



COVID-19 Tips and Resources

March 22, 2020

Protecting Yourself and Others

- Whether you are performing work that is deemed essential or non-essential, **stay home from work if you are ill**. The Board of Supervisors has generously offered County Paid Administrative Leave (**COVID-19 Update #5**) so that employees can stay home when they are sick for their own well-being and for the health and well-being of colleagues and the public.
- Consult your personal physician if you have a fever. Remain off work until you have been fever-free for at least 24 hours.
- Cover your cough or sneeze with a disposable tissue, if available.
- Avoid touching your eyes, nose, and mouth.
- Wash your hands often with liquid soap and water and rub for at least 20 seconds.
- If soap and water are not readily available, use an alcohol-based sanitizer with at least 60% alcohol and then wash your hands as soon as possible.
- Get your flu shot to protect against flu or symptoms like COVID-19. California is still in the midst of the cold and flu season and so we cannot make any assumptions about the type or severity of an employee's illness.
- Adhere to the *Shelter In Place Order*.
- As a County employee, remember that you can also contact the County's [Employee Assistance Plan](#) administered through [Claremont Behavioral Services](#). They can be reached at (800) 834-3773.

Physical Work Environment

Our facilities and maintenance staff continue to be vigilant about cleaning and disinfecting all common areas. Below are suggested measures each of us can take in our work area.

Perform routine environmental cleaning:

- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
- No additional disinfection beyond routine cleaning is recommended at this time.
- Use disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before use.

To address some of the questions we have received, attached is a listing of frequently asked questions. For additional information, you can refer to the Public Health Department's website: <http://www.acphd.org/>.

Additional Guidance

What are the symptoms of Coronavirus?

Current symptoms reported for patients with COVID-19 have ranged from mild with little to no symptoms to severe respiratory illness with fever, cough, difficulty breathing, and death. Read about [COVID-19 Symptoms](#) on the CDC website.

How does the virus spread and how do I prevent transmission of the virus in the workplace?

The virus is believed to spread mainly from person-to-person between people who are in close contact with one another, and through respiratory droplets produced when an infected person coughs or sneezes. The droplets can land in the mouths or noses of people who are nearby or be inhaled into the lungs. It is advised that everyone clean their hands often by washing their hands with soap and water for at least 20 seconds. In the absence of soap and water, apply an alcohol-based hand sanitizer that contains at least 60% alcohol. Avoid touching your eyes, nose, and mouth with unwashed hands. Clean and disinfect frequently touched objects and surfaces using a household cleaning spray or wipe. Avoid close contact and keep a distance of six (6) feet between yourself and other people. And, most importantly, **stay home if you are sick**. Read about [prevention](#) on the CDC website.

Who is considered “high-risk” for severe illness from this disease?

Those over 65 years old, those who are immunosuppressed (have weak immune systems) a medical condition that the employee believes requires an accommodation, the employee should contact their agency/department human resources contact and request a reasonable accommodation under the ADA/FEHA.

Resources

- Alameda County Public Health:
<http://www.acphd.org/2019-ncov.aspx>
- California Department of Public Health:
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>
- World Health Organization:
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- Centers for Disease Control:
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- CDC's guidance for travelers:
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>
- California Coronavirus 2019 (COVID-19) Resources:
<https://www.labor.ca.gov/Coronavirus2019/>

- For general inquiries regarding COVID-19, please contact Alameda County Public Health Department via email ncov@acgov.org or call (510) 268-2101.
- California State Disability Insurance Benefits:
https://www.edd.ca.gov/about_edd/coronavirus-2019.htm
- County of Alameda Employee Assistance Program:
http://alcoweb.acgov.org/hrs/ebc/other_ee_benefits/eap.htm