



Water Resources Department

Watershed Protection District

Lake County Ramp Monitor, Watercraft Inspection and Decontamination Station Protocols to Address COVID19 Prevention – May 7th, 2020

*This document will be updated as new information becomes available and can be found online at www.nomussels.com

Protocols for Boater Interaction:

- Monitors conduct contact sheet tracking as normal. Keep a 6-foot social distance at all times. No outreach materials will be provided at this time.
- Install signs notifying boater of inspection requirements and COVID19 considerations.
 - Boater is required to assist with removing cover, lowering motor, and opening compartments.
 - Maintain a 6-foot social distance.
 - Inspector is responsible for making sure signage is visible, legible, and seen by the boater.
- Inspection protocols remain the same. Boat owners are expected to remove covers, lower their motors, open compartments, move aside coolers, drain covers and ballast bags to enable a safe inspection.
- Inspectors retain a 6 ft distance from the boaters at all times.
- A boater that is showing COVID 19 illness symptoms (cough, fever etc.) will not be allowed to receive an inspection.
- Inspectors can collect boater information on contact forms without making direct contact the boater.
- Outreach materials will not be distributed at this time.
- If the boater required a decontamination, refer to the decon section.
- Boaters that are unwilling to follow protocols will not be allowed access on the lake as a full inspection cannot be completed (Ordinance Ch. 15 IX).
- Inspectors are required to wash hands before and after the inspection, and wear disposable or reusable gloves as appropriate.
- Wearing a mask during an inspection is recommended.

Protocols for the Work Environment

1) Ramp Monitors & Inspectors

- Hands should be washed/sanitized regularly throughout the day.
 - Alert your lead coordinator know if you are running low on sanitizer or hand wash materials.
- All touched surfaces/equipment/materials should be washed/sanitized at the end of each shift, including clipboards, pens, and pencils.
- Monitors that are exhibiting illness symptoms, or have family members that are exhibiting illness symptoms should not report to work and must contact their ramp coordinator / supervisor as soon as possible.
- Monitors should avoid touching their faces and follow basic hygiene recommendations.
- Monitors should not share personal items – including phones, pens, pencils, clipboards, etc.
- COVID Fact sheets will be displayed at all monitored ramps, railings, or other display areas where applicable.

2) Sticker Sellers

- Encourage customers to use touchless payment options (i.e. Venmo, Paypal, ApplePay, Android) when available. Minimize handling cash, credit cards, reward cards, and paper checks, where possible. If you need help setting up electronic payments through your phone, contact the program coordinator, Angela (angela.depalmadow@lakecountycal.gov).
- When exchanging paper and coin money:
 - Do not touch your face afterward.
 - Ask customers to place cash on a surface (truck hood) rather than directly into your hand.
 - Place money directly on a surface when providing change back to customers.
 - Wipe surface down between each customer when possible.
 - If possible, wear disposable gloves and throw away after a cash transaction.
- Practice proper hand hygiene. This is an important infection control measure. With appropriate hand hygiene, gloves are not necessary for workers who are not involved in food preparation. Wash your hands regularly with soap and water for at least 20 seconds. An alcohol-based hand sanitizer containing at least 60% alcohol can be used, but not as a substitute for cleaning hands with soap and water. Hand washing stations and hand sanitizer will be provided for you.

3) Decontaminations

- Inspector and boater shall comply with 6-ft social distancing recommendations during a decontamination, before, during and after.
- Sanitize surfaces, tools, and equipment (i.e. clipboards, pens,) before and after use with a boater.
- Due to the high temperature of decontamination unit and water (120-140°F) normal operation safety measures must be followed, along with COVID19 prevention techniques such as 6-foot social distancing and disinfecting materials that have been touched by the boater and inspector, such as clipboards and pens/pencils.

Frequently Asked Questions (FAQs)

COVID FREQUENTLY ASKED QUESTIONS

Answers provided by County of Lake Aquatic Invasive Species Coordinator Angela D. Dow

1. What is coronavirus (COVID-19)?

A novel coronavirus is a new coronavirus that has not been previously identified. The virus causing coronavirus disease 2019 (COVID-19) is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold.

2. I am worried about being exposed to COVID-19 at work. How can I reduce my risk?

Employees are always encouraged to use general precautions (at work, in public, or at home).

Precautions include:

- Wash your hands with warm soapy water for at least 20 seconds each time.
- Hand sanitizer will be provided for you for ramp work, if you are running low, contact Angela ASAP.
- Wear a mask to protect yourself and others when talking with boaters and doing inspections. Reusable masks and disposable masks have been provided for you.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are ill or showing symptoms of COVID 19.
- Cover your mouth and nose with a tissue when you cough or sneeze.
- Refrain from reusing tissues after coughing, sneezing, or blowing your nose.
- Clean and disinfect surfaces that are frequently touched (cell phones, door handles, etc.).
- Stay home from work if you are sick or showing symptoms.
- Minimize your direct contact with others who may be unwell or who are vulnerable to illness.
- Get your flu vaccine if you have not already done so.

3. What if I or a member of my household have a compromised immune system, how can I limit my exposure to COVID-19 in the workplace?

If you or a member of your household are experiencing a compromised immune system and are concerned about possible exposure to COVID-19 in the workplace, contact your immediate supervisor. You may be required to provide a letter from your health care provider. If possible and appropriate for your work, arrangements may be made for you to work more remotely or in reduced contact to others.

4. What should I do if I think I am sick, but I don't know if I have been exposed to COVID-19?

If you have symptoms of fever and cough or shortness of breath and have not had any known exposure to or tested positive for COVID-19, you should contact your health care provider for further guidance. The county is currently is conducting scheduled testing, contact Angela immediately (530)304-1809. If you, or a member in your household, do test positive for COVID, sick leave options do exist in Lake County so that you can be paid while you or a member in your household is recovering at home.

5. What should I do if I have been exposed to COVID-19 but do not have symptoms associated with the virus?

If you have reason to believe you have been exposed to the virus, you should contact your health care provider or your local health department. Notify your supervisor that you have taken this step. Tests will be made available if ramp staff have reason to believe they have been exposed while working. If this is the case, contact your program supervisor, Angela (530)304-1809 immediately. Employees may be required to remain under quarantine due to exposure to COVID-19 even if they are not symptomatic. If you are told by a health care provider or public health official that you should be under quarantine due to potential exposure, you should not report to work. Your health, safety and that of your family is the highest priority, please do not work if you are sick or you think you have been exposed.

6. What should I do if I have been exposed to COVID-19 and believe I am developing symptoms associated with the virus?

If you think you are developing symptoms associated with COVID-19 and have reason to believe you have been exposed to the virus, you should contact your health care provider or local health department. Notify your supervisor that you have taken this step. Notify your ramp coordinator and do not go to work. You will be required to provide a letter from your health care provider or local health department indicating that you have completed the required monitoring, isolation, or quarantine period. You may also be required to provide medical documentation releasing you to full duty prior to returning to work.

7. Can I get tested for COVID if I needed / wanted to know if I have been exposed?

Tests will be made available if ramp staff have reason to believe they have been exposed while working or are feeling sick or have COVID symptoms. If this is the case, contact your program supervisor, Angela (530)304-1809 immediately. Some testing options has been guaranteed for you as County employees. Please be prepared to have your previous weeks work schedule available

8. I am concerned about exposure from a coworker who seems sick. Can I insist that they be sent home?

If you have a concern about an employee who appears to be sick, contact Angela right away (530) 304-1809. Agency management, in consultation with the agency's human resources office, will make appropriate decisions regarding whether the employee will report to work.

9. Will I be notified if someone I work with is confirmed to have COVID-19?

Employees known to be exposed to an individual diagnosed with COVID-19 will be notified that a case has been confirmed, but the Americans with Disabilities Act protects the identity and medical information of people with communicable diseases. The nature of ramp monitors and inspectors, being alone at ramps and apart from each other during daily tasks, makes spreading COVID among ramp monitors unlikely.

This protocol has been modified from a Montana Fish, Wildfire, and Parks version, and incorporates CDC COVID19 recommendations. This protocol can be found on the www.nomussels.com website.

10. What will happen if I have personal travel plans?

You should discuss your personal travel plans with your supervisor. If you can postpone your personal travel plans to avoid exposure to COVID-19, that may be in your best interest as well as your coworkers' best interests. If you do travel, plan to contact your supervisor prior to returning to your workplace.

11. What if I need to miss work due to an immediate family member requiring quarantine as a result of COVID-19?

You may be eligible for some Paid COVID-19 sick leave to care for a member of your immediate family who is quarantined or is ill as a result of COVID-19. You will be required to provide a letter from your healthcare provider or local health department indicating that your immediate family member has completed the required monitoring, isolation, or quarantine period.

12. What if I need to miss work due to a school, dependent care, or eldercare facility closure due to a COVID-19 outbreak?

If you are required to stay home due to closure of a school, childcare, or eldercare facility in connection with the monitoring or management of the coronavirus, or as a result of a declared public health emergency by the Governor and you are not eligible to work remotely or are unable to telework because your child needs full-time care you may take accrued vacation, comp time, or sick leave. Please inform your supervisor, Angela, if you need time to care for family members that have been impacted by closures.

13. Where will notifications of County office closures or other announcements for County employees be posted?

Your program manager, Angela, or coordinators, will inform you of any important updates or notices that are relevant to county or lake activities via text, email, or phone call.



CDC Recommendations

Strategies for employers to use now:

Actively encourage sick employees to stay home:

- Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [38.0° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
- Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
- Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
- Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
- Employers should maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.

Separate sick employees:

- CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees:

- Place posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen.
- Provide tissues and no-touch disposal receptacles for use by employees.
- Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
- Visit the [coughing and sneezing etiquette](#) and [clean hands webpage](#) for more information.

Perform routine environmental cleaning:

- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
- No additional disinfection beyond routine cleaning is recommended at this time.
- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

Advise employees before traveling to take certain steps:

- Check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found at on the [CDC website](#).
- Advise employees to check themselves for symptoms of [acute respiratory illness](#) before starting travel and notify their supervisor and stay home if they are sick.
- Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.
- If outside the United States, sick employees should follow your company's policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.

Additional Measures in Response to Currently Occurring Sporadic Importations of the COVID-19:

- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.
- If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

Cleaning and Disinfection

Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
- Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water

- [Products with EPA-approved emerging viral pathogens](#) are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
- If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
- Otherwise, use products with the EPA-approved emerging viral pathogens claims (examples at [this link](#)) that are suitable for porous surfaces

Linens, Clothing, and Other Items That Go in the Laundry

- Do not shake dirty laundry; this minimize the possibility of dispersing virus through the air.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.