

COVID-19 UPDATE

PUBLIC HEALTH PROTOCOLS

MESSAGE FROM THE ASSISTANT CEO/HR DIRECTOR

As you are likely aware, COVID-19 is increasing in our communities as we reopened businesses and a variety of social type activities. On June 18, 2020, the State released a directive requiring the use of facial coverings for everyone when in areas where social distancing is not possible, such as places of employment, grocery stores, churches, etc.

As COVID-19 cases have been increasing, so have the number of cases amongst our employees. There are Public Health protocols to be followed if an employee has symptoms or tests positive for COVID-19. You may review the Public Health protocols by clicking on the following link: <https://rc-hr.com/Portals/2/HR%20Toolbox/2020-07-10-Public-Health-Guidance.pdf?ver=2020-07-10-120647-303>. Additionally, there are protocols in place for screening employees before they report to work, which will be conducted at the point of entrance at County facilities.

In an effort to expedite the screening process as you enter a building or your Department, there is the option to use the RivCoMobile application for employees, developed by Riverside County IT, to perform self-assessments using one question that covers all approved screening questions. Employees may complete a Person-to-Person screening or optionally leverage this application and simply show the “Cleared Entry Screen” to a screener as they walk by to accelerate the process. The app does not store data and responses are deleted daily; it just provides a way for you to turn your phone into a “cleared ticket” for all County buildings that participate. It includes all the current requirements/questions approved for clearance (and will be updated as changes are approved).

The use of the application is optional for Departments. The idea is to expedite

screening so employees can quickly move to their workstations. If you choose to use the app, instructions on how to download and self-screen are included below:

Official Screening Application (Optional for Employees)



Lastly, in response to the growing number of local COVID-19 cases and sharply rising hospitalizations, county services will again be primarily offered through online methods, over the phone or by mail. The County Administrative Center, along with many other county buildings, will close to the public on Monday, July 13, 2020.

To answer any questions you may have, please review the [Novel-Coronavirus-2019-Guidance-for-Employees.pdf](#).

If you have additional questions after reading the guidelines provided, please reach out to your supervisor/manager for assistance.

As a reminder, please wear your face coverings, wash/sanitize your hands often and maintain proper social distancing. If we all do our part, we will get through this together!



BRENDA DIEDERICHS

WHAT TO EXPECT WHEN COUNTY (or TAP) EMPLOYEES ARE QUARANTINED OR ISOLATED

****NOTE:** These guidelines do NOT apply to first responders, healthcare workers or Health and Human Services Care Providers.

Notification of confirmed cases: The Riverside County Department of Public Health will notify confirmed cases directly, discuss isolation requirements, identify contacts who may have been exposed and answer questions.

Will the Department be notified of a positive test result? No, Public Health will not notify the Department because of confidentiality reasons. Public Health will directly contact the case and any exposed individuals in the workplace.

What if the employee has a negative test result, can they work? If an individual has come into contact with a confirmed positive case and tested negative, the individual is still required to complete their 14-day quarantine.

When can the employee return to work? (Please note that there may be other factors that may extend an employee's return based on recommendations from Public Health)

CONFIRMED COVID CASES

For a confirmed positive case, the employee must isolate. You can expect to have your employee return to work under the following conditions:

If Symptomatic -

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medication and improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
- At least 10 days have passed since last positive test

If asymptomatic (symptom free) -

- 10 days have passed since the date of their first positive COVID 19 diagnostic test assuming they have not subsequently developed symptoms since their positive test.
- If they develop symptoms, then the protocol for symptomatic individuals should be followed.

CONFIRMED CONTACT TO A POSITIVE COVID PATIENT

For a contact to a confirmed positive case, the employee is expected to quarantine. You can expect to have your employee return to work when the individual meets the following criteria:

*They are exposed, but **asymptomatic** -*

- 14-day quarantine.
 - Twice-daily temperature check.
 - Monitor for respiratory symptoms.
- If ANY symptoms develop, refer for testing (below).
- Even if tested and tests negative, 14-day quarantine still required.
- If exposure is continuous (i.e., positive case can not be isolated from the employee), then quarantine begins AFTER the case has been asymptomatic for 3 days and it has been 10 days since the positive test was collected. Employees living with a COVID-19 case should make all reasonable efforts to limit contact to avoid re-exposure.

*They are exposed, but **symptomatic** -*

- Exclude from work, 14-day quarantine. Instruct in home isolation.
 - Twice-daily temperature check.
 - Monitor for respiratory symptoms.
- Refer for testing.
 - While test is pending continue home isolation.
 - If test is negative and no longer symptomatic:
 - If source patient ruled out, discontinue isolation and clear for work.
 - If source patient was positive, complete 14-day quarantine. May return to work when completely asymptomatic and afebrile for 72 hours and 14-day quarantine is completed.
 - If test is negative, but still symptomatic, an individualized assessment of other potential diagnosis (e.g., flu) is required for whether repeat testing may be indicated.

Is retesting necessary?

Riverside County Public Health has adopted a modified non-test-based criteria for clearance of COVID-19 positive patients. Retesting for clearance is not generally recommended.

What if the employer wants their employees tested? Individuals needing to be tested can be referred to their primary care provider or other public testing sites. A list of public testing sites is available at www.rivcoph.org/coronavirus/testing .

WHAT SHOULD I DO IF A COUNTY (or TAP) EMPLOYEE IS SUSPECTED OR CONFIRMED TO HAVE COVID-19?

****NOTE:** These guidelines do NOT apply to first responders, healthcare workers or Health and Human Services Care Providers.

In most cases, you do not need to shut down your facility. But do close off any areas used for prolonged periods of time by the sick person.

- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.
- It is not routinely necessary to close the entire building. Closing or limiting access to the space used by the sick person would be sufficient course of action while implementing the cleaning protocol. Refer to CDC guidelines for Facility Cleaning: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Follow cleaning and disinfection recommendations provided by the Centers for Disease Control and Prevention (CDC):

- Clean dirty surfaces with soap and water before disinfecting them.
- To disinfect surfaces, use products that meet EPA criteria for use against SARS-Cov-2, the virus that causes COVID-19, and are appropriate for the surface.
- Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.
- You may need to wear additional personal protective equipment (PPE) depending on the setting and disinfectant product you are using.

Public Health will reach out to the positive individual as well as anyone who was potentially exposed to conduct the case investigation and contact tracing and to make recommendations for isolation or quarantine. Public Health will also work with the Department to ensure that testing of employees is completed as recommended.

Sick employees should follow guidance provided by Public Health staff. Employees should not return to work until they have met criteria to discontinue home isolation and have consulted with a healthcare provider and/or the Public Health Department.

REDUCE THE SPREAD/FIVE ESSENTIAL ACTIONS FOR INDIVIDUALS

The following Five Essential Actions are recommended to help reduce the spread of COVID-19 and safely maintain the county's reopening efforts. It is important that County employees continue to implement these actions to prevent the spread of COVID-19.

1. Social Distancing

Social or physical distancing means keeping space between yourself and other people who do not live with you. To practice physical distancing:

- Stay at least 6-feet from people who are not part of your household
- Avoid shaking hands or high fives
- As much as possible, avoid social and family gatherings with people who are not part of your household; if you chose to gather, follow hand washing and face covering requirements and avoid being around others when you or they are sick.
- Avoid crowded spaces and gatherings

2. Face Coverings

When outside the home or in contact with individuals that do not regularly reside in your home, the wearing of a cloth face covering is required. Face coverings are intended to trap droplets leaving the wearer's mouth and nose. This reduces the risk of spreading COVID-19 if someone is asymptomatic, which means they don't look or feel sick but can still pass the virus on to others.

Wearing a face covering protects your neighbors. When your neighbor wears a face covering, they are protecting you. Face coverings are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings. Guidance on how to make, wear and care for a face covering is available on the CDC website at www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html.

3. Hand Washing

Washing your hands with soap and water for 30 seconds helps to remove the virus from your hands if you come in contact with the virus. If soap and water is not available and your hands are not visibly soiled, hand sanitizer that contains at least 60% alcohol can be used.

Wash your hands regularly, and especially after you have been in a public place or touched an item that may be frequently touched by other people (e.g., door handles, tables, gas pumps, shopping carts, electronic cash machines, credit/debit card readers, etc).

4. Disinfecting Surfaces

Regularly disinfecting high touch surfaces with soap and water or EPA registered household disinfectants (including bleach and cleaners containing at least 70% alcohol) helps to prevent

transmission from droplets that may have settled on surfaces or have transferred to commonly used surfaces through touch, such as door handles and light switches.

5. Stay Home if Sick or You are Instructed to Isolate/Quarantine by a Medical or Public Health Professional

If you are sick or have been instructed to stay home by a medical or public health professional, stay home. The strategies listed above rely on people staying home when they know they feel sick or have been told to isolate or quarantine. If you feel sick and are concerned, contact your doctor's office to determine if you need to be seen. If possible, ask others to deliver needed supplies instead of going out to the store or to obtain essential items.

High-Risk Individuals

High-Risk individuals include those **over the age of 65** or those with **serious underlying health conditions**, such as high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised. Residents who are 65+ and individuals with underlying conditions should stay home. If a trip outside of the home is necessary, wear a face covering and maintain the recommended 6-foot social distancing when in public.



COVID-19 SCREENING SCRIPT FOR SCREENER

This script addresses the implementation of the employee and members of the public screening procedure. It is not intended to take the place of medical advice, diagnosis or treatment.

WHAT TO DO:

- **Create and implement an active screening plan including:**
 - Appropriate script for screening and signage to support active screening process
 - Make alcohol-based hand sanitizer available at the screening table
 - Clear door rules to allow or prohibit entry
 - A screening setup that provides proper social distancing

SCREENING QUESTIONS SCRIPT Method #1

Employee/Customer Completes Form

- A screening table is set up at the designated entrance to the building.
- An employee is designated to conduct the screenings.
- Hand sanitizer is provided at the screening table
- Employees/Customers complete the form to confirm that they are wearing an appropriate facial covering and that they've washed their hands upon entry. If they answer yes to these questions, they should proceed to the next screening questions. If either/both answers are no, they must do so before the screening continues.
- If an employee responds yes to any of the remaining four screening questions, they must contact their supervisor and determine if their yes answer precludes them from working in the county building.
- Supervisors/Managers should call the Occupational Health Nurse, assigned to the EOC, at (951) 955-6912, to determine if the employee may be permitted to work in the building.
- If a customer answers yes to any of the four remaining questions, they are informed they cannot enter the building, asked what service they were seeking, take their name and contact information to provide to the proper responder in your department.
- Employees/Customers that respond No to the remaining questions are thanked and requested to use hand sanitizer before proceeding to their workstation or service area.
- The form is then kept in a manner determined by the department. There is no need to forward the forms to Human Resources.

Don't forget to write your name at the bottom of the checklist and store accordingly for departments requiring this form to be completed by the employee/customer/member of the public.

CORONAVIRUS ALERT

We are working with our public health partners to slow the spread of the coronavirus. Before you enter the building, please answer these four questions.



Before proceeding, you must have washed your hands or used alcohol-based hand sanitizer upon entry and be wearing a facial covering that covers both your nose and mouth.



Have you taken any medication that might mask symptoms of COVID-19 or symptoms of any respiratory illness?



Do you have any of the following respiratory problems such as new or worsening cough or shortness of breath or sore throat?



Do you have anyone in your household that is ill or presenting symptoms of COVID-19 or respiratory illness?



Are you on quarantine because of an exposure to a positive case of COVID-19?

If the answer is YES to any of these four questions, then please do not enter the building. Customers can be assisted through phone, e-mail, or online. Employees must contact their supervisor to determine next steps.



