



# **Alachua County**

## **Budget & Fiscal Services**

### **Division of Risk Management**

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#### **MEMORANDUM**

**DATE:** April 6<sup>th</sup>, 2020

**FROM:** Budget & Fiscal Services / Division of Risk Management

**SUBJECT:** Preparing Workplaces for COVID-19 - Best Practices (OSHA 3990-03 2020)

#### **SUMMARY**

In the wake of the global pandemic SARS-CoV-2, also known as the 2019 Novel Coronavirus Disease (COVID-19), the Occupational Safety and Health Administration (OSHA) recently released guidance on preparing workplaces to help reduce the impact of the COVID-19 outbreak on businesses, workers, customers, and the public. In accordance with **OSHA Document 3990-03 2020, *Guidance on Preparing Workplaces for COVID-19***, planning for COVID-19 “...may involve updating plans (and changing procedures) to address the specific exposure risks, sources of exposure, routes of transmission, and other unique characteristics of SARS-CoV-2.” The purpose of this memorandum is to advise Alachua County Divisions and individual Departments on the necessary preparations for continued operations in this new environment.

#### **OSHA Best Practice Guidelines for COVID-19**

In referring to OSHA’s guidance, Departments should first defer to the current Continuity of Operations Plan (COOP) for guidance on maintaining daily operations. This memorandum is intended to supplement that plan, and help address operational issues that may not be covered in the current COOP.

#### **I. Definitions of occupational risk for COVID 19 based on OSHA guidance \***

**Very High Risk:** These are jobs with a high potential for exposure to known or suspected sources of COVID-19, this includes healthcare workers who are providing invasive procedures to patients.

**High Risk:** These jobs have a high potential for exposure to known or suspected sources of COVID-19, this includes healthcare workers or others working within 6 feet of patients or

transporting patients.

**Medium Risk:** These jobs require FREQUENT or close contact (defined as within 6 feet) with people known or suspected as having COVID-19, contact with those who have traveled domestically or internationally, or those who work in high population density work environments.

**Lower Risk:** These are jobs that DO NOT require contact with people known or at risk of being infected with COVID-19. This would include employees working remotely.

\* **Note:** Please refer to the attached spreadsheet entitled “**Alachua County Exempt from FFCRA\_OSHA Risk**” which lists each duty section and their assigned occupational risk factor.

## II. General Guidance

- Employees who are sick should stay home and not come in contact with other employees. Refer to County’s sick leave policy on COVID-19. \* **See link below**
- Those who may have been in contact with a COVID-19 patient should refer to the County’s sick leave matrix for proper leave procedures.
- Employees should follow personal hygiene guidance to WASH HANDS frequently and avoid touching their face. \* **See attached CDC Guidance on proper hand-washing techniques**
- In the absence of being able to wash hands with soap, employees should use hand sanitizer (if available).
- Employees should practice social distancing recommendations of 6 feet whenever possible.
- Employees should not share phones, desks, tools or equipment during this time without first wiping it down with an approved disinfectant. \* **See attached list of approved disinfectants**
- Follow CDC guidelines for respiratory etiquette. Employees should cover their cough/sneeze by using a tissue and then immediately throw it away.
- Personal Protection Equipment (PPE) should be used when required for patient care. Fire Rescue should defer to the Infection Control/Safety Officer guidance.
- PPE for contact in the medium and low risk jobs should be used according to current job standards. Additional PPE may be needed if working in close (less than 6 feet) proximity to a known or suspected COVID-19 patient. This should be discussed with supervisors prior to making contact.

- Engineering Controls can be considered to further reduce potential exposure when working with the public. These include but are not limited to:
  - Traffic and crowd control measures to keep the public more than 6 feet from each other and employees.
  - Consider utilizing physical barriers to separate employees from potential sources. For example, use plastic sheeting to section off work areas, sneeze guards for customer service employees – **BUT ONLY IF** methods for decontamination are available, and/or the reduction of public access to designated areas within the workplace is otherwise impossible.
- Ensure employees have cleaning supplies in order to disinfect equipment, machines, vehicles and work areas.
- Complete thorough cleaning of workspaces and vehicles **no less than once per day.**

Supervisors and Department Heads that have specific questions or concerns about reducing employee exposure should reach out to Risk Management for additional guidance. Information on the County's current **Sick Leave Policy for COVID-19** can be found at the following link:

<https://www.powerdms.com/public/ACBOCC/documents/1705523>

Your efforts in this fight will determine our overall success. As we continue to cope with the new reality left by COVID-19, the challenges we overcome now will enable us to continue serving the public trust and our community partners as carefully and safely as possible.

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