



Department of Finance

WORKSITE-SPECIFIC COVID-19 PREVENTION PLAN

Revision: May 12, 2022

LOCATION:

700 H STREET, 1ST, 3RD, 4TH, AND 6TH FLOORS, SACRAMENTO, CA 95814

&

9700 GOETHE ROAD, SACRAMENTO, CA 95827

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Worksite-Specific COVID-19 Prevention Plan

Department: Department of Finance

Location: 700 H Street, 1st, 3rd, 4th, and 6th Floors, Sacramento, CA 95814
AND 9700 Goethe Road, Sacramento, CA 95827

Workplace Coordinators: Cheryl Chappell, & Redmond Vera

SECTION 1 - SYSTEM FOR COMMUNICATING

1. Reporting of COVID-19 symptoms and hazards

- a. Positive cases:
 - i. Employee:
 - ii. Informs supervisor/manager (immediately) via e-mail or phone
- b. Supervisor/manager:
 - i. Informs the Department Director (immediately) via e-mail or phone
 - ii. Informs Finance Administration of positive case, hospitalization, and/or other adverse condition (immediately) by sending an e-mail to Finance-Personnel@saccounty.gov
 - iii. Performs contact tracing as soon as possible and notifies the close contacts of their exposure (same day)
 - iv. Provides instructions and resources to qualified individual and close contact(s) (same day)
 - v. Completes and submits the worker's compensation and other forms to Finance Administration (same day)
- c. Finance Administration:
 - i. Informs Personnel (immediately)
 - ii. Provides forms, instructions, and other resources to managers (immediately)
 - iii. Notifies the Safety Office (Cal/OSHA) of knowledge of employee hospitalization or adverse conditions (within 8 hours)
 - iv. Coordinates cleaning and/or disinfection of workspace & common areas with Department of General Services (DGS) for County owned facilities or with outside contractors for County leased facilities (within 24-48 hours)
 - v. Provides email notification on the positive COVID-19 case to employees and personnel (within one business day)
 - vi. Notifies worker's compensation and provides worker's compensation with completed forms (within 24 hours)
 - vii. Notifies labor that the employees have been provided with a notice (within one business day)

- viii. Notifies contractors, temporary agencies, or other on-site non-employees that were on-site at the same time as the qualified individual's infectious period (notification required within one business day)

2. Hazards:

- a. Employee:
 - i. Informs supervisor/manager (immediately) via e-mail or phone
- b. Supervisor/manager:
 - i. Informs Finance Administration (immediately)
- c. Finance Administration:
 - i. Investigates and remedies the hazard using Appendix G template from the Potential Exposure Guide (as soon as possible)
 - ii. No reprisal for reporting: Employees can report symptoms and hazards without fear of reprisal
- d. ADA accommodation requests:
 - i. Employees who have medical or other conditions that put them at increased risk of severe COVID-19 illness and thus, affect their ability to come to work or perform their duties, can request an ADA accommodation and enter into the ADA interactive process to consider any requested reasonable accommodations
 - ii. To begin an ADA accommodation process:
 - Employee:
 - a. Informs supervisor/manager
 - Supervisor/manager:
 - a. Informs Finance Administration
 - Finance Administration:
 - a. Informs Department of Personnel (DPS) and coordinates the request
- e. COVID-19 testing:
 - i. COVID-19 testing is available at [various locations](#) in Sacramento County. Additionally, employees may seek testing through their medical provider
 - ii. Outbreak testing plan and consequences of a positive test:
 - Outbreak is defined as three or more positive COVID-19 cases per worksite in a 14-day period
 - In event of an outbreak, The Department will follow the Outbreak section of the most recent Potential Exposure Guide.
 - In the event of a major outbreak (worksite has 20 or more positive COVID-19 cases at a particular facility

or building within a 30-day period) The department will follow the major outbreak section of the current COVID-19 Potential Exposure Guide. Testing will be offered twice weekly during work hours until the outbreak period has ended

- f. COVID-19 vaccinations are available to employees through local vaccination clinics sponsored by the [County of Sacramento Public Health](#). Additionally, employees may seek vaccinations through their medical provider.
- g. Potential hazards in the workplace, controls, and policies and procedures:
 - i. Finance will follow Appendix G of the current Potential Exposure Guide.

SECTION 2 - IDENTIFY & EVALUATE COVID-19 HAZARDS

1. Hierarchy of controls

a. Engineering Controls:

- i. Glass cubicle walls extenders have been installed in cubicle settings for raising cubicle height and add protection
- ii. Glass barriers have been installed at the customer service/reception areas
- iii. Employee workstations are situated at least six feet away from each other when feasible
- iv. Touchless water dispensers are available on the 1st floor and 3rd floor break room areas
- v. Touchless hand sanitizer stations have been installed at all entrances/exits on all floors, individual bottles of sanitizer are provided to employees upon request and, placed in all common areas

b. Administrative Controls:

- i. Hand Hygiene:
 - Personal sanitizer is available for employees upon request
 - Sanitizer dispenser stations are available at entrances, exits, and throughout the facility common areas (see floor plans for placement)
 - Antibacterial soap and water are available in the break room and restrooms
- ii. Cleaning and Disinfection:
 - Employees are encouraged to perform daily cleaning and disinfection of their workstations

- DGS Janitorial staff clean and disinfect the common and high touch areas of the facilities (see appendix 5)
 - EPA approved disinfecting sprays and wipes are available with instructions in common areas
 - iii. Virtual meetings are encouraged compared to in-person meetings
 - iv. Information on COVID-19 vaccination and testing sites are regularly provided to the employees
- c. Personal Protective Equipment (PPE):
 - i. When there are Federal, State, or local orders to wear face coverings that are stricter than this plan, we will follow the strictest protective measures. Thus, expect that face coverings may be required in the workplace for all at different times based on the circumstances in our community and updated regulations. Masks, including N-95 masks, are available for employees upon request
 - ii. Gloves: Impermeable gloves are being provided to employees on an as needed basis

2. The Way We Work

- a. Services
 - i. Remote services have been added, as appropriate, to include phone, email, and web
 - ii. Direct contact has been minimized due to installation of protective barriers at the customer facing front counters (see the floor plans for placement of barriers)
- b. Schedules:
 - i. Finance has reduced staff in the workplace and common areas by allowing:
 - Staff rotation for onsite days when appropriate (see appendix 7)
 - Staggered shifts, when appropriate (see appendix 7)
 - Staggered meal breaks and/or other breaks (see appendix 7)
- c. Remote work:
 - i. Remote work is allowed, when appropriate operationally
- d. Meetings:
 - i. The department has been holding meetings in alternate formats on an as needed basis, such as: phone and video conferences
- e. Travel:
 - i. Employees are to:
 - Consider postponing travel if not fully vaccinated. If travel is inevitable, follow the [CDC's recommendations](#)

- Check the [CDC's Traveler's Health Notices](#) prior to any travel
 - Check [CDPH](#) and [local health department](#) for travel advisories and/or restrictions prior to any travel
 - Face coverings are recommended on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations, except when in outdoor areas or in specific situations, like when verifying identity during screening or actively eating or drinking. There are a few other exemptions based on disability and safety.
 - Employees who travel may need to self-quarantine after return, depending on their travel location
 - Notify their supervisor, stay at home, and promptly call a healthcare provider for advice if they become sick
 - Use their appropriate leave balances when they return back from personal travel, if they are unable to work remotely during quarantine period
- ii. Supervisors/managers are to:
- Advise employees of quarantine requirements and use of leave balances, when authorizing personal leave requests
 - Advise employees to [check themselves for symptoms of COVID-19](#) (i.e., fever, cough, or shortness of breath) before starting travel
- f. Greetings:
- i. Employees are:
- Encouraged to use non-contact forms of greetings
 - To discontinue handshakes and other contact greetings
- g. Absenteeism:
- i. Department management:
- Expect an increase in worker absenteeism
 - Encourage employees to stay home when they are sick or when they need to care for sick family members
 - Enter into the ADA interactive process to consider any requested reasonable accommodations, when employees notify them of their COVID-19 high-risk factors or underlying or serious health conditions that affect their ability to come to work or perform their duties
 - Never assume that an employee needs accommodations or has high-risk conditions; only respond when an employee informs them of such accommodation
 - Cross-train workers to help mitigate the impact of absenteeism

