



Essential Personnel Protections

The Infectious Disease Work Group (IDWG), based on Federal, State, and Local Health Agency recommendations, is transitioning to highly encouraging essential personnel wear face coverings when working in shared workspaces. Wearing face coverings does not take the place of staying home when sick, 6 ft physical distancing requirement and avoiding touching the face which are priorities to protecting employees. The face covering will prevent droplets from entering the air when speaking and breathing.

Distribution of Face Coverings for Essential Personnel

Environmental Health & Safety (EHS) using the essential personnel list created by HRDI will distribute face coverings to the specific departments on campus with instructions for use. Each face covering will be in an individual Ziplock bag which the employee can also use for disposal of the face covering.

Badges and HRDI Letters for On-Campus Essential Staff

Essential employees required to be on campus regularly will need to have badges and/or letters from HRDI confirming that they are assigned to work on campus as essential staff.

Personnel Approved for One-Time Campus Access

Employees required to be on campus occasionally must first visit EHS to obtain a single use pass and personal protective equipment.



Self-Screening of Essential Personnel

In an effort to further reduce the spread of COVID-19, the Centers for Disease Control and Prevention (CDC) and the Orange County Health Care Agency (OCHCA) have issued guidance on screening for personnel of critical infrastructure.

In order to prevent transmission of COVID-19 in the workplace, all essential personnel are requested to self-monitor the following symptoms of respiratory illness **prior to reporting to work:**

- Measured or perceived fever;
- Cough; or
- Shortness of breath;
- Other symptoms of respiratory illness

If an employee has any symptoms of a respiratory illness, they are required to **STAY HOME** and alert their supervisor/manager immediately for guidance on the utilization of available leave options.

If a well employee has been exposed to someone who is ill with COVID-19 or related symptoms, but the employee has no symptoms they may report to work as long as they wear a face covering and practice physical distancing.

All employees should practice physical distancing of six feet or more and wear appropriate face covers while at work.

If an Employee Becomes Ill While at Work

If an employee becomes sick during the workday, the employee should be sent home immediately and all work spaces cleaned and disinfected accordingly.

Returning to Work After Being Ill

CDC guidance suggests that employees who have experienced respiratory illness should self-isolate until they have been without a fever (and not using fever-reducing medicine) for 72 hours AND at least 7 days after their symptoms began.

If an employee has been off work due to symptoms of a respiratory illness, the employee should contact their primary healthcare provider for guidance on returning to work.