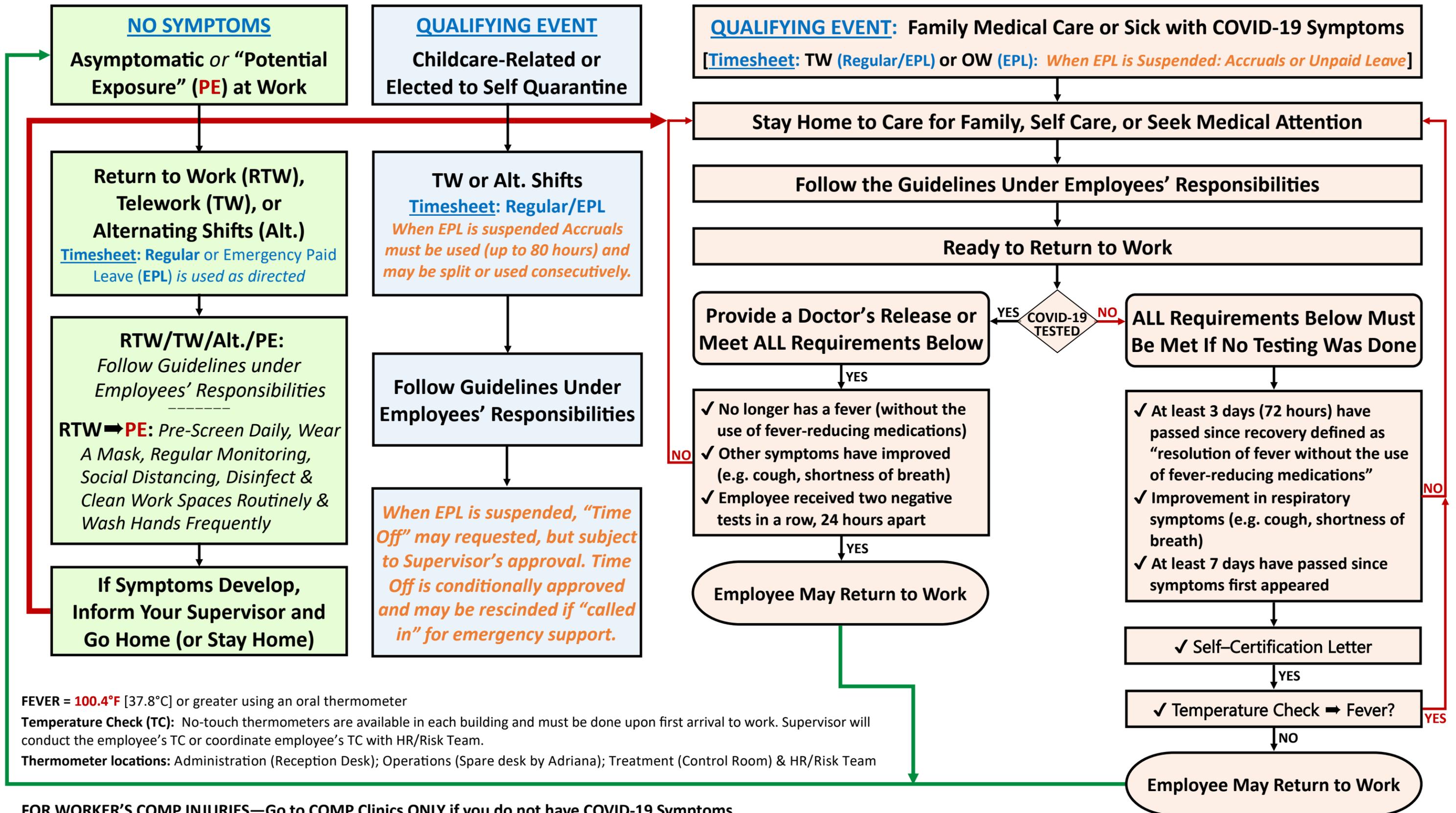


EMPLOYEE GUIDELINES DURING COVID-19

Refer the Interim Coronavirus (COVID-19) Pandemic Response & Return to Work Guide for details or contact the HR/Risk Team



FEVER = 100.4°F [37.8°C] or greater using an oral thermometer

Temperature Check (TC): No-touch thermometers are available in each building and must be done upon first arrival to work. Supervisor will conduct the employee's TC or coordinate employee's TC with HR/Risk Team.

Thermometer locations: Administration (Reception Desk); Operations (Spare desk by Adriana); Treatment (Control Room) & HR/Risk Team

FOR WORKER'S COMP INJURIES—Go to COMP Clinics ONLY if you do not have COVID-19 Symptoms

See our COVID-19 Resource Webpage for Instructions & Clinic Authorization Form and Contact Your Supervisor and HR/Risk Team.