3. County Workplace Facilities (see Appendix 1 for worksites/divisions):

- a. Cleaning & Disinfecting Protocol:
 - i. The risk of COVID-19 infection from touching a surface is low. The most reliable way to prevent infection from surfaces is to regularly wash hands with soap and water or use alcohol-based hand sanitizer. However, cleaning and disinfecting can also reduce the risk of infection.
 - ii. DGS Janitorial staff are following the [CDC recommendations](#) and are responsible for cleaning and disinfecting high touch surfaces daily
 - iii. Employees are encouraged to sanitize their work space and may use cleaning supplies to clean their workstations and equipment. Employees are expected to follow the manufacturer and/or Safety Data Sheet safety precautions
 - iv. Supervisors/managers are ensuring that:
 - Employees are provided with EPA approved disinfectants and supplies and Safety Data Sheets and instructions on using the products Employees have the needed protective gear as required by manufacturer and Cal/OSHA
 - Employees are allowed handwashing/hand sanitizing breaks
- b. Work Spaces/Front Counters/Lobbies:
 - i. When required, signage is posted at the entrance and inside of all facilities that employees and customers are required to wear face coverings, unless:
 - They have an exemption as described by the State of California
 - The face covering mandate is lifted
- c. Workstations, front counters, lobbies, and the work places are arranged in a manner that:
 - i. Glass barriers exists at the front counter
 - ii. Sanitizer is provided at/near the front counter
 - iii. Sanitizing supplies have been provided to staff for protection to wipe shared surfaces and supplies
 - iv. Dividers have been installed to provide additional barriers between workspaces
- d. HVAC & Air Quality:
 - i. County-Owned Facilities - The Department of General Services will be responsible for the evaluation and implementation of any HVAC and Air Quality adjustments. If

ventilation cannot be increased sufficiently, the occupancy level in the building will need to be reduced to increase the effective dilution ventilation per person.

- ii. Real Estate's Property Management section will work with the Lessor to assess if adjustments can be made.
- e. Elevators & Escalators:
 - i. This is being addressed by DGS for County owned buildings and by lessor for leased buildings (see Appendix 5) through:
 - Providing hand sanitizer station outside of the elevator
 - Routine cleaning & disinfection of the elevator controls, buttons, and handrails
- f. Stairwells:
 - i. Disinfecting/cleaning the building stairwells is being addressed by DGS in County owned buildings
- g. Entrances/Exits:
 - i. Hand sanitizer stations are present at all entrances for employees to use
- h. Copy Room, Fax Machines, and Other Shared Equipment:
 - i. Hand sanitizer is placed in the area for use by staff before and after common area machine use
 - ii. Disinfecting supplies are available for employees, where applicable
- i. Production Transfer-Aiding Materials: When applicable, work product is being shared through shared drives or County email rather than through face-to-face hand-offs
- j. Bathrooms: Bathrooms are being addressed by DGS in County owned buildings (see Appendices 1 & 5)
- k. Lunchrooms/Breakrooms:
 - i. No-touch trash cans and water coolers are provided (see the floor plans for each location)
 - ii. Disinfection of common area high-touch items is being performed on a regular basis (see the cleaning/disinfection section of Appendix 5)
- l. Vehicles - see Appendix 4:

4. Health Screenings

- a. Self-Certification of Symptoms: In order to provide a safe work environment, employees are asked to self-certifying prior to leaving their home for their shift that they do not currently have any of the following symptoms*:

- i. Fever or chills
- ii. Cough
- iii. Shortness of breath or difficulty breathing
- iv. Fatigue
- v. Muscle or body aches
- vi. Headache
- vii. New loss of taste or smell
- viii. Sore throat
- ix. Congestion or runny nose
- x. Nausea or vomiting
- xi. Diarrhea

**This list does not include all possible symptoms.*

5. COVID-19 symptoms in the workplace (listed in above bullet):

- a. If employees appear to have symptoms (listed above) when they arrive at work or become sick during the day, they should immediately be separated from other employees, customers, and visitors, and sent home. Do this in a way that maintains the confidentiality and dignity of your employee. See section regarding responding to positive COVID-19 cases in the work place for more details.
- b. Refer to the Return to Work Criteria in the current Potential Exposure Guide for the exact specific isolation and quarantine times.

6. Personal Protection & Prevention

- a. Gloves:
 - i. Employees are provided with gloves on a as needed basis:
 - Gloves may be used for picking up deliveries, handling money, handling mail and other items that have come to the employee
 - Gloves may also be used for copy rooms, fax machines, or other shared equipment
 - Gloves should be disposed of after each use
 - Handwashing and hand sanitizing remain the preferred methods against spreading the virus
- b. Respirators: N-95 masks are available from Finance-Admin with instructions upon request
- c. Handwashing Stations & Hand Sanitizer:
 - i. Frequent handwashing with soap and water for at least 20 seconds is the preferred option for hand sanitizing

- ii. Individual hand sanitizers and hand sanitizing stations are available for employees and customers in the lobby, near certain entrances, and in other high traffic areas
 - iii. Department Administration and Management is ensuring that the sanitizer stations stay operational and stocked at all times
 - d. DGS is ensuring the hand washing station supplies are stocked on a regular basis (see Appendix 5)
 - e. Supplies & Equipment available
 - i. Soap and water
 - ii. Alcohol based hand sanitizers and hand sanitizer dispensers (concentrations recommended by the CDC are 60-80% ethanol or 70-75% isopropanol)
 - iii. Disinfectant spray and/or wipes approved by EPA
 - iv. Manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.) must be available to employees
 - v. Face coverings
 - vi. Facial tissues
 - vii. Public Health signage on face covering requirement
 - viii. Touchless equipment and trash receptacles
 - ix. Automatic toilets, light switches and access controls, when possible
 - x. Glass, Plexiglas, or other dividers
 - xi. Information Technology upgrades to include security software, hardware, laptops, and webcams
 - xii. Telephone/video conferencing capabilities via Zoom & Skype
 - xiii. Face shields
 - xiv. Gloves
 - f. Supplies are monitored by staff volunteers and do the following tasks:
 - i. Daily
 - Check hand sanitizer stations & bottles and refill as needed
 - Check sanitizer sprays & wipes and refill as needed
 - Check if supplies are available in common areas and refill as needed
 - ii. Monthly
 - Check mask supply and order as needed
 - Check glove supply and order as needed

SECTION 3 - INVESTIGATE & RESPOND TO COVID-19 CASES

The department is to track all cases to monitor outbreak levels and retain all records for a period of three years. Please see Section 1 for details

1. Correct covid-19 hazards.

- a. The Department is to evaluate the workplace for compliance and correct any deficiencies identified in a timely manner, as soon they are brought to management's attention
- b. The Department is to respond to requests and remedy unhealthy conditions, work practices, and work procedures related to COVID-19, and ensure compliance with COVID-19 policies and procedures
- c. When there is COVID-19 exposure, the Department is to investigate workplace conditions for their contribution and what could be done to reduce exposure to COVID-19 hazards. Additional information and forms on investigating cases can be found in the [Potential Exposure Guide](#)

SECTION 4 - TRAINING & INSTRUCTION

Employees are to be trained on the County-wide COVID-19 Prevention Training, which is available online through MyLearning in ESS. Additionally, Worksite-specific COVID-19 Prevention Plan training is to be provided by Department management and recorded in Appendix 3 – COVID-19 Training Roster, which is to be submitted to Finance-Administration after the completion of training for centralized record-keeping.

