

CORONAVIRUS (COVID-19) WHAT YOU NEED TO KNOW FOR THE WORKPLACE

KEY TRAINING ELEMENTS:

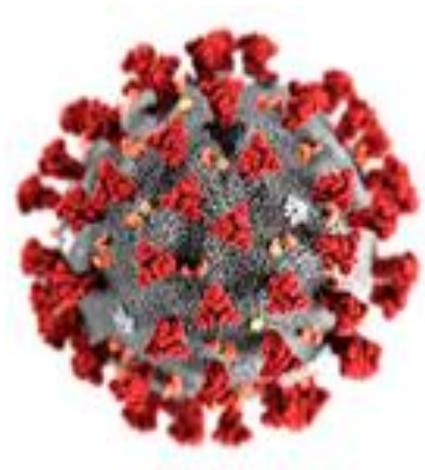
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WHAT IS COVID-19

Coronavirus is a type of virus related to other coronaviruses that cause the common cold, but it can cause much more serious health effects.

Coronavirus disease 2019 (COVID-19) is a highly contagious respiratory illness that can spread from person to person.

- It can lead to serious illness and today has caused over 23,500 * deaths in Los Angeles County and millions of people worldwide.



* as of 04/14/21

HOW IS COVID-19 SPREAD



Close contact with one another (within approximately 6 feet for equal to or greater than 15 minutes) through droplets produced when an infected person coughs or sneezes.



Touching a surface or object containing the virus from an infected person and then touching their mouth, nose, or eyes before washing hands.



Asymptomatic people - Some people with COVID-19 virus do not have symptoms or have only mild symptoms. Asymptomatic people (those showing no symptoms, whatsoever) can spread the virus to others without knowing they are infected.

COVID-19 SYMPTOMS

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus.

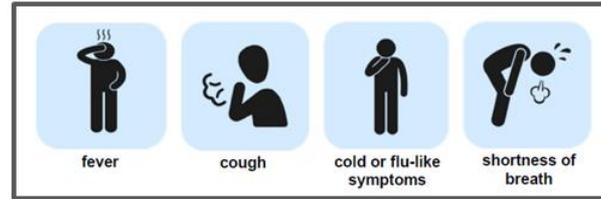
Mild Symptoms	Life-threatening Symptoms
<ul style="list-style-type: none">● Cough● Shortness of breath or difficulty breathing● Fever● Chills● Muscle pain● Sore throat● New loss of taste or smell	<ul style="list-style-type: none">● Trouble breathing● Persistent pain or pressure in the chest● New confusion● Inability to stay awake● Bluish lips or face <p data-bbox="1025 888 1688 967">If you have any of the above symptoms, Call 911</p>

SICK OR HAVE SYMPTOMS

Self-monitor and ask yourself daily about how well you are feeling:

- Is your body temperature 100 degrees Fahrenheit or higher?
- Do you have:

Frequent unexplained cough
Unexplained shortness of breath
Difficulty breathing
Unexplained tiredness



Stay Home - if you answered “**Yes**” to any of the questions above: Inform your supervisor and call the Human Resources Department at (213) 252-5400.

For advice, call your primary care doctor, a nurse hotline, or an urgent care center.

SICK LEAVE EMPLOYEE BENEFITS

On March 31, 2021, the Authority released an email regarding Senate Bill 95 which extends pandemic-related paid sick leave to certain public and private sector employees, including HACLA employees. The [COVID-19 Supplemental Paid Sick Leave](#) became effective March 29, 2021.

- HACLA has sick leave policies that are non-punitive, flexible, and consistent with public health policies that allow employees who are ill with COVID-19 or are in isolation or quarantine to stay home.
- Employees who must quarantine and/or isolate and who do not telework during that time may be eligible for Federal Family and Medical Leave Act (FMLA)/California Family Rights Act (CFRA), Supplemental Paid Sick Leave (SPSL), worker's compensation (if applicable) and/or other HACLA benefits.
- If employees feel sick or have symptoms at work, supervisors are instructed to:
Isolate the employee (if possible)
- Contact the HR Department for further guidance.

COVID-19 PREVENTION PROCEDURES

COVID-19 prevention plan, learn more about HACLA'S COVID-19 procedures designed to protect you from the hazards of the Coronavirus.

The plan may be viewed on HACLA's intranet. It contains key components designed to identify hazards and implement controls to reduce risk of transmission. Copies of the plan may also be posted, provided by your supervisor, or made available by contacting HR.

