

INTERIM INSTRUCTION NOTICE #20-023**MARCH 23, 2020****SUBJECT:** Distribution of Personal Protective Equipment (Masks)**DISTRIBUTION:** Children and Family
Services**FILE:** AOHB – In front of Part 2 –
Administrative Operations**REFERENCE:** All County Letter # 20-25**OBSOLETE:** When COVID 19 emergency
protocol is lifted.**Overview**

On March 4, 2020, Governor Gavin Newsom declared a State of Emergency regarding the Coronavirus Crisis to propel resource availability and initiate formal emergency actions in California.

In an effort to minimize the risk of infecting Children and Family Services (CFS) staff and their clients with the COVID -19 (Coronavirus), Personal Protective Equipment such as masks will be issued primarily to CFS staff who:

- Are required to have face-to-face interactions with the public.
- Report a vulnerability (including pregnancy).

Background

It is essential the assessment for the safety and well-being of children who are reported as being abused or neglected continue during the COVID -19 State of Emergency. In situations where SWs are required to complete face-to-face visits or investigations, a mask will be provided whenever possible as a precautionary safety measure to minimize the spread of COVID-19.

Personal Protective Equipment (Masks)

Personal Protective Equipment (PPE) such as masks are used to protect workers while performing specific tasks that might involve them coming into contact with body fluids that may contain infectious pathogens. Masks will be distributed to staff who are required to have face-to-face interaction with the public and those who will continue to report to work on a full-time basis during the current State of Emergency.

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Prioritizing staff with vulnerabilities

Supervising Social Services Practitioners will provide their staff with masks as needed. The distribution of masks for CFS staff who report to work will be prioritized as follows:

1. Social Service Aides (SSAs) and Intake SWs with reported vulnerabilities.
 2. Those with reported vulnerabilities who interact with the public.
 3. SSAs and Intake SWs with no reported vulnerabilities.
 4. Those with no reported vulnerabilities who interact with the public.
 5. Full-time, 'in-office' staff who have reported vulnerabilities.
 6. Full-time 'in-office' staff who have no reported vulnerabilities.
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Interacting with the public

Staff who are interacting with the public while wearing a mask should explain the use of the mask with a statement similar to:

"I am sure you have noticed I am wearing a mask. I want to assure you that I am not ill. Considering our current state of emergency, I am wearing this mask just as a cautionary measure to protect both you and myself."

Use and storage of masks

Masks will be provided to workers in zip-lock storage bags. The masks should be kept in the zip-lock bags when not in use. A mask may be worn multiple times unless it has been in contact with bodily fluids and/or has had possible exposure to a person with COVID-19.
