



CORONAVIRUS DISEASE 2019 (“COVID-19”)

GUIDANCE FOR COUNTY EMPLOYEES

FREQUENTLY ASKED QUESTIONS

APPLICABLE UNTIL FURTHER NOTICE

SUBJECT TO UPDATE AND EXTENSION-Version 14

The County values its employees and understands that the COVID-19 crisis may be creating a difficult and stressful situation for employees’ work and personal lives. The County is committed to providing employees with as much information as possible to help navigate a variety of uncertainties, and has developed guidelines, procedures and responses to frequently asked questions below.

If questions arise that are not answered below, please contact your [Department Human Resources Manager \(HR\)](#). Given the fluidity of the situation, the procedures described below are subject to change. This guidance will be updated as additional information becomes available.

Please note that the County is following State and Federal guidelines to promote a safe workplace during the COVID-19 crisis. Just as we are committed to our employees, as a local government, we are also committed to providing critical health and safety services to Orange County’s citizens.

Information distributed to employees will be maintained at the COVID-19 Employee Information Site at: <http://www.ocgov.com/gov/ceo/covid19employeeinfo> for future reference. In addition, an email address has been established for employee questions (CEOCOM@ocgov.com). Responses to the questions will be provided to all County employees and may be incorporated into future updates of this document.

These Frequently Asked Questions are to provide information regarding the County’s response to COVID-19 for employees. The response to COVID-19 continues to evolve and laws, regulations, and policies regarding COVID-19 continue to be created, change and/or revised. The guidance contained in these FAQs does not supersede any conflicting or more restrictive orders issued by local governments, the State of California, or the Federal Government.

FREQUENTLY ASKED QUESTION TOPICS

- I. Medical Information and Questions 3
- II. Safety Measures and Facility Planning Questions 8
- III. Workers’ Compensation Questions 12
- IV. Time Sheet Coding and Leave Usage Questions..... 13
- V. Disaster Services Worker Questions 16
- VI. Telecommuting Resources/Learning & Organizational Development Questions 20
- VII. Benefits Questions 21
- VIII. Vaccination Questions 22
- IX. Additional Resources 24
- X. Human Resources Contact List by Department..... 25

New/Updated Questions (Links)

I. Medical Information and Questions

[The Governor of California ended the COVID-19 State of Emergency on February 28, 2023. Does that mean there are no longer rules to follow regarding COVID-19 safety in the workplace?](#) 3

I. Medical Information and Questions

1. The Governor of California ended the COVID-19 State of Emergency on February 28, 2023. Does that mean there are no longer rules to follow regarding COVID-19 safety in the workplace?

No. Cal/OSHA regulations are the applicable regulations specific to workplace safety in California. Originally, Cal/OSHA imposed a COVID-19 Prevention Emergency Temporary Standard (ETS) which expired and was replaced on February 3, 2023, with a COVID-19 Prevention Non-Emergency Regulation (NER). The current NER regulation will continue to be in effect until February 3, 2025. The NER makes some references to current California Department of Public Health (CDPH) Orders and guidance. The Governor's ending of the COVID-19 State of Emergency does not directly impact the Cal/OSHA NER and did not change any of the workplace safety practices the County is required to followed as set forth by Cal/OSHA and CDPH. These practices include, but are not limited to, reporting COVID-19 positive cases to Employee Health Services, offering testing to employees as required, and the determination of Cal/OSHA defined COVID-19 outbreaks in the workplace.

2. What is COVID-19? (updated 4/10/23)

COVID-19 is a respiratory disease caused by SARS-CoV-2, a coronavirus discovered in 2019. The virus spreads mainly from person to person through respiratory droplets and small particles produced when an infected person coughs, sneezes, or talks. The virus spreads readily in crowded or poorly ventilated indoor settings. Illness can range from mild to severe, though not everyone infected with the virus develops symptoms. Adults 65 years and older and people of any age with underlying medical conditions are at a higher risk for severe illness.

For current updates on the science of COVID-19, please review the [CDC](#) and [CDPH](#) webpages for COVID-19.

The County's Risk Management Department has created "**Aerosol Transmissible Diseases and COVID-19 General Awareness Training**" which can be found at the following link:

<https://rise.articulate.com/share/nlZn7kkAr-HQRKluXVqy8DHNDdirGUuV>

Staff are also required to review their respective agency's COVID-19 Prevention Plan for specific protocols and procedures.

3. What does the Health Officer's Order mean for County employees? (updated 7/5/21)

All County employees are required to follow the Health Officer's Orders. The Orders are revised at times and may change the requirements for all County employees to follow.

The Orders can be found here: <https://occovid19.ocaliforniahealthinfo.com/article/oc-health-officers-orders-recommendations>

If new Health Orders are issued that conflict with medical information provided in the Guidance for County Employees - Frequently Asked Questions document, the Health Orders shall supersede the FAQs.

4. What should an employee do if they test positive for COVID-19? (Updated 4/10/23)

Whatever the circumstance, employees are to contact Employee Health at (714) 565-3780 immediately to report a diagnosis of COVID-19 and to notify their supervisor or manager of the need

to be off work. An employee may also notify Employee Health Services by completing the [COVID questionnaire](#) or by e-mailing: employeehealthcovid19@ochca.com.

5. If an employee is concerned that they may have symptoms consistent with COVID-19, what should they do? (updated 4/10/23)

Employees should self-screen daily prior to coming to work for elevated temperature and/or any of the symptoms associated with COVID-19 which include: fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. If an employee is experiencing symptoms of COVID-19, the employee should stay home and follow normal call-out procedures, regardless of vaccination status.

If an employee begins to feel sick while at work, they should contact a supervisor about the possible need to go home as they would with any other illness. Employees should contact their primary care provider regarding their symptoms. Employees are to contact Employee Health at (714) 565-3780 to report a diagnosis of COVID-19 and to notify their supervisor or manager of the need to be off work. An employee may also notify Employee Health Services by completing the [COVID questionnaire](#) or by e-mailing: employeehealthcovid19@ochca.com.

6. How much information may a supervisor or manager request from employees who display or report symptoms? (updated 4/10/23)

Employers may ask employees if they are experiencing symptoms such as coughing, fever, or shortness of breath. Employers must treat all information about employee illness as confidential. In general, supervisors and managers are advised not to ask employees if they have COVID-19, although an employee may volunteer it. If there are specific concerns that an employee has a diagnosis of COVID-19 and has not disclosed it, the Department HR team should be contacted. Contact information for your Department HR Team can be found here: [X. Human Resources Contact List by Department](#)

7. If an employee has symptoms consistent with COVID-19, can management ask the employee to leave work? (Updated 12/29/20)

Yes. If an employee is displaying symptoms consistent with COVID-19, they may be asked to leave work.

Employers must provide employees with a workplace that is safe and free from recognized hazards. Employees must be provided with the ability to report symptoms to management without fear of reprisal. Employers should require an employee to leave work if the employee displays or discloses symptoms consistent with COVID-19. According to the Center for Disease Control (CDC), symptoms include: fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. To confirm which symptoms require an employee to leave work, contact Employee Health Services at (714) 565-3780.

