

# **CITY-WIDE COVID-19 UPDATES**

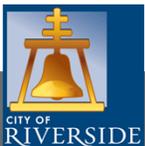
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**Chuck McDonald**  
**Human Resources – Safety Division**

May 3, 2020

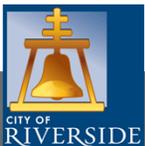
# SAFETY PROTOCOLS

- Implementation of CDC recommendations which include:
  - Maintaining social distance (6ft or more);
  - Wear a face covering at all times; and
  - Frequent handwashing.
  - Staggard Shifts
  - Telework
- Expressed the importance of avoiding gathering in groups during lunch time and breaks.
- Follow modified occupancy numbers for lunchrooms, break rooms and conference rooms.
- Encouraged employees to get tested through our internal curative service.
- Minimize carpooling if job duties permit. If carpooling is necessary, please wear a face covering at all times.



# SAFETY PROTOCOLS

- Implementation of CAL/OSHA Regulation 8 CCR 3205 COVID-19 Prevention Program (CPP)
  - Emergency Regulation
    - Effective Date: November 30, 2020
    - Expiration Date: October 2, 2021, unless amended
  - Applies to all employees and places of employment
  - City policy created to comply with regulation
    - V – 09 COVID-19 Prevention Program
    - Effective date: December 2020



# COMMUNICATION

- Marketing material
  - COVID-19 signage
    - Utilized at all city facilities
  - Social Distancing markers
  - Flyers
  - COVID-19 informational videos
- Anonymous Reporting Phone Number



## COVID-19 (CORONAVIRUS) SELF-SCREENING GUIDELINES

In order to protect you, your family and our workplace, employees will need to undergo **self-screening each day** for signs of possible COVID-19 infection before being allowed to report to work.

Effective immediately, all personnel will follow the procedures for **daily self-screening of COVID-19**. These procedures follow the guidelines of the CDC.

 <p>Every facility will have <b>dedicated points of entrance</b>.</p>	 <p>Employees shall conduct self-screening upon entry of the building <b>daily and on an as needed basis</b>.</p>	 <p>Employees shall <b>check their temperature</b> with a thermometer at home or at work before starting their daily job duties.</p>
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**If you have any of the following symptoms from the self-screening, this could indicate a communicable illness.**

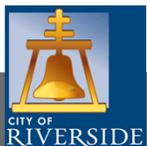
<input type="checkbox"/> Chills with or without repeated shaking	<input type="checkbox"/> Productive/Uncontrolled cough <b>lasting more than two weeks</b>
<input type="checkbox"/> Fever with or without chills <b>99.9 degrees or greater</b>	<input type="checkbox"/> <b>Influenza or COVID-19 like illness</b> fever and cough, shortness of breath
<input type="checkbox"/> Congestion or runny nose	<input type="checkbox"/> Diarrhea associated with acute illness
<input type="checkbox"/> Headache	<input type="checkbox"/> Loss of <b>taste or smell</b>
<input type="checkbox"/> Muscle pain	<input type="checkbox"/> Nausea or vomiting
<input type="checkbox"/> Prolonged sore throat	<input type="checkbox"/> Fatigue

 **If you have any of the symptoms as noted above, you should**

**NOT BE AT WORK AND NOTIFY A MANAGER if you did not pass the self-screening**

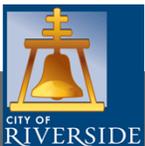
The manager will make the necessary notification if needed.

For more information and resources on COVID-19, visit [RiversideCA.gov/COVID-19](https://RiversideCA.gov/COVID-19)

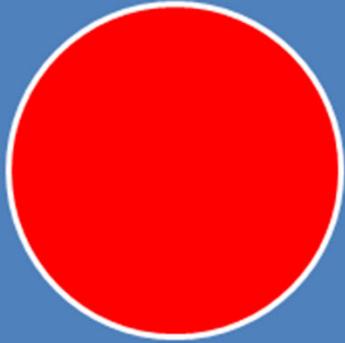


# EMPLOYEE TRAINING/INSPECTIONS

- COVID-19 Safety Stand-Down
  - Provided employees with a refresher of all COVID-19 policies, processes, procedures, and resources available.
  - This training was conducted twice for all City Staff.
- Return-to-Work Safety Video
- Conducted continuous periodic COVID-19 Inspections at various city locations.

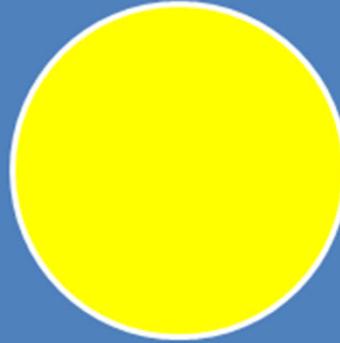


# CONTACT TRACING



## REPORT

- Employee/Department notifies HR about potential case



## EVALUATE

- HR contacts employee to assess facts and determine follow-up action
  - Watchlist
  - Confirmed case



## IMPLEMENT

- Self-Quarantine/Self-Isolation/Preventative leave protocols
- Sanitation requests
- Communication to Executive Team/Department



# SANITIZING EFFORTS

- Collaborative Effort
  - General Services
  - COVID-19 Safety Division
  - Department Liaisons/Site Managers
  - Contracted Services
- Physical Barriers – Plexiglass and Reconfigurations of select areas
- Hand Sanitizer and Temp Check Stations
- Three Level Cleaning Approach
  - Regular scheduled cleanings (Level 1)
  - Daily Disinfectant Team (Level 2)
  - Case Sanitation Team (Level 3)



# COVID-19 SAFETY SUPPLIES

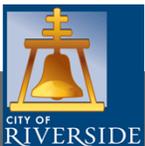
- COVID-19 PPE Supplies are ordered through our Central Stores Warehouse
- PPE Items Include
  - Face Coverings
  - Hand Sanitizer
  - Gloves
  - Disinfectant Wipes
  - Disinfectant Spray



# EMPLOYEE ASSISTANCE PROGRAM (EAP) AND OTHER RESOURCES

- The Counseling Team International – TCTI
  - Counseling services for permanent City and employees and their eligible dependents
  - Available 24/7/365
- Mental health services also available via Kaiser and Blue Shield members
  - Kaiser – 24/7 –
  - Blue Shield – 24/7

All information can be found on the HR website, click on Benefits then Employee Assistance Program (EAP)



# ADDITIONAL EMPLOYEE RESOURCES

- **COVID-19 Information**

- Center for Disease Control and Prevention (CDC):

- [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)

- Riverside County Public Health: [www.rivcoph.org/coronavirus](http://www.rivcoph.org/coronavirus)

- **Covid-19 Testing Sites**

- County: <https://gettested.ruhealth.org/>

- Curative: [www.riversideca.gov/testing](http://www.riversideca.gov/testing)

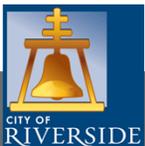
- **Additional employee resources**

- City of Riverside COVID-19 Intranet Page

- City of Riverside COVID-19 Page: [www.riversideca.gov](http://www.riversideca.gov)

- COVID-19 electronic questions and comments form.

- COVID-19 Safety Anonymous Phone Number: (951) 826-2180



# QUESTIONS/COMMENTS

