

OVERVIEW

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home to disrupt the spread of COVID-19 among the population. The impact of COVID-19 on the health of Californians is not yet fully known. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death. Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. Transmission is most likely when people are in close contact with an infected person, even if that person does not have any symptoms or has not yet developed symptoms. Precise information about the number and rates of COVID-19 by industry or occupational groups, including among critical infrastructure workers, is not available at this time. There have been multiple outbreaks in a range of workplaces, indicating that workers are at risk of acquiring or transmitting COVID-19 infection in many workplaces

Key prevention practices include:

- Physical distancing to the maximum extent possible
- Use of face coverings by employees (where respiratory protection is not required) and customers/clients
- Frequent handwashing and regular cleaning and disinfection
- Training employees on these and other elements of the COVID-19 prevention plan
- Implementing appropriate processes to identify new cases of illness in workplaces and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus

PURPOSE

This document provides guidance for employees of **Sierra Commons** to support a safe, clean environment for workers. The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.

However, long-term success cannot be taken for granted. All sections of our society – including businesses and employers – must play a role if we are to stop the spread of this disease. This guidance will assist in providing advice to staff on:

- the novel coronavirus, COVID-19
- how to help prevent spread of respiratory infections including COVID-19
- what to do if someone with suspected or confirmed COVID-19 has been in the workplace
- advice on travel and meetings
- other information and resources

KNOW THE SYPTOMS



Signs and symptoms of COVID-19

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- dry cough
- sore throat
- difficulty in breathing
- tiredness
- fever

COMPANY CONDUCT

Sierra Commons will:

1. Ensure that workplaces are clean and hygienically safe.
2. Wipe surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) with disinfectant regularly. Why? Because contamination on surfaces touched by employees and customers is one of the main ways that COVID-19 spreads
3. Promote regular and thorough hand-washing by employees, contractors and customers
4. **Sierra Commons** will sanitizing hand rub dispensers in prominent places around the workplace. Making sure these dispensers are regularly refilled.
5. **Sierra Commons** will Display posters promoting handwashing. Combine this with other communication measures such as offering guidance from occupational health and safety officers, briefings at meetings and information on the intranet to promote handwashing
6. Make sure that staff, contractors and customers have access to places where they can wash their hands with soap and water
Why? Because washing kills the virus on your hands and prevents the spread of COVID- 19 •
Promote good respiratory hygiene in the workplace

Display posters promoting respiratory hygiene. Combine this with other communication measures such as offering guidance from occupational health and safety officers, briefing at meetings and information on the intranet, etc.

Ensure that face masks and / or paper tissues are available at the workplace for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of tissues. Why? Because good respiratory hygiene prevents the spread of COVID-19

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 7. Advise employees and contractors to consult national travel advice before going on business trips.
 8. Brief employees, contractors and customers that if COVID-19 starts spreading in our community, anyone with even a mild cough or low-grade fever (37.3 C or more) needs to stay at home. They should also stay home (or work from home) if they have had to take sample
 9. **Make** available temperature and/or symptom screenings for all workers at the beginning of their shift.

EMPLOYEE CONDUCT

Employees are required to take appropriate measures to reduce or eliminate contamination of fellow employees with the following precautions.



Avoid sharing phones, office supplies, and other work tools or handheld mobile communications equipment wherever possible. Individually assigned peripheral equipment (keyboards, handsets, headsets, chairs etc.) will be provided where possible. Clean and disinfect them after each use.

Wearing of appropriate face coverings is required if possible at all times within the workplace. (Note Face coverings do not protect the wearer and are not personal protective equipment (PPE), but serve to help protect fellow employees and customers from potential infection.

Physical Distancing Guidelines

Both physical and administrative controls must be observed in the workplace.

Where possible, the use of physical partitions or visual cues (e.g., floor markings, or signs to indicate to where workers should stand) must be observed.



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COVID-19 SAFETY AND PREVENTION POLICY

Adjust safety or other in-person meetings, including interviews, to ensure physical distance, and use smaller individual meetings at facilities to maintain physical distancing guidelines.

