



**Workplace Safety for the Current Pandemic**  
**Temporary IIPP Addendum from Risk Management:**

Wednesday, May 6, 2020

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. Coronaviruses are a group of viruses that can cause illness in people and animals. "SARS" stands for severe acute respiratory syndrome. The virus that causes COVID-19 is spread from person-to-person and can cause a variety of symptoms up to and including acute respiratory illness and death. An individual's behavior can compromise the health of many others, so keep reading and discuss with your supervisor.

The common symptoms of COVID-19 are cough and shortness of breath or difficulty breathing. Some people with COVID-19 may experience: fever (above 100.4 degrees), chills, repeated shaking with chills, muscle pain, headache, sore throat, diarrhea, and new loss of taste or smell. On average, it takes 2 to 14 days from when someone is infected with the virus for symptoms to show. This is why employees are expected to practice the measures outlined in this IIPP Addendum, the document "Temporary Procedures for Screening Employees for COVID-19 Symptoms," and related procedural documents and management instructions. To date, there are no specific vaccines or medicines for COVID-19, though treatments are under development.

SELF CARE

A healthy lifestyle is always recommended. Maintain a healthy diet, sleep, stay active, and keep up your social contacts through the phone or internet. Keep to regular routines and schedules as much as possible. It is normal to feel sad, stressed, or confused during a crisis. Talk to people you trust. If you feel overwhelmed, you may wish to consider telehealth options like [www.livehealthonline.com](http://www.livehealthonline.com). If you are in a work situation where you feel uncomfortable or unsafe, you are directed to leave the situation and contact your supervisor immediately.

WHAT TO DO IF SICK

If you are sick, you are instructed to remain home and to inform your supervisor immediately. Do not come to work if you are ill. This is for your protection and the protection of your coworkers and the general public. Employees with mild symptoms who are otherwise healthy should self-isolate. Seek medical attention if you have a fever, cough, or difficulty breathing. Call ahead. The CDC's self-check tool is available here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/index.html#cdc-chat-bot-open>. If you feel sick you should rest, drink plenty of fluid, eat nutritious food, keep your distance, wear a mask for the protection of others, and clean and disinfect frequently touched surfaces.

Protect yourself and others around you by knowing the facts and taking appropriate precautions. Follow advice provided by Public Health and your supervisor. Employees with underlying health conditions concerned about exposure to COVID-19 should contact Personnel immediately.



#### PREVENTION:

The best way to prevent illness related to COVID-19 is to avoid being exposed to the virus. The virus is thought to spread mainly from person-to-person. It's spread between people who are in close contact with one another through respiratory droplets produced when an infected person coughs or sneezes. To prevent or reduce the spread of COVID-19, practice good personal hygiene, maintain social distancing, wear a mask when you can't stay six feet away, and use appropriate measures to clean frequently touched surfaces.

Personal hygiene during this pandemic includes:

- Stay home if you feel unwell.
- Maintain a safe distance of at least six feet from everyone, and especially from anyone who is showing symptoms of COVID-19.
- Wear a cloth face covering as directed by the Public Health Officer, and especially when six feet of social distancing cannot be maintained.
- Wash your hands often and for at least 20 seconds with soap and water, or use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unclean hands.
- Cover your nose and mouth or a tissue when you cough or sneeze (not your hand), and then promptly throw the tissue in the trash. Then wash your hands.
- If you have a fever, a cough and difficulty breathing, seek medical attention. Call in advance.
- Follow the directions of all Public Health notices.
- Avoiding non-urgent visits to medical facilities allows healthcare systems to operate more effectively, thereby protecting you and others.

#### WORKPLACE INFECTION CONTROL

For your protection, the County has implemented engineering and work practice controls to the greatest extent possible in the developing pandemic. These controls have included temporary changes to how, when, and where we provide services. For example, many offices are temporarily closed to walk-ins.

In addition, and for the duration of this pandemic, Building and Maintenance has increased frequency of cleaning frequently used office areas. Restrooms continue to be supplied with soap, tissue, and paper. Cleaning solution and paper towels have also been distributed to all offices and shops. The cleaning solution provided complies with the guidance of the EPA regarding COVID-19. See <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.

We recommend that you use the provided material to clean your own workstation, counter tops, doorknobs, phones, etc. Those assigned vehicles are expected to clean the frequently touched parts inside the vehicle. These controls help us all to reduce the duration, frequency, and intensity of potential exposure. Employees assigned to work remotely are expected to clean and disinfect their own remote work areas for their own protection and as a condition of working remotely.

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*This document refers to employee safety, and it is not medical advice.*

*Your specific situation may vary, so discuss it promptly with Personnel.* 2 | Page



Administrative controls have also been implemented. They include:

- The temporary telecommuting policy explains the current directive for employees to work from home if possible. This may result in employees being unable to perform all of their essential functions temporarily.
- Management has also implemented temporary flexible schedules in order to minimize the number of employees in the workplace at one time.
- Signage has been posted at all offices regarding COVID-19 and recommended hygiene precautions.
- The County continues to use email, online meetings, Target Solutions, and the County website to share and discuss the latest information on the pandemic and how to protect yourself and others. These messages and training opportunities, subject to the type and location of work, have included N95 and face covering directions and quizzes, guidance on transition to remote work for physical safety and mental health, and other resources.

Employees who cannot work from home or otherwise maintain a safe distance from others have been provided masks and other personal protective equipment (PPE) as appropriate at no cost to any employee. Supervisors have been instructed to train their employees on how to wear, use, clean, and dispose of the provided PPE. Training materials are available from Risk Management. Offices and shops with close quarters are advised to implement employee screening procedures, including temperature checks and self-reporting of COVID-related symptoms, as described in a separate document. If you need a workplace (or home office) accommodation to allow you to perform your essential functions now or in the future due to your own personal medical condition, inform your supervisor and Risk Management.

#### REPORTING INDUSTRIAL INJURY OR ILLNESS

As always, if you sustain a work-related injury or illness, please inform your supervisor and call the injury reporting hotline as soon as you are aware of your work-related condition. Call 877.215.7285, and provide this code: QS947. See also: <https://www.inyocounty.us/risk/workers-compensation>. Call Risk Management with any questions.

#### RESOURCES

Many resources are available to you at a distance and for free. Here are some suggestions:

- A. Inyo County COVID-19 (<https://www.inyocounty.us/covid-19>).
- B. "Guidance on Preparing Workplace for COVID-19 (OSHA Publication 3990 - <https://www.osha.gov/Publications/OSHA3990.pdf> )
- C. Disinfectants: <http://npic.orst.edu/ingred/ptype/amicrob/covid19.html>
- D. Symptoms and Testing: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/index.html>

#### THANK YOU

Thank you for doing your part to stay safe and healthy during this extraordinary time while providing services to our community. Please contact your supervisor, Risk Management, or Personnel with any questions or comments.

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