Symptoms Report

Upon arrival to work each day, you will be asked to report your symptoms using a Daily HACLA Employee COVID-19 Screening Questionnaire form as well as the self-screen for temperature at each work location. Refer to the HR Announcement dated January 22, 2021 for more information. This will provide a clearance to enter a HACLA owned building.

Report

Report to HR, if you test positive for COVID-19, have symptoms, or were exposed to COVID-19. You can also call your supervisor and notify him/her by using the Daily HACLA Employee COVID-19 Screening Questionnaire form. Your information will be kept confidential, and you will not be retaliated against for reporting.

COVID-19 PREVENTION PROCEDURES – (CONT)

Quarantine

Pursuant to the Health Officer Order in Los Angeles County, if you have been in close contact with a person diagnosed with COVID-19 you are required* to:

- Quarantine – Stay home and separated yourself from others for 10 Days
- Monitor your health for 14 days
- Follow the **Health Officer Quarantine Order** along with the steps below

It is recommended that you get tested for COVID.** You can find a testing location at <https://covid19.lacounty.gov/testing/>.

*If you have had COVID-19 with a positive viral (swab or saliva) test in the last 90 days, talk with your doctor about the need to quarantine. You do not need to quarantine if you are **fully vaccinated** for COVID-19 and have no symptoms. (Fully vaccinated means 2 weeks have passed since your second dose in a 2-dose vaccine series or 2 weeks have passed since a single-dose vaccine.)

**If you are fully vaccinated or have had COVID-19 with a positive viral (swab or saliva) test in the last 90 days, you do not need to get another test for COVID-19 as long as you do not have symptoms. If you do have *symptoms of COVID-19*, talk to your medical provider.

FACE COVERING

CDC recommends wearing a cloth face mask in public settings where other physical distancing measures are difficult to maintain. Wearing a cloth face mask protects your neighbor and when your neighbor wears a cloth face mask, they are protecting you.

All employees are required to wear a face covering that properly covers both the nose and mouth while in both indoor and outdoor spaces when in contact with other employees or the public unless:

- Medically exempt
- Alone in a private office or a walled cubicle
- Driving alone

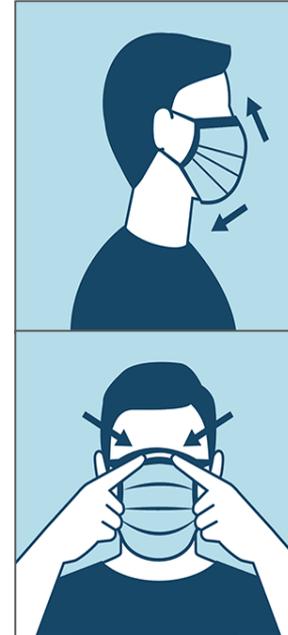
Customers and visitors are also required to wear face coverings any time they are in any HACLA owned building. A face covering must be worn particularly when outside personal workspaces such as in:

- Break/lobby room
- Hallways/aisles
- Restroom
- Copier area
- Servicing at the public counter
- Elevators

FACE COVERING - HOW TO WEAR CLOTH FACE MASKS

Face coverings must be worn properly to be effective and to avoid the spread of germs:

- Wash your hands before putting it on
- Be sure your nose and mouth are covered completely
- Hook loops/ties around your ears snugly but comfortably against the side of the face and allow for breathing without restriction
- Pinch around the nose area to check for proper fitting
- Remove the mask by holding the ear loops/ties and without touching your eyes, nose or mouth, place the mask in a secure breathable bag (e.g., brown paper bag or cloth bag) and then wash your hands immediately
- Wash the mask and make sure it is completely dry before using again
- Remember, try not to touch the mask or pull it down while in public.



FACE SHIELD

According to the CDC, face shields are primarily used to protect the eyes of the person wearing it. Face shields are not as effective at protecting you or the people around you from respiratory droplets. Face shields have large gaps below and alongside the face, where your respiratory droplets may escape and reach others around you. Wearing a mask may not be feasible in every situation for some people.

If you cannot wear a face covering over your nose and mouth for medical/accessibility reasons, please contact Human Resources should a possible accommodation is needed.

*Departments will provide these face coverings to their employees.
Also face shields are available as well.

Use of Personal Protective Equipment (PPE)

Personal protective equipment, commonly referred to as “PPE,” is equipment worn to minimize exposure to a variety of hazards.

