

CORONAVIRUS PREVENTION

COVID-19 Precautions at Work



Let's protect one another.

Stay Informed

Coronavirus (COVID-19) is a highly contagious illness caused by a virus.

Some people with COVID-19 will have a mild illness with few or no symptoms and can recover at home.

These people can spread the virus.

Some people with COVID-19 will experience worsened symptoms, become seriously ill, and may require hospitalization.

These people can spread the virus.

The virus most commonly spreads:

- Between people who are in close contact (within 6 feet for 15 minutes or more).
- Through respiratory droplets when an infected person coughs, sneezes or talks.

Far less commonly, the virus may spread:

- Through smaller respiratory droplets (airborne transmission) in certain conditions, such as an inadequately ventilated room when a person is breathing heavily over time, as in singing or exercising.
- By touching a contaminated surface and then touching one's own mouth, nose, or eyes. (This is not thought to be a common way COVID-19 spreads.)

Source:  Centers for Disease Control and Prevention
CDC 24/7: Saving Lives, Protecting People™

Coronavirus vaccines are available for emergency phased-in distribution starting with select high-risk groups. The vaccine is not yet widely available.



The best way to prevent this illness is to avoid exposure to the virus by avoiding situations where it is most commonly spread.

Social / Spatial Distancing



- Maintain at least a 6-foot distance from others whenever possible.
- Try to keep distance even in hallways, copier areas, restrooms, and break rooms.
- Limit in-person meetings and avoid social visits.
- Observe one-directional foot traffic areas.
- No handshakes or high-fives.
- Rethink procedures.



Face Coverings

- Wear face coverings at all times, with few exceptions. Cloth masks are provided for employees.
 - Put on mask with clean hands.
 - Cover nose, mouth, and chin.
 - Avoid touching mask again until you remove it.
 - Disposable masks are also available at each site for visitors and when otherwise needed.
 - All masks must be clean.
 - Masks are not a substitute for physical distancing.
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Cleanliness at Work

- Use hand sanitizer or wash hands after entering the building each day.
- Scrub with soap and water for at least 20 seconds and dry thoroughly.
- Hand sanitizer is available at work sites and should be used before and after using shared equipment.
- When you sneeze or cough, cover your mouth with a tissue and then throw the tissue away.
- Even if your hands are clean, you should still avoid touching your face.





Personal Work Space

- ✓ Work sites and shared spaces are regularly cleaned by professionals.
- ✓ Additional cleaning supplies are also available at your work site.
- ✓ Keep your personal work space and equipment clean (keyboard, phone, etc.)
- ✓ Avoid sharing equipment and materials with others when possible. Disinfect items that must be shared.
- ✓ No communal or other food.
- ✓ Contact your supervisor about any cleaning assistance or supplies needed.

Pay Attention to Your Health

Wellness Wins

- Know your personal level of health vulnerability.
- Eat well, get enough rest, exercise.
- Take action to support your mental health.
- Consider keeping a health journal.
- Avoid contact with people who are sick and follow all public health guidelines.



Pay Attention to Your Health

Know the Symptoms Notice the Symptoms

You are required to do a daily self assessment for symptoms so you can make an informed decision about coming to work.

It is important for you to understand the symptoms of COVID-19 so you recognize them and act early.

Common symptoms include **coughing, fever, difficulty breathing, and fatigue**, but many additional symptoms may be COVID-19 related.



Stay Home

Do not come to or stay at work if you are experiencing any of the following:

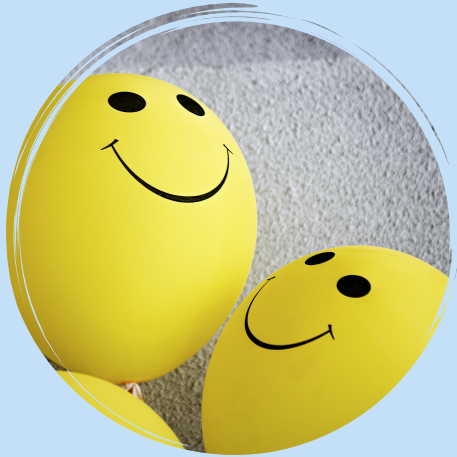
- COVID-19 symptoms
- Recent exposure to COVID-19
- A COVID-19 diagnosis.

If you stay home or leave work for any of these reasons, contact your healthcare provider and inform HR.

We will work with you about next steps and will refer you to appropriate resources for your personal health and wellness.



Return When Well



If you are off work for a COVID-19 illness related reason, we will be happy to welcome you back when the time is right.

A variety of factors may influence your ability to return.

Human Resources will work closely with you and your supervisor to identify an appropriate return date.

We are here for you.



OCDE Human Resources & Risk Management

714.966.4000 EmployeeCOVIDQuestions@ocde.us

Blue Shield of California

<https://www.blueshieldca.com/coronavirus>

Aetna Resources for Living EAP

<https://www.aetna.com/individuals-families/member-rights-resources>

Ask questions, report safety concerns, raise personal risk factors and accommodation requests, seek support and resources, and notify OCDE of your exposure, symptoms, and/or positive case all without fear of retaliation.

Your participation matters and we want to hear from you.

Thank you!
