

## **Message for EXTRA HELP County Employees Serving at Operation Independence PODs**

Welcome onboard! We are so glad you are here. Thank you for stepping up to serve in Operation Independence, the County's coordinated effort to vaccinate all residents who desire to be vaccinated by July 4th, 2021. Your service is greatly needed. This is an historic time, both for our County as well as our nation. I thank you, your fellow County employees thank you, and the residents of Orange County thank you as we prepare to reopen our community. You most likely have questions about your service.

You will serve at one of several Points of Dispensing also known as, pods, that will be set up across Orange County to distribute the vaccine. Within each POD, there will be three to ten clinics with six vaccination stations. Each of these PODS has several critical job positions. You will be tasked with filling one or more of these roles during your service. These assignments may include but are not limited to parking control, temperature screening, registration, check-in, or line control directing the flow of people going through the stages of the process. Only medical staff will be administering vaccines. Your specific position may or may not be known to you before arrival. Don't worry. There will be training available once you report to your assigned POD location.

Your assigned work location reporting instructions will be provided to you via email. Don't report until you are notified to do so. Each POD will operate on its own schedule. The goal is to expand hours of operation from 4AM to midnight, 7 days a week. Initial and subsequent hours of operation are dependent on location and availability of the vaccine.

Shifts may last up to 12 hours per day. You will work up to 40 hours per week, up to 6 months. Information regarding how to submit your time sheet will be provided.

All POD workers will be provided with the appropriate protective equipment at their location and all COVID-19 preventative measures shall be adhered to. Please follow all instructions to ensure your safety, the safety of other workers at the site, and the public. If you think you have been exposed to COVID at the site, or if you are injured, please contact the POD Command Post immediately. Staff should wear comfortable clothing based on anticipated weather and take protective measures for working outdoors such as wearing sunscreen as several assignments will occur outside. Some assignments will require considerable standing or walking. Please wear comfortable closed toe shoes.

Vaccinations for employees working at the PODs are under strong consideration. The County is working to ensure that everyone is vaccinated in their appropriate tier.

All County of Orange employees, including Extra Help employees, are required to complete Workplace Harassment Training. There are 2 ways to fulfill this requirement for training. You can take the free online Sexual Harassment Prevention Training course from DFEH, or you can present evidence that you completed training within the past 2 years with a previous employer. You must complete this training within seven days of your date of hire and email your certificate to the County. Details will be provided to you.

If you have other questions or concerns, please check in with your on-site supervisor or the POD Command Post at your assigned site. You can also reach out to your HRS liaison if you have any additional questions. You will get more information on how to reach your HRS Liaison soon.

The County of Orange has instituted strict COVID-19 protocols. Please pay close attention to this next information.

Hi Coworker. The County wants to ensure our safety so there are guidelines we all need to actively follow. Great, what are they? Let's go over them. Face coverings are now required. If you have medical or other disabilities that prevent you from wearing a mask, please contact your HRS Liaison prior to reporting to a POD.

This is especially important. First things first. If you are sick, please notify your on-site supervisor as well as scheduling and stay home! If you have a fever, new or unusual cough, or shortness of breath, Please! Stay home! If you become sick while at work, please notify your supervisor and go home! It's important that you not come to work if you have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if you or someone you live with has been diagnosed with COVID-19.

And let's all remember to continue physical distancing and follow all signage! And if someone forgets, gently remind them to maintain the space of a zebra! That's six feet! That spacing goes for elevators too. Based on elevator size, there should be a maximum number of persons. Usually two, but look for the signage.

Handwashing is especially critical. Wash for 20 seconds or sing "Happy Birthday" all the way through. Two times! And use hand sanitizer often. Public facing employees should wash hands or use hand sanitizer every thirty minutes. And remind members of the public to follow floor signage for physical distancing.

All employees are encouraged to clean their own areas regularly, especially high touch areas such as keyboards and touchscreen surfaces. Don't share phones, desks or other work tools. And remember to avoid touching shared surfaces such as those in break rooms and common areas. In fact, as a best practice, please do not congregate in common areas, at all.

The County has provided numerous resources that can be found on our COVID 19 employee information site. Please take time to review and make use of them! If you have any concerns about your work environment, please talk with your on-site supervisor, POD Safety Officer or HRS Liaison.

Once again, welcome! Please remember, it's up to all of us to keep our workplace safe. We are all in this together! As you embark on this assignment, please remember that you are a County employee. We trust that you will represent the County in a professional manner that makes all proud. Again, thank you

for your service during this unprecedented time. You are part of a vital operation that will undoubtedly save countless lives!

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