1. Training content includes:

- a. COVID-19 policies & procedures, including the COVID-19 Prevention Program and industry-specific checklist for the workplace
- b. Information on COVID-19 related benefits
- c. Information that COVID-19 is an infectious disease that:
 - i. Can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales
 - ii. May be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth
- d. Can be spread by an asymptomatic infectious person

- e. Information that virus particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19, but are most effective used in combination. Information that employees have the right to request an N95 respirator. When receiving the N95 respirator they will be provided with instructions on:
 - i. How to properly wear the N95 respirator
 - ii. How to perform a seal check according to the manufacturer's instructions each time
- f. Information on the importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility. However, hand sanitizer may not work if the hands are soiled
- g. Data on proper use of face coverings and the fact that face coverings are not respirator protective equipment. COVID-19 is an airborne disease. N95's protect the users from airborne disease while face coverings primarily protect people around the user
- h. Information on COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms
- i. Information on COVID-19 policies; how to access COVID-19 testing and vaccination
- j. Information on conditions under which face coverings must be worn in the workplace, including:
 - i. When Federal, State, or local orders mandate face coverings
 - ii. Availability of face coverings at no cost to the employees. Face coverings can be worn without fear of retaliation

SECTION 5 - FACE COVERINGS

When there are Federal, State, or local orders to wear face coverings that are stricter than this plan, the Department will follow the strictest protective measures. Face coverings may be required in the workplace for all at different times based on the circumstances in our community and updated

regulations. Failure to follow this requirement could lead to disciplinary action. The department will provide face covering to all employees and ensure they are worn when required to wear them

1. Face coverings are required:

- a. Indoors and when outdoors and less than six feet from another person for all those with potential exposure in all locations that are in an outbreak/major outbreak. Employers must provide and ensure face coverings are worn through day 10 from onset of COVID-19 infections or from the date of close contact exposures.
- b. To fit properly and cover the nose and mouth when required by CDPH [unless they meet the exemptions](#),
- c.

2. Face Coverings are strongly recommended:

- a. For all other indoor public settings and businesses, face coverings are **strongly recommended** for all persons, regardless of vaccination status. Surgical masks or higher level respirators (e.g., N95s, KN95s, KF94s) with good fit are also highly recommended.

3. Situations for Exemptions and Exceptions:

- a. Those exempted due to their medical, mental health, or disability reason from wearing a face covering when it is required, shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.
- b. Other situations that are except from wearing face coverings when otherwise required:
 - i. When an employee is alone in an office/room with floor to ceiling walls and a closed door
 - ii. When an employee is alone in a vehicle
 - iii. For a limited time while eating or drinking at the workplace, providing employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.

SECTION 6 - REPORTING, RECORDKEEPING, & ACCESS

1. Managers and Supervisors:

- a. Are to be trained by Finance Administration on the Department's CPP
- b. Are to provide the CPP to employees, their authorized representatives, and Cal/OSHA representatives immediately upon request
- c. Are to keep medical information confidential, only sharing this information with California Department of Public Health, County Department of Public Health, Cal/OSHA, and Department of Personnel Services, on an as needed basis

2. Finance Administration:

- a. Is responsible for reporting COVID-19 cases to the local health department
- b. Is responsible for maintaining records and training managers and supervisors on the CPP
- c. Is to provide the department's CPP to managers and supervisors
- d. Is responsible for keeping records and tracking COVID-19 cases for three years
- e. Is responsible for reporting serious illnesses, hospitalization, and deaths to County Safety Office – Cal/OSHA immediately upon knowledge
- f. Are to keep medical information confidential, only sharing this information with California Department of Public Health, County Department of Public Health, Cal/OSHA, and Department of Personnel Services, on an as needed basis

SECTION 7 - EXCLUSION OF COVID-19 CASES

The department follows the exclusion guidelines in the current Potential Exposure Guide. There are exceptions to exclusion for employees with close contact if they have no symptoms following the close contact unless they work in high-risk facilities. Those that are not excluded due to these exceptions are given information about any applicable precautions recommended by CDPH for persons with close contact.

Employees excluded from the workplace due to workplace exposure have earnings, seniority, and all other employee rights and benefits continued.

1. Workers who are excluded from the workplace due to a work-related COVID-19 exposure:

- a. May request to work from home if well enough and department approves
- b. May potentially receive Workers' Compensation or State Disability pay
- c. May use their sick leave accruals, but not vacation or other personal leave balances (no in lieu usage)
- d. IF employees have a work-related exposure and are:
 - i. not working from home, AND
 - ii. not receiving Workers' Compensation or State Disability, AND
 - iii. out of sick leave accruals, THEN
 - iv. employees will receive exclusion pay.

Exception to being excluded from the workplace is if there is no isolation or quarantine order from the local health department and the employees are reassigned to work without contact with other people until the return to work criteria is met

SECTION 8 -RETURN TO WORK CRITERIA

COVID-19 cases shall not return to the workplace until the Return to Work Criteria are met. The Return to Work Criteria table and guidelines provided in the Potential Exposure Guide are distributed to all Managers and Supervisors, and is available to all staff.

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APPENDIX 1 - SUMMARY OF FACILITY INFORMATION BY DIVISION

Division	Address	County Owned or Leased
Administration	700 H Street 3rd Floor Sacramento, CA 95814	County Owned
Auditor-Controller's Office	700 H Street 3rd Floor Sacramento, CA 95814 700 H Street 1st Floor Sacramento, CA 95814	County Owned
Tax Collection & Business Licensing	700 H Street 1st Floor Sacramento, CA 95814	County Owned
Treasury	700 H Street 1st Floor Sacramento, CA 95814	County Owned
Treasury-Remittance Processing	700 H Street 4th Floor Sacramento, CA 95814	County Owned
Consolidated Utilities Billing and Service (CUBS)	9700 Goethe Rd Sacramento, CA 95827	Leased
Revenue and Recovery	700 H Street 6th Floor Sacramento, CA 95814	County Owned

APPENDIX 2 - OTHER CONSIDERATIONS & RESOURCES

- A. Equal Employment Opportunity (EEO)
- iii. Any changes that are made with the COVID-19 risk assessments and worksite-specific COVID-19 prevention programs are being applied consistently across the department to ensure that EEO is being observed
 - iv. Protocols are for business and safety purposes and are not being applied discriminately
- B. Health Insurance Portability & Accountability Act (HIPAA)
- i. The department is in compliance with HIPAA which requires that any health information be kept private and confidential
 - ii. There are a few exceptions for State and Federal agencies as required by law. Some information sharing may be required with Public Health for the purposes of contact tracing or handling outbreaks. However, the department is making every effort to maintain the confidentiality of workers with suspected or confirmed COVID-19 infections or exposure to COVID-19 when communicating with other workers
- B. Employee Assistance Program (EAP)
- i. Magellan Healthcare, the company that manages the Sacramento County Employee Assistance Program (EAP), has tips and resources for employees during the COVID- 19 pandemic. Whether an employee needs financial and legal resources, tips on dealing with COVID-19 related stress or coping with grief and uncertainty, the EAP covers them. Employees are being made aware that these resources are available to assist them during this time
 - ii. Access to the EAP is available 24/7/365:
 - Employees may call 1-800-327-0632 to be connected with the appropriate resource or professional
 - Employees may learn more about all of the services available to them at www.magellanascend.com
- C. Federal, State, and Local Resources for COVID-19:
- i. CDC: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
 - ii. OSHA: <https://www.osha.gov/coronavirus/safework>
 - iii. STATE OF CALIFORNIA:
 - <https://covid19.ca.gov/>

