

COVID-19 IIPP Addendum



Department: _____

Department Head: _____

Department Safety Representative: _____

County Safety Officer: Teresa McCarthy White

Date Last Reviewed: ____/____/____

Reviewed by: _____

Name

Title

Table of Contents

Purpose	1
Scope	1
What is Coronavirus Disease 2019 (COVID-19)	1
COVID-19 Transmission	2
Infection Prevention Measures.....	2
Symptom Screening.....	3
Employee Responsibilities	4
Personal Protective Equipment (PPE)	6
Cleaning and Disinfection	6
Responding to Confirmed or Suspected COVID-19 Cases	6
Cleaning and Disinfecting Following a Confirmed COVID-19 Case.....	8
Communication.....	8
Employee Training.....	9

IIPP Addendum to Prevent COVID-19

Purpose

It is the policy of the County of San Luis Obispo (County) to protect the safety of our staff and to comply with California Labor Code 6400 which requires that every employer must furnish employment and a place of employment that is safe and healthful for the employees therein.

Scope

This policy applies to all County employees, permanent, temporary, and volunteer, that may be exposed to the coronavirus as a result of the performance of their duties. It is an addendum to our Injury and Illness Prevention Program and is a framework applicable during the current (COVID-19) public health emergency.

Contained herein are general prevention best practices. The protocols outlined in this document will be modified based on the ongoing and updated guidance from the CDC, State, local public health agencies, and County operations.

Employees covered by the Aerosol Transmissible Disease Standard, 8 CCR 5199, must also comply with our separate ATD prevention policy and procedures.

What is Coronavirus Disease 2019 (COVID-19)

On February 11, 2020 the World Health Organization announced an official name for the disease caused by the novel coronavirus SARS-CoV-2. The name of the new disease is Coronavirus disease 2019, abbreviated as COVID-19.

There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.

COVID-19 affects different people in different ways. Infected people have had a wide range of symptoms reported – from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19. People with the below symptoms could have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing

- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

It is important to note that testing is necessary to confirm an infection.

COVID-19 Transmission

The virus that causes COVID-19 is thought to spread mainly from person to person through respiratory droplets produced when an infected person coughs or sneezes. These droplets can enter the respiratory tract (mouth, nose, and lungs) of people who are nearby and cause infection. Spread is more likely when people are in close contact with one another (i.e., within six feet) while not wearing face coverings.

Although it is not considered to be the primary way the virus spreads, transmission may be possible by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes.

Infection Prevention Measures

The County, to the extent possible, will implement the following guidelines to mitigate employee exposure to the coronavirus in the workplace:

1. The use of video and/or telephonic meetings, and the establishment of guidelines for maintaining a distance of at least six feet between persons, whenever possible.
2. Distribute posters, notices, and/or signage to each work site to be displayed in common areas that provide physical distancing guidelines.
3. Encourage employees to take their temperature and check for symptoms before leaving for work and to stay home if they are sick employees.
4. Require employees who, within the past 10 days, have had close contact (within 6 feet for 15 minutes or more) with anyone who has been diagnosed with COVID-19 and is considered potentially infectious (i.e. still on isolation), to contact Public Health and receive guidance before returning to a shared workplace.

5. Require symptom screenings for all employees at the beginning of their shift and any vendors, contractors, or others entering the establishment. (see Symptom Screening below)
6. If an employee becomes symptomatic of COVID-19 while at work, they will be asked to leave the workplace and seek medical treatment, depending on the symptoms.
7. The County will adhere to state guidance and local public health agency recommendations regarding the prearrangement of office and workplace furniture to maintain physical distancing, as much as possible.
8. To the extent supplies are in stock and readily available for distribution, employees will have access to appropriate hygiene products in the workplace.
9. Require employees to use face coverings when required by the State or Local Health Department. Face coverings must be worn whenever a County employee comes within six feet of another employee, and in common areas. The face covering requirement does not apply to employees who have trouble breathing or who have a medical or mental health condition that prevents the use of a face covering.
Note: Face-coverings are not Personal Protective Equipment (PPE), but combined with physical distancing they help prevent infected persons without symptoms or who are pre-symptomatic from unknowingly spreading the coronavirus.
10. The County will place signs and/or instructions in common areas (e.g., reception area, break rooms, public common areas, etc.) to communicate physical distancing and face covering requirements and to provide other COVID-19 infection prevention information to the general public entering the worksite and buildings.
11. Limit non-essential visits and travel.
12. Avoid unnecessary travel in vehicles with multiple occupants. If unavoidable, maximize distance between occupants, wear face coverings, and travel with windows open to increase ventilation.
13. The County will regularly evaluate the workplace for compliance with this addendum.

