

Credit: [US Centers for Disease Control](#)

WHAT IS THE 2019 NOVEL CORONAVIRUS?

The 2019 novel coronavirus (2019-nCoV) is a new virus that causes respiratory illness in people and can spread from person-to-person. This virus was first identified during an investigation into an outbreak in Wuhan, China.

HOW DOES NOVEL CORONAVIRUS SPREAD?

Coronaviruses are a large family of viruses that are common in many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people such as with Middle East Respiratory Syndrome (MERS) and Severe ACUTE Respiratory Syndrome (SARS.)

When person-to-person spread has occurred with MERS and SARS, it is thought to have happened mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other respiratory pathogens spread. Spread of SARS and MERS between people has generally occurred between close contacts.

It's important to note that how easily a virus spreads person-to-person can vary. Some viruses are highly contagious (like measles), while other viruses are less so. It's important to know this in order to better understand the risk associated with this virus. While CDC considers this is a very serious public health threat, based on current information, the immediate health risk from 2019-nCoV to the general American public is considered low at this time.



Confirmed 2019 Novel Coronavirus as of 02/03/2020

- ⇒ 17,383 Worldwide Cases
- ⇒ 362 Worldwide Deaths
- ⇒ 11 US Cases
- ⇒ 241 US Persons Under Investigation

2019 NOVEL CORONAVIRUS

Symptoms

For confirmed 2019-nCoV infections, reported illnesses have ranged from people being mildly sick to people being severely ill and dying. Symptoms can include:

- Fever
- Cough
- Shortness of breath



CDC believes at this time that symptoms of 2019-nCoV may appear in as few as 2 days or as long as 14 days after exposure. This is based on what has been seen previously as the incubation period of MERS viruses.

Treatment

There is no specific antiviral treatment recommended for 2019-nCoV infection. People infected with 2019-nCoV should receive supportive care to help relieve symptoms. For severe cases, treatment should include care to support vital organ functions.

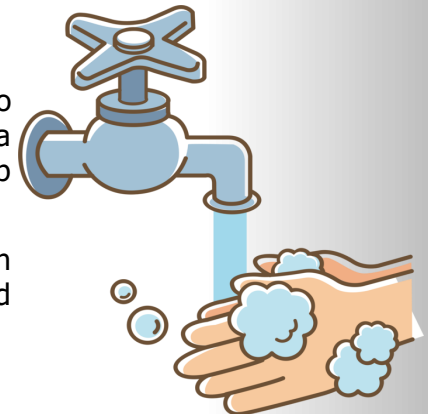


People who think they may have been exposed to 2019-nCoV should contact their healthcare provider immediately. It is important to call the office or Urgent care before you go so that appropriate precautions can be taken.

Prevention

There is currently no vaccine to prevent 2019-nCoV infection. The best way to prevent infection is to avoid being exposed to this virus. However, as a reminder, CDC always recommends everyday preventive actions to help prevent the spread of respiratory viruses, including:

- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.



Although a flu vaccination will not protect a person from contracting coronavirus, it is recommended that everyone 6 months and older be vaccinated. We continue to see elevated influenza activity in Riverside County.



The 1918 Flu Pandemic

The 1918 influenza pandemic was the most severe pandemic in recent history. It was caused by an H1N1 virus with genes of avian origin. Although there is not universal consensus regarding where the virus originated, it spread worldwide during 1918-1919. In the United States, it was first identified in military personnel in spring 1918. It is estimated that about 500 million people or one-third of the world's population became infected with this virus. The number of deaths was estimated to be at least 50 million worldwide with about 675,000 occurring in the United States.

Novel Coronavirus (2019-nCoV) and You



What is 2019 novel coronavirus?

The 2019 novel coronavirus (2019-nCoV) is a new virus that causes respiratory illness in people and can spread from person-to-person. This virus was first identified during an investigation into an outbreak in Wuhan, China.

Can people in the U.S. get 2019-nCoV?

This 2019-nCoV virus does seem to be able to spread from person-to-person although it's not clear how easily this happens. Person-to-person spread in the United States has not yet been detected, but it's likely to occur to some extent. At this time this virus is not spreading in the United States so the likelihood of someone in the U.S. getting sick with this virus is very low. Right now, the greatest risk of infection is for people in Wuhan or people who have traveled to Wuhan and less so, other parts of China. CDC continues to closely monitor the situation.

Have there been cases of 2019-nCoV in the U.S.?

Yes. The first infection with 2019-nCoV in the United States was reported on January 21, 2020. The current count of cases of infection with 2019-nCoV in the United States is available on CDC's webpage: www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html

How does 2019-nCoV spread?

