

# The New Workplace during COVID-19 Pandemic

COVID-19 Webinar Series

May 27, 2020

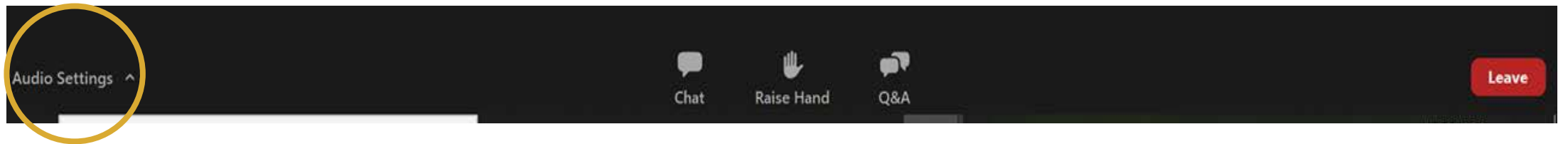
## Speakers & Agenda:

Lisa Murphy  
Human Resources Director  
City of Santa Cruz

Allyson Hauck  
Human Resources Director  
City of Monterey

# Housekeeping Notes

1. If you plan on speaking today, please make sure your audio is connected. You should have been prompted to connect your audio when joining the webinar, but you can confirm by clicking the audio settings on your tool bar.

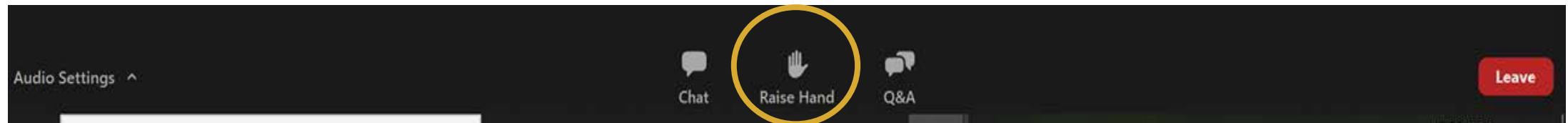


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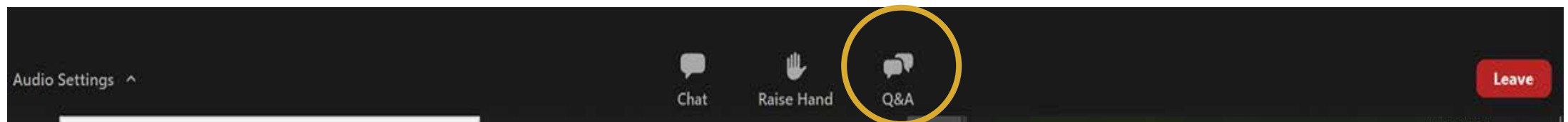
3. This webinar is being recorded.

# How to Ask a Question

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2. To write in a question, select the 'Q+A' button on your tool bar. You can also “up vote” other attendee’s questions if you are interested in hearing the answer.





# LEAGUE OF CALIFORNIA CITIES

## NEW WORKPLACE PROTOCOL DURING COVID-19

Lisa Murphy, Human Resources Director City of Santa Cruz

Allyson Hauck, Human Resources Director City of Monterey

# City of Santa Cruz

Located on the Central Coast

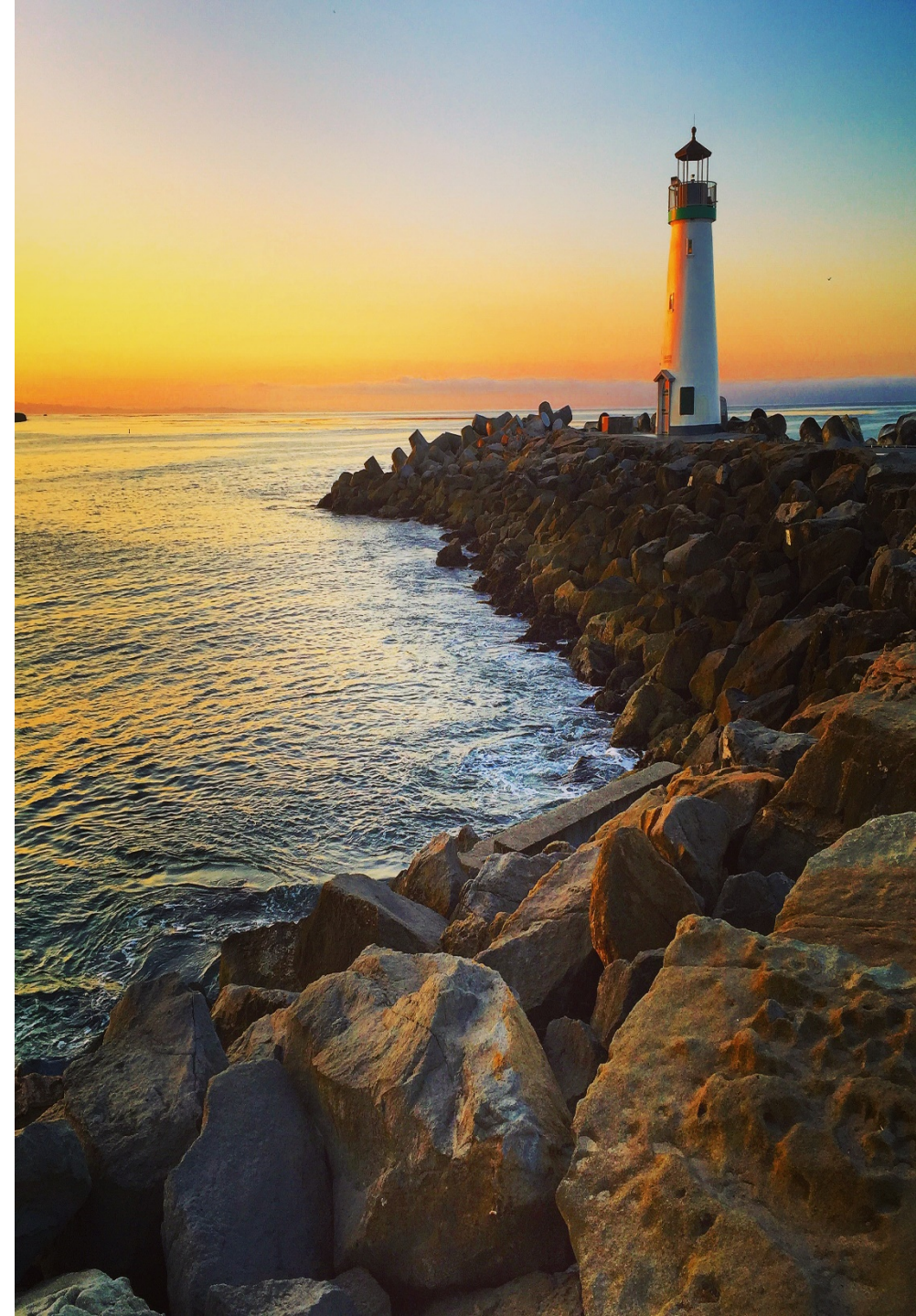
Population over 65,000

Tourist Based Economy

800 Employees, 400 Temp Employees

Full Service

General Fund Budget of \$108 Million



# City of Monterey

Located on the Central Coast

Population over 28,000

Tourist Based Economy

Approx. 500 Employees (400 as of June 2, 2020), Approx.  
400 Temp Employees (20 as of June, 2020)

