

# COUNTY OF PLUMAS

## COVID-19 Addendum

Injury & Illness Prevention Program



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## **I. PURPOSE**

It is the policy of the County of Plumas, hereinafter referred to as ‘the 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.

## **II. SCOPE**

This policy applies to all County employees, volunteers, and interns that may be exposed to the coronavirus as a result of the performance of their duties. Contained herein are general best practices for exposure prevention.

This addendum to our Injury and Illness Prevention Program (IIPP) is a framework applicable during the current COVID-19 public health emergency. The protocols outlined in this document will be modified based on the ongoing and updated guidance from the Centers for Disease Control and Prevention (CDC), state and local public health agencies, and County operations.

## **III. ABOUT CORONAVIRUS DISEASE 2019 (COVID-19)**

On February 11, 2020 the World Health Organization (WHO) 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 two to fourteen days after exposure to the virus. 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 laboratory testing is necessary to confirm an infection.

#### **IV. 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. The virus is more likely to spread 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 one's own mouth, nose, or eyes.

#### **V. INFECTION PREVENTION MEASURES**

The County has established infection prevention measures to control or eliminate COVID-19 related hazards in the workplace. Anytime the Center for Disease Control, California Department of Public Health, or California Occupational Safety and Health Standards Board issue regulations or guidelines more restrictive than the measures listed below, it is required that the more restrictive measures be implemented in the workplace. The County, to the extent possible, will implement the following guidelines to mitigate exposure to COVID-19:

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 use the County's self-screening checklist (Attachment A) at home prior to reporting to work.
4. Instruct individuals to stay home when feeling sick.
5. Employees who become symptomatic of COVID-19 while at work will be asked to leave the workplace and encouraged to seek testing for COVID-19.
6. The County will adhere to state guidance and local public health agency recommendations regarding the arrangement of office and workplace furniture to maintain physical distancing, as much as possible.
7. Employees with medical conditions or other comorbidities that put them at an increased risk of COVID-19 shall be encouraged to contact their supervisor to initiate the Interactive Accommodation Process.
8. Require employees to use face coverings whenever possible.  
*Note: Face-coverings combined with physical distancing help prevent infected persons without symptoms or who are pre-symptomatic from unknowingly spreading the coronavirus.*
9. The department shall supply a face covering to all employees who have reported to the workplace without a face covering.

10. To the extent supplies are in stock and readily available for distribution, employees will have access to appropriate hygiene products, such as hand sanitizer and soap, in the workplace.
11. The County has placed signs and/or instructions in common areas (e.g., reception area, break rooms, public common areas, etc.) to communicate face covering and physical distancing requirements, and to provide other COVID-19 infection prevention information to the general public entering the worksite and buildings.
12. The County will regularly evaluate the workplace for compliance with this addendum.

## VI. EMPLOYEE RESPONSIBILITIES

1. During the COVID-19 public health emergency, County employees have a collective responsibility to ensure the protection of all people in the workplace, and to comply with County policies and the latest local public health guidelines to mitigate the impacts of COVID-19 to themselves and anyone visiting the worksite.
2. Employees are encouraged to self-screen for COVID-19 symptoms prior to leaving home for their shift.
  - a. A copy of the County's COVID-19 Self-Screening Checklist shall be given to all existing employees and all new employees upon hire.
  - b. The County's COVID-19 Self-Screening Checklist shall be made available on the Human Resources Intranet site.
3. Employees must stay home if they are sick, follow public health agency guidelines, and contact their supervisor to report COVID-19 symptoms.
  - a. Employees who are out ill with fever, cough, shortness of breath, or other acute respiratory symptoms that affect normal breathing who have tested negative for the COVID-19 virus, are encouraged to consult with their physician before physically returning to work.
  - b. Employees who test positive for the COVID-19 virus must not return to work until the following occurs:
    - i. At least 24 hours have passed without a fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms; **and**
    - ii. At least 10 days have passed since the symptom onset; **and**
    - iii. Other symptoms have improved.
  - c. Employees who return to work following an illness must promptly report any recurrence of symptoms to their supervisor.
4. Employees shall practice physical distancing by at least six feet, except where six feet of separation is not possible, and except for momentary exposure while persons are in movement, such as two people passing each other in a corridor. When it is not possible to maintain a distance of six feet, individuals shall be as far apart as possible.
5. Employees shall substitute in-person meetings with video or telephonic meetings as much as practicable.

