



County of Santa Cruz

Health Services Agency

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March 9, 2020 COVID-19 (Novel Coronavirus) Updated
Interim Workplace Guidance

These recommendations are effective immediately through March 22, 2020 and may be updated before that time upon further evaluation and public health need.

They have been made in consultation with the California Department of Public Health (CDPH), based on the best information we have at this time. They are also in line with actions taken by other counties and states with community spread of COVID-19

Alternative Work Arrangements

- Reduce non-essential work-related travel.
- Minimize the number of employees working within arm's length of one another, including minimizing or canceling large in-person meetings and conferences of about 50 people or more with prolonged close contact.
- Consider options for telecommuting or, if not possible, modified work environment, particularly for employees age 60 or older and/or with underlying health conditions.
- Take steps to minimize workplace risk for employees who must be at work to provide essential services
- Explore ways to conduct business and provide services that do not require face-to-face contact.

Limit prolonged contact with others

- Post visual alerts at entrances, instructing persons to practice Respiratory Hygiene/Cough Etiquette.
 - [Cover Your Cough](#)
 - [Hand hygiene](#)
 - Stop the Spread of Germs [English](#), [Spanish](#), [Chinese](#)
- Develop plans to notify clients and customers to stay home if sick and make alternate arrangements such as remaining in car, phone or virtual appointments for their service needs. Postpone or cancel visits when possible and necessary.
- Arrange workplace space to keep arm's length distance or more for brief interactions between healthy individuals.
- For activities requiring staff to have prolonged close contact with others, consider modifying (via virtual, phone or other means of communication), postponing or canceling the activity if possible.

Mass Gatherings and Large Events

- Events, conferences or meetings, where about 50 or more people will be in close contact should be modified (digital virtual meetings), postponed or canceled.

Stay Home When Sick

- All staff should stay home when sick with fever and/or respiratory symptoms.
- Consider leave options for employees without leave balances.
- Do not require doctor's notes for sick employees.

Perform Regular Cleaning

- Respiratory droplets on hard surfaces can transfer the virus from person to person. To prevent transmission:
 - Clean and disinfect surfaces that are touched often, such as desks, countertops, doorknobs, computer keyboards, faucets, phones, and toys.
 - Immediately clean surfaces and objects that are visibly soiled.
 - If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface.

Encourage Enhanced Hygiene

- Wash your hands often with soap and water for at least 20 seconds
- Use alcohol-based hand sanitizer (60% alcohol content or higher) if soap and water are not available.
- Avoid close contact with other people.
- Avoid touching your eyes, nose and mouth.
- Cover your cough or sneeze with a tissue or in the crook of your elbow.

For general information on COVID-19 please call 211, or text coronavirus to 211211, or visit www.santacruzhealth.org/coronavirus

For department resource requests specific to Covid-19 response, contact the Santa Cruz County Public Health Departmental Operations Center (DOC):

Phone: (831) 454-4444

HSADOC.Coordinator@santacruzcounty.us

FAX: (831) 454-5049

California Department of Public Health (CDPH) workplace guidance links:

- [Community care facilities, including assisted living facilities and child care](#)
- [Education: Schools \(PDF\)](#)
- [Education: Colleges and universities \(PDF\)](#)
- [Mass Gatherings Guidance - event organizers \(PDF\)](#)
- [First responders, including paramedics and EMTs \(PDF\)](#)
- [Employers](#)
- [Health care facilities, including long-term care facilities](#)
- [Health care facilities from Cal/OSHA](#)
- [Health care workers and workers in general industry](#)
- [Home cleaning with COVID-19 positive individuals \(PDF\)](#)
- [Laboratories \(PDF\)](#)