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SCREENING QUESTIONS SCRIPT Method #2

Verbal Affirmation by Employee/Customer

- **Greet everyone with a friendly, calm, and reassuring manner while recording their name, date, and time on a standard sign-in sheet**
 - "Good morning/afternoon! As you know, COVID-19 continues to evolve quickly. Given this, we are conducting active screening for potential risks of COVID-19 with everyone to ensure the safety and wellbeing of everyone."
 - Advise them at any time they fail the screening then they will not be allowed entry into the building. Employees will be required to inform their supervisor and follow up with their primary care physician if needed. Customers will receive same day service via phone or email.
- **Conduct a visual check to confirm they are wearing an appropriate facial covering that covers both nose and mouth.**
 - If YES, continue on with screening questions.
 - If NO, ask them to do so before proceeding or deny entry if refused.
- **Confirm if they have washed their hands or used alcohol-based hand sanitizer on entry?**
 - If YES, then continue.
 - If NO, ask them to do so.
- **Ask if they have taken any medication that might mask the symptoms of COVID-19 or symptoms of a respiratory illness?**
 - If YES, employee contacts supervisor to determine next steps and customers will be informed of their ability to access services online, phone, or e-mail.
 - If NO, continue screening process.
- **Ask if they have any of the following respiratory problems, such as a new or worsening cough or new or worsening shortness of breath or sore throat.**
 - If YES, to any, no entry, employee contacts supervisor to determine next steps and customers will be informed of their ability to access services online, phone, or e-mail.
 - If NO, proceed
- **Ask if they have anyone in their household that is ill or presenting symptoms of COVID-19 or any respiratory illness.**
 - If YES, to any, restrict them from entering the building and if employee contact supervisor. If customer, no entry, will be serviced by phone or email.
 - If NO, then proceed to next question.
- **Ask if they are on quarantine because of an exposure to a positive case of COVID-19?**
 - If NO, to the initial question, then screening is completed, and they have passed.
 - If YES to any, restrict them from entering the building and if employee contact supervisor. If customer, no entry, will be serviced by phone or email.*

Once complete, allow entry to building and remind individual to wash their hands or use alcohol-based hand sanitizer throughout their time in the building, not to shake hands with, touch, or hug others during their time in the building, keep masks on and remind them to practice social distancing throughout their time in the workplace/service area.



COVID-19 SCREENING CHECKLIST

Instructions: ALL employees and members of the public entering the building should be asked to complete this form. Please maintain this record for 14 days from completion of this form and have this form available upon request from the Public Health Department. If at any time a customer or employee fails the screening, they will be informed they cannot enter, and services will be provided by web services, phone or e-mail. Employees who fail the screening must contact their supervisor to determine next steps.

Name: _____ Date: _____ Time: _____

1. Are you wearing an appropriate facial covering that covers both nose and mouth.

- ☐ YES ☐ NO – Ask them to do so or do not proceed with checklist nor allow entry.
*If yes, proceed

2. Have you washed your hands or used alcohol-based hand sanitizer on entry?

- ☐ YES ☐ NO – Ask them to do so or do not proceed with checklist nor allow entry.

3. Have you taken any medication that might mask symptoms of COVID-19 or symptoms of any respiratory illness? ☐ YES* ☐ NO

- If NO, proceed to question 4.

4. Do you have any of the following respiratory symptoms?

- ☐ New or worsening cough* ☐ New or worsening shortness of breath* ☐ Sore Throat*
• If NO to all, proceed to remaining questions.

5. Ask the following:

A. Do you have anyone in your household that is ill or presenting symptoms of COVID-19 or any respiratory illness? ☐ YES* ☐ NO

5A.

1. Are you on quarantine because of an exposure to a positive case of COVID-19?
☐ YES* ☐ NO

*** If any of the asterisk items are checked the customer/employee will not be allowed to enter the building and will be informed of their ability to access services online, phone, or e-mail. If this is an employee, they must contact their supervisor to determine next steps and/or Human Resources and are responsible for following-up with their primary care physician, if needed.**

6. Please remember to:

- ☐ Wash your hands or use alcohol-based hand sanitizer throughout your time in the building.
☐ Not shake hands with, touch, or hug others during your time in the building.
☐ Practice social distancing throughout your time at the workplace/service area.

Person Performing Screening: _____