



May 13, 2020

Mr. Frank Kim
County Executive Officer
County of Orange
333 W. Santa Ana Blvd.
Santa Ana, CA 92701

Re: County Worker Safety

Dear Mr. Kim:

As you know, OCEA members are on the frontlines of this pandemic. They have seen firsthand how the pandemic has impacted their personal lives, their workplaces, and the entire County community. OCEA workers have served us all with courage and compassion while never sacrificing professionalism.

As the crisis evolved, County department heads were empowered to implement safety protocols based on state guidance. This approach has been less than a success because the result has been inconsistent and confusing safety and other COVID-19 related workplace changes, ultimately putting frontline workers in danger. **OCEA members must have safe workplaces, and the County must involve them in that effort.** Below are some important factors that must be considered as the County moves to re-open.

Safety Survey

Between April 23 – April 29, OCEA conducted a Safety Survey of its public workers. The survey produced two critical findings:

- 44% of workers report not feeling safe at work; and
- 40% of workers do not have proper PPE.

It is clear frontline workers need more safety, more security, and more stability. They need to be more involved, and **the County's strategy must place WORKERS AND WORKER SAFETY FIRST!**

On May 7, 2020 the California Department of Public Health and Cal-OSHA released joint guidelines for reopening several California business categories, including offices. The guidelines listed below, together with additional actions recommended by OCEA that follow, can help provide a framework of safety, security, and stability that will provide consistent and effective commonsense solutions to the challenge of reopening not just County offices, but also other County workplaces.

Thank you for your advocacy on behalf of County frontline workers.

Sincerely,

ORANGE COUNTY EMPLOYEES ASSOCIATION

/s/

Charles G. Barfield
General Manager

Copy to: Tom Hatch, Chief Human Resources Director



Cal/OSHA COVID-19 General Checklist for Office Workspaces

May 7, 2020

This checklist is intended to help employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Office Workspaces](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.



Contents of Written Worksite Specific Plan

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Training and communication with employees and employee representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.



Topics for Employee Training

- Information on [COVID-19](#), preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.



Individual Control Measures & Screening

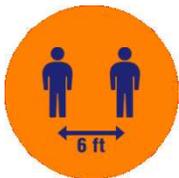
- Symptom screenings and/or temperature checks.

- ❑ Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- ❑ Encourage frequent handwashing and use of hand sanitizer.
- ❑ Provide disposable gloves to workers using cleaners and disinfectants if required. Consider gloves a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- ❑ Strongly recommend cloth face covers.
- ❑ Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.
- ❑ Communicate frequently to customers that they should use face masks/covers.



Cleaning and Disinfecting Protocols

- ❑ Perform thorough cleaning in high traffic areas.
- ❑ Frequently disinfect commonly used surfaces and personal work areas.
- ❑ Clean and sanitize shared equipment between each use.
- ❑ Clean touchable surfaces between shifts or between users, whichever is more frequent.
- ❑ Equip shared spaces with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
- ❑ Ensure that sanitary facilities stay operational and stocked at all times.
- ❑ Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and follow product instructions and Cal/OSHA requirements.
- ❑ Provide time for workers to implement cleaning practices before and after shifts and consider third-party cleaning companies.
- ❑ Install hands-free devices if possible.
- ❑ Consider upgrades to improve air filtration and ventilation.



Physical Distancing Guidelines

- ❑ Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- ❑ Reconfigure office spaces, cubicles, etc. and decrease maximum capacity for conference and meeting areas.
- ❑ Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- ❑ Stagger employee breaks, in compliance with wage and hour regulations, if needed.
- ❑ Reconfigure, restrict, or close common areas and provide alternative where physical distancing can be practiced.

- Limit the number of individuals riding in an elevator and ensure the use of face covers.
- Utilize work practices, when feasible and necessary, to limit the number of employees at the office at one time, such as telework and modified work schedules.

