



To: Yuba and Sutter Human Resources

Date: April 21st, 2020

From: Yuba Sutter Bi-County Public Health Officer, Dr. Phuong Luu

As the COVID-19 pandemic continues, we must learn to adjust our business operations and daily lives for the health and wellbeing of our entire community. Below you will find useful guidelines as we move forward in reintroducing our work force across all county campuses. Additionally, our bi-county Public Information Officers are developing employee focused educational materials for you to use in the workplace. For more information on the national guidelines for *Opening up America Again* visit <https://www.whitehouse.gov/openingamerica/#criteria>.

As we plan for the phased "opening back up" of county services, please keep the following individual and business guidance for Phase 1 in mind.

PHASE 1:

INDIVIDUALS:

- All [vulnerable individuals](#) should continue to stay at home. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home. Precautions should be taken to isolate from vulnerable residents.
- All individuals, WHEN IN PUBLIC (e.g., parks, outdoor recreation areas, shopping areas), should maximize physical distance from others. Social settings of more than 10 people, where appropriate distancing may not be practical, should be avoided unless precautionary measures are observed.
- Avoid SOCIALIZING in groups of more than 10 people in circumstances that do not readily allow for appropriate physical distancing (e.g., receptions, trade shows)
- MINIMIZE NON-ESSENTIAL TRAVEL and adhere to CDC guidelines regarding isolation following travel.

EMPLOYERS:

- Continue to ENCOURAGE TELEWORK, whenever possible and feasible with business operations.
- If possible, RETURN TO WORK IN PHASES.
- Close COMMON AREAS where personnel are likely to congregate and interact, or enforce strict social distancing protocols.
- Minimize NON-ESSENTIAL TRAVEL and adhere to CDC guidelines regarding isolation following travel.

- Strongly consider SPECIAL ACCOMMODATIONS for personnel who are members of a VULNERABLE POPULATION.

Practicing these guidelines will require special consideration from leadership, while remaining flexible during this rapidly changing climate. Measures like reducing a room's fire capacity to 50%, promoting personal responsibility among all staff, and frequent check ins to assess PPE levels are some ways to proactively manage the return of our work force.

Your collaboration and leadership are greatly appreciated during these extraordinary times.

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Yuba County and Sutter County