

# County of Inyo COVID-19 Prevention Program

*[Updated Frequently]*  
<http://Inyocounty.us/cpp>



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## I. Introduction

COVID-19 (Coronavirus Disease 2019) is the disease caused by SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2). This plan applies to all employees and places of employment except: (a) work locations with one employee who does not have contact with other persons; (b) employees working exclusively from home; (c) employees subject to the Inyo County Aerosol Transmissible Disease plan (<http://inyocounty.us/ATD>); and (d) employees working remotely from a location of the employee's choice which is not under the control of their Department. Nothing in this document is intended to limit more protective or stringent state, local or departmental mandates or guidance.

This CPP helps reduce and control work-related exposures to the SARS-CoV-2 virus for County employees and volunteers. An individual's behavior can compromise the health of others, as some persons may be contagious but asymptomatic; therefore, **employees are expected to practice, and will be held accountable for practicing, the measures outlined in this CPP** as well as related guidance and instruction.

This document continues the establishment and implementation of Inyo County's effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205). Cal/OSHA developed the model program to assist employers with creating their own unique CPP tailored to their workplace. Inyo County's Prevention Program is an updated and customized version of the Cal/OSHA sample COVID-19 Prevention program, dated June 2021. We thank Cal/OSHA for the additional guidance materials at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/).

This living document may be frequently updated based on investigation of COVID-19 cases, control efforts of COVID-19 hazards, release of new regulations, and advances in real science. The most recent version of the CPP is always available at: <https://www.inyocounty.us/cpp>. This update supersedes multiple memos from 2020 and the four previous CPP versions (1/4/2021, 6/21/2021, 8/03/2021, and 12/01/2021). All directives in this document are considered temporary and subject to change until further notice. The Board of Supervisors of the County of Inyo, State of California, adopted this version of the CPP on 2/01/2022. The signed order is available from the Board Clerk. Re-adoption may occur to enhance awareness.

Employees continue to be encouraged to contribute to the prevention program, and their input continues to be welcomed and appreciated. The Joint Labor Management Health and Safety Committee has been instrumental in all messaging and updates throughout this pandemic. Anonymous comments and reports are welcome at <https://www.inyocounty.us/iipp/anonymous-hazard-report-tool>.

Please take special note of the following updated definitions:

- A. CLOSE CONTACT: Means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or longer in any 24-hour period within or overlapping with the high-risk exposure period. This definition applies regardless of the use of face coverings. EXCEPTION: Employees have not had a close contact if they wore a respirator (N95 or above) in compliance with 8CCR5199 (see <http://inyocounty.us/ATD>) whenever they were within six feet of the COVID-19 case during the high-risk exposure period.
- B. COVID-19 CASE: Means a person who (a) has a positive COVID-19 test; or (b) has a positive COVID-19 diagnosis from a licensed health care provider; or (c) is subject to a COVID-19 related order to isolate issued by a local or state health official; or (d) has died

due to COVID-19 in determination of a local health department official.

- C. COVID-19 HAZARD: Means potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking, or vocalizing, coughing, or sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids. This includes objects or surfaces that may be contaminated with SARS-CoV-2.
- D. COVID-19 SYMPTOMS: Means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.
- E. COVID-19 TEST: Means a test for SARS-CoV-2 that is (a) cleared, approved, or authorized, including in an Emergency Use Authorization (EUA) by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test); (b) administered in accordance with the authorized instructions; and (c) not both self-administered and self-read unless observed by the employer or an authorized telehealth proctor. Employer observed specimen collection or specimen processing may satisfy the proctoring requirement.
- F. EXPOSED GROUP: Means all employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the high-risk exposure period. Only employees within the distinct group that the COVID Case physically worked during the high-risk exposure period are part of the exposed group. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:
  - i. A place where employees momentarily pass through while wearing face coverings and not congregating is not "a work location, working area, or common area at work" for determining the exposed group.
  - ii. Exposed Group does not include employees or groups thereof who were at the same work location, working area, or common area as the COVID-19 case during the high-risk exposure period but were not present when the COVID-19 case was there.
  - iii. Exposed Group does not include employees that had less than 15 minutes of exposure to the COVID-19 case, provided that the COVID-19 case was wearing a face covering during the entire visit.
- G. FACE COVERING: Means a solid piece of material without slits, visible holes, or punctures, that fits snugly over the nose, mouth, and chin with no large gaps on the outside of the face, and is secured to the head with ties, ear loops, or elastic bands those go behind the head. It may be either (a) surgical mask, (b) medical procedure mask, (c) a respirator worn voluntarily, or (d) a tightly woven fabric or non-woven material of at least two layers (that does not let light pass through when held up to a light source). A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric. Inyo County recognizes that the light test for a mask is confusing and incomplete, but that's the current definition provided by Cal/OSHA. Clear face coverings or cloth face coverings with clear plastic panels, though they allow light to pass through, may be used exclusively for the purposes of facilitating communication with persons who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language.

- H. **FULLY VACCINATED:** Means the employer has documented the person's status two weeks after receiving the second dose of any combination of two doses of COVID-19 vaccine that is approved or authorized by the FDA that were administered as directed with at least 17 days between doses. This definition will be updated to include boosters when CDPH and Cal/OSHA update their definitions again.
- I. **HIGH-RISK EXPOSURE PERIOD (HREP):** For a COVID-19 case who develops COVID-19 symptoms, the HREP spans two days before they first developed symptoms until it has been (a) ten days since symptoms first appeared, (b) 24 hours have passed with no fever without the use of fever reducing medication, and (c) symptoms have improved. The HREP for COVID-19 cases who never develop COVID-19 symptoms spans two days before and five days after the specimen for their first positive test for COVID-19 was collected.
- J. **RESPIRATOR:** Means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece respiratory. See Risk Management for a copy of the Inyo County Respiratory Protection Plan.
- K. **WORKSITE (Specific to exposure notification requirements):** Means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter, locations where the worker worked by themselves without exposure to other employees, or to a worker's personal residence or alternative work location chosen by the worker when working remotely. See also the exceptions under the definition for EXPOSED GROUP.

The County Administrative Officer (CAO) has the ultimate authority over the CPP. The CAO has delegated general authority and responsibility for implementation in Inyo County workplaces and for maintenance of this document to the County Risk Manager in cooperation with the Deputy Personnel Director. Department Heads, with the assistance of the County Risk Manager and the Deputy Personnel Director, are responsible for implementation of the CPP for their workers and volunteers. Department Heads make sure workers receive answers to their questions about the program in a language they understand. Department Heads may implement enhanced protocols due to unique needs of specific locations, and those protocols shall be at least as broad as those described in this document. All employees are responsible for using safe work practices, assisting in maintaining a safe work environment, and following all directives, policies, and procedures, and as a condition of employment.

## **II. System of Communications**

Inyo County is committed to communicating information about COVID-19 hazards, policies, and procedures to employees and other persons who may come into contact with employees on work time. In addition to this CPP, the County has communicated via email blasts and posted signage, during meetings, via online training assignments, and through the Board of Supervisors COVID-19 updates. Employees continue to be encouraged to contribute to the prevention program, and their input continues to be welcomed and appreciated. Continued contributions from the Joint Labor Management Health and Safety Committee, the Inyo County Public Health Department, and the Personnel Department have been instrumental in updating messaging and this written program throughout this pandemic.

The most recent version of the CPP is always available to employees during work time at <https://www.inyocounty.us/cpp>. Due to the frequency of updates, printed copies are generally not kept on hand, but a printed copy of the current version is available from one's supervisor or

Risk Management upon request. Anonymous comments and hazard reports are welcome at <https://www.inyocounty.us/iipp/anonymous-hazard-report-tool>. Vaccinations, testing, and face coverings (for use at work) are provided to employees on paid time at no cost to the employee.

Employees are asked to report to their supervisors, Personnel, and/or Risk Management, without fear of reprisal, COVID-19 symptoms, possible close contacts (whether the contact was at work or off work), and possible COVID-19 hazards in the workplace. If an employee begins to feel symptoms while in the workplace, the employee should go home or to the hospital, as the case may require, avoid contact with persons outside their home, and inform their supervisor by telephone as soon as practical and by end of shift. An employee who believes that they contracted COVID-19 within the course and scope of their County employment should inform their supervisor and call the Injury/Illness Reporting Hotline right away at 877.215.7285. See Risk Management for more information.

While at work, you may ask whether someone is vaccinated in order to assess your own risk, but you may not share that information with anyone else. You may **not** ask the purpose or reason behind a coworker's decision to be or not to be vaccinated. Disciplinary and discriminatory actions, including harassment or bullying, are not permitted regarding vaccination status, testing, the wearing of face coverings, or the practice of social distancing. The protection includes vaccinated, unvaccinated, and those who decline to state their vaccination status.

Personally identifying information and medical records of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential unless disclosure is required or permitted by law. Un-redacted information on COVID-19 cases shall be provided to the local health department, CDPH, Cal/OSHA, and NIOSH upon request and when required by law.

Inyo County is an equal opportunity employer. In accordance with the requirements of Title I of the Americans with Disabilities Act ("ADA") and the California Fair Employment & Housing Act ("FEHA"), Inyo County does not discriminate on the basis of disability in recruiting, selecting or hiring applicants for employment, or in the terms and conditions of employment. The County complies with all regulations promulgated by the US Equal Employment Opportunity Commission ("EEOC") and the California Department of Fair Employment and Housing ("DFEH"), including providing reasonable accommodations for applicants and employees as required thereunder. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Reasonable accommodation is available to any disabled employee, where their disability affects the performance of essential job functions and the accommodations may be implemented without undue burden on County operations. Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations by contacting the [County ADA Coordinator](#) at 760.872.2908.

As the pandemic continues to evolve, Department Heads keep up to date with applicable orders and specific guidance related to COVID-19 hazards and prevention from Risk Management, Personnel, CDPH, and Cal/OSHA, and they share that information with employees via two-way communications. Inyo County is proud of its commitment to employee safety.

### **III. Identification and Evaluation of COVID-19 Hazards**

Inyo County has implemented procedures to identify all interaction, areas, activities, processes, equipment, and materials in our workplaces that could potentially expose employees to COVID-19 hazards. All persons regardless of symptoms, negative COVID-19 test results, or vaccinations, are considered and treated as potentially infectious until further notice. The Section IV (Control and Correction of COVID-19 Hazards) has additional information that will not

be repeated here. Risk Management assists Department Heads with systematic evaluation of COVID-19 prevention controls at work for continuous improvement as well as evaluations of new potential exposures in work areas as they become known.

Risk Management and Department Heads, or their designees, conduct routine and periodic workplace-specific evaluations of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards. This includes places and times when people may congregate or come into contact with one another, regardless of whether employees are performing an assigned work task or not, in stationary or nonstationary situations. Employee input is encouraged throughout this process. Areas of concern may include training areas, meeting spaces, entrances, rest rooms, hallways, elevators, break areas, and waiting areas. New signage may indicate temporary occupancy limits for these areas. "Appendix A: COVID-19 Hazard Identification form" can be helpful in identifying and documenting conditions, work practices, traffic flows, and work procedures which may be of concern, though the form itself is not required.

#### **IV. Control and Correction of COVID-19 Hazards**

This section reviews COVID-19 controls currently in place. "Appendix B: COVID-19 Controls Inspection form" is helpful in identifying and documenting controls of concern and corrections of those concerns, though the form itself is not required. Hazards are corrected in a manner and timeliness respective of the severity of the hazards identified. Individuals who identify gap in controls that can correct those controls immediately should do so. If corrections could adversely involve coworkers, then the chain of command should be consulted. Other corrections will follow the work order system, and Risk Management should be notified for additional assessment and follow-up. Reports may also be made to Risk Management.

- A. Participation. Employees and their authorized representatives are welcome to participate in the identification and evaluation of COVID-19 hazards. Employees do their part to reduce exposures to COVID-19 in the workplace by fully complying with CPP and by participating in hazard identification. Employees participate in the prevention or reduction of the spread of COVID-19 by practicing good personal hygiene, maintaining social distancing, wearing face coverings, using appropriate measures to clean frequently touched surfaces, and by staying home when they are sick. Employees are expected to clean and disinfect their own work areas and items, including desks, doorknobs, phones, keyboards, mouse, pens, printer controls, and frequently touched parts of work vehicle/equipment interiors, with materials provided.
- B. Screening. Self-care and self-reporting are vital to reducing risks of and exposures to COVID-19. Employees should try to maintain a healthy diet, sleep, stay active, and maintain social contacts off work through the phone or internet. It is normal to feel sad, stressed, or confused during a crisis, and talking with others who understand can help. Employees having difficulty or who feel overwhelmed may wish to consider telehealth options like [www.livehealthonline.com](http://www.livehealthonline.com). An employee who feels uncomfortable or unsafe in a work situation is directed to leave the situation and contact their supervisor or Personnel immediately.

Employees are directed to self-monitor by screening themselves for COVID symptoms, including temperature checks, before leaving their residence to come to work. Employees are not directed to check the temperatures of other employees. Personal use thermometers were distributed to all employees who wanted them in 2020, and more thermometers are available from Personnel upon request. Employees with underlying health conditions concerned about exposure to COVID-19 should contact Personnel or Risk Management immediately.

We realize that employees are motivated to come to work in service to each other and the public; however, sick employees are instructed to remain at home, inform their supervisors immediately, and not come to work until cleared to do so. Employees may not come to work if they are ill. This is for the protection of all employees and the general public. Employees with mild symptoms who are otherwise healthy should self-isolate. Those with fever, cough, or difficulty breathing should call ahead for medical attention. The CDC's self-check tool is here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html#cdc-chat-bot-open>. Persons who feel sick should rest, drink plenty of fluid, eat nutritious food, keep your distance, wear their face covering, and clean and disinfect frequently touched surfaces.

Supervisors visually monitor employees at a safe distance for signs and symptoms of active COVID-19 infection, and they ensure by visual checks that employees are wearing their face coverings as directed. Employees failing to don face coverings apart from reasonable accommodations established through the continuous individualized interactive process will be addressed through the progressive discipline procedures currently in place.

C. Physical Distancing. Employees should avoid unnecessary congregating. They should also avoid being within six feet of any specific person for longer than fifteen total minutes within a 24 hour period. Those unable to do so should wear additional protection, inform their supervisor, and suggest solutions. Some of the measures implemented during this pandemic to help ensure physical distancing have included:

- Those whose jobs can effectively and consistently be done partially or fully remotely with minimal impact on the public we serve have been directed to do so.
- Workplace occupancy and work station layouts have been re-engineered to reduce congregating.
- Most in-person trainings have been moved to electronic formats.
- Public access to areas used by employees has been reduced where possible.
- Signage has been posted, and emails have been sent, reminding employees to social distance.
- Visitors have been directed to remain in their vehicles until called in order to avoid people congregating in a waiting area.
- No more than two employees are permitted per vehicle, and employees must wear face coverings and keep the windows open (conditions permitting).
- Plexiglas shields have been provided at front desks where members of the public may be served.
- Employees have been encouraged to avoid crowds, singing, and shouting, as these may increase the minimum distance required.
- Face shields and N95s have been made available at no cost to employees for use during work time when six feet of distance cannot be maintained during interactions that exceed 15 minutes in duration.

D. Hand Hygiene. Employees and visitors are advised to wash their hands frequently and to use hand sanitizer upon entry to any County facility. Hand washing facilities with water, soap, and single use towels are available and regularly maintained. Hand sanitizer stations/bottles have been added to entrances and small bottles have been distributed for individual use. Sanitizer should be in each county vehicle for operators and passengers to use before and after vehicle use. Signage in restrooms and on exterior and other doors remind employees and visitors to wash their hands and/or to use hand sanitizer. When ordering hand sanitizer, please check with Risk Management for help to avoid unwanted chemicals. Inform your supervisor if soap, towels,



or hand sanitizer is running low. We continue to educate employees about hand hygiene.

E. **Face Coverings.** The best way to prevent illness related to COVID-19 is to avoid being exposed to the virus. The virus is spread through the air when an infected person exhales, coughs, or sneezes. All persons regardless of vaccination status are required (subject to exceptions below) to properly and consistently wear a face covering over the nose and mouth when indoors, when in a vehicle with another person, and when working outdoors within six feet of other persons. Supervisors hold employees accountable for properly wearing face coverings when and where required. No person can be prevented from wearing a mask as a condition of participation in an activity. Employees may wear face coverings at other times if they so choose.

Face coverings, including voluntary and mandatory N95s, are provided to employees for use at work at no cost to the employees regardless of vaccination status. N95s are especially for employees working within 6 feet of coworkers or the public, though they are available upon request for any employee for use at work. Training for use of N95s is mandatory and is available on the Risk Management website. Department Heads may face covering and N95 supplies through the usual procurement process. These items must be kept clean and replaced regularly. You may discretely report persons failing to comply with the face covering policy to Personnel.

See the California Department of Public Health's "[Guidance for the Use of Masks](#)" for a list of tasks and settings that require certain types of masks. For example, surgical masks may be required for unvaccinated workers in higher-risk congregate and some healthcare settings, Respirators (N95 or greater level of protection) may be required for unvaccinated workers in healthcare facilities.

The following are exceptions to the face covering policy:

- When alone in a closed room, alone in a vehicle, or when working from home
- While eating and drinking in the workplace as long as other employees in the room/area are wearing face covering and at least six feet away (Eating with persons you do not live within six feet of each other should be avoided)
- While eating and drinking outside
- While performing specific tasks that cannot be performed safely with a face covering, provided other employees stay at least six feet apart (Please try to perform these tasks outdoors, and don the face covering as soon as the task is complete)
- If an emergency situation indicates that donning a face covering might jeopardize the safety of the employee or others (Employee must don face covering as soon as immediate threat which prevented immediate donning has been resolved)
- Risk Management will consider face covering alternatives on a case-by-case basis for employees who cannot wear face coverings due to a certified medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person, through the continuous good faith individualized interactive process. Employees exempt from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative if their disability or condition permits it. If their disability or condition does not permit a non-restrictive alternative, the employee shall be at least six feet apart from all other persons and either fully vaccinated or tested at least weekly for COVID-19 during paid time and at no cost to the employee.

F. **Cleaning and disinfecting.** Cleaning is the removal of debris, dirt, and dust from a surface. Cleaning helps to remove allergens and microorganisms, including viruses and bacteria; however, the risk of only partially removing microbes and cross-contamination

between surfaces creates concern. Sanitization and disinfection are sometimes used interchangeably, but there is a legal, though negligible, difference. Rather than removing germs as when cleaning, sanitizers kill 99.5 percent of microorganisms usually within less than a minute or as indicated on the label. Disinfectants kill viruses, too, but require a contact time of ten minutes before achieving a 99.99% effectiveness rate. Usually, the concentration of the diluted agent will determine whether it is a sanitizer or a disinfectant. To prevent the spread of infectious disease, first clean using detergent, soap, and water before disinfecting surfaces in the environment. It is crucial to ensure that the selected disinfectant agent is appropriate for the intended virus and the intended surface.

Common areas are cleaned and disinfected regularly, and high-use common areas are cleaned throughout the day, by qualified custodians. Employees are provided cleaning solution and towels and directed to clean their own work spaces daily to help avoid needless exposure to one another. More than 100 bottles of a Steramine solution (one tablet in 32 ounces of water) have been distributed to date. Eye and hand protection are not required per the Safety Data Sheet for the product, but employees should wash hands after touching a tablet. Employees may voluntarily use gloves, and gloves will be provided upon request at no cost to the employee for use at work. Building and Maintenance ensures that each building has supplies of towels and cleaning solution. If you need more supplies, inform your supervisor immediately. Frequently touched surfaces include doorknobs, light switches, handles, desks, toilets, faucets, sinks, tables, appliances, steering wheels, shift levers, keyboards, mice, and phones.

Do not order a sanitizing solution that has not been approved by Public Works in consultation with Risk Management in order to ensure that health and safety hazards of the solution have been reviewed. This process helps to limit such product use to those with the least physical and health risks to employees. Instructions on product labels and safety data sheets must be followed to ensure safe use, adequate ventilation, disposal, and use of appropriate personal protective equipment.

The Inyo County Respiratory Protection Program shall be followed when respirators are required (rather than voluntary) due to, for example, confirmed cases in small spaces. When disinfecting during a viral outbreak, additional personal protective equipment (PPE) may be necessary to prevent cross-contamination between surfaces, building areas, and employee residences. The safety data sheet may require more stringent equipment (i.e., respiratory protection). Still, the County shall provide an N95 respirator or greater level of protection and any of the following as required by the safety data sheet: protective coveralls or gowns, shoe covers, safety goggles, and nitrile examination gloves. All PPE shall be adequately sanitized, stored, or disposed of after being used to prevent cross-contamination to other surfaces or areas. Before using PPE, employees shall be adequately trained in use, care, and the sequence for donning and doffing the PPE.

In the event of a confirmed COVID-19 case in a workplace, Building and Maintenance will promptly carry out enhanced cleaning protocols or endeavor to hire a contractor to carry out those enhanced protocols as soon as possible and to the greatest extent possible before the area is re-occupied. A new spray system has been acquired to help expedite this enhanced cleaning protocol. The new system is intended to be used on all common areas weekly. If an outbreak occurs, Building and Maintenance will increase routine cleaning and disinfecting of frequently touched surfaces including doorknobs, light switches, handles, desks, toilets, faucets, sinks, tables, and appliances.

G. Ventilation. Super-spreader events can occur in areas with limited ventilation. The

amount of outside air inside county buildings is maximized with economizers to the extent feasible, unless there is poor outside air quality (an AQI of 100 or higher for any pollutant) or some other hazard to employees such as excessive heat or excessive cold. Employees are advised to keep windows open when safe to do so in buildings with natural ventilation. Mechanical air systems are checked regularly, and air filters are changed at least as frequently as manufacturer recommendations. Where appropriate, outdoor and air dampers have been fully opened, and recirculation dampers have been closed to reduce or eliminate air recirculation. Filtration has been improved in mechanical systems to the highest level compatible with the existing systems (currently MERV 8 is the highest our newer systems can accommodate), and HVAC systems run as continuously as possible. We have requested that our landlords comply with the newest regulations, and Public Works assists our landlords in so doing to the extent allowed. Indoor ventilation works best in combination with physical distancing, face coverings, vaccinations, and respiratory protection.

H. Transportation in County Vehicles. Face coverings must be worn, and windows should be left open weather permitting, in county vehicles when passengers are present. Law enforcement and other emergency operations may be excluded as necessary from this requirement when face coverings could inhibit otherwise safe operations. Vehicle sharing has been minimized to the extent feasible. Employees are directed to clean and disinfect the interior of shared vehicles before and after use. Each shared vehicle is equipped with a cleaning station. Vehicle occupancies greater than two are discouraged.

I. Other Engineering Controls. Multiple measures have been implemented in situations where we cannot maintain at least six feet between individuals. We added Plexiglas shields at front counters, made face coverings and hand sanitizer available, frequently clean surfaces, maintain air exchange systems, and reduce traffic flows and patterns through our facilities. Most public restrooms have been closed to the public. The County Jail has additional written customized protocols, and other departments and units may do so as well in consultation with Personnel and Public Health. Medical service providers and law enforcement are empowered to make decisions on the spot as circumstances warrant during calls for service.

J. Shared equipment. Items with which employees come in regular physical contact, including phones, headsets, desks, keyboards, writing materials, instruments, car door handles, shift levers, steering wheels, tools, and related equipment should not be shared to the extent feasible. Each employee is responsible for daily disinfection of their personal items in the workplace. We have eliminated to the greatest extent possible the sharing of phone and keyboards. Where this cannot be done, employees are expected to clean the items before and after each use with materials provided. See subsection "Transportation in County Vehicles."

K. Testing. COVID-19 testing is available from multiple sources, including community testing centers, Inyo County Public Health, and local hospital clinics. As information regarding testing locations and availability may change frequently, employees should contact Personnel or Public Health for information regarding testing locations and options. Acceptable tests are those approved by the FDA or that have an emergency use authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus.

Personnel shall offer testing to employees who are not fully vaccinated, or who are vaccinated with symptoms, at no cost and during paid time in the event of a close contact at work. The testing is done on paid time, though the County is not obligated to provide the test during the employee's normal working hours. When testing is offered to an employee, that testing shall be at no cost to the employee, including travel and testing time and associated reasonable costs.

An employee may decline or refuse such an offer for a COVID-19 test, and no declination form is required. Most testing is offered offsite.

In the event of a COVID-19 outbreak, weekly or biweekly (depending on the severity of the outbreak) testing will be made available at no cost to all employees within an exposed group during the outbreak except for those who were not at work during the relevant period, for vaccinated employees without symptoms, and – for a limited time – employees who recently recovered from COVID-19 and have not symptoms since returning to work.

Vaccination or periodic testing may be required in certain health care or congregate settings. See your supervisor for special rules that may be in place for specific, unique settings.

L. Vaccinations. See Personnel for vaccination options. All employees are eligible for free vaccinations on work time. CDPH mandates vaccination or surveillance testing in certain health care and congregate settings. See your supervisor for special rules that may be in place for specific, unique settings. Employees who decline the COVID-19 vaccine may use “Appendix E: Vaccination Declination form,” those this form is not currently required for employees not subject to the Aerosol Transmissible Disease Exposure Control Plan ([ATD](#)).

As of January 14, 2022, an employee is considered to be “fully vaccinated” when the County has documented that the employee has received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. If Federal OSHA adopts standard obligating employers to require either vaccines or weekly tests, then California will have 30 days to adopt a similar standard, and the County will have a short window thereafter to implement the new California standard. Vaccines must be FDA approved or have an emergency use authorization from the FDA. Vaccinated employees must comply with the face covering policy described above. The County and the DFEH do not consider requests and retention of documentation of vaccination status to be a disability-related inquiry or record, a religious creed-related inquiry or record, or a medical examination or record thereof, though employees are directed to omit any actual medical information from such documentation. Cal/OSHA does not obligate the County to require employees to submit proof of vaccination status; however, employees who do not submit such documentation will be treated as unvaccinated. It may be to your advantage to submit such documentation.

Acceptable documentation options include vaccine card, image of vaccine card, or health care document. There is current debate as to whether employee self-attestation to vaccination status can be considered adequate. Watch this space for updates or check with Personnel. Any such documentation should be exclusively shared with Personnel and shall be treated as confidential. Retention of the records is subject to need as they are not considered medical records.

M. Personal protective equipment (PPE). Proper use and selection of PPE helps control COVID-19 exposure. Gloves, goggles, face coverings, face shields, and other PPE must not be shared. N95 respirators are available upon request without fear of reprisal for voluntary use at no cost to the employee. N95 users must select the right size for their face so the device seals for maximum benefit. PPE needs are evaluated on a continuous basis, and employee input is very welcomed in this endeavor, in accordance with Cal/OSHA standards 8CCR3380 and the Inyo County Respiratory Protection program (governed by 8CCR5144). Employees who perform tasks that may involve procedures that may aerosolize potentially infectious material (such as saliva or respiratory tract fluids) are trained, advised, and provided higher levels of PPE as appropriate for the environment and task, including eye and respiratory protection.

## **V. Investigating and Responding to COVID-19 cases in the Workplace**

Risk Management and Personnel investigate, respond to, and document COVID-19 cases in cooperation with the County Public Health Department and the employees reporting COVID-19 symptoms or positive test results. Risk, Public Health, and Personnel have their own unique processes and responsibilities that have evolved over time as a part of continuous improvement in COVID prevention and they share information to help protect and notify employees. All three units strive with their own processes to identify when the COVID-19 case was last in the workplace, dates of testing and onset of symptoms, close contacts, and who might have been potentially exposed.

Employees are expected to self-identify themselves to the Personnel Department if they have symptoms of COVID, or if they obtain a positive test result, without fear of reprisal. Personnel Department will then assist each employee who reported symptoms or a positive test result with information and resources regarding self-isolation, return to work dates, testing options, and leave documentation. Employees who are self isolating are encouraged to contact Personnel if situations change that might affect their return to work date. Personnel contacts known close contacts of the reporting employee without sharing personally identifying information of the COVID-19 case to explain return to work criteria and to offer testing at no cost during paid time (with the exception of asymptomatic employees who were fully vaccinated before the close contact). Personnel shares the information with Risk Management and where required by law.

Separately from Personnel, Risk Management contacts the reporting employee to conduct a COVID-19 case investigation to identify close contacts and ways to further prevent or reduce transmission of COVID-19 in the workplace. Risk Management may use "Appendix C – COVID-19 Case Investigation form" for this purpose, and employee cooperation is required. Risk Management will also send a letter in PDF to the reporting employee's work email with a copy to their personal email, if known, and to their union representative, if applicable, and a printed copy to their home address on file, describing rights, benefits, protections, a statement about anti-discrimination, cleaning and disinfection protocols, and, if applicable, information regarding workers' compensation.

Risk then sends letters to the potentially exposed employees, contractors, and volunteers via email (work email, with a copy to their personal email, if known, and to their union representative, if applicable) without sharing personally identifying information of the COVID-19 case. Letters to potentially exposed persons include information regarding rights, benefits, return to work criteria, a statement about anti-discrimination, and testing options. Printed potential exposure letters are not required to be sent to home addresses. Risk Management then does SB1159 reporting and shares information with Personnel, Public Health, and other agencies when as required by law.

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of un-redacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law. All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Un-redacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

## **VI. Training and Instruction**

We provide effective training and instruction, including signage, webinars, online training assignments, emails, posters, and other resources shared readily with employees. “Appendix D: COVID-19 Training Roster” is a good resource to document such training, but it is not required, as in-person group training is not advised during the pandemic. This CPP includes and explains the following training and instruction, but these points bear repeating here:

- Not coming to work if the employee has COVID-19 symptoms.
- Face coverings are required when indoor and in a vehicle with another person unless alone in a closed room. Face coverings are recommended for use outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained.
- Face coverings and N95s are available for free to employees for use while working regardless of vaccination status and without fear of retaliation.
- Proper use of face coverings, which are not respiratory protective equipment.
- Respirators such as N95s are more effective at preventing COVID-19, an airborne illness.
- How to properly fit and wear an N95, and that facial hair interferes with the seal.
- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards and how employees can participate in hazard identification.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws, including exclusion pay and workers’ compensation.
- These facts: (a) COVID-19 is an infectious disease that can be spread through the air; (b) COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth; (c) an infectious person may have no symptoms; and (d) particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- What physical distancing is and the importance thereof.
- 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, and that hand sanitizer is less effective if the hands are soiled.
- COVID-19 symptoms, the importance of obtaining a COVID-19 test, and information on eligibility for the COVID vaccine.

## **VII. Reporting, Recordkeeping, and Access**

Personnel and Risk Management share with and provide recording and tracking information to the local health department and whenever required by law regarding COVID-19 cases, hazard corrections, and outbreaks. Documentation is maintained exclusively electronically. Risk Management handles reporting in accordance with SB1159 via the Sedgwick portal provided for that purpose. Any serious illnesses or deaths of an employee occurring in our place of employment or in connection with any employment are reported immediately to Cal/OSHA per 8CCR330(h). Copies of all versions of this CPP are maintained for up to three years in an effort to document implementation of this CPP. The current version of this CPP is always available at [inyocounty.us/cpp](http://inyocounty.us/cpp). Revisions are emailed to all employees and their authorized representatives as the revisions become available. Printed copies are available from Department Heads and Risk Management. Investigation records are available to employees and their authorized representatives subject to redacting names where required by law.

## VIII. Exclusion of COVID-19 Cases and Return to Work Criteria

We do not tolerate discrimination against persons who test positive for COVID-19. We exclude employees with COVID-19 or those subject to an isolation order from the workplace until return-to-work criteria are met, as updated on 1/14/2022. We continue and maintain an employee's earnings, seniority, and other employee rights and benefits while the employee is off work in the event of a positive test or a workplace COVID-19 exposure. We encourage employees to get tested in order to avoid bringing the virus to work unintentionally. Employees wishing to get tested voluntarily at no cost during paid time should contact Personnel to verify eligibility. Employees who were notified in writing of a possible exposure at work will be offered testing at no cost to them during paid time. During an outbreak or in certain environments, testing may be required as a condition of employment to return to the workplace. For counting days, day one is the first full day after symptoms began.

The following rules apply to all employees regardless of vaccination status, previous infection, or lack of symptoms **who report a positive test result for COVID-19** (except for certain critical health care workers): The employee must be excluded from the work place for at least ten days. They may return to the workplace after day number ten provided symptoms have improved and they are without fever for at least 24 hours without fever-reducing medication. [A new five day rule might be included here in the future, but it was not ready and cleared at the time of this CPP update.] If fever continues after ten days, then the employee may not return to work until the fever has resolved. If symptoms other than fever are not resolving after ten days, then the employee may not return to work until symptoms resolve OR after ten days from the positive test. Employees must wear an approved face covering in indoor settings at all times unless alone in a closed room. Self-administered and unobserved specimen collections and testing operations may be considered inadequate for the calculation of days. See <https://www.dir.ca.gov/dosh/coronavirus/COVID19FAQs.html> - iso.

The following rules apply to a **vaccinated and boosted** employee (or vaccinated but not yet eligible for a booster) **exposed to someone with COVID-19** for longer than fifteen minutes in any 24-hour period during the COVID-19 positive person's high risk exposure period: The employee does not need to quarantine if they test on day five with a negative result, and wear approved face coverings around others for ten days after exposure. If the employee cannot test on day five, then they must wear a face covering and maintain six feet of distance for 14 days following the close contact. If the employee develops symptoms, then they must be excluded from the workplace pending the results of a test. If the employee tests positive during the ten days following exposure, then they must notify Personnel immediately and they may not return to work until certain additional criteria are met. The exclusion period may be reduced by Personnel in cooperation with Public Health and Cal/OSHA during critical staffing shortages. Employees must wear an approved face covering in indoor settings at all times unless alone in a closed room. These rules are subject to change by Public Health order.

The following rules apply to an **unvaccinated or under-vaccinated** (no booster yet) employee **exposed to someone with COVID-19** for longer than fifteen minutes in any 24-hour period during the COVID-19 positive person's high risk exposure period: The employee must be excluded from the workplace for ten days since their last close contact with the person who has COVID-19. If the employee does not have symptoms by day ten, then they may return to the workplace. If the employee develops symptoms, then they must be excluded from the workplace pending the results of a test. If the employee tests positive during the ten day period, then they must notify Personnel immediately and they may not return to work until certain additional criteria are met. The exclusion period may be reduced by Personnel in cooperation with Public Health and Cal/OSHA during critical staffing shortages. Employees must wear an approved face covering in indoor settings at all times unless alone in a closed

room. These rules are subject to change by Public Health order.

If the removal of an employee would create an undue risk to the community's health and safety, the County shall develop, implement, and maintain effective control measures to prevent transmission in the workplace, including providing isolation for the employee in the workplace and, if isolation is not feasible, the use of respirators in the workplace.

## **IX. Multiple COVID-19 Infections and COVID-19 Outbreaks**

This section applies to a worksite only when three or more employee COVID-19 cases within an exposed group visited that worksite during their high-risk exposure period at any time during a 14-day period. See definitions in Section I (Introduction). Section X shall apply until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

When Section X applies, COVID-19 testing shall be made available at no cost to employees within the exposed group, during paid time, except for:

1. Employees who were not present at the workplace during the relevant 14-day period.
2. Employees who were fully vaccinated before this section became applicable to the workplace and who do not have COVID-19 symptoms.
3. For COVID-19 cases who did not develop COVID-19 symptoms after returning to work, no testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.

Immediately upon being covered by this section, testing shall be made available to all employees in the exposed group and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department. Testing shall be made available at no cost to employees, during paid time, when the County is so ordered to offer such testing.

COVID-19 testing will be made available once a week at no cost, during paid time, to all employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until Section X no longer applies.

While this section applies, all provisions of the CPP shall be maintained. This especially includes the following three points. Employees in the exposed group shall wear face coverings when indoors, or when outdoors and less than six feet from another person. Employees in the exposed group will be informed of their right to request a respirator for voluntary use, if they are not fully vaccinated. The County shall evaluate whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission. Common area occupancies will be reduced.

Promptly upon applicability of this section, the County shall perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. The investigation and review shall be documented and include: (1) Investigation of new or unabated COVID-19 hazards including the employer's leave policies and practices and whether employees are discouraged from remaining home when sick; the employer's COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing; (2) The review shall be updated every 30 days that this section continues to apply, in response to new information or to new or previously unrecognized



COVID-19 hazards, or when otherwise necessary; and (3) The implementation of changes to reduce the transmission of COVID-19 based on the investigation and review. Indoor tasks that can be moved outdoor or done remotely shall be done so. For indoor work areas, outdoor air supply shall be increased, air filtration shall be improved where possible, and physical distancing shall be increased as much as feasible. Respiratory protection shall comply with the Inyo County Respiratory Protection Program.

In buildings or structures with mechanical ventilation, the County shall filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, the County shall use filters with the highest compatible filtering efficiency and evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, shall implement their use to the degree feasible.

## **X. Major COVID-19 Outbreaks**

This section shall apply if and when 20 or more employee COVID-19 cases in an exposed group visit the same worksite during their high-risk exposure period within a 30-day period. It shall continue to apply until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period.

In addition to the testing requested under Section X (Multiple COVID-19 Infections and COVID-19 Outbreaks), testing shall be made available to all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by the local health department.

In addition to the other provisions under Section X, the County shall do the following:

1. Respirators shall be provided for voluntary use to employees in the exposed group. In addition, the County will determine the need for updates to the Inyo County Respiratory Protection Program to address COVID-19 hazards.
2. Any employees in the exposed group who are not wearing respirators shall be separated from other persons by at least six feet, except where it can be demonstrated that six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.
3. At work stations where an employee in the exposed group is assigned to work for an extended period of time, such as reception areas and cubicles, and where the physical distancing requirement is not maintained at all times, the County shall install cleanable solid partitions that effectively reduce transmission between the employee and other persons.

The County will evaluate whether to halt some or all operations at the worksite until COVID-19 hazards have been corrected, and shall implement other control measures deemed necessary by the local health department or Cal/OSHA.

**Appendix A: COVID-19 Hazard Identification Form**

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person conducting the evaluation:** \_\_\_\_\_

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

**Name(s) of employee and authorized employee representative that participated:** \_\_\_\_\_

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

## Appendix B: COVID-19 Controls Inspection Form

This form may be used as a guide. See Risk Management for assistance specific to each location, as questions may vary depending on possible hazards.

Date: \_\_\_\_\_. Name of person conducting the inspection: \_\_\_\_\_

Work location evaluated: \_\_\_\_\_

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

**Appendix C: COVID-19 Case Investigation Form (v20220111/ah)**

NOTES: Notices to close contacts and to those who may have been exposed to the COVID-19 do not reveal personally identifying information of the COVID-19 case. If disclose is required, names shall be redacted from this document. For more information, see Section V.

01. Name of COVID-19 Case & date interviewed for this form.	
02. Interviewer Name? Who else was involved in investigation?	
03. Source case job title (or why in workplace if not employee)	
04. When did you first get COVID-19 symptoms?	
05. When and where were you last at work?	
06. Did you go to work with symptoms? Review rules if necessary.	
07. Date, location, and results of tests/diagnosis	
08. Is County Public Health aware of your test result?	
09. Has Personnel offered you a COVID-19 test?	
10. Are you vaccinated? If not, do you plan to?	
11. Have you traveled out of town in the last 2 weeks?	
12. Any known exposures to COVID-19?	
13. Where have you been <b>when not at work</b> in the last 14 days?	
14. Where were you <b>for work</b> in the last 14 days?	
15. Were coworkers wearing face coverings and practicing social distancing while at work? Were you?	
16. CLOSE CONTACTS: Where were you for work, and who were you around, in the 3 days before symptoms began?	
17. Where do you think you might have gotten COVID?	
18. What the workplace conditions could have contributed to your risk of COVID-19 exposure?	
19. What could be done to reduce exposure to COVID?	
20. Any questions or comments for me?	



**Appendix E: Vaccination Declination Statement – *OPTIONAL / NOT IN USE***

COVID-19 vaccines will soon become available and may be offered to employees in the order of likelihood of industrial exposure. Employees who decline to accept the recommended and offered vaccination must sign and date the following statement:

I understand that I may be at risk of contracting COVID-19 at work, and I have been given the opportunity to be vaccinated against this disease or pathogen at no charge to me. However, I decline this vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring a serious disease and related potential complications. If in the future I continue to have occupational exposure to COVID-19 and want to be vaccinated, I can receive the vaccination at no charge to me as supplies become available.

Print Employee Name: \_\_\_\_\_

Sign here: \_\_\_\_\_ Date Signed: \_\_\_\_\_

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*[SCAN TO [RISK@INYOCOUNTY.US](mailto:RISK@INYOCOUNTY.US). THIS DOCUMENT IS NOT KEPT IN PERSONNEL FILES.]*

**Appendix F: Newest COVID Safety Signage**

The following pages contain copies of the newest signage posted in and around county facilities. Signage is subject to update through the hazard identification, control, and correction process. We wish to thank employees for their input and assistance with signage and other messaging.

# Self-Isolation Instructions for Individuals Who Have or Likely Have COVID-19

COVID-19 is very contagious. If you have tested positive or have symptoms of COVID-19, you should self-isolate to prevent spreading the disease to your family, friends, and community.

## How long should I self-isolate?

You should self-isolate for at least 5 full days after your symptoms start (or after your first positive test date if no symptoms). You can end isolation after 5 days if you test negative (antigen test preferred) on Day 5 or later—as long as you have no fever and your symptoms are improving. If you don't test, isolate for 10 full days, continuing until any fever resolves. Day 1 is the day *after* symptoms start (or *after* the day of your first positive test, only if you never have symptoms). Count from Day 1 and test on Day 5 (or later), to see if you can end isolation *after* Day 5. Wear a well-fitting mask around others – especially when indoors – for 10 days, even if you stop isolating earlier. See [Get the Most Out of Masking](#) for more information.

## How do I self-isolate?

- Stay home except to get medical care. Do not have any visitors.
- Wear a well-fitting mask when around others, including at home, especially around anyone unvaccinated, with a weak immune system, or at [higher risk](#) for serious COVID-19 illness.
- Wash your hands often; otherwise use hand sanitizer with at least 60% alcohol.
- Disinfect any surfaces you touch frequently. Use a separate bathroom or disinfect a shared bathroom after each use.
- Avoid being in the same room as other people, especially those [more likely to get sick](#), such as people who:
  - Are over age 65, pregnant, or severely overweight.
  - Have a chronic disease (like cancer, diabetes, heart/lung disease).
  - Have a weak immune system.
- If you must be in a shared space, open windows when possible (or use portable air cleaners and exhaust fans) and ensure everyone is wearing a well-fitting mask.

## How can I care for myself at home?

Proper home care (like resting and drinking fluids) helps most people get better without the need for hospitalization. You can take over-the-counter medications as directed on the bottle to provide relief from fever and pain. Contact your healthcare provider about treatment and any questions about your care, especially if you are at higher risk for serious illness or your symptoms worsen.



**Call 911 if you start to have emergency warning signs:**

- Difficulty breathing
- Pressure or pain in chest
- Bluish lips or face
- Confused or hard to wake
- Other serious symptoms

**If you call 911, tell the dispatch personnel that you have COVID-19.**



Scan the QR code to see the interactive links on this flyer.



**STAY COVID SAFE!**  
**STAY SOCIALLY DISTANT**  
**STAY MASKED**

**ONE PERSON**  
**AT A TIME IN**  
**THE BREAK**  
**ROOM**

**Until further notice**



## Aaron Holmberg

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**From:** Sue Dishion  
**Sent:** Wednesday, January 5, 2022 3:27 PM  
**To:** All County Users  
**Cc:** jane.mcdonald@ca.afscme57.org; Weurdig, Amy@Inyo  
**Subject:** Just-In-Time N95 training.pdf  
**Attachments:** Just-In-Time N95 training.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello County Users:

Like the rest of the country, Inyo County is seeing a spike in COVID-19 cases. For the immediate future, some staff may be asked to work from home in order to facilitate social distancing at county office buildings. Other staff may be asked to continue working at the office, but to continue wearing a face covering at all times unless you are alone in a room with the door closed. Surgical masks and N95 masks are strongly preferred over cloth masks.

Inyo County will make non-medical disposable masks and N95 masks available for your use while you are at work. Please see the attached guidance on wearing an N95 and [perform a just-in-time fit test](#) every time you don a mask. N95 masks are strongly recommended when you must be within six feet of other staff, clients, or public. Please remember that N95s only effectively protect you when they are fitted correctly!

Non-medical disposable masks and N95 masks will be available at the following locations:

- Quilter COB, break rooms and front desk
- Independence Admin Office (see personnel staff)

Please contact your supervisor or Department Head to arrange for delivery if masks are needed in other office buildings.

A video on proper just in time fit testing is linked here, or use the QR Code.

<https://vimeo.com/470716293?ref=em-share>

Here is the QR code





# FACE COVERING REQUIRED\*



# SE REQUIERE MASCARILLA\*

*\*EVERYONE: COVID-19 vaccinations are recommended. Certain face coverings are available for free for use in county buildings.*

*\*EMPLOYEES: Face covering rule is subject to reasonable accommodations (for disabilities, medical conditions, and sincerely-held religious beliefs), through the continuous individualized interactive process. CDPH requires COVID-19 vaccination for health care settings and weekly COVID-19 testing for unvaccinated persons in certain other areas. See your supervisor, Personnel, or the public health department if you have questions.*

*\*TODOS: Se recomiendan las vacunas COVID-19. Ciertas mascarillas están disponibles para su uso gratis en los edificios del condado.*

*\*EMPLEADOS: La regla de cubrirse el rostro está sujeta a adaptaciones razonables (para discapacidades, afecciones médicas y creencias religiosas sinceras), a través del proceso interactivo continuo e individualizado. El Departamento de Salud Pública de California (CDPH) requiere la vacunación COVID-19 para entornos de atención médica y pruebas COVID-19 semanales para personas no vacunadas en otras áreas determinadas. Consulte a su supervisor, al personal o al departamento de salud pública si tiene preguntas.*



# TO ENTER THIS BUILDING, YOU MUST

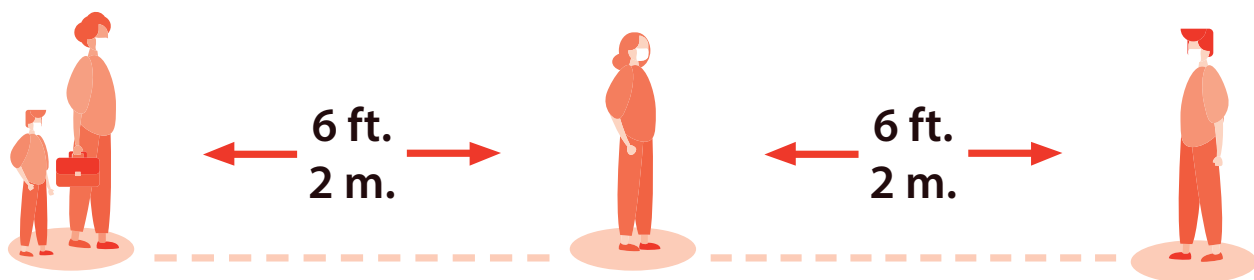


## NOT have any of the listed symptoms below of COVID-19

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting

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## Maintain a minimum six-foot distance from others



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**Wear a face covering (except if under 2 years of age, medically unable, or hearing impaired).**



**Regularly wash your hands or use hand sanitizer.**

