COVID-19 UPDATE – MARCH 13, 2020

Recommendations for Community-Based Organizations

In light of significantly increasing rates of COVID-19 in Santa Clara County, the Public Health Department is taking further steps to protect the health of our community. Public Health is making these recommendations in consultation with the Centers for Disease Control and Prevention, and they are based on the best information we have at this time. These recommendations may be updated upon further evaluation and public health need.

Effective at 12:00am on March 14, 2020 until 11:59pm on April 4, 2020 all gatherings of more than 100 people are prohibited. Gatherings of 35 to 100 people are also banned unless certain conditions are met. The order as well as specific criteria for holding gatherings of 35 to 100 people can be found on our website www.sccphd.org/coronavirus.

Guidance for Community-Based Organizations

Community-based organizations should take steps to protect both the clients they serve and their employees. The specific details of your plan should be based on the size of your organization and workforce, complexity of your day-to-day operations, and type of services your organization provides to vulnerable populations.

People at higher risk for severe disease include those over the age of 50, with persons over 70 and 80 in the highest risk categories; individuals regardless of age with underlying health conditions such as diabetes, heart disease, cancer, lung diseases like COPD, blood disorders, kidney or liver disease, as well as those with severely weakened immune systems.

Stay Home If Sick

All staff and volunteers should stay home if they feel sick. Sick leave policies should be flexible and consistent with public health guidance and employees should be made aware of these policies.

Separate People That Are Sick

Clients that are sick should be separated from healthy people and contact with them should be kept to a minimum. Designate a space and if possible, a separate bathroom just for sick people. Have them wear a mask if they have cold or flu-like symptoms such as a cough, sneeze or shortness of breath. Monitor their symptoms and refer or provide additional medical care if needed.

Alternative Work Arrangements

Employers are responsible for taking steps to make it more feasible for their employees to work in ways that minimize close contact with large numbers of people. Employers should immediately:

- Ensure employees who are sick do not come to work.
- Suspend nonessential employee travel.
- Minimize the number of employees working within arm’s length of one another.
- Cancel all large in-person meetings and conferences, or hold them via telephone or video conference.
- Maximize flexibility in granting sick leave so that sick employees are able to stay home.
- Stop requiring a doctor’s note for sick employees, as healthcare offices may be very busy and unable to provide that documentation right away.
- Implement telecommuting options wherever feasible.
- Stagger start and end times if it will reduce large numbers of people coming together at the same time.

Enhanced Hygiene

Everyone needs to follow increased hygiene measures that include:

- Frequently wash your hands often with soap and water for at least 20 seconds
- Alcohol-based hand sanitizer can be used in a pinch if soap and water are not available
- Avoid close contact with other people
- Avoid touching your eyes, nose and mouth
- Cover your cough or sneeze with a tissue
Regular Cleaning
Exposure is thought to mostly occur through respiratory droplets, but surfaces can still transfer the virus from person to person. Frequently touched surfaces should be regularly cleaned by businesses and organizations. Areas such as doorknobs, tabletops, counters, phones, desks, keyboards and fixtures should be disinfected several times throughout the day.

Stay Informed
- Information is changing frequently. Check and subscribe to Public Health’s website and social media pages.
- Public Health Website: http://sccphd.org/coronavirus
- Public Health Facebook: https://www.facebook.com/sccpublichealth/
- Public Health Instagram: @scc_publichealth
- Public Health Twitter: @HealthySCC