Supervisors **MUST** conduct a hazard assessment to determine if PPE is needed to protect employees from a workplace hazard.

Appropriate PPE (e.g., respirators, eye protection, gloves, etc.) for tasks are made available to all employees.



Use of Personal Protective Equipment (PPE) – (CONT)

All PPE must be:

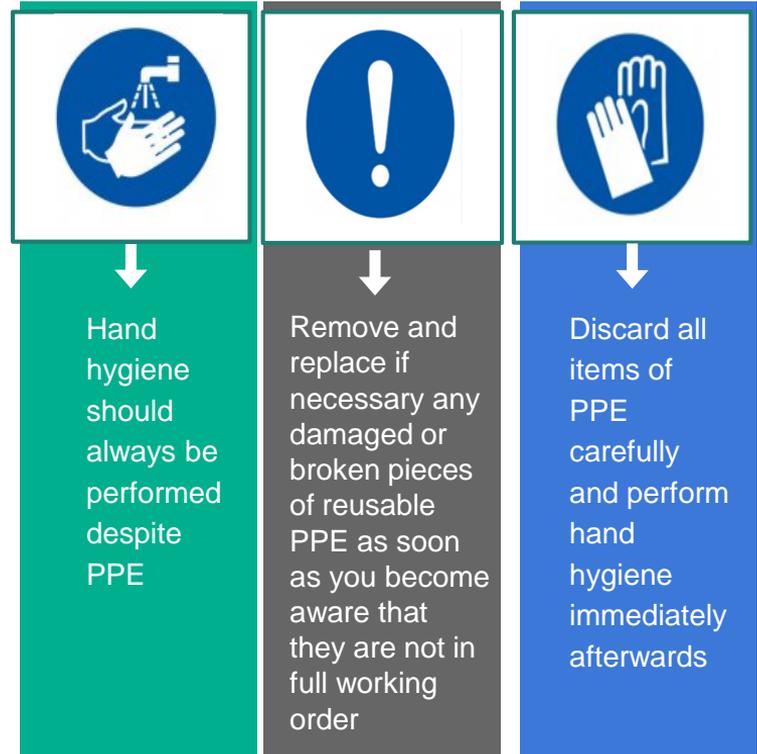
- Selected based upon the hazard to the worker
- Properly fitted and periodically refitted, as necessary
- Consistently and properly worn
- Properly removed, cleaned, and stored or disposed of

Consider whether work clothing, including coveralls, boots, gloves, helmets, goggles, other personal protective equipment, etc., is being adequately cleaned and disinfected.

Based on risk and individual task/assignment some employees may be required to wear less PPE and, in some cases, more.

Voluntary Use of N95 Mask & Glove Use video:

[http://intranetprod/HR/Documents/Voluntary%20Usage%20of%20N95%20Mask%20n%20Gloves%20\(March%202020\)v2.mp4](http://intranetprod/HR/Documents/Voluntary%20Usage%20of%20N95%20Mask%20n%20Gloves%20(March%202020)v2.mp4)



HACLA CLEANING AND DISINFECTION PROCEDURES

Standard cleaning practices include:

- Cleaning high-touch contact surfaces such as light switches, handrails, elevator buttons and door knobs/handles
- Dusting and mopping floors
- Vacuuming entryways and high traffic areas
- Removing trash
- Cleaning restrooms and utility rooms
- Cleaning spills

Enhanced during the pandemic, we have enhanced our custodial services to include:

- Increased frequency of wiping down high-touch surfaces
- Adding sanitation stations in high traffic areas
- Disinfecting and sanitizing areas with electrostatic sprayers cleaning chemicals
- Make sure to follow the product label directions for disinfectants you use



HACLA CLEANING AND DISINFECTION PROCESS – (CONT)

Employees have been given disinfectant wipes to keep their personal work areas sanitized, including assigned vehicles.

The Facilities Unit will continue to provide COVID-19 disinfection services and frequent sanitizing of high-touch surface/areas at HACLA facilities.

Items should not be shared between employees if possible. Items that must be shared, must be disinfected between shifts or between uses with a cleaner that is appropriate for the surface.

- Shared items in an office setting may include copiers, fax machines, printers, telephones, keyboards, staplers, file carts, surfaces in reception areas, shared workstations, etc.
- Shared items in a field setting may include hand tools, electrical, ladders and rolling carts, etc.



