



COVID-19 Return to Work Office Policies and Procedures

September 9, 2020

OVERVIEW

The following work rules, office policies, and procedures are mandatory expectations for all South Bay Cities Council of Governments (SBCCOG) staff, contractors, sub-contractors, vendors, volunteers, and guests entering the building under the Safer at Work Order Issued by the LA County Department of Public Health. The current conditions surrounding COVID-19 are constantly evolving and we anticipate office policies, and procedures to be modified to respond to additional and changing guidelines as directed by LA County Department of Public Health.

1. PREVENT THE SPREAD

Symptom checks must be done before individuals may enter the Office facility and include temperature readings and questions regarding COVID-19 exposure. Symptom checks are conducted at home using the COVID-19 Health Screening form (Attachment A) - filled out remotely and emailed to the Deputy Executive Director or their designee for confidential record keeping. (Forms are logged and kept confidential and only accessed in the event of an outbreak or contact tracing is needed). Individuals with any symptoms noted on the Health Screening will not be permitted to enter into the Office facility. Individuals do not need to disclose any details regarding the Health Screening other than to notify their supervisor that they are unable to report to work at the Office based on the results and e-mail the form.

All vendors, partners, members, guests, or general public entering the building are permitted by appointment only and must be pre-registered with name, phone number, and e-mail address and complete the visitor Health Screening (Attachment B). Visitor Health Screenings include temperature readings and questions regarding COVID-19 exposure. Completed forms are sent to the receptionist, who will maintain a copy of the registration forms. All visitors must come to their appointments alone. Only essential meetings should be conducted in person. Guests must be advised of the Office protocols PRIOR to arriving for their appointment and complete the required COVID-19 Health Screening form. Visitors are limited to meeting rooms and are not permitted to congregate in lobbies or common areas.

Vulnerable staff (above age 65, pregnant, and/or with chronic health conditions) should discuss any concerns with their healthcare provider to make appropriate decisions before entering into the Office facility.

2. GENERAL PREVENTION PRACTICES

All individuals must:

- Physical distance at least 6 feet
- Use face covering
- Conduct regular cleaning and handwash frequently

Resources and training information are provided on Attachment C. All employees and contractors are required to review these materials.

3. PHYSICAL DISTANCING REQUIREMENTS

The number of individuals in the Office is limited to permit physical distancing at all times. All individuals must maintain at least 6 feet distance between and among each other. Social distancing decals are placed throughout the Office as guidance. Individuals must adhere to the posted signage. Common areas such as the kitchen/copy area and meeting rooms are limited to no more than 3 people. No more than 1 person at a time should be using the coffee machine/tea kettle, microwave, or fridge. No communal food is allowed. Meals and snacks are encouraged to be eaten in private office or outdoors. Restrooms at the facility are managed by Building Maintenance and are marked with physical distancing signage. Handshakes and other forms of greeting that break physical distance are prohibited. Congregating for in-person meetings is discouraged. If essential, in-person meetings are limited to 5 participants and seating is 6 feet apart.

4. FACE COVERINGS

All individuals must wear a face covering while in the common areas. Face coverings must be replaced or washed daily. Masks with one-way valves should not be used. Individuals do not need to wear a face covering when they are alone in a private office or cubicle with a solid partition that exceeds the height of the employee when standing. Individuals restricted to wearing a face covering by their medical provider must wear a face shield with a drape. Face masks are provided to individuals entering the facility. If individuals do not have a mask, need a clean mask, or have forgotten their mask, they are available in the reception area.

5. INFECTION CONTROL/CLEANING

Common areas and frequently touched areas/objects must be cleaned and disinfected regularly during the day. All staff are required to properly sanitize and disinfect their own office/working space as they begin their shift. Personal office items that must be sanitized and disinfected daily include door handles (both sides), desks, drawer handles, telephones, computer monitors, keyboards, arm rests, staplers, tape dispensers, pens, and all other hard surfaces and items of constant contact. When using kitchen/copy area and conference room equipment (coffee maker, sink, copy machine, etc.) individuals must follow posted steps for washing hands, cleaning, sanitizing, and disinfecting once they are done using the space.