Symptom Screening

Employees, contractors, volunteers, and others entering the facility must be screened prior to or upon entry to the work location to determine whether they are experiencing any COVID-19 related symptoms that they cannot attribute to another condition. If they are experiencing any COVID-19 related symptoms that they cannot attribute to another condition, they will not be allowed to enter the workplace, but will be instructed to return

or home or seek care from their physician or an urgent care clinic and to call the Public Health Department for further direction which may include COVID-19 testing. They may not return to work until cleared to return by the Public Health Department.

See the **Responding to Confirmed or Suspected COVID-19 Cases** section below for details about returning employees and other workers to the workplace.

Employee Responsibilities

During the COVID-19 public health emergency, County employees have a collective responsibility to ensure the protection of all people in the workplace to comply with County policies and the latest local public health guidelines to mitigate coronavirus disease (COVID-19) to themselves and anyone visiting the worksite.

The County will continually update and perform training for employees to limit the spread of COVID-19 based on guidelines published by the Centers for Disease Control (CDC) and California Department of Public Health (CDPH).

Training materials can be found at for the following topics can be found at:

<https://www.slocounty.ca.gov/Departments/Human-Resources/Services/Covid-19-and-Safety/Reopening-Together-Toolkit.aspx>

1. Employees must self-screen for COVID-19 symptoms prior to leaving home for their shift. See Symptom Screening section above for details.
An employee must stay home if they are sick, follow Public Health guidelines, and contact their administrator or supervisor for further instructions.
2. Employees who are out ill with fever, cough, shortness of breath, or other acute respiratory symptoms that affect normal breathing who have not been tested for the COVID-19 virus or who have tested negative for the COVID-19 virus, must have approval from their physician or Public Health before returning to a work site.
3. Employees who test positive for the COVID-19 virus must not return to work until the following occurs:
 - ✓ At least 24 hours have passed without a fever (without the use of fever-reducing medications) or acute respiratory illness symptoms; **and**
 - ✓ At least 5 days have passed since the symptom onset; **and**
 - ✓ Other symptoms have improved; **and**
 - ✓ An observed rapid test is completed, and negative results are submitted
4. Employees who return to work following an illness must promptly report any recurrence of symptoms to their immediate supervisor and leave work immediately.

5. Employees shall practice physical distancing by using video or telephonic meetings as much as practicable and maintaining a distance of at least six feet between persons at the workplace whenever possible.

14. Employees shall use face coverings when required by local/state regulations. County employee comes within six feet of another employee and/or in a common area. The face covering requirement does not apply to employees who have a medical or mental health condition that prevents the use of a face covering.

Note: Face-coverings are not Personal Protective Equipment (PPE), but combined with physical distancing they help prevent infected persons without symptoms or who are pre-symptomatic from unknowingly spreading the coronavirus.

6. Employees shall practice physical distancing in various locations and situations:
 - ✓ Common areas, such as hallways, lobbies, breakrooms, elevators, and bathrooms
 - ✓ Before starting the work shift
 - ✓ After the work shift
 - ✓ Coming and going from vehicles
 - ✓ Entering, working, and exiting physical buildings or other structures
 - ✓ During breaks and lunch periods
 - ✓ When other work activities including using various tools
 - ✓ Using shared vehicles

7. Employees must avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) whenever possible. If employees must share workspaces, clean, and disinfect shared workspaces and work items before and after use.

8. Employees shall wash hands with soap and water for at least 20 seconds and/or use hand sanitizer after interacting with people and after contacting shared surfaces or objects.

9. Employees shall cover coughs and sneezes and avoid touching eyes, nose, and mouth with unwashed hands.

10. Employees must avoid sharing personal items with coworkers (i.e., dishes, cups, utensils, towels).

11. Employees shall notify their administrator or supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water, single-use towels, or blowers.

12. No employee shall bring cleaning products and/or disinfectants into the workplace that have not been approved by the County Safety Officer.

Personal Protective Equipment (PPE)

While correctly using PPE can help prevent some exposures to COVID-19, it should not take the place of other prevention strategies. Examples of PPE include gloves, goggles, face shields, and respiratory protection. During an outbreak of infectious diseases, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on the updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

Cleaning and Disinfection

The County recognizes that high-traffic and high-touch common areas in the workplace need, to the extent possible, cleaning and disinfecting to limit the spread of the COVID-19 virus.

