



Guidance for Managers and Supervisors Implementing COVID-19 Mandatory Training, Procedures and Protocols

In accordance with applicable guidance provided by the State of California and the Monterey County Public Health Officer, the County of Monterey plans to begin returning employees to the workplace. Each department will be responsible for developing a COVID-19 Return to Worksite Plan and determine the timing of returning employees to each of the worksites.

The Human Resources Department has developed a mandatory COVID-19 training for all employees in addition to collaborating with the Information Technology Department to develop an online self-screening assessment that is available for download from the Apple Store or Google Play. This self-screening assessment will be located in the Monterey County Connect Mobile App and is named “Self-Screening Assessment.”

This document is intended to serve as guidance for managers and supervisors as they work with employees adjusting to new, protocols and procedures that have been implemented to ensure the health and safety of employees.

The implementation of temperature testing and self-screening for new symptoms associated with COVID-19 are subject to adjustment based on operational needs of individual departments and in accordance with applicable State requirements. Managers and Supervisors should consult with their Department Head for direction.

A. Carefully Review the Human Resources Emergency Response Manual and Visit the Human Resources Department Website for Additional Resources

As County employees return to the workplace, they will need to adhere to new mandatory training, procedures and protocols that have been implemented to ensure that facilities and worksites are safe. It is highly recommended that you carefully review the following documents:

- Section 20 Guidelines for Returning Employees to Worksites After the COVID-19 Shelter in Place Order Issued by the Public Health Officer found in the Human Resources Emergency Response Manual
- Section 21 Temperature Testing and Self-Screening Assessment for New Symptoms Associated with COVID-19
- Section 22 Physical/Social Distancing and Employee Responsibility in the Workplace
- Protocols for Potential Exposure of COVID-19 in the Workplace

Please contact your departmental Human Resources professional with any questions.

B. Consistent application of COVID-19 Procedures and Protocols

Managers and supervisors must apply all COVID-19 procedures and protocols in a fair and uniform manner, without regard to non-job-related characteristics, including but not limited to, race, color, creed, religion, national origin, gender, sexual orientation and age. Uniform and fair implementation typically does not rely on subjective factors (for example, whether or not a

supervisor gets along better with one employee or another). Beware that procedures or protocols applied unequally may cause strife in the workplace and under certain circumstances, may lead to a complaint being filed with the County's Civil Rights Office, Department of Fair Employment & Housing and/or Equal Employment Opportunity Commission.

It is highly recommended that you consult with your manager and/or Human Resources professional before considering disciplining an employee for non-compliance with COVID-19 procedures and protocols.

C. Actively and Regularly Communicate with Your Employees

It is critical that you ensure employees have access to all applicable County COVID-19 procedures and protocols and also be prepared to provide a copy of these procedures and protocols, upon request, via hard-copy (paper) or email. Consider holding a Zoom meeting with employees to explain procedures and protocols and how they will be applied in the workplace. Communicate with employees that you are available to answer questions and identify the best ways they may contact you with any such questions.

Remember to contact your department HR professional or the Human Resources Department if you need assistance.

D. Labor Relations Matters as it pertains to COVID-19

The Human Resources Department Labor Relations Manager is available to assist you if you have any questions regarding employee concerns returning to the workplace, mandatory training, temperature testing, the self-screening assessment and other procedures and protocols as referenced in the Human Resources Emergency Response Manual or Memorandum of Understandings (MOU's). The Human Resources Department Labor Relations Manager will work with you and all employee unions/associations as appropriate.

E. Understand your Responsibility

The County Administrative Officer, the Health Department and the Office of County Counsel have worked very closely with the Human Resources Department to develop procedures and protocols to maintain a safe work environment for employees. As a manager/supervisor you are responsible for the following:

1. Completion of Self-Screening Assessments- You are responsible for completing your daily self-screening assessment and verifying your employees have completed their self-screening assessment prior to beginning the workday.
 - Keep in mind that employees may select any of the following options to complete the self-screening assessment:
 - Monterey County Connect Mobile App self-screening assessment or online at <https://apps.co.monterey.ca.us/selfassessment>.
 - Online by accessing the self-screening assessment on the County's Infonet page at: <https://www.co.monterey.ca.us/Home/ShowDocument?id=92322>, completing the self-screening assessment form on-line and emailing you the completed form.
 - Hard-copy (paper) by downloading the self-screening assessment form on the County's Infonet page at: <https://www.co.monterey.ca.us/Home/ShowDocument?id=92322>, completing

the form in advance, printing it, bring it to work and submitting it to you upon their arrival.

- At a County facility or worksite by completing the self-screening assessment form (paper copy) in the designated area prior to beginning the workday and submitting it to you upon their arrival to work.
- No employee who presents a new symptom associated with COVID-19 prior to the start of the workday may report to work. As such it is your responsibility to:
 - Run a report in the self-screening application to verify your employees have completed the self-screening assessment each day prior to commencing the workday.
 - Check your email inbox daily for any possible email submissions of self-screening assessments or self-screening application auto generated notifications requiring action on your part. Please note: the auto generated notifications are sent only for employees who have **not** been cleared to report to work.
 - Verify that employees, completing the hard-copy (paper) self-screening assessment, submit the completed form to you upon reporting to work.
- All employees are required to complete the self-screening assessment prior to beginning the workday. Failure to do so will result in them being directed to leave worksite and required to use their accruals to account for the absence. Please contact your Human Resources professional for guidance if your employee refuses to complete the self-screening assessment.
- Employees may be compensated for up to five (5) minutes to complete the self-screening assessment by extending either their rest or meal periods by up to five (5) minutes. Alternative methods may be identified based on operational needs of the department. Managers and Supervisors should consult with their Department Head for direction.

2. Keeping Sick Employees Out of the Worksite- It is critical that you promote keeping the worksite safe and healthy.

- If you are notified by either the self-screening application and/or your employee that they may be experiencing COVID-19 related symptoms, please do not allow them to come to work or immediately send them home.
 - If your employee is experiencing any of the following symptoms, confirm with them that these are new symptoms and cannot be attributed to any other conditions (i.e. seasonal allergies, asthma, exercise, etc.). If these symptoms are in fact new and are not associated with any other condition, direct your employee not to report to work, provide an update on the following day and recommend they seek COVID-19 testing at the Optum Serve testing sites (<https://lhi.care/covidtesting>).
 - Congestion or runny nose
 - Cough
 - Diarrhea
 - Fatigue
 - Fever (100.4 degrees or higher) or Chills

- Headache
 - Muscle or body aches
 - Nausea or vomiting
 - Loss of taste or smell
 - Sore throat
 - Shortness of breath or difficulty breathing
 - Employees who are directed not to report to work based on the self-screening assessment shall utilize their accruals to cover the absence. However, you can recommend they contact your department Human Resources professional to find out if they qualify for any leave under the County of Monterey Families First Coronavirus Response Act Implementation Policy or the Human Resources Emergency Response Manual.
 - Please consider and discuss telework options with employees who are directed not to report to work. If telework is available and performed by the employee, they will not be required to use their leave accruals for that workday.
 - If an employee becomes ill while at work and presents any of the above listed COVID-19 related symptoms, direct them to go home and recommend they consult their healthcare provider and/or COVID-19 testing depending on the severity of their symptoms.
 - In compliance with federal or State law, employees who are sent home during their work shift may be compensated their regular pay for the remainder of the shift. Employees shall use their leave accruals for any additional days they are out sick after they are sent home. You can recommend they contact your department Human Resources professional to find out if they qualify for any leave under the County of Monterey Families First Coronavirus Response Act Implementation Policy or the Human Resources Emergency Response Manual for the additional sick days.
3. Enforcing the COVID-19 Return to the Worksite Plan- Your department has developed a plan specific to your worksite to implement safety precautions geared toward keeping employees safe. It is your responsibility to promote this plan by making sure your employees are:
- Wearing facial coverings as outlined in the worksite plan and required by the Public Health Officer's Order.
 - Adhering to the maximum occupancy limits of the conference rooms, break rooms, restrooms, copy rooms, elevators, etc.
 - Maintaining appropriate physical distancing and refraining from gathering.
 - Utilizing meeting alternatives (i.e. Zoom, Microsoft Teams, Skype, etc.) to the extent possible.
 - Not participating in food sharing activities such as potlucks or buffet style events.
 - Reminded to clean their workstations with the cleaning/disinfecting supplies provided.
 - Reminded to wash their hands frequently, refrain from shaking hands, sneezing and coughing into their elbow if a tissue is not immediately available.

4. Reporting Potential COVID-19 Exposures Immediately- Contact your department Human Resources professional immediately if any of your employees report they have been diagnosed with COVID-19 or have been exposed to someone who has been diagnosed with COVID-19. The County has developed protocols to respond to potential COVID-19 exposures in the workplace and your department Human Resources professional will work with the Director of Human Resources to address the situation and provide you with appropriate guidance.

Thank you for the work you do and please don't hesitate to contact your department Human Resources professional if you have any questions or need assistance. Your cooperation and support can help save lives!