Full Service

General Fund Budget of \$80 Million



# AGENDA

## Guidance for Implementing Safety Practices for Returning to Work

- POLICIES
- PROCEDURES & PROTOCOLS
- PREPARING EMPLOYEES
- QUESTIONS & ANSWERS

# RETURNING TO WORK

**1<sup>ST</sup> QUESTION YOU WILL GET – WHY ARE WE COMING  
BACK TO WORK?**

**WHAT WILL YOUR ANSWER BE??**

# WHO IS RETURNING TO WORK & WHY

## **TRIGGERING EVENT:**

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**Shelter In Place**

**Governor's Re-Opening Plan**

**Essential Work (Beach Closure)**



# RETURNING TO WORK

**THIS IS NOT BUSINESS AS USUAL**

**BE READY FOR A NEW NORMAL**

**BE READY FOR IT TO CHANGE AGAIN**

**EMPLOYEE PROTECTION IS THE PRIORITY**

# WORK LOCATION

**Which work sites are opening?**

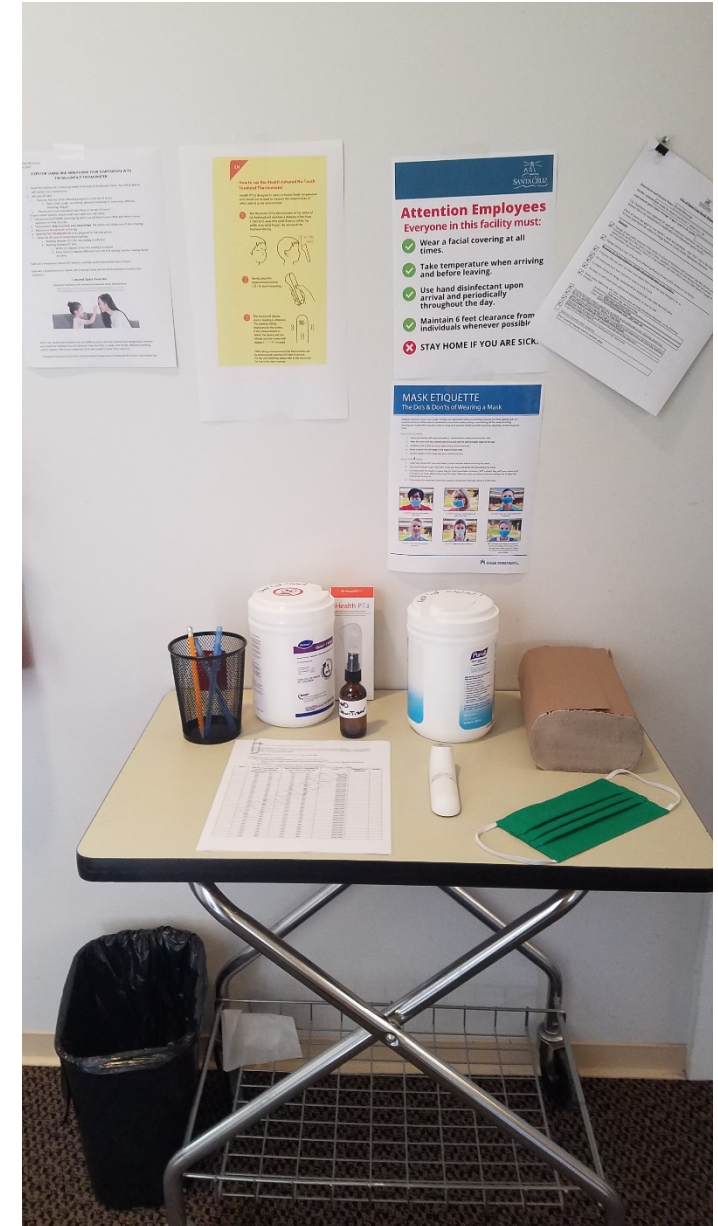
**Will employees be able to work from home?**

**Who has to report to the actual work site?**



# Before employees come back to work

## Have all your policies, protocols and procedures in place and ready to go.



# Preparing Your Employees

## **BEFORE THEY COME TO WORK:**

**Build Trust – Safe to return to work**

**Communicate policies & procedures**

**Provide Training**

# Polices & Procedures



# Policies & Procedures

<b>SOCIAL DISTANCING</b>	Physical Distance	Visual Markers. Workplace configurations, offices, conference rooms, break room, bathrooms, stairwell, lobby, vehicles.
	Gathering Size	Limit number and size of gatherings/meetings. Use on-line tools
	Workplace	Worksite plan. Limit in-person at the work site, public counters & lobbies, hands free devices, ventilation. Signage. Automation
	Travel	Reduce or eliminate business travel. There may be travel restrictions from local or state.

# Returning to Work

<b>HEALTH SCREENING</b>	Who	All Employees, Visitors, Contractors and other service providers
	Temperature Check	Self Check or Supervisor Check? At home or at work?
	Health Questionnaire	1) Symptoms 2)Household 3)Logging the information (Confidentiality)
	Sending Employee Home	Thresholds for sending employees home, and returning to work.

# Policies & Procedures

<b>PROTECTIVE EQUIPMENT</b>	Who	All Employees, Visitors, Contractors and other service providers
	Face Coverings	Provide Employees and Visitors with face coverings. Train on proper usage. When you must wear it.
	Cleaning & Hygiene	Disinfecting surfaces daily (log), hand sanitizer in all locations, hand washing, bringing own utensils, remove shared objects. Assigning these duties.
	Partitions	Install physical barriers at public counters, between work spaces.

# Policies & Procedures

<b>COVID-19 EXPOSURE or CONTACT</b>	Who	Employees & Supervisors
	Responsibilities	Employee: Practice Prevention Measures Supervisor: Enforce measures, report possible exposures
	Contact or Exposure	Contact - in close proximity, but wearing PPE Exposure - unprotected close contact
	Reporting, Notification & Cleaning	Reporting all incidents to HR, maintain confidentiality, initiate contact tracing, notification & cleaning & disinfecting procedures.