Hand sanitizer, disinfectant, soap and water, paper towels and trash cans are available for use throughout the office facility including breakroom, meeting rooms, and individual offices. Building Maintenance is responsible for and conducts the daily cleaning, sanitization, and disinfection of the office suite after business hours Monday through Saturday. This regimen includes general office hard surfaces such as desks, telephones, doorknobs, floors, and office common areas including the kitchen tables, chairs, sink, counters, copy machine, board room desks, chair handles, and restrooms.

COVID-19 Cleaning Kits - Each working space has been provided with a COVID-19 Cleaning Kit with the necessary items to help reduce the spread of COVID-19 including alcohol sanitizing wipes, CDC List N Approved Disinfectant wipes, CDC approved hand sanitizer, tissues for coughs and sneezes, disposable masks, and a copy of the SBCCOG Return to Work Office Policies and Procedures which contains a list of CDC COVID-19 resources/videos.

6. SECURING THE OFFICE UPON ENTRY/EXIT

On occasion, the general public may attempt to enter the Office space in error. To avoid individuals entering without completing proper protocols, the office doors must remain locked. Individuals need to double check that the front doors are securely locked.

7. PROTECTING INDIVIDUALS

Individuals sick or exposed to a person who has COVID-19, or symptoms consistent with COVID-19, are prohibited from entering the Office and should self-isolate for 14 days. Individuals not feeling well while working in the Office should notify their supervisor and go home. Their work area must be clean, sanitized, and disinfected before leaving the Office. Individuals that leave the Office with a fever can return to work when:

- There has been no fever for at least three days without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved; AND
- At least ten days have passed since symptoms began.

Individuals may return to work earlier if a doctor confirms the cause of the fever or other symptoms is not COVID-19 and provides a written release for the employee to return to work.

In Los Angeles County, individuals that have or are likely to have COVID-19 are required to:

- Isolate
- Tell close contacts that they need to quarantine
- Follow the “*Health Officer Isolation Order*” (Attachment D) along with the steps below. If LA Public Health, calls, please answer. The public health specialists are working to help slow the spread of COVID-19. They will ask some questions, answer any questions, and share information about resources or services.
 - Stay away from household members
 - Do not go to work, school, or public areas
 - If essential medical care is required, drive alone if possible; if they can’t drive alone, leave vehicle windows down, wear a mask
 - Have food and other supply deliveries left at the door

8. OUTBREAK RESPONSE

In the event COVID-19 Office exposure has occurred, the SBCCOG will investigate to help identify close contacts associated with the case. The name of the individual infected will not be disclosed; however, individuals who may have been in close contact at the Office during the symptom period will be notified of their potential exposure. Close contact is defined as any individual within the physical Office with the following exposure during the infectious period (during or 2 days before symptoms appeared):

- Presence within 6 feet of the contact for more than 15 minutes, or
- Contact with body fluids and/or secretions, for example, being coughed or sneezed on, sharing of a drink or food utensils.

All individuals that have been determined to be close contact must isolate themselves at home and are required to immediately self-quarantine for 14 days. Close contact employees will be instructed to contact their insurance provider, arrange for testing, and report results of the test to the supervisor before they can return to the Office worksite. Local test facilities are listed on Attachment C.

If 3 or more confirmed COVID-19 cases are identified within the Office workplace within 14 days, the SBCCOG will immediately report to the Department of Public Health by phone (888-397-3993 or 213-240-7821). The Los Angeles County Department of Public Health will initiate a “cluster” response which includes providing infection control guidance and recommendations, technical support, and site-specific control measures. A public health case manager will be assigned to the cluster investigation to help guide the facility response.

9. NOTIFICATION

A copy of the "*County of Los Angeles Department of Public Health Protocols for Office Worksites*" is posted at all public entrances to the Office facility (Attachment E). Signage is posted throughout the office space providing guidance to individuals on how to maintain safety. Information on the Office operational hours and protocols are posted on the SBCCOG web site.