Updated 4/15/2020

WHAT IS THE NOVEL CORONAVIRUS 2019 (COVID-19) DISEASE?

COVID-19 is a respiratory illness that spreads from person to person. Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed COVID-19 cases. Community spread is present and increasing within the County of San Bernardino and the State of California. Person-to-person transmission is undetectable. The possibility of becoming infected is “highly likely,” and infected persons may not show signs of symptoms (asymptomatic) for up to 14 days after exposure.

HOW IS COVID-19 DIAGNOSED?

Your healthcare provider can determine if your signs and symptoms are explained by other causes, or if there is reason to suspect you may have COVID-19. If laboratory testing is appropriate, your healthcare provider will work with health officials to collect and test any clinical specimens for diagnosis.

HOW IS COVID-19 TREATED?

No vaccine or specific treatment for COVID-19 infection is available. Hospitals can provide supportive care for severely infected people, however, due to an increase of severe cases, the hospital's patient capacity limits, availability of staffing, and/or medical supplies, an alternative location may be designated for patient care. Contact the hospital or County Department of Health for more information if needed.

SIGNS AND SYMPTOMS OF COVID-19?

- May appear 2-14 days after exposure; seems similar to the common flu
- Includes fever, cough, shortness of breath, loss of smell and/or taste

EMERGENCY WARNING SIGNS for COVID-19:

Seek medical attention immediately for any of the following emergency warning signs (*This list is not all-inclusive*):

- Difficulty breathing or shortness of breath
- Persistent pain or pressure in the chest
- Displays confusion or inability to get up or out of bed
- Bluish lips or face

IF EMERGENCY WARNING SIGNS ARE PRESENT:

Call your medical provider or **9-1-1**. 9-1-1 Operators can assist with COVID-19 screening and can provide direction for you and EMT services.

DO NOT attempt to go to the doctor's office or Emergency Room (ER) because there is a high risk of contracting or spreading the illness to others.

Virtual or telephonic care is available. Contact your medical provider or insurance for assistance with these services.

TELEWORK / WORK FROM HOME

Employees who are able to do their work from home are allowed to do so with their supervisor's permission.

ALTERNATING SHIFTS PROGRAM

Employees whose position does not allow them to work from home may be asked to go home and remain “On-Call” (while receiving full pay by the District). The employee is required to stay at home, be available by phone, and able to return to work at a moment's notice. The “Alternating Shifts” schedule will be determined by the employee's Supervisor, Manager, or Director.

CVWD EMPLOYEE ASSISTANCE PROGRAM WATER EMPLOYEE LIFE LINE (WELL)

WELL is a 24/7 employee assistance program that the District provides to its employees to help ensure their well-being and productivity. It is designed to assist employees when they need confidential, professional counseling, and referral services. WELL will provide resources/services to all employees, their spouse/domestic partner, and any legally-dependent children dealing with anxiety and concerns about the outbreak. You can reach our EAP Services at **(951) 204-7124**.

EMPLOYEES' RESPONSIBILITIES:

The District will do everything it can to remain flexible and accommodate your needs during the pandemic; however, it may be necessary to recall employees (on leave) to respond/support an emergency. The following temporary guidelines will help us navigate the frequently changing events of the COVID-19 pandemic to ensure our continuity of operations and provide our vital services to our customers.

IF OFF WORK DUE TO A QUALIFYING EVENT:

- Contact their supervisor at least two times during your scheduled work week to
 - Provide a current status on health condition, if sick
 - Request a change of work status (e.g. transition to on-call or telework, etc.)
 - Receive District and/or work status updates
- Take the necessary steps to stay healthy and practice good hand hygiene; Self Monitor for Symptoms
- Be eligible to report to work when called upon; may include returning to the office, if physically capable
- Be flexible during the pandemic as events are continually changing

IF ON-CALL OR ON A TELEWORK SCHEDULE:

- Routinely contact their supervisor per their designated schedule
- Provide work status or productivity updates
- Complete their timesheets by the end of the payroll week
- Follow the Governor's Order to Stay at Home and remain isolated
- Take the necessary steps to stay healthy and practice good hand hygiene; Self Monitor
- Be eligible to report to work when called upon to return to the office

If an employee (or family member) is positive for COVID-19, they must inform their supervisor so that the District can inform staff of potential exposure. Medical information will remain ADA compliant.

Scan the QR Code to access web links!

IT'S QUICK & EASY!

1. Open your smartphone camera
2. Scan the QR Code (link will appear)
3. Click on the link to go to the website



CVWD COVID-19



SB County COVID-19



Riverside COVID-19



CDPH COVID-19



CDC COVID-19



US COVID-19