# Creating a Safe and Healthy Workplace

# Planning and Preparation

Over the past several weeks, the Human Resources Department has collaborated with the County of Monterey Health Department, Information Technology Department, County Counsel, Natividad Medical Center and Department Heads to develop several policies, protocols, guidelines and tools in preparation for the safe return of County employees to the workplace.

These policies, protocols and guidelines:

- Are compliant with Centers for Disease Control (CDC), California Department of Public Health (CDPH) and County of Monterey Health Department guidelines;

- Provide Department Heads with the necessary discretion to accommodate specialized operational needs.

# Human Resources Emergency Response Manual

# Guidelines for Returning Employees to Worksites

County departments are required to develop Return to the Worksite Plans for each worksite. Section 20 of the Human Resources Emergency Response Manual contains guidelines for departments to use when developing their worksite plans as listed below.

**Safety measures to:**

- Protect employee health
- Keep employees at least six feet apart
- Prevent employees from gathering
- Prevent unnecessary contact

**Guidance on:**

- The use of restrooms and break areas
- Vendor access
- Required signage
- The use of County vehicles
- Facility maintenance and cleaning

# Physical Distancing and Employee Responsibilities

Section 22 of the Human Resources Emergency Response Manual outlines the responsibilities of employees in the workplace and physical/social distancing requirements as listed below.

**Physical/social distancing:**

- Measures to reduce the number of employees in the workplace
- Minimum six-foot requirement
- In-person meeting alternatives
- Precautionary suspension of the County rideshare program

**Employee responsibilities regarding:**

- Facial coverings
- Handwashing
- The use of sanitizing supplies
- While using County vehicles
- Social visits in the workplace

# Employee Temperature Testing and Symptom Screening

Section 21 of the Human Resources Emergency Response Manual details the requirements regarding employee temperature testing and symptom screening as listed below.

**Symptom screening:**

Employees are required to complete a daily self-screening assessment prior to beginning their workday using one of following methods:

- Monterey County Connect App-Self-Screening Assessment or online

- Accessing the self-screening assessment form on the County's Infonet

- At the worksite by completing a hard copy self-screening assessment form

**Temperature testing:**

In addition to the symptom screening, employees will be required to take their own temperature or have a temperature check as follows:

- As appropriate and determined by Department Heads

- Using a non-invasive contactless thermometer

- An employee presenting a temperature of 100.4 or higher will not be given access to the worksite

# Board of Supervisors Feedback and Direction

# Temperature Testing for the Public

In consultation with the Health Department, it is recommended that temperature testing for members of the public accessing County facilities and worksites be implemented similar to protocols set for County employees. The recommended safety precautions are as follows:

- Temperature testing at all County facilities and worksites.

- Temperature checks will be performed in a designated area of the building with clear and visible signage advising of the temperature check requirement and providing direction.

- A standup thermometer (with touchless infrared reading) will be made available for facilities and worksites that have a high volume of public visitors.

- Other facilities and worksites will have the standard hand held touchless infrared thermometers available.

# Symptom Screening for the Public

In addition, it is recommended that symptom screening for members of the public accessing County facilities and worksites be implemented similar to the protocols set for County employees. The following protocols regarding symptom screening would apply to members of the public:

- Clear and visible signage will be posted in the temperature testing designated area listing the symptoms and providing directions.

- Members of the public will attest that they have conducted a self-screening assessment and are not experiencing any symptoms associated with COVID-19 prior to proceeding.

Departments shall provide alternatives to accessing the services for members of the public who are unable enter the worksite based on the temperature testing and symptom screening results.
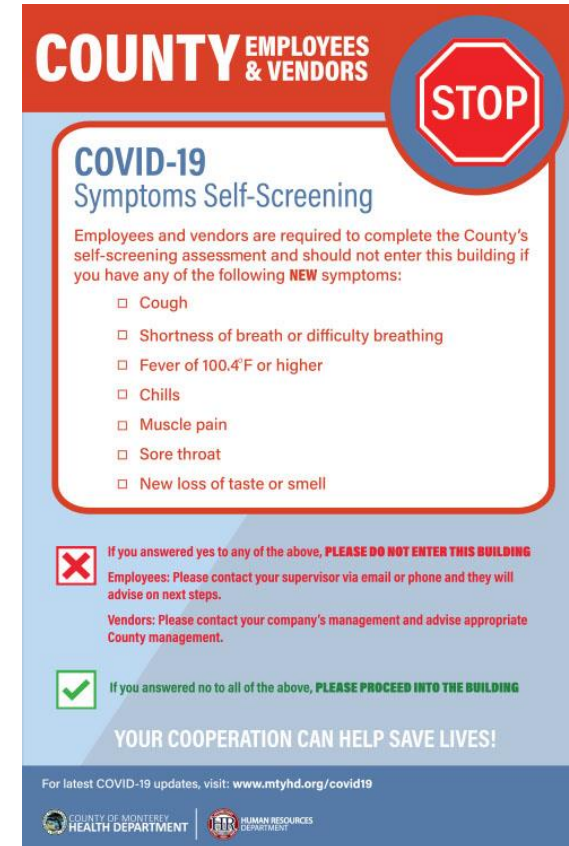


**(Actual signage displayed in County facilities and worksites.)**

Thank You