# ADDITIONAL POLICIES

## 01 TELECOMMUTING

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New Paradigm for Public Sector + & -

Flexible Scheduling

Less Commuting

Child Care

Expanded applicant pool

Workers Compensation Liability

Policy

Home work station

Liability

Accountability

Expectations

Training



# ADDITIONAL POLICES

## 02 LEAVE POLICIES

Lifting caps on accrual banks because unable to use those hours; Doctors notes; Federal leave hours; providing due process if forced use of unpaid leave; considering vacation approval for high-risk travel.

## 03 DISASTER SERVICE WORKER/ESSENTIAL WORKER

Based on this experience, review your policies.

# TAKING CARE OF YOUR EMPLOYEES

**SUPPORT SERVICES: EAP, EACH OTHER, PHYSICAL WELLBEING**

**STAY CONNECTED: HOLD REGULAR STAFF MEETINGS OR ONE ON ONE**

**REGULAR COMMUNICATION ON “WHATS HAPPENING”**

**FOLLOW UP WITH YOUR EMPLOYEES REGULARY**

# TAKING CARE OF YOUR EMPLOYEES

**ORGANIZATION CULTURE – How do we maintain a healthy, functional, supportive & creative workplace**

**TEAM BUILDING – Rethinking how we do it.**

**EMPLOYEE ENGAGEMENT**

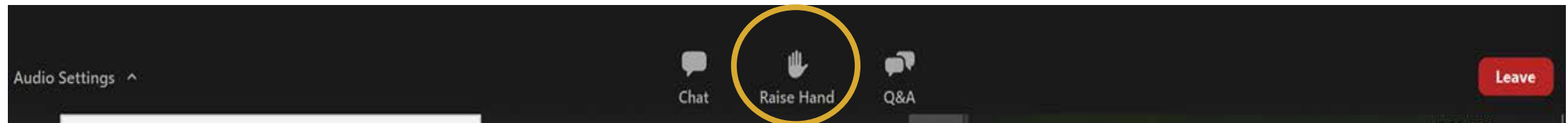
**RECOGNITION – Don't stop!!**

RETURNING TO WORK

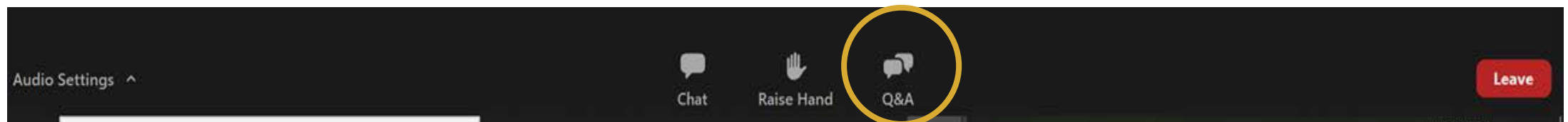
QUESTIONS???

# How to Ask a Question

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# *Final Thought's*



# COVID-19

RESOURCES FOR CITIES

**Webinar Series**



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**John Myers,  
Los Angeles Times Sacramento Bureau  
Chief**

**Tuesday, June 2 • 11:00 a.m.**

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Find past webinar recordings at [www.cacities.org/coronavirus](http://www.cacities.org/coronavirus)



## City of Santa Cruz COVID-19 PPE Guidelines

ISSUED: 4/16/2020  
AMENDED: 4/24/2020

The following Personal Protective Equipment (PPE) guidelines are recommendations for all City of Santa Cruz Employees to follow when determining the right level of PPE for their job tasks. Regardless of your job tasks the most effective steps to reduce employee exposure to COVID-19 are to maintain proper social distancing, hand washing, avoid touching your face, and routine environmental cleaning, and the use of a Face Covering when inside or anywhere other people are present. While at work these are mandatory steps that need to be followed by all employees. In most cases workers should continue to use the PPE, if any, that they would ordinarily use for other job tasks. Continue to work with your supervisor to determine the right PPE for your job tasks. If your job tasks have been modified due to COVID-19 a new job safety analysis should be conducted to determine the right PPE for your job tasks.

### General Prevention Measures for all Risk Levels:

- Proper social distancing (e.g. 6ft rule)
- Frequent hand washing: wash for a minimum of 20 seconds
- Avoid touching your eyes, nose, and mouth
- Regular cleaning of shared work surfaces
- Practice respiratory etiquette, including covering coughs and sneezes
- Use of a facial covering when inside or anywhere other people are present.
- Daily health screening pursuant to departmental determination
- Require workers to stay home if they are sick

### Identifying Employee Exposure Risk to COVID-19:

#### LOWER EXPOSURE RISK

**\*This exposure group includes administrative workers and positions with no public exposure**

-Lower exposure risk jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

-Appropriate PPE for this exposure group do not require additional PPE aside from the mandatory steps of proper social distancing, hand washing, avoid touching your face, and routine environmental cleaning.

-Further, workers should continue to use the PPE, if any, that they would ordinarily use for other job tasks.

-Work with your supervisor to determine the right PPE for your job tasks.

#### MEDIUM EXPOSURE RISK

**\*This exposure group includes positions with public exposure and interaction with co-workers within less than 6ft.**

-Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients.





- When possible, work duties should be modified to minimize the need to work or interact within 6ft of another person.
- Appropriate PPE for this exposure group may need to wear some combination of gloves, a gown, a facial covering, and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category will vary by work task, the results of the employer's hazard assessment, and the types of exposures workers have on the job.
- For this exposure group it is not recommended to wear an N95 respirator unless they would ordinarily use it for other job tasks or if a new job safety analysis has been performed.
- Employees will be educated on correct donning and doffing of PPE. See the attached examples of donning and doffing gloves, mask, face shield, and gown.
- For any PPE that is reused, such as face shields, safety glasses or goggles, or reusable respirators, they must be cleaned daily and stored in a clean container such as a paper bag between uses. In the case of respirators, cleaning should follow manufacturers' recommendations as well as the city's respiratory protection procedures.
- Work with your supervisor to determine the right PPE for your job tasks.

#### **HIGH EXPOSURE RISK**

**\*This exposure group primarily includes First Responders (i.e . Fire and Police)**

-High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19.