The exact way the virus is spread is not fully known. With similar coronaviruses (MERS and SARS) person-to-person spread is thought to have happened mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other viruses that cause respiratory illness spread. There also may be some spread when a person touches a surface or object that has virus on it and then touches his or her own mouth, nose, or possibly their eyes. Spread of SARS and MERS between people has generally occurred between close contacts. There is much more to learn about 2019-nCoV and investigations are ongoing.

What are the symptoms of 2019-nCoV?

Patients with 2019-nCoV have reportedly had mild to severe respiratory illness with symptoms of:

- fever
- cough
- shortness of breath

What are severe complications from this virus?

Many patients have pneumonia in both lungs.

How can I help protect myself?

- This virus is not spreading in the United States right now, but the best way to prevent infection is to avoid being exposed to this virus. There are simple everyday preventive actions to help prevent the spread of respiratory viruses. These include:
 - Avoid close contact with people who are sick.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.

If you are sick, to keep from spreading respiratory illness to others, you should:

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

What should I do if I recently traveled to China and got sick?

If you were in China within the past 14 days and feel sick with fever, cough, or difficulty breathing, you should get medical care. Call the office of your health care provider before you go and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

Is there a vaccine?

There is currently no vaccine to protect against 2019-nCoV. The best way to prevent infection is to avoid being exposed to this virus.

Is there a treatment?

There is no specific antiviral treatment for 2019-nCoV. People with 2019-nCoV can seek medical care to help relieve symptoms.

www.cdc.gov/nCoV

REQUIRED POSTINGS

COUNTY OF RIVERSIDE HUMAN
RESOURCES SAFETY DIVISION

Safety Newsletter

OSHA 300 Logs & 300A Summaries



February is here once again. Our credit card statements are starting to go down after the holiday season, the decorations are put away (well, almost,) March Madness is around the corner and... It's time to post the CAL-OSHA 300A Summaries in our offices from:

FEBRUARY 1st until APRIL 30th.

According to the State Compensation Insurance Fund website:

"The Occupational Safety and Health (OSHA) Act of 1970 requires certain employers to prepare and maintain records of work related injuries and illnesses. In fulfillment of this requirement, OSHA developed a series of specific record keeping forms: OSHA's Form 300, 300A, and 301. The OSHA 300 series forms are written in plain language and are intended to simplify work-related injury and illness record keeping and enhance company safety and health programs. The resulting data collected by these forms will be used to track and compile statistics on work-related injuries, illnesses, and deaths so that employers and Cal/OSHA can develop a picture of the extent and severity of work-related incidents."

Cal/OSHA Form 300A (Rev. 7/2007) Appendix B
Annual Summary of Work-Related Injuries and Illnesses

All establishments covered by CCR Title 8 Section 14300 must complete this Annual Summary, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0".

Employers, former employees, and their representatives have the right to review the Cal/OSHA Form 300 in its entirety. They also have limited access to the Cal/OSHA Form 301 or its equivalent. See CCR Title 8 Section 14300.35, in Cal/OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases			
Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
(E)	(H)	(I)	(J)

Number of Days	
Total number of days away from work	Total number of days of job transfer or restriction
(K)	(L)

Injury and Illness Types	
Total number of ...	(4) Poisonings
(1) Injuries	(5) Hearing loss
(2) Skin disorders	(6) All other illnesses
(3) Respiratory conditions	

Post this Annual Summary from February 1 to April 30 of the year following the year covered by the form.

Establishment information
Your establishment name _____
Street _____
City _____ State _____ ZIP _____
Industry description (e.g., Manufacturer of motor truck valves)
Standard Industrial Classification (SIC), if known (e.g., SIC 3719) _____

Employment information (If you don't have these figures, use the optional block(s) to estimate.)
Annual average number of employees _____
Total hours worked by all employees last year _____
Sign here
Knowing falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company executive _____ Title _____
Phone _____ Date _____

So what are your department's responsibilities in posting the CAL-OSHA 300 Logs and 300A Summaries?

300 Logs

300A Summaries

- 300 Logs SHOULD NOT BE POSTED.
- Place them into a binder and keep in a secure place. Remember, 300 Logs may contain sensitive HIPAA information.
- By regulatory requirement, we must maintain 5 years of 300 Logs at the office site.
- Must be posted between February 1st and April 30th.
- It must be displayed in a conspicuous location where notices to employees are customarily posted.
- At the end of the three-month period, the "Summary" should be taken down and kept on file for a period of five years following the year to which it pertains.

