

REVISED COVID-19 EMPLOYEE FAQs

Background

The City of Stockton is required to follow both the State and San Joaquin County Stay-At-Home Orders. Both orders are in effect until further notice. The purpose of these Orders is to slow the spread of COVID-19 to the public. Information is available on the City, County and State of California websites. The Human Resources publishes Frequently Asked Questions (FAQs) specific to employees.

These FAQs have been revised and contain important information. The following FAQs include new information regarding facial coverings, your rights to additional time off, including Emergency Paid Sick Leave, under the Families First Coronavirus Response Act (FFCRA).

Please review every FAQ. If you have questions, please contact your immediate supervisor or the Human Resources Department.

STATE OF CALIFORNIA AND SAN JOAQUIN COUNTY PUBLIC HEALTH STAY AT HOME ORDERS AND CITY OF STOCKTON EMPLOYEES

1. What is the Stay at Home Order?

On March 12, 2020, the San Joaquin County Public Health Officer declared a Public Health Emergency. March 19, 2020, both the State and County issued Stay at Home Orders. Everyone, except those businesses and workers deemed “essential, were ordered to remain at home, except to provide or receive “essential services,” such as getting groceries, prescriptions and medical appointments.

State and County public health officials are making every effort to reopen businesses and activities safely. The State established 4-Stages of reopening. Over the last few weeks, the State and County have gradually reopened certain businesses and activities, with required State Guidance and modifications that implement employee training, social distancing and hygiene practices.

Even though many businesses and activities have been approved for reopening, we are all still asked to only engage in essential activities and travel.

2. What Stage are we in?

After filing a document with the State called a Variance Attestation, San Joaquin County is authorized to move forward with reopening through Stage 3, as State Guidance is released. For example, recent openings of hair salons and barbershops are listed under

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Stage 3 of the State of California Resilience Roadmap and specific State Guidance documents are available for these businesses with requirements for reopening. Counties may proceed with reopening at their own pace through Stage 3, with approval from the county public health officer. Counties may not continue into Stage 4. For information: www.covid19.ca.gov/roadmap

3. What are “Essential Government Functions” Stay at Home Orders?

With respect to City of Stockton employees, the Orders consider City services to be essential government functions that either deliver or provide for: public works, construction, construction of housing, airport operations, water, sewer, gas, electrical, oil refining, roads and highways, public transportation, solid waste collection and removal, internet, telecommunication systems, first responders, emergency management personnel, emergency dispatchers, court personnel, law enforcement, and others who perform essential services as determined by the government entity.

4. Who determines “Essential Government Functions?”

Every City of Stockton department, in consultation with the City Manager’s Office, determines “essential government functions” in accordance with the Order. This is subject to change. If you provide an essential government function, your supervisor will give you notice and provide your schedule. If directed, the City expects you to work.

5. If I am ordered to report to work, will the City provide me documentation stating I am providing an Essential Government Function?

Yes. If you are concerned that you may be in violation of a County’s Stay at Home Order, the City will provide you with official documentation that you perform an essential government function for the City of Stockton and are required to report to work. You may contact Human Resources to request this a copy of your Disaster Worker documentation.

6. When does the San Joaquin County Stay at Home Order end?

Currently, the San Joaquin County Order will not expire until it is repealed or rescinded by the San Joaquin Public Health Officer.

7. If I am over the age of 65, am I required to return to work?

Starting June 1, 2020, employees who are over 65 and choose not to work must use their accrued paid time off or may be eligible Emergency Paid Sick Leave.

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8. If I have a medical condition, am I required to work?

Starting June 1, 2020, employees who have chronic health conditions as defined by the Centers for Disease Control (CDC) (or any medical condition) and choose not to work will be required to use their accrued paid time off or may be eligible for Emergency Paid Sick Leave.

9. Will I be able to telecommute after June 1, 2020?

No. The City of Stockton issued a temporary telecommute policy to supplement the Emergency Coronavirus (COVID-19) Policy: HR 73, application, and agreement to address short-term teleworking. Effective June 1, 2020, all Departments are requiring employees to return to their offices and workplace. The directive to return to the workplace includes all employees previously approved for telecommute based on the Telecommuting Policy: HR 50.

10. Do EEO laws require an employer to grant a request to telecommute from an employee who is 65 years or older because the CDC says older people are more likely to experience severe symptoms if they get COVID-19?

No. The Age Discrimination In Employment Act does not itself have an accommodation provision like the American with Disabilities Act.

11. What are an employer's ADA obligations to provide reasonable accommodations if an employee says that he/she lives in the same household as someone who, due to a disability, is a greater risk of severe illness if he/she contracts COVID-19?

The employee only has a right to reasonable accommodations for his/her own disability, not for a member of his/her household.

12. What if I need to care for an ill family member?

You should immediately let your supervisor know if you need to care for an ill family member or need to care for a child for any reason due to the Stay At Home Order. You can use your accrued paid time off or may be eligible for Emergency Paid Sick Leave and/or Expanded Family and Medical Leave.

13. What if I do not have any accrued unused paid leave?

If you have no accrued leave, including without limitation sick, vacation, compensatory time, floating holidays, or management leave, you may be eligible for Emergency Paid Sick Leave and/or Expanded Family and Medical Leave.

FAMILIES FIRST CORONAVIRUS RESPONSE ACT – EMERGENCY PAID SICK LEAVE AND EXPANDED FAMILY MEDICAL LEAVE

14. What is the Families First Coronavirus Response Act?

In response to the COVID-19 pandemic, the federal government enacted the Families First Coronavirus Response Act (FFCRA). The FFCRA provides certain employees with additional paid sick leave (Emergency Paid Sick Leave) or expanded family and medical leave (EFML) for specified reasons related to COVID-19. The Department of Labor has issued several FAQs that may assist you in understanding the FFCRA.

For information and a list of questions and answers, please visit the US Department of Labor website: www.dol.gov/agencies/whd/pandemic/ffcra-questions

15. Am I eligible for additional paid leave or Expanded Family and Medical Leave under the FFCRA?

The FFCRA provides eligible employees with Emergency Paid Sick Leave and Expanded Family and Medical Leave (EFML) for certain reasons related to COVID-19. If the City of Stockton has work for you to perform, but you are unable to perform it for a reason related to COVID-19, you may be eligible for up to 2 work weeks/80 hours of additional paid sick leave (“Emergency Paid Sick Leave”) for specified reasons related to COVID-19. Stockton employees employed for at least 30 days are eligible for up to an additional 12 weeks of family leave to care for a child under certain circumstances related to COVID19. Please note that the FFCRA caps the wage amount available to you under Emergency Paid Sick Leave and the additional time off under the EFML.

16. Who determines my eligibility under the FFCRA for Emergency Paid Sick Leave and Expanded Family Medical Leave?

As with leave under the Family Medical Leave Act and California Family Rights Act, Risk Management will determine your eligibility for leave and Emergency Paid Sick Leave under the FFCRA.

17. Do I get Emergency Paid Sick Leave in addition to my current accrued sick leave?

Yes. You will receive up to 2 work weeks/80 hours that you may only use for certain COVID-19 related reasons. However, the Emergency Paid Sick Leave is capped at certain dollar amounts, and those amounts vary depending on the reason you take the leave. Please see FAQ #24.

18. Can I cash out Emergency Paid Sick Leave?

No. Paid leave under the FFCRA, including Emergency Paid Sick Leave and Expanded Family and Medical Leave, is only available until December 31, 2020. The City will not cash out leave under the FFCRA at any time, including upon separation of employment or upon expiration, i.e., December 31, 2020.

19. Can I supplement my Emergency Paid Sick Leave with my accrued paid time off so I receive my current total salary/wage?

Yes. Should you choose to use Emergency Paid Sick Leave, you may supplement (gap) it with your accrued paid time off so that you receive your current total salary/wage.

20. What am I entitled to under the FFCRA in Emergency Paid Sick Leave Or Expanded Family And Medical Leave?

In compliance with the FFCRA, the City will provide you with additional Emergency Paid Sick Leave or Expanded Family and Medical Leave (EFML) for the following reasons:

- If you are subject to a Federal, State, or local quarantine or isolation Order related to COVID-19, the City will pay you for up to 80 hours at your regular rate, up to \$511 per day and \$5,110 in the aggregate. (Emergency Paid Sick Leave)
- If you have been advised by a health care provider to self-quarantine related to COVID-19 the City will pay you for up to 80 hours at your regular rate, up to \$511 per day and \$5,110 in the aggregate. (Emergency Paid Sick Leave)
- If you experience one or more COVID-19 symptoms (i.e. fever of 100.4° F or greater, coughing, and/or shortness of breath) and are seeking a medical diagnosis, the City will pay you for up to 80 hours at your regular rate, up to \$511 per day and \$5,110 in the aggregate. (Emergency Paid Sick Leave)
- If you need to care for an individual who is subject to a Federal, State, or local quarantine or isolation order or who has been advised by a health care provider to self-quarantine due to reasons related to COVID-19, the City will pay you for up to 80 hours at 2/3 your regular rate, up to \$200 per day and \$2,000 in the aggregate. (Emergency Paid Sick Leave)
- If you need to care for your child who is a minor or who is incapable of self-care due to a disability and whose school or care-provider is closed or unavailable due to COVID-19 precautions. (Emergency Paid Sick Leave and/or Expanded Family and Medical Leave-EFML) Please see FAQs #22 and #23.

21. What is the Expanded Family Medical Leave Benefit (EFML)?

If you need to care for your child who is a minor or who is incapable of self-care due to a disability and whose school or care-provider is closed or unavailable due to COVID-19, you may be eligible to take a maximum of 12 work weeks of protected leave (EFML).

22. How do I know if I am eligible for EFML?

Please see FAQs #16 and #26 to determine whether you may be eligible for EFML. You must then complete and return to Risk Management an FFCRA FMLA Form and provide the requested documentation for Expanded Family and Medical Leave. You may access the documents www.stocktonca.gov/employeeleaves. Risk Management will determine whether you are eligible for EFML.

23. What benefits (leave or pay) do I get under EFML?

If Risk Management approves your request for EFML, you are entitled to up to 12 weeks of leave. Additionally, you are entitled to certain pay as follows:

The first 2 work weeks of EFML are unpaid unless you decide to concurrently use available Emergency Paid Sick Leave or other accrued paid time off, including but not limited to sick leave, vacation leave, compensatory time, or management leave. You may choose which accrued paid leave you want to use, if any. If you elect to use Emergency Paid Sick Leave (and you have a remaining balance), you will be paid at 2/3 your regular rate of pay, up to \$200 per day.

After the first two work weeks of EFML, you will be paid at 2/3 your regular pay, up to \$200 per day and up to \$12,000 for the entire 12 weeks.

24. What if I do not have any accrued paid time off but still need EFML?

If you exhaust your accrued paid time off before you run out of EFML, you may continue to take EFML until it is exhausted, not to exceed a total of 12 weeks. You will be paid at 2/3 of your regular rate, up to \$200 per day and up to \$12,000 for the entire 12 weeks.

25. What if I previously took or exhausted all of my Family Medical Leave (FMLA) but still need EFML?

If you have already taken Family and Medical Leave this year for other reasons, the amount of EMFL available to you is reduced by an equivalent amount. Thus, if you took 2 weeks of FMLA leave, you have 10 weeks remaining of EFML.

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26. I am a First Responder, am I entitled to Emergency Paid Sick Leave or Expanded Family and Medical Leave under the FFCRA?

Yes. Though the FFCRA allows the City to exempt first responders, the City chose to include first responders for the Emergency Paid Sick Leave. However, First Responders are exempt from EFML.

27. Will my retirement pension be impacted if I take FFCRA Emergency Paid Sick Leave or Expanded Family and Medical Leave?

Please contact CalPERS at (888) CalPERS (or 888-225-7377) or use the following link www.calpers.ca.gov/page/home for questions related to your retirement pension.

28. How do I get tested for COVID-19?

You may contact your personal doctor or local clinic. Additionally, you are likely eligible for testing offered by San Joaquin County. For testing information, please visit www.stocktonca.gov/covid19 and use the link to COVID-19 Testing.

29. What if I have been exposed to COVID-19 but have no symptoms?

If you have been in direct contact with someone who is diagnosed with COVID-19 or received notice from the City that you may have been exposed to a positive COVID-19 person, contact and follow the directions of your personal healthcare provider. Please see FAQs #51 if the exposure occurs at work. If your doctor recommends that you quarantine or isolate at home and you have been directed to work or telecommute, please contact your supervisor if you are not well enough to work. In this case, you can use your accrued paid time off or Emergency Paid Sick Leave if eligible.

As an alternative option, you may be eligible for the City's COVID-19 testing process. You may reach out to Risk Management with questions. Following the City testing, you should immediately contact your physician for instructions on whether you need to quarantine and update your supervisor. Please see FAQs #, 45 and #46 on face coverings to protect others until you receive a negative test result. Please consult these Guidelines for more information on the City testing process.

Please use the following link to access City Employee Workplace Exposure Guidelines: www.stocktonca.gov/files/Revised_EmployeeWorkplaceExposureGuidelines_2020_07_06.pdf

30. If I am experiencing flu-like symptoms, what should I do?

The CDC and San Joaquin County Public Health Department recommend that if you suspect that you have been infected with COVID-19, you should stay home to minimize the potential spread of COVID-19. Alert your doctor if you have been experiencing

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symptoms or have questions about your symptoms. You are also likely eligible for the City's COVID-19 testing.

Contact your supervisor using existing protocols to inform them that you will not be reporting to work. Minimizing the spread of the virus is critical and you should follow the guidance of your physician. Notify Risk Management if you receive a positive COVID-19 test result. The Human Resources Leaves Coordinator can guide you through City leave policies.

31. If I have tested positive for COVID-19, what should I do?

- Follow the guidance of your doctor.
- Inform your supervisor or Risk Management.
- Remain under home isolation and follow the recommendation of your physician until you are cleared to return to work. Please see FAQs #44 and #45.
- The City will take additional actions as directed by the San Joaquin County Public Health Department.
- If you test positive through the City's COVID-19 testing, please contact your personal doctor immediately for further guidance.

32. What will the City do if a co-worker tests positive for COVID-19?

Upon learning of a COVID-19 positive test, the City will trace the employee's steps at the workplace to identify any other employee who may have had direct contact with the COVID-19 positive employee while symptomatic or in the prior fourteen days. The City will assess across Departments to identify everyone who may have been exposed.

Exposed employees who are identified through the exposure tracing will receive an individualized communication from the Department with specific instructions on what to do. The Department with the COVID-19 positive employee will issue a communication to its Department Head and will also work on decontaminating the worksite. The City will work with and rely on San Joaquin County Public Health Department for any additional guidance.

The City cannot and will not disclose the identity of the COVID-19 positive employees unless permitted by law.

QUARANTINING FOR EXPOSURE OR TESTING POSITIVE FOR COVID-19

33. What does it mean to quarantine?

Quarantine separates and restricts the movement of people infected or exposed to an infectious disease to see if they become sick.

34. I provide an Essential Government Functions in Stockton. Does the Order apply to me?

Yes. The order covers those in San Joaquin County.

35. I am a First Responder for Stockton. Does the Order apply to me?

Currently, California Executive Order N-27-20 issued by Governor Newsom authorizes “first responders, health and human services care providers and workers who are asymptomatic to continue working during the period of this [COVID-19] emergency, subject to those responders, providers, and workers taking precaution to prevent transmission.” Thus, under the Governor’s Order, asymptomatic first responders, including those waiting for test results or exposed to COVID-19 individuals, can report to work as long as they take precautions to prevent COVID-19.

In order for first responders to provide essential emergency services to our Stockton community under the Governor’s Order and the County Health Order, Stockton first responders should work with your supervisor, manager, or chain of command to determine whether you are required to quarantine.

The Stockton Fire Department and Stockton Police Department have issued separate orders, policies, and procedures and/or protocols, so first responders must adhere to those unless directed otherwise by a physician. Please use the following link to access Governor Newsom’s Executive Order:

www.gov.ca.gov/wp-content/uploads/2020/03/3.15.2020-COVID-19-Facilities.pdf

36. What should I do if I suspect someone of having COVID-19?

All employees and members of the public shall be treated with courtesy and respect. A person’s risk for COVID-19 depends on a variety of factors that do not relate to the person’s race or ethnicity. You should not assume that someone has COVID-19 simply because they cough or sneeze. You should not ask about someone’s medical condition or inquire into whether they have COVID-19. If you suspect that a co-worker has COVID-19, please discuss your concerns with your supervisor.

37. Am I required to bring in a doctor’s note if I am sick and cannot report to work?

During the Order, you do not need to bring in a doctor’s note to use accrued paid time off for non COVID-19 related reasons. However, you may be required to bring in a doctor’s note, complete forms required by Risk Management, or obtain clearance to return to work or access Emergency Paid Sick Leave.

RETURNING TO WORK AFTER TESTING POSITIVE FOR COVID-19 OR EXPERIENCING COVID-19 SYMPTOMS

38. If I have tested positive for COVID-19 or experienced COVID-19 symptoms, when can I return to work?

You should follow the direction of your doctor and return to work once cleared. Generally, you should not return to work until at least 10 days have passed after your symptoms first appeared and at least 3 days after you have recovered. Recovered means that your fever is gone for 72 hours without the use of fever-reducing medications and your respiratory symptoms (e.g. cough, shortness of breath) have improved.

The City will request a physician's note certifying an employee's ability to return to work. Departments should reach out to their Risk Management contact for assistance.

For additional information about isolating when not in a healthcare setting, please see the CDC website:

www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html

39. If I was required to quarantine, when can I return to work?

If you are quarantining because of exposure to COVID-19, but have not developed symptoms, please follow the direction of your doctor and return to work once cleared. Do not return to work if you have COVID-19 symptoms. The City may request a physician's note, require a negative test, or may require you to certify your lack of symptoms. Departments should reach out to Risk Management for assistance.

Please note that if you are a first responder and asymptomatic, you should follow the Department's Order and/or Policies that are consistent with CDC, Governor's Executive Order and San Joaquin County Public Health critical staffing exceptions.

The following link provides CDC recommended strategies to mitigate staffing shortages:

www.cdc.gov/coronavirus/2019-ncov/hcp/mitigating-staff-shortages.html

STOCKTON EMPLOYEES AND PERSONAL PROTECTIVE EQUIPMENT

40. Am I required to wear a face covering?

Yes. On June 18, 2020, the California Department of Public Health released guidance requiring the use of face coverings. The guidance states people must wear face coverings when they are in the high-risk situations including 1) Inside of, or in line to enter, any indoor public space; 2) Engaged in work, whether at the workplace or performing work off-site.

For more information on the requirements to wear face coverings and exemptions, please visit:

- California Department of Public Health
www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf
- City of Stockton Facial Covering Guidance
www.stocktonca.gov//files/Update_Memo_COVID19_Facial_Coverings_Guidance_2020_06_23.pdf

41. Will the City provide me with a face covering?

Employees are encouraged to wear their own face coverings. Disposable face masks will be available to employees who do not have a face covering.

42. How do I make a cloth face covering?

Instructions for how to make a cloth face covering are provided by the CDC. Please note that cloth coverings used when not at work can include bandanas and neck gaiters; however, bandana-style coverings are not permitted during work. If you wish to make your own mask, please use follow the current CDC guidance:

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html

43. How should a face covering fit?

The face covering should cover your mouth and nose, and:

- 1) fit snugly but comfortably against the side of the face;
- 2) secure with ties or ear loops;

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- 3) include multiple layers of fabric;
- 4) allow for breathing without restriction; and
- 5) able to be laundered and machine dried without damage or change to shape.

44. Should cloth face coverings be washed or otherwise clean regularly? How regularly?

Yes. They should be routinely washed.

45. Can a cloth face covering be reused?

Yes. A cloth face covering can be reused, provided it is properly sterilized and cleaned after every use.

46. How does one safely sterilize/clean a cloth face?

Wash a cloth face covering in a washing machine.

47. How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing face covering and wash their hands immediately after removing.

CDC recommendations for use of face coverings is available using the following link:
www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html

48. Do the Department of Public Health Guidelines require me to wear an N95 mask?

No. N95 masks are reserved for healthcare workers and first responders.

49. Will the City provide me with an N95 mask?

No, neither the CDC nor SJPHD recommends an N95 respirator mask for general use. Basic cloth face coverings are appropriate for use for most employees.

However, employees should use an N95 mask or other prescribed mask if such mask is part of your typical PPE. The City will provide you an N95 mask if it is a normal part of the required PPE for your classification/duties and you have been trained on the use of an N95, fitted, and received medical clearance.

50. How do I properly use an N95 mask?

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If you are required to use an N95 mask, you should have already received training. Should you need a refresher course, Cal-OSHA provides a complete FAQ on N95 use that you can access here: www.dir.ca.gov/dosh/dosh_publications/N95-mask-questions.html

51. Are N95 masks reusable?

According to the CDC, N95 masks may be reusable when there are anticipated shortages during the COVID-19 pandemic. It is imperative that N95 masks be reserved for first responders, healthcare workers, and employees performing essential government functions, and who have been trained, fitted, and cleared to wear an N95 mask. Reuse is guided by a number of variables that impact respirator function, so there is no preset number of times that an N95 can be used before it must be disposed. Extending the life of an N95 can occur in two ways:

1. EXTENDED USE refers to the practice of wearing the same N95 respirator for a prolonged period of time without removing it, for example during an entire shift.
2. REUSE refers to the practice of using the same N95 respirator but removing it after a specific encounter or a shift and storing it for use by the same person. The CDC recommends that a respirator classified as disposable, such as an N95, can be reused by the same worker as long as it remains functional.