**-Police and Fire Department Employees: Refer to your department issued protocols.**

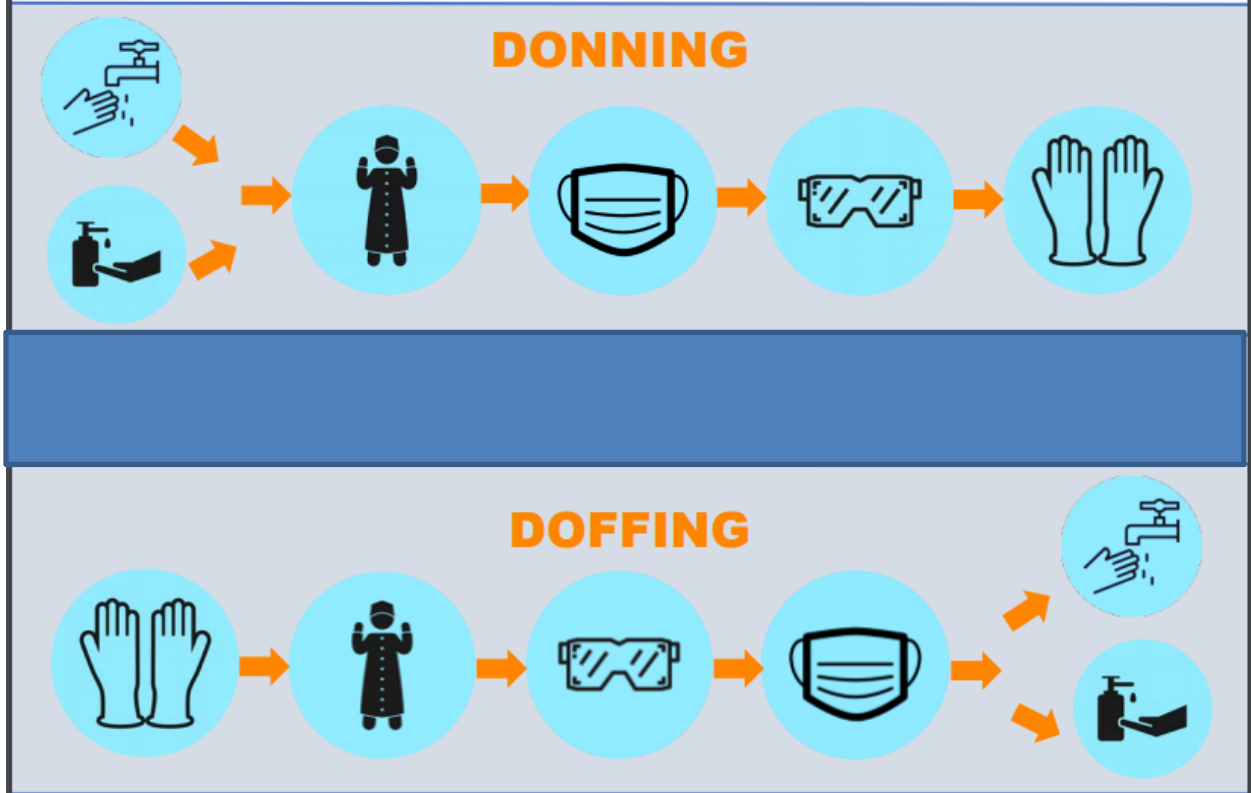
#### **CITY OF SANTA CRUZ FACE COVERING REQUIREMENTS**

The City of Santa Cruz is requiring all employees to wear a Facial Covering when inside their workplace and when performing work off-site at any time. See **CITY OF SANTA CRUZ FACE COVERING REQUIREMENTS** for more detailed information.

**The public health situation and any guidelines or recommendations regarding PPE associated with COVID-19 are subject to change. This is the best information we have at this time and we will issue new guidance as things evolve.**



## Personal Protective Equipment For Coronavirus 2019 (COVID-19)

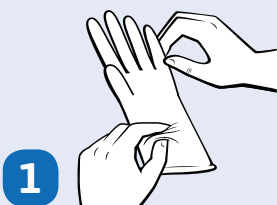




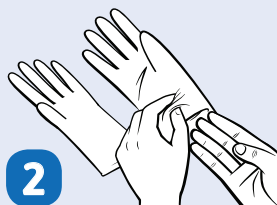
## PROPER DONNING & DOFFING OF DISPOSABLE GLOVES

Protective gloves are an important piece of safety equipment across a wide range of industries. When donned properly, they help protect workers from exposure to hazardous substances and products and processes from contamination. When doffed correctly, workers help prevent contamination to themselves and their environments. Below are tips on how to don and doff gloves in ways that help ensure worker safety and product integrity.

### HOW TO DON GLOVES



**1** Remove one glove from the package and inspect it to be sure no pinholes or tears are present.



**2** If gloves are ambidextrous, they can be worn on either hand. If not, align the glove's fingers and thumb with the proper hand before donning.

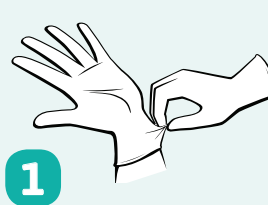


**3** Insert five fingers into the cuff and pull the cuff over the wrist.

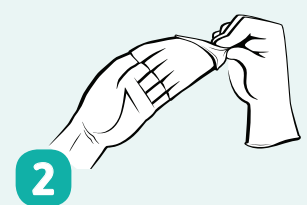


**4** Check for a secure fit around the fingers and palm. The cuff should fit snugly around the wrist.

### HOW TO DOFF GLOVES



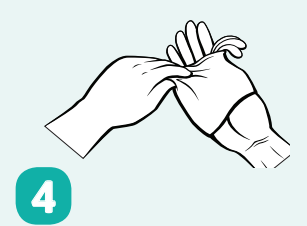
**1** Grasp the outside edge of the glove near the wrist.



**2** Peel the glove away from the hand, turning it inside out. Hold it in the opposite gloved hand.



**3** Slide an ungloved finger under the wrist of the remaining glove, being careful not to touch the outside of the glove.



**4** Peel the remaining glove off from the inside, creating a "bag" containing both gloves. Discard.



# How to Properly Put on and Take off a Disposable Respirator

WASH YOUR HANDS THOROUGHLY BEFORE PUTTING ON AND TAKING OFF THE RESPIRATOR.

If you have used a respirator before that fit you, use the same make, model and size.

Inspect the respirator for damage. If your respirator appears damaged, DO NOT USE IT. Replace it with a new one.

Do not allow facial hair, hair, jewelry, glasses, clothing, or anything else to prevent proper placement or come between your face and the respirator.

Follow the instructions that come with your respirator.<sup>1</sup>

## Putting On The Respirator



Position the respirator in your hands with the nose piece at your fingertips.



Cup the respirator in your hand allowing the headbands to hang below your hand. Hold the respirator under your chin with the nosepiece up.



The top strap (on single or double strap respirators) goes over and rests at the top back of your head. The bottom strap is positioned around the neck and below the ears. Do not crisscross straps.



Place your fingertips from both hands at the top of the metal nose clip (if present). Slide fingertips down both sides of the metal strip to mold the nose area to the shape of your nose.

## Checking Your Seal<sup>2</sup>



Place both hands over the respirator, take a quick breath in to check whether the respirator seals tightly to the face.



Place both hands completely over the respirator and exhale. If you feel leakage, there is not a proper seal.



If air leaks around the nose, readjust the nosepiece as described. If air leaks at the mask edges, re-adjust the straps along the sides of your head until a proper seal is achieved.



If you cannot achieve a proper seal due to air leakage, ask for help or try a different size or model.

## Removing Your Respirator



DO NOT TOUCH the front of the respirator! It may be contaminated!



Remove by pulling the bottom strap over back of head, followed by the top strap, without touching the respirator.



Discard in waste container.  
WASH YOUR HANDS!

Employers must comply with the OSHA Respiratory Protection Standard, 29 CFR 1910.134 if respirators are used by employees performing work-related duties.

<sup>1</sup> Manufacturer instructions for many NIOSH approved disposable respirators can be found at [www.cdc.gov/niosh/npptl/topics/respirators/disp\\_part/](http://www.cdc.gov/niosh/npptl/topics/respirators/disp_part/)

<sup>2</sup> According to the manufacturer's recommendations

For more information call 1-800-CDC-INFO or go to <http://www.cdc.gov/niosh/npptl/topics/respirators/>



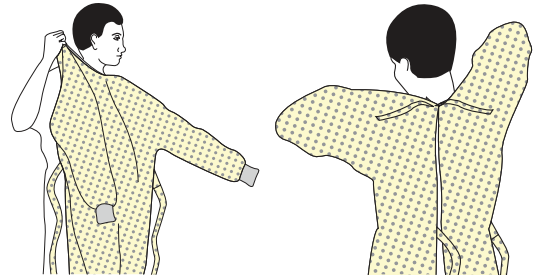


# SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

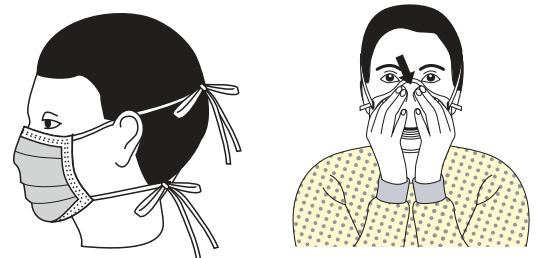
## 1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist



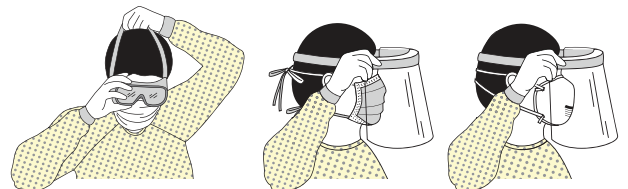
## 2. MASK OR RESPIRATOR

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator



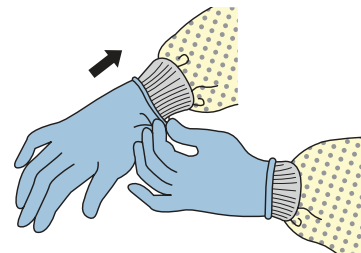
## 3. GOGGLES OR FACE SHIELD

- Place over face and eyes and adjust to fit



## 4. GLOVES

- Extend to cover wrist of isolation gown



## USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene



# HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE)

## EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

### 1. GLOVES

- Outside of gloves are contaminated!
- If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in a waste container



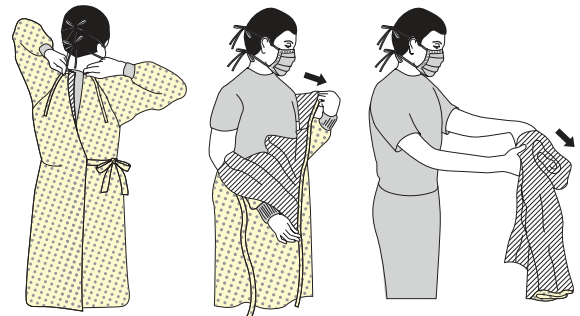
### 2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band or ear pieces
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container



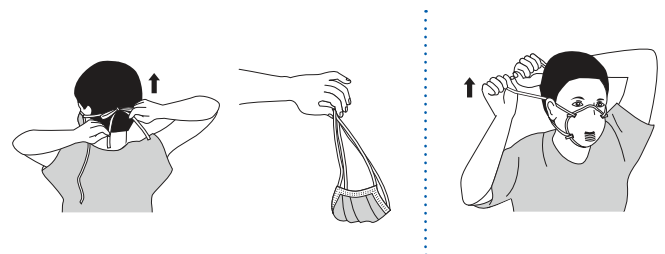
### 3. GOWN

- Gown front and sleeves are contaminated!
- If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties
- Pull gown away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard in a waste container

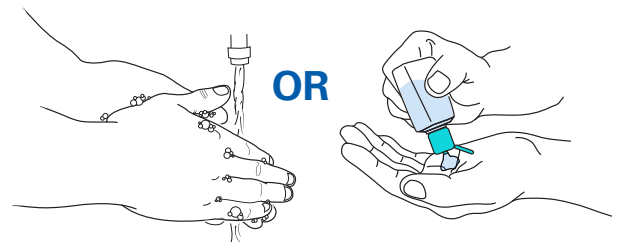


### 4. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



### 5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



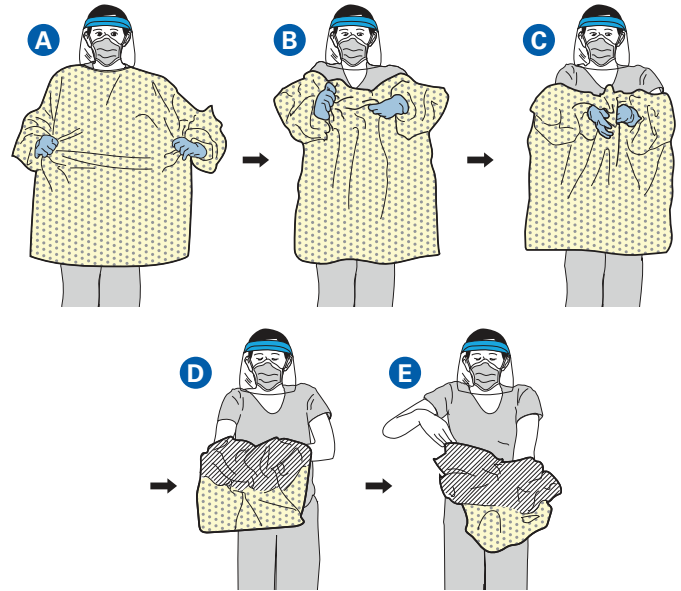
**PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE**

# HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 2

Here is another way to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

## 1. GOWN AND GLOVES

- Gown front and sleeves and the outside of gloves are contaminated!
- If your hands get contaminated during gown or glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp the gown in the front and pull away from your body so that the ties break, touching outside of gown only with gloved hands
- While removing the gown, fold or roll the gown inside-out into a bundle
- As you are removing the gown, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hands. Place the gown and gloves into a waste container