Importantly, managers and supervisors must be consistent in their approach and apply objective criteria to their decision when sending employees home. In other words, departments should take care not to make decisions that are or appear discriminatory based on illegitimate or non-relevant considerations.

8. If an employee has COVID-19, can they be required to leave work? (updated 4/10/23)

Yes. If an employee has a positive COVID-19 test or medical diagnosis of COVID-19, the employee is required to leave the workplace. Considering the health risks posed by COVID-19, permitting an employee with the virus to be at work could threaten the health and safety of other employees.

In addition, if an employee is required to leave work, Department HR should be contacted to ensure the employee is afforded their due process rights where applicable. Contact information for your Department HR Team can be found here: [X. Human Resources Contact List by Department](#)

9. If an employee believes a coworker is displaying symptoms consistent with COVID-19, what should they do? (updated 8/24/20)

The employee should notify a supervisor or manager so the situation can be assessed by Human Resources (HR). If an employee is displaying symptoms consistent with COVID-19, they may be asked to leave work.

10. If there is a confirmed or likely case of COVID-19 in the workplace, will employees who have had direct contact be notified? (updated 4/10/23)

Yes. Department HR teams and County supervisors/management are to notify Employee Health Services (EHS) of any reported employee cases of COVID-19. EHS will work with the supervisor or manager to identify employees who had close contact (as defined by the Cal/OSHA COVID-19 Non-Emergency Regulations) with a diagnosed COVID-19 positive individual in the workplace. Employees who were in close contact with a reported case of COVID-19 will be notified within 24 hours and provided directions to follow, including instructions for obtaining a COVID-19 test. Employee medical information is confidential, so the identity of the reported or likely COVID-19 diagnosed employee will only be disclosed on a need-to-know basis.

11. If there is a confirmed or likely case of COVID-19 in the workplace, will all potentially exposed employees automatically be sent home? (updated 4/10/23)

No. Employees will be notified if they were exposed to COVID-19 and provided instructions to follow.

12. When should an employee with COVID-19, or symptoms consistent with it, be allowed to return to work? (updated 4/10/23)

The County Public Health Officer's Orders provides guidance on when an employee would be required to isolate if they have tested positive or are experiencing COVID-19 symptoms. The current Health Orders can be found here <https://occovid19.ochealthinfo.com/article/oc-health-officers-orders-recommendations>

Employees are recommended to consult with their medical provider to determine when it is safe to return to work. If the employee has taken leave under the Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA) due to COVID-19, they are to consult with their Department HR team about the necessary medical clearances to return to work. Contact information for your Department HR team can be found here: [X. Human Resources Contact List by Department](#)

13. What if an employee does not want to return to work because they have a compromised immune system or other medical condition potentially putting them at high risk of COVID-19 infection?

Departments should engage in the interactive process with such employees. Employees who disclose a pre-existing medical condition, including an underlying health condition or compromised immune

system, may request a reasonable accommodation, such as working from home. Employers have a legal obligation to provide employees with reasonable accommodations unless doing so would create an undue hardship for the Department. Departments should consult with their Return to Work Coordinator in such a situation.

14. What if an employee refuses to come to work because of a generalized fear of infection? (updated 4/27/22)

If operationally feasible, the employee may be allowed to telecommute. However, an employee can be required to attend work in the workplace, and the refusal to do so may be grounds for discipline.

15. What can you tell other employees about a coworker who has COVID-19?

Employee medical information is confidential, so the identity of the diagnosed employee should not be disclosed.

Individuals with COVID-19 or from countries of origin associated with the outbreak of COVID-19 must not be stigmatized. The County will continue to ensure that employees are not harassed or discriminated against based on a protected category. If an employee feels as though they have been harassed or discriminated against due to concerns related to COVID-19, they should speak with Human Resources or contact the EEO Access Office immediately.

16. May an employer take employees' temperatures to determine whether they have a fever? (updated 12/29/20)

Generally, measuring an employee's body temperature is a medical examination that may only be performed under limited circumstances. Based on current State of California Civil Rights Department guidelines, employers may measure an employee's body temperature for the limited purpose of evaluating the risk that employee's presence poses to others in the workplace due to COVID-19. These measurements must be taken with a non-contact thermometer. However, Department Heads/Managers should consult with Employee Health Services prior to the implementation of any process to measure employees' body temperature.

Employees are expected to self-screen daily prior to coming to work for elevated temperature and/or any of the symptoms associated with COVID-19 which include: fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. If an employee is experiencing symptoms of COVID-19, the employee is expected to stay home and follow normal call-out procedures.

17. My department/facility/building is requiring employees to go through a temperature screening in order to enter the facility/building. What does this mean to me? (updated 4/10/23)

A symptom associated with COVID-19 is a temperature at or above 100.4 F or higher. Employees should self-screen daily prior to coming to work for elevated temperature and/or any of the symptoms associated with COVID-19. Additionally, to reduce the spread of COVID-19 and ensure a safe and healthy workplace for employees, some County facilities/buildings may require employees to go through a temperature screening in order to enter the facility/building. Temperature readings are considered confidential information and will only be shared with individuals that have a legitimate business-related need to know the reading.

An employee who refuses to go through temperature screening may not be allowed to work and required to post their own balances to cover their absence.

If an employee has a temperature at or above 100.4 or higher, they will not be permitted to work and encouraged to talk with their medical provider to determine when it is safe to return to work. The employee will be asked to voluntarily leave work and required to post their balances to cover the absence. If the employee does not voluntarily leave and disagrees with posting balances to cover the absence, the employee will have the opportunity to appeal the decision. If you have any questions, please contact your Department HR representative for more information. Contact information for your Department HR Team can be found here: [X. Human Resources Contact List by Department](#)

18. Will I be paid if I am ordered to isolate due to being COVID-19 positive? (updated 4/10/23)

Departments are strongly encouraged to allow employees to telecommute during isolation if operationally feasible and if the employee is well enough to work. Employees will continue to be paid if telecommuting during isolation.

An employee who is directed by Employee Health Services to be absent from duty due to an on-the-job exposure to a contagious disease may be eligible to receive full compensation for a period not to exceed eighty (80) working hours for a full-time employee or fourteen (14) calendar days for a part-time employee. Please contact your Department HR representative for more information. Contact information for your Department HR Team can be found here: [X. Human Resources Contact List by Department](#)

19. If I am notified that I have been possibly exposed to COVID-19 in the workplace, will the County provide me the opportunity to receive a COVID-19 test? (updated 4/10/23)

Yes. When you are notified that you have possibly been exposed to COVID-19 in the workplace, you will have the opportunity to be tested for COVID-19. The County regularly sends notices to employees regarding the options available to employees to take a COVID-19 test. An employee may also speak with their supervisor regarding the County options available to receive a COVID-19 test.

20. I heard that someone in my building/facility was diagnosed or likely to have COVID-19. Will I be notified? (updated 4/10/23)

To ensure compliance with AB 2693, you will be informed that that someone at your worksite likely has COVID-19 or has tested positive for COVID-19 and the date. Employee Health Services has implemented contact tracing measures that include the identification of those who have been in close contact (as defined by Cal/OSHA COVID-19 Non-Emergency Regulations) with an employee diagnosed or likely to have COVID-19 in the workplace. Departments may provide further updates to its employees about COVID-19 exposure in its buildings/facilities.

