



CITY OF DALY CITY

COVID-19 - Workplace Readiness Safety Plan

(COVID-19 Prevention Program (CPP) updated January 2022)

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I. BACKGROUND

Since March 16, 2020, the City of Daly City has been in compliance with County and State Orders to shelter in place, with the exception of conducting essential business. Since May 2020, the Governor has begun to loosen restrictions and allow the reopening of services to the public. The following COVID-19 - Workplace Readiness Safety Plan (“Plan”) conforms with the State of California requirement¹ to establish workplace City readiness and policies and protocols for maintaining a safe and healthy workplace.

Workplace re-occupancy readiness is a critical step in enhancing employee safety and continuing to limit the spread of COVID-19 throughout the community. Departments should use the policies and protocols established in this Plan as a tool to review office workspaces, operations, and communication methods to prepare each location, division, and unit to begin a scheduled return of employees into the workplace. The operations of each department are unique, and each department may have more restrictive or specific rules or processes suited to their operations. Generally, most City site locations are open with limited capacities or remain closed to the public.

Likewise, regardless of the return to work status of any individual employee or the open status of a specific building, programs and services may vary during the transition back, as deemed appropriate by the City Manager in consultation with Executive Management and the City Council.

The Plan during COVID-19 Policy is subject to change based on State and/or County Health Orders and local directives.

SECTION ONE: GENERAL PROVISIONS FOR THE PLAN

1.1 Responsibility for Implementing the Plan

- 1.1 The City Manager or designee is responsible for implementing the City of Daly City Return to Work During COVID-19 Policy.
- 1.2 The Human Resources Department will take an active role in coordinating communication and training with departments, employees and labor groups.
- 1.3 A Return to Work Task Force consisting of at least one member from each City Department will serve in an advisory capacity for all aspects of the policy.
- 1.4 Employees are responsible for complying with this policy and adhering to the protocols as applicable.

2.0 Risk Assessment²

2.1 Potential Risks and Sources of Exposure at Daly City Workspaces

¹ <https://covid19.ca.gov/industry-guidance/>

² <https://www.osha.gov/SLTC/covid-19/hazardrecognition.html>

2.1.1 Daly City workers may encounter someone infected with COVID-19 in the course of their duties and could be exposed to environments (e.g., work sites) or materials (e.g., waste) contaminated with the virus. According to the CDC, person-to-person transmission occurs during close (within 6 feet and for a total of 15 minutes or more) contact with a person with COVID-19, primarily from respiratory droplets produced when an infected person coