

COVID-19 Health & Safety

Requirements & Guidance for Employees & Supervisors

January 05, 2022

This slide deck can be shared in its entirety with all employees and used as training material.

Information is reflective of COVID-19 Health and Safety Regulations as of 1/04/22.

INTRODUCTION

To help employees and supervisors remain healthy and safe, the City has provided this resource to all.

Use this guide to learn how to prevent the spread, actions to take to keep yourself and others safe, and find answers to common questions employees may have.

- ✓ Emergency Operations Update
- ✓ Workplace Safety Rules
- ✓ Isolation/Quarantine Return to Work
- ✓ Resources to help

Emergency Operations Center (EOC) Update (as of 1/04/22)

- Emergency Telecommuting Agreements in effect now thru January 28, 2022 to allow for social distancing in the workplace and to prevent the spread of COVID-19.
- Departments are reporting daily in SLACK on the number of employees who are absent due to COVID-19 as well as the number of employees who are telecommuting/subject to quarantine.
- Latest LA County Health Officer Order issued on December 31, 2021 to reflect updates to quarantine and isolation guidance.
- Revised Cal-OSHA Emergency Temporary Standards go into effect on January 14, 2022.
- Currently, all City facilities remain open, and we continue to follow Cal-OSHA, County, and/or State Orders that we are subject to.

Health Safety

Home & Workplace

SAFETY & HEALTH AT HOME

City employees represent more than themselves, and should model best practices for all, even when off-duty. Adhere to City, County, and State health orders, and follow public health precautions recommended by the Centers for Disease Control and Prevention. Following are links to those sources:

[CDC – COVID19 Guidance](#)

[California Department of Public Health \(CDPH\)](#)

[LA County Public Health](#)

SELF SCREENING AT HOME

Assess your health daily.

Do not come to work if you are ill or have symptoms. Call your supervisor.

How am I feeling today?

In the past 24 hours, have I had any symptoms associated with COVID-19, such as:

- Cough
- Fever
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Sore throat
- Loss of taste and smell?

Have I been in close contact with someone confirmed to have COVID-19?

SAFETY & HEALTH AT WORK

To prevent the spread of COVID-19, everyone has an important role to play. This section will cover how...



Employees • Supervisors • HR & Personnel Dept.

... can work together to keep the City's workplace safe

1. FACE MASKS



[LACDPH Mask Guidance](#)

Departments are required to provide to employees **AND** require them to wear indoors a well fitted **medical grade mask, surgical mask or higher level respirator (N95 or KN95)**. [LACDPH Health Order 1/5/22](#). City of Torrance Administrative Order will follow.

All employees must wear a face mask while working indoors and in shared vehicles, regardless of vaccination status. Masks must be worn in open cubicle settings.

Masks need not be worn indoors if the employee is alone in a room or actively eating or drinking. Public Health recommends that all employees who are eating or drinking indoors be spaced at least 6 feet from other persons.

Note: *Face shields are not a replacement for face coverings, although they may be worn together for additional protection. If a medical condition prevents an employee from wearing masks or cloth coverings, they may wear a face shield with a drape that fits securely under the chin.*

2. REDUCE CONTACT WITH OTHERS



Keep at least **six feet of distance** from other employees, visitors or patrons while working, and during on-site breaks. Utilize Telecommute Agreement to support distancing where possible.



Adopt **virtual or remote meetings** and avoid gathering in break rooms, lunchrooms or conference rooms. Refer to current City Manager Administrative Order dated 12/23/21.



Reduce physical contact with each other. Greet each other with **waves or head nods** instead of handshakes.

3. CLEAN & DISINFECT

Practice good hygiene.

Employees should wash their hands regularly, and thoroughly with soap and clean water for at least 20 seconds.



Hands should be washed before:

- Touching your face
- Eating
- Before putting on gloves

Hands should be washed after:

- Using the restroom
- Sneezing or coughing
- Touching frequently-used surfaces and shared equipment
- Eating
- Removing gloves

If handwashing is immediately unavailable, use an alcohol-based hand sanitizer right away. Wash your hands once you can access soap and water.



Ensure high-touch surfaces and shared equipment are cleaned at the start of the workday, in between uses, and at the end of the workday.