If you were not notified by EHS or your department of possible exposure in the workplace, it is because you were not identified as being in close contact to the employee diagnosed or likely to have COVID-19. If you believe you were in close contact with an employee diagnosed or likely to have COVID-19 while at work, please contact your Department HR representative. Contact information for your Department HR Team can be found here: [X. Human Resources Contact List by Department](#)

There is an inherent risk of exposure to COVID-19 in any public area and/or where other people are present. Every employee is expected to follow safety measures to prevent the spread of COVID-19 while at work, including wearing a face-covering or respirator when required by state or local orders.

21. If I feel ill prior to the start of my shift should I go to work? Or, if I am at work and start to feel ill should I stay at work (Including symptoms consistent with COVID-19 or other illness)?

No. Immediately notify your supervisor and leave work or contact your supervisor and inform him/her that you will not be attending work. Please contact your health care professional for guidance on when it is safe for you to return to work.

The County must ensure a safe and healthy workspace for all employees. If your supervisor or management observes you displaying signs of illness at work consistent with COVID-19, you will be asked to voluntarily leave work and may post your balances to cover your absence. If you refuse to leave, you may be directed to leave work by your supervisor or management and may post your balances to cover your absence.

If you disagree with posting your balances to cover your absence, you will have the opportunity to appeal the decision. If you have any questions, please contact your Department HR representative for more information. Contact information for your Department HR Team can be found here: [X. Human Resources Contact List by Department](#)

22. As a County employee, what options do I have for getting a COVID-19 PCR or Rapid Antigen test? (updated 4/10/23)

Regular communications are sent to employees regarding County provided County testing options. COVID-19 self-test kits are readily available to the public. You may also contact your medical provider to determine how you can receive a COVID-19 test. If you have been notified of COVID-19 exposure in the workplace, you will be provided with the opportunity to receive a COVID-19 test during working hours using a County testing option. If you do not use a County testing option and choose to use your own medical provider or secure your own test, you may be responsible for the cost of the test.

II. Safety Measures and Facility Planning Questions

1. What is the County doing to protect its front-line employees who interact with the public and/or at-risk populations? (updated 4/10/23)

The County follows the Cal/OSHA COVID-19 Non-Emergency Regulation and Aerosol Transmissible Disease regulation regarding workplace safety. Further, each Agency in the County is required to have an Injury and Illness Prevention Plan in place to protect employees. Please contact your local safety representative or Risk Management for further information.

At this time, the County will continue to make face-coverings and N95 masks (respirator) available for voluntary use to any employee requesting one. An employee may wear a face-covering or respirator at work, regardless of vaccination status, without fear of retaliation, unless it poses a safety hazard. When receiving an N95 mask for voluntary use, an employee will receive instructions on how to properly fit the mask to their face. Instructions on how to properly fit the mask and information about voluntary use respirators are found in "Guide to Respiratory Protection at Work" at: <https://www.ocgov.com/gov/ceo/covid19employeeinfo>. All employees receiving an N95 mask for voluntary use must read this document.

Face coverings are not respiratory protective equipment. N95s and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.

2. *If an employee is 65 years of age or older or has an underlying medical condition that makes them at high risk for COVID-19, will they receive paid Administrative Leave? (updated 4/10/23)*

No. Employees who are 65 years or older and/or have an underlying medical condition that makes them high risk are encouraged to speak with their medical provider regarding the risks associated with COVID-19. If an employee receives medical work restrictions from their provider and then provides them to the County, the County will engage in a medical interactive process meeting to determine if/how the restrictions can be accommodated.

Further information can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>

3. *Is the County working with my union regarding how COVID-19 is affecting employees? (updated 12/29/20)*

Yes, as suggested by the Board of Supervisors, HR has been communicating with all unions and has established an Ad-Hoc committee to facilitate collaboration as we work through this critical time as a County family.

Union employee representatives are allowed and encouraged to participate in the identification and evaluation of COVID-19 hazards.

4. *What should I do if the County building that I work in is closed? How will employees be returned to the workplace? (updated 4/10/23)*

In March 2020 decisions were made to close some County buildings to protect the public and employees. County buildings have now resumed normal business operations. However, if a County building is required to once again close due to COVID-19, departments have guidance and suggestions available for review at the following link:

<https://www.ocgov.com/gov/ceo/covid19employeeinfo>

5. *Are masks and/or Personal Protective Equipment (PPE) necessary at work? (updated 4/10/23)*

It depends where you work and the job you perform. The County adheres to all Cal/OSHA COVID-19 and California Department of Public Health standards regarding workplace safety. The requirements for social distancing practices and personal protective equipment (PPE) and/or masks under the Cal/OSHA COVID-19 Non-Emergency Regulations (in most circumstances) have ended.

Employees may choose to not wear face coverings, except for certain situations such as during COVID-19 Cal/OSHA defined outbreaks and in settings where the California Department of Public Health (CDPH) requires all persons to wear them (see above).

For the latest guidance regarding the use of face coverings, please refer to: [Guidance for Face Coverings \(ca.gov\)](#)

6. My department/facility/building is requiring employees to go through a temperature screening in order to enter the facility/building. What does this mean to me? (updated 12/29/20)

A symptom associated with COVID-19 is a temperature at or above 100.4 F or higher. In order to reduce the spread of COVID-19 and ensure a safe and healthy workplace for employees, some County facilities/buildings may require employees go through temperature screening in order to enter the facility/building. Temperature readings are considered confidential information and will only be shared with individuals that have a legitimate business-related need to know the reading.

An employee who refuses to go through temperature screening may not be allowed to work and required to post their own balances to cover their absence.

If an employee has a temperature at or above 100.4 or higher, they will not be permitted to work and encouraged to talk with their medical provider to determine when it is safe to return to work. The employee will be asked to voluntarily leave work and required to post their balances to cover the absence. If the employee does not voluntarily leave and disagrees with posting balances to cover the absence, the employee will have the opportunity to appeal the decision. If you have any questions, please contact your Department HR representative for more information. Contact information for your Department HR Team can be found here: [X. Human Resources Contact List by Department](#)

Employees are expected to self-screen daily prior to coming to work for elevated temperature and/or any of the symptoms associated with COVID-19 which include: fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. If an employee is experiencing symptoms of COVID-19, the employee is expected to stay home and follow normal call-out procedures.

7. Where can I find a summary of County Safety Measures and Facility Planning? (updated 4/10/23)

The County's Risk Management Department has created "Aerosol Transmissible Diseases and COVID-19 General Awareness Training" which can be found at the following link:

<https://rise.articulate.com/share/nlZn7kkAr-HQRKluXVgy8DHNDdirGUuV>

Additional plan details can be obtained through your Department's COVID-19 Prevention Plan.

8. I have been told that there is an "outbreak" in my work location. What does this mean? (updated 4/10/23)

Cal/OSHA has Non-Emergency Regulation (NER) for COVID-19 Prevention. Risk Management works with departments to support their compliance efforts with the NER.

The NER includes provisions regarding the identification and response when there are multiple COVID-19 infections or "outbreaks" in the workplace. These "multiple infections" or "outbreaks" are defined in the Cal-OSHA ETS as follows:

- Three or more COVID-19 cases in an exposed group within a 14-day period.
- Twenty or more COVID-19 cases in an exposed work group within a 30-day period (referred to by the ETS as a 'major' COVID-19 outbreak).

These multiple infection and outbreak determinations are made in collaboration with the departments, Employee Health Services and Risk Management to identify relevant cases and exposed groups.

9. I have been notified that a COVID-19 outbreak occurred at my worksite. I have been offered to receive no cost COVID-19 testing and need to drive to the testing location during my normal working hours. Will I receive mileage to drive to/from the testing site and my worksite? (updated 4/10/23)

Yes. If an employee is provided a written notice of a COVID-19 outbreak at their worksite, the employee will receive instructions on how the County is offering a no cost testing option to them. If that testing option requires the employee to drive to a location to take the test, the employee may claim that mileage to/from the testing location and their normal worksite. If an employee decides to utilize their own medical provider to take a COVID-19 test, the employee may not claim mileage for that testing.

10. I have been notified that a COVID-19 outbreak occurred at my worksite and my supervisor has offered me a no cost testing option. I recently tested positive for COVID-19 and recovered. Do I need to take the COVID-19 test? (updated 4/10/23)

No. In accordance with Cal/OSHA COVID-19 regulations and the California Department of Public Health (CDPH):

- 1) ...”an employer need not make testing available to employees who were absent from the workplace during the relevant 14-day period or who recently recovered from COVID-19 and do not have symptoms”
 - Recently recovered from COVID-19 means a period of 30 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for a period of 30 days after the first positive test.
- 2) If you do not have symptoms, you do not need to test.
- 3) If you have been infected in the prior 90 days and need to test, an antigen test is recommended.
- 4) If you become symptomatic again, you should seek medical attention and possibly get re-tested if recommended by a medical provider.

Further information can be found at:

<https://www.dir.ca.gov/DOSH/Coronavirus/Covid-19-NE-Reg-FAQs.html#definitions:~:text=larger%20indoor%20space,-,COVID%2D19%20Prevention%20Addressed%20in%20the%20Injury%20and%20Illness%20Prevention%20Program,for%20a%20period%20of%2030%20days%20after%20the%20first%20positive%20test.,-Determining%20Measures%20to>

<https://covid19.ca.gov/get-tested/#testing-at-work:~:text=What%20should%20I%20do%20if%20I%20may,to%20test%2C%20an%20antigen%20test%20is%20recommended>

[Return to Top](#)

III. Workers' Compensation Questions

1. What should I do if I think I was exposed to COVID-19 at work? (updated 8/24/20)

An employee may report their concern to a supervisor and an injury or illness report (5020) will be filed. Supervisors and managers are also to file a 5020 when notified by EHS that an employee has been exposed to an individual diagnosed or likely to have COVID-19 in the workplace. This report will be deemed a record only. An exposure is not an injury or illness and a claim will not be filed. However, CEO-Risk Management will maintain the form on file in the event you as the employee test positive for the disease and believe it is work related.

2. Has the law regarding workers' compensation claims related to a diagnosis of COVID-19 changed? (updated 4/10/23)

Governor Gavin Newsom issued an Executive Order dated May 6, 2020 which expanded the workers' compensation presumption to employees who reported to their place of employment between March 19, 2020 and July 5, 2020 and who tested positive for or were diagnosed with COVID-19 within the following 14 days during that time period. Effective September 17, 2020, Governor Newsom signed SB 1159 which codified the Executive Order and extended the rebuttable presumption that illness or death related to COVID-19 is an occupational injury and therefore eligible for benefits beyond July 6, 2020 for first responders and certain health care workers. Assembly Bill 1751 signed on September 29, 2022 extended the protection under the COVID-19 presumption statutes to January 1, 2024. For all other employees, the rebuttable presumption only applies under certain circumstances where there is a COVID-19 "outbreak" at the employee's specific workplace.

Review AB 1751 at the following link: [DWC Workers' Compensation Benefits for Essential Workers \(ca.gov\)](https://www.dir.ca.gov/DWCWorkersCompensationBenefitsforEssentialWorkers.htm)

3. I have been diagnosed or tested positive with COVID-19. Is it work related? (updated 9/29/20)

It is only work related if you believe that you contacted COVID-19 at work, you tested positive 14 days after you worked outside of the home at the County's direction from March 19, 2020 to January 1, 2024, and you file a Claim for Benefits. If you believe that you were not exposed to COVID-19 at work, do not file a claim. The County does have the right to investigate your claim and could delay your claim for up to 30 days while it is investigated.

4. I work from home. Am I covered by the Governor's Executive Order and/or AB 1751? (updated 4/10/23)

No. Only employees required to work outside of the home at the County's direction are covered by the Governor's Executive Order and/or AB 1751. The order applies to work performed outside of the home from March 19, 2020 to January 1, 2024.

5. I have symptoms, but my doctor won't test me. Am I covered by the Governor's Executive Order and/or AB 1751? (updated 4/10/23)

Yes. All employees who work outside the home or at the employer's direction from March 19, 2020 to January 1, 2024 are covered by the Executive Order and/or AB 1751. If your doctor will not provide a test, any licensed physician in the State of California can test, including a workers' compensation doctor. The Executive Order and SB 1159 cover employees who test positive within 14 days after the employee worked outside of the home at the County's direction from March 19, 2020 to January 1,

2024, or after a diagnosis by a physician that is confirmed by testing within 30 days. This only applies during the stay-at-home period from March 19, 2020 to January 1, 2024.

6. I am not considered an essential worker. Am I still covered by the Governor's Executive Order and/or AB 1751? (updated 4/10/23)

Yes. Every employee that was required to come into work by the County outside their home from March 19, 2020 to January 1, 2024 is covered under the Governor's Executive Order and/or AB 1751.

7. What benefits am I entitled to if my injury is found to be work related?

The employee is entitled to all workers' compensation benefits provided in the California Labor Code including, but not limited to, total temporary disability benefits, permanent disability benefits and medical treatment as long as it is supported by medical evidence. Workers' Compensation will take into consideration any other benefits paid for COVID-19 time off including paid sick leave benefits for COVID-19 (EPSL).

8. How is temporary disability paid?

Temporary disability is paid every 14 days, however you must use Emergency Paid Sick Leave (EPSL), when available to employees, specifically for COVID-19 first. Once you exhaust any available EPSL hours, temporary disability or 4850 benefits can be paid if your illness extends beyond the 14 days.

9. What if I had COVID-19 and used my balances for my time away from work from March 19, 2020 to January 1, 2024? (updated 4/10/23)

The Executive Order and AB 1751 cover all employees who work outside the home from March 19, 2020 to January 1, 2024. You may be entitled to reimbursement, contact your Department's HR representative. Contact information for your Department HR Team can be found here: [X. Human Resources Contact List by Department](#)

[Return to Top](#)

IV. Time Sheet Coding and Leave Usage Questions

1. Does an employee have to use leave balances if they are compelled to leave work due to symptoms of COVID-19 or being in a high-risk category? (updated 4/10/23)

If an employee is absent from work due to illness, then they are required to post leave balances in accordance with their Memorandum of Understanding.

Regular employees who are required to use their leave balances should be offered the opportunity to meet with designated personnel via telephone or video conference or provide a written response within a reasonable time after they have left the workplace if they disagree with the decision. This meeting would be similar to a *Skelly* hearing, during which the employee may present any relevant information in support of their position. Department HR will assist with this process. Contact information for your Department HR Team can be found here: [X. Human Resources Contact List by Department](#)

2. What if an employee compelled to leave work is out of leave balances? (updated 4/20/20)

Legally, the County can require an employee to leave work and go unpaid, but the employee would likely be entitled to an appeal. The employee should be encouraged to telecommute if operationally

feasible and the employee is well enough. If telecommuting is not an option, they can be advanced up to 80 hours of additional sick/healthcare leave to use for this purpose.

Additional Pay Codes have been created pertaining to COVID-19 absences. Please see information below in [“How do employees code absences that are a result of COVID-19?”](#)

3. If an employee must be absent from work due to a COVID-19 related issue (e.g., school closure, illness, suspected illness, etc.), how do they code the time on their timesheet? (updated 4/10/23)

On February 9, 2022, Governor Newsom signed a new Supplemental Paid Sick Leave bill (SB 114) into law, which **ended on September 30, 2022**. Employees are required to use their own accrued balance in accordance with their MOU regarding the absence. If an employee has exhausted all of their balances, they can be advanced up to 80 hours of additional sick/healthcare leave to use for an absence associated with COVID-19. Additional Pay Codes have been created pertaining to COVID-19 absences. Please see information below in [“How do employees code absences that are a result of COVID-19?”](#)

4. What if the employee who is not compelled to leave but opts to leave work due to COVID-19 related issues is out of leave balances?

Legally, the County can require an employee to go unpaid, but this employee should also be offered the opportunity to telecommute if operationally feasible and they are well enough. If telecommuting is not an option, they can be advanced up to 80 hours of additional sick/healthcare leave for this purpose.

5. What kind of due process is required for employees who are compelled to leave work and use their leave balances?

Regular employees who are required to use their leave balances should be offered the opportunity to meet with designated personnel via telephone or video conference or provide a written response within a reasonable time after they have left the workplace if they disagree with the decision. This meeting would be similar to a *Skelly* hearing, during which the employee may present any relevant information in support of their position. Department HR will assist with this process. Contact information for your Department HR Team can be found here: [X. Human Resources Contact List by Department](#)

6. What if my child’s school is conducting some or all of the school week remotely or childcare provider is fully or partially closed? (updated 4/10/23)

Employees are required to use their own accrued balance in accordance with their MOU regarding the absence. If an employee has exhausted all of their balances, they can be advanced up to 80 hours of additional sick/healthcare leave to use for an absence associated with COVID-19.

Additional Pay Codes have been created pertaining to COVID-19 absences. Please see information below in [“How do employees code absences that are a result of COVID-19?”](#)

7. How do employees code absences that are a result of COVID-19? (updated 4/10/23)

Additional Pay Codes have been created pertaining to COVID-19 absences. Previously created “CV*/COVID” codes can be used in the order listed below. These codes were created for employees to use for COVID-19 related absence (e.g., school or childcare closure, caring for a family member with COVID-19, mandated quarantine, suspected or confirmed COVID-19 illness).

For Regular employees:

Pay Code Title	Definition
Coronavirus Sick Leave/ Healthcare Leave	This may be used for Coronavirus absences even if an employee has Annual Leave balances. May be posted until an employee reaches zero balance and then all other leave balances must be posted prior to posting up to 80 hours of advanced Sick Leave/Healthcare Leave Balances.
Coronavirus Annual Leave	if applicable
Coronavirus Vacation	if applicable
Coronavirus PIP Time	if applicable
Coronavirus Comp Time	if applicable

The Coronavirus Pay Codes may be used for Coronavirus absences even if a regular employee has Annual Leave balances. Upon reaching a zero Sick Leave/Healthcare Leave balance, an employee must exhaust all other accrued balances prior to posting up to 80 hours of advanced Sick Leave/Healthcare Leave Balances. NOTE: The hours are advanced as needed, up to the maximum of 80 hours.

Employees do not need to submit a written request for the 80 hours of advance Sick Leave/Healthcare Leave Balances. Employees will simply use the appropriate Coronavirus Pay Code on their timecard as long as it complies with the above guidelines. Future Sick Leave/Healthcare Leave accruals will be used to replenish the advancement of Sick/Healthcare Leave hours.

Job Injury – Contagious Disease Leave	<p>This pay code may be used when an employee is compelled by direction of a County-designated physician to be absent from duty due to an on-the-job exposure to a contagious disease (not applicable to AOCDS PO/SP bargaining unit).</p> <p>Not to exceed 80 working hours for a full-time employee or fourteen (14) calendar days for a part-time employee.</p>
--	--

Please contact your HR representative to determine when it is applicable to post Job Injury on a timesheet.

Pre-planned vacation time or time off for illnesses unrelated to COVID-19 should be coded as described in the applicable Memorandum of Understanding.

For Extra Help employees:

Pay Code Title	Definition
Coronavirus Extra Help Sick Leave/Healthcare Leave	This pay code may be used to post all accrued Sick Leave/Healthcare Leave balances accrued for Coronavirus absences.

If an Extra Help employee does not have any leave balances or exhausts all their Sick Leave/Healthcare Leave balances, employees may be advanced up to 24 hours of additional Sick Leave/Healthcare Leave. Employees will use Coronavirus Extra Help Sick Leave/Healthcare Leave Pay Code to post the additional 24 hours. **Future Sick Leave/Healthcare Leave accruals will be used to replenish the advancement of hours.**

8. Can I request Catastrophic Leave donations if I have exhausted all paid leave and still must be off work due to a school or childcare closure? (updated 7/5/21)

You may qualify to request a Catastrophic Leave donation drive due to “other serious circumstances” if you will be off work for more than 14 days after you have exhausted all paid leave balances, including all Emergency Paid Sick Leave and have used 80 hours of advanced Sick/Healthcare Leave. Requests for Catastrophic Leave drive due to “other serious circumstances” will be governed by the County of Orange “Catastrophic Leave Procedures” found at: https://ocgov.sharepoint.com/sites/HRS/Collaborations/hrs_pol_proc_wg/Policies%20%20Procedure/Catastrophic%20Leave%20Procedures.pdf#search=Catastrophic%20Leave

Catastrophic leaves in this category are considered taxable for the donor by the IRS.

9. How should overtime (OT) worked in response to COVID-19 be posted for non-management employees? (Revised 4/10/23)

Overtime worked in response to the COVID-19 crisis should be posted to time sheets utilizing the billable Job Numbers associated department in which the overtime was worked to ensure cost recovery from that department. Please contact your HR representative for further information.

[Return to Top](#)

V. Disaster Services Worker Questions

1. As a County employee what are my responsibilities? (Updated 4/10/23)

Pursuant to Government Code § 3100 and Orange County Codified Ordinance § 3-1-6(b)(3), all County employees are considered disaster workers and are subject to such disaster services as may be assigned to them by their superiors or by law.

2. What is the DSW Program?

State law and the County of Orange (County) Policy establish that all public employees, including County employees, are DSWs. In addition, the Orange County Code permits the County to mobilize its workforce to provide emergency services in the event of an emergency. The DSW Program facilitates deployment of public employees to perform activities outside of their regular employment to promote the protection of lives or mitigate the effects of a disaster. The DSW designation is important not only to help mobilize the County workforce to respond to an emergency, but because

it also allows the County to comply with State and Federal emergency management guidelines and allows for future Federal emergency management funding.

3. What does the County consider when creating DSW assignments?

The County's DSW needs during a disaster are generally dictated by the impact of the emergency. There are two DSW duty categories: General (e.g., administrative, support staff, fiscal or logistics) and Specialized (e.g., something that requires a specialized license, experience or training). Where possible and as needed, the County will assign employees to a DSW position that most closely aligns with their customary job duties or skill sets. Depending on the emergency, employees will also be directed to work in assignments that may be different from their usual and customary duties and may also be in different locations throughout the County. DSWs will be provided with adequate, on-site, or "just-in-time" training to ensure they can complete their assigned duties safely and effectively. Employees who currently work in classifications with verifiable, certified skills will be expected to fulfill specialized DSW duties or in support of essential functions throughout the County.

4. How are Disaster Service Worker assignments determined?

The County's DSW needs during a disaster are generally dictated by the impact of the emergency. When the Board of Supervisors declares an emergency, the County Emergency Operations Center (EOC) is activated. Departments that provide critical services in responding to the emergency may need additional resources to provide emergency services and request DSW support through the EOC. The EOC will work with the requesting department to determine staffing needs, and either the department or HR then secures County DSWs to support the need and provides a list to EOC. EOC then gives that list to the requesting department so it can carry out its mission with the additional DSW resources. The department or agency that requested the DSW support becomes responsible for managing the DSWs assigned to support its mission.

5. What are some examples of DSW assignments in the County of Orange?

Examples of DSW responsibilities related to the COVID-19 crisis may include: Registering or assisting people at a housing shelter; translating for non-English-speaking individuals; answering phones for a COVID-19 hotline; helping to operate temporary facilities; delivering or serving meals, etc.

6. Who can be a DSW? Which authorities designate County employees as DSWs?

Pursuant to Government Code § 3100, all public employees are declared to be disaster services workers and are subject to such disaster service activities that may be assigned to them by their superiors or by law. Under the Government Code County employees are obligated to perform disaster service duties if ordered as a result of an emergency or a disaster event. A disaster event could be any emergency situation that stems from natural, human-made, or terrorism events. County employees may not opt out of DSW participation.

Additionally, Orange County Codified Ordinance § 3-1-6(b)(3) provides that the County, through its Director of Emergency Services, is empowered to require emergency services of any County officer or employee.

As DSWs, employees will perform duties that may be different from their regular work assignments and may also be assigned to different work locations. Any public employee can be considered a DSW and may be directed to perform emergency services as required under State and local law.

7. Can Departments request “first takers” for available DSW assignments?

When a DSW need is communicated, employees may, and are encouraged to, come forward to take an assignment. However, doing so does NOT mean the DSW position is a "volunteer" assignment that can be worked and/or terminated at an employee's choice. If departments choose to solicit "first takers" rather than make assignments, the department must ensure that the employee is ready and able to be deployed to the emergency assignment.

8. What if Departments seek “first takers” for DSW assignments and get no response?

Given the emergency need, the County's expectation is that departments will affirmatively assign employees to DSW posts until the need is met. Department Heads have the ultimate authority to make work reassignments as needed. In an emergency, public employees may be released from their usual duties so that they can be assigned to assist any agency or organization carrying out its emergency response duties.

9. How should a DSW assignment be communicated to an employee?

Employees may be given verbal or written direction to report to a DSW assignment; however, if practicable employees should be given formal notice acknowledging the assignment. These notices may be issued by the department, assigned project managers, EOC Management or HRS.

COVID-19: Disaster Service Worker Reassignment templates are available through your Department HR representative. If issued, a copy of this notice should be retained in the employee's personnel file. Contact information for your Department HR Team can be found here: [X. Human Resources Contact List by Department](#)

HRS and/or the EOC will also contact assigned employees directly to provide assignment details and reporting instructions.

10. Can an employee refuse to take a DSW assignment?

All County employees are designated by State law as DSWs and are expected to report to duty when called upon. If an employee is assigned and otherwise available but refuses to accept a DSW assignment, the department should meet with the employee to address any concerns about the assignment. If an employee identifies work restrictions that prevent DSW service, that issue must be managed as any other work restriction, including holding an Interactive Process Meeting if necessary. If the employee is unable to work the assignment, the department should consider whether there is an alternate and more appropriate assignment. If the employee is deemed able to work the assignment but continues to refuse, the department should issue the employee a direct order in writing. The direct order should inform the employee of the department's expectations and consequences should they fail to adhere to the order. If the employee does not adhere to the order, the department may take further administrative action.

11. Are Departments responsible for managing their employees assigned as DSWs?

When assigned to an emergency assignment, the site manager will have primary responsibility for managing and monitoring each of their assigned DSWs. Departments will remain responsible for administrative responsibilities associated with their employee, including but not limited to the processing of timesheets and any possible workers' compensation claims. Communication about a DSW's assignment should be directly between the employee's home department and the DSW assignment site/department. However, HRS remains available to help resolve any HR-related issues.

12. Are employees compensated for time over their regular hours?

Overtime and other compensation are provided in accordance with established law, MOUs and County policy.

13. How should employees code DSW work time?

A project code is assigned to each emergency event by the County Emergency Operations Center (EOC). Task orders will be determined by each department based on the task to which the employee(s) are assigned. It is possible that a given department will generate multiple task codes per each project code established by the EOC. Department administration teams will determine task codes as needed. The EOC finance section will be able to provide guidance to departments on DSW work time coding.

14. Will DSWs remain on their assigned work schedules?

Assignment managers will make every effort to keep employees on their current work schedules or shifts. Decisions whether employees will be required to alter existing schedules, work weekends, overtime or evenings will depend on the nature of the assignment.

15. Should work restrictions be considered when reassigning an employee as a DSW?

When Departments are provided descriptions of emergency assignments requiring DSWs, they should consider the appropriateness of the assignment for its employees. If there are any questions regarding the expectations of an assignment or whether an employee is appropriate for a particular emergency position, the Department should contact HR for additional guidance.

16. What if an employee is injured or becomes ill while performing DSW duties?

Claims sustained by public employees while performing disaster services shall be filed as workers' compensation claims under the same authorities and guidelines as with all County employees within their Department or agency.

