



## **COUNTY OF VENTURA Social Distancing Protocols**

**April 21, 2020**

All employees working at County of Ventura facilities shall follow, as much as possible, the Social Distancing Requirements set forth in the Ventura County Health Officer's Stay Well at Home Order of April 20, 2020. In order to take the strongest possible steps toward preventing spread of COVID-19 in our community, the County of Ventura has implemented Social Distancing measures while at the same time continuing to provide vital County government services.

- If you are sick, do not come to work. Report your absence in the normal fashion.
- Discuss with your supervisor if telework is feasible for you.
- For the safety of all, employees arriving at the County's highest traffic facilities are screened before they may enter.
  - Screening includes taking forehead temperature and answering questions concerning possible exposure and symptoms. If parameters are met, entrants have a sticker placed on their badges and are allowed entry throughout the day. Employees arriving before or after the screening station is available are expected to come to the screening station once it is active for the day.
  - While most employees are no longer traveling between buildings for meetings or other reasons, entering another building requires a re-screen. Employees are asked to respect other department areas if re-screening is requested.
- While at the workplace, use Social Distancing measures to the greatest extent possible:
  - Maintain at least six feet of physical distance from other persons, including in seating arrangements, break rooms, and communal areas.
  - Use technology (for example conference calls for meetings) to create social distance.
  - Wash hands with soap and water for at least 20 seconds or use hand sanitizer as frequently as possible.
  - Cover coughs or sneezes (into sleeve or elbow, not hands).
  - Not shaking hands.
  - Wearing a face mask is supported, but currently not required.
  - Regularly clean high-touch surfaces in your workspace. Ask your supervisor if cleaning materials are available and wipe down your work area.
  - For employees who drive for work, whenever operationally possible travel in separate vehicles.

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