4. INCREASE VENTILATION



- Effective ventilation is one of the most important ways to control small aerosol transmission.
- Make sure your building's HVAC system is in good, working order.
- When weather and working conditions allow, increase fresh outdoor air by opening windows and doors.
- Consider using fans to increase the effectiveness of open windows.
- Decrease occupancy in areas where outdoor ventilation cannot be increased.

5. ADDITIONAL PROTOCOLS

Industry specific safety protocols and best practices remain in effect such as transit buses, library and other spaces. Consult with Department Head or websites below for industry specific safety Guidance

[LA County Health – Day Camps, Schools, Youth Sports](#)

[CDC - First Responder Guidance](#)

[FTA - Transit COVID-19 Protocols](#)

Isolation & Quarantine

What to do when employee test positive

Go to <https://www.cityoftorranceca.com/return-to-work--contact-tracing.html>

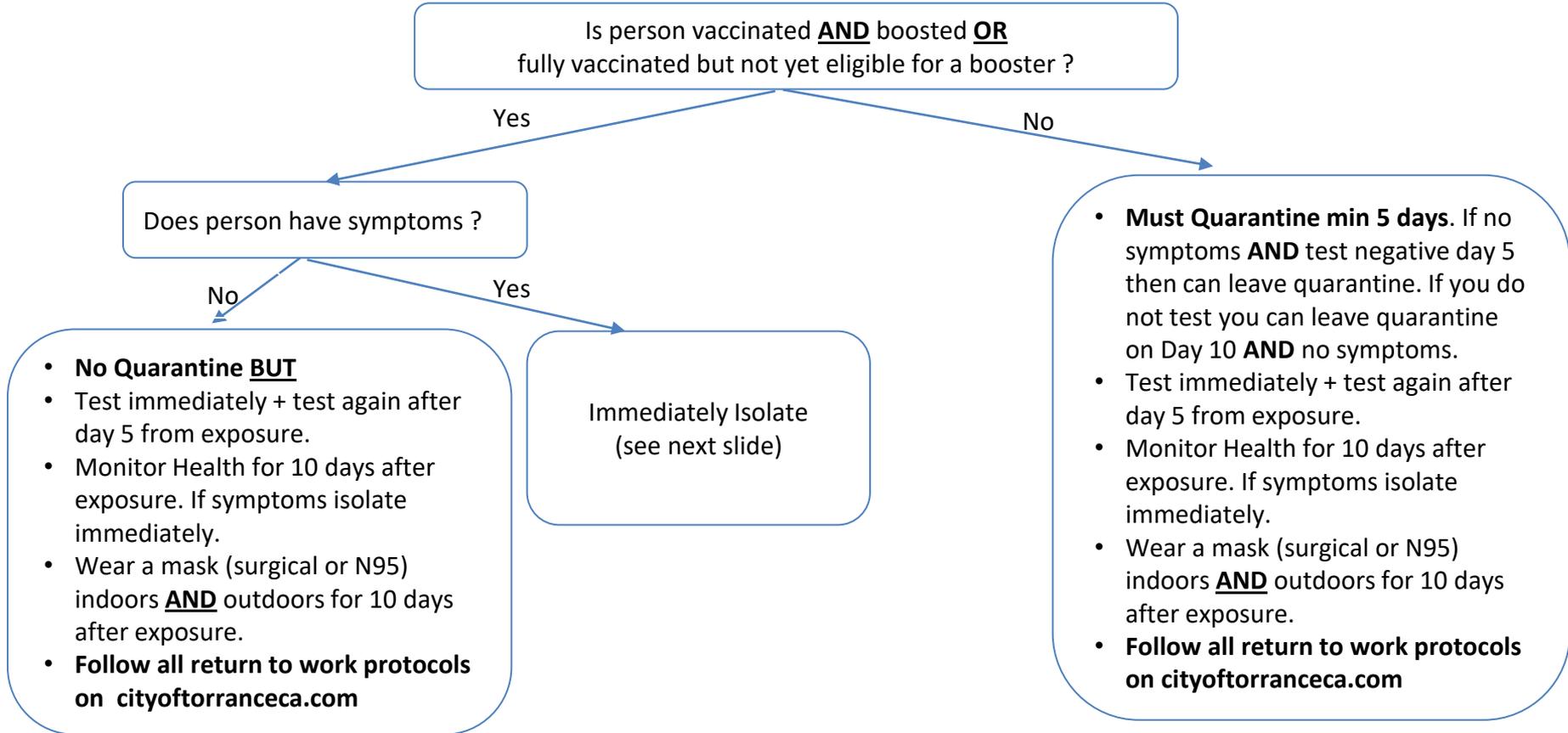
Summary Below (refer to website above for detailed instructions)