In light of this pandemic and concerning shortage of N95 masks, the City will allow the reuse or extended use of N95 masks as long as they are clean and functional. If you believe that your N95 must be replaced, please notify your supervisor immediately. If a Department is experiencing a shortage of N95 masks, please contact the Emergency Operations Center (EOC) or Stockton Fire Department.

The CDC provides the following guidance on use and limited reuse of N95 respirators: www.cdc.gov/niosh/topics/hcwcontrols/recommendedguidanceextuse.html

52. How do I report a workplace exposure?

Exposure is defined as direct contact without personal protective equipment with someone who is confirmed with COVID-19 infection. In the event exposure occurs at work you should take the following steps:

1. Immediately wash your hands with soap and water for 20 seconds. If soap and water are not available use hand sanitizer on your hands.
2. Avoid touching eyes, nose, or mouth.
3. Notify your supervisor of the incident. Your supervisor will provide you with decontamination protocols and provide additional guidance.

CITY OF STOCKTON EMPLOYEES ARE DISASTER SERVICE WORKERS

53. Am I required to work as a Disaster Service Worker?

California law designates all public employees as Disaster Service Workers (DSWs) who perform disaster-related duties as required to promote and maintain public health and safety during a declared emergency or disaster. DSWs may be required to come to work at any time of day to perform disaster-related duties.

54. If I am called back to work as a Disaster Service Worker, how will I know?

Employees will be directed to report to work by their Department Head or City Administration.

55. What will I have to do as a Disaster Service Worker?

Assignments will be based on the needs of the City's Emergency Operations Center, Department needs, employees' skills and qualifications, and employee availability. Employees may have to perform general duties that are not part of their normal duties, such as clerical support, food preparation, sorting, packing, or lading. Employees will not be assigned work for which they are not qualified or trained.

GENERAL INFORMATION ON COVID-19

56. What is COVID-19?

Countries world-wide are experiencing expanding outbreaks of respiratory illness caused by a novel coronavirus. This illness is referred to throughout this document as "COVID-19." The virus is spreading from person-to-person.

57. What are the symptoms of COVID-19?

According to the US Centers for Disease Control (CDC), the following symptoms may appear 2-14 days after exposure: high fever, cough, shortness of breath, sore throat. Call your personal doctor if you develop symptoms and have been in close contact (within 6 feet for more than 10 minutes) with a person confirmed to have COVID-19.

Additionally, you may be eligible for the City-sponsored COVID-19 testing. Testing is available to all San Joaquin County residents at one of two FREE testing centers. In addition, many healthcare plans offer COVID-19 testing.

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For more information about available testing within San Joaquin County, please visit www.stocktonca.gov/covid19 and click on the COVID-19 Testing link at the top of the page.

For additional information about COVID-19 symptoms and a link to approved testing methods, please visit the CDC website:

www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html#f1.

58. What can I do to stay healthy or slow the spread of COVID-19?

Practice these illness-prevention measures:

- Wear a cloth face covering.
- Wash hands with soap and water and rub for at least 20 second or use a 60% or greater alcohol-based hand sanitizer, if soap and water are not available.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing.
- Avoid touching your eyes, nose, and mouth.
- If you are sick or have any COVID-19 symptoms, stay home and consult your doctor.
- Avoid close proximity (less than 6 feet) to people who are sick.
- Use disinfectant wipes to routinely clean frequently touched surfaces in the workplace, including your workstation, door handles, phone, computer keyboard, remote controls, and other work equipment.
- If you are required to wear Personal Protective Equipment (PPE), please ensure that you are properly wearing it while working.

59. How often should cleaning and disinfecting be done at work?

Disinfectant is provided to clean frequently touched surfaces such as counter tops, door handles, light switches, etc. Disinfecting of surfaces should be done regularly throughout the workday. Remember, it is everyone's responsibility to help maintain a clean and healthy workplace.

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60. Are there additional resources available for employees?

As a result of school closures, many staff may need assistance with childcare. Head Start of San Joaquin County and Child Advocates Parent Coaches of San Joaquin County can be reached at (209) 789-6445. Parents may also be eligible for free or low-cost childcare through Emergency Child Care Program through Child Abuse Prevention Council (209) 464-4524.

The Employee Assistance Program (EAP) offers benefits to all employees and their families at no cost. You can access the confidential services by calling (800) 395-1616 or online at www.ibhsolutions.com.

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