17. Who should I contact with additional questions about DSW assignments?

For additional questions, please contact your supervisor or Department HR representative. Contact information for your Department HR Team can be found here: [X. Human Resources Contact List by Department](#)

18. When an employee is deployed as a DSW to fill an evening/night shift, are staff eligible for night shift differential pay, based on their respective MOUs?

If an employee is scheduled and works a day shift but is required to extend their shift into the evening as Overtime the employee would not be eligible for Night Shift premium pay. If an employee is normally scheduled to work a day shift but has been scheduled to work an alternate shift that qualifies for Night Shift premium, the employee should post and be paid Night Shift premium.

19. Are there any circumstances that allows Disaster Services Workers (DSW's) to claim travel time to the deployment location as working hours?

If the deployment is Overtime on a day that they are not normally scheduled to work the DSW would be eligible for pay for travel time to their first work location.

Example: Employee works Monday through Friday at 800 N. Eckhoff St. in Orange. The employee is being deployed to Joplin in Silverado Canyon to work an Overtime shift on a Saturday. Employee's

paid time includes the travel time from their home to Joplin and travel home in addition to their scheduled shift.

20. How are DSWs to claim mileage reimbursement if they are using their personal vehicles and reporting to locations that are different than their regularly assigned work location?

As outlined in the County Business Travel and Meeting Policy, employees who are being deployed as DSWs can claim the difference in their mileage between their normal 'home to work mileage' and their 'home to deployment site mileage' while during their assigned shift. If, however, the deployment is Overtime on a day they are not scheduled to work, they can claim the whole mileage from home to deployment site.

Employees who are reassigned to a new work location on an on-going basis may not claim the difference in mileage.

Example: Employee is being deployed to Joplin in Silverado Canyon. Employee normally drives 10 miles to work every day, however, Joplin is 30 miles. The employee can claim 20 miles that day for the trip to the location and 20 miles for the trip home.

Example: Employee is being deployed to Joplin in Silverado Canyon to work Overtime on a regular day off. Employee normally drives 10 miles to work every day, however, Joplin is 30 miles. The employee can claim the 30 miles each way because the employee is working Overtime.

[Return to Top](#)

VI. Telecommuting Resources/Learning & Organizational Development Questions

1. How is it determined when an employee is authorized to telecommute?

When the pandemic started, the County implemented an emergency telecommuting plan allowing employees to work from home when operationally feasible and some County buildings were closed.

As safety measures were developed and implemented per Cal/OSHA COVID-19 Emergency Temporary Standards (ETS) (now the Non-Emergency Regulations/NER), and vaccinations were made available, many employees were required to return to working back in County buildings. Emergency use of telecommuting may continue to be used as a safety measure during the current and any future COVID-19 surges, or when multiple-cases of COVID-19 are identified in a given workplace in accordance with the Cal/OSHA COVID-19 Non-Emergency Regulations (NER).

Because of the wide range of work performed and services provided by County employees, not every employee will have the opportunity to telecommute. Please talk with your supervisor or manager to determine if telecommuting is available to you.

2. How do I track my timesheet if I am teleworking and get ill or have childcare issues?

If you are unable to work all your scheduled hours, it is important to accurately utilize leave balances in accordance with your designated Memorandum of Understanding and/or related policies for the remainder of the day.

3. How will I submit my time each pay period if I am telecommuting or out of the office?

Employees who are able to connect to County servers via VPN should be able to access OCTIME to enter their time. Employees who are out of the office and do not have access to OCTIME should

communicate their timesheet information to a supervisor or manager who will be responsible for ensuring timesheets are submitted. Each department is responsible for setting deadlines for timesheet submission.

4. What expenses will the County be reimbursing employees for while they are telecommuting? (updated 12/29/20)

In general, the County will not reimburse employees for expenses incurred as a result of telecommuting (e.g., telephone, electricity, internet access), but employees should check their Department's telecommuting agreement and policies for specific inquiries. Employees who are voluntarily telecommuting are expected to have a safe area to work in their home and to provide their own ergonomic equipment if required. Employees should discuss individual questions and needs regarding telecommuting with their Department.

5. Is there an end date for my authorization to telecommute? (updated 7/5/21)

It is each Department Head's responsibility to implement plans that meet the operational needs of their department. When implementing the "new normal" of conducting County business, it may be necessary to have employees return to the workplace who had been given the option to telecommute.

Telecommuting remains strongly recommended for employees that are able to perform their essential job duties from home as we all continue to navigate through COVID-19. Departments will evaluate work demands and it is understood that telecommuting will not work in several areas of County services. While the dates for the return of employees to the workplace will vary by department, planning for the return process is in progress, and many employees have returned to the office. Employees who are currently telecommuting are encouraged to contact their supervisors or managers with questions about continued telecommuting.

6. How can my supervisor and I ensure that we continue to communicate well and that I understand their expectations in a telecommuting environment? (updated 12/29/20)

COVID-19 has significantly changed our work environment, whether it is working from home or in the office with fewer people. HRS Learning and Organizational Development (L&OD) has created numerous resources including a full playlist on "Telecommuting: Resources to Make it Work" which is available in your Learner Home page that you can access from any computer at: <https://ocgov.csod.com/> These materials are also helpful for co-located teams. They provide easy-to-use tools and tips to ensure teams stay connected and focused on heading forward together.

[Return to Top](#)

VII. Benefits Questions

1. Are services available to employees to help them cope with concerns related to COVID-19? (updated 4/10/23)

Yes. The County offers the Employee Assistance Program (EAP). EAP can be contacted at 1-800-221-0945 or online at www.resourcesforliving.com, Username: Orange County ca, Password: eap.

The County Wellness Center website has been updated to reflect many virtual wellness resources: <https://countywellnesscenter.weebly.com/>.

2. Where can I get more information about resources and updates to my Benefits resulting from the COVID-19 crisis? (updated 4/10/23)

Employee Benefits has created a web page with resources and updates for employees. This page will be updated frequently as new resources become available. Visit the Employee Benefits and Resources related to COVID-19 page at:

<https://hrs.ocgov.com/employee-benefits/benefits-active-employees/covid-info-and-resources>.

[Return to Top](#)

VIII. Vaccination Questions

1. I do not want to receive the COVID-19 vaccination/booster. Do I need to get it to keep my job with the County? (updated 4/10/23)

No. The requirement by the California Department of Public Health requiring some employees to be fully vaccinated and/or boosted from COVID-19 has ended. Currently employees are strongly encouraged to get a COVID-19 vaccination and booster. Health Orders and other COVID-19 safety requirements are subject to change at any time. State Public Health Orders can be found here:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx>

The County monitors health orders issued by the state and local health officer and notifies employees when they are subject to any of the orders. Employees' adherence to all state or local health orders is mandatory, and failing to comply without good reason, could subject an employee to disciplinary action, up to and including, discharge from employment.