Utilize work practices, when feasible, to limit the number of workers on site at one time. This may include scheduling (e.g., staggering shift start/end times) or rotating access to a designated area during a shift. Stage facilities to stagger work and limit overlap of work crews.

Employee breaks may be staggered, within compliance with wage and hour regulations, to maintain physical distancing protocols. Reassign lockers or limit/stagger locker use to increase distance between employees.

Limit the number of workers in enclosed areas to ensure at least six feet of separation to limit transmission of the virus.

In break rooms observe the use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.

Workers should consider bringing a lunch made at home or purchase take out or delivery where available as long as they can avoid congested areas.

TRAVEL

When required to travel, do so in individual forms of transportation, or not more than 2 persons within the same cab of a work vehicle.

People who have returned from areas where COVID-19 countermeasures are in effect in the last 14 days should avoid attending work. They should call the designated public health service for advice and self-isolate.

Advice from your national public health authority is in place for what to do if you have returned in the last 14 days from specified countries or areas, which is updated on an ongoing basis.

All other staff should continue to attend work, unless otherwise advised by the national authorities or their employer.

REPORTING

For contacts of a suspected case in the workplace, follow the guidance given by your national authorities. The management team of the office or workplace will be contacted by the designated public health services to discuss the case, to identify people who have been in contact with them and to advise on any actions or precautions that should be taken.

A risk assessment of each situation will be undertaken by the designated public health services with the lead responsible person in your workplace. They will provide advice on how to manage staff and members of the public, based on their assessment of the risk.

Employees are required to report any Covid-19 symptoms to management.

What to do if a worker or a member of the public becomes unwell and believes they have been exposed to COVID-19

If someone becomes unwell in the workplace and there is reason to suspect they may have come into contact with COVID-19, the person should be removed to an area which is at least away from other people. If possible, find a room or area where they can be isolated behind a closed door, such as a staff office. If possible open a window for ventilation.

The individual who is unwell should use their mobile phone to call the designated public health service number. If it is an emergency (if they are seriously ill or injured or their life is at risk) then you should call and explain the situation and relevant information, such as their current symptoms.

While waiting for advice from the designated public health or emergency service, the affected person should remain at least six feet from other people. They should avoid touching people, surfaces and objects and should cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the trash can. If they do not have any tissues available, they should cough and sneeze into the crook of their elbow.

If they need to go to the bathroom while waiting for medical assistance, they should use a separate bathroom if available.

Consider identifying persons who have conditions that put them at higher risk of serious illness (older people (>60 years), those with chronic conditions (including hypertension, lung or heart problems, diabetes, or who are undergoing cancer treatment or some other immune suppression) and pregnant workers) and advising them to take additional precautions, such as staying at home.

TRAINING

Sierra Commons will provide training in a form that is readily understandable by all employees on the following topics:

- Information related to COVID-19 from the Centers for Disease Control and Prevention (CDC)
 - What COVID-19 is and how it is spread
 - Preventing the spread of COVID-19 if you are sick
 - Symptoms of COVID-19 and when to seek medical attention
 - How an infected person can spread COVID-19 to others even when they don't feel sick.
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- Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus
 - Self-screening at home, including temperature and/or symptom checks using CDC guidelines
 - The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19
 - Seeking medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face
 - The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines)
 - The importance of physical distancing, both at work and off work time
 - Proper use of face coverings. Face coverings do not protect the wearer and are not personal protective equipment (PPE). Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing. Employees should wash or sanitize hands before and after using or adjusting face coverings.
 - Avoiding touching eyes, nose, and mouth.



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COVID-19 SAFETY AND PREVENTION POLICY

- Face coverings should be washed after each shift.
- Ensuring temporary or contract workers at the facility are also properly trained in COVID-19 prevention policies and have necessary PPE
- Discussing these responsibilities ahead of time with organizations supplying temporary and/or contract workers
- Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home
- Additional information on government programs supporting sick leave and worker's compensation for COVID19, including employee's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20

Employee training was conducted on: _____

With the following in attendance:

_____	_____
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