6. Employees shall wear face coverings over the nose and mouth when indoors, and when outdoors and less than six feet away from another person. Face coverings are defined as a tightly woven fabric or non-woven material with no visible holes or openings. The following are exceptions to the face coverings requirement:
  - a. When an employee is alone in a room.
  - b. While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
  - c. Employees performing specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed, and the unmasked employee shall be at least six feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.
  - d. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
    - i. 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.
7. Employees shall 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 twenty 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 shall avoid sharing personal items with coworkers (i.e., dishes, cups, utensils, towels).
11. Employees shall follow the process of reporting to Building Maintenance Custodial staff if any washing facilities do not have an adequate supply of suitable cleansing agents, water, single-use towels, or blowers.
12. Employees shall participate in all COVID-19 workplace investigations.

## **VII. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Personal Protective Equipment (PPE) shall be used to minimize risk of exposure to COVID-19. The type of PPE used will vary based on the level of precautions required by the employee's job tasks and risk of infection. The department Appointing Authority or designee is responsible for:

1. Determining PPE required for department staff.
2. Providing department staff will all required PPE.
3. Ensuring staff are provided training on how to effectively use the required PPE, including the sequence for donning and removing PPE.

**VIII. 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 has assigned 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:

1. Providing disinfecting products that are approved for use against the virus that causes COVID-19; and
2. Following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time.)

**IX. RESPONDING TO CONFIRMED OR SUSPECTED COVID-19 CASES**

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. The County’s Risk Management office should be contacted with any questions regarding returning employees to work.

Employees	Minimum Criteria for Returning to Work
<p><b>Symptomatic Positive</b> Employees with symptoms who are laboratory confirmed to have COVID-19</p>	<ol style="list-style-type: none"> <li>1. At least twenty-four hours have passed since resolution of fever without the use of fever-reducing medications; and</li> <li>2. At least ten days have passed since symptom onset; and</li> <li>3. Other symptoms have improved.</li> </ol>
<p><b>Asymptomatic Positive</b> Employees who never had symptoms and are laboratory-confirmed to have COVID-19</p>	<p>A minimum of ten days has passed since the date of their first positive COVID-19 test. If they develop symptoms, then the criteria for symptomatic positive cases apply.</p>

<p><b>Symptomatic Negative</b></p> <p>Employees who had symptoms of COVID-19 but test result returned negative</p>	<p>Use the same criteria as symptomatic positive cases.</p>
<p><b>Asymptomatic Negative</b></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>Employees should consult the Public Health Department. Employees may need to quarantine at home for fourteen days after the last known close contact with the case-patient. Symptoms can develop even after testing negative within fourteen days of exposure. Our Public Health Department may consider allowing an earlier return to work only for an employee who had a low exposure risk and who is in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee.</p>
<p><b>Symptomatic Untested</b></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 symptomatic positive cases.</p>
<p><b>Asymptomatic Untested</b></p> <p>Employees who had close contact to a laboratory-confirmed case-patient at work, home, or in the community and do not have symptoms.</p> <p><b>OR</b></p> <p>Employees who refuse or are unable to be tested after close contact with a laboratory-confirmed case-patient, despite recommendation for testing from local health department or healthcare provider, and do not have symptoms.</p>	<p>Employees should consult the Public Health Department. Employees may need to quarantine at home for fourteen days after the last known close contact with the case-patient. Symptoms can develop even after testing negative within fourteen days of exposure. Our Public Health Department may consider allowing an earlier return to work only for an employee who had a low exposure risk and who is in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee.</p> <p>Employees who develop symptoms of COVID-19 while in quarantine should contact their healthcare provider. Even if they are not tested, the same criteria for return to work should be used as symptomatic positive cases.</p>

If an employee tests positive for COVID-19, the County will immediately initiate an investigation and inform close contact coworkers of their possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). The investigation shall include in-house contact tracing to determine and mitigate any work-related factors that may have contributed to the risk of infection.



The Risk Management Office will notify employees who may have been exposed to COVID-19 of the potential exposure within one business day. COVID-19 testing shall be made available at no cost to all employees who have been identified as a close contact to the infected employee. All confidential medical information will be preserved and protected pursuant to the Confidentiality of Medical Information Act (“CMIA”).

Procedures for Cleaning and Disinfecting Following a Confirmed COVID-19 Case:

1. Temporarily close the general area where the infected employee worked until cleaning is completed.
2. If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait twenty-four hours or as long as practical before cleaning and disinfecting the area.
3. Conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms and travel areas such as hallways, with a cleaning agent approved for use against the coronavirus.
4. Custodial employees cleaning the area must be equipped with the proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, or mask, if required).

## **X. COMMUNICATION**

Communication between employees and the County on matters relating to COVID-19 mitigation and response is an important aspect to ensure employee safety while in the workplace. Therefore, the County has established a communication system for reporting COVID-19 Symptoms, possible COVID-19 close contact exposures, and possible COVID-19 hazards at County worksites and facilities.

Therefore, this policy requires **Plumas County** employees immediately report to their manager or supervisor, and the **Plumas County** manager or supervisor report to Risk Management, any of the following:

- (1) the employee’s presentation of COVID-19 symptoms;
- (2) the employee’s possible COVID-19 close contact exposures;
- (3) possible COVID-19 hazards at County worksites or facilities.

**Plumas County** will not discriminate or retaliate against any **County** employee who makes such a report.

## **XI. TRAINING**

The County will provide employees training on this COVID-19 Addendum, and training and instruction on the following subjects:

1. The general description of COVID-19 and the symptoms associated with COVID-19;
2. The County’s COVID-19 prevention policies and procedures;
3. COVID-19 related benefits, including leave rights, that may be available to employees;

4. Information about the transmission of the virus that causes COVID-19; and
5. Information about effective prevention measures, including requirements for physical distancing and the use of face coverings, and information about hand washing and general hygiene.

## **XII. RECORDKEEPING**

The County's Risk Management Office will keep all records related to COVID-19 cases in the workplace, including exposure reports, investigative reports, and notices. To the extent required, the Risk Management Office shall provide access to such reports and records, including the following:

1. Records of cases of COVID-19 reported to the local health department;
2. Records of disabling work-related COVID-19 illnesses reported to Cal/OSHA;
3. Records of employee notice and training on this Addendum;
4. Records of close contact tracing of all COVID-19 cases in the workplace; and
5. Records of COVID-19 cases, with employee-identifying information removed, provided to employees and employee organizations.

**ATTACHMENT A - COVID-19 SELF-SCREENING CHECKLIST**



**COVID-19 Self-Screening Checklist**  
**For employee use at home**

Complete the following screening process 30 minutes prior to reporting for work:

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Instructions:** ALL employees must answer the following questions accurately and observe the appropriate response.

1. Temperature check:	If you have thermometer at home, please take your temperature before reporting to work. If not, proceed on to #2 If your temperature is 100.4 or lower, proceed to #2 If your temperature is greater than 100.4, <u>do not</u> report for work, notify your supervisor that you need to stay home.				
2. Are you feeling feverish?	<input type="checkbox"/> Yes - Do not report for work, notify your supervisor <input type="checkbox"/> No – Proceed to #3				
3. Are you having chills?	<input type="checkbox"/> Yes - Do not report for work, notify your supervisor <input type="checkbox"/> No – Proceed to #4				
4. Do you have any of the following symptoms? (If yes to any, you may not report for work and need to notify your supervisor. If NO to all, proceed to #5)	New or worsening cough  <input type="checkbox"/> Yes <input type="checkbox"/> No	New or worsening shortness of breath  <input type="checkbox"/> Yes <input type="checkbox"/> No	Sudden lack of taste or smell  <input type="checkbox"/> Yes <input type="checkbox"/> No	Sudden onset of unexplained gastrointestinal illness  <input type="checkbox"/> Yes <input type="checkbox"/> No	Fever greater than 100.4 F  <input type="checkbox"/> Yes <input type="checkbox"/> No
5. Have you had contact with anyone that has been advised to self-quarantine by a health care provider or by public health?	<input type="checkbox"/> Yes - Do not report for work, notify your supervisor <input type="checkbox"/> No – Proceed to #6  (Supporting documentation will be requested by Human Resources)				
6. Have you traveled outside of the Country in the past two weeks?	<input type="checkbox"/> Yes - Do not report for work, notify your supervisor <input type="checkbox"/> No – Proceed to #7				
7. Report to work	Remember to wash hands or use alcohol-based sanitizer frequently and maintain a six (6) foot separation from others.				