- Complete Action Checklist – Sanitization, red tag vehicle, etc
- Conduct Contact Tracing
- Department Notification Memo
- Complete mandatory exposure reporting
- Notify HR and Work Comp
- Isolation Protocols (see slide 17)

COVID Testing for employees suspected of exposure at workplace

- 1) An employee must complete the Employee Report of Injury or Illness, which is located on TEN - <https://ten.torranceca.gov/Depts/Finance/RiskMgt/default.aspx>
- 2) Once the form has been completed, contact the Workers' Compensation Division to coordinate testing at 310-618-2950.
 - Exer Medical will give both the Rapid and PCR testing for employees. The following locations will assist in placing employees in line with written authorization: Torrance; Rolling Hills Estates; Huntington Beach
 - If an employee is going for testing the next day, they should log in the virtual line exactly at 8:55 am to ensure a placement for testing. <https://exerurgentcare.com/virtualcare/>
 - If an employee is unable to log into the virtual line, Workers' Compensation will assist on finding a location who may be able to accept them.

Quarantine Protocols – When person comes in close contact* with covid positive



Close Contact means – (1) Person was within 6 feet of someone with COVID-19 for a total of 15 minutes or more over a 24-hour period. **OR** (2) You had unprotected contact with body fluids and/or secretions from someone with COVID-19. Source: <http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>

Isolation Protocols – When person tests positive

If person has COVID-19, they must self-isolate regardless of vaccination status, previous infection, or lack of symptoms. Everyone must isolate for at least 5 days minimum

After person tested positive or doctor thinks person has COVID19 did person develop symptoms ?

Yes

No

Person may not leave isolation and return to work until :

- *At least 5 days have passed since symptoms first started AND*
 - *Have a negative viral COVID-19 test collected on day 5 or later AND*
 - *Have not had a fever for at least 24 hours AND*
 - *Your symptoms are improving*
- OR-
- *At least 10 days have passed since symptoms first started AND*
 - *Have not had a fever for at least 24 hours AND*
 - *Symptoms are improving*

**Follow all return-to-work protocols
on cityoftorranceca.com**

Person may not leave isolation and return to work until :

- *At least 5 days have passed the day your initial positive test was taken AND*
 - *You have a negative viral COVID-19 test collected on day 5 or later*
- OR-
- *You must stay home for 10 days after your initial positive test was taken*

**Follow all return-to-work protocols
on cityoftorranceca.com**

Employee Resources

WE ARE HERE TO HELP

If you need help with	Resource
City of Torrance COVID procedures and administrative orders	CityofTorranceCA.com
Signage templates or report safety concern	Risk Management TEN
Information on where to get vaccinated	LACDPH - Vaccination
Information on where to get tested	LACDPH - Testing
General Support on COVID return to work	HR Analyst or HR Manager
COVID work related testing/injuries	Workers Compensation Division
Support for employees	EAP

BOOSTER ELIGIBILITY TABLE

COVID-19 Vaccine	Primary vaccination series	When to get the vaccine booster dose	Which vaccine booster dose to receive
Moderna or Pfizer-BioNTech	1st and 2nd doses	Booster dose 6 months after 2nd dose	Any of the COVID-19 vaccines authorized in the United States may be used for the booster dose, but either Moderna or Pfizer-BioNTech are preferred.
Johnson and Johnson [J&J]/Janssen	1st dose	Booster dose 2 months after 1st dose	Any of the COVID-19 vaccines authorized in the United States may be used for the booster dose, but either Moderna or Pfizer-BioNTech are preferred.
World Health Organization (WHO) emergency use listing COVID-19 vaccine	All recommended doses	Booster dose 6 months after getting all recommended doses	Single booster dose of Pfizer-BioNTech COVID-19 vaccine

Thank you

We Can Do this Together

Let's Keep each other Healthy & Safe
