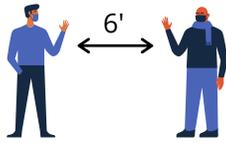


Be Ready for COVID-19 at Your Workplace

Protect your employees and the community by following these health and safety guidelines.

Maintain physical distancing



People can spread the virus before they know they are sick, or do not have symptoms. Staying six feet apart reduces the risk of spreading or catching COVID-19.

Increase ventilation and filtration

Ventilation and filtration replaces air that contains the virus with cleaner air. Whenever possible:

- Use MERV 13 air filters
- Run portable HEPA air filters

Learn more about [CDPH and Cal/OSHA guidance for ventilation, filtration and air quality](#)

Restrict the use of breakrooms and other common areas

The COVID-19 virus can build up in poorly ventilated rooms with multiple people. Avoid eating in breakrooms, if possible.

Improve how your mask fits

Prevent air from flowing freely around the edges of the mask.

If your mask fits well, you will:

- Feel warm air come through the front of the mask
- See the mask material move in and out with each breath



Add more layers to your mask

Reduce the number of droplets that come through the mask.

- Use a cloth mask with multiple layers of fabric
- Wear a medical procedure mask underneath a cloth mask

Visit the CDC's website to learn more about how to [improve the fit and filtration of your mask](#)

Discourage carpooling

Driving separately is the best practice to reduce the risk of spreading COVID-19. If driving separately is not possible:

- Wear a mask
- Roll down all four windows to bring in outside air
- OR
- The passenger should sit in the backseat and open windows opposite the occupants
- When windows can't be opened during rain or extreme cold, keep the fan on high in the fresh air mode (do not recirculate the air)



Consider surveillance testing

Weekly or more frequent tests can help identify COVID-19 cases before people begin showing symptoms or are asymptomatic. Testing options include:

- [Maestro Medical](#) (offering free, full-service testing for congregate care facilities)
- California Department of Public Health [Valencia Branch Laboratory](#). (free, employer collects and ships tests)
- [National Labs](#) (complete service, fee charged)

Additional Resources

[COVID-19 Employer Toolkit](#)
Isolation and Quarantine Guidance in [English](#) and [Spanish](#)
[Department of Labor Guidance for Employers and Workers](#)
[Cal/OSHA COVID-19 Guidance and Resources](#)
[California Assembly Bill AB 685](#)
[Employee Paid Leave Rights](#)



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