Golf Cart Battery Maintenance

Many County Departments use and maintain golf carts. Maintenance of golf cart batteries is very important to get the best possible performance out of a golf cart and for safety. Following these battery maintenance tips should keep golf cart batteries in excellent and safe condition. Take safety precautions when handling and maintaining lead-acid batteries. Lead-acid batteries contain sulfuric acid which is very corrosive and dangerous. Only trained and authorized workers should maintain batteries.



KEEP THE TOP OF EACH GOLF CART BATTERY DRY, CLEAN AND TIGHT: Clean the batteries with a bristle brush and a solution of baking soda and water. Wear eye protection and rubber gloves (no jewelry). Spray the cables with anti-corrosive spray to prevent corrosion and rust.

CHARGE FOR 8 TO 10 HOURS WITH THE PROPER GOLF CART BATTERY CHARGER: This is based on an 80% discharge, so at the time of charging the golf cart batteries are still 20% charged. Best practice is to charge overnight on an automatic charger. Follow battery maintenance instructions.



FILL ALL GOLF CART BATTERY CELLS ONLY AFTER CHARGING, AND DO NOT OVER FILL:

How often batteries are used and charged will determine the frequency of watering. Using batteries in a hot climate will require more frequent watering. It is best to check your battery water level frequently (at least monthly) and add distilled water when needed. Fill battery cells (aka water fill holes) with distilled water (not tap water) $\frac{1}{4}$ to $\frac{1}{2}$ inch above the plates. Never add tap water to a battery. Tap water contains minerals that will reduce battery capacity and increase their self-discharge rate. The battery works harder to maintain its charge and does not operate as efficiently. When the battery works harder, its internal temperature may get hotter while the battery is working. This causes more evaporation and requires more water. Wear eye protection and rubber gloves (no jewelry) when adding water to a battery.

GOLF CART BATTERY MAINTENANCE

DO NOT DISCHARGE GOLF CART BATTERIES BEYOND AN 80% DISCHARGE:

Discharge golf cart batteries between 50-80 percent but not beyond 80 percent, or to the point to where the batteries are completely dead. Golf cart batteries should last for 5-6 years if properly maintained. If the golf cart is getting sluggish, it may be time for a new set of batteries.

WARNING - A brand new battery may have a low electrolyte level. Charge the battery first and then add water if needed. Adding water to a battery before charging may result in overflow of the electrolyte.



CAUTION



**PROPER PPE
REQUIRED
WHEN HANDLING
BATTERIES OR
ADDING WATER**

RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT:

Wear recommended personal protective equipment, including safety eyewear, a face shield and chemical resistant gloves. Practice extreme caution when pouring concentrated acid or water fluid to avoid spills or splashes which can damage clothing and cause serious burns. If exposed to sulfuric acid dial 911 or local poison control at 1-800-222-1222. First aid for a skin exposure is to flush the contaminated area with running tap water for a minimum of 20 minutes. If irritation continues, flush the area again for another 20 minutes without interruption. If a worker gets sulfuric acid in the eye, flush the eye with flowing water for 20 minutes. It is vital that the flushing is uninterrupted. Seek medical attention as necessary.

RIVCO 1HR
safety division

**NEED GOLF CART
SAFETY TRAINING?**

The HR Safety Division provides several types of training classes, including golf cart safety. If your department needs golf cart training, contact the Safety Division at (951) 955-3520



RC1HR

safety division



Drivers Awareness Training*



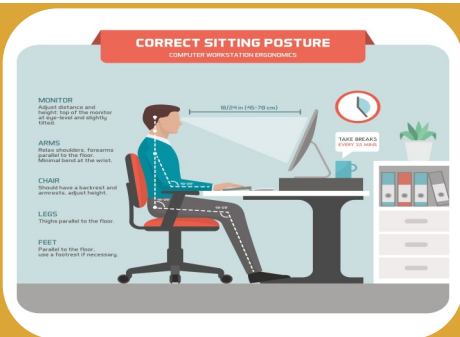
Offered as a self-paced course taken at your own convenience or classroom setting (available quarterly)

***Note: Drivers Awareness Training is required to be taken within 90 days from a VARB deemed preventable vehicle accident**



Employee Workplace Violence Preparedness

Offered as a self-paced course taken at your own convenience or classroom setting (available quarterly)



Repetitive Motion Injury Training

Offered as a self-paced course taken at your own convenience or classroom setting (available quarterly)

The Safety Division recommends you take these courses every two years!

Enroll through Learning and Organizational Development

<https://corlearning.sumtotal.host/core/dash/home>