

# MERCED COUNTY WORKFORCE DEVELOPMENT BOARD

1900 Airdrome Entry · Atwater, CA 95301 · (209) 724-2000 · Fax (209) 383-4039

## POLICY BULLETIN

MCWDB PB # 02-21	Date of Release: March 24, 2021
To:	All Merced County Workforce Development Board Staff and Service Providers
From:	Erick Serrato, Merced County Workforce Development Board
Effective Date:	March 24, 2021
Subject:	Rapid Response – COVID-19 Safety
Responsible Official:	MCWDB Program Manager

This policy serves as an addition to the Merced County Workforce Development Board (MCWDB) Rapid Response policy.

### **Rapid Response Site Visits**

The Business Services Team (BST), prior to any site visit, will coordinate with the employer the implementation of COVID-19 safety precautions, social distancing practices, and education and preparation of the employer's workforce affected by a layoff.

### **Planning & Organization**

Prior to scheduling a Rapid Response site visit, the BST will:

- a) Review the most current required state guidelines and social distancing orders;
- b) Communicate with the employer and forward a copy of the state's COVID-19 guidelines. To identify which sector guideline pertains to the employer, visit <https://covid19.ca.gov/industry-guidance/#top>
- c) Confirm that the employer has a meeting space available and inform employer that it can only be occupied at 50% capacity per session. If more sessions are required, advise the employer the number of sessions that will be needed based on number of layoffs and room capacity;
- d) Advise the employer that sanitizer and facemasks are required for the safety of their employees (gloves are recommended, but optional). The BST will bring their own personal equipment;
- e) Inform EDD and other Rapid Response partners about the prerequisites to entering the business. If Rapid Response partners require other outreach methods, coordinate with their teams accordingly;
- f) Ensure every person attending the Rapid Response session receives all information, email the employer a copy of the Employee Layoff List and have ample outreach material for each person.

### **Site Visit / Set-Up**

The following is required upon arrival at the Rapid Response site:

- a) If the employer requires you to call before you enter their building, please call your point of contact to confirm your arrival;
- b) Wear a mask at all times;
- c) Follow and respect the employer's COVID-19 policy, ask if you are unclear;
- d) Make sure that the scheduled room has two (2) doorways: one for only entering and the one for only exiting;
- e) Sanitize your workspace (tables, chairs, desk) before your Rapid Response materials touch any surfaces;
- f) Organize your seating area to make sure each chair is at least 6-feet apart;
- g) Apply sanitizer after all activities requiring physical touch.

### **Orientations**

When conducting sessions, the following is required:

- a) All attendees are to wear a facemask before entering the room and avoid touching mouth, face, or eyes;
- b) Employees entering the room will be greeted by BTS staff at a distance of not less than 6 feet;
- c) The room does not exceed 50% capacity. If more sessions are required, continue the 50% capacity rate for safety precautions;
- d) Everyone maintains the social distancing of being six-feet apart and no physical contact at any time, including the presenter;
- e) Apply sanitizer after completing each activity, as well as hand washing after all activities have been completed. For more information on handwashing techniques, please visit the CDC's Handwashing: Clean Hands Save Lives at <https://www.cdc.gov/handwashing/> for more information;
- f) Confirm with the employer if any room reorganization after the session(s) is needed;
- g) Follow the posted exit pattern and apply sanitizer upon exiting the building.

### **References:**

[Merced County Health Order July 10, 2020](#)  
[State of California Industry Guidance checklist](#)  
[Merced County COVID-19 Safety Measures](#)  
[State of California Face Coverings Guidance](#)