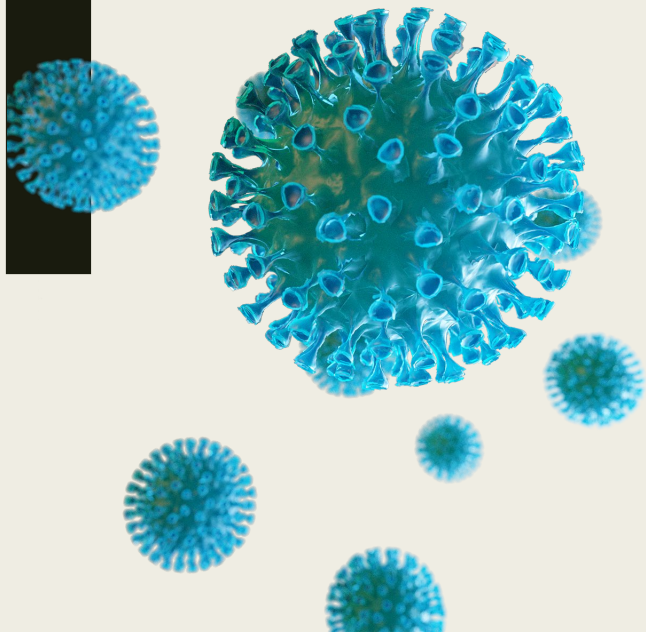


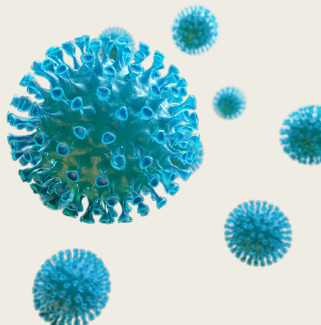
CORONAVIRUS **(COVID-19)** **TRAINING**

For Sutter County Employees



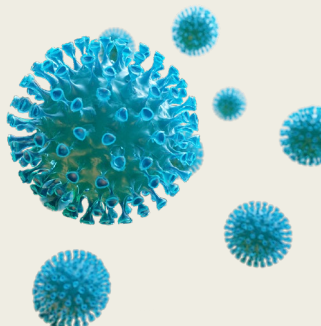
The following training is in accordance with Sutter County's Injury and Illness Prevention Program (IIPP) Communicable Disease/Illness Addendum

- The following are some of the sources which were used to gather information from which directly correlates to the County specific Communicable Disease/Illness IIPP Addendum
 - May 4, 2020 Health Order from Dr. Phuong Luu, Bi-County Public Health Officer for the Counties of Sutter and Yuba
 - Sutter County's Employee Guidance for COVID-19 document
 - April 9, 2020 Memo from Dr. Phuong Luu, Bi-County Public Health Officer for the Counties of Sutter and Yuba on Face Coverings (information is direct guidance from the California Department of Public Health (CDPH))
 - Center for Disease Control <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- Another good source for up to date information is bepreparedsutter.org



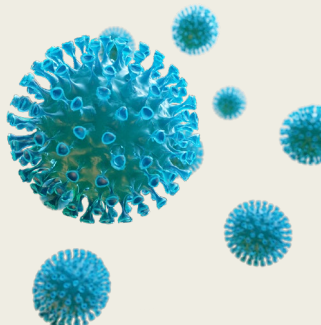
What is COVID-19

- Coronavirus (COVID-19) is caused by a coronavirus called SARS-CoV-2
- It was referred to as the novel (new) coronavirus because the virus that causes COVID-19 is a new coronavirus which has not previously been identified
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness



How is COVID-19 spread

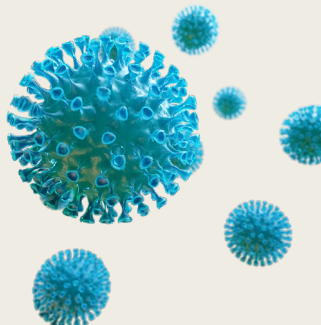
- COVID-19 is primarily spread from person to person
- It can be spread from an infected person to others through:
 - Respiratory droplets when an infected person coughs, sneezes, or talks
 - Face to face close contact for a prolonged period of time
 - Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes



Signs and symptoms of COVID-19

- Symptoms may appear 2-10 days after exposure to the virus
- Some individuals with Coronavirus lack symptoms (asymptomatic)
- Children have similar symptoms to adults and generally have mild illness
- Most will experience mild to moderate respiratory illnesses and the symptoms are very similar to flu. These include:
 - Fever (100.4° or higher)
 - Chills
 - Repeated shaking with chills
 - Sore throat
 - Cough
 - Shortness of breath
 - Muscle pain (combined with other symptoms)
 - Headache (combined with other symptoms)
 - New loss of taste or smell

*This list is not all inclusive



Health screening

- Employees are asked to stay home if they are sick
- Conduct a symptoms self-screening at home before coming to work
 - Take your temperature and note if it is equal to or greater than **100.4 F**
 - Determine if you have symptoms of COVID-19
- If you have a temperature of 100.4 or higher and any of the COVID symptoms:
 - **DO NOT COME INTO THE WORKPLACE**
 - Notify your direct supervisor of your inability to report to work
- Staff with fevers equal to or greater than **100.4**, or whose symptoms worsen, should contact their healthcare provider

Health screening

- When you arrive to work daily you must:
 - Perform a health screening
 - This includes questions regarding possible symptoms and a temperature check
 - If the employee has a fever of 100.4 degrees Fahrenheit or greater, the employee will be sent home

- Staff shall not return to work until:
 - Symptom-free for 24 hours without symptom-relieving medications;
 - Released by a licensed medical practitioner; or
 - Quarantine period has been completed (for asymptomatic individuals)

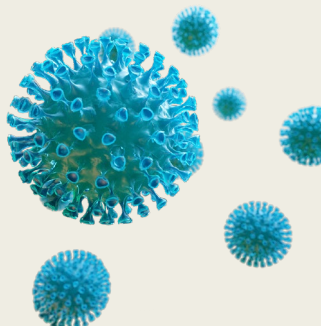
When to seek medical attention

- If you are not feeling well and have any of these emergency warning signs for COVID-19 get **medical attention immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

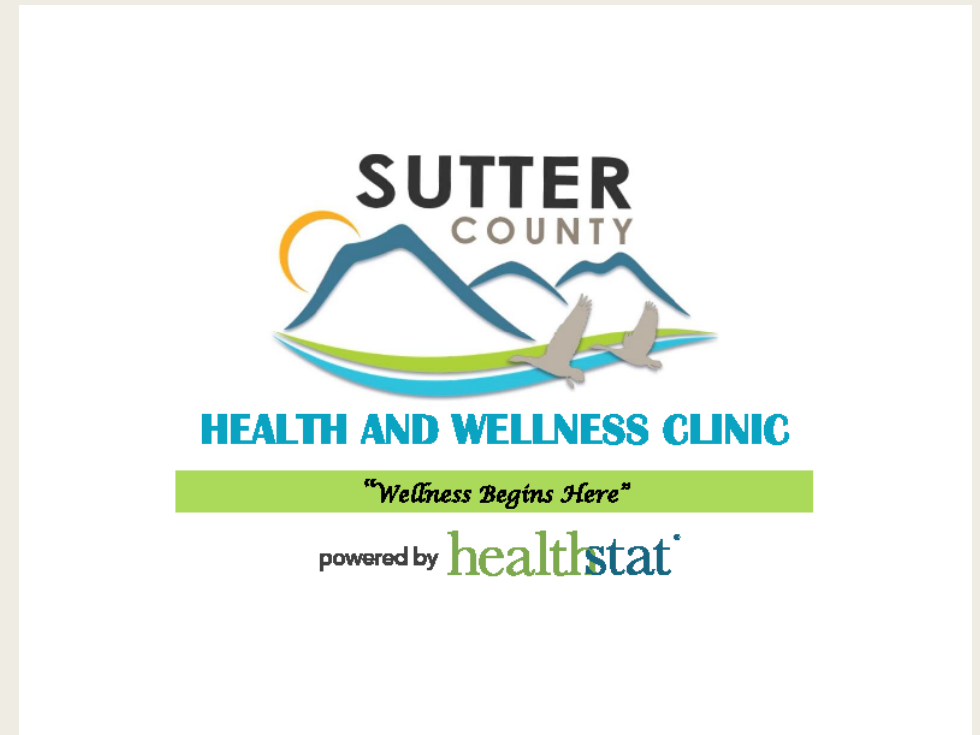
*This list is not all inclusive

- Please call your medical provider for any other symptoms that are severe or concerning to you.
- **Call 911 if you have a medical emergency:** Notify the operator that you have, or think you might have, COVID-19. If possible, put on a cloth face covering before medical help arrives.