- <https://covid19.ca.gov/industry-guidance/>
 - <https://files.covid19.ca.gov/pdf/employer-playbook-for-safe-reopening--en.pdf>
 - <https://files.covid19.ca.gov/pdf/responding-to-covid19-workplace--en.pdf>
- iv. CALIFORNIA DEPARTMENT OF PUBLIC HEALTH:
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>
- v. COUNTY OF SACRAMENTO PUBLIC HEALTH:
<https://www.saccounty.net/COVID-19/Pages/default.aspx>
- TESTING:
 - https://www.saccounty.net/COVID-19/Pages/Symptom-Screening_MobileTestingSite.aspx
 - VACCINES:
 - <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/COVID-19Vaccine.aspx>
 - <https://www.saccounty.net/COVID-19/Pages/CoronavirusVaccine.aspx>
 - <https://www.saccounty.net/Documents/SacCountyVaccinatingNow%20Flyer.pdf>

CAL/OSHA EMERGENCY REGULATION:

<https://www.dir.ca.gov/oshsb/documents/COVID-19-Prevention-Emergency-approvdtxt.pdf>

APPENDIX 3 – COVID-19 TRAINING ROSTER

Department: *enter name* **Format:** *in-person, online, etc.*
Date: *enter date* **Time:** *enter time*
Name of person that conducted the training: *enter names*

Employee Name	Signature

Assignment of transportation

To the extent feasible, we reduce exposure to COVID-19 hazards by assigning employees sharing vehicles to distinct groups and ensuring that each group remains separate from other such groups during transportation, during work activities, and in employer-provided housing. We prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit are transported in the same vehicle.
- Employees working in the same crew or workplace are transported in the same vehicle.
- Employees who do not share the same household, work crew or workplace are transported in the same vehicle only when no other transportation alternatives are feasible.

Face coverings and respirators

We ensure that the:

- Face covering requirements of our CPP Face Coverings are followed for employees waiting for transportation, if applicable.

Upon request, we provide respirators for voluntary use in compliance with subsection 5144(c)(2) to all employees in the vehicle.

Screening

We develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Ventilation

We ensure that vehicle windows are kept open, and the ventilation system is set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and excessive outdoor heat would create a hazard to employees.
- The vehicle has functioning heating in use and excessive outdoor cold would create a hazard to employees.
- Protection is needed from weather conditions; such as rain or snow.

- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand hygiene

We provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

APPENDIX 5 – BUILDING UPDATES

Facility			Building Updates						
Building	Address	Division/ Programs	Soap & Water	Barriers	HVAC & Air Quality			Cleaning/Disinfection	
					Quantity of outdoor air entering building	Reduction of recirculation	HVAC Filters	Disinfection	Frequency
County Admin Building	700 H Street 1st Floor Sacramento, CA 95814	Treasury & Investments, Tax Collection & Business Licensing, and Auditor-Controller (Tax Accounting)	DGS maintains the soap and water in the break area and all restrooms. (See Floor Plan - 1st Floor)	Enclosed glass barriers are installed at each reception window - (See Floor Plan - 1st Floor)	DGS maintains the HVAC system, which is purged 100% of the outside air for 1 hour into the facility, with the exception of when the air quality is in the unhealthy range. In addition, a minimum of 15% air is purged at any given time during normal occupancy.	A minimum of 10% recirculated air is eliminated from the facility at any given time during normal occupancy, with the exception of when the air quality is in the unhealthy range	MERV 14	DGS Janitorial staff are responsible for cleaning & disinfecting high contact surfaces and common areas, which includes: stairwells, elevators, entrances/exits, restrooms, etc. (See Floor Plan - 1st Floor)	DGS Janitorial staff disinfects prior to facility occupancy once per day

Facility			Building Updates						
Building	Address	Division/ Programs	Soap & Water	Barriers	HVAC & Air Quality			Cleaning/Disinfection	
					Quantity of outdoor air entering building	Reduction of recirculation	HVAC Filters	Disinfection	Frequency
County Admin Building	700 H Street 3rd Floor Sacramento, Ca 95814	Auditor Controller and Administration	DGS maintains the soap and water in the break area and all restrooms. (See Floor Plan - 3rd Floor)	Enclosed glass barriers are installed at reception (See Floor Plan - 3rd Floor)	DGS maintains the HVAC system, which is purged 100% of outside air for 1 hour into the facility, with the exception of when the air quality is in the unhealthy range. In addition, a minimum of 15% air is purged at any given time during normal occupancy	A minimum of 10% recirculated air is eliminated from the facility at any given time during normal occupancy, with the exception of when the air quality is in the unhealthy range	MERV 14	DGS Janitorial staff are responsible for cleaning & disinfecting high contact surfaces and select common areas, which includes: stairwells, elevators, entrances/exits (Floor Plan - 3rd Floor)	DGS Janitorial staff disinfects prior to facility occupancy once per day

Facility			Building Updates						
Building	Address	Division/ Programs	Soap & Water	Barriers	HVAC & Air Quality			Cleaning/Disinfection	
					Quantity of outdoor air entering building	Reduction of recirculation	HVAC Filters	Disinfection	Frequency
County Admin Building	700 H Street 4th Floor Sacramento, CA 95814	Remittance Processing	DGS maintains the soap and water in all restrooms (See Floor Plan - 4th Floor)	Enclosed glass barriers are installed at staff workstations and high traffic areas (See Floor Plan - 4th Floor)	DGS maintains the HVAC system, which is purged 100% of the outside air for 1 hour into the facility, with the exception of when the air quality is in the unhealthy range. In addition, a minimum of 15% air is purged at any given time during normal occupancy	A minimum of 10% recirculated air is eliminated from the facility at any given time during normal occupancy, with the exception of when the air quality is in the unhealthy range	MERV 14	DGS Janitorial staff are responsible for cleaning & disinfecting high contact surfaces and select common areas, which includes: stairwells, elevators, entrances/exits (See Floor Plan - 4th Floor)	DGS Janitorial staff disinfects prior to Facility occupancy once per day

Facility			Building Updates						
Building	Address	Division/ Programs	Soap & Water	Barriers	HVAC & Air Quality			Cleaning/Disinfection	
					Quantity of outdoor air entering building	Reduction of recirculation	HVAC Filters	Disinfection	Frequency
County Admin Building	700 H Street 6th Floor Sacramento, CA 95814	Revenue Recovery	DGS maintains the soap and water in the break area and all restrooms (See Floor Plan - 6th Floor)	Dividers (non-glass) were installed between desks for those that are not in a cubicle	DGS maintains the HVAC system, which is purged 100% of outside air for 1 hour into the facility, with the exception of when the air quality is in the unhealthy range. In addition, a minimum of 15% air is purged at any given time during normal occupancy	A minimum of 10% recirculated air is eliminated from the facility at any given time during normal occupancy, with the exception of when the air quality is in the unhealthy range	MERV 14	DGS Janitorial staff are responsible for cleaning & disinfecting high contact surfaces and common areas, which includes: stairwells, elevators, entrances/exits, restrooms, etc. (See Floor Plan - 6th Floor)	DGS Janitorial staff disinfects prior to facility occupancy once per day

Facility			Building Updates						
Building	Address	Division/ Programs	Soap & Water	Barriers	HVAC & Air Quality			Cleaning/Disinfection	
					Quantity of outdoor air entering building	Reduction of recirculation	HVAC Filters	Disinfection	Frequency
Leased CUBS Building	9700 Geothe Rd. Sacramento, CA 95827	CUBS	CUBS' janitorial contractor maintains the soap and water in the break area and all restrooms.	Glass Barriers are installed at every workstation throughout the office, including public counter inside and out (See Floor Plan - CUBS)	HVAC is maintained by the lessor. Not all of the units have economizers, but do have outside air dampers, which meet OSHA standards	N/A	MERV-8	CUBS' janitorial contractor cleans and disinfects common areas, restrooms, break areas, handrails, light switches, etc	Janico disinfects prior to facility occupancy and 1 more time at end the day

