

## Risk Management & Safety Division

The City of Long Beach continues to monitor impacts related to COVID-19 24 hours a day in coordination with local, state and federal officials. Departments are working collaboratively to continue the enhancement of safety measures and to keep the employees and public informed of preventive measures to limit the spread of COVID-19. Remember everyone can do his or her part to help prevent the spread of COVID-19!

To keep all departments and unions informed regarding health and safety issues regarding COVID-19, the City Safety Office has prepared this update, which addresses some of the concerns. Regular updates will be issued and disseminated to the Administrative Officers, Department Safety Professionals, and Union Representatives.

**03.18.20**

### Update #1

#### Frequently Asked Questions

**Are City buildings going to be closed to the public?**

To slow the community spread of the virus and to help prioritize staffing for critical services, in-person services have been closed to the public at most City facilities as of March 16, 2020 through March 31, 2020. Check the City website for updates.

**How long does the virus live (on objects and not on objects) and considered contagious?**

Depending on the type of surface, temperature, and humidity, a few hours to a few days. It is still unknown how long it lasts in the air. It is important to practice handwashing (for at least 20 seconds), do not touch the face, eye, or mouth with unwashed hands, and follow cough etiquette.

**What surfaces and objects maintain the virus for a longer duration?**

Hard surfaces can hold the virus for longer. It can last anywhere from a few hours to a few days. It is recommended to clean the surfaces and practice preventive measures.

**What about handling paper or other documents? What to do?**

Some departments, as feasible, are requesting customers to scan or take a picture of their documents and send them via email to the department to be processed. Customers may use a free app called Genius Scan to generate a PDF of their documents.

If it is not feasible to implement the scanning procedure, have sanitizer available at the stations where employees handle paper or documents. Ask customers to limit the touching of the desk and chair. Ask employees to sanitize their hands between customers to prevent cross-contamination. Reinforce the message of avoiding touching face, mouth or eyes with unwashed hands. Use soap and water, as soon as there is an opportunity to do so.

**What is the recommendation for cleaning common areas? What is the frequency?**

It is recommended to wipe down surfaces frequently, e.g., once arriving at work, mid-morning, afternoon. As needed, if a person is observed coughing or sneezing on a surface. Employees should clean their workstations regularly and follow preventive measures. If a surface is visibly soiled, wash first with soap and water, and then disinfect with wipes. Make sure to follow directions on the label and pay attention to wet contact time.

**At City Hall** – Property Manager, JCI, has increased its cleaning routine to be done at least twice a day. They are wiping down surfaces in public locations as well as water fountains, restrooms, and elevators using an EPA-registered product against Covid-19.

**Other City Facilities** – Departments have discussed with their maintenance crew and third-party cleaning groups to increase their cleaning routine at their locations. Remind employees to wipe down their workstations frequently and follow preventive measures.

**FYI** – Development Services volunteer floor wardens, on their own, came up with an idea to keep common areas on their floor clean and ensure their co-workers feel safer. They have implemented a cleaning schedule (morning and afternoon). Other departments may consider implementing something similar.

**Should gloves be worn during the cleaning process?**

It is not necessary at this point unless it is part of normal operation. Follow proper handwashing technique, or use hand sanitizer if water and soap are not available.

**City Maintenance employees** should be provided with regular personal protective equipment (PPE). Preventive measures should be reinforced. Staff does not need to wear respiratory protection. Safety instructions are listed on product labels and include the personal protective equipment (e.g., gloves) that should be used. Place all used gloves in a bag that can be tied closed before disposing of them with other waste. Wash hands with soap and water for at least 20 seconds immediately after removing gloves or use an alcohol-based hand sanitizer if soap and water are not available.

**Should I wear a surgical mask?**

The California Department of Public Health, along with the CDC, does not recommend that healthy people wear surgical masks at this time. However, masks are recommended to limit the spread of disease for people who are exhibiting respiratory symptoms.

**Will hand sanitizer and cleaning products be available?**

Departments still have some supplies; however, the City and departments are working together on a plan to replenish products as needed. Keep in mind that there is a shortage for everyone.

**Can the COVID-19 virus spread through drinking water?**

The COVID-19 virus has not been detected in drinking water. Conventional water treatment methods that use filtration and disinfection, such as those in most municipal drinking water systems, should remove or inactivate the virus that causes COVID-19.

**If my department is still conducting fieldwork, what steps my employees should follow?**

Field Staff has been instructed to ask the following questions before entering a residential or commercial site:

- Has anybody traveled to or around an affected area in the last 14 days?
- Is somebody sick at home?
- Has anybody been in contact with a sick person

If the answer is yes to any of those questions, the site visit is re-scheduled.



<b>FAQ: DHHS - Housing Authority</b>
Can site visits be minimized (e.g., site inspections)? Bureau Manager is canceling site inspection for Public Housing, effective Monday, March 16, 2020.
Can the move briefings be done virtually or by phone instead of in-person training? Housing Authority is working on web-based training to eliminate briefings and other gatherings.
<b>FAQ: Parks, Recreation &amp; Marine</b>
What kind of measures has the department taken concerning COVID-19? Each Bureau is enacting its own measures according to their functions. In general, the department has increased cleaning, reduced employee/patron contact when possible, the staff has been informed and trained regarding COVID-19, information has been posted, and waterless hand sanitizers and sanitizing wipes have been provided.

**Resources:**

- **Long Beach Health Department**  
<http://www.longbeach.gov/health/diseases-and-condition/information-on/coronavirus/>
- **CDC Frequently Asked Questions**  
<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>
- **California Department of Public Health (CDPH)**  
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCOV2019.aspx>
- **EPA- Registered disinfectants used against Covid-19**  
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