Where to seek medical attention

- If you are feeling ill call ahead so the healthcare facility can prepare for your arrival
- Any employees who are ill and need medical attention should first call their medical provider who can provide specific guidance
- If you do not have a Primary Care Physician:
 - Employees or dependents on a County sponsored health plan may contact the Sutter County Health and Wellness Clinic at (530) 763-4625
 - Online medical services are available through Kaiser, and through Livehealth Online at www.livehealthonline.com for Anthem Blue Cross members



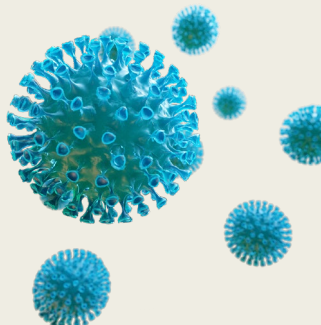
LiveHealth[®]
O N L I N E

Where to seek medical attention

- If symptomatic or are asymptomatic yet have been in contact with someone who has tested positive for COVID-19 you may also make an appointment with the new regional testing site through OptumServe
 - Online registration can be done at <https://lhi.care/covidtesting>
 - Phone registration (only for those without Internet access): (888) 634-1123
 - Testing is by appointment only

Prevention of the spread of COVID-19

- If you are sick or have **any symptoms** of COVID-19, **STAY HOME**
- If you are feeling ill avoid close contact with others and separate yourself from other people and pets in your home
 - Most people with COVID-19 have mild illness and are able to recover at home without medical care
- If you must go out (for non-quarantined individuals):
 - Practice social/physical distancing
 - Use a cloth face covering that covers your nose and mouth
- Become familiar with proper handwashing techniques, personal etiquette, and sanitizing procedures
- If you are feeling ill and going to a healthcare facility call ahead so they can prepare for your arrival

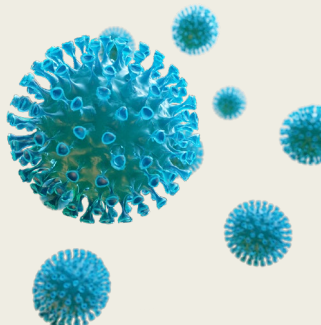


Physical distancing guidelines (as it relates to work for Sutter County)

- Avoid all unnecessary contact
 - The recommended distance is at least 6 feet

 - Employees should not congregate in common areas such as a workroom or kitchen
 - The department head may choose to close off a common area to ensure that employees aren't congregating
 - Use of common equipment, or a common work area should be staggered to ensure that employees are maintaining social distancing

 - Employees will be asked to practice distancing both indoors and outdoors including, but not limited to the following:
 - Before starting the work shift
 - After the work shift
 - Coming and going from vehicle
 - Entering, working and exiting physical buildings or other structures
 - During breaks and lunch periods
 - When other work activities including using various tools
- *No congregations of more than 10 people

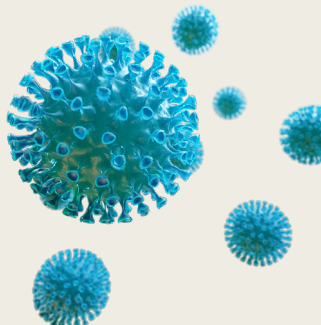


Face covering guidelines (as it relates to work for Sutter County)

- Any time an employee is in an area where they may come into contact with other employees, they must wear a face covering. When in a private office, cubicle, or workstation where 6 feet of distance can continuously be maintained, face coverings are not required

- Employees will be provided with an appropriate face covering or may provide their own. Persons entering county campuses without a face covering will be asked to retrieve one prior to returning to county property

- Employees will be asked to use a face covering both indoors and outdoors including, but not limited to the following:
 - When in a vehicle with another person
 - When working in close proximity around other people
 - At the grocery store, bank, gas station, or running other essential tasks.
 - This includes when visiting other county departments
 - When around others when physical distancing is difficult or not possible

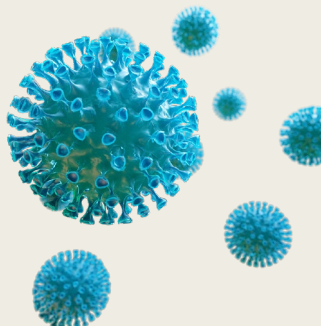


Face covering guidelines (as it relates to work for Sutter County)

- Acceptable, reusable face covering options include:
 - Bandana
 - Neck gaiter
 - Homemade face covering
 - Scarf
 - Individuals are encouraged to source face coverings from things they may already have in their homes

*Remember to wash hands before and after touching your face covering

- Cloth face coverings should
 - fit snugly but comfortably against the side of the face
 - be secured with ties or ear loops
 - include multiple layers of fabric
 - allow for breathing without restriction
 - be able to be regularly laundered and machine dried without damage or change to shape



Face coverings



DO: Wear your mask so it comes all the way up, close to the bridge of your nose, and all the way down under your chin. Do your best to tighten the loops or ties so it's snug around your face, without gaps.



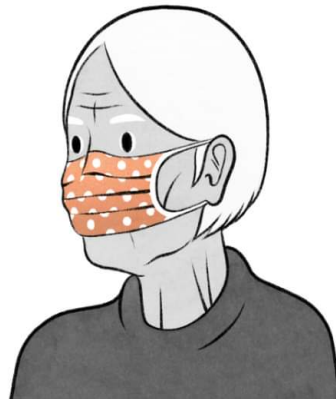
DON'T: Push your mask under your chin to rest on your neck.



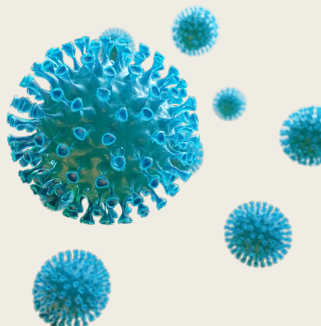
DON'T: Wear your mask loosely with gaps on the sides.



DON'T: Leave your chin exposed.



DON'T: Wear your mask so it covers just the tip of your nose.



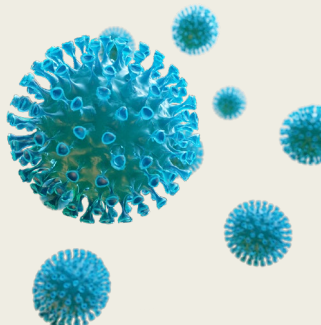
County Vehicle Safety Protocols

- Two or more employees should not ride together in a vehicle except in cases where necessary
- Two employees who must ride together in a vehicle should spread out with the driver in front and passenger in the back seat (this will not be possible for all departments)
- If two employees must ride together, both must wear facial coverings
- Cars must be sanitized after each use and between clients

*Each vehicle will be equipped with this information as well as a disinfecting log to document the sanitization efforts between each use

Proper hand washing

- Wash your hands often with soap and water for at least 20 seconds
 - Especially after
 - Blowing your nose
 - Coughing, or sneezing
 - Going to the bathroom
 - Before eating or preparing food
 - Coming and going to work
 - After interactions with others
 - After contacting shared surfaces or tools
 - Before and after wearing masks or glove
- If soap and water are not available use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.



Proper hand washing




1
Wet your hands
(with warm
or cold water)

2
Apply soap and
rub your hands
together

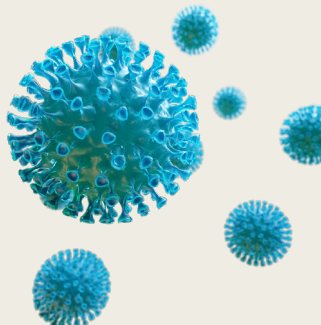
3
Scrub your hands
for 20 seconds
(don't forget the backs
of your hands and
between your fingers)

4
Rinse your hands
with clean water

5
Dry your hands
with a clean towel
(or air dry)

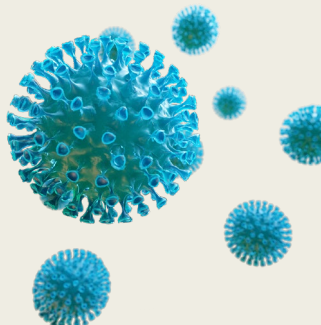


- Need a timer? Hum the “Happy Birthday” song from beginning to end twice.



Personal etiquette

- Avoid touching your face especially the mouth, nose, eyes
- Cover your mouth and nose with a tissue when you cough or sneeze
 - If no tissue available use your sleeve
 - Throw used tissues in a lined trash can
 - Immediately after wash your hands with soap and water for at least 20 seconds or sanitizer if soap and water are not available
- Continue to practice physical distancing and the use of face coverings



Safely using cleansers and disinfectants

- Read the product labels
 - The manufacturer may suggest you wear personal protective equipment (PPE), such as gloves, or suggest you have good ventilation during use of the product
 - To ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed
- Clean the area or item with soap and water or another disinfectant
 - Be sure to clean those frequently touched or shared items more frequently
- Most EPA-registered household disinfectants should be effective

