

# Department of Finance

## Worksite-Specific COVID-19 Protection Plan

Location: 700 H Street, Suite 6720, Sacramento, CA 95814

Workplace Coordinator: Melina Turpin and Norriel Hernandez

As Stay at Home restrictions are being relaxed and employees are returning to work, it is essential to establish a worksite specific COVID-19 protection plan. The safety and well-being of our employees is the priority. The guidance for businesses regarding COVID-19 continues to be updated as more is learned about the virus. We will continue to review for additional measures that may apply to our workplace. Additionally, as the public health situation in our community and Federal, State, and local orders change, it may require moving back and forth between stages of our protection plan.

The following items will remain the same throughout the stages.

| Item     | Protocol and/or Changes   | Tasks  |
|----------|---|--|
| Training | <ul style="list-style-type: none"><li>• County-wide training on COVID-19 info, prevention, precautions, and resources</li><li>• Worksite-Specific COVID-19 Protection Plan given to all employees</li><li>• Industry-Specific Checklist is posted in common areas</li></ul> | <ul style="list-style-type: none"><li>• Provide online COVID-19 training to all employees. Permanent employees may access this training in the MyLearning. Temporary employees and interns may request the training link from their learning administrator or access training through <a href="https://rise.articulate.com/share/2ISkE03OFqitk9b2S4jKTt8zhY1CXMJc#/">https://rise.articulate.com/share/2ISkE03OFqitk9b2S4jKTt8zhY1CXMJc#/<br/>and provide their learning administrator with their course completion certificate</a></li><li>• Learning Administrator runs reports to determine completion &amp; communicates pending trainings with supervisors</li><li>• Supervisors to follow up if training not completed</li><li>• Supervisors to provide Worksite-Specific COVID-19 Protection Plan to all employees by email and discuss the plan with them</li><li>• Department to provide the Public Health Order (<a href="#">Appendix A</a>) Social Distancing Protocol to all staff and post the Social Distancing Protocol in the office</li></ul> |

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|  |   | <ul style="list-style-type: none"> <li>• Department management to listen for feedback, audit for compliance, and adapt practices as any challenges arise</li> </ul>   |
| Positive COVID-19 tests                | <ul style="list-style-type: none"> <li>• Inform Department Director</li> <li>• Inform Public Health (916) 875-5581</li> <li>• Inform Finance Administration</li> </ul>  | <ul style="list-style-type: none"> <li>• Supervisors who receive reports of positive COVID-19 follow the protocols listed in the column to the left</li> <li>• Finance Administration will inform Personnel</li> </ul>  |
| Greetings                              | <ul style="list-style-type: none"> <li>• Non-contact greetings are to be used (e.g., no handshakes; instead use verbal greetings, nodding head, etc.)</li> </ul>  | <ul style="list-style-type: none"> <li>• Encourage and use non-contact greetings</li> </ul>   |
| Hand Washing Stations & Hand Sanitizer | <ul style="list-style-type: none"> <li>• Hand sanitizing stations are to be placed at entrances and exits to each floor</li> <li>• Hand sanitizer are to be made available to all employees for use</li> <li>• Hand sanitizer is to be placed in all common areas, such as: conference rooms, copy and supply rooms, and the front counter</li> </ul> | <ul style="list-style-type: none"> <li>• Post signage and encourage staff to wash their hands periodically</li> <li>• Hand sanitizing stations are to be placed at entrances and exits</li> <li>• Sufficient hand sanitizer has been ordered and is available for use</li> <li>• Provide all employee sanitizer as needed</li> <li>• Distribute hand sanitizer to conference rooms, copy and supply rooms, and the front counter</li> </ul> |
| HVAC & Air Quality                     | <ul style="list-style-type: none"> <li>• DGS maintains the HVAC system and air quality at 700 H Street and evaluated CDC recommendations for any adjustments</li> </ul>   |   |
| Employee Assistance Program (EAP)      | <ul style="list-style-type: none"> <li>• EAP Resources are available online and regularly sent out in Sac County News updates</li> <li>• Offer EAP to any employees who discuss stress, financial, legal, child-care issues, caregiving issues, or any other issues that EAP resources can help address</li> </ul>                                    | <ul style="list-style-type: none"> <li>• Supervisors and managers listen to employees for possible issues and offer EAP resources frequently</li> <li>• Post signage of EAP contact information in breakroom and other common areas</li> </ul>  |

