



Hillar C. Moore, III  
OFFICE OF THE DISTRICT ATTORNEY  
Nineteenth Judicial District

**OFFICE COVID-19  
PREVENTATIVE  
MEASURES**

**Issue Date:** 03/16/2020

Updated: 5/15/2020

The following guidelines are meant to prevent and minimize exposure and spread of COVID-19 in our workplace during the Phase I re-opening of the office:

- Face covering required
  - EBRDA will provide 2 washable, cloth facial coverings to each employee.
  - Coverings should be worn when outside of your designated office/workstation.
  - Wash/Clean face coverings; avoid touching eyes, mouth, and nose when removing.
    - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- Adhere to social distancing
  - Avoid in person appointment and meetings.
    - Utilize phone and video conferences.
      - Microsoft Teams is preferred and should be used for inter-office video and instant messaging communication.
    - Where in-person meetings with the public are necessary, they should take place in the designated public meeting areas; social distancing should be strictly adhered to, and facial coverings should be worn.
      - Main office: Fileroom Glass Enclosure, 6<sup>th</sup> floor VAC room
      - S-3 Building: Conference Room (PTI), Storage Room (PTI) Vacant Intake Office (Child Support)
      - Juvenile: Vacant ADA Office
  - Avoid close contact with the public and co-workers.
    - Maintain a 6 foot distance.
      - For example, sitting on opposite ends of a table during a meeting.
      - Be polite and professional in requesting that there be distance between yourself and a member of the general public.
    - Utilize phone and email communication with co-workers whenever possible.
    - Remain in your work space. Travel outside work area should be limited and only when necessary.
      - A face covering must be used when traveling outside of your work area/office.
    - Avoid touching coworker's equipment such as phones, keyboards, and pens.
    - Do not congregate in Break/Lunch rooms and other



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congregant areas.

- Do not enter/use the Training Room at the main office unless expressly authorized.
- Do not bring food items such as cakes, chips/dip, etc. for common share with co-workers.
- Sanitize your workspace including high touch areas like door knobs, keyboards, and phones when arriving and before leaving the workplace.
- Avoid directly touching common high touch areas such as copy machines.
  - Gloves or some other touch covering such as tissue should be used.
- Wash your hands. Wash with soap and water or clean with alcohol-based hand cleaner. The CDC recommends that when you wash your hands -- with soap and warm water -- that you wash for 15 to 20 seconds. When soap and water are not available, alcohol-based disposable hand wipes or gel sanitizers may be used.
- Avoid handshaking, hugs, and other close contact greeting gestures.
- Cover coughs and sneezing.
- Check your temperature before arriving to work. A temperature of 100.4 or higher would be considered a fever.
- Leave the workplace if you become sick during the work day (notify your supervisor)
- Review and monitor the CDC website for relevant information: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>.
- Notify the Human Resources Director, Laurie Englade and do not report to the worksite if the following occurs or has occurred within 14 days:
  - You or a household member have been in close contact for a prolonged period of time with a person who has been diagnosed or is seeking a diagnosis of COVID-19<sup>1</sup>
  - A member of your household has been diagnosed or is seeking a diagnosis for COVID-19
  - Have or had symptoms of respiratory illness in the last 14 days
  - Have or had a fever of 100.4 degrees or higher in the last 14 days

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<sup>1</sup> Data are limited to define close contact. Factors to consider when defining close contact include proximity, the duration of exposure (e.g., longer exposure time likely increases exposure risk), whether the individual has symptoms (e.g., coughing likely increases exposure risk) and whether the individual was wearing a facemask (which can efficiently block respiratory secretions from contaminating others and the environment). Data are insufficient to precisely define the duration of time that constitutes a prolonged exposure. Recommendations vary on the length of time of exposure but 15 min of close exposure can be used as an operational definition. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g., did the person cough directly into the face of the individual) remain important. <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>



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