



## **BACKGROUND INFORMATION**

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States.

### **I. HOW THE VIRUS SPREADS**

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within 6 feet or closer).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- People are thought to be most contagious when they are most symptomatic (the sickest).
- Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.
- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.
- Adults 65 or older and those with severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk.

### **II. WHAT ARE THE SYMPTOMS**

- According to the Center for Disease Control and Prevention (CDC), reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus (COVID-19) cases.
- A person is most infectious at the onset of symptoms and 2 days prior.
- Symptoms may appear 2-14 days after exposure (based on the incubation period of the virus).
- Coronavirus symptoms include:
  - Fever (100.4 degrees Fahrenheit or greater)
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell

**RESPONSIBILITIES:****I. EMPLOYEES**

- Check your temperature prior to coming to work.
- Stay at home if:
  - you have a temperature of 100.4°F or more; or
  - you have COVID-19 or flu-like symptoms; or
  - you're feeling sick
- Notify your supervisor.
- Practice social distancing of 6 feet or more from others as recommended by the CDC.
- Wear a face covering when walking around the offices, in shared spaces and hallways where social distancing is not possible. Wear a face covering when chatting with employees or visitors.
- Wash your hands for 20 seconds to reduce your risk of infection (viruses can live on surfaces).
- Clean & disinfect your work area often.

**II. SUPERVISOR**

- Inform Human Resources (H.R.) or Risk & Safety if:
  - Your employee reported exposure to COVID-19;
  - Your employee tested positive for COVID-19;
  - Your employee becomes sick or has COVID-19 symptoms
- Work with Risk & Safety to evaluate department risks and implement engineering controls, when feasible.
- Enforce the required controls including social distancing (when feasible) and face coverings to reduce the risk of exposure to those who may have COVID-19.

**PROCEDURE:****I. WHAT SHOULD YOU DO IF YOU'RE FEELING SICK?**

- If you're not feeling well or have flu-like symptoms stay home and notify your supervisor.
- Contact your doctor. Based on the information you provide; your doctor may recommend a COVID-19 test.
- If you're confirmed for COVID-19, your workspace will be cleaned and disinfected.
- H.R. / Risk & Safety will contact you for follow up questions.
- H.R. / Risk & Safety will follow up with employees who had close contact (a close contact is someone you were within 6 feet of for at least 15 minutes during the infectious period).

**II. POSITIVE COVID-19 TEST WITH SYMPTOMS**

- If you have a positive COVID-19 test result and have symptoms (e.g., fever, cough, shortness of breath or difficulty breathing), isolate at home and avoid contact with others.
- Follow your doctor's recommendations.
- To return to work, follow the guidelines in section VII. Clearance from Isolation and Return to Work.

**III. POSITIVE COVID-19 TEST WITH NO SYMPTOMS**

If you have a positive COVID-19 test, but have NO symptoms, stay home for 10 days from the date the test was taken.

#### IV. COVID-19 ISOLATION GUIDELINES

If you have a positive COVID-19 test result, isolate yourself away from others, even in your own home.

- Stay home and rest. If you are sick and need medical care, call ahead to let them know that you may have COVID-19.
- Notify your supervisor.
- Drink lots of fluids and stay hydrated.
- Check and track your symptoms if you have them. If your symptoms get worse, call your doctor.
- Look for emergency warning signs and call 911 if necessary. Emergency warning signs for COVID-19 include: trouble breathing, persistent pain or pressure in the chest, new confusion, bluish lips or face, can't wake up or stay awake. If you or someone is showing any of these signs, call 911. Tell the 911 operator that the patient has or is suspected to have COVID-19.
- Wear a face covering when you are in the same room with others.

#### V. WHO SHOULD GET TESTED FOR COVID-19?

- People who have symptoms of COVID-19 should get tested. One or more of the following symptoms may appear 2-14 days after exposure:
  - Primary symptoms may include: fever or chills, cough, shortness of breath or difficulty breathing.
  - Other symptoms may include: fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.
- People without symptoms (asymptomatic) who meet the following Public Health criteria:
  - People who have had close contact (within 6 feet or less for at least 15 minutes) with someone with confirmed COVID-19.
  - Essential workers including government workers.

