get vaccinated or boosted.

Exclusion Pay

Employee's excluded from work because of workplace exposure will receive exclusion pay during the isolation and or quarantine period if:

1. The employee was not assigned to telework during that time.
2. The employee did not receive Disability Payments or Workers' Compensation Temporary Disability Payments during the exclusion period.
3. Employees that receive exclusion pay are required to isolate and or quarantine per the CDPH and CDC guidelines.

COVID-19 Testing

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We offer testing at no cost to employees during paid time to:

- Symptomatic employees, regardless of whether there is a known exposure
- Employees after an exposure
- Employees in an outbreak
- All employees in a major outbreak

Multiple COVID-19 Infections and COVID Outbreaks

- COVID-19 outbreak is defined when there are three or more COVID-19 cases in an exposed workplace within a 14-day period.
- Major outbreak is defined when there are 20 or more COVID-19 cases within a 30-day period in an exposed workplace.

COVID-19 Outbreak Testing Requirements

We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period.

COVID-19 testing will be provided at no cost to employees during employees' working hours.

COVID-19 testing consists of the following:

1. All employees in our exposed workplace will be immediately tested and then tested again one week later.
2. Negative COVID-19 test results of employees with COVID-19 exposure after the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
3. We will provide additional testing when deemed necessary by Cal/OSHA.

COVID-19 Major Outbreak Testing Requirements

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

COVID-19 Testing Services and Appointments

For more information on COVID-19 testing go to the County of Lake Health Webpage at: [Testing \(lakecountyca.gov\)](https://lakecountyca.gov)

OptumServe is now offering testing services

- SCHEDULE ONLINE AT [HTTPS://LHI.CARE/COVIDTESTING](https://LHI.CARE/COVIDTESTING)
- Call 888-634-1123 for assistance with scheduling.
- **Appointments are highly recommended; limited on-site registration is available.**

Alternative Testing Resources

- Rite Aid is conducting Drive-Thru testing in Clearlake and Ukiah. Appointments can be made online at <https://www.riteaid.com/pharmacy/services/covid-19-testing>. Insurance is not required.
- Lake County Tribal Health offers testing by appointment to established patients with or without symptoms. For appointments, call 707-263-1000. For pediatric appointments, call 707-263-1010.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our COVID Prevention Plan (CPP) Exclusion of COVID-19 Cases and Return to Work Criteria requirements, and local health officer orders.

Investigation of Workplace COVID-19 Illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP Investigating and Responding to COVID-19 Cases.

COVID-19 Investigation, Review and Hazard Correction

In addition to our CPP Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

Notifications to the Local Health Department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department.
- We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

COVID Training

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be

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entitled under applicable federal, state, or local laws.

- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test **and not coming to work if the employee has any COVID-19 symptoms.**

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.

Best Practice Guidelines for Employees Working in the Field

- Call ahead to determine if the individual(s) to be contacted has COVID and/or to verify if they are currently symptomatic temperature over 100 degrees, difficulty breathing, sore throat, new or worsening cough, muscle pain, headache, chills, and new loss of taste or smell
 - If YES, reschedule after a 10 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.
- Keep N95 masks in vehicle to wear during meetings, home inspections, or client home meetings for additional protection.
- Keep hand sanitizer in vehicle and use frequently throughout the day.

Employees Who Are at Higher Risk for Severe Illness

Adults who have serious underlying medical conditions are at higher risk for severe illness from COVID-19 should consult your doctor and take precautions outlined by your treating physician.

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

- When available deliver services remotely, without in-person contact by phone, email, video, or web.
- Allowing telework, when possible.
- Supporting flexible work schedules.

Additional COVID 19 - Resources:

- CDC COVID: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- U.S. Department of Health & Human Services: <https://www.hhs.gov/coronavirus/index.html>
- Lake County Public Health: <http://health.co.lake.ca.us/Coronavirus.htm>
- CDC guidance for cleaning your office / facility: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>