



Novel Coronavirus 2019 (COVID-19)

Guidance for all Employees

Version 6
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The guidance provided below is based on the information we have about COVID-19 and its presence in Riverside County at this time. The situation is fluid and the general advice provided below as to how to handle issues that arise may as a result of the virus may change. Please ensure that you are reviewing the most recent version of this document.

If you encounter an unusual circumstance or your specific circumstance is not addressed below, please contact your supervisor or manager for direction.

GENERAL INFORMATION

What is Coronavirus?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

What are the symptoms of Coronavirus?

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms include, but are not limited to:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Preventing Transmission of the Virus in the Workplace

- It is advised that everyone clean their hands often by washing their hands with soap and water for at least 20 seconds or in the absence of soap and water, apply an alcohol-based hand sanitizer that contains at least 70-95% alcohol. If hands are visibly dirty washing them with soap and water is preferred.
- In addition to contracted/nightly cleaning already in place, employees are encouraged to conduct a daily cleaning of their immediate work area and high-touch areas, including but not limited to: work surfaces, doorknobs, keyboards, remote controls, phones, desks, light switches, and other items within workstation or work area that are frequently touched. Cleaning supplies will be provided by your Department.



- Your Department may implement breakroom etiquette that supports social distancing and cleaning practices, such as staggering of tables and chairs, providing employees with disinfectant and encouraging wiping down tables after each use, etc.
- Elevator occupancy will be limited based upon the size of the elevator car. Elevator cars similar in size to those at the County Administrative Center (CAC), may hold up to four occupants at once. If the elevator is of a different size (smaller or larger) a different number of occupants may be appropriate. It is also required that employees spread out and wear face coverings while in the elevator car. To mitigate employees pooling in lobby areas and waiting in line to use the elevator, consider using stairwells and familiarize yourself with all elevators within your building.
- **Specific information about COVID-19 and recommendations as to prevention can be found in the [supplement](#) to these guidelines produced by the Department of Public Health and our County Health Officer.**

Screening

In an effort to protect employees and the public, daily screenings will be conducted at the entrance of County facilities. An app has been created and can be added to the employee's phone by going to RivCoMobile and clicking on Coronavirus. The app consists of a series of screening questions that were developed by Public Health. The use of the app is voluntary and will enable employees to move more quickly through the designated screening areas. Once the employee completes the screening questions within the app, a green screen will appear if clear and a red screen if the employee's answers require them to go to the next screening level. The employee can show their device to whomever is monitoring the screening and if green continue to their work location. For example, when employees are screened at the facility entrance, employees will complete the screening within the app or simply indicate their responses to the screening questions and if clear, proceed to their work location. Employees who have a red screen on the app or respond in a manner to the screening questions that prevents them from entering the workplace will be directed to call their supervisor for next steps related to having their set of facts reviewed to determine the appropriate response. Employees should stay home and not come to work if they are sick or pose a risk to the health and safety of others. If employees are sick in the workplace, they must be sent home. The information within the app will not be stored and will be deleted daily.

INFORMATION SPECIFIC TO COUNTY EMPLOYEES

Families First Coronavirus Response Act

The **Families First Coronavirus Response Act (FFCRA or Act)** provides eligible employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. There is an exception for "health care



providers” and “emergency responders” which the County has further defined below and in accordance with guidance from the Department of Labor (DOL). These provisions will apply to leave taken from April 1, 2020, through December 31, 2020, unless otherwise extended by law. In addition to this, effective September 16, 2020, the DOL further clarified the definition of “health care providers” under FFCRA to follow the same regulations as under the Family and Medical Leave Act (FMLA). In response, the County has updated the classifications and departments which are now eligible for FFCRA under these new guidelines, which is further defined below in the section titled, [“Who is Excluded from FFCRA”](#).

Emergency Paid Sick Leave Act (EPSLA)

Below is a list of the core features of the Emergency Paid Sick Leave Act:

- Who is Eligible? – All employees who do not work in classifications or departments excluded under the headings of “health care workers” or “emergency responders” in accordance with the Act. All temporary and per diem employees are eligible regardless of classification.
- Amount of Leave – 2 weeks not to exceed 80 hours for full-time employees. Part-time employees will receive the average number of hours that the employee works over a typical two-week period.
- Purpose – If the employee is unable to work or telework either because
 - the employee is sick or quarantined due to COVID-19, or
 - the employee is caring for someone who is sick or quarantined due to COVID-19, or
 - the employee is caring for his/her child(ren), whose school or daycare center is closed due to COVID-19
- How Leave Can be Used
 - In general, EPSLA must be taken in full-day increments if the employee is taking the leave because the employee is sick or quarantined due to COVID-19, or the employee is caring for someone who is sick or quarantined due to COVID-19.
 - An employee eligible for EPSLA may take paid sick leave intermittently if the employee is taking EPSLA to care for the employee’s child whose school or place of care is closed, or whose childcare provider is unavailable, because of COVID-19 related reasons.
 - If an employee believes they are eligible to receive EPSLA retroactive to April 1, 2020, the employee should notify their Manager and Department Representative/Timekeeper that a correction needs to be made following submission and approval of the required documentation and specify the date or timeframe



applicable. Some classifications may only be eligible for this leave retroactively starting September 16, 2020. Please see the list of eligible classifications later in the Guide for more details. ([Behavioral Health](#), [Public Health](#), [Medical Center](#))

- Employees are not required to exhaust other leave accruals prior to using this leave. However, please note if EPSLA is not utilized by December 31, 2020, it will expire unless otherwise extended by law.
- Required Certification – If an employee is sick or quarantined due to COVID-19, or the employee is caring for someone who is sick or quarantined due to COVID-19 the following information must be provided:
 - Employees name;
 - The date(s) for which you request leave;
 - The reason for leave; and
 - The name of the government entity that issued the order. If the employee requests leave to self-quarantine based on the advice of a health care provider or to care for an individual who is self-quarantining based on such advice, the employee should provide the name of the health care provider who gave advice.

If an employee is requesting leave to care for the employee's child whose school or place of care is closed, or childcare provider is unavailable, the following information must be provided:

- The name of the employee's child;
- The name of the school, place of care, or childcare provider that has closed or become unavailable; and
- A statement that no other suitable person is available to care for the employee's child.
- Pay:
 - If an employee is taking EPSLA because the employee is unable to work or telecommute due to a need for leave because the employee (1) is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; (2) has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; or (3) is experiencing symptoms of COVID-19 and are seeking medical diagnosis, the employee will receive their base rate of pay to a maximum of \$511 per day, or \$5,110 total over the entire paid sick leave period. Please note employees' leave accruals will automatically be utilized to supplement pay if the applicable daily maximum is exceeded unless they opt out as described below.
 - If an employee is taking EPSLA because the employee is: (1) caring for an individual who is subject to a Federal, State, or local



quarantine or isolation order related to COVID-19 or an individual who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; (2) caring for a child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons; or (3) experiencing any other substantially-similar condition that may arise, as specified by the Secretary of Health and Human Services, the employee is entitled to compensation at 2/3 of the employee's base rate of pay to a maximum of \$200 per day, or \$2,000 over the entire two week period. Please note that employees' leave accruals will automatically be utilized to supplement pay up to 100% of their regular pay unless they opt out as described below.

- Employees must inform their Manager and their Department Representatives/Timekeepers if they **do not** wish to utilize their available leave accruals to supplement.
- Notice - Where leave is foreseeable, an employee should provide advance notice of leave to the employer as is practicable. After the first workday of paid sick time, an employer may require employees to follow reasonable notice procedures in order to continue receiving paid sick time.

Determining Eligibility and Requesting Leave

Requests for EPSLA leave can be made with your HR department representative. You will record the appropriate time reporting codes on your timesheet for the applicable leave being used.

Expanded Family and Medical Leave

Below is a list of the core features of the Emergency Family and Medical Leave Expansion Act (EFMLEA) – Public Health Emergency Leave:

- Who is Eligible? – All employees, including temporary and per diems, who do not work in classifications or departments excluded under the headings of "health care providers" or "emergency responders" in accordance with EFMLEA.
- Amount of Leave – 12 weeks
- Purpose – If the employee is unable to work or telework and must care for a son or daughter under the age of 18 because their school or place of care has been closed, or the childcare provider is unavailable because of a public health emergency.
- How Leave Can be Used – In general, EFMLEA leave for this purpose is to be used continuously; however, leave can be used intermittently.



- If an employee believes they are eligible to receive EFMLEA leave retroactive to April 1, 2020, the employee should notify their HR Department Representative by completing the link referenced below with the applicable date and/or timeframe. Some classifications may only be eligible for this leave retroactively starting September 16, 2020. Please see the list of eligible classifications later in the guide for more details. ([Behavioral Health](#), [Public Health](#), [Medical Center](#)).
- Required Certification – Employees must provide certification supporting the need for leave. This can come in the form of proof of the child’s school or daycare closure or proof that their daycare provider is unavailable due to COVID-19.
- Pay:
 - The initial 10-day period is unpaid; however, employees can elect to use the Emergency Paid Sick Leave Act (EPSLA) provided under the FFCRA during this period. If employees do not elect to use EPSLA provided under the FFCRA during this period, they may use their applicable paid leave accruals.
 - If the employee elects to use EPSLA during the initial 10-day period and their regular pay exceeds the base rate of pay maximum of \$200 per day, or \$2000 total over the entire leave period, they will be required to inform their Department Representatives/Timekeepers if they wish to utilize their available leave accruals to supplement, so full pay is received.
 - From the 11th day onward, the employee will be paid for 2/3 of their regular pay for the number of hours they would have been regularly scheduled to work, up to \$200 per day and \$10,000 in total. During this period, employees will be required to use their applicable paid leave accruals to supplement the remainder of their pay.
- Relationship with Other Leaves – FMLA used for this purpose does not run concurrently with CFRA or PDL. Additionally, employees are entitled to a maximum of 12 weeks of FMLA leave in a 12-month period. So, if an employee already used their 12 weeks of FMLA leave in the previous 12 months, the EFMLEA does not provide a separate 12-week entitlement; however, if only a portion of the 12 week entitlement was used in the previous 12 months, EFMLEA would provide the employee with the remainder of that unused portion.



- **Notice** - Where leave is foreseeable, an employee should provide notice of leave to the employer as is practicable. After the first workday of EPLSA, an employer may require employees to follow reasonable notice procedures in order to continue receiving EPLSA.

Determining Eligibility and Requesting Leave

Requests for expanded EFMLEA leave can be made with your HR department representative by completing the FMLA Request form, located on the Human Resources Department website at:

<https://www.rc-hr.com/HR-Services/Employee-Services/FMLA-CFRA-PDL-and-Other-Leaves>

Who is excluded from the FFCRA?

Employees that are “health care providers” and “emergency responders” may be excluded. According to the DOL a “health care provider” is anyone who is a licensed doctor of medicine, nurse practitioner or other health care provider permitted to issue a certification for the purposes of the FMLA. The DOL further defines “health care provider” as anyone who is employed to provide diagnostic services, preventive services, treatment services, or other services that are integrated with and necessary to the provision of patient care and, if not provided, would adversely impact patient care. This group includes employees who provide direct diagnostic, preventive, treatment, or other patient care services, such as nurses, nurse assistants, and medical technicians. It also includes employees who directly assist or are supervised by a direct provider of diagnostic, preventive, treatment, or other patient care services. Finally, employees who do not provide direct health care services to a patient but are otherwise integrated into and necessary to the provision those services—for example, a laboratory technician who processes medical test results to aid in the diagnosis and treatment of a health condition—are health care providers.

Therefore, according to the DOL, a person is **not** a “health care provider” merely because his or her employer provides health care services or because he or she provides a service that affects the provision of health care services. For example, IT professionals, building maintenance staff, human resources personnel, cooks, food services workers, records managers, consultants, and billers are not health care providers, even if they work at a hospital or a similar health care facility. This means classifications previously exempted from utilizing FFCRA may now be eligible to use FFCRA under these revised guidelines retroactive to September 16, 2020. This link from the DOL provides more information:

<https://www.dol.gov/agencies/whd/pandemic/ffcra-questions#56>

The DOL defines “emergency responder” as “an employee who is necessary for the provision of transport, care, health care, comfort, and nutrition of such patients, or whose services are otherwise needed to limit the spread of COVID-19. This includes but is not limited to military or national guard, law enforcement officers, correctional institution personnel, fire fighters, emergency medical services personnel, physicians, nurses, public health personnel, emergency



medical technicians, paramedics, emergency management personnel, 911 operators, public works personnel, and persons with skills or training in operating specialized equipment or other skills needed to provide aid in a declared emergency as well as individuals who work for such facilities employing these individuals and whose work is necessary to maintain the operation of the facility.”

The County has determined that the following classifications/departments fall within the definition of “health care provider” or “emergency responder” and shall be excluded from all provisions (both the EPSLA and the EFMLEA) of the FFCRA (Note: If the employees’ classification does not appear on any of the below corresponding lists including those for Riverside University Health System [RUHS], Behavioral Health or Public Health then the employee is now eligible to use FFCRA retroactive to September 16, 2020):

Health Care Provider

- Specified classifications employed at the [RUHS Medical Center](#)
 - Including RUHS Correctional Health Services & RUHS Community Health Centers.
- Specified classifications employed at [Public Health](#)
- Specified classifications employed by [Behavioral Health](#)
- All IHSS Home Health Care Providers

Emergency Responder

- All classifications employed by the Sheriff’s Department
- All classifications employed in the Bureau of Investigation of the District Attorney’s Office and/or Dispatchers and their chain of command
- All classifications employed by Probation Department
- All classifications employed by the Fire Department
- All classifications employed by the Emergency Management Department
- All classifications employed by the Department of Public Social Services
- All classifications employed by the Flood Control District
- All classifications employed by the Environmental Health Department
- All classifications employed by the Waste Resources Department
- All classifications employed by the Transportation Department
- All classifications employed by the Building and Safety Department
- All classifications employed by the Code Enforcement Department
- All classifications employed by the Facilities Management Department

Citation: [Families First Coronavirus Response Act: Questions and Answers | U.S. Department of Labor](#) (see responses to Question # 56 & 57):
<https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>

Note: All temporary and per-diem employees with current assignments in the departments listed above are excluded from EFMLEA, but still eligible for EPSLA.



Federal Department of Labor Guidance

For more information on the FFCRA including a comprehensive “Questions and Answers” document, please access the Department of Labor’s website at the following: <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>

California COVID-19 Supplemental Paid Sick Leave (CA-SPL)

California Governor Gavin Newsom signed Assembly Bill 1867 (AB 1867), which modified existing labor code 248.1 to allow employees designated as “health care providers” or “emergency responders” who are permissibly excluded from receiving benefits through FFCRA to receive paid sick leave. **California COVID-19 Supplemental Paid Sick Leave** provisions will apply to leave taken from September 19, 2020 through December 31, 2020, unless further extended by law. This change in law now allows all employees to take leave, if needed, due to COVID related issues; each leave, FFCRA or CA-SPL, is administered differently per the guidelines as stated. However, please note that employees are **not** eligible to receive both leave types (Federal or State) they are only eligible to receive one or the other.

Below is a list of the core features of the California COVID-19 Supplemental Paid Sick Leave

- Who is Eligible? – All employees, who work in classifications or departments excluded under the headings of “health care providers” or “emergency responders” in accordance with the Act as stated under the section titled, [“Who is Excluded from FFCRA,”](#) all employees otherwise ineligible to receive FFCRA.
- Amount of Leave – 2 weeks not to exceed 80 hours for full-time employees. Part-time employees will receive the average number of hours that the employee works over a typical two-week period.
- Purpose – If the employee is unable to work/telecommute either because
 - the employee is subject to a federal, state, or local quarantine or isolation order related to COVID;
 - the employee is advised by a health care provider to self-quarantine or self-isolate due to concerns related to COVID-19; or
 - the employee is prohibited from working by the employer due to concerns related to the potential transmission of COVID-19.
- How Leave Can be Used
 - In general, CA-SPL must be taken in full-day increments if the employee is taking the leave because the employee is sick or quarantined due to COVID-19.
 - If an employee believes they are eligible to receive CA-SPL retroactive to September 19, 2020, the employee should notify their



Manager and Department Representative/Timekeeper that a correction needs to be made and specify the date or timeframe applicable.

- Employees are not required to exhaust other leave accruals prior to using this leave.
- Pay:
 - If an employee is taking CA-SPL, they will receive their base rate of pay to a maximum of \$511 per day, or \$5,110 total over the entire paid sick leave period.
 - If employees exceed the maximum pay per day as specified above, their leave banks will be used to supplement the remaining hours not compensated by CA-SPL. Employees must inform their Manager and their Department Representatives/Timekeepers if they **do not** wish to utilize their available leave accruals to supplement.
- Required Certification – If an employee is sick or quarantined due to COVID-19, the employee is entitled to take COVID-19 Supplemental Paid Sick Leave immediately upon oral or written request. The leave is not conditioned on medical certification.

However, the following information must be provided when requesting leave :

- Employee name;
- The date(s) for which leave is requested;
- The reason for leave; and
- If applicable, the name of the government entity that issued the order. If the employee requests leave to self-quarantine based on the advice of a health care provider or to care for an individual who is self-quarantining based on such advice, the employee should provide the name of the health care provider who gave advice.
- Notice - Where leave is foreseeable, an employee should provide notice of leave to the employer as is practicable. After the first workday of paid sick time, an employer may require employees to follow reasonable notice procedures in order to continue receiving paid sick time.

Who is excluded from the CA-SPL and who is included?

Any employees that are eligible to receive FFCRA are excluded from receiving CA-SPL. Therefore, all employees deemed "health care providers" and "emergency responders" by the DOL that were excluded from utilizing FFCRA, are the only employees eligible to receive CA-SPL.

The County has determined that the following classifications/departments fall within the definition of "health care provider" or "emergency responder" and shall be included in all provisions provided through the CA-SPL. (Note: If the employee's



classification **does not** appear on any of the below corresponding lists including those for Riverside University Health System [RUHS], Behavioral Health or Public Health then the employee is only eligible to use FFCRA as of September 16, 2020, not CA-SPL):

Health Care Provider

- Specified classifications employed at the [RUHS Medical Center](#)
 - Including RUHS Correctional Health Services & RUHS Community Health Centers.
- Specified classifications employed at [Public Health](#)
- Specified classifications employed by [Behavioral Health](#)
- All IHSS Home Health Care Providers

Emergency Responder

- All classifications employed by the Sheriff's Department
- All classifications employed in the Bureau of Investigation of the District Attorney's Office and/or Dispatchers and their chain of command
- All classifications employed by Probation Department
- All classifications employed by the Fire Department
- All classifications employed by the Emergency Management Department
- All classifications employed by the Department of Public Social Services
- All classifications employed by the Flood Control District
- All classifications employed by the Environmental Health Department
- All classifications employed by the Waste Resources Department
- All classifications employed by the Transportation Department
- All classifications employed by the Building and Safety Department
- All classifications employed by the Code Enforcement Department
- All classifications employed by the Facilities Management Department

Citation: [Families First Coronavirus Response Act: Questions and Answers | U.S. Department of Labor](#) (see responses to Question # 56 & 57):
<https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>

State of California Department of Industrial Relations Guidance

For more information on the CA-SPL including a comprehensive "Questions and Answers" document, please access the Department of Industrial Relations website at the following: <https://www.dir.ca.gov/dlse/FAQ-for-PSL.html>

FFCRA, CA-SPL and CalPERS

All hours of sick leave (EPSLA or CA-SPL) and/or family and medical leave (EFMLEA) paid to an employee under the FFCRA will be reported to CalPERS. The hours will be included when determining if a part-time, seasonal, or per-diem



employee reached 1,000 hours of services within a fiscal year. Additionally, all paid hours of CA-SPL, EPSLA and EFMLEA covered by the FFCRA will be reported to CalPERS as compensation.

Symptomatic Employees Must Go Home

*Note: This section applies not only to employees who may be symptomatic, but it also refers to employees who may be required to care for a child exhibiting similar related symptoms of the flu, which may include acute respiratory illness (fever, cough, shortness of breath) but have **no** known exposure to COVID-19, do not have a positive COVID-19 diagnosis and/or have not traveled out of state or internationally.*

Report your symptoms to your supervisor or manager immediately. If you have not already requested to go home, you will be directed to stay home and not come to work until you are free of fever and other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

During this period of the COVID-19 pandemic, we do not recommend requiring a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner. Further, at this time, we do not recommend triggering FMLA/CFRA for an employee taking time off when suffering for acute respiratory illness or caring for a sick family member as sufficient doctor's certification is required to support these leave types and will similarly overwhelm doctor's offices unnecessarily. During the pandemic period, management should encourage employees to stay home to care for themselves and/or sick family members and should remind employees that doing so will not be viewed negatively by the County. Please refer to the section below titled, "[How to Handle Time off Work due to COVID-19](#)" regarding how to take leave if necessary.

Guidance for Healthcare Workers

Note: For employees working in healthcare settings we recommend that Departments follow direction provided by the Riverside County Public Health Officer, the CDC and the State of California Department of Industrial Relations linked here:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assessment-hcp.html>

[Interim Guidance for Protecting Health Care Workers from Exposure to Coronavirus Disease \(COVID-19\)](#)



COVID-19 Exposure or Positive Diagnosis

Note: This section applies not only to an employee but also applies to employees who may be required to care for a child who has been (or the employer reasonably believes has been) exposed to COVID-19 or has a COVID-19 diagnosis. Managers/Supervisors have been directed to follow current protocols put in place by the County of Riverside Public Health Department and/or the County's Public Health Officer regarding any COVID-related illness. However, Department Heads retain the ability to issue guidelines for employees that may be more restrictive than current guidelines in place in an effort to provide additional safety to their employees as needed. The Riverside County Public Health Officer defines exposure as a person that is within six feet of an infected person for a cumulative 15 minutes or more over a 24-hour period. This definition applies regardless of the use of face coverings. Riverside County Public Health should be consulted for any questions regarding possible exposure at (951) 955-6912.

You are required to notify your supervisor/manager that you have been exposed to COVID-19, or positively diagnosed with COVID-19. You will be directed to stay home for a minimum period of 10 calendar days, unless a health care provider indicates that you may return earlier. If the source of the exposure tests positive, the employee will be referred to get tested at least 5-7 days after the date of exposure. Further, if you or a child you are required to care for receives a COVID-19 diagnosis, this would qualify as a serious health condition and FMLA/CFRA should be triggered.

Due to laws related to confidentiality concerns such as HIPAA (Health Insurance Portability and Accountability Act), Departments will not be notified of positive tests nor should Departments release any confidential or identifying information of positive tests. This protocol will change slightly with the implementation of Assembly Bill 685, which is explained in more detail below in the section titled, ["Assembly Bill 685 \(AB 685\) California Law and COVID-19 Safety Standards, Effective January 1, 2021"](#) Public Health will directly contact positive cases and any exposed individuals. Please refer to the section below titled, ["How to Handle Time off Work due to COVID-19"](#) regarding how to take leave if necessary.

Employee Work Related/Personal Travel

Note: This section applies not only to an employee but also applies to employees who may be required to care for a child who has recently traveled out of state or internationally. While the County is recommending that Managers/Supervisors follow the guidelines released by the California Department of Public Health (CDPH), Department Heads retain the ability to recommend guidance that may be more restrictive than CDPH in an effort to provide additional safety to their employees as needed.

On November 13, 2020, the CDPH issued new guidelines pertaining to essential and non-essential travel; essential is work related and non-essential is for personal reasons. The incidence of COVID-19 is increasing in many states and countries. Persons arriving in California from other states or Californians returning from other states or countries could increase the risk of COVID-19 spread. In addition, travel itself can be a risk for exposure to COVID-19, particularly travel through shared conveyance such as air, bus or rail travel.



[Link to related CDPH Guidance can be found here:](#)

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Travel-Advisory.aspx> and here <https://covid19.ca.gov/holidays/#travel-advisory>

Therefore, the state is strongly recommending that persons arriving in California from other states or countries, including returning California residents, should practice self-quarantine for 10-days after arrival. This recommendation does not apply to individuals who cross state or country borders for essential travel.

If an employee has recently returned from personal or work-related travel and is symptomatic, the employee must call their supervisor/manager prior to reporting to work and will be required to stay home consistent with the advice below. If an employee is asymptomatic and has recently returned from personal international travel per recent guidance it is recommended that the employee self-quarantine for 10-days. If an employee has recently returned from essential work-related travel and is asymptomatic the state is not currently recommending a 10-day quarantine; however, out of an abundance of caution departments may still require a quarantine period or possible telecommuting period instead. Please consult with your supervisor/manager for direction. Please refer to the section below titled, "How to Handle Time off Work due to COVID-19" regarding how to take leave if necessary.

[Immune Compromised & Employees 65+ Years of Age](#)

In accordance with the guidance issued by Governor Newsom on March 15, 2020, employees with a compromised immune system or those who are 65 or more years of age are encouraged to self-isolate at home. Employees in these categories are encouraged to comply with the guidance and can request time to self-isolate from their supervisor/manager. Please refer to the section below titled, "[How to Handle Time off Work due to COVID-19](#)" regarding how to take leave if necessary. Employees may request to telecommute (if telecommute assignments are available and assuming the employee is well enough to do so) and/or voluntary furlough while self-isolating. The details of these two options are discussed in the section titled, "Telecommuting."

[How to Handle Time off work due to COVID-19](#)

For employees who earn sick and vacation leave accruals, sick leave accruals should be exhausted first, then vacation, holiday and compensation time accruals. Employees are not required to exhaust all other leave accruals before using CA-SPL or EPSLA; however, they are required to exhaust all leaves including CA-SPL or EPSLA before going into negative accruals. If a regular employee exhausts all leave accruals including leave provided by CA-SPL and EPSLA, they shall be allowed to negatively accrue sick leave in an amount not to exceed 80 hours for those with a COVID-19 reason. The employee's sick leave banks shall be repaid bi-weekly with the accruals provided by the MOU until the balance returns to the positive before the employee shall be able to use sick leave accruals for pay thereafter.



For employees who accrue annual leave, any existing previously earned sick and holiday accruals should be exhausted prior to using annual leave accruals. Employees are not required to exhaust all other leave accruals before using CA-SPL or EPSLA; however, they are required to exhaust all leaves including CA-SPL or EPSLA before going into negative accruals. If a regular employee exhausts all accruals including annual leave and any eligible leave accruals through EPSLA, they shall be allowed to negatively accrue annual leave in an amount not to exceed 80 hours for those with no positive COVID-19 diagnosis and 80 hours for those with a COVID-19 reason. A special payroll code has been developed for this instance so please contact your HR Department Representative for further information. The employee's annual leave banks shall be repaid bi-weekly with the accruals provided by the governing terms and conditions of employment until the balance returns to the positive before the employee shall be able to use annual leave accruals for pay thereafter.

Other Potential Scenarios related to COVID-19

Employees must keep their supervisor/manager informed if any of the following occur as they will be handled on a case-by-case basis and will be fact specific:

- Employees are off work for an extended period (for these purposes - beyond ten days) while suffering from an acute respiratory illness;
- If an employee was sent home and received certification from your healthcare provider that the symptoms you are experiencing are non-communicable; or
- If an employee has been diagnosed positive with COVID-19 or have been in close contact with someone diagnosed positive with COVID-19.

Childcare Issues as a result of the COVID-19 Pandemic

As we know, most schools have closed due to the COVID-19 pandemic. Employees who need to take off time to for childcare needs due to school closures (unless they are telecommuting or using their eligible leave through the Act or CA-SPL – see below) are eligible to use applicable available leave balances (and exhaust them before utilizing the next type) in the following order:

Note: If eligible, EFMLEA leave may be supplemented by other available leaves in this order for full pay.

- Vacation/Annual Leave
- Holiday
- Compensatory Time
- Sick Leave
- Negative Sick Leave accruals up to 80 hours



Note: *If, during the above period of caring for their child(ren), either the employee or the employee's eligible family members become ill, the employee is eligible to use available sick leave balances and the above order of accruals is not applicable.*

Employees may also elect to voluntarily furlough during this time in accordance with Board Policy C-31. Please refer below for more information.

Voluntary Furlough

The benefits of voluntary furlough versus an unpaid leave are that employees participating in the voluntary furlough program may maintain the same level of County contributions for flexible credit allowance, as well as continuation of their other employee benefit plans such as medical, dental, vision, and life insurance. Please contact Human Resources for more information about this option.

This provision is only effective during the COVID-19 pandemic and while the employee's children's schools are closed.

Voluntary furlough requests may be submitted to your Department for consideration. There are two ways to participate in voluntary furlough: (a) the employee's scheduled workday or work week is reduced on a biweekly basis, or (b) a block of time off is scheduled as unpaid leave. FLSA exempt employees are not eligible for the reduced workday option. Both options are subject to Department Head approval.

In addition, voluntary furlough enrollment must occur prior the voluntary furlough being taken as it cannot be on done an ad hoc basis (i.e. unscheduled absences such as the need to be off early and would like to furlough the time).

Additionally, if circumstances change and the employee is needed at the worksite, the employee can be directed to return to the worksite.

For more information regarding voluntary furlough options please review Board Policy C-31: <http://www.rivcocob.org/boardpolicies/policy-c/POLICY-C31.pdf>

The link to access to the voluntary furlough request form can be found here:

<https://www.rc-hr.com/HR-Services/Employee-Support/Employee-Services>

Continuity of Government – Essential Employees & Services

As the County of Riverside evaluates next steps in responding to the COVID-19 event, continued telecommuting where feasible is encouraged. In doing so, it will allow further confinement and containment of COVID-19 and ensure essential services are being performed. Where deemed appropriate by the Department Head, departments may elect to allow certain employees to work from home/telecommute in a full-time or part-time capacity depending on the needs of the Department. Please refer to the next section regarding specific telecommuting considerations.



Additional guidance on Telecommuting can be found in the Board of Supervisor's Policy K-3 linked here: <https://www.rivcocob.org/wp-content/uploads/2013/05/K-3.pdf>. The Board Policy outlines certain specific requirements, including a satisfactory performance evaluation, that the employee has passed initial probation, among other requirements. However, during the COVID-19 pandemic the restrictions under this policy may be relaxed to a degree in order to continue County services. Relaxing any restriction is not precedent setting and will be at the discretion of the department based on their needs and departmental expectations/requirements.

Employees seeking to temporarily telecommute during this pandemic should utilize the Short Term Telecommuting Agreement linked here: https://rc-hr.com/Portals/2/HR%20Toolbox/COR_Short%20Term%20Telecommuting%20Agreement_fillable.pdf?ver=2020-03-24-152527-903, as it is specific to the relaxed requirements during the COVID-19 pandemic and differs from the regular Agreement found in Board Policy K-3. Employees interested in establishing a Short-Term Telecommuting Agreement are required to work with their supervisor to obtain authorization and approvals as required on the Agreement prior to engaging in any telecommuting.

Telecommuting

Given that the timeline of the current pandemic is unknown, Departments are encouraged to evaluate if their employees can telecommute in an ongoing and long-term capacity, and if they will need to make further changes to their processes/procedures to help enable employees to telework or reach maximum productivity/efficiency.

In evaluating whether the department will allow employees to telecommute on an ongoing basis during the pandemic, the following will be considered by the department:

- Does the employee have the technology to perform their full job functions? Items such as Wi-Fi, a laptop or computer, and phone or technology to answer calls through systems such as Skype, etc. would be minimally required in most circumstances.
- Are there any concerns about privacy violations if the employee is performing work at home?
- Has guidance been provided about how to prevent or reduce the potential for others accessing protected information related to the work the employee performs [e.g. Health Insurance Portability and Accountability Act (HIPAA information), or Personal Identifiable Information (PII)]?
- Can the employee perform work full-time or part-time, or will they allow telecommuting on an as-needed episodic basis?
- How will employee performance be measured or tracked to determine if employees can continue teleworking?
- How will work be evaluated and reviewed?



- Are there any processes/procedures that should be changed to enable more staff to telecommute?

Requests for telecommuting will be evaluated on a case-by-case basis and Telecommuting Agreements may be revoked at any time. Telecommuting is a voluntary arrangement between the employee and the Department. Participation in the program is solely a management prerogative, not an employee right per the County's K-3 Policy, Telecommuting Program. Furthermore, not all jobs can be performed from home and consideration as to FLSA exempt vs. non-exempt status of the employee(s) will be evaluated, especially when considering telecommuting beyond the initial COVID-19 emergency. Employees that are on initial County probation, require training and oversight are likely not ideal candidates for ongoing telecommuting, as they need to be provided mentorship. Similarly, Temporary Assignment Program (TAP) employees at certain levels may not be appropriate to telecommute, but ultimately, it is at the department's discretion as to which employees they allow to telecommute based on operational demands, needs, and ability.

In considering requests to engage in further telecommuting beyond the initial COVID-19 event, departments will require the following and may consider other factors in determining if an employee can continue to work from home:

- Employees must be able to perform assigned work as determined by the department and meet other work obligations at their home as they do when working at their County work location.
- Employees must be available to their supervisors and co-workers during the agreed upon work hours.
- Employees must be able to attend scheduled meetings with limited disruptions (e.g., conference calls) and participate in other required office activities.
- If it is determined that an employee will be allowed to work from home, a Telecommuting Agreement must be established between the Department and the employee that identifies employee work expectations and the timeframe the employee will be able to work from home. The Short-Term Telecommuting Agreement can be found at this link: https://rc-hr.com/Portals/2/HR%20Toolbox/COR_Short%20Term%20Telecommuting%20Agreement_fillable.pdf?ver=2020-03-24-152527-903. Please work with your department supervisor/manager regarding the Agreement and if needed, your manager may consult your Human Resources Business Partner for additional assistance as necessary.
- The telecommuting arrangement during this pandemic is temporary and can be revoked at any time.
- The employee may be asked to complete an Activity Log or other productivity report) for each day of telecommuting and submit them for review by the supervisor/manager when timesheets are due. An example of an Activity Log has been linked here:



https://rc-hr.com/Portals/2/Images/COR_Employee_Activity-Project_Log.xlsx?ver=2020-05-20-144549-293.

- When recording hours worked while telecommuting, the employee will be asked to attest that all work on the activity log or other productivity mechanism is an accurate reflection of the work performed on behalf of the County in order to receive pay.
- Employees should be able to manage/arrange for childcare during their work hours so they can work their full work hours. In the event that an employee cannot provide for full childcare arrangements during their work hours, the appropriate manager/supervisor should be notified so that they can evaluate what other options may be available.

Information regarding telecommuting best practices has been linked here: <https://www.rc-hr.com/Coronavirus/hr-covid-19-update-telecommuting>.

Senate Bill 1159 (SB 1159) and Workers' Compensation

The County will follow the Governor's Executive Order N-62-20 related to COVID-19 Workers' Compensation claims. Effective September 17, 2020, SB 1159 amends existing workers' compensation laws and codifies Executive Order N-62-20 into law to address the impact of employees who contract COVID-19 and the extent that such illness is considered industrial, and therefore entitles the employee to workers' compensation benefits.

Employees injured in the course and scope of employment are generally entitled to receive workers' compensation benefits for their injuries. Existing Workers' Compensation claims associated with COVID-19 will be evaluated on a case by case basis. Employees that believe that their illness is work-related, please consult with your supervisor/manager; all current protocols for handling Workers' Compensation claims will be followed.

Assembly Bill 685 (AB 685) California Law and COVID-19 Safety Standards, Effective January 1, 2021

Effective, January 1, 2021, in response to the COVID-19 pandemic and its impact on maintaining a safe workplace, AB 685 amends the Labor Code in several areas to require employers to adhere to stricter occupational health and safety rules and empowers Cal/OSHA with expanded enforcement powers to address such standards. Cal/OSHA recommends employers follow local health organizations if definitions are in conflict; therefore, the County follows CDPH.

The County is preparing to adopt and implement a system for providing timely notice to employees and employee organizations in the event that the County becomes aware that an individual with COVID-19 was present in a County worksite or facility. This process is being implemented and additional information will be provided as needed; no further action is needed at this time.

AB 685 requires employers to comply with certain reporting requirements and provide the following four notices related to potential COVID-19 exposures in the workplace **within one business day** of being informed of the potential exposure (This process will be handled in conjunction with with Public Health and County HR, so make sure to contact your Supervisor/Manager for any positive COVID-19 test):



1. Potential COVID-19 Exposure Notice to Employees
2. Potential COVID-19 Exposure Notice to Exclusive Representative of Represented Employees (Union notification)
3. Notice of COVID-19 Related Benefits and Employee Protections
4. Notice of Safety Plan in Response to Potential COVID-19 Exposure

Finally, the employer must notify all employees, the employers of subcontracted employees, and any exclusive representative, of the employer's plans for implementing and completing a disinfection and safety plan pursuant to guidelines issued by the federal Centers for Disease Control.

Meetings & Gatherings

The California Department of Public Health has determined that all public gatherings with people who are not members of your household – in any indoor or outdoor space – should be postponed or canceled to curb community spread of COVID-19. State agencies are not issuing permits for any gatherings of any size or any kind at this time. Gatherings will be permitted again once public health officials determine they can be conducted in a manner consistent with public health and safety. The State recommends that in the meantime, gatherings should be postponed or canceled and alternative ways to host gatherings that do not require in-person attendance should be considered.

Therefore, to the extent possible, meetings should be held via electronic messaging systems (conference calls, video meetings). If in-person meetings must occur, make efforts to promote social distancing (i.e. placing six feet between attendees) and minimize the length of the meeting. If business can be handled online, over the phone or via email, that is preferred. In accordance with social distancing recommendations, Departments may prohibit non-essential social gatherings in the workplace, such as potlucks.

Face Coverings

On June 10, 2020, County Executive Officer, George Johnson issued a statement that requires all County employees to wear facial coverings when at work to reduce exposing others to any potential COVID like symptoms. Subsequently on June 18, 2020 the State released a directive also requiring the use of face coverings for everyone when in areas where social distancing is not possible. Please note exemptions can be made for persons with a confirmed medical condition. Consult your supervisor/manager to determine next steps. Departments have been provided facial coverings specifically for employees; employees should contact their Supervisor/Manager if the facial coverings have not been supplied. Members of the public will be strongly encouraged to wear facial coverings in County facilities and facial coverings will be made available when they enter. However, the County is not able to prevent the public from entering County buildings to do business without a face covering if they refuse. According to Cal OSHA, "Face Covering" is defined as a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

Questions to Consider



Do I have to wear it in my cubicle? It depends. If you work in a cubicle and while in the cubicle, are 6 feet away from employees or members of the public then, no. If someone enters your cubicle and there is no longer 6 feet of distance between you and that person, both should put facial coverings on. Each cubicle configuration may be different so if you have questions, please contact your supervisor for direction.

Do I have to wear it in my office? It depends. If you work in an office and while in the office, are 6 feet away from employees or members of the public then, no. If someone enters your office and there is no longer 6 feet of distance between you and that person, both should put your facial coverings on.

Do I have to wear it in situations where there is social distancing? It depends. If there is 6 feet of distance and you have a speaking role, removing the mask to communicate effectively may be appropriate. If you do not have a speaking role, you should wear the facial covering to keep you and others safe. Employees should keep their facial coverings with them at all times and wear them at work when in the presence of others even if social distancing practices are being utilized.

Do I have to wear outside when working? It depends on the type of work being performed and whether social distancing practices can be utilized. The roles of County employees working in outdoor spaces can vary dramatically so we recommend checking with your supervisor for direction.

Do I have to receive service from someone who is not wearing a facial covering? It depends. Ask the service provider to wear a facial covering while providing the service however; if they refuse, consult with your Supervisor/Manager for assistance.

COVID-19 Testing while at Work

The County's goal is to get as many people to test as possible to get our numbers up and move more fully towards reopening in the state's tiered system. Therefore, the Executive Office has approved the allowance of employees who are already at work (as opposed to employees on vacation or sick or off work etc.) to COVID test on County time and they do not need to deduct from their leave balances to test. To schedule an appointment for testing please visit <https://gettested.ruhealth.org>

This provision applies to employees physically at work and those telecommuting as they are both on County time; however, supervisor/manager approval is required to utilize this benefit. For additional information regarding this matter please consult with your supervisor/manager to ensure the timing of the request is reasonable for business operations.

CARES Act 457(b) Deferred Compensation Plan Provision Update

In response to the financial impacts caused by the COVID-19 pandemic, Congress passed the Coronavirus Aid, Relief And Economic Security Act (CARES Act) on March 27, 2020. The CARES Act offers potential assistance during this difficult time and is intended to bring relief to those adversely impacted by the Coronavirus pandemic. If employees currently participating or previously participated in the



County's 457(b) Deferred Compensation Plan and have an account with one of the County's deferred compensation vendors (Nationwide or AIG), the provisions of the CARES Act may apply to them. Please note that this provision does not include 401(A) Money Purchase Plans. For more information regarding please go here: <https://www.rc-hr.com/Portals/2/PDF/2020-04-10-Bulletin-REVISED-1123.pdf?ver=2020-11-24-013143-917>

Department Preparedness

We each perform essential services for the citizens of the County. Each County Department will refer to their Continuity of Operations Plan (COOP) and identify their essential functions, essential jobs, and critical elements within the supply chains to maintain daily operations. Departments will ensure that plans are in place that contemplate increased absenteeism and supply plan disruption and identify potential solutions. Employees will be notified of their role related to the COOP.

All County employees are Disaster Service Workers (DSW's) and may be called to serve the County at this time.

While the County does not have any immediate plans to deploy DSW's, the County relies on our employees to step up in the time of need should their assistance be required.

Important Dates/Historical Information

On Sunday, March 8, 2020, the County Public Health Officer declared a local public health emergency for the County.

On Thursday, March 12, 2020, the Riverside County Public Health Officer ordered large events of 250 or more cancelled.

On Friday, March 13, 2020, the Riverside County Public Health Officer ordered closure of all schools, community colleges, colleges, and universities through April 3, 2020.

On Monday, March 16, 2020, the Riverside County Public Health Officer ordered cancellations of all events that exceeded 10 individuals.

On Tuesday, March 17, 2020, the Riverside County Public Health Officer ordered all County buildings closed to in-person visits.

On Wednesday, March 18, 2020, the Riverside County Public Health Officer ordered all schools to remain closed to April 30, 2020.

On Thursday, April 2, 2020, the Riverside County Public Health Officer ordered all schools to remain closed to June 19, 2020.

On Friday, April 17, 2020, testing for coronavirus extended to residents without symptoms.



On Friday, May 8, 2020, the Riverside County Board of Supervisors voted at a special board meeting to direct the rescission of most local health orders to align with the governor's statewide stay at home order.

The new orders strongly recommend face coverings and six feet of social distancing whenever practical and within reason. The board also voted to keep local orders in place for primary schools (i.e., grades K-12), and remove local restrictions on higher education and vocational schools.

On Thursday, June 4, 2020, the County confirmed that it will re-open on Monday, June 15, 2020.

On Wednesday, June 10, 2020, the County Executive Officer provided further guidance and required facial coverings for all employees while at work under the reopening guidelines.

On Thursday, June 18, 2020 the State released a directive requiring the use of facial coverings.

On Wednesday, July 8, 2020, the County confirmed that it will close all County facilities to the public effective July 13, 2020.

On Tuesday, September 8, 2020, the County re-opened for limited in-person services.

On Thursday, September 17, 2020, certain workers' compensation presumptions related to COVID-19 related illnesses, as provided in Senate Bill (SB) 1159, became effective.

On Saturday, September 19, 2020, the obligations and entitlements related to COVID-19 Supplemental Paid Sick Leave, as provided in Assembly Bill (AB) 1867, became effective.

On Tuesday, September 22, 2020, the County was moved to the less restrictive red tier by the state, which allows for more businesses and community places to resume indoor operations.

On Tuesday, October 20, the County was moved back to the state's purple tier, which is the most restrictive tier that requires several types of businesses to close due to a rising number of daily coronavirus cases.

On Saturday, December 5, 2020, the governor announced regional stay-at-home restrictions for all of Southern California, including Riverside County, for a minimum of three weeks. The stay-at-home order went into effect on Sunday evening, December 6, 2020 at 11:59 p.m. The regional restrictions are in response to weeks-long surge in cases, hospitalizations, positivity rates and coronavirus -related deaths throughout the state.

For more information regarding this and a timeline of events related to COVID-19 guidelines please refer to the following link: <https://rivcoph.org/coronavirus>



Additional Information & Resources

Riverside County Public Health - [coronavirus](#)

Riverside County Human Resources - <https://rc-hr.com/Coronavirus>

California Department of Public Health - [nCoV2019](#)

Centers for Disease Control - [Coronavirus Disease 2019 \(COVID-19\)](#)
[| CDC](#)

World Health Organization -

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Protocol for County Health and Human Services Care Providers (EH, All RUHS-PH, BH, CHCS, non-HCW Med Center and DPSS) (Separate protocols for healthcare workers, first responders, and DOC/ EOC staff)

Exposed *– Asymptomatic

- 10-day quarantine.
 - Twice-daily temperature check.
 - Monitor for respiratory and other symptoms suggestive of COVID-19 (e.g., new loss of taste or smell)
 - If source patient tests negative, quarantine can be lifted.
 - If source patient tests positive, refer county worker to the Occupational Health nurse (OHN) line 951-955-6912 for PCR testing, if it has been at least 5-7 days since the last date of exposure. Ten-day quarantine is still required despite a negative test, if tested prior to the end of the quarantine period.
- Asymptomatic exposed employees covered by this protocol, may work, but will be placed on modified quarantine. They must wear a surgical mask while working.

Required precautions for exposed asymptomatic contacts allowed to reduce the quarantine period to ten (10) days:

- Adhere strictly to all recommended non-pharmaceutical interventions, including wearing face coverings at all times, maintaining a distance of at least 6 feet from others and interventions required below, through day 14
- Use surgical face masks at all times during workhours (except for meals) for those returning after day ten and continue to use face coverings when outside the home through day 14 after last exposure.
- Self-monitor for COVID-19 symptoms through day 14 and if symptoms occur, immediately self-isolate and contact Riverside County OHN line to discuss testing.
- If asymptomatic, can be released from quarantine after 12:01 AM on the 10th day.
- If worker develops ANY symptoms, exclude from work, and refer to OHN line for PCR testing unless tested within 7 days of symptom onset (see below).

Exposed* – Symptomatic

- Exclude from work. Instruct in home isolation.
 - Twice-daily temperature check
 - Monitor for worsening respiratory or development of additional symptoms suggestive of COVID-19. (e.g. new loss of taste or smell)
- Refer to Riverside County OHN line for PCR 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 is positive, complete Ten-day quarantine. May return to work during the quarantine period with a surgical mask as above when completely asymptomatic and afebrile for at least 24 hours without taking fever reducing medication.
 - If test is negative, but still symptomatic, an individualized assessment for other potential diagnosis (e.g., flu) is required to determine whether repeat testing may be indicated.

Positive COVID-19 Test

Symptomatic County Workers with suspected or confirmed COVID-19:

To remain on home isolation until **all** conditions are met:

- Resolution of fever for at least 24 hours since the last fever spike, without the use of fever-reducing medication **and** improvement in symptoms. (e.g., cough, shortness of breath, sore throat).
- At least 10 days have passed since the *last positive test*. **Encourage workers not to retest, for 90 days (unless known exposure and symptomatic)**

County Workers with laboratory-confirmed COVID-19 who have not had any symptoms:

To remain on home isolation until:

- 10 days have passed since the date of their last positive COVID 19 diagnostic test assuming they have not subsequently developed symptoms. **Encourage workers not to retest for 90 days (unless known exposure and new symptoms)**
- If they develop symptoms, then the protocol for *symptomatic individuals* should be used.

*Exposure definition: Close contact within six feet of an infected person for a cumulative 15 minutes or more over a 24-hour period.

Note: PH clearance is **not** required.

Protocol for Health Care Workers in Skilled Nursing Facilities

(Healthcare personnel interacting with patients for medical, nursing, dental, mental health care, radiology/lab as well as social workers providing direct services, OT/PT/RT, and pharmacists)

Exposed* – Asymptomatic

- 14-day quarantine.
 - Twice-daily temperature check.
 - Monitor for respiratory and other symptom suggestive of COVID-19 (e.g. New loss of taste or smell).
 - If source patient ruled out, quarantine can be lifted.
 - If source patient tests positive recommend PCR testing if it has been at least 5-7 days since date of exposure. 14-day quarantine still required despite a negative test, if tested prior to the end of the quarantine period.
- Persons who reside or work in a high-risk congregate living setting (e.g., skilled nursing facilities, prisons, jails, shelters) or persons residing or working with severely immunosuppressed persons (e.g., Bone marrow or solid organ transplants, chemotherapy) should still quarantine for 14 days in the absence of staffing shortages.

*Healthcare employers with critical staffing shortages and lacking the staff to provide safe patient care may use Contingency Capacity Strategies as described by CDC where asymptomatic healthcare personnel (including in skilled nursing facilities during an outbreak when all staff are considered potentially exposed) are allowed to work with a surgical mask or respirator, but still report temperature and absence of symptoms each day until 14 days after exposure.

- If asymptomatic, can be released from quarantine after 12:01 AM on the 14th day by the designated Infection Preventionist for the facility.
- If develops ANY symptoms, exclude from work, and refer for PCR testing unless tested within 7 days of symptom onset.

Exposed – Symptomatic

- Exclude from work, instruct in home isolation.
 - Twice-daily temperature check
 - Monitor for worsening or development of additional symptoms suggestive of COVID-19 (e.g. new loss of taste or smell).
- Refer for PCR testing if testing is not available at the facility.
 - 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.

Exposed – Symptomatic (cont.)

- If source patient is positive, complete 14-day quarantine. May return to work with a surgical mask (when completely asymptomatic and afebrile for at least 24 hours without taking fever reducing medication).
- If test is negative, but still symptomatic, an individualized assessment for other potential diagnosis (e.g., flu) is required to determine whether repeat PCR testing is indicated.

Positive COVID-19 Test

Symptomatic Health Care Workers with suspected or confirmed COVID-19:

To remain on home isolation until:

- Resolution of fever for at least 24 hours, after the last fever spike, without the use of fever-reducing medication **and**
- Improvement of other symptoms. (e.g., cough, shortness of breath, sore throat) **and**
- At least 10 days have passed *since last positive test*.
- **Encourage not to re-test prior to 90 days after their last positive test, unless required by state guidance.**

Health Care Workers with laboratory-confirmed COVID-19 who never had any symptoms:

To remain on home isolation until 10 days have passed since the date of their last positive COVID 19 diagnostic test assuming they have not subsequently developed symptoms. If they develop symptoms, then the *protocol for symptomatic individuals* should be followed.

- **Encourage not to re-test prior to 90 days after their last positive test.**
- The designated Infection Preventionist for the facility may clear their HCW to return to work but must follow the Public Health clearance criteria. PH letter will not be provided
- Public Health must clear its HCWs working in facilities on restrictions due to an outbreak. A PH clearance letter will be provided.

***Exposure definition: Close contact within six feet of an infected person for a cumulative 15 minutes or more over a 24-hour period**

Note: Asymptomatic COVID-19 positive HCW can work wearing full PPE, but only with COVID-19 positive patients until clearance criteria are met.

Excluded from Families First Coronavirus Response Act (FFCRA)

Eligible for California COVID Supplemental Paid Sick Leave

| Department | Job Code | Job Title | Union Code |
|---------------|----------|-------------------------------|------------|
| Public Health | 74023 | ASST NURSE MGR | SES |
| Public Health | 73956 | COMMUNICABLE DISEASES SPEC | UP4 |
| Public Health | 73468 | COORDINATING THERAPIST | MGT |
| Public Health | 73970 | DIR OF NURSING SERVICES - PH | MGT |
| Public Health | 57793 | HEALTH SERVICES ASST - DOPH | UP6 |
| Public Health | 57748 | LICENSED VOC NURSE II | SE9 |
| Public Health | 57749 | LICENSED VOC NURSE III | SE9 |
| Public Health | 73923 | NURSE MANAGER | MGT |
| Public Health | 73438 | OCCUPATIONAL THERAPIST I | SE2 |
| Public Health | 73436 | OCCUPATIONAL THERAPIST II | SE2 |
| Public Health | 57773 | OCCUPATIONAL THERAPY ASST | SE9 |
| Public Health | 73874 | P.H. MEDICAL PROGRAM DIRECTOR | MGT |
| Public Health | 78750 | P.H. MICROBIOLOGIST II | SE2 |
| Public Health | 57770 | PHYSICAL THERAPIST ASSISTANT | SE9 |
| Public Health | 73446 | PHYSICAL THERAPIST II | SE2 |
| Public Health | 73804 | PHYSICIAN IV | SE2 |
| Public Health | 74036 | REGISTERED NURSE I | SE8 |
| Public Health | 74040 | REGISTERED NURSE II | SE8 |
| Public Health | 74044 | REGISTERED NURSE III | SE8 |
| Public Health | 74048 | REGISTERED NURSE IV | SE8 |
| Public Health | 74052 | REGISTERED NURSE V | SE8 |
| Public Health | 73961 | SR COMMUNICABLE DISEASES SPEC | SES |
| Public Health | 98532 | SR LABORATORY ASSISTANT | UP4 |
| Public Health | 73466 | SR THERAPIST | SE2 |
| Public Health | 78755 | SUPV P.H. MICROBIOLOGIST | SES |
| Public Health | 73467 | SUPV THERAPIST | SES |

| | | | |
|-------------------|-------|--------------------------------|-----|
| Behavioral Health | 73819 | STAFF PSYCHIATRIST IV | MGT |
| Behavioral Health | 73851 | STAFF PSYCHIATRIST IV-DETENTN | MGT |
| Behavioral Health | 79753 | SUPV BEHAVIORAL HEALTH SPEC | SES |
| Behavioral Health | 37526 | SUPV DEP PUBLIC GUARDIAN | SES |
| Behavioral Health | 13425 | SUPV MEDICAL TRANSPORTATN TECH | SES |
| Behavioral Health | 79703 | SUPV PATIENTS' RIGHTS ADVOCATE | SES |

Excluded from Families First Coronavirus Response Act (FFCRA)

Eligible for California COVID Supplemental Paid Sick Leave

| Department | Job Code | Job Title | Union Code |
|------------|----------|--------------------------------|------------|
| RUHS | 57782 | ANESTHESIOLOGY TECHNICIAN | UP4 |
| RUHS | 73873 | ASSOC MEDICAL OFFICER | MGT |
| RUHS | 98756 | ASST CHF OF RESP THERAPY | SES |
| RUHS | 13409 | ASST DIR OF CASE MGMT & U/R | MGT |
| RUHS | 77450 | ASST DIR PT ACCESS/PT BUS SVCS | MGT |
| RUHS | 73847 | ASST MEDICAL PROGRAM DIR I | MGT |
| RUHS | 73861 | ASST MEDICAL PROGRAM DIR II | MGT |
| RUHS | 74026 | ASST NURSE MGR - MC/CHC | SES |
| RUHS | 73614 | ASST PHARMACY DIRECTOR | MGT |
| RUHS | 57745 | BEHAVIORAL HLTH SPECIALIST II | SE9 |
| RUHS | 98740 | CARDIAC SONOGRAPHER | SE9 |
| RUHS | 98755 | CARDIOPULMONARY SERVICES MGR | MGT |
| RUHS | 73878 | CHF OF DENTISTRY | MGT |
| RUHS | 73887 | CHF OF MED SVCS, RCRMC CA & N | MGT |
| RUHS | 73979 | CLINICAL ADMN OF NRSG SVCS II | MGT |
| RUHS | 98546 | CLINICAL LAB ASSISTANT | UP4 |
| RUHS | 98715 | CLINICAL LAB SCIENTIST - Q.C. | SE2 |
| RUHS | 98710 | CLINICAL LAB SCIENTIST I | SE2 |
| RUHS | 98712 | CLINICAL LAB SCIENTIST II | SE2 |
| RUHS | 73922 | CLINICAL NURSE SPECIALIST | SE8 |
| RUHS | 73616 | CLINICAL PHARMACIST | SE2 |
| RUHS | 79740 | CLINICAL THERAPIST I | SE2 |
| RUHS | 79742 | CLINICAL THERAPIST II | SE2 |
| RUHS | 73956 | COMMUNICABLE DISEASES SPEC | UP4 |
| RUHS | 98731 | CYTOLOGIST | SE9 |
| RUHS | 57731 | DENTAL ASSISTANT | UP4 |
| RUHS | 73877 | DENTIST | SE2 |
| RUHS | 57755 | DIETETIC TECHNICIAN | SE9 |
| RUHS | 78311 | DIETITIAN I | SE2 |
| RUHS | 78312 | DIETITIAN II | SE2 |
| RUHS | 98797 | DIR OF DIAGNOSTIC IMAGING SVC | MGT |
| RUHS | 73966 | DIR OF NURSING SERVICES | MGT |
| RUHS | 77467 | DIR PATIENT ACCESS/PT BUS SVC | MGT |
| RUHS | 98714 | DIR, CLINICAL LABORATORY | MGT |
| RUHS | 98741 | ELECTROCARDIOGRAPH TECH | UP4 |
| RUHS | 98761 | ELECTROENCEPHALO TECH, REG | SE9 |
| RUHS | 57777 | EMERGENCY DEPARTMENT TECH | UP6 |
| RUHS | 73476 | EXERCISE PHYSIOLOGIST | SE2 |
| RUHS | 74060 | HEALTH SYSTEM NURSE CASE MGR I | SE8 |
| RUHS | 74061 | HEALTH SYSTEM NURSE CSE MGR II | SE8 |
| RUHS | 74075 | HEALTHCARE ADMIN MANAGER | MGT |
| RUHS | 74076 | HEALTHCARE ASST ADMIN MANAGER | MGT |
| RUHS | 79835 | HEALTHCARE SOCIAL SVCS SUPV | MGT |
| RUHS | 98537 | HISTOLOGY TECHNICIAN | SE9 |
| RUHS | 73925 | HOUSE SUPERVISOR | MGT |
| RUHS | 73955 | INSTITUTIONAL NURSE | SE8 |
| RUHS | 74068 | INTEGRATED CARE MANAGER | MGT |
| RUHS | 57783 | LEAD ANESTHESIOLOGY TECHNICIAN | UP4 |
| RUHS | 57747 | LICENSED VOC NURSE I | SE9 |

Excluded from Families First Coronavirus Response Act
(FFCRA)

Eligible for California COVID Supplemental Paid Sick Leave

| Department | Job Code | Job Title | Union Code |
|-------------------|----------|--------------------------------|------------|
| Behavioral Health | 73518 | ANIMAL BEHAVIORIST | SE2 |
| Behavioral Health | 79803 | ASST HLTH DIR/BEHAVIOR-PUBLIC | MGT |
| Behavioral Health | 79807 | ASST REG MANAGER | MGT |
| Behavioral Health | 73902 | B.H DIRECTOR/MEDICAL DIRECTOR | MGT |
| Behavioral Health | 79717 | BEHAVIORAL HEALTH SVC SUPV | SES |
| Behavioral Health | 57745 | BEHAVIORAL HLTH SPECIALIST II | SE9 |
| Behavioral Health | 79751 | BEHAVIORAL HLTH SPECIALIST III | SE9 |
| Behavioral Health | 79706 | BEHAVIORAL HLTH SPECIALIST IV | SE9 |
| Behavioral Health | 79723 | BEHAVIORAL HLTH SVC SPV-BLYTHE | SES |
| Behavioral Health | 79738 | BEHAVIORAL HLTH SVCS SUPV-DET | SES |
| Behavioral Health | 57775 | CERTIFIED MEDICAL ASSISTANT | UP6 |
| Behavioral Health | 13451 | CERTIFIED MEDICAL RECORD CODER | UP6 |
| Behavioral Health | 73892 | CHF OF PSYCHIATRY | MGT |
| Behavioral Health | 79711 | CLINICAL PSYCHOLOGIST | SE2 |
| Behavioral Health | 79740 | CLINICAL THERAPIST I | SE2 |
| Behavioral Health | 79744 | CLINICAL THERAPIST I - BLYTHE | SE2 |
| Behavioral Health | 79748 | CLINICAL THERAPIST I-DETENTION | SE2 |
| Behavioral Health | 79742 | CLINICAL THERAPIST II | SE2 |
| Behavioral Health | 79745 | CLINICAL THERAPIST II - BLYTHE | SE2 |
| Behavioral Health | 79761 | CLINICAL THERAPIST II-DETENTN | SE2 |
| Behavioral Health | 57792 | COMMUNITY SERVICES ASSISTANT | UP6 |
| Behavioral Health | 79800 | DEP DIR, MENTAL HEALTH SVCS | MGT |
| Behavioral Health | 37525 | DEP PUBLIC GUARDIAN | UP4 |
| Behavioral Health | 15829 | ESTATE PROPERTY TECHNICIAN | UP4 |
| Behavioral Health | 73458 | HEALTH EDUCATION ASST II | SE2 |
| Behavioral Health | 57741 | LICENSED PSYCHIATRIC TECH | SE9 |
| Behavioral Health | 57747 | LICENSED VOC NURSE I | SE9 |
| Behavioral Health | 57748 | LICENSED VOC NURSE II | SE9 |
| Behavioral Health | 79728 | M.H. PEER POLICY & PLNG SPEC | MGT |
| Behavioral Health | 79726 | M.H. PEER SPECIALIST | UP6 |
| Behavioral Health | 79725 | M.H. PEER SPECIALIST TRAINEE | UP6 |
| Behavioral Health | 79806 | M.H. SERVICES ADMINISTRATOR | MGT |
| Behavioral Health | 79796 | M.H. SERVICES PROGRAM MGR | MGT |
| Behavioral Health | 13488 | MEDICAL RECORDS TECHNICIAN II | UP6 |
| Behavioral Health | 13821 | MEDICAL TRANSCRIPTIONIST II | UP6 |
| Behavioral Health | 73980 | NURSE PRACTITIONER I | SE8 |
| Behavioral Health | 73790 | NURSE PRACTITIONER III-DESERT | SE8 |
| Behavioral Health | 57781 | NURSING ASSISTANT | UP4 |
| Behavioral Health | 73436 | OCCUPATIONAL THERAPIST II | SE2 |
| Behavioral Health | 79701 | PATIENTS RIGHTS ADVOCATE | SE2 |
| Behavioral Health | 73974 | PHYSICIAN ASSISTANT II | SE2 |
| Behavioral Health | 73976 | PHYSICIAN ASSISTANT III | SE2 |
| Behavioral Health | 37522 | PUBLIC GUARDIAN INVESTIGATOR | UP4 |
| Behavioral Health | 73461 | RECREATION THERAPIST | SE2 |
| Behavioral Health | 73460 | RECREATION THERAPIST TRAINEE | SE2 |
| Behavioral Health | 74040 | REGISTERED NURSE II | SE8 |
| Behavioral Health | 74044 | REGISTERED NURSE III | SE8 |
| Behavioral Health | 74048 | REGISTERED NURSE IV | SE8 |
| Behavioral Health | 57726 | SOCIAL SERVICES ASSISTANT | SE9 |
| Behavioral Health | 79715 | SR CLINICAL PSYCHOLOGIST | SE2 |
| Behavioral Health | 79746 | SR CLINICAL THERAPIST | SE2 |
| Behavioral Health | 79747 | SR CLINICAL THERAPIST-DETENTN | SE2 |
| Behavioral Health | 13426 | SR MEDICAL RECORDS TECH | UP6 |
| Behavioral Health | 79727 | SR MENTAL HEALTH PEER SPEC | UP6 |
| Behavioral Health | 73817 | STAFF PSYCHIATRIST II | MGT |
| Behavioral Health | 73849 | STAFF PSYCHIATRIST II-DETENTN | MGT |
| Behavioral Health | 73818 | STAFF PSYCHIATRIST III | MGT |
| Behavioral Health | 73850 | STAFF PSYCHIATRIST III-DETENTN | MGT |

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| RUHS | 57748 | LICENSED VOC NURSE II | SE9 |
| RUHS | 57749 | LICENSED VOC NURSE III | SE9 |
| RUHS | 73425 | MANAGER REHABILITATIVE SVCS | MGT |
| RUHS | 57776 | MEDICAL ASSISTANT | UP6 |
| RUHS | 97351 | MEDICAL ELECTRONICS TECHNICIAN | UP4 |
| RUHS | 73862 | MEDICAL PROGRAM DIRECTOR | MGT |
| RUHS | 57771 | MEDICAL THERAPY UNIT AIDE | UP4 |
| RUHS | 13433 | MEDICAL TRANSPORTATION TECH | UP6 |
| RUHS | 13404 | MEDICAL UNIT CLERK | UP6 |
| RUHS | 57780 | MONITORING TECHNICIAN | UP4 |
| RUHS | 74057 | NURSE COORDINATOR | MGT |
| RUHS | 73923 | NURSE MANAGER | MGT |
| RUHS | 73982 | NURSE PRACTITIONER II | SE8 |
| RUHS | 73984 | NURSE PRACTITIONER III | SE8 |
| RUHS | 74032 | NURSE PRACTITIONER III -MC/CHC | SE8 |
| RUHS | 73790 | NURSE PRACTITIONER III-DESERT | SE8 |
| RUHS | 74033 | NURSE PRACTITIONER III-SPCT1(D) | SE8 |
| RUHS | 57781 | NURSING ASSISTANT | UP4 |
| RUHS | 74029 | NURSING ED INSTRUCTOR | SES |
| RUHS | 74029 | NURSING ED INSTRUCTOR | SES |
| RUHS | 73436 | OCCUPATIONAL THERAPIST II | SE2 |
| RUHS | 57773 | OCCUPATIONAL THERAPY ASST | SE9 |
| RUHS | 57791 | OPHTHALMOLOGY AIDE | UP4 |
| RUHS | 98789 | ORTHOPEDIC TECHNICIAN | UP4 |
| RUHS | 98536 | PATHOLOGY AIDE | SE9 |
| RUHS | 98718 | PET/CT TECHNOLOGIST | SE9 |
| RUHS | 73615 | PHARMACY DIRECTOR | MGT |
| RUHS | 73623 | PHARMACY RESIDENT - 1ST YR-E | EXE |
| RUHS | 73630 | PHARMACY RESIDENT - 2ND YR-E | EXE |
| RUHS | 13418 | PHARMACY TECHNICIAN II | UP6 |
| RUHS | 57770 | PHYSICAL THERAPIST ASSISTANT | SE9 |
| RUHS | 73445 | PHYSICAL THERAPIST I | SE2 |
| RUHS | 73446 | PHYSICAL THERAPIST II | SE2 |
| RUHS | 73978 | PHYSICIAN ASSISTANT FELLOWSHIP | EXE |
| RUHS | 73974 | PHYSICIAN ASSISTANT II | SE2 |
| RUHS | 73976 | PHYSICIAN ASSISTANT III | SE2 |
| RUHS | 73797 | PHYSICIAN ASST III - DESERT | SE2 |
| RUHS | 73802 | PHYSICIAN II | SE2 |
| RUHS | 73785 | PHYSICIAN II - DHS | SE2 |
| RUHS | 73803 | PHYSICIAN III | SE2 |
| RUHS | 73804 | PHYSICIAN IV | SE2 |
| RUHS | 73794 | PHYSICIAN IV - DESERT | SE2 |
| RUHS | 73787 | PHYSICIAN IV - DHS | SE2 |
| RUHS | 74035 | PRE HOSP LIAISON NURSE | SE8 |
| RUHS | 98733 | RADIOLOGIC SPECIALIST I | SE9 |
| RUHS | 98734 | RADIOLOGIC SPECIALIST II | SE9 |
| RUHS | 98736 | RADIOLOGIC SPECIALIST SUPV | SES |
| RUHS | 98723 | RADIOLOGIC TECHNOLOGIST I | SE9 |
| RUHS | 98724 | RADIOLOGIC TECHNOLOGIST II | SE9 |
| RUHS | 98726 | RADIOLOGIC TECHNOLOGIST SUPV | SES |
| RUHS | 74039 | REGISTERED NURSE I - MC/CHC | SE8 |
| RUHS | 74043 | REGISTERED NURSE II - MC/CHC | SE8 |

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| RUHS | 74047 | REGISTERED NURSE III - MC/CHC | SE8 |
| RUHS | 73841 | RES PHYS & SURGEON - 1ST YR-E | EXE |
| RUHS | 73855 | RES PHYS & SURGEON - 2ND YR-E | EXE |
| RUHS | 73856 | RES PHYS & SURGEON - 3RD YR-E | EXE |
| RUHS | 73857 | RES PHYS & SURGEON - 4TH YR-E | EXE |
| RUHS | 73858 | RES PHYS & SURGEON - 5TH YR-E | EXE |
| RUHS | 73859 | RES PHYS & SURGEON - 6TH YR-E | EXE |
| RUHS | 73860 | RES PHYS & SURGEON - 7TH YR-E | EXE |
| RUHS | 98753 | RESP CARE PRACT I, REG ELIG | SE9 |
| RUHS | 98757 | RESP CARE PRACT II, REG | SE9 |
| RUHS | 73900 | RUHS MANAGING PSYCH - PC & RP | MGT |
| RUHS | 79836 | RUHS SOCIAL SERVICES DIR | MGT |
| RUHS | 79810 | SOCIAL SVCS PRACTITIONER III | SE2 |
| RUHS | 73456 | SPEECH-LANGUAGE PATHOLOGIST | SE2 |
| RUHS | 98548 | SR CLINICAL LAB ASSISTANT | UP4 |
| RUHS | 73608 | SR CLINICAL PHARMACIST | SES |
| RUHS | 73969 | SR INSTITUTIONAL NURSE | SES |
| RUHS | 97355 | SR MEDICAL ELECTRONICS TECH | UP4 |
| RUHS | 13434 | SR MEDICAL TRANSPORTATION TECH | UP6 |
| RUHS | 98790 | SR ORTHOPEDIC TECHNICIAN | UP4 |
| RUHS | 13420 | SR PHARMACY TECHNICIAN | UP6 |
| RUHS | 98725 | SR RADIOLOGIC TECHNOLOGIST | SE9 |
| RUHS | 98568 | SR STERILE PROCESSING TECH | UP4 |
| RUHS | 73466 | SR THERAPIST | SE2 |
| RUHS | 73817 | STAFF PSYCHIATRIST II | MGT |
| RUHS | 62751 | STATIONARY ENGINEER | UP5 |
| RUHS | 98566 | STERILE PROCESSING TECH I | UP4 |
| RUHS | 78314 | SUPV DIETITIAN | SES |
| RUHS | 73963 | SUPV INSTITUTIONAL NURSE | SES |
| RUHS | 98754 | SUPV RESP CARE PRACTITIONER | SES |
| RUHS | 57758 | SURGICAL TECHNICIAN | SE9 |