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### The Way We Work

| Item        | Protocol and/or Changes  | Tasks  |
|-------------|--|--|
| Services    | <ul style="list-style-type: none"> <li>• As employees return to work, ensure that staff workstations maintain at least six feet social distancing or have sufficiently high cubicle walls. If needed, provide cubicle modification via engineering controls, and/or relocate staff to alternate workstations to minimize chances of exposure</li> </ul>  | <ul style="list-style-type: none"> <li>• Determine estimated date of public counters reopening</li> <li>• Leave the front counter entrance door open during business hours. Badge-secured doors to remain closed</li> <li>• Barriers are at the front counters between staff and customers</li> <li>• Provide staff with sanitizer to disinfect their hands and cleaning supplies for disinfecting shared items and surfaces</li> <li>• Gloves and masks are available for employees, if needed</li> <li>• Post signage on social distancing</li> <li>• Install floor markers to ensure customers are maintaining a distance of 6 feet at all times</li> <li>• Set appointments when possible at public counter windows to limit the number of customers in line</li> <li>• <a href="#">See Facilities – Work spaces/Front counters/Lobbies</a></li> </ul> |
| Schedules   | <ul style="list-style-type: none"> <li>• Stagger start times when possible</li> </ul>  | <ul style="list-style-type: none"> <li>• Assess current schedules and their distribution in each work unit and determine if changes can be made</li> </ul>   |
| Teleworking | <ul style="list-style-type: none"> <li>• Continue emergency teleworking if possible</li> <li>• Plan for gradual return to office for telecommuting and other staff under Stay at Home Order</li> </ul>   | <ul style="list-style-type: none"> <li>• Assess telework efficacy and performance</li> <li>• Determine the business operations priorities for return to the office                             <ul style="list-style-type: none"> <li>○ Create plan for positions returning fully to the office or partial telework schedule</li> </ul> </li> </ul>  |
| Meetings    | <ul style="list-style-type: none"> <li>• Have meetings in alternate formats</li> <li>• Any in-person meetings should be limited in size and in areas where social distancing can be maintained</li> <li>• Meeting organizers should bring and remove any needed supplies for meetings</li> <li>• Meeting organizers are responsible for sanitizing tables, chairs, and doorknobs before use</li> </ul> | <ul style="list-style-type: none"> <li>• Assess web/phone conference capabilities and order any required IT resources</li> <li>• Establish temporary capacity limits for conference rooms to ensure social distancing                             <ul style="list-style-type: none"> <li>○ Remove chairs, mark distance between people in the room as needed</li> <li>○ Remove any shared supplies (e.g., pens, water, etc.)</li> <li>○ Provide sanitizing supplies in conference rooms</li> </ul> </li> </ul>   |

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|             |   | <ul style="list-style-type: none"> <li>○ Create signage for protocols/capacity limits</li> </ul>   |
| Travel      | <ul style="list-style-type: none"> <li>• Only essential travel is allowed; postpone if possible</li> <li>• Check CDC’s Travelers’ Health Notices prior to any travel</li> <li>• Employees may need to self-quarantine after return, depending on travel location</li> <li>• Employees should self-check for symptoms prior to travel; notify supervisor and stay home if sick</li> <li>• If employees become sick while traveling, notify supervisor and call healthcare provider for advice</li> </ul> | <ul style="list-style-type: none"> <li>• Determine if there are any upcoming travel plans and postpone, if possible</li> </ul>                         |
| Absenteeism | <ul style="list-style-type: none"> <li>• Plan for absenteeism</li> <li>• Engage in the ADA interactive process when employees bring up risk factors and/or health conditions that affect their ability to come to work or perform their duties</li> <li>• Encourage employees to stay home when they are sick or need to care for sick family members</li> <li>• Send employees home when they present COVID-19 symptoms while in the workplace</li> </ul>  | <ul style="list-style-type: none"> <li>• Cross-train employees so there is back- up</li> <li>• Prioritize workloads if staffing is affected</li> </ul> |

### Facilities

| Item                             | Protocol and/or Changes  | Tasks   |
|----------------------------------|--|---|
| Cleaning & Disinfecting Protocol | <ul style="list-style-type: none"> <li>• Janitorial staff cleans daily including high-touch surfaces (except work spaces)</li> <li>• Janitorial disinfects bathrooms daily</li> <li>• Employees sanitize their work space and tools as needed</li> </ul> | <ul style="list-style-type: none"> <li>• Determine needed cleaning supplies and order (EPA approved disinfectants)                             <ul style="list-style-type: none"> <li>○ Determine if any protective gear is needed for these supplies (e.g., gloves) and order</li> </ul> </li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• Employees are trained on cleaning products instructions and wear any needed protective gear as required by manufacturer/Cal OSHA</li> </ul>   | <ul style="list-style-type: none"> <li>○ Ensure that instructions are available on the cleaning supplies to employees along with any needed protective gear</li> <li>• Establish work space and equipment cleaning expectations</li> </ul>  |
| Work spaces/Front counters/Lobbies             | <ul style="list-style-type: none"> <li>• Lobby area arranged to allow for social distancing</li> <li>• There is a Plexiglas partition at the front counter</li> </ul>  | <ul style="list-style-type: none"> <li>• Post signage for social distancing protocol</li> <li>• Remove or rearrange chairs in lobby area to increase distance between people waiting</li> <li>• Assess workspaces and cubicles for six-feet of distancing</li> <li>• Remove any shared supplies (e.g., pens, etc.)</li> <li>• Provide sanitizer at the front counter</li> <li>• Provide sanitizing supplies to staff for protection to wipe shared surfaces and supplies</li> </ul>   |
| Elevators, Stairwells, Hallways, & Restrooms   | <ul style="list-style-type: none"> <li>• Limit the number of people</li> <li>• Social Distancing markings for lines</li> <li>• Disinfecting of call buttons and elevator controls</li> <li>• Disinfect handrails and doorknobs</li> <li>• Trash can in the bathrooms are no-touch</li> </ul> | <ul style="list-style-type: none"> <li>• This is being address by DGS in County owned buildings and by lessor in leased buildings: <ul style="list-style-type: none"> <li>○ Limiting the number of people in an elevator to two.</li> <li>○ Marking six-foot plus intervals in the hallway to help people social distance when lining up to wait for elevator</li> <li>○ Posting signage for elevator protocol in the hallway outside the elevators</li> <li>○ Providing hand sanitizer station outside of the elevator. Hand sanitizing stations are available by the elevators on each floor</li> <li>○ Disinfecting/cleaning the building stairwells</li> <li>○ Determine if no-touch hardware could be installed, such as, faucets, soap and towel dispensers, toilet flushers, etc.</li> </ul> </li> </ul> |
| Copy, fax machines, and other shared equipment | <ul style="list-style-type: none"> <li>• Provide sanitizer to staff in common areas to clean hands</li> <li>• Flyers posted to maintain social distancing, sanitize, and wash hands often</li> </ul>   | <ul style="list-style-type: none"> <li>• Social distancing signage is posted</li> <li>• Staff are asked to maintain distance of at least 6 feet from each other</li> <li>• Hand sanitizer placed in the area for use by staff before and after common area machine use</li> </ul>   |

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|--------------------------------------|--|--|
| Production transfer-aiding materials | <ul style="list-style-type: none"> <li>As possible, share work product through shared drives or County email rather than through face-to-face hand-offs</li> </ul> |  |
| Lunch rooms/<br>Break rooms          |  | <ul style="list-style-type: none"> <li>Encourage limited number of employees to use the breakroom to maintain social distancing</li> <li>Encourage employees to bring cooler lunch bags if bringing their lunch rather than using shared refrigerators</li> <li>Discuss with other agencies in the 700 H Street building to help align practices for breakroom                         <ul style="list-style-type: none"> <li>Assigning of disinfecting of high-touch items on regular schedule</li> </ul> </li> </ul> |
| Vehicles                             | <ul style="list-style-type: none"> <li>Whenever possible, travel in vehicles alone and disinfect vehicle prior to use</li> </ul>                                   | <ul style="list-style-type: none"> <li>Equip each vehicle with hand sanitizer and cleaning supplies for use</li> <li>Put temporary signage/tags in the vehicle to remind the driver to disinfect the vehicle prior to use and sanitize hands between stops</li> </ul>  |

### Health Screenings

| Item                          | Protocol and/or Changes   | Tasks  |
|-------------------------------|---|--|
| Checks and self-certification | <ul style="list-style-type: none"> <li>Post completion of COVID-19 training, employees that come to work are self-certifying that they are symptom-free</li> <li>Managers and supervisors send employees home if they are exhibiting COVID-19 symptoms</li> </ul> | <ul style="list-style-type: none"> <li>Ensure employees are trained on health screenings:                         <ul style="list-style-type: none"> <li>Permanent employees may access training through the My Learning module of MySacCounty</li> <li>Temporary employees and interns may access training by contacting their learning administrator or by visiting: <a href="https://rise.articulate.com/share/2ISkE03OFqitk9b2S4jKTt8zhY1CXMJc#/">https://rise.articulate.com/share/2ISkE03OFqitk9b2S4jKTt8zhY1CXMJc#/<br/>and providing the learning administrator with a certificate of completion post training completion</a></li> </ul> </li> </ul> |

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### Face Coverings

| Item           | Protocol and/or Changes   | Tasks  |
|----------------|---|--|
| Face coverings | <ul style="list-style-type: none"><li>Consider wearing face coverings anytime social distancing is not possible</li></ul> | <ul style="list-style-type: none"><li>Ensure employees are trained on face covering use and care</li></ul> |

### Gloves

| Item   | Protocol and/or Changes   | Tasks   |
|--------|---|---|
| Gloves | <ul style="list-style-type: none"><li>Use gloves if picking up deliveries, handling money, or handling mail</li><li>Gloves may be needed when using certain cleaning supplies</li></ul> | <ul style="list-style-type: none"><li>Assess need and order gloves</li><li>Train employees on glove use and removal</li><li>Distribute gloves to employees that pick up deliveries, handle money, or handle mail</li><li>Distribute gloves along with cleaning supplies that require them</li></ul> |