

COVID-19 PREVENTION PROGRAM

Sacramento County District Attorney's Office



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INTRODUCTION

The Sacramento County District Attorney's Office is committed to protecting our employees and preventing the spread of COVID-19 at our workplace. In accordance with the State of California's Department of Industrial Relations Division of Occupational Safety and Health (commonly referred to as Cal/OSHA) regulations, and other legal requirements, we have developed this COVID-19 Prevention Program (CPP) as a supplement to our Injury and Illness Prevention Program. We encourage you, our employees, to share information about and assist in evaluating potential COVID-19 hazards at our workplace. We will investigate all workplace illnesses and make needed corrections to avoid hazards. This plan will be reviewed and updated as necessary.

All managers and supervisors are responsible for implementing this program in their assigned work areas and ensuring employees' questions are answered in a language they understand. This CPP applies to all employees and places of employment, with the exception of when working from home. All employees are required to follow the policies and procedures laid out in this plan, use safe work practices, and assist in maintaining a safe work environment.

DEFINITIONS

For purposes of this CPP, the following definitions apply:

"COVID-19" (Coronavirus Disease 2019) means the disease caused by SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2).

A "COVID-19 case" or "confirmed case" is someone who:

- Has a positive COVID-19 test,
- Has a positive COVID-19 diagnosis from a licensed health care provider,
- Is subject to a COVID-19-related order to isolate issued by a local or state health official, or
- Died due to COVID-19, as determined by a public health department or per inclusion in the COVID-19 statistics of a county.

"COVID-19 symptoms" means a fever of 100.4° F or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

A "COVID-19 test" means a test for SARS-CoV-2 that is cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test) and administered in accordance with the authorized instructions.

IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

We will continue to evaluate our worksites and operations to identify tasks that may have exposure to COVID-19. We will continue to review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the Sacramento County Department of Health Services Public Health Division (County Public Health) related to COVID-19 hazards and prevention.

EMPLOYEE PARTICIPATION

Employees, as well as authorized employee representatives, are invited to participate in this evaluation. You can, without fear of reprisal, contact DA Personnel to share information on potential COVID-19 hazards at our workplace or to assist in evaluating these hazards.

CONTROL OF COVID-19 HAZARDS

Many aspects of our operation have been modified. Some modifications are safety-related and are to be considered as required. Any employee who declines to follow safety-related requirements must contact DA Personnel prior to entering the workplace to discuss concerns and for the evaluation of available or appropriate accommodations.

Other operational items, such as teleworking, are at the discretion of the District Attorney, and will only be approved based on the needs of the office. They may be modified or rescinded at any time.

REMOTE WORK

Except as otherwise provided, to the extent possible and in accordance with the needs of the office, management employees (i.e., those within Labor Groups 020, 021, 029, and 032) with responsibilities that can be conducted remotely and that are demonstrable when conducted remotely may be assigned by their supervisor to telework for up to two days per week. The following exceptions apply:

- Based on the needs of the office and leadership roles, Principal Criminal Attorneys in supervisory positions, Assistant Chief Deputies, and Division Managers are encouraged to work in the office. Principal Criminal Attorneys in supervisory positions, with the approval of their bureau chief, and Assistant Chief Deputies and Division Managers, with the approval of the Chief Deputy, may work remotely.
- Investigations staff are not eligible for remote work.
- Full-time employees on 4/10, 9/80, or other alternative work schedules are not eligible for remote work.

Remote work may otherwise be approved on an individual basis as authorized by the Chief Deputy.

Supervisors will determine the schedule for each unit. When authorized for remote work, an employee's telework day shall be scheduled and approved in advance by the supervisor. Supervisors should schedule remote work in a manner that staggers when employees are in the workplace.

To be eligible for telework, unless otherwise provided by the office, it is the employee's responsibility to have the necessary equipment and/or connectivity (phone, e-mail, access to Office 365, etc.) available at their remote location to complete assigned telework tasks.

While teleworking, your work location shall be your home (primary residence). Employees are solely responsible for ensuring that their home workspace is maintained in a safe condition, free from hazards and other dangers to the teleworker and equipment.

When approved by their supervisor for teleworking, employees must satisfy all of the following conditions in order to work remotely: (1) you will be "on call," meaning that you must be available by phone to complete a task or request at any time during the workday if so directed; and (2) you must have demonstrable responsibilities when working remotely.

For any time you cannot meet the required conditions on a telework day, you must use available leave as approved by your supervisor.

Employees cannot seek court coverage from others solely to facilitate a telework day, unless the appearance is a previously agreed-upon continuance.

Telework days cannot be banked.

Remote work will also be made available, subject to the conditions noted above, to employees excluded from the workplace per the Return to Work Criteria section of this program, when the employee is not experiencing COVID-19 symptoms.

A remote work assignment may be revised or rescinded at any time based on the needs of the office.

HAND WASHING

You are encouraged to frequently and thoroughly wash your hands. You should wash your hands for at least 20 seconds each time.

In addition to hand washing, hand sanitizer stations are located throughout the facilities, including at all employee entry points and at elevators.

CLEANING AND DISINFECTING

Janitorial staff regularly clean common areas, such as restrooms and breakrooms. However, it is not reasonable to expect janitorial staff to constantly clean facilities throughout the day, and janitorial staff at our leased facilities generally only clean after-hours. Before using an item that may have been used by another, assume it has not been cleaned. Disinfecting wipes or equivalent will be provided as feasible should you wish to clean an item before use.

INVESTIGATING AND RESPONDING TO COVID-19 CASES

If you get a positive COVID-19 test result, are diagnosed with COVID-19, or are subject to an isolation order, AND you are experiencing COVID-19 symptoms, please safely advise your supervisor. If you are at work, go home. If you are home, stay home. Please take care of yourself and consult your medical provider.

Supervisors must then immediately notify Personnel by e-mailing DAPersonnel@sacda.org of any of the above-noted situations.

Employees who meet these criteria shall remain out of the office until guidance regarding their return to work is provided by Personnel. Supervisors who receive notification from such employees outside normal business hours will advise employees to remain out of the office until further guidance from Personnel is provided. Personnel will typically respond the next business day.

RETURN TO WORK CRITERIA

The following criteria will be utilized by DA Personnel in determining when employees shall be excluded and may return to the workplace. Employees shall follow and adhere to all requirements as set forth by DA Personnel before returning to work.

COVID-19 CASES

COVID-19 cases who develop COVID-19 symptoms shall not return to work from the day of symptom onset until 24 hours have passed with no fever, without the use of fever-reducing medications, AND symptoms are mild and improving.

OTHER RETURN TO WORK SITUATIONS

If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be in accordance with the return to work periods noted above.

REPORTING AND RECORDKEEPING

The office will keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test and/or COVID-19 diagnosis. Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee medical records required as part of these procedures, will be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases will be provided to County Public Health, CDPH,

Cal/OSHA, and the National Institute for Occupational Safety and Health immediately upon request, and when required by law.

EMPLOYEE WELLNESS AND RESOURCES

The health and well-being of our DA Family is our most important goal as we continue to address COVID-19 and its impacts.

If you have personal issues or concerns, do not hesitate to reach out to others for assistance.

Information on our Employee Assistance Program is available through your supervisor, by contacting DA Personnel, or by contacting Magellan Healthcare directly at (800) 327-0632 or www.magellanascend.com.

Our office has a Peer Support Team that is ready to help you with handling the challenging stressors of everyday life, especially during this health crisis. You can get in touch with Peer Support by clicking on the Peer Support tab at <https://livewell.sacda.org/>.

Leading a healthy lifestyle is also key to reducing stress and staying healthy. Look for great information from our Live Well team at <https://livewell.sacda.org/>.