

COUNTY OF SANTA CLARA

Office of the Sheriff

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Laurie Smith
Sheriff

MEMORANDUM

TO: All Staff

FROM: COVID-19 Incident Command Center

SUBJECT: ICC Directive 21-10, (Important COVID-19 Update)

DATE: June 15, 2021

The purpose of this directive is to provide several significant updates for our staff to follow as the effects of the pandemic begin to ease and to share recent guidance received from the County Executive's Office in regards to the use of facial coverings and visitors to County facilities. Unless otherwise stated, the areas mentioned below are effective immediately. All other areas related to previous directives will remain in effect until otherwise noted. The ICC will continue to provide updates as information is made available.

Facial Coverings:

1. Face Covering Requirements for County Personnel

a. Settings Where Face Coverings are Always Required Regardless of Vaccination Status.

Face coverings are required for everyone in the following settings, regardless of vaccination status:

- On public transit.
- Indoors in K-12 schools, childcare, and other youth settings.
- Healthcare settings, including any County healthcare facilities.
- Correctional facilities and detention centers, including the County's adult and youth custody facilities.
- Homeless shelters, emergency shelters, and cooling centers.

b. Face Coverings Are Required for Unvaccinated Personnel in All Indoor Settings and in Vehicles Used for Work. **Face coverings are required for all County personnel (including contractors and volunteers) who are not fully vaccinated when:**

- Working on-site in all indoor settings.
- In vehicles used during the course and scope of employment.

"Fully vaccinated" means that a person has received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccines series or a single-dose COVID-19 vaccine and has reported that information to the County via the County's Certification of Vaccination form.

Exception for temporary mask removal. On-site County personnel who are not fully vaccinated may briefly remove their face covering for the following but must put it back on as soon as they are finished:

- When eating or drinking at the workplace. But any personnel who are not fully vaccinated:
 - May not congregate with other coworkers to eat or drink indoors in any County facility.
 - Even if outdoors, must maintain at least six feet distance from other employees when removing their face covering to eat or drink.
 - If indoors, must ensure that outside air supply to the area has been maximized to the extent feasible (e.g., by opening windows).
 - When communicating with a hearing-impaired person where the ability to see the mouth is essential for communication.
 - For specific tasks which cannot feasibly be performed with a face covering (e.g., using an inhaler or taking medicine).
- c. Face Coverings Are Not Otherwise Required for Fully Vaccinated Personnel. (Effective after 6-18-21) **Except for those settings noted above under (a), fully vaccinated personnel are not required to wear face coverings in County facilities.**

Any on-site County personnel may choose to wear a face covering in any setting, even if fully vaccinated, unless doing so would create a safety hazard (e.g., if they are required to wear an N95 respirator based on their department's personal protective equipment guidance).

2. Face Coverings for Visitors to County Facilities

All visitors to any indoor County facilities must wear face coverings while inside those facilities regardless of vaccination status unless they meet one of the following:

- They are under 2 years of age.
- They have a medical condition, mental condition, or disability that prevents wearing a face covering.
- They are hearing impaired or actively communicating with a person who is hearing impaired where the ability to see the mouth is essential for communication.

A visitor is anyone who enters a County facility and is not County personnel. All County departments and facilities must post signs at their entrances to alert persons that visitors cannot enter if they are not wearing a face covering or meet one of the narrow exceptions. The County has created signs for this purpose, available at <https://covid19.sccgov.org/flyers-and-posters>.

3. Acceptable Face Coverings

Face coverings may be reusable cloth masks, disposable surgical masks, medical procedure masks, or respirators such as N95s. A face covering must:

- Fit snugly over the nose, mouth, and chin.
- Hook around the ears or tie behind the head.
- Have no visible holes or openings.
- If cloth, be constructed of tightly woven fabric of at least two layers. Any face covering must have no visible holes or openings and must cover the nose and mouth.

The following categories of face coverings do not comply with County requirements (neck gaiters and balaclavas are acceptable for patrol deputies as stated in previous Directives):

- Neck gaiters, scarves, ski masks, balaclavas, bandanas, turtlenecks, collars, or single-layer cloth face coverings.
- Face coverings with an exhalation valve, because they allow unfiltered air (which may contain droplets and aerosols) to be released. Face shields (plastic barriers that typically extend from the forehead to the chin) are not equivalent to face coverings and do not fulfill face covering requirements.

4. County-Issued Face Coverings and Respirators

Employees may bring and wear their own face coverings so long as they meet the requirements of this policy and any department-specific requirements (e.g., healthcare and jails/congregate living environments may require that employees use provided surgical masks and other specific personal protective equipment). Employees may also request and receive face coverings from the County to use at on-site work.

If employees are required by the County to use respirators to perform their jobs, the County will continue to provide them. If any employee needs a mask please reach out to your immediate supervisor to obtain one.

5. Court Security

For those deputies assigned to Court Security, please abide by all court orders relating to the use of facial coverings in State Courthouses.

Capacity Limits

1. Reduced Maximum Capacity Requirements. There are no longer capacity limits for rooms and buildings, including breakrooms, office spaces, cafeterias and gyms. All signs relating to maximum room capacity may be taken down.
2. All Gyms are open to full capacity.

Temperature Checks

All divisions may discontinue the practice of daily temperature checks at the start of shifts. If any personnel feel sick they should notify their immediate supervisor.

HIP Hours

As stated in Directive 21-08, the HIP hours remain the same:

Monday through Friday: 5pm - 10pm

Saturday and Sunday: 8am - 10pm

As a reminder, the phone number for HIP is (408) 808-4629. These revised hours are to be utilized for COVID-19 related calls only.

Employee Staffing Tool Reporting

Division may discontinue reporting their daily staffing. Thank you to all of the divisions that continued to report their staffing levels over the past 15 months.

ICC and Documentation

The ICC will remain operational to process and track all Weekly Timecards, ICS 214 Activity logs, and daily sign-in sheets. As a reminder, these forms are required documentation for anyone working in any COVID-19 capacity (i.e. CIU personnel, security detail, 87B5 transportation unit, ICC staff).