APPENDIX 6 – SIGNAGE

Facility			Signage	
Building	Address	Division/Programs	Health	Prevention
			COVID-19 Fact Sheet	Face Coverings
County Admin Building	700 H Street 1st Floor Sacramento, CA 95814	Treasury & Investments, Tax Collection & Business Licensing, and Auditor-Controller (Tax Accounting)	Breakroom (See Floor Plan - 1st Floor)	All entrances to work areas & breakroom (See Floor Plan - 1st Floor)
County Admin Building	700 H Street 3rd Floor Sacramento, CA 95814	Auditor Controller and Administration	Breakroom (See Floor Plan - 3rd Floor)	All entrances to work areas, breakroom, & bathroom (See Floor Plan - 3rd Floor)
County Admin Building	700 H Street 4th Floor Sacramento, CA 95814	Remittance Processing	Breakroom (See Floor Plan - 4th Floor)	All entrances to work areas, breakroom, & bathroom (See Floor Plan - 4th Floor)
County Admin Building	700 H Street 6th Floor Sacramento, CA 95814	Revenue Recovery	Front Door, inside front entrance, common areas (ie: kitchenette, printing/copy machine room, conference room, hallways) & employee information board (See Floor Plan - 6th Floor)	Front Door, inside front entrance, common areas (ie: kitchenette, printing/copy machine room, conference room, hallways) & employee information board (See Floor Plan - 6th Floor)
Leased CUBS Building	9700 Geothe Rd. Sacramento, CA 95827	CUBS	Breakroom (See Floor Plan - CUBS)	All entrances to work areas, breakroom, bathroom, & throughout the whole office (See Floor Plan - CUBS)

APPENDIX 7 – STAFF SCHEDULES

ALL SCHEDULES SUBJECT TO CHANGE					
Division	Employee	Schedule		Work Hours	Lunch
		Office	Remote		
Administration		Mon-Fri		7:30-4:30	11:30-12:30
		Mon-Thurs	Fri	8:00-5:00	12:30-1:30
		Mon-Fri		8:00-5:00	12:00-1:00
		Mon-Fri		7:30-4:00	1:00-1:30
		Mon-Fri		8:00-5:00	12:00-1:00
		Mon-Fri		8:00-5:00	1:00-2:00
		Mon-Fri		8:00-5:00	12:30-1:30
		Mon-Fri		8:00-5:00	11:30-12:30
		Mon-Fri		8:00-5:00	12:00-1:00
Treasury & Investments		Mon-Fri		8:00-5:00	12:00-1:00
		Tue-Fri	Monday	8:00-4:30	12:00-12:30
		Mon-Fri		7:30 - 4:30	12:00-1:00
		Mon-Fri		7:00-3:30	11:30-12:00
		M,T,TH,F	Wed	7:30 -4:30	11:00-12:00
		Mon-Fri		7:00-4:00	11:30-12:30
		Mon-Fri		7:30 - 4:30	12:00-1:00
		Mon-Fri		8:00-5:00	12:00-1:00
		Mon-Fri		8:00-5:00	12:00-1:00
		Mon-Fri		8:00-5:00	12:00-1:00
		T,W,TH,F	Monday	7:30 - 4:30	12:00-1:00
		Mon-Fri		7:00-4:00	11:30-12:30
		Mon-Fri		8:00-5:00	12:00-1:00

ALL SCHEDULES SUBJECT TO CHANGE

Division	Employee	Schedule		Work Hours	Lunch
		Office	Remote		
		Mon-Fri		7:00-4:00	11:30-12:30
		Mon-Fri		8:00-5:00	12:00-1:00
		Mon-Fri		8:00-5:00	11:00-12:00
		Mon-Fri		7:00-4:00	11:30-12:30
		M,W,TH,F	Tuesday	8:00-5:00	12:00-1:00
		M,T,W,F	Thursday	7:30 -4:30	12:00-1:00
		Mon-Fri		8:00-5:00	12:00-1:00
		Mon-Fri		8:00-4:30	12:00-1:00
		Mon-Fri		8:00-5:00	11:00-12:00
		Mon-Fri		7:30 -4:30	12:00-1:00
		Mon-Fri		8:00-5:00	12:00-1:00
		Mon-Fri		8:00 - 5:00	1:00 - 2:00
		Mon-Fri		8:00 - 5:00	1:00 - 2:00
		Mon-Fri		8:00 - 5:00	12:30 - 1:30
		Mon-Fri		8:00 - 5:00	1:00 - 2:00
Tax Collection & Business Licensing		Mon-Fri		8:00 - 5:00	12:00 - 1:00
		M,W,F	Tue, Thurs	8:00 - 4:30 8:00 -5:00	12:00 - 12:30 12:00 - 1:00
		Mon-Fri		8:00 - 5:00	1:00 - 2:00
		Mon-Fri		8:00 - 5:00	1:00 - 2:00
		Mon-Fri		8:00 - 5:00	1:00 - 2:00
		Mon-Fri		8:00 - 5:00	12:00 - 1:00
		Mon-Fri		7:20 - 4:20	12:00 - 1:00
		Mon-Fri		8:00 - 5:00	12:00 - 1:00
		Mon-Fri		8:00 - 5:00	1:00 - 2:00
		Mon-Fri		8:00 - 5:00	12:00 - 1:00
		Mon-Fri		8:00 - 5:00	1:00 - 2:00
		Mon-Fri		8:00 - 5:00	1:00 - 2:00

ALL SCHEDULES SUBJECT TO CHANGE

Division	Employee	Schedule		Work Hours	Lunch	
		Office	Remote			
		Mon, Th, Fri	Tue, Wed	8:00-5:00	12:00-1:00	
		Mon, Tue, Thurs, Fri	Wed	8:00 - 5:00	1:00 - 2:00	
		Mon-Fri		8:00 - 5:00	1:00 - 2:00	
		Mon-Fri		8:00 - 5:00	12:00 - 1:00	
			Mon-Fri	6:00 - 3:30	11:30 - 12:00	
		Mon-Fri		8:00 - 5:00	12:00 - 1:00	
		Mon-Fri		8:00 - 5:00	12:00 - 1:00	
		Mon-Fri		8:00 - 5:00	12:00 - 1:00	
		Mon-Fri		8:00 - 5:00	12:00-1:00	
		Week 1: Mon,Wed,Fri Week 2: Tue, Thurs	Week 1: Tue, Thurs Week 2: Mon,Wed,Fri	8:00 - 5:00	12:00-1:00	
		Week 1: Tue, Thurs Week 2: Mon,Wed,Fri	Week 1: Mon,Wed,Fri Week 2: Tue, Thurs	8:00 - 5:00	12:00-1:00	
		Mon-Fri		8:00 - 5:00	12:00-1:00	
		M,T,W	Thurs,Fri	8:00 - 5:00	12:00-1:00	
		Mon-Fri		8:00 - 5:00	12:00-1:00	
		Mon-Fri		8:00 - 5:00	12:00-1:00	
		Mon-Fri		8:00 - 5:00	12:00-1:00	
		Mon-Fri		8:00 - 5:00	1:00 - 2:00	
		Mon-Fri		8:00 - 5:00	1:00 - 2:00	
		Auditor-Controller	Monday -Friday		8:00-5:00	12:00-1:00
			Mon-Fri	N/A	7:30 - 4:30	12:00 - 1:00
Mon-Fri	N/A		8:00 - 5:00	Week 1: 11:30 - 12:30 Week 2: 12:30 - 1:30		

