

COVID-19 UPDATE – MARCH 13, 2020

Recommendations for Businesses and Workplaces

In light of significantly increasing rates of COVID-19 in Santa Clara County, the Public Health Department is taking further steps to protect the health of our community. Public Health is making these recommendations in consultation with the Centers for Disease Control and Prevention, and they are based on the best information we have at this time. These recommendations may be updated upon further evaluation and public health need.

Effective at **12:00am on March 14, 2020 until 11:59pm on April 4, 2020** all gatherings of more than 100 people are prohibited. Gatherings of 35 to 100 people are also banned unless certain conditions are met. The order as well as specific criteria for holding gatherings of 35 to 100 people can be found on our website www.sccgov.org/coronavirus.

Alternative Work Arrangements

Employers in Santa Clara County are responsible for taking steps to make it more feasible for their employees to work in ways that minimize close contact with large numbers of people. This guidance is designed to both protect employees and all members of the public with whom they come into contact at work.

Employers should immediately:

- Ensure employees who are sick do not come to work
- Suspend nonessential employee travel
- Minimize the number of employees working within arm's length of one another
- Cancel all large in-person meetings and conferences, or hold them via telephone or video conference
- Maximize flexibility in granting sick leave so that sick employees can stay home
- For service/retail industries, ensure updated procedures and protocols for frequent hand washing/sanitizing; enhance cleaning of high-touch surfaces and items with disinfecting wipes and other standard cleaners; ensure adequate supply of soap and paper towels; ensure frequent emptying of waste bins; and post signage regarding these procedures for staff and patrons
- Stop requiring a doctor's note for sick employees, as healthcare offices may be very busy and unable to provide that documentation right away
- Implement telecommuting options wherever feasible
- Stagger days of the week and start and end times if it will reduce large numbers of people coming together at the same time

Stay Home If Sick

All staff should stay home if they feel sick. Sick leave policies should be flexible and consistent with public health guidance and employees should be made aware of these policies.

Regular Cleaning

Exposure is thought to mostly occur through respiratory droplets, but surfaces can still transfer the virus from person to person. Frequently touched surfaces should be regularly cleaned by businesses and organizations. Areas such as doorknobs, tabletops, counters, phones, desks, keyboards and fixtures should be disinfected several times throughout the day.

Enhanced Hygiene

Everyone needs to follow increased hygiene measures that include:

- Frequently wash your hands often with soap and water for at least 20 seconds
- Alcohol-based hand sanitizer can be used in a pinch if soap and water are not available
- Avoid close contact with other people
- Avoid touching your eyes, nose and mouth
- Cover your cough or sneeze with a tissue

Stay Informed

- Information is changing frequently. Check and subscribe to Public Health's website and social media pages.
- Public Health Website: <http://sccphd.org/coronavirus>
- Public Health Facebook: <https://www.facebook.com/sccpublichealth/>
- Public Health Instagram: @scc_publichealth
- Public Health Twitter: @HealthySCC