Employee COVID-19 Health Screenings

9/2/2020

In response to the COVID-19 pandemic, the South Bay Cities Council of Governments is mandating several health screening measures with a goal to help prevent the spread.

Working Remote – use your best judgment, if you do not feel well, alert your supervisor. Take the day off to care for yourself and remember to notify the office that you are taking a sick day.

Working physically at the Office – prior to departing, conduct two mandatory at-home health screening measures each day you are arriving to the office: 1) Temperature Check and 2) Health Screening Checklist.

Temperature Check – All individuals must take their temperature from home prior to departing each day they are working at the Office. It is recommended that you take your temperature approximately 15-30 minutes prior to the time you depart from home.

Health Screening Checklist – All individuals must complete a brief health screening checklist from home prior to departing each day they are working at the office. This list is intended to help screen for potential presence of and/or exposure to COVID-19.

COVID-19 Health Screening Checklist

If you indicate “yes” to any one of the following questions, stay home, notify your supervisor, and stay safe:

- Take your temperature. Do you have a high temperature? If you have a temperature of 100.4 F or above, you must stay home
- Do you have any of the following symptoms? Cough / Shortness of breath or difficulty breathing / Chills / Muscle pain or body aches / New loss of taste or smell / Sore throat / New onset of nausea, diarrhea, and vomiting
- Have you had close contact with anyone diagnosed with COVID-19 in the past 14 days and have not completed the required self-quarantine period? Are you awaiting results of a COVID-19 test?

The above Health Screening Checklist should only be applied as related to possible COVID-19 symptoms and not as they may be related to other preexisting conditions or ailments such as allergies. If you are uncertain and feel ill, stay home, and contact your supervisor.

Reporting to the Office

By reporting to the Office, you are affirming to the SBCCOG that you have completed the Temperature Check and Health Screening Checklist with a “negative” response across all checklist requirements, and are cleared and approved to report to the Office.

Workplace Visitors

All business-critical workplace visitors obtaining access to the Office will also be required to pre-register and complete a Health Screening Checklist (prior to arrival or upon arrival).

Guest Pre-Registration Form

NEED TO CREATE with name, phone number, and e-mail address. The receptionist will maintain a copy of the registration forms (Attachment B).

Resources and Training Links

It is mandatory for all employees and contractors to review the following materials:

PROTECTING YOURSELF AND OTHERS FROM COVID – 19

1. How to protect yourself and others
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
2. COVID -19 Stop the spread of germs – video
<https://youtu.be/W-zhhSQDD1U>
3. Guidance for Cloth Face Coverings
<http://publichealth.lacounty.gov/media/Coronavirus/docs/protection/GuidanceClothFaceCoverings.pdf>
4. Handwashing – video
<https://youtu.be/d914EnpU4Fo>

PPE/FACE MASKS

1. CDC Video – Wearing a Cloth Face Mask
<https://youtu.be/dy9TzRwVWoA>
2. CDC – How to wear a cloth face covering
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>
3. CDC – How to wash cloth face coverings
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>

IF YOU GET INFECTED

1. Home Isolation Instructions for People with COVID-19
<http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/#IsolationDuration>

LOCAL COVID-19 TESTING CENTERS/RESOURCES

NEEDS TO BE INSERTED

GOVERNMENT-SPONSORED LEAVE BENEFITS

1. Labor & Workforce Development Agency
<https://www.labor.ca.gov/coronavirus2019/#chart>
2. Families First Coronavirus Response Act: Employee Paid Leave Rights
<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>
3. Executive Order N-62-20
<https://www.gov.ca.gov/wp-content/uploads/2020/05/5.6.20-EO-N-62-20-text.pdf>

Attachment D

Health Officer Isolation Order

<https://www.southbaycities.org/sites/default/files/Attachment%20D%20LA%20Count%20Coronaviruses%20Isolation.pdf>

Attachment E

County of Los Angeles Department of Public Health Protocols for Office Worksites

https://www.southbaycities.org/sites/default/files/Attachment%20E%20DRAFT%20Reopening_OfficeBasedWorksites.pdf