



COVID-19

Safety Guidelines for County Work Locations

Introduction

This document expands on the County's existing safety guidelines, providing a framework for modifying safety protocols as we prepare a phased return to normal operations and staffing levels. It is not intended to be a comprehensive operational manual or 'recipe' for implementing safety guidelines for all work situations but does provide general guidelines that can be applied to most work settings. It does not include guidelines for high-risk work environments and roles. High-risk roles, such as health care workers working with COVID-19 positive patients, have separate guidelines. For more information, please go to <https://www.emergencyslo.org/en/covid-resources-and-materials.aspx>.

Your Safety is Our Priority

The County appreciates your contributions throughout this crisis. As an essential employee or Disaster Services Worker you have been called to duty while many have been asked to shelter-at-home. As we gradually lift shelter-at-home restrictions, it is important we continue to take precautions to protect ourselves and our families.

Returning to Work at Regular Work Locations

. The County continues to be subject to the California's shelter-at-home order. The County's return to normal operations and staffing work plan will continue to follow the state's Order and the stages described in the California's Resilience Roadmap. These stages will allow a measured and gradual return to regular operations. The plan will also allow the return to more restrictive stages in the event that the rate of disease spread worsens ("second wave") or healthcare capacity decreases.

General Safety Guidelines (all stages)

The transition from Shelter-at-home to a return to normal operations and staffing will be phased. Safety guidelines may vary based on stage, as well as your work location and role. These basic guidelines should apply to most office locations (**see additional considerations for each stage below**):

General guidelines to reduce your chance of spreading and contracting COVID-19:

- All vulnerable populations are encouraged to stay at home and work from home as arranged with their supervisor (list vulnerable populations)
 - Age \geq 65
 - Chronic lung disease (e.g., asthma, emphysema, chronic bronchitis)
 - Cardiovascular disease
 - Diabetes mellitus
 - Hypertension
 - Cancer
 - Immunodeficiency
 - Chronic kidney disease
- Practice social distancing by avoiding gatherings and maintaining distance (approximately 6 feet) from others when possible.
- Meetings should be attended remotely whenever possible.
- Avoid non-essential travel
- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Cover your mouth and nose with a tissue when you cough or sneeze or cough/sneeze into the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
- For certain situations, wear a cloth face covering. Click here for guidance: <https://www.emergencyslo.org/en/face-coverings.aspx>. The County will provide masks to employees as availability allows. Employees are encouraged to supply their own face covering.
- Watch this video for proper use and of face coverings and how to make one: <https://www.emergencyslo.org/en/face-coverings.aspx>
- Unlike surgical masks and respirators, cloth face masks can be washed and should be washed daily.
- Regularly clean your workstation daily, or at the start and end of their shift for shared workstations and areas.
- Stay home when you are sick.
- If you are exhibiting COVID-19 symptoms, do not report to work. Contact your medical provider and notify your supervisor.
- If you experience symptoms at work, return home. Contact your medical provider and notify your supervisor.
- If you wish to talk to a Public Health Nurse, call 805-781-5500.

If you had contact with an employee who tested positive for COVID-19:

- If you had contact with the employee, you will be contacted by the Public Health Department as part of their investigation. If they quarantine you, you will not be able to report to work, but you will be paid. Only the Public Health Officer has the authority to quarantine you.
- If you have been identified by your department as 'Essential Personnel' for the COVID-19 incident, you may be asked to continue to work if you comply with certain measures as directed by and under supervision of the Public Health Department.
- If you are not quarantined by the Public Health Officer, but choose to self-quarantine, you may code any paid time off balances, such as sick time or vacation, to remain at home.

We don't want you to unnecessarily put yourself in danger while performing your job. If you begin to experience symptoms of COVID-19, please consult with your physician. If you have County-sponsored insurance, telehealth is encouraged and is no cost to you ([Anthem's Live Health Online](#)). For employees without a Primary Care Physician, we will make nurses available to consult with you. If you wish to talk to a Public Health Nurse, call 805-781-5500. If it is determined that you need testing, a test will be arranged.

We encourage you to reach out to our EAP if you need support by calling 1-800-999-7222 or [clicking here](#). [Anthem's Live Health Online](#) provides access to mental health services also.

Summary of Safety Guidelines by Stage:

These guidelines are subject to change as the County responds to changes in the pandemic.

All Stages	Stage One	Stage Two	Stage Three	Stage Four
Continue to practice good personal hygiene. Stay home when sick.	Phased/partial reopening under strict operating protocols for distancing, sanitation, hygiene	Operations remain under modified operating protocols for distancing, sanitation, hygiene	Resume unrestricted staffing and operations	Return to “new normal”
Protect vulnerable populations. Implement appropriate procedures in accordance with the County's adopted standards:	Higher risk* populations should continue to work from home. Consider special accommodations as appropriate.	Higher risk* populations should continue to work from home. Consider special accommodations as appropriate.	Higher risk* populations may return to work, but should practice physical distancing and minimizing exposure	
Physical distancing, protective equipment, sanitation, disinfection, and travel.	Continue to encourage telework	Continue to encourage telework		
Do not allow symptomatic people to return to work.	Physical distancing and face coverings	Physical distancing and face coverings	Physical distancing eased	
	Gatherings of no more than 10 people	Gatherings of no more than 10 people	Gatherings - no restrictions on numbers of people	
	Close common or congregation areas or enforce strict operating protocols	Close common or congregation areas or enforce moderate physical distancing measures	Low-risk populations should consider minimizing time spent in crowded environments	
	Regular hand washing or use of hand sanitizer	Regular hand washing or use of hand sanitizer		
	Avoid non-essential travel	Avoid non-essential travel		

* Higher risk – 65 years of age or older and/or medically-vulnerable with chronic lung disease (e.g., asthma, emphysema, chronic bronchitis), cardiovascular disease, diabetes mellitus, hypertension, cancer, immunodeficiency, chronic kidney disease, etc.

Personal Protection Equipment (PPE):

The following table provides general guidelines for proper use of PPE. Specific PPE guidelines have been developed for certain County positions and will be provided to employees in those positions. If you have concerns regarding PPE for your position, please raise them to your supervisor and/or Human Resources.

Type of PPE	Use Guidelines	Additional Comments
N95 Masks	Only health care workers and first responders should use N95 face masks. These critical supplies must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.	Employees wearing N95s fall under our County Respiratory Protection Program and must adhere to the training and medical requirements.
KN95 Masks	Reserved for limited roles ineligible for N95 masks but which require work with symptomatic clients if they are unable to postpone the service, perform the service virtually, or maintain six feet of physical distance.	If an employee must work with a symptomatic client, then place a mask on the client also. Suitable mask options for the client for this include surgical facemasks or cloth face coverings.
Surgical masks	If you are working with asymptomatic clients , and cannot maintain six feet of distance in your place of employment, the County will provide a surgical mask or cloth face covering to you.	When surgical masks are scarce, they will be reserved for healthcare settings and situations that warrant placing a face covering on someone with COVID-19 or exhibiting symptoms.
Cloth Face Covering Available from HR – let your supervisor know if you would like one. Department will compile requests and place orders.	Cloth face coverings are recommended for congregate work settings, when working with co-workers/public where you are unable to maintain six feet of distance. They may help protect others but are not known to protect the person wearing one.	If you are exhibiting signs of illness, stay home and do not return until you no longer exhibit any signs of the illness. A cloth face mask does not substitute for social distancing.
Gloves	Gloves are recommended when an employee must be hands on with a symptomatic client in a home health care setting.	Gloves are not a substitute for handwashing and should be changed between clients.
Eye Protection (goggles, face shield)	Goggles or a face shield are recommended if an employee is working with a symptomatic client in a home health care setting, in situations in which splashes from cleaning are anticipated, or if the symptomatic client is not wearing a mask.	

Please contact your supervisor or Human Resources if you have any questions or concerns regarding these guidelines or related COVID-19 topics.