

Employee Health and Safety: What the Department is Doing and What You Can Do to Help



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The State of California continues to act to protect public health and safety as we respond to novel coronavirus (COVID-19). While the California Department of Public Health (CDPH) is responding to the State of Emergency, we are also reviewing and applying all guidance from the Centers for Disease Control and Prevention, CalOSHA and local public health departments to protect the safety of our employees as the situation evolves. We would like to share the actions we are taking to reduce transmission among employees and maintain a healthy work environment.

What the Department is Doing

- When a CDPH **employee reports a positive test for COVID-19** to their supervisor/manager, a series of actions are initiated by the Human Resources Division (HRD) in partnership with the Director's Office. Information is gathered about the employee and possible exposure within CDPH facilities. If there is possible exposure in a CDPH facility, notifications are provided to impacted employees, the Program Support Branch (PSB), labor union(s), the Government Operations Agency and the California Health and Human Services Agency. While initial employee notifications were limited to impacted employees, HRD is expanding the employee notification to include all employees in the facility. The PSB works with the Department of General Services (DGS) and property owners for leased facilities to clean and disinfect all potential contaminated areas identified (e.g., offices, cubicles, bathrooms, and common areas), focusing on frequently touched surfaces. Employees are notified when facilities, or portions of facilities, are closed for cleaning and when they are reopened and safe to reenter.
- Beginning March 30, 2020, CDPH implemented mandatory COVID-19 **health screening** within the Medical and Health Coordination Center (MHCC), Richmond Campus Coordination Center (RCCC), Strategic Stockpile Warehouses and the Richmond Laboratory Buildings A, B, D and H with the assistance of the California National Guard. CDPH is working, through the procurement process, to secure temperature devices and screeners for all department facilities and will implement health screening across the entire department once the necessary resources are secured.
- The DGS is completing more frequent and rigorous **disinfecting** focused on high-touch surfaces and paying extra attention to surfaces in public areas such as doorknobs, elevator buttons, bathroom fixtures, etc. In addition, DGS is ensuring public hand sanitizer dispensers are in all DGS-managed state offices. Within state-leased buildings, DGS contacted lessors to determine what actions they are taking to ensure that public areas are cleaned regularly, and that hand sanitizer dispensers are available in their buildings.

What You Can Do

- In order to **reduce the spread of viruses** (including COVID-19), important and necessary steps can be taken by all employees to protect themselves and those around them:
 - Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing, or having been in a public place.
 - Avoid touching eyes, nose or mouth with unwashed hands.
 - Avoid close contact with people who are sick.
 - Stay away from work, school or other people if you become sick with respiratory symptoms like fever and cough.
 - Consider wearing a face covering when in public. More information on face coverings is available in the [CDPH Face Covering Guidance](#).
 - Follow guidance from public health officials.
- If you are at **higher risk** for serious illness from COVID-19 because of your age or health condition, it is important for you to take precautions to reduce your risk of getting sick. Actions employees can take, in addition to the above steps, to reduce the risk include:
 - Stay away from large gatherings and crowds.
 - Avoid cruise travel and non-essential air travel.
 - Clean and disinfect your home to remove germs; practice routine cleaning of frequently touched surfaces.
- Daily each morning, all employees can use the following simple **self-screening** process to lessen the community spread of COVID-19. Take your temperature. Do you currently, or in the last 24 hours, have you had a Fever (subjective or measured), Cough, Shortness of breath and/or Sore throat? If you have any of these symptoms or if you have a recorded temperature of greater than 100.4 degrees, you should stay home and work with your supervisor/manager on telework and leave options. If you are deployed or redirected, you should also work with your acting supervisor for the assignment. For employees going to a CDPH facility to do essential work, please continue to check for symptoms throughout the day. If symptoms develop, tell your supervisor and go home immediately.
- If you feel **sick** with fever, cough, or difficulty breathing, contact your medical provider. Before you go to a doctor's office or emergency room, call ahead and tell them about your symptoms. You should remain at home and contact your supervisor/manager to discuss all viable options for telework and leave options.
- If **someone you live with tests positive for COVID-19**, you should consult with your [local public health department](#) about any possible actions to take based on individual circumstances. You should remain at home and contact your supervisor/manager to discuss all viable options for telework or leave availability.
- If **you have tested positive for COVID-19**, you should remain at home and contact your supervisor/manager to discuss all viable leave options. Employees may be eligible for up to

12 weeks of paid leave under the Emergency Family and Medical Leave Expansion Act (E-FMLA) and can work with the Human Resources Division to determine eligibility for E-FMLA and other leave options.

- Stay informed by reviewing the [state website for COVID-19](#), the [Centers for Disease Control and Prevention website](#) and the [California Department of Public Health website](#). All websites are regularly updated with the latest information and advice for the public.

This communication is intended to provide general information to employees during this time of emergency. Every effort has been made to provide current information. However, because of the evolving nature of the emergency, employees are encouraged to check the public health links provided in this communication for the most current information.

If you have questions not addressed in this communication, please contact your supervisor/manager, the HRD, and/or an employee representative, as appropriate.