ALL SCHEDULES SUBJECT TO CHANGE

Division	Employee	Schedule		Work Hours	Lunch
		Office	Remote		
		Tue, Wed, Thur	Mon, Fri	8:00 - 4:30	12:15 - 12:45
		Mon-Fri	N/A	8:00 - 4:30	12:00 - 12:30
		Mon, Tue, Wed	Thur, Fri	7:30 - 4:30	12:00 - 1:00
		Mon-Fri	N/A	7:30 - 4:30	12:00 - 1:00
		Mon-Fri	N/A	7:30 - 4:00	12:30 - 1:00
		Mon-Fri	N/A	8:00 - 5:00	Week 1: 11:30 - 12:30 Week 2: 12:30 - 1:30
		Mon-Fri		8:00 - 5:00	1:00 - 2:00
		Week 1 - Mon, Thurs Week 2 - Tues, Wed	Week 1 - Tues, Wed, Thurs Week 2 - Mon, Thurs	8:00 - 5:00	12:45-1:45
		Mon-Fri		7:30 - 4:00	11:30 - 12:00
		Mon-Fri		7:30 - 4:00	12:30 - 1:00
		Week 1 - Tues, Wed, Thurs Week 2 - Mon, Thurs	Week 1 - Mon, Thurs Week 2 - Tues, Wed	8:00 - 5:00	Taken as needed based on time sensitive task
		Mon-Fri		5:30 - 3:45	11:30 - 12:30
		Mon-Fri		7:30 - 4:00	12:30 - 1:00
		Mon-Fri		8:00 - 5:00	11:30 - 12:30
		Week 1 - Tues, Wed, Thurs Week 2 - Mon, Thurs	Week 1 - Mon, Thurs Week 2 - Tues, Wed	8:00 - 5:00	Taken as needed based on time sensitive task
		Mon-Fri		7:30 - 4:00	12:30 - 1:00
		Mon-Fri		7:30 - 4:00	12:30 - 1:00
		Mon-Fri		7:30 - 4:00	1:00 - 1:30
		Mon-Fri		7:30 - 4:00	12:30 - 1:00

ALL SCHEDULES SUBJECT TO CHANGE

Division	Employee	Schedule		Work Hours	Lunch
		Office	Remote		
		Mon-Fri		7:30 - 4:00	1:00 - 1:30
		Mon-Fri		7:30 - 4:00	12:00 - 12:30
		Week 1 - Tues,Wed,Thurs Week 2 - Mon,Thurs	Week 1 -Mon, Thurs Week 2 -Tues, Wed	7:30 - 4:00	Taken as needed based on time sensitive task
		Week 1 - Mon,ThursWeek 2 -Tues, Wed	Week 1 - Tues, Wed, ThursWeek 2 - Mon, Thurs	8:00 - 5:00	Taken as needed based on time sensitive task
		Mon-Fri		7:30 - 4:00	1:00 - 1:30
		Week 1 -Mon, Thurs Week 2 -Tues, Wed	Week 1 - Tues, Wed, Thurs Week 2 - Mon, Thurs	7:30 - 4:00	12:00 - 12:30
		Mon-Fri		8:00 - 4:30	1:00 - 1:30
		Mon-Fri		7:30 - 4:30	1:00 - 2:00
		Mon-Fri		8:00 - 5:00	12:30 - 1:30
		Mon-Fri		7:30 - 4:00	12:00 - 12:30
		Mon-Fri	None	8:00-5:00	12:00-1:00
		Tue, Th, Fri	Mon, Wed	7:30-4:00	12:30-1:00
		Tue, Fri	Mon, Wed, Thur	8:30-4:30	12:00-1:00
		Mon-Fri	None	8:00-4:30	12:15-12:45
		Mon, Tue, Thur, Fri	Wed	7:30-4:00	11:00-11:30
		Mon-Fri	None	8:00-5:00	12:00-1:00
		Mon-Fri	None	8:00-4:30	12:30-1:00
		Mon, Fri	Tue, Wed, Thur	7:00-4:00	11:30-12:30
		Mon, Tue, Wed, Thur	Fri	9:00-5:00	11:00-12:00
		Mon-Fri		8:00-4:30	12:30-1:00

ALL SCHEDULES SUBJECT TO CHANGE

Division	Employee	Schedule		Work Hours	Lunch
		Office	Remote		
		Tue, Thur, Fri	Mon, Wed	7:30-4:00	12:00-12:30
		Mon, Wed, Fri	Tue, Thur	7:30-4:00	11:15-11:45
		Tue, Thur, Fri	Mon, Wed	7:30-4:00	12:00-12:30
		Mon-Fri		7:30-4:00	12:30-1:00
		Mon-Fri		8:00-5:00	12:00-1:00
		Mon, Tue	Wed, Thurs, Fri	7:00-3:30	12:00-12:30
		Mon-Fri		8:00-5:00	12:00-1:00
		Wed, Fri	Mon, Tue, Thurs	7:00-4:00	12:00-1:00
		Mon, Wed	Tue, Thurs, Fri	8:00-5:00	12:00-1:00
		Mon, Tue	Wed, Thurs, Fri	7:00-3:30	12:00-12:30
		Wed, Thurs	Mon, Tue, Fri	8:00-4:30	12:00-12:30
		Tue, Thurs	Mon, Wed, Fri	8:00-4:30	12:00-12:30
		Tue, Thurs	Mon, Wed, Fri	8:00-5:00	12:00-1:00
		Mon-Fri	-	7:30-4:30	12:30-1:30
		Mon-Fri	-	8:00-4:30	12:00-1:00
		Tue, Wed, Thurs	Mon, Fri	7:30-4:00	12:30-1:00
		Mon, Wed, Fri	Tu, Thu	7:30-4:00	12:00-12:30
		Mon-Fri	-	7:30-4:00	12:00-12:30
		Tue, Wed, Thurs	Mon, Fri	7:30-4:00	1:00-1:30
		Mon, Tue, Wed	Thurs, Fri	8-4:30	12:00-12:30
		Mon-Fri	-	8:00-5:00	12:00-1:00
		Mon-Fri	-	8:00-4:30	12:00-12:30
		Mon, Tue, Thurs	Wed, Fri	8:00-4:30	1:00-1:30
		Mon-Fri	-	7:30-4:00	12:00-12:30
		Wed, Thurs, Fri	Mon, Tue	7:30-4:00	11:30-12:00
		CUBS		Mon-Fri	

ALL SCHEDULES SUBJECT TO CHANGE

Division	Employee	Schedule		Work Hours	Lunch
		Office	Remote		
		Week 1: Thurs, Fri Week 2: Wed, Thurs, Fri	Week 1: Mon, Tue, Wed Week 2: Mon, Tue	8:30-5:00	1:00-1:30
		Mon-Fri		8:00-4:30	12:30-1:00
		Mon-Fri		8:30-5:00	1:45-2:15
		Mon-Fri		8:30-5:00	1:45-2:15
		Mon-Fri		8:00-4:30	1:00-1:30
		Week 2: Mon-Fri	Week 1: Mon-Fri	8:00-4:30	12:15-12:45
		Mon-Fri		8:00-4:30	11:45-12:15
		Week 1: Mon-Fri	Week 2: Mon-Fri	8:00-4:30	11:30-12:00
		Mon-Fri		8:00-4:30	12:15-12:45
		Week 2: Mon-Fri	Week 1: Mon-Fri	8:30-5:00	1:00-1:30
		Week 1: Mon-Fri	Week 2: Mon-Fri	8:30-5:00	1:00-1:30
		Week 2: Mon-Fri	Week 1: Mon-Fri	8:30-5:00	1:15-1:45
		Mon-Fri		8:30-5:00	1:00-1:30
		Week 1: Mon-Fri	Week 2: Mon-Fri	8:00-4:30	11:45-12:15
		Week 2: Mon-Fri	Week 1: Mon-Fri	8:00-4:30	12:15-12:45
		Mon-Fri		8:00-4:30	12:00-12:30
		Week 1: Thurs, Fri Week 2: Wed, Thurs, Fri	Week 1: Mon, Tue, Wed Week 2: Mon, Tue	8:00-4:30	12:00-12:30
		Mon-Fri		8:30-5:00	12:45-1:15
		Week 1: Mon-Fri	Week 2: Mon-Fri	8:00-4:30	11:45-12:15
		Mon-Fri		8:00-4:30	11:30-12:00
		Mon-Fri		8:30-5:00	1:00-1:30
		Mon-Fri		8:30-5:00	12:45-1:15
		Week 1: Mon-Fri	Week 2: Mon-Fri	8:30-5:00	1:00-1:30