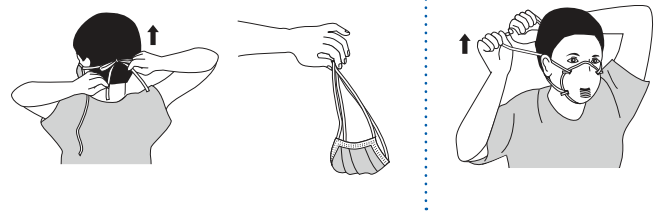
## 2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band and without touching the front of the goggles or face shield
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

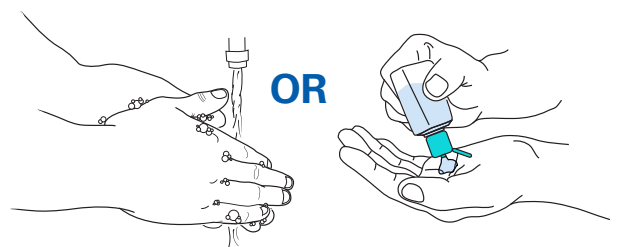


## 3. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



## 4. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



**PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE**



## STEPS FOR TAKING AND MONITORING YOUR TEMPERATURE WITH THE NO-CONTACT THERMOMETER:

1. Read the *Guidance for Conducting Health Screenings for Employees* memo. You will be able to self-monitor your temperature.
2. Ask yourself daily:
  - i. Have you had any of the following symptoms in the last 24 hours:
    - a. Fever, chills, cough, sore throat, persistent sneezing or runny nose, difficulty breathing, fatigue?
  - ii. Has anyone in your household had a fever in the last 24-hours?

*\*If yes to either question, please notify your supervisor right away.*
3. Use your personal health screening log which you will keep in your office and return to your supervisor on Time Card day.
4. Thermometer: **hold 3 cm from your nasal bridge**. The device will vibrate once it has a reading.
5. Record your temperature on the log.
6. **SANITIZE THE THERMOMETER** so it's prepared for the next person.
7. Follow the HR memo if temperature readings:
  - a. Readings between 97.5-99: one reading is sufficient
  - b. Readings between 97-100:
    - i. Within 0.3 degrees of the first reading is accepted
    - ii. More than 0.3 degrees difference from the first reading, another reading should be taken.

Staff with a temperature above 99.5 need to carefully monitor themselves every 4 hours.

Staff with a temperature at or above 100.4 must go home and should be advised to monitor their symptoms.



*NOTE: the iHealth thermometers are not 100% accurate and may misread your temperature. Monitor your health by noticing if you feel feverish, have the chills, a cough, sore throat, difficulty breathing, and/or fatigue. Talk to your supervisor if you feel unwell or have other concerns.*





# City of Santa Cruz COVID-19 Exposure Protocol

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## **PURPOSE**

The purpose of this COVID-19 Exposure Protocol is to protect the employees of the City of Santa Cruz from the health hazards associated with COVID-19 and to provide appropriate treatment and counseling should an employee be exposed to COVID-19. The City of Santa Cruz seeks to mitigate the level of exposure to COVID-19 in the workplace.

## **General Exposure Prevention Measures for all Employees:**

- Proper social distancing (e.g. 6ft rule)
- Frequent hand washing: wash for a minimum of 20 seconds
- Avoid touching your eyes, nose, and mouth
- Regular cleaning of shared work surfaces
- Practice respiratory etiquette, including covering coughs and sneezes
- Encourage employees to perform daily self-monitoring for COVID-19 symptoms
- Daily health screening pursuant to departmental determination
- Require workers to stay home if they are sick

## **RESPONSIBILITIES**

### **Department Head or assigned designee(s):**

- Provide the required personal protective equipment

### **Division Manager(s)/Supervisor(s):**

- Supervise activities of employees with exposure risks.
- Monitor employee activities for new or previously unaddressed exposure risks.
- Keep information about employee status confidential.
- Implement infection control procedures (prevention control procedures) and job practice controls.
- Complete Non-Vehicle Incident Report for all exposure incidents.
- Investigate employee exposure incidents.
- Provide employees with information, training, and the equipment they need to protect themselves and others from COVID-19 exposures.
- Implement health screenings per departmental guidelines for employees before they begin their shift.
- Enforce the use of required personal protective equipment and compliance with this protocol.

### **Employees:**

- Apply the proper training and use the required personal protective equipment and procedures to address potential exposure to COVID-19.
- Employees to self-monitor daily by monitoring for COVID-19 symptoms. Symptoms can include Fever (100.4 degrees or higher temperature), Cough, Difficulty Breathing or Shortness of Breath.
- Comply with the directives of this protocol.



# City of Santa Cruz COVID-19 Exposure Protocol

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## PROCEDURES

Exposures should be evaluated on a case by case basis and also based on the exposure risk as determined by the protocol. All exposures should be reported to Human Resources, the Department Head, and Risk Management to determine the appropriate next steps according to this protocol. See the below employee contact or exposure for appropriate actions.

It should be noted that there are differences between CONTACT and EXPOSURE.

A CONTACT is defined as being in close proximity to a person who is COVID-19 positive or suspected of being COVID-19 positive while the employee is wearing the proper PPE and/or is protected in another manner.

An EXPOSURE is an unprotected close contact (within 6 feet) with a person who is positive or suspected of being COVID-19 positive.

### **For Employees with no known exposure:**

- Employees to self-monitor daily by monitoring for COVID-19 symptoms. Symptoms can include Fever (100.4 degrees or higher temperature), Cough, Difficulty Breathing or Shortness of Breath.
- Employees who are sick, but who are not showing symptoms of COVID-19 should stay home and should use sick leave accruals as appropriate.

### **In the event of an Employee Contact:**

Employee Contact is regarded as someone who came in contact within 6ft of an individual with confirmed or suspected COVID-19, but the employee was wearing the appropriate PPE for their exposure risk group and job tasks.

Actions:

#### **Employee (You):**

- Immediately after the Employee Contact, you should wash your hands thoroughly, dispose of any gloves used, and disinfect gear as appropriate. Employees who report a contact may continue to work as normal, but may elect to self-isolate and use normal sick leave protocol.
- Notify your supervisor immediately.
- Employee to self-monitor daily by monitoring for COVID-19 symptoms. Symptoms can include Fever (100.4 degrees or higher temperature), Cough, Difficulty Breathing or Shortness of Breath.
- If you become ill with symptoms such as fever, cough or shortness of breath, you are considered contagious and should immediately leave the workplace.

#### **Supervisor:**

- Contact building maintenance to disinfect and clean work spaces within 24 hours of the known exposure: Clean and disinfect all areas such as offices, bathrooms, common areas, vehicles, and shared tools or electronic equipment that came in contact with the individual with confirmed or suspected COVID-19.

