April 9, 2020

Use of Respiratory Protection, Mask and Cloth Coverings and Employee Self-Screening

Respiratory Protection, Mask and Cloth Coverings

The California Department of Public Health (CDPH) has advised that in addition to direct healthcare workers and first responders, social services workers providing care to a confirmed or suspect COVID-19 positive person should wear a N95 or KN95 mask, and should be prioritized for use of such masks.

Departments should continue to use appropriate occupational standards for the professions within their departments as it relates to personal protective equipment (PPE). Departments whose employees interact with the general public should evaluate what steps may be necessary to provide PPE and hand sanitizer, and to ensure physical distancing as part of their ongoing operations.

State employees who interact with co-workers or the general public may consider the personal option of wearing a cloth face covering. A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels. It is not recommended that you wear a N95 or KN95 mask.

Departments that want to order cloth masks for employees may do so through usual procurement processes or may inquire with the State Operations Center.

Cloth face coverings do not substitute for existing guidance about physical distancing and frequent handwashing. Cloth face coverings may aid in reducing transmission of COVID-19 without putting increased demand on the supply of medical grade equipment to be prioritized for our healthcare workforce.
Employee Self-Screening

In addition to wearing a cloth face covering, **daily each morning**, all employees should be advised to use the following simple self-screening process to lessen the community spread of COVID-19.

1. Take your temperature.
2. Do you currently, or in the last 24 hours, have you had any of the following symptoms -
   a. Fever (subjective or measured)
   b. Cough
   c. Shortness of breath
   d. Sore throat

If you have any of the above symptoms or if you have a recorded temperature of greater than 100.4 degrees, you should stay home and work with your supervisor/manager on alternate work arrangements and leave options. If you are deployed or redirected, you should also work with your acting supervisor for the assignment. For employees who do essential work, please continue to check for symptoms throughout the day. If symptoms develop, tell your supervisor and go home immediately.