SAFE WORK PRACTICES - PHYSICAL DISTANCING

Physical distancing means maintaining a distance of at least six feet (about 2 arms length) from others and avoid gatherings at all practical times.

Follow any signage or visual cues, such as floor markings and directional posters in stairwells.

If you are in an area that is marked with tape, please stand in the marked location when multiple people are present. Do not remove tape or signs that have been placed on furniture or other areas.

If you come within six feet of another employee accidentally, quickly move to recreate the six-foot separation.

If fans or other means of ventilation are used, place them to avoid blowing air from one employee or group of employees to another.

Refrain from shaking hands. Instead, hug with waves or head nods and/or similar greetings that maintain physical distance.

Avoid sharing of food, water, utensils, dishes and cups.

SAFE WORK PRACTICES - VEHICLES

High touch surfaces of fleet vehicles (e.g., steering wheels, interior/exterior door handles, gear shifters, turn signals, etc.) should be cleaned and sanitized between usage by staff.

- Employees are encouraged to drive to worksites or parking areas alone (avoid carpooling).
- If carpooling cannot be avoided, limit the number of employees in a HACLA vehicle to two (the driver and one passenger).
- The passenger should sit in the back seat opposite the driver of the vehicle. Face masks should be worn at all times by both individuals and hands should be washed immediately after the trip.
- If there is only one row of seating in the cab of a work truck, passengers should instead drive their own vehicles to the work location.

COVID-19 USEFUL LINKS

Information on COVID-19 is rapidly changing, sometimes daily.

Environmental Protection Agency (EPA) registered disinfectant for use against COVID-19.

<https://www.epa.gov/coronavirus>

Mayor Garcetti's "Safer at Home" order, and/or the City's COVID-19 resources can be found by visiting:

- www.lamayor.org/COVID19Orders

Updates on COVID-19 by reputable sources can be found by visiting:

- <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- <http://www.publichealth.lacounty.gov/media/Coronavirus/>
- <http://covid19.ca.gov/>
- <https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html>

STRESS AND ANXIETY MANAGEMENT

Stress and anxiety during an infectious disease outbreak can include:

- Fear and worry about your own health and the health of your loved ones
- Changes in sleep or eating patterns
- Difficulty sleeping or concentrating
- Worsening of chronic health problems
- Worsening of mental health conditions
- Increased use of alcohol, tobacco, or other drugs

Suggested methods for addressing stress:

- Make time to unwind
- Try to do some other activities you enjoy
- Connect with others
- Talk with people you trust about your concerns and how you are feeling



EMPLOYEE ASSISTANCE PROGRAM (EAP)

OPTUM - is available for HACLA employees feeling anxious about exposure to the coronavirus (COVID-19).

Live representatives are available 24/7 by calling (866) 248-4096 or by logging on to <https://liveandworkwell.com>

Access Code: HACLA

Your EAP program is completely confidential and voluntary.

- Free counseling services available to all members
- Free emotional support
- This line is available 24 hours a day, 7 days a week to anyone who needs public crisis emotional support services

Any of your household family members can also use the EAP. This includes dependents who are away from home at college.

SUMMARY

Remember, safety is a personal responsibility. To help prevent the spread of COVID-19, all employees should do the following:

- Wear a mask to protect yourself and others and stop the spread of COVID-19
- Stay at least 6 feet (about 2 arms lengths) from others who don't live with you
- Avoid crowds and poorly ventilated spaces. The more people you are in contact with, the more likely you are to be exposed to COVID-19
- Clean your hands often, either with soap and water for 20 seconds or a hand sanitizer that contains at least 60% alcohol.
- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces daily.
- Monitor your health daily.

THANK YOU

CONGRATULATIONS. YOU HAVE NOW COMPLETED: “CORONAVIRUS (COVID-19) WHAT YOU NEED TO KNOW FOR THE WORKPLACE”

PLEASE CLICK HERE FOR YOUR [QUIZ](#) AND SUBMISSION OF YOUR [CERTIFICATE OF COMPLETION](#).

In the event you are unable to view the training due to network issues/computer issues, please visit our HACLA Intranet-COVID-19 Resources tab for the training material, quiz and certificate at: <http://sp13prod/COVID19%20Resources/Forms/AllItems.aspx>.

Submit your quiz and signed certificate to Felicia Perez, Safety Coordinator for receipt. You can also reach out to Risk Management for training information at (213) 252-5400.

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