2. What do I do if I hear an employee voluntarily disclosing that they are not vaccinated and I observe they are not wearing a face-covering at work? (updated 4/10/23)

The requirement by the California Department of Public Health requiring some employees to be fully vaccinated and/or boosted from COVID-19 has ended. Currently employees are strongly encouraged to get a COVID-19 vaccination and booster. Health Orders and other COVID-19 safety requirements are subject to change at any time. State Public Health Orders can be found here:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx>

Employees may choose to not to wear face coverings, except for certain situations such as during COVID-19 Cal/OSHA defined outbreaks and in settings where the California Department of Public Health (CDPH) requires all persons to wear them (see above).

For the latest guidance regarding the use of face coverings, please refer to: [Guidance for Face Coverings \(ca.gov\)](#)

State and local orders regarding the required use of face coverings continue to change. Please check with your supervisor or human resources representative if you have any questions about the use of face-coverings in the workplace.

3. Can I get the COVID-19 vaccine/booster on County time and be compensated for mileage if I have to drive to the vaccination site? (updated 4/10/23)

No. The requirement by the California Department of Public Health requiring some employees to be fully vaccinated and/or boosted from COVID-19 has ended. Employees are strongly encouraged to get a COVID-19 vaccination and booster. Employees may use available leave balances if they receive approved time off and choose to receive a COVID-19 vaccination and/or booster during work time. If an employee has exhausted all their balances, they can be advanced up to 80 hours of additional sick/healthcare leave to use for an absence associated with COVID-19.

The County is not compensating employees for mileage to receive COVID-19 vaccination.

4. I am fully vaccinated from COVID-19. Do I still have to wear a face-covering, maintain social distancing, and adhere to all other COVID-19 safety measures at work? (updated 4/10/23)

The requirement by the California Department of Public Health requiring some employees to be fully vaccinated and/or boosted from COVID-19 has ended. Currently employees are strongly encouraged to get a COVID-19 vaccination and booster. Health Orders and other COVID-19 safety requirements are subject to change at any time. State Public Health Orders can be found here:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx>

Employees may choose to not to wear face coverings, except for certain situations such as during COVID-19 Cal/OSHA defined outbreaks and in settings where the California Department of Public Health (CDPH) requires all persons to wear them (see above).

Regarding COVID-19 safety measures at work, Cal/OSHA regulations are applicable regulations specific to workplace safety in California. Originally, Cal/OSHA imposed a COVID-19 Prevention Emergency Temporary Standard (ETS) which expired and was replaced on February 3rd, 2023, with a COVID-19 Prevention Non-Emergency Regulation (NER). The current NER regulation will continue to be in effect until February 3, 2025. The NER makes some references to current California Department of Public Health (CDPH) Orders and guidance. The Governor's ending of the COVID-19 State of Emergency does not directly impact the Cal/OSHA NER and did not change any of the workplace safety practices the County is required to followed as set forth by Cal/OSHA and CDPH. These practices include, but are not limited to, reporting COVID-19 positive cases to Employee Health Services, offering testing to employees as required, and the determination of Cal/OSHA defined COVID-19 outbreaks in the workplace.

5. How should I respond if another employee or a supervisor asks me whether I have been vaccinated?

A person's vaccination status is considered private medical information and should not be discussed in the workplace. Please inform the individual asking you that it is confidential medical information. If you are being questioned about your vaccination status, please contact the County Equal Employment Opportunity Office at: (855) 387-4432 or EEO.Support@ocgov.com or [your Human Resources Representative](#).

6. What should I do if am questioned about my religious beliefs, or hear other employee's talking about a coworker's religious beliefs, related to their vaccination status?

Religious beliefs and vaccination status are not to be discussed in the workplace. Please inform the individual asking about your religious beliefs and vaccination status that they are not to be discussed in the workplace. Please contact the County Equal Employment Opportunity Office at: (855) 387-4432 or EEO.Support@ocgov.com or your Human Resources Representative and report the situation.

7. What do I do if an employee complains that the vaccine received by a coworker (or me) is not as effective as the brand they received themselves?

A person's vaccination status is considered private medical information and should not be discussed in the workplace. Please inform the individual talking with you that vaccination status is not to be discussed in the workplace. Please contact the County Equal Employment Opportunity Office at: (855) 387-4432 or EEO.Support@ocgov.com or [your Human Resources Representative](#) and report the situation.

[Return to Top](#)

IX. Additional Resources

For more information from the County's Public Health website regarding the Current County Health Officer Orders and Strong Recommendations, please visit:

<https://ocCOVID19.ochealthinfo.com/article/oc-health-officers-orders-recommendations>

For more information from the County's Public Health website regarding COVID-19, please visit:

https://www.ochealthinfo.com/phs/about/epidasmt/epi/dip/prevention/novel_coronavirus

For more information on Essential Critical Infrastructure Workers Guidance (March 20, 2020):

<https://covid19.ca.gov/img/EssentialCriticalInfrastructureWorkers.pdf>

For more information regarding California Department of Health and State Public Health Officer's Orders, please visit:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx>

[Return to Top](#)

X. Human Resources Contact List by Department

County of Orange Human Resources Contact List by Department

Assessor

Alex Bocicor

Office Phone: (714) 834-7378

District Attorney

Nhi Manarang

Office Phone: (714) 347-8441

OC Waste and Recycling

Candace Alas

Office Phone: (714) 834-3337

Auditor-Controller/Clerk-Recorder

Nicole Drace

Office Phone: (714) 834-7721

Ethics Commissioner

Jessica Garcia

Office Phone: (714) 834-7440

OCERS

Jessica Garcia

Office Phone: (714) 834-7440

Board of Supervisors

Sandra Florez

Office Phone: (714) 834-7360

Health Care Agency

Jennifer Kaye

HCA Reception: (714) 834-3101

Office Email: hcahr@ochca.com

Office of Independent Review

Freddy Jimenez

Office Phone: (714) 834-3259

CEO-IT

Kim Evans

Office Phone: (714) 834-7048

Human Resource Services

Alex Bocicor (714) 834-7378

Sandra Florez (714) 834-7360

Public Defender

Margaret Briggs

Office Phone: (657) 251-8844

Child Support Services

Diane Greek

Office Phone: (714) 347-5974

Internal Audit

Freddy Jimenez (714) 834-3259

Sandra Florez (714) 834-7360

Probation

Hetal Patel

Office Phone: (714) 645-7030

Office Email: returntowork.prob.ocgov.com

Clerk of the Board

Jessica Garcia

Office Phone: (714) 834-7440

John Wayne Airport

Paul Wright

Office Phone: (949) 252-5180

Registrar of Voters

Alex Bocicor

Office Phone: (714) 834-7378

County Executive Office

Kim Evans (714) 834-7048

Jessica Garcia (714) 834-7440

OC Community Resources

Emma Tameez

Office Phone: (714) 480-2858

Social Services Agency

Hilda Juarez

Office Phone: (714) 541-7771

County Counsel

Kim Evans

Office Phone: (714) 834-7048

OC Public Works

Madai Chavez

Office Phone: (714) 667-9601

Treasurer-Tax Collector

Jessica Garcia (714) 834-7440

Freddy Jimenez (714) 834-3259

OC Sheriff's Department

Dianna Pilotzi

Office Phone: (714) 834-5111

PSDEmployeeRelations@ocsd.org

Updated 4/17/2023

[Return to Top](#)