The County will assign personnel and establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, copy machines, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, restroom and bathroom surfaces, and trash cans.

The process of disinfecting includes providing disinfecting products that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time.)

Responding to Confirmed or Suspected COVID-19 Cases

The County will consult with state and local public health agencies for mitigation practices and response protocols.

The County will follow the [California Public Health Department](#) strategies, listed below, for returning employees to work. Note that some variation may occur depending on our local public health department and unique circumstances.

Employees	Minimum Criteria for Returning to Work
<p>Symptomatic Negative</p> <p>Employees who had symptoms of COVID-19 but test result returned negative</p>	<p>At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and Other symptoms have improved.</p> <p>Exception: in the event of a high degree of suspicion for COVID-19 despite a negative test, use the same criteria for return to work as laboratory-confirmed cases.</p>
<p>Asymptomatic Negative</p> <p>Employees who never had symptoms but were tested due to close contact with a laboratory-confirmed case-patient and were negative</p>	<p>Close contacts to a confirmed case of COVID-19 should follow the most up to date guidance from the CA Department of Public Health based on their vaccination status.</p>
<p>Symptomatic Untested</p> <p>Employees who had symptoms of COVID-19 but were not tested</p>	<p>Testing is encouraged. If an employee cannot be tested, use the same criteria for return to work as laboratory-confirmed cases.</p>
<p>Asymptomatic Untested</p> <p>Employees who had close contact to a laboratory-confirmed case and do not have symptoms.</p> <p>OR</p> <p>Employees don't test after close contact with a laboratory-confirmed case, despite recommendation for testing from local health department or</p>	<p>Employees should follow the most up to date guidance from the CA Department of Public Health. Testing is highly recommended; if testing has not occurred, the County Public Health Department may consider allowing an employee who had close contact to a confirmed case to continue to work only in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the same role.</p> <p>Employees who develop symptoms of COVID-19 while in quarantine should contact their healthcare provider or Public Health. Even if they are not tested, the same criteria for return to work should be used as laboratory-confirmed cases.</p>

healthcare provider, and do not have symptoms.	
--	--

If an employee tests positive for COVID-19, The County will inform coworkers who have worked in close proximity to the case-patient in the event of possible exposure to COVID-19 in the workplace. The patient’s confidentiality will be protected. The County will also investigate any confirmed COVID-19 illness to determine and mitigate any work-related factors that may have contributed to the risk of infection.

Cleaning and Disinfecting Following a Confirmed COVID-19 Case

1. When determined necessary by the Public Health Department, the areas where the infected employee worked or occupied will be disinfected with a cleaning agent approved for use by the EPA against the coronavirus.
2. Personnel cleaning the area shall be equipped with the proper personal protective equipment for COVID-19 disinfection (disposable gown, gloves, eye protection, or respirator, if required).
3. The County Safety Officer and/or Public Health Department may temporarily close the areas where the infected employee worked until cleaning is completed.
4. If possible, outside doors and windows will be opened to increase air circulation in the area.

Communication

Communication between employees and the County on matters relating to COVID-19 mitigation and response is an important to ensure employee safety while in the workplace. Therefore, the County has a communication system through department Safety Representatives and the County Safety Officer that is intended to accomplish clear and concise exchange of information by providing a single point of contact for administrators and supervisors.

1. All County employees are encouraged to report to their Department Safety Representative or supervisor concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace.
2. Safety Representatives and supervisors who, after assessing the report, determine that additional guidance or assistance is required shall contact the County Safety Officer (Human Resources: 781-5959) who will triage the report and notify essential personnel for an appropriate response.

Employee Training

The County will provide training in the general description of COVID-19, symptoms, when to seek medical attention, how to prevent its spread, and the employer's procedures for preventing its spread at the workplace based on guidelines published by the Centers for Disease Control (CDC) and California Department of Public Health (CDPH). The training may consist of reviewing written documentation and/or online video training.

County training materials and other COVID-19 related information can be found at for all these topics can be found at:

<https://www.slocounty.ca.gov/Departments/Human-Resources/Employee-COVID-19-Information.aspx>

Approved by:

County Safety Officer:

Teresa McCarthy White

Teresa McCarthy White

Department Head:

Department Head Signature:

Date:

Department Safety Rep:

Dept Safety Rep Signature:

Date:
