

 STANISLAUS COUNTY COMMUNITY SERVICES AGENCY	Developed by/Date: Christine Huber 04/20/20	Page: 1 of 10	Number: 5.14
	Reviewed by/Reviewed Date: Sr. Exec 04/20/2020	Replaces:	Subject: Safety and Security
Title: COVID-19 Personal Protective Equipment (PPE) Policy		Approved: 04/20/2020	

Policy

 Procedure

 Guideline

**POLICY
COVID-19**

Coronavirus disease (COVID-19) is an infectious disease caused by a new virus that was first identified during an investigation into an outbreak in Wuhan, China. The disease causes respiratory illness (like the flu) with symptoms such as a cough, fever, and in more severe cases, difficulty breathing.

PURPOSE

Essential Workers

Executive Order N-33-20 directed all residents to immediately heed current State public health directives to stay home, except as needed to maintain continuity of operations of essential critical infrastructure sectors and additional sectors as the State Public Health Officer may designate as critical to protect health and wellbeing of all Californians. The services that are provided by the Community Services Agency have been deemed essential services. All CSA employees are deemed to be Essential Workforce. It is important to note that County workers responding to abuse and neglect of children, elders and dependent adults are considered First Responders, all other CSA employees fall under the HealthCare/Public Health Sector Profile.

PROCEDURE

Personal Protective Equipment (PPE)

Personal protective equipment (PPE) is specialized clothing or equipment worn to help prevent the transmission of airborne infectious diseases. PPE includes but is not limited to gloves, gowns/aprons, goggles or face shields, facemasks and respirators. PPE does not guarantee total protection and must be used in combination with other infection control practices such as hand-washing, using alcohol-based hand sanitizers, and covering coughs and sneezes to minimize the spread of infection from one person to another.

Effective use of PPE includes properly removing and disposing of contaminated PPE to prevent exposing both the wearer and other people to infection. PPE used improperly (such as when taking off PPE) can provide a false sense of protection and potentially lead to self-contamination, particularly when not combined with other hygiene measures.

CDPH does not recommend that the general public routinely use PPE to prevent respiratory illness, including COVID-19. Personal protective equipment, is recommended when social distancing cannot be accomplished, and individuals have prolonged contact while taking care of a person with suspected or confirmed COVID-19 infection at home, in residential communities, congregate living environments, or other non-healthcare settings when the persons with suspected or confirmed COVID-19 infection is not able to wear a facemask (for example, because it causes trouble breathing, etc).

A. Precautionary Measures

1. CDPH recommends the following precautionary measures be taken by everyone:
 - a. Practice social/physical distancing of 6 feet with coworkers and the general public. This includes when in meetings, in the work space, and in elevators. Wash hands with soap and water.
 - b. Clean and disinfect frequently touched surfaces daily. If surfaces are dirty, clean them using detergent or soap and water prior to disinfection.
 - c. Avoiding touching eyes, nose or mouth with unwashed hands.
 - d. Cover your cough or sneeze with a tissue or your elbow.
 - e. Avoiding close contact with people who are sick.
 - f. Stay away from work, school or other people if you become sick with respiratory symptoms like fever and cough.
 - g. Follow guidance from public health officials such as staying home if you are over the age of 65 or have underlying health conditions.

B. Determining Risk of COVID-19 Exposure

Our Agency continues to have a critical responsibility to ensure that children and adults are safe from abuse and neglect and that their overall health, safety and well-being are protected and to serve individuals who are experiencing homelessness. **All current policies and procedures must be followed in determining the type of response that is needed with a youth or adult.**

We received guidance from the multiple State and Federal Agency's allowing us to suspend face to face contact in many of the programs administered through our Agency. In those areas where face to face contact with the public has not been fully eliminated we are asking employees to use the following rubric to evaluate risk of exposure and to take preventative steps to protect themselves and those they serve.

Any time a high risk situation is identified and PPE is deemed necessary, employees are to contact their supervisor and/or manager prior to contact to determine if an alternative can be identified and/or to receive approval to proceed and make contact. If the supervisor is able to identify an alternative to face-to-face contact, then a manager does not need to be contacted. If face-to-face is still required, then the supervisor

must contact their manager for approval. If it is afterhours or on the weekend, the on-call supervisor and on-call manager will be used.

1. Determine Risk Level

<p>Low Risk: All Employees</p>	<p>Low exposure risk jobs/job duties are those that do not require close contact with the general public (i.e. within 6 feet), or required contact with customers that are known to be, suspected of being infected with COVID 19. Employees in this category have minimal occupational contact with the public. This includes employees who may be delivering food or supplies to individuals or households in isolation and the delivery of such materials does not require close contact.</p>
<p>Moderate Risk: (CWS/APS/Homeless and Housing) Field Work: Individual/Household's COVID 19 exposure is unknown</p>	<p>Medium exposure risk jobs/job duties include those that require frequent and/or close contact with (i.e., within 6 feet)</p>
<p>High Risk: (CWS/APS/Homeless and Housing) Field Work: Individual/Household includes a person under investigation for COVID-19, a person exposed to COVID-19 a person with confirmed COVID 19 diagnosis, or a person placed under quarantine/self-isolation.</p>	<p>High exposure risk jobs/ job duties are those with high potential for exposure to known or suspected sources of COVID-19</p>

2. Use personal protective equipment associated with each risk category

Low risk	No Personal Protective Equipment Required.
Medium risk	Field Workers should utilize gloves, procedure masks and follow field procedures
High risk	Field Workers should utilize identified PPE, including Nitrile gloves, gown, eye protection, and N 95 respirator mask

3. Field Procedures (CWS, APS, Homeless and Housing)

Low Risk	No Personal Protective Equipment Required
Medium Risk: Individual/Household's COVID 19 Status is unknown	<ul style="list-style-type: none"> • Prior to the field visit the field worker should conduct an Initial Screening Assessment if the contact would not jeopardize the safety of the child or adult. • The field worker should bring gloves and a procedure mask with them into the field. Gloves should be put on after exiting their vehicle and taken off and disposed of immediately after each field visit. The procedural mask can be reused if not contaminated. • The field worker should approach the site, (i.e. home, facility, etc) wearing gloves and a procedural mask to protect themselves against coming into direct contact with high touch surfaces. • The field worker should maintain a safe distance of 6 feet or more from the all persons. • Prior to entry the field worker should conduct another Initial Screening Assessment of all household members by asking the following questions: <ol style="list-style-type: none"> 1.Has anyone in the home tested positive for COVID-19 in the past 14 days? 2.In the past 14 days has anyone in the household had any of the following symptoms: <ul style="list-style-type: none"> • Fever • Cough • Shortness of breath 3. Has anyone in the household had close contact with a person who tested positive for COVID-19 with a

	<p>laboratory confirmed testing in the last 14 days?</p> <p>4. Is anyone in the home under quarantine by the local public health department or a medical professional?</p> <ul style="list-style-type: none"> • If any household member is confirmed positive with COVID-19 or has been exposed to a confirmed positive COVID-19 person, the field worker should not enter the home or facility. The field worker should call their supervisor to triage an alternative response. <p>Note: If the field worker is entering into another facility, i.e. Hospital, Medical Facility, Homeless Shelter, Foster Family Agency, etc. They must adhere to the guidance provided at that facility.</p>
<p>High Risk</p> <p>Individual/Household includes a person under investigation for COVID-19, a person exposed to COVID-19 a person with confirmed COVID 19 diagnosis, or a person placed under quarantine/self-isolation.</p>	<p>If it is determined by Supervisor/Manager that face to face interaction is required:</p> <ul style="list-style-type: none"> • The field worker should utilize gown, eye protection, N95 mask and Nitrile gloves • The field worker should put on the equipment after existing the vehicle and prior to approaching the home, facility, etc. • The field worker should maintain a safe distance of 6 feet or more from the all persons whenever possible. • The field worker should contact their Supervisor should there be a need to remove or transport any individual from the location. <p>Note: If the field worker is entering into another facility, i.e. Hospital, Medical Facility, Homeless Shelter, Foster Family Agency, etc. They must adhere to the guidance provided at that facility.</p>

4. Removal, Change in Placement or Change in Housing

Low Risk	Does not apply
<p>Medium Risk:</p> <p>Individual/Household's COVID 19 Status is unknown</p>	<ul style="list-style-type: none"> • Prior to the field visit the field worker should conduct an Initial Screening Assessment if the contact would not jeopardize the safety of the child or adult. • The field worker should bring Nitrile gloves and a procedural mask with them into the field. Gloves should be put on after exiting their vehicle and taken off and disposed of immediately after each field visit. • The field worker should approach the site, (i.e. home, facility, etc) wearing gloves and a procedural mask to protect themselves against coming into direct contact with high touch surfaces. • The field worker should maintain a safe distance of 6 feet or more from the all persons. • Prior to entry the field worker should conduct another Initial Screening Assessment of all household members by asking the following questions: <ol style="list-style-type: none"> 1.Has anyone in the home tested positive for COVID-19 in the past 14 days? 2.In the past 14 days has anyone in the household had any of the following symptoms: <ul style="list-style-type: none"> • Fever • Cough • Shortness of breath 3. Has anyone in the household had close contact with a person who tested positive for COVID-19 with a laboratory confirmed testing in the last 14 days? 4. Is anyone in the home under quarantine by the local public health department or a medical professional? • If any household member is confirmed positive with COVID-19 or has been exposed to a confirmed positive COVID-19 person, the field worker should not enter the home or facility. The field worker should call their supervisor to triage an alternative response.

	<p>Note: If the field worker is entering into another facility, i.e. Hospital, Medical Facility, Homeless Shelter, Foster Family Agency, etc. They must adhere to the guidance provided at that facility.</p>
<p>High Risk</p> <p>Individual/Household includes a person under investigation for COVID-19, a person exposed to COVID-19 a person with confirmed COVID 19 diagnosis, or a person placed under quarantine/self-isolation.</p>	<p>If it is determined by Supervisor/Manager that face to face interaction is required:</p> <ul style="list-style-type: none"> • The field worker should utilize gown, eye protection, N95 mask and Nitrile gloves. • The field worker should put on the equipment after exiting the vehicle and prior to approaching the home, facility, etc. • The field worker should contact their Supervisor should there be a need to remove or transport a child, children, or individual(s) from the location. <p>Note: If the field worker is entering into another facility, i.e. Hospital, Medical Facility, Homeless Shelter, Foster Family Agency, etc. They must adhere to the guidance provided at that facility.</p>

5. Transportation

Low Risk	Does not apply
<p>Medium Risk:</p> <p>Individual/Household's COVID 19 Status is unknown</p>	<ul style="list-style-type: none"> • The field worker should bring Nitrile gloves and a procedural mask with them into the field. Gloves should be put on after exiting their vehicle and taken off and disposed of immediately after each field visit. • The field worker should approach the site, (i.e. home, facility, etc) wearing gloves and a procedural mask to protect themselves against coming into direct contact with high touch surfaces. • The field worker should maintain a safe distance of 6 feet or more from the all persons. • Prior to providing transportation in County Vehicle, the field worker should conduct an Initial Screening Assessment of the individuals and household members