ALL SCHEDULES SUBJECT TO CHANGE

Division	Employee	Schedule		Work Hours	Lunch		
		Office	Remote				
		Mon-Fri		8:00-4:30	12:00-12:30		
		Mon-Fri		8:00-4:30	12:15-12:45		
		Week 1: Mon, Wed Week 2: Thurs, Fri	Week 1: Tue, Thurs Week 2: Mon, Tue, Wed	8:00-4:30	1:00-1:30		
		Mon-Fri		8:00-4:30	12:30-1:00		
		Week 1: Mon, Wed Week 2: Mon, Tue, Wed	Week 1: Tue, Thurs, Fri Week 2: Thurs, Fri	8:30-5:00	1:15-1:45		
		Week 2: Mon-Fri	Week 1: Mon-Fri	8:00-4:30	1:00-1:30		
		Mon-Fri		8:00-4:30	11:15-11:45		
		Week 1: Mon-Fri	Week 2: Mon-Fri	7:30-4:00	12:00-12:30		
		Mon-Fri		8:30-5:00	1:30-2:00		
		Mon-Fri		8:00-4:30	12:30-1:00		
		Mon-Fri		8:30-5:00	1:00-1:30		
		Week 2: Mon-Fri	Week 1: Mon-Fri				
		Mon-Fri		8:30-5:00	1:00-1:30		
		Mon-Fri		8:30-5:00	1:30-2:00		
		Mon-Fri		8:30-5:00	1:30-2:00		
		Mon-Fri		8:00-4:30	1:00-1:30		
		Mon-Fri		8:30-5:00	12:45-1:15		
		Week 1: Mon-Fri	Week 2: Mon-Fri	8:30-5:00	1:15-1:45		
		Revenue Recovery		Mon-Fri		8:30-5:00	1:00-1:30
				Mon-Fri		7:30-4:00	11:30-12:00
		Mon-Fri		7:30-4:00	12:30-1:00		
		Mon-Fri		8:30-5:00	12:30-1:00		
		Mon-Fri		8:00-4:30	11:30-12:00		

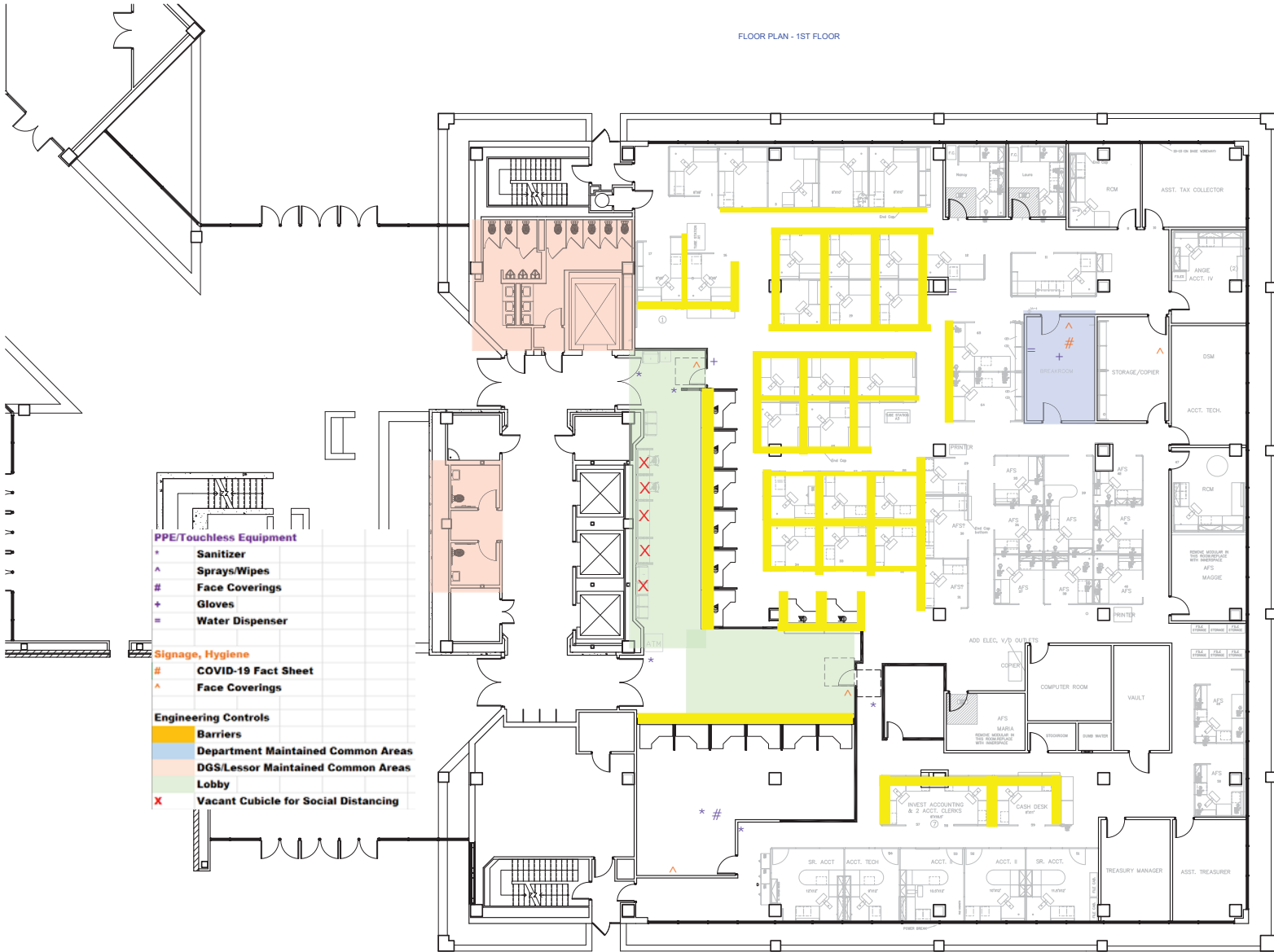
ALL SCHEDULES SUBJECT TO CHANGE

Division	Employee	Schedule		Work Hours	Lunch
		Office	Remote		
		Mon-Fri		8:30-5:00	12:30-1:00
		Mon-Fri		8:30-5:00	12:30-1:00
		Mon-Fri		8:30-5:00	12:45-1:15
		Mon-Fri		8:00-4:30	12:00-12:30
		Mon-Fri		8:30-5:00	12:30-1:00
		Mon-Fri		8:30-5:00	12:30-1:00
		Mon-Fri		8:30-5:00	1:00-1:30
		Mon-Fri		8:30-5:00	1:00-1:30
		Mon-Fri		8:00-4:30	12:30-1:00
		Mon-Fri		7:30-4:00	12:00-12:30
		Mon-Fri		8:00-4:30	12:30-1:00
		Mon-Fri		8:30-5:00	1:00-1:30
		Mon-Fri		8:30-5:00	1:00-1:30
		Mon-Fri		8:30-5:00	12:30-1:00
		Mon-Fri		8:30-5:00	1:00-1:30
		Mon-Fri		8:30-5:00	1:00-1:30
		Mon-Fri		7:30-4:00	12:30-1:00
		Mon-Fri		7:30-4:00	12:00-12:30
		Mon-Fri		8:00-4:30	1:00-1:30
		Mon-Fri		8:00-4:30	12:00-12:30
		Mon-Fri		8:30-5:00	12:30-1:00
		Mon-Fri		7:30-4:00	11:30-12:00
		Wed-Thurs	Mon, Tues, Fri	7:30-5:00	12:30-1:00
		Mon-Fri		8:15-4:45	1:00-1:30
		Mon-Fri		7:30-4:00	12:00-12:30
		Mon-Fri		8:30-5:00	12:00-12:30
		Mon-Fri		8:30-5:00	12:30-1:00

ALL SCHEDULES SUBJECT TO CHANGE

Division	Employee	Schedule		Work Hours	Lunch
		Office	Remote		
		Mon-Fri		7:30-4:00	12:00-12:30
		Mon-Fri		7:30-4:00	12:00-12:30
		Mon-Fri		8:00-4:30	12:00-12:30
		Mon-Fri		8:00-4:30	1:00-1:30
		Tues, Thurs	Mon, Wed, Fri	7:30-4:00	
		Mon-Fri		7:30-4:00	11:30-12:00
		Mon-Fri		7:30-4:00	11:30-12:00
		Mon-Fri		8:00-4:30	
		Mon-Fri		8:30-5:00	1:00-1:30
		Mon-Fri		8:30-5:00	12:30-1:00
		Mon-Fri		8:00-4:30	12:00-12:30

FLOOR PLAN - 1ST FLOOR



- PPE/Touchless Equipment**
- * Sanitizer
 - ▲ Sprays/Wipes
 - # Face Coverings
 - + Gloves
 - Water Dispenser
- Signage, Hygiene**
- # COVID-19 Fact Sheet
 - ▲ Face Coverings
- Engineering Controls**
- Barriers
 - Department Maintained Common Areas
 - DGS/Lessor Maintained Common Areas
 - Lobby
 - X Vacant Cubicle for Social Distancing

DESIGN BY:	
DRAWN BY:	
REVISIONS:	
NO. DESCRIPTION	DATE

LOG NO. 3571 FACILITY NO. 00504
PROJECT TITLE:

700 H STREET
DEPARTMENT OF FINANCE
FIRST AND THIRD FLOOR
RECEPTION SECURITY
UPGRADES

SHEET TITLE:

FIRST FLOOR

SHEET NO.



H202384.9M1

- PPE/Touchless Equipment**
- * Sanitizer
 - ^ Sprays/Wipes
 - # Face Coverings
 - + Gloves
 - = Water Dispenser
- Signage, Hygiene**
- # COVID-19 Fact Sheet
 - ^ Face Coverings
- Engineering Controls**
- Barriers
 - Department Maintained Common Areas
 - DGS/Lessor Maintained Common Areas
 - Lobby
 - X Vacant Cubicle for Social Distancing

DESIGN BY:	
DRAWN BY:	CAFM
DATE:	12.11.2018
REVISIONS:	
NO. DESCRIPTION	DATE

CONTRACT NO. #####	FACILITY NO. 00504
FPM NO. CC-#####-00	LOG NO. ###

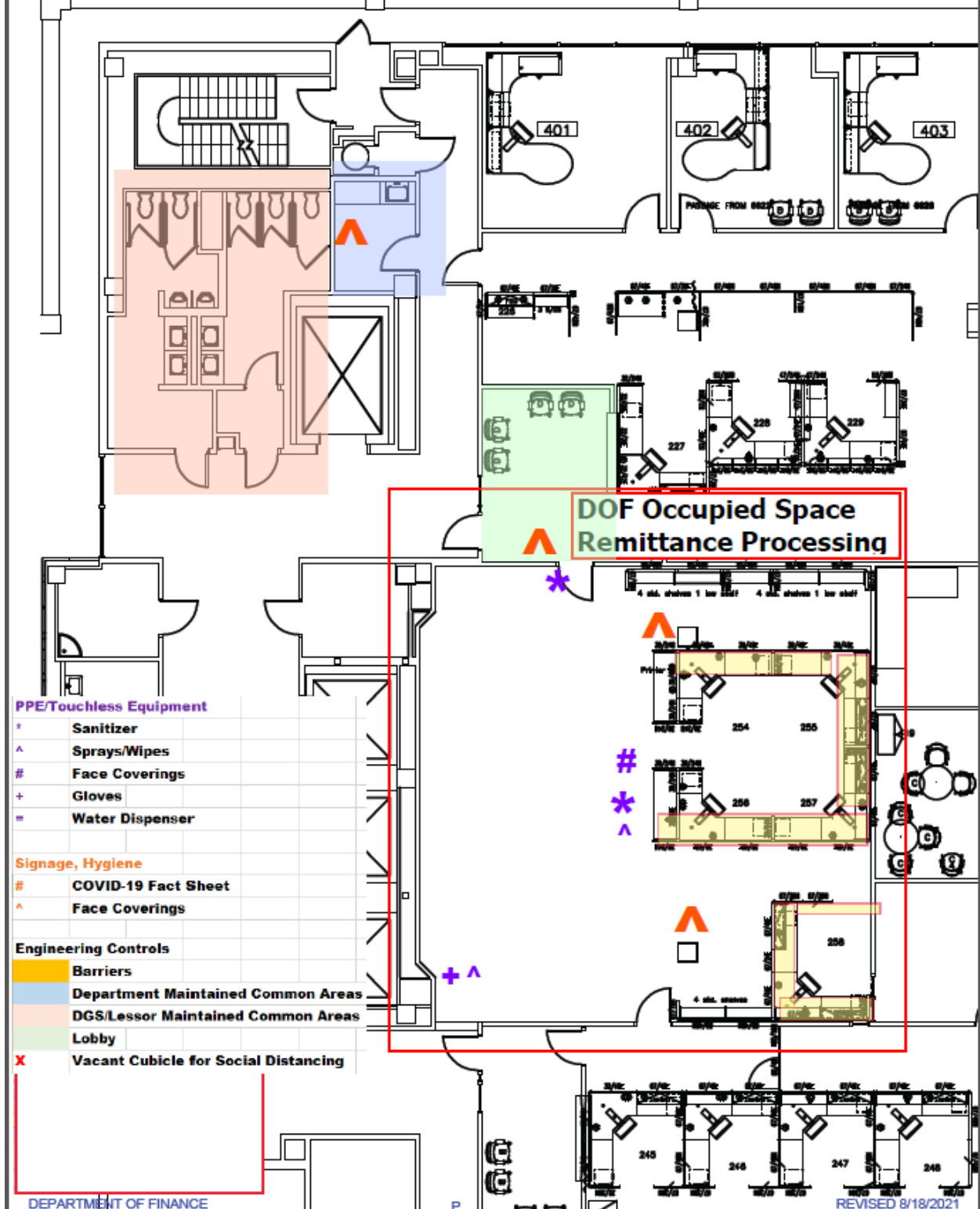
PROJECT TITLE:
COUNTY NEW ADMIN
700 H STREET
SACRAMENTO CA 95814
FACILITY 00504

SHEET TITLE:
**MODULAR FLOOR PLAN
THIRD FLOOR**

SHEET NO.	A114
SHEET	5 OF 8



FLOOR PLAN - 4TH FLOOR



FLOOR PLAN - 6TH FLOOR