Not everyone needs to be tested. If you do get tested, you should self-quarantine/isolate at home pending test results and follow the advice of your health care provider or a public health professional.

If you were exposed to someone with COVID-19, you should quarantine at home for 14 days after the last close contact (within 6 feet or less for at least 15 minutes) with the infected person.

#### VI. HOW TO GET A COVID-19 TEST

- Contact your doctor who will provide an assessment and determine if testing is needed.
- If you need a test, you can use the OC map locator to find a nearby location:  
<https://ocovid19.ocalthinfo.com/covid-19-testing-locations-map>
- Contact them first to verify cost (if any) and to make an appointment.

#### VII. CLEARANCE FROM ISOLATION AND RETURN TO WORK

An employee with confirmed COVID-19 infection can discontinued isolation and return to work when his/her illness improves by three criteria:

- At least 10 days have passed since symptoms first started, and
- At least 24 hours have passed since last fever without the use of fever-reducing medication, and
- Other symptoms have improved.

## **REDUCING THE RISK OF EXPOSURE IN THE WORKPLACE**

During a COVID-19 outbreak, when it may not be possible to eliminate the hazard, the most effective protection measures are (listed from most effective to least effective): Engineering Controls (isolate the hazard); Administrative Controls (minimize the hazard through policies & procedures); and Personal Protective Equipment (PPE).

### **I. ENGINEERING CONTROLS**

Below are Engineering Controls implemented at OCWD:

- Installing physical barriers, such as a clear plastic sneeze/cough guard in certain areas
- Installing high-efficiency air filters in certain shared locations

### **II. ADMINISTRATIVE CONTROLS**

Below are Administrative Controls implemented at OCWD:

- Closing the facility to the public
- Implementing a badge-in access at the entry gate
- Implementing social distancing requirements
- Establishing alternating workdays and telecommuting to reduce the number of onsite employees
- Discontinuing staff travel
- Discontinuing group tours (exceptions may include essential tours approved by General Manager)
- Discontinuing all District events
- Discontinuing off-site meetings; using web conferencing instead
- Discontinuing in-person meetings (unless social distancing can be implemented)
- Informing employees age 65 and older, and those with chronic health conditions (such as heart disease, diabetes, and lung disease) to work from home or stay home
- Discontinuing the use of the fitness center
- Propping open doors where appropriate
- Initiating a service to disinfect shared areas and high-touch surfaces including doorknobs, light switches, counters, etc.
- Activating the Emergency Operations Center for ongoing planning and communications
- Providing employees with ongoing updates
- Requiring face coverings. Staff were provided with face coverings. NOTE: cloth face coverings and surgical masks have limitations (unlike the N95 respirators).
- Requiring contractors and vendors to complete a COVID-19 Visitor Form

### **III. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

While engineering and administrative controls are considered more effective in minimizing exposure, PPE is needed to prevent certain exposures and for tasks requiring close contact work. PPE implemented at OCWD include: safety glasses/goggles, gloves, filtering facepiece (i.e. N95), face shield, etc.

- PPE is required and chosen based on the potential exposure
- Gloves required when using chemicals and disinfectant products

- Safety glasses/goggles required when working with chemicals
- Face shield required over the safety glasses/goggles when there's a potential for chemical splashing to the face and neck
- PPE should be inspected prior to usage
- PPE should be maintained in a safe, sanitary condition and replace as needed
- Non-disposable PPE should be properly removed, cleaned, and stored
- N95 respirators are used by employees in the Respiratory Protection Program
- N95 respirators can be used on a voluntary basis by others (voluntary means the hazard is minimal, and you should be able to complete the work task without a respirator, if necessary). NOTE: using an N95 on a voluntary basis requires the completion of the N95 Voluntary Respiratory Use form. Contact Risk & Safety for assistance.
- To avoid contamination when removing gloves, follow the steps below and wash your hands with soap & water removing your gloves:



#### IV. CLEANING SURFACES

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- Use disinfectant wipes or make your own solution for a larger area (see below).
- For disinfection - diluted household bleach solution, or alcohol solution with at least 70% Isopropyl alcohol, or EPA-registered household disinfectant should be effective.
  - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia containing product or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Prepare a fresh batch of bleach solution by mixing:
  - 5 tablespoons (1/3rd cup) bleach per 1 gallon of water, or
  - 4 teaspoons bleach per quart of water

## V. HAND HYGIENE

- Wear gloves when cleaning and disinfecting your work area and / or equipment. Also wear safety glasses if you're using liquid cleaner or spray bottle instead of wipes.
  - Additional PPE might be required based on the cleaning/disinfectant product being used and whether there is a risk of splashing.
  - Remove gloves (and lab coat if worn) carefully to avoid contamination of the wearer and the surrounding area.
- Report breaches in PPE (e.g., tear in gloves) or any potential exposures to your supervisor.
- Follow normal preventive actions including washing your hands often.

## VI. HAND WASHING

Handwashing is one of the best ways to protect yourself from getting sick. Wash Your Hands Often to Stay Healthy:

- Before, during, and after preparing food
- Before eating
- Before and after treating a cut or wound
- After using the restroom
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After touching garbage

Clean hands can stop germs from spreading from one person to another. Follow these CDC recommendations:

- Wet your hands with clean, running water and apply soap.
- Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails for at least 20 seconds.
- Rinse your hands well under clean, running water.
- Dry your hands using a clean paper towel. Use the paper towel to turn off the water faucet.

## VII. HAND SANITIZER

You can use an alcohol-based hand sanitizer that contains 70% alcohol if soap and water are not readily available. Washing hands with soap and water is the BEST way to get rid of germs in most situations. Sanitizers can quickly reduce the number of germs on hands, however:

- Sanitizers do not get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

## VIII. STEPS TO PREVENT THE SPREAD OF COVID-19

Follow these preventative measures as recommended by the CDC to protect yourself and others:

- Observe social distancing requirements (stay 6 feet away from others when you must go into a shared space).

- Wear a face covering when you're unable to distance yourself from others
- Wash your hands frequently with soap and water for 20 seconds. Use an alcohol-based (at least 70% Isopropyl alcohol) hand sanitizer when soap and water are not readily available.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough/sneeze. Since COVID-19 virus spreads primarily through droplets of saliva when an infected person coughs or sneezes, it's important that you practice respiratory etiquette. Cover your mouth and nose with a tissue when coughing or sneezing and throw the tissue in the trash. If a tissue is not readily available, cough/sneeze into your elbow.
- Stay home if you're feeling sick. Check your temperature and monitor your symptoms.
- Clean and disinfect your work area and frequently touched items.
- Avoid hand shaking and unnecessary contact with others.
- Avoid using other workers' tools and equipment
- If you must share a workspace or supplies, clean and disinfect shared areas & items before and after use.
- Don't share food or utensils

IX. CONTRACTORS, VENDORS, VISITORS

Each time a contractor, vendor, or visitor comes onsite, the guard will provide him/her with the COVID-19 Visitor Form to complete and submit prior to entry. You may send your contractor, vendor or visitor the form ahead of time, but the form must be completed and signed on the day of the visit.

**RESOURCES**

- [Coronavirus in California](#)
- [California Department of Public Health](#)
- [Centers for Disease Control and Prevention](#)

**ATTACHMENTS**

- COVID-19 Contractor / Vendor / Visitor Form



**COVID-19 CONTRACTOR / VENDOR / VISITOR FORM**

**Print Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

1. Are you experiencing or have experienced in the last 10 days, any coronavirus COVID-19 symptoms such as a fever, coughing, shortness of breath, loss of taste/smell?

Yes \_\_\_ NO\_\_\_

If yes, please explain: \_\_\_\_\_

2. Have you been in contact with anyone who has tested positive for the coronavirus COVID-19 or who exhibits coronavirus COVID-19 symptoms in the last 14 days?

Yes \_\_\_ NO\_\_\_

If yes, please explain: \_\_\_\_\_

3. I understand that it's my responsibility to inform OCWD if I test positive for COVID-19 or experience any symptoms.

4. I understand that I'm required to observe physical distancing of at least 6 feet from others whenever possible.

5. I understand that a face mask is required when physical distancing is not feasible.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_