COVID-19 Public Health Emergency – Worksite Protocol

Approved 6.22.2021

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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.
> ➤ 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. You can register and check your eligibility by answering a few questions.

MAKE YOUR APPOINTMENT AT: 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:

> ➤ Face Coverings with two or more layers of washable breathable fabric.
> ➤ Surgical masks, N95 masks, or respirators if required for your position.
> ➤ Disinfecting wipes or spray disinfectant and paper towels hand sanitizer.
> ➤ Gloves.
> ➤ Protective shields at customer service counters.

Face Coverings

The Emergency Temporary Standards (ETS) requires employers to provide unvaccinated employees with face coverings or N95 masks and ensure they are worn over the nose and mouth when indoors and when outdoors, and within 6 feet of another.

Upon request fully vaccinated employees will be provided with face coverings or N95 mask.

Fully vaccinated employees are not required to wear face coverings indoors. Exceptions include:
> 1. On public transit (examples: airports, airplanes, ships, ferries, trains, subways,

        buses, taxis, and ride-shares.
2. Indoors in K-12 schools.
3. Childcare and other youth settings.
4. Healthcare settings.
5. Long term care facilities.
6. State and local correctional facilities and detention centers.
7. Homeless shelters.
8. Emergency shelters.
9. Cooling centers.

Unvaccinated employees are required to wear face masks indoors.
Exceptions include:
1. When an employee is alone in a room, when eating or drinking with the door closed.
2. When using a respirator or respiratory protection.
3. When an employee cannot use a face covering due to a medical or mental condition.
4. If hearing impaired or communicating with a hearing-impaired person.
5. When specific work tasks cannot be performed with a face covering.
6. Other measures to protect against COVID-19 infection must be implemented when face coverings cannot be used.

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.

Unless exempt, all Californians must wear face coverings as defined by State guidance issued June 15, 2021.

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 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.

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).

Video on how to wear, seal, and remove N95 respirator mask
 https://www.youtube.com/watch?v=i-uD8rUwG48

Voluntary Use of Respirators
https://www.youtube.com/watch?v=RuIXH1W2LwE

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.
- 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:

- When an unvaccinated employee us unable to wear a face mask due to a medical condition, mental health condition, or disability the employee shall remain 6 feet apart from other employees.

- 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)

➢

Employee Self Screening / Symptom Check / Temperature Self Checks

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

During the Public Health Emergency, if an employee comes to work sick, is symptomatic, or has a medical diagnosis of COVID-19, the responsible manager must immediately send the employee home to quarantine for ten (10) days 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.

Employee Comes to Work Sick or with Symptoms

During the Public Health Emergency, 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 sent home. Employees who develop symptoms outside of work should notify their supervisor and stay home.

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

In the event an employee is sick, s/he must quarantine up to 10 days, while either working remotely (subject to department approval), using paid leave accruals or taking leave without pay.

The employee may return to work in less than ten (10) days if <u>cleared</u> to do so by his/her health care provider.

If an Employee Tests Positive for COVID 19

1. S/he must quarantine up to 10 days since symptoms first appeared **and**
2. 24 hours with no fever without the use of fever-reducing medications **and**
3. Other symptoms of COVID-19 are improving

If an employee has clinical questions or concerns, s/he is encouraged to contact his or her health care provider directly.

Unvaccinated Employee has had Close Contact with Person who Tests Positive

Prolonged contact with the affected person within 6 feet for greater than 15 minutes in a 24 hour period.
1. Instruct the employee to quarantine up to 10 days, while either working remotely (subject to department approval), using paid leave accruals or taking leave without pay.
2. The employee should contact the County Department of Public Health.
3. The employee should contact and follow any instructions/orders from their health care provider.
4. Notify other employee(s) within one day that may have been in prolonged contact with the affected employee (within 6 feet for greater than 15 minutes in a 24 hour period). Do not disclose the identity of any person, in the workplace, who tested positive for COVID-19.
5. 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.
6. If there has been a possible exposure to any employee(s) in the workplace, due to prolonged contact with the affected employee, client, or member of the public, send the exposed employee(s) to quarantine for up to 10 days, and complete Workers Compensation claims forms.

The employee <u>cannot</u> come back prior to quarantining 10 days since the last contact, even with a negative test.

Fully Vaccinated Employee Guidelines Following an Exposure

- ➢ Fully vaccinated employees with no COVID-like symptoms do not need to quarantine or be tested following an exposure to someone with suspected or confirmed COVID-19, as their risk of infection is low.
- ➢ Fully vaccinated employees who do not quarantine should still monitor for symptoms of COVID-19 for 14 days following an exposure.
- ➢ If they experience symptoms, they should isolate themselves from others, be clinically evaluated for COVID-19, including SARS-CoV-2 testing, if indicated, and inform their health care provider of their vaccination status at the time of presentation to care.

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 Janssen vaccine.**

- ➢ **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. Keep taking all prevention steps until you are fully vaccinated.**

/ID-19 Testing

We offer testing at no cost to employees during paid time to:
- ➢ Symptomatic unvaccinated employees, regardless of whether there is a known exposure
- ➢ Unvaccinated employees after an exposure
- ➢ Vaccinated employees after an exposure if they develop symptoms
- ➢ Unvaccinated 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

OptumServe is now offering testing services
➢ SCHEDULE ONLINE AT 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 if applicable.

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 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.

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 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.

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 should consult your doctor and take precautions outlined by your treating physician.

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.

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.

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

COVID 19 Training, Posters, Benefit & Leave Information:
- Lake County Intranet: http://lcnet.co.lake.ca.us/Departments/HR/COVID-19.htm
- http://www.lakecountyca.gov/Government/Directory/Human_Resources/COVID-19.htm