



COVID-19 Phased Staffing and Return to Business Plan

It is the goal of UC Cooperative Extension-Tehama County department to follow CDC, California and Tehama County Health Departments COVID 19 guidelines in protecting our staff and client's health and safety. We are currently transitioning from our previously adopted state shelter in place order (<https://covid19.ca.gov/stay-home-except-for-essential-needs/>). Cooperative Ag Extension is following steps for phased in opening with a soft opening that includes on-site staffing starting Monday, May 18, 2020. We will continue to plan for a phased reopening to the public according to state, UC and county guidelines.

UC Cooperative Extension-Tehama County has been available to the public and our clients via telephone and email since March 23rd, with staff working remotely. As of May 18th our county staff will return to the office. We will continue on-site access by the public permissible by appointment. Public communication will continue via phone, email and voice messaging Monday through Friday with the following guidelines and protocols in place. UC staff has been working at the office and remotely, in both field and research work, with coordinated efforts to follow all social distancing guidelines. All current COVID-19 health and safety protocols will remain in place and continue to evolve as new information becomes available.

STAFF AND SOCIAL DISTANCING

- Staff will complete a 5 question screening form, when accessing the office. A touchless temperature checks will be used when accessing the building daily.
- Staff are to stay home if they are sick.
- Staff will not come to work if they have a fever of 100.4 degrees Fahrenheit or higher and will stay home for at least 72 hours after their fever is gone without the need for fever-reducing medicine.
- When seated, staff workstations will continue to be more than 6 feet apart. However, staff will adjust workstations as needed to accommodate a safe working environment.
- 6-foot physical distancing will be in place.
- Staff will continue to utilize phone and email when communicating with on-site coworkers and will return to their workspace as soon as possible, after using equipment or facilities in common spaces.
- Staff will disinfect their workspace throughout the workday.
- Staff are encouraged to wear face coverings or masks when not at their own workstation.
- Staff will sanitize or wash their hands frequently.
- Hand sanitizer, tissues, and trash receptacles will be provided.
- Staff is discouraged from using other employee's phones, desks, offices, or other work tools and equipment.
- Staff are encouraged to use respiratory etiquette, including covering coughs and sneezes.
- No hugging, shaking hands, or other physical contacts.
- The break rooms will continue to be "take out" only. Staff will take their breaks in non-shared areas.

SANITATION AND THE PUBLIC

- Staff will clean, then disinfect all hard, non-porous surfaces, following directions on the disinfectant container, frequently.
- Public will have access to the building by appointment to ensure density remains low. A five question screening questionnaire will be required for all staff, visitors and delivery personnel. These forms will be retained internally for any future contact tracking purposes.
- While the Stay-at-Home Order is in effect; customers will be required to practice social distancing and encouraged to wear a face mask while interacting with staff.

RESOURCES

Update on CA Pandemic Roadmap

<https://www.gov.ca.gov/wp-content/uploads/2020/04/Update-on-California-Pandemic-Roadmap.pdf>

Order of the State Public Health Officer

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/SHO%20Order%205-7-2020.pdf>

Tehama County Health Services

<https://www.tehamacohealthservices.net/services/communicable-diseases/>

CDC COVID

<https://www.cdc.gov/coronavirus/2019-ncov/communication/guidance-list.html?Sort=Date%3A%3Adesc&Page=2>

CAL/OSHA

<https://covid19.ca.gov/pdf/guidance-office-workspaces.pdf>