

Risk Management & Safety Division – COVID-19 Safety Bulletin #2

The City of Long Beach continues to monitor impacts related to COVID-19 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!***

Face Covering

Effective on April 10, 2020, City employees were asked to utilize a face covering when six feet of separation is not possible, or where there is not another method of providing separation such as a physical barrier to other co-workers or members of the public. This workplace guidance applies during essential work functions where working from home is not an option. Cloth face coverings are not intended for use in healthcare, medical or other safety sensitive occupational settings.

Remember: Medical respirators and surgical masks are in short supply and will be increasingly needed to safely provide care for persons with COVID-19. It is critical that these medical items not be used outside of the healthcare setting.

For more details, please refer to Acting City Manager's email dated April 13, 2020 or visit <http://www.longbeach.gov/hr/covid-19/employee-communications/>

Telecommuting Safety Tips

Your home office should be set up using the same basic ergonomics principles as a work office. Here are some recommendations to assist you in increasing your comfort while using your laptop or computer at home.

Develop a morning routine and follow it - A relaxing morning routine can be a great way to ease into the day. Spend the time that you would have otherwise been commuting reading a book, meditating, writing in your journal, exercising, or stretching. Some employees even like to dress like they are going into an office to kick-start their day.

Use an area of your home that allows productive work – the work surface should be close to your elbow height with elbows bent 90 degrees. This allows typing, mousing and writing with less contact stress on the edge of the work surface. A large and wide workspace allows placement of all necessary equipment and documents, which improves productivity.

If you experience restlessness, try a few different workstations, and establish routines around which you use at different times of day.

Take frequent breaks to stretch and relax muscles – Take breaks at least hourly to stand up and stretch. Get up and walk around or do some quick stretches at your desk. If you stand while working, sit during your breaks. If using a non-office style chair or a laptop without external input devices, take breaks more frequently. Safely get some fresh air!

Use the 20-20-20 rule to prevent straining the eyes (every 20 minutes, take a 20-second break and focus your eyes on something at least 20 feet away).

Sit in a chair that is comfortable and adjustable – For short sits, a dining chair or wooden chair will provide comfort, but the lack of padding and lumbar support can lead to significant discomfort over time. If you want to add some lumbar support, roll a towel and place it between your chair and lower back.

Adjustable office chairs are highly preferable to dining chairs and stools as they allow customized support.

Use an external keyboard and mouse for your laptop – Using a laptop keyboard throughout the day forces awkward postures. External keyboards and full-size mice allow you to position the laptop screen away from the input devices and sit upright. Your mouse should be located next to the keyboard and at the same height. **Avoid** small-sized travel keyboards and travel mice; they are designated for very short-term usage.

Raise monitors to eye level after connecting external keyboard and mouse – Stack books, ream of paper or purchase a monitor/laptop stand to raise your laptop and other monitors so the top pixel is at your eye level. If paper documents are frequently referenced, consider having a document holder.

Always communicate with your team and managers - While telecommuting, establishing a check-in procedure is a must. It is especially important to maintain regular contact with co-workers and managers. Checking-in can be anything from a planned phone call, an email, or a text.

Field Work Safety Tips

Field Staff should ask the following questions before entering a residential or commercial site:

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

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



If the answer is no to all three questions, employees must implement the following preventive steps:

- Physical distancing (sixfeet minimum) when entering a residence or commercial building. If physical distancing is not possible, City employee must wear a face covering during the entire site visit;
- Limit 2-9 people in the same area;
- Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer; avoid touching the face, eyes, and mouth with unwashed hands; avoid close contact with people who are sick; and
- Implement cough/sneeze etiquette and proper disposal of used tissues.

Cleaning vs. Disinfecting Procedures

Cleaning: refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection. Water and detergents are usually used.

Disinfecting: works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection. Diluted bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered disinfectants should be effective. It is important to follow label instructions regarding contact time.

If an employee tested positive for COVID-19 in the workplace, the Long Beach Health Department will indicate what areas must be disinfected.

Resources:

- **Long Beach Health Department**
<http://www.longbeach.gov/health/diseases-and-condition/information-on/coronavirus/>
- **Guidance for Cloth Face Covering (Long Beach Health Department)**
<http://longbeach.gov/globalassets/health/media-library/documents/diseases-and-condition/information-on/novel-coronavirus/guidanceclothfacecoverings>
- **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>

Update #2_05.06.20



- **EPA- Registered disinfectants used against Covid-19**

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

- **Guidelines for setting up and using a home office**

<https://www.ergocenter.ncsu.edu/wp-content/uploads/sites/18/2020/03/Working-from-Home-Tips.pdf>

