COVID-19 Public Health Emergency – Worksite Protocol

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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.
➢ The vaccine is one of the most important ways to end the pandemic because vaccines are extremely effecive at preventing hospitalization and death.
➢ Vaccines for COVID-19 are safe, effective, and free.
➢ 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 when applicable:
➢ Face Coverings.
➢ Surgical masks or respirators if required for your position.
➢ Filtering N95 Facepiece Respirators for voluntary use.
➢ Disinfecting wipes, spray disinfectant, and paper towels.
➢ Hand sanitizer.
➢ Gloves.
➢ Protective shields at customer service counters.

Face Coverings

Face covering" means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers.

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A face covering has no visible holes or openings and must **cover the nose and mouth**.
A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

The Emergency Temporary Standards (ETS) requires employers to provide employees with face coverings or N95 masks upon request.

All employees regardless of their vaccination status are required to wear a face covering while working in the following situations:
1. On public transit (examples: airports, airplanes, ships, ferries, trains, subways, buses, taxis, and ride-shares.
2. Childcare and other youth settings.
3. Healthcare settings.
4. Long term care facilities.
5. State and local correctional facilities and detention centers.
6. Homeless shelters.
7. Emergency shelters.
8. Cooling centers.
9. During the 10 day quarantine period following close contact.
10. During the 10 day isolation period following a positive COVID diagnoses.
11. During an outbreak three or more COVID-19 cases among employees in an "exposed group" within a 14-day period,
12. During an major outbreak 20 or more COVID-19 cases in an "exposed group" within a 30-day period)

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.

In consultation with Human Resources and County Counsel, Department Heads will reasonably accommodate employees meeting any exemption criteria detailed in the guidance linked above.

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).

Videos on how to wear, seal, and remove N95 respirator mask

[N95 Mask - How to Wear | N95 Respirator Nursing Skill Tutorial - YouTube](#)

[Performing a Seal Check When Donning an N95 Mask - YouTube](#)

[How to Wear a 3M™ N95 9210 Respirator - YouTube](#)

[Know How to Wear Your Face Mask Correctly - YouTube](#)

[How to Knot and Tuck Your Mask to Improve Fit - YouTube](#)

Voluntary Use of Respirators Training

[Cal/OSHA Training Video on the Use of N95 Respirators - YouTube](#)

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:

➢ 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 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

All employees should stay home when sick.

Fully Vaccinated

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 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.

Isolation and Quarantine

Isolation and quarantine are proven public health interventions that are fundamental to reducing COVID-19 transmission.
➢ Isolation: separates those infected with a contagious disease from people who are not infected.

➢ Quarantine: restricts the movement of persons who were exposed to a contagious disease in case they become infected.

If an Employee Test Positive for COVID-19 (Isolation)

➢ Everyone, regardless of vaccination status, previous infection, or lack of symptoms must isolate at home for at least 5 days, while either working remotely subject to department approval, using paid leave, accruals, Workers' Comp, or taking leave without pay.

➢ The employee should contact and follow any instructions/orders from their health care provider.

➢ Isolation can end after day 5 if symptoms are not present and on day 5 or later the employee tests negative. Antigen test preferred.

➢ If unable to test or choosing not to test, and symptoms are not present or are resolving, isolation can end after day 10.

➢ If fever is present, isolation should be continued until fever resolves without the use of medication.

➢ If symptoms, other than fever, are not resolving continue to isolate until symptoms are resolving or until after day 10.

➢ Wear a well-fitting mask around others for a total of 10 days, especially in indoors settings.

➢ Notify vendors, contractors, clients, and other employee(s) who had close contact, 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.

➢ 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.

➢ Complete COVID Investigation forms.

➢ Complete Workers Compensation claims forms if the employee test positive for COVID-19 due to a work place exposure. The employee must submit a positive PCR test taken within 14 days of work exposure to receive Workers Compensation benefits.

Unvaccinated Employees Exposed to Someone with COVID-19 (Quarantine)
Close contact is defined as prolonged contact with the affected person within 6 feet or greater for 15 minutes in a 24 hour period.

➢ If an Employee who is unvaccinated has been exposed to someone with COVID-19 they must quarantine / stay home for at least 5 days, after your last contact with a person who has COVID-19.

➢ Quarantine can end after day 5 if symptoms are not present and on day 5 or later the employee tests negative.

➢ If unable to test or choosing not to test, and symptoms are not present, quarantine can end after day 10.

➢ The employee must wear a well-fitting mask around others for a total of 10 days, especially in indoor settings.

- ➢ Watch for symptoms until 10 days after exposure.
- ➢ If you have symptoms, immediately self-isolate and contact your local public health authority or healthcare provider.

Fully Vaccinated and Booster Eligible; but Not Yet Boosted Employees Exposed to Someone with COVID-19 (No Quarantine if Asymptomatic)
- ➢ Not required to exclude asymptomatic employees.
- ➢ Must have a negative diagnostic test within 3-5 days after last exposure to a case.
- ➢ Must wear a well-fitting mask around others for 10 days.
- ➢ f symptoms develop, test and stay home.
- ➢ If testing positive, follow isolation recommendations.

Fully Vaccinated or Boosted; but Not Yet Booster-Eligible Employees Exposed To Someone with COVID-19 (No Quarantine)
- ➢ Should test on day 5.
- ➢ Must wear a well-fitting mask around others for 10 days.
- ➢ If symptoms develop, test and stay home.
- ➢ If testing positive, follow isolation recommendations.

Quarantine and Isolation Table

Vaccination status	Isolation or quarantine	Period of time to be excluded from work
All workers that test positive for COVID-19, regardless of vaccination status	Isolation	• Must be excluded from the workplace for at least 5 days. • A worker can return to work after day 5 if they do not have symptoms <u>and</u> test negative. • If a worker cannot test or declines to test[1] they can return to work after 10 days. • Must wear a face covering around others at work for a total of 10 days after the positive test.
Unvaccinated workers exposed to someone with COVID-19	Quarantine	• Must be excluded from the workplace for 5 days after the close contact <u>and</u> take a test on day 5. • A worker can come back to work after day 5 if they test negative and do not have any symptoms. • If the worker cannot test or declines to test[1] they can return to the workplace after day 10 if they do not have symptoms. • Must wear a face covering around others at work for 10 days after exposure. • If the worker develops symptoms, they must be excluded pending a test result.
Booster-eligible, but not boosted workers exposed to someone with COVID-19	No quarantine	• Does not need to be excluded from work if asymptomatic but must have a negative test 3-5 days after close contact. • Must wear a face covering around others at work for 10 days after exposure. If the worker develops symptoms, they must be excluded pending a test result.
Workers received a booster, or are fully vaccinated but not yet booster-eligible.	No quarantine	• Does not need to be excluded from work if asymptomatic, but must take a test on day 5 after exposure. • Must wear a face covering around others at work for 10 days after exposure. • If they develop symptoms, the worker must be excluded from the workplace pending a test result.

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Exclusion Pay

Employee's excluded from work because of workplace exposure will receive exclusion pay during the isolation and or quarantine period if:

1. The employee was not assigned to telework during that time.
2. The employee did not receive Disability Payments or Workers' Compensation Temporary Disability Payments during the exclusion period.
3. Employees that receive exclusion pay are required to isolate and or quarantine per the CDPH and CDC guidelines.

COVID-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

For more information on COVID-19 testing go to the County of Lake Health Webpage at: http://health.co.lake.ca.us/Coronavirus/Testing.htm

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.

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 10 days?

    - ▪ If YES, reschedule after a 10 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