Being in the same environment, whether indoors or outside, for a brief period while remaining over six feet away from a person who is symptomatic or a confirmed COVID-19 case is not considered an exposure.



# City of Santa Cruz COVID-19 Exposure Protocol

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## **In the event of an Employee Exposure:**

Employee Exposure is regarded as someone who came in contact within 6ft of an individual with confirmed or suspected COVID-19, but was NOT wearing the appropriate PPE for their exposure risk group and job tasks.

Actions:

### **Employee (You):**

- Immediately after an Employee Exposure, you should wash your hands thoroughly and disinfect gear as appropriate. Employees who report an Employee Exposure may continue to work, but may elect to self-isolate and use normal sick leave protocol.
- Notify your supervisor immediately.
- Employee to self-monitor daily by monitoring for COVID-19 symptoms. Symptoms can include Fever (100.4 degrees or higher temperature), Cough, Difficulty Breathing or Shortness of Breath.
- If you become ill with symptoms such as fever, cough or shortness of breath, you are considered contagious and should immediately leave the workplace.
- Employee is required to report the illness to your supervisor so that all work contacts can also begin to self-monitor as needed.

### **Supervisor:**

- Contact building maintenance to disinfect and clean work spaces within 24 hours of the known exposure: Clean and disinfect all areas such as offices, bathrooms, common areas, vehicles, and shared tools or electronic equipment that came in contact with the individual with confirmed or suspected COVID-19.
- Complete Non-Vehicle Incident Report for Employee Exposure. Send completed report to Human Resources, Department Head, and Risk Management.

## **In the event an employee is confirmed or suspected to have COVID-19:**

If you have been confirmed or suspected to have COVID-19 inform your supervisor immediately by phone or email.

Actions:

### **Employee (You):**

- You are required to report the illness to your supervisor so that all work contacts who have come in contact with you, the ill employee, during the time you had symptoms and 2 days prior to symptoms can be recorded and notified. These exposed employees should also begin to self-monitor as needed.
- If you are showing signs of COVID-19 you should self-isolate and avoid contact with others. Protect family members from exposure to your illness as much as possible.
- You should seek medical attention if you experience shortness of breath or other worsening symptoms (fever that will not improve with fever-reducing medications, etc.).
- Follow up with your department regarding your notice to return to work.
- Employee confirmed or suspected to have COVID-19 must complete a COVID-19 Fever/Symptom Tracking Form. This should be turned in to your supervisor upon returning to work.
- Complete the appropriate sick leave request form. Contact your supervisor for complete information.



## City of Santa Cruz COVID-19 Exposure Protocol

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### **Supervisor:**

- The employee's supervisor shall contact Human Resources, the Department Head, and Risk Management.
- Complete Non-Vehicle Incident Report for Employee Exposure. Send completed report to Human Resources, Department Head, and Risk Management.
- Contact building maintenance to disinfect and clean work spaces within 24 hours of the known exposure: Clean and disinfect all areas such as offices, bathrooms, common areas, vehicles, and shared tools or electronic equipment that came in contact with the individual with confirmed or suspected COVID-19.
- Notice to other employees: Employees who may have been in contact or utilized the same room, office, equipment.... Will be contacted within 24 hours after a known exposure.

### **Return to Work for All Exposures:**

You may return to work if you are free of all symptoms (fever, cough, body aches, shortness of breath, weakness/fatigue) for 72 hours, and at least 7 days have passed since symptoms first appeared. You must be free of symptoms to return to work. (No exceptions!)

You can memorialize your symptom and fever free duration on the COVID-19 Fever/Symptom Tracking Form. This should also be turned in to your supervisor.

Testing currently is not recommended for COVID-19 patients who have improved in order to determine if they have cleared the illness fully.

Testing guidelines are subject to change.



## COVID-19 Fever/Symptom Tracking Form

Date of Exposure, if Known \_\_\_\_\_

First Date of Symptoms \_\_\_\_\_

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

Supervisor \_\_\_\_\_

**Record your symptoms and temperature in the space below daily for 14 days after the date of exposure. The date of exposure is considered "Day 0." Record temperature twice daily.**

DAY	DATE	SYMPTOMS	TEMP	
0		Day of exposure .....		
1			AM:	PM:
2			AM:	PM:
3			AM:	PM:
4			AM:	PM:
5			AM:	PM:
6			AM:	PM:
7			AM:	PM:

THE INFORMATION ON THIS FORM IS CONFIDENTIAL AND SHOULD ONLY BE SHARED WITH THE EMPLOYEE ON THIS DOCUMENT, THEIR SUPERVISOR, AND HUMAN RESOURCES.



## **Guidance for Conducting Health Screenings and Self-Screenings for Employees**

Essential infrastructure personnel are continuing to report to the workplace. It is important that all employees who are reporting to their worksites are free from symptoms to prevent further spread of COVID-19. Employees are encouraged to self-monitor for any symptoms and should continue to engage in social-distancing, regular hand-washing, and regularly clean their work areas.

To reduce the risk of spreading COVID-19 and further protect the City's workforce, Departments may, but are not required to, have their employees conduct a non-invasive healthcare screening or self-screening before each work shift. Non-invasive screening or self-screening includes both questioning employees about their symptoms and screening for fever. The outcomes of any screenings are confidential and must be recorded and stored in a confidential file. Employees conducting health checks should also be advised that the results are confidential. The following is a sample procedure departments may use for healthcare screening or self-screening. All staff entering the location where healthcare screening or self-screening is being conducted should be subject to the same screening procedures.

Departments may choose to have a Supervisor conduct the screening before each shift, or the Department may choose to allow employees to self-screen and certify their ability to report for work.

### **Getting Ready**

- Designate a location in each facility with enough surrounding space to conduct the screenings while observing 6 foot distance
- Non-contact Thermometer, if available
- Cleaning/Disinfectant Wipes
- Paper towels

### **Supervisor Conducted Screening:**

#### **Screening**

Screening is twofold, consisting of asking questions (or using a questionnaire) and taking an employee's temperature with a non-contact thermometer, if available. If an employee refuses to participate in the screening, they may be denied entry and sent home.

Supervisors conducting a health screening:

Questions:

1. Have you had any of the following symptoms in the last 24 hours:
  - a. Fever, cough, shortness of breath, sore throat, muscle aches (general malaise or fatigue)?
2. Has anyone in your household had a fever, cough, or experienced shortness of breath in the last 24-hours?

If the employee answers either question with a "yes," the employee is to be sent home. If "no," proceed to the Temperature Check (if a non-contact thermometer is available).



## Temperature Check Procedure

- Keeping proper 6 foot distancing, the supervisor will supervise staff self-administering the temperature check and ask the screening questions. The supervisor will record those successfully screened.
- Supervisor is to wear gloves and a facial covering while supervising temperature check.
- Instruct staff member to pick up the thermometer with a paper towel and then tell/show the supervisor the reading.
  - If the reading is between 97.5 and 99.0, one reading is sufficient. If the reading is outside of that range, a second reading should be conducted.
  - If the second reading is between 97 and 100 degrees and within 0.3 degrees of the first, it is accepted. If it is more than 0.3 degrees different from the first reading, a third reading should be taken.
- After each person, the thermometer should be cleaned with disinfectant wipes.
- Instruct staff to wash hands after handling thermometer and before beginning work.
- Staff with temperatures below 100.4 degrees are allowed to enter, but staff with temperature readings above 99.5 degrees will be asked to carefully monitor how they are feeling and be re-checked every 4 hours.
- To avoid a false positive reading, staff arriving at work after physical exercise or a change in outside temperature should rest for a few minutes before being screened.
- Staff with temperatures at or above 100.4 degrees must be sent home and should be advised to monitor their symptoms and contact their healthcare provider for further instructions. **For additional support, they should contact their healthcare provider.**

## Employee Self-Screening:

### Employee Duties for Employee Self-Screening

- Staff will be performing a self-screening prior to the beginning of each shift for COVID-19 symptoms.
- Before starting their shift or entering a facility, staff will maintain proper 6' social distancing.
- Staff will wash hands as recommended and refrain from touching their face or other unnecessary objects.
- Staff will fill out the COVID-19 Daily Health Screening form using their own pen.
- If using non-contact thermometer staff will take their own temperature, sanitize thermometer with disinfectant wipe, and write their temperature on their Daily Health Screening form.
- If using contact thermometer staff will disinfect the thermometer using an alcohol prep pad, dispose of the prep pad, take their own temperature and write it on their Daily Health Self-Screening form.
  - \*a positive finding for temperature is considered above 100.4 F
- Any positive finding during the self-screening shall be immediately reported to the staff supervisor.



- At the conclusion of the shift staff will return to their base of operations and check in with their supervisor for a verbal confirmation and review of self-screening as described above.

Complete the Daily Health Self-Screening form and place it in the location designated by your department. This information will be kept confidential.

### **Supervisor Duties for Employee Self-Screening**

Self-screening is twofold, consisting of an employee filling out a questionnaire and an employee taking their own temperature with a non-contact thermometer, if available. If an employee refuses to participate in the self-screening, they may be denied entry and sent home.

Questions:

1. Have you had any of the following symptoms in the last 24 hours:
  - a. Fever, cough, shortness of breath, sore throat, muscle aches (general malaise or fatigue)?
2. Has anyone in your household had a fever, cough, or experienced shortness of breath in the last 24-hours?

If the employee answers either question with a “yes,” the employee is to be sent home. If “no,” proceed to the Temperature Check (if a non-contact thermometer is available).

- Ensure all employees have completed self-screening before they begin their shift.
- Completed forms are to be placed in the location designated by your department.
- Supervisor will review and save forms in a secure location.

### **Temperature Check Procedure**

- Supervisor is to wear gloves and disinfect the thermometer before use each day.
- Instruct staff members on how to use thermometer and process for self-screening.
  - If the reading is between 97.5 and 99.0, one reading is sufficient. If the reading is outside of that range, a second reading should be conducted.
  - If the second reading is between 97 and 100 degrees and within 0.3 degrees of the first, it is accepted. If it is more than 0.3 degrees different from the first reading, a third reading should be taken.
- After each employee, the thermometer should be cleaned with disinfectant wipes.
- Instruct staff to wash hands after handling thermometer and before beginning work.
- Staff with temperatures below 100.4 degrees are allowed to enter, but staff with temperature readings above 99.5 degrees will be asked to carefully monitor how they are feeling and be re-checked every 4 hours.
- To avoid a false positive reading, staff arriving at work after physical exercise or a change in outside temperature should rest for a few minutes before being screened.
- Staff with temperatures at or above 100.4 degrees must be sent home and should be advised to monitor their symptoms and contact their healthcare provider for further instructions. **For additional support, they should contact their healthcare provider.**





### **General Exposure Prevention Measures for all Employees:**

- Proper social distancing (e.g. 6ft rule)
- Frequent hand washing: wash for a minimum of 20 seconds
- Avoid touching your eyes, nose, and mouth
- Regular cleaning of shared work surfaces
- Practice respiratory etiquette, including covering coughs and sneezes
- Encourage employees to perform daily self-monitoring for COVID-19 symptoms
- Daily health screening pursuant to departmental determination
- Require workers to stay home if they are sick

## Daily Health Screening Form

The Daily Health Screening Form is to be completed each day before an employee may start work or enter a facility. The form must be completed prior to the beginning of a shift and at the end of a shift. Supervisor is to complete form and store in a secure location.

Section 1 – General Information	
Date:	
Location:	
Employee Name:	
Supervisor confirming health screening:	

Section 2 – Questions: Since your last day of work have you had any of the following (Circle Yes or No):
Fever (100.4°F or higher)? (Yes/No)
Cough? (Yes/No)
Shortness of breath? (Yes/No)
Sore throat? (Yes/No)
Muscle aches (general malaise or fatigue)? (Yes/No)
Has anyone in your household had a fever, cough, or experienced shortness of breath in the last 24-hours? (Yes/No)

Section 3 – Temperature Readings (note if thermometer unavailable)	
Arrival Temperature (°F):	
Departure Temperature (°F):	

Section 4 - Supervisor, if an employee answers “Yes” to any of the questions in Section 2, or has a temperature over 100.4°F, do not let him/her enter the facility and direct him/her to go home. Note the reason below and sign off.	
Reason:	
Supervisor Signature:	

## Daily Health Self-Screening Form

The Daily Health Self-Screening Form is to be completed each day before an employee may start work or enter a facility. The form must be completed prior to the beginning of a shift and at the end of a shift. Completed forms are to be dropped in a secure box. Supervisor will review and save forms in a secure location.

Section 1 – General Information	
Date:	
Location:	
Employee Name:	
Supervisor confirming health self-screening:	

Section 2 – Questions: Since your last day of work have you had any of the following (Circle Yes or No):
Fever (100.4°F or higher)? (Yes/No)
Cough? (Yes/No)
Shortness of breath? (Yes/No)
Sore throat? (Yes/No)
Muscle aches (general malaise or fatigue)? (Yes/No)
Has anyone in your household had a fever, cough, or experienced shortness of breath in the last 24-hours? (Yes/No)

Section 3 – Temperature Readings (note if thermometer unavailable)	
Arrival Temperature (°F):	
Employee Signature:	
Departure Temperature (°F):	
Employee Signature:	

Section 4 - Supervisor, if an employee answers “Yes” to any of the questions in Section 2, or has a temperature over 100.4°F, do not let him/her enter the facility and direct him/her to go home. Note the reason below and sign off.	
Reason:	
Supervisor Signature:	