	<p>by asking the following questions:</p> <ol style="list-style-type: none"> 1. Has anyone in the home tested positive for COVID-19 in the past 14 days? 2. In the past 14 days has anyone in the household had any of the following symptoms: <ul style="list-style-type: none"> • Fever • Cough • Shortness of breath 3. Has anyone in the household had close contact with a person who tested positive for COVID-19 with a laboratory confirmed testing in the last 14 days? 4. Is anyone in the home under quarantine by the local public health department or a medical professional? <ul style="list-style-type: none"> • If any household member is confirmed positive with COVID-19 or has been exposed to a confirmed positive COVID-19 person, the field worker should call their supervisor to triage transportation.
<p>High Risk:</p> <p>Individual/Household includes a person under investigation for COVID-19, a person exposed to COVID-19 a person with confirmed COVID 19 diagnosis, or a person placed under quarantine/self-isolation.</p>	<p>If any household member is confirmed positive with COVID-19 or has been exposed to a confirmed positive COVID-19 person, the field worker should call their supervisor to triage transportation.</p> <ul style="list-style-type: none"> • Utilize the EOC process for transportation of COVID 19 positive or under investigation clients as available. • If a County vehicle is used, return vehicle to Office Services. Do not reuse until cleaned.

C. Equipment Issuance:

PPE includes N95 respirator masks, procedural masks, gowns or coveralls, eye protection, and Nitrile gloves. This equipment is to be used either in a medium or high risk situation as

described above. This equipment will need to be kept secured at all times and cannot be shared.

As the N95 masks are respirators, designated employees will need to complete Health Services Agency "OSHA Respirator Medical Evaluation Questionnaire" form that is reviewed by a Physician's Assistant at the Health Services Agency. This questionnaire is confidential medical information and will not be provided to the department. The purpose of the screening is to ensure that you are qualified to use the respirator and there aren't any underlying medical issues that could affect your ability to safely and effectively use the equipment. After completing this form, hit the submit button on the bottom, it will be attached to an e-mail and sent to the Clinical Manager at Health Services Agency. Health Services Agency will contact the Assistant Director with the cleared list and the Fit Test will be scheduled.

The Fit Test will be completed by the Health Services Agency to ensure that the N95 respirator is fitted correctly to the person's face. A N95 Mask will be issued for the Fit Test and kept by the employee stored in a brown paper bag with their name written on it. The N95 respirator mask cannot be store in any type of plastic container once it is used. N95 respirator masks can be reused if not contaminated or damaged. The field worker will keep the N95 mask for future use.

1. Child Welfare Services:

PPE will be issued in the form of a "PPE Kit" to all ER social workers as they respond to child abuse/neglect referrals 24/7. The PPE Kit will include N95 respirator mask, gown or coveralls, Nitrile gloves, procedural mask, and eye protection. The kit is to be kept in the ER social worker's county car that is issued to them.

The Interviewer I/II and Social Services Assistants (SSA) classifications will also be issued PPE. The SSA's transport youth. The Interviewers and SSA's make deliveries to high risk populations. The PPE Kits will be available in the office and can be checked out from ER Manager or their backup as needed.

PPE will be issued to all field workers in the Social Worker III, IV, and V classifications. The implementation plan in is development.

Procedural masks and Nitrile gloves will be available for all field workers to use as needed.

ER Manager, Patricia Tout, will be the lead for PPE equipment and checkout.

2. Adult Protective Services:

PPE Kit will be issued to Social Workers as they respond to an “imminent safety” abuse investigation when it meets the high risk criteria above. The PPE Kits will be in the office and can be checked out as needed from APS Manager.

Procedural masks and Nitrile gloves will be available for all social workers to use as needed.

APS Manager, Jose Michel, will be the lead for PPE equipment and checkout.

3. Housing and Homeless Division:

PPE will be issued in the form of a “PPE Kit” to all designated Housing and Homeless staff as they provide homeless services. The PPE Kit will include N95 respirator mask, gown or coveralls, Nitrile gloves, procedural mask, and eye protection. The PPE Kits will be in the office and can be checked out as needed.

Procedural masks and Nitrile gloves will be available for all field workers to use as needed.

Housing and Homeless Assistant Director, Tina Rocha, will be the lead for PPE equipment and checkout.

**Please refer to the following websites for proper usage of PPE:

https://www.osfhealthcare.org/media/filer_public/6e/7c/6e7c3b47-5b40-4e32-b028-8b6b9e1bd4db/n95_reuse_guide.pdf

<https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf>