

Citizens Redistricting Commission COVID-19 Worksite Plan

The information provided in this COVID-19 Worksite Plan outlines the steps to be taken by individuals in the Citizens Redistricting Commission's (CRC) Offices to create a safer environment for CRC employees (Commissioners and staff), other workers, and members of the public.

General Guidance

- CRC employees and other workers should continue to follow the [California Department of Public Health's guidance](#) (CDPH) regarding social distancing and other methods to help stay safe in the workplace and curb the spread of COVID-19:
 - Do not enter the CRC Offices (or other public spaces) but contact the Executive Director if they have been diagnosed with COVID 19, or have a fever or symptoms of COVID-19 (chills, cough, difficulty breathing, sore throat, body or muscle aches, loss of taste or smell, loss of appetite, or diarrhea).
 - If symptomatic, consult with their healthcare provider to see if they need to be tested for COVID-19 or require other medical intervention, and do not return to work until cleared by their health care provider.
 - Do not enter the CRC Offices (or other public spaces) but contact the Executive Director if they have been exposed to someone (such as in a household) suspected or confirmed to have COVID-19.
 - Participate in any medical screening (such as temperature and/or symptom checks) that may be required by the CRC.
 - Maintain at least a six (6) foot distance from others at all times.
 - Avoid congregating in common areas and high-traffic areas of the building.
 - Avoid shaking hands or engaging in unnecessary physical contact as this would violate the required physical distancing of six (6) feet.
 - Avoid touching eyes, nose, and mouth.

- Sneeze and cough into a cloth or tissue or, if not available, into their elbow (not into their hands).
- Follow cleaning and disinfecting protocols. Practice frequent hand hygiene with soap and water or hand sanitizer.
- Cooperate with any investigations of potential COVID-19 in the CRC's offices or building, if requested.
- Follow instructions on self-quarantining and self-monitoring for symptoms, if identified as a close contact of an infected person in the workplace, or if otherwise directed to self-quarantine and self-monitor.

Social Distancing

- At all times, try to maintain a distance of at least six (6) feet between yourself and others:
 - In any area where social distancing cannot be maintained, a protective face covering (such as a cloth mask) is required.
 - The majority of CRC Office workspaces are of adequate size to promote social distancing. Additional measures such as rotational telework schedule to stagger employee's time in the office may also be implemented if needed.
 - Teleworking and conducting meetings through available technology (teleconference, ZOOM, etc.) continues to be encouraged as a method of social distancing.

Face Coverings

- Face coverings must be worn by employees in accordance with the CDPH Guidelines while engaged in work, whether at the workplace or performing work off-site, when:
 - Interacting in-person with any member of the public;
 - Working in any space visited by the public, regardless of whether anyone from the public is present at the time;
 - Working in any space where food is prepared or packaged for sale or distribution to others;

- Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
- In any room or enclosed area where other people are present;
- Waiting for or riding on public transportation or in a for-hire vehicle, or in a vehicle during work-related travel with others; or
- While outdoors in public spaces, when maintaining a six (6) foot physical distance from others is not feasible.
- The following individuals are exempt from wearing a face covering:
 - Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering;
 - Persons who are hearing impaired, or communicating with a person who is hearing impaired; and
 - Persons for whom wearing a face covering would create a risk to the person related to their work.
- When interacting with CRC employees, other workers, or members of the public who may be exempt from wearing a face covering:
 - Maintain at least six (6) feet for social distancing;
 - Schedule meetings in a bigger conference room or space;
 - Wear a clear face shield if possible;
 - Use electronic or telephonic communication if possible; or
 - Consult with a manager or supervisor for other worksite accommodations.
- CRC employees and other workers should never approach coworkers or members of the public who are not wearing a face covering, for the purpose of attempting to enforce any face-covering recommendation or requirement.
- Guidance for proper use of face coverings:
 - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
 - Avoid touching eyes, nose, and mouth. Wash or sanitize hands before and after using or adjusting face coverings;
 - Do not share face coverings;

- If using a cloth face covering, wash daily with detergent and hot water; and avoid using a cloth mask that has holes, tears, damaged ties or straps, or no long covers your nose and mouth.

Members of the Public

- To gain access to the CRC's Office, members of the public must:
 - Not have a current or recent diagnosis of COVID-19, not have fever or symptoms of COVID-19 (chills, cough, difficulty breathing, sore throat, body or muscle aches, loss of taste or smell, loss of appetite, or diarrhea), and not have been currently or recently exposed to someone (such as in a household) confirmed to have COVID-19;
 - Maintain at least a six (6) foot distance from others at all times;
 - Follow CDPH guidance regarding hand hygiene and cough etiquette;
 - Wear a clean cloth face covering when in the facility, in accordance with the CDPH guidance, however exemption listed above also applies to members of the public; and
 - Follow any applicable local health officer orders in place for the public.

Cleaning and Disinfecting

- Your best defense against COVID-19 is washing your hands with soap and water frequently, for at least 20 seconds. If soap and water are not readily available, use a hand sanitizing solution, covering all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose and mouth with unwashed hands.
- Hand sanitizing dispensers are available at the follow locations:
 - 1st Floor main entrance, by the automatic doors
 - 1st Floor employee entrance, at 7th Street
 - 1st Floor employee breakroom, the Central Office mailroom and outside the Northern Sierra District Office reception area
 - 2nd Floor Training Room 242
 - 2nd – 6th Floors, just outside elevators
- All breakrooms and meeting rooms at the CRC's office building contain disinfecting wipes and have either paper towels or tissues available. Please do

not remove those supplies from the rooms. Disposable masks are available at the 1st Floor Guard Station for visitors to the building.

- It is recommended that you clean your personal workspace frequently. All frequently touched surfaces and office tools should be disinfected, including your keyboard, mouse, computer docking station, telephone, stapler, writing instruments, storage cabinets, chair arms, etc.
- Before and after using a meeting room, please use the available disinfecting wipes to clean table surfaces, telephones, chair arms, etc. Please factor that cleaning time into your meeting room reservation.

Areas where people gather - Breakrooms, meeting rooms, quiet rooms, offices, copy rooms, elevators, stairwells, etc.

- When available, use larger meeting rooms for meetings with three or more people, rather than using smaller meeting areas, such as a quiet room or an office.
- If smaller common areas are in use by two or more people, like kitchens or copy rooms, if possible, wait until the areas are less occupied to enter.
- Two per Trip. Please limit elevator occupancy to two people per trip. When in the elevator with another occupant, please move to opposite sides of the elevator car. Protective face coverings (such as cloth masks) are required in the elevator.

Material Handling Guidance – Shared work surfaces, filing cabinets, writing instruments, staplers, electrical/mechanical buttons, door handles, stair handrails, etc.

- Where possible, do not share your personal office tools. Example: If you are providing a wet signature approval, use your own pen rather than someone else's.
- Pay attention to office tools which are shared by others in your office. If you come in contact with a shared office tool, use a disinfectant cleaner on the item(s) before and after your use.
- Avoiding touching, door handles, light switches and buttons (including elevator, photocopier, meeting room telephone, vending machine and automatic door assists) with bare fingers when possible. Utilize gloves, napkins, tissues, paper towels, disinfectant wipes, etc., instead and discard immediately afterwards.