



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject:  COVID-19 Workplace Guidelines	Policy Number:  E-11	Page Number:  1 of 9
	Originally Adopted: 06/30/2020	Last Revised Date: N/A

### I. PURPOSE

The purpose of this policy is to establish workplace standards for mitigating potential exposure to Coronavirus (COVID-19) by employees and consumers alike. The COVID-19 pandemic has not ended but we continue to increase our understanding of the virus so that we can remain focused on our mission to provide efficient, courteous, and effective services and infrastructure for the safety, protection, and well-being of our residents, businesses, and visitors and continue to do so in a cautious and responsible manner. These standards address an evolving public health pandemic and, as such, are subject to change. Changes to this policy will be presented to the Board of Supervisors and re-issued as needed. Additionally, these standards are intended to assist departments in developing protocols and procedures that reasonably promote a safe workplace and that support re-engagement of County business practice.

These standards are:

- A. Effective immediately and will end upon declaration by the Chief Administrative Officer.
- B. In accordance with current Centers for Disease Control and Prevention (CDC), California Department of Public Health, County Public Health Officer, and Equal Employment Opportunity Commission (EEOC) recommendations and guidelines.
- C. Applicable to all County departments and staff.

### II. AUTHORITY

In consultation with the County Public Health Officer, Human Resources and County Counsel will keep up-to-date and notify the Board of Supervisors and the Chief Administrative Officer on all laws, regulations, procedures, and best practices related to workplace guidelines in the COVID-19 era. The County Board of Supervisors has ultimate authority to change this policy and enforce the guidelines. Further, the Board of Supervisors delegates enforcement authority to both Human Resources and respective department heads.

### III. POLICY

#### A. Standard for Preparing Workplaces

All County facilities must:

- a. Perform a detailed risk assessment and implement a site-specific protection plan.



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject:  COVID-19 Workplace Guidelines	Policy Number:  E-11	Page Number:  2 of 9
	Originally Adopted: 06/30/2020	Last Revised Date: N/A

- b. Train employees on how to limit the spread of COVID-19, including how to recognize and [screen for symptoms of infection](#), and steps to take to reduce further transmission through self-isolation and safe work practices.
- c. Develop and implement individual prevention measures and workplace engineering controls.
- d. Develop and implement effective cleaning and disinfecting protocols.
- e. Implement and maintain physical distancing requirements.

### **B. Worksite-Specific Protection Plan**

All County departments must establish and maintain a written worksite-specific COVID-19 protection plan at every office location, perform a comprehensive risk assessment of all work areas, and designate a person at each office workspace (preferably the Safety Coordinator) to implement the plan. Each department must assess their services, schedules, facilities, and positions to determine protocols that need to be implemented to safely and effectively return employees to their respective worksites. Prior to implementation, the plan shall be approved by the Health and Human Services Agency - Public Health Division (County Public Health) and must:

- a. Be specific
- b. Identify all operation activities and job tasks for potential exposure risk to COVID-19
  - 1. For example, staff interacts directly with the public (i.e., reception, close contact may be a moderate risk); field deployment staff (i.e., announced vs. unannounced with unknown public interaction may be moderate to high risk); and staff does not interact with the public (i.e., back office staff which may be low risk). Direct conversation with County Public Health may be necessary to identify the different levels of potential exposures.
- c. Include control measures to eliminate or reduce such exposures

Note: The CDC has specialized guidelines for [health care](#) settings and for [first responders and law enforcement](#) that should be reviewed by the applicable departments and followed as closely as possible along with specific local guidance by the County Public Health Officer.

- d. Each department should assess the way services are delivered and implement actions to:



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject:  COVID-19 Workplace Guidelines	Policy Number:  E-11	Page Number:  3 of 9
	Originally Adopted: 06/30/2020	Last Revised Date: N/A

1. Maximize and maintain physical distancing.
  2. Promote, develop, and maintain remote services technology (e.g., phone/video/web/kiosk).
  3. Design a work flow at public counters that maximizes physical distancing, minimizes personal interaction time, directs foot traffic movement of the public to control and reduce crowding (e.g., phone or online communication, drop box, sneeze guards, entrance/egress direction signs and waiting position markers).
  4. Close or restrict occupancy in common areas consistent with physical distancing standards.
  5. Implement practices and protocols for field workers and work crews to identify individual(s) displaying visual signs of the COVID illness while working in the community.
  6. Provide necessary equipment in the form of distancing technology, general exposure protection devices, and personnel protective equipment (PPE) appropriate to the activity and work location.
  7. Control staff occupancy in all office environments consistent with physical distancing standards and/or in consideration of space exposure mitigation redesigns (e.g., stagger shifts and meal breaks, alternate onsite days, added cubicle barrier separation, etc.).
  8. Continue teleworking as appropriate. The County has developed a Temporary Telework Arrangement Policy (included on EDCNET) for approving and implementing telework arrangements during the COVID-19 pandemic. However, there are some positions within the County that require employees to be physically present in the workplace. In these cases, regular leave policies and procedures should be followed for employees who prefer not to report to work.
  9. Strongly encourage the use of non-contact forms when greeting others (e.g., handshakes and other contact greetings should be discontinued).
- e. Utilizing the education packet prepared by County Public Health, departments shall train and communicate the protection plan with all employees.
  - f. Regularly evaluate the office workspace for compliance with the worksite-specific (COVID-19) protection plan and document and correct any deficiencies identified.



## COUNTY OF EL DORADO, CALIFORNIA BOARD OF SUPERVISORS POLICY

Subject:  COVID-19 Workplace Guidelines	Policy Number:  E-11	Page Number:  4 of 9
	Originally Adopted: 06/30/2020	Last Revised Date: N/A

- g. To assist with creating a worksite-specific COVID-19 protection plan, refer to the [State of California Coronavirus \(COVID-19\) Response: State wide Industry Guidance to Reduce Risk for guidance](#). When complete, County Public Health must review and approve the plan prior to 1) posting the industry-specific checklist in respective workplaces, and 2) including such in the employee training plan.

1. When ready for review, the plan should be submitted to [ph.clinic@edcgov.us](mailto:ph.clinic@edcgov.us)

### **C. Health Insurance Portability and Accountability Act**

The Health Insurance Portability and Accountability Act (HIPPA) requires that any health information be kept private and confidential. Therefore, County departments and all employees must ensure that any health information received remains confidential to the full extent possible. However, some information may be required to be shared with County Public Health pursuant to applicable exceptions in HIPPA or applicable California State privacy law.

### **D. Travel**

All non-essential travel to trainings and conferences should be avoided. Check the [CDC's Traveler's Health Notices](#) prior to any travel.

- a. Employees who become sick while travelling or on temporary assignment should notify their supervisor and promptly call a healthcare provider for advice as needed.

### **E. Self-Certification/Self-Assessment of Symptoms**

Employees should assess themselves for symptoms of COVID-19 before reporting to work. Employees with these symptoms or combinations of these symptoms may have COVID-19 infection:

- a. Subjective fever (99.6°F or higher) preferably objective (measured with thermometer)
- b. Cough
- c. Shortness of breath or difficulty breathing
- d. Chills
- e. Muscle pain
- f. Sore throat
- g. New loss of taste or smell



## COUNTY OF EL DORADO, CALIFORNIA BOARD OF SUPERVISORS POLICY

Subject:  COVID-19 Workplace Guidelines	Policy Number:  E-11	Page Number:  5 of 9
	Originally Adopted: 06/30/2020	Last Revised Date: N/A

(NOTE: The CDC may update these symptoms, so please check the website periodically <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)

Employees who are sick or exhibiting symptoms suggestive of COVID-19 or other type of respiratory infection should stay home.

If an employee reports or exhibits these types of symptoms upon arrival to work, supervisors can direct the employee to leave and go home. Note: Supervisors that take this action must ensure that they are acting in a non-discriminatory and non-retaliatory manner when making the decision. Therefore, it is imperative to properly consider the situation before making the decision to send an employee home.

The decision to send an employee home should be based on the supervisor's observation or the employee's self-disclosure of the factors described above and with the sole intent and purpose of maintaining safe and healthy working conditions for employees. The supervisor should consult with the Director of Human Resources about the decision, and document and save the reason(s) for the decision. Refer to the County of El Dorado COVID-19 Pandemic – Frequently Asked Questions for Supervisors and Managers for comprehensive guidelines, instructions, and information on this topic.

**DO NOT DISCLOSE** the name of the employee or any information provided to anyone except with the above noted parties until additional direction is received.

Steps to take if an employee reports (1) being test positive for COVID-19 infection, (2) having physical symptoms or being a contact to a COVID positive household member, or (3) displays symptoms suggestive of COVID or other respiratory infection upon arrival or while at the worksite:

- a. Instruct the employee to remain or return home.
- b. Instruct the employee to contact their medical provider should symptoms worsen and seek care appropriately.
- c. Inform the employee that a Public Health Nurse from the County Communicable Disease (CD) unit will be contacting them for further information, assessment, and instructions.
- d. Supervisor/manager notifies CD Public Health at 530-621-6320 select option 1 (Monday-Friday 6 AM – 5 PM) providing:
  - Caller name
  - Department work unit



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject:  COVID-19 Workplace Guidelines	Policy Number:  E-11	Page Number:  6 of 9
	Originally Adopted: 06/30/2020	Last Revised Date: N/A

- Caller contact information
- Employee name
- Position classification
- Employee contact information

The role of the CD Public Health Nurse is to further assess the situation in terms of symptom characteristics, potential worksite exposure risk, transmission and environmental contamination mitigation, isolation requirements, and return to work clearance as applicable. All specific personnel health information obtained by the CD Public Health Nurse in relation to potential COVID-19 infection is held in the strictest confidence in accordance to California confidentiality law, HIPAA, and California Health and Safety Code Title 17 Communicable Disease statute.

If the employee has been at the workplace within the last three (3) days, contact Russ Fackrell at 530-621-7596 to do a thorough cleaning of the work area, division area, or department (i.e., general work surfaces, communal equipment key pads/surfaces preferably with Lysol wipes or comparable). The appropriate staff will be dispatched to the workplace after consultation with County Public Health regarding the assessment of the case presentation.

The CD Public Health Nurse will advise of further action required, if necessary.

**Note:** Currently, there are no California Division of Occupational Safety and Health guidelines that require a minimum period of time where the workspace has to be empty prior to cleaning. Information on COVID-19 survival outside the human host has been found to be variable depending on environmental conditions and the type of surface live virus particles are deposited on. Cloth materials have the shortest survival length with solid surfaces having the longest.

Please refer to the County of El Dorado COVID-19 – Frequently Asked Questions for Supervisors and Managers for additional information as well as CDC recommendations for cleaning and disinfecting work spaces noted in Section II.F. of this policy.

### F. Cleaning and Disinfecting Protocols

Departments shall develop and institute a protocol for cleaning and disinfecting both public and employee work spaces following general [CDC recommendations for cleaning and disinfecting work spaces](#) and use of [EPA approved disinfectants as available](#). Consultation with County Public Health for unique or unusual application is encouraged.



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject:  COVID-19 Workplace Guidelines	Policy Number:  E-11	Page Number:  7 of 9
	Originally Adopted: 06/30/2020	Last Revised Date: N/A

Employees using County approved cleaners or disinfectants should wear gloves or other protective equipment as required by the product instructions.

### **G. Physical Distancing Standards**

Physical distancing is the practice of reducing close contact between people to slow the spread of infections or diseases. Physical distancing precautions include limiting large groups of people coming together, closing buildings, and cancelling events. It also means staying at least six (6) feet away from others to reduce the possibility of disease transmission. Refer to the [CDC Physical Distancing](#) guidelines for further information. Physical distancing measures are applicable to all County locations, facilities, and work areas and include:

- a. Front counters and lobbies
- b. Entrances and exits
- c. Elevators, stairwells, and hallways
- d. Conference/meeting rooms (e.g., meetings in alternate formats, or in-person meetings using large conference rooms with ventilation and ensure a distance of at least six feet)
- e. Bathrooms – determine how many people can enter at the same time and post signs
- f. Lunchrooms – stagger lunch and break schedules; increase physical distancing between tables and chairs; where possible, create outdoor break areas with shade cover and seating that ensures physical distancing; consider suspending shared equipment
- g. Copy rooms – have sanitizing products (wipes/spray) available for employees to wipe copier controls or shared equipment after each use; post signage to help employees understand the copy room/shared equipment protocols
- h. Vehicles – sanitize before and after each use. Although single occupancy is recommended, depending on the size, employees should be limited to 2-3 occupants in the vehicle at a time.
  1. If transporting multiple individuals, whether employees or clients, face coverings are required. When no passengers are present, face coverings are strongly recommended.



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject:  COVID-19 Workplace Guidelines	Policy Number:  E-11	Page Number:  8 of 9
	Originally Adopted: 06/30/2020	Last Revised Date: N/A

### H. Personal Protective Equipment

Face coverings are not considered PPE, whereas they protect exposure to others rather than exposure of the user. Examples of PPE include: N-95 respirators, class 2/3 procedure masks, gloves, goggles, face shields, and coveralls when appropriate. Correctly using PPE can reduce or prevent exposures. However, PPE alone should not be relied on in lieu of sound prevention planning, proactive behavior, or strong engineering controls (handwashing stations, ventilation filtration, barrier protection etc.). Employers should check the United States Department of Labor [OSHA](#) and [CDC](#) websites regularly for updates about recommended protection strategies and designs.

#### Face Coverings

The California Department of Public Health (CDPH) requires individuals to wear a face covering in high-risk settings. The state guidance specifies that individuals engaged in work, whether at the workplace or offsite, must wear face coverings when:

- a. Interacting with any member of the public in-person,
- b. Working in a space visited by the public, even if no member of the public is present, and
- c. Working in or walking through common areas of a business, such as hallways, stairways, and parking facilities.

State guidance broadly mandates the wearing of face coverings in most circumstances. Refer to the CDPH [Guidance for the Use of Face Coverings](#) for detailed information and persons exempt from wearing face coverings. When requesting an exemption, employees are required to use the Human Resources prescribed Physician's form. Questions regarding non-restrictive alternatives should be discussed with the immediate supervisor and/or Risk Management.

#### Gloves

Depending on the nature of the department's business, the characteristics of contact with others, and the task being performed, the department may decide that gloves are necessary for employee safety. Gloves should not take the place of frequent and effective hand washing but will be available as appropriate.

### I. Hand Washing and Hand Sanitizer

Frequent handwashing with soap and water for at least 20 seconds remains the primary and preferred option for effective hand hygiene as it reduces all types of germs and



**COUNTY OF EL DORADO, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

Subject:  COVID-19 Workplace Guidelines	Policy Number:  E-11	Page Number:  9 of 9
	Originally Adopted: 06/30/2020	Last Revised Date: N/A

chemicals on the hands. If soap and water is not available, departments should make available hand sanitizer with at least 60% alcohol content to both employees and the public. Department engineering controls should include availability of soap and water, effective hand sanitizer or other approved disinfectant in high traffic, public/employee interaction areas, where use of communal office equipment takes place and in areas where receiving/pickup activities involve physical materials such as mail, documents, or supplies.

**J. Employee Assistance Program**

Managed Health Network (MHN) is the company that manages the County’s Employee Assistance Program. MHN staff is available to assist members with the various services offered and possible telehealth options to better support physical distancing through virtual visits. Additional information is posted on EDCNET.

**K. Anti-Discrimination**

COVID-19 has nothing to do with a person's age, race, ethnicity, or country of origin. County employees must continue to treat co-workers and members of the public with courtesy and respect, and shall not engage in unlawful discrimination.

**IV. REFERENCES**

Refer to the hyperlinks included in the policy.

**V. RESPONSIBLE DEPARTMENT(S)**

Department of Human Resources  
 Chief Administrative Office

**VI. DATES (ADOPTED, REVISED, NEXT REVIEW)**

<b>Originally Adopted:</b>	06/30/2020	<b>Effective:</b>	07/06/2020
<b>Last Revision:</b>	N/A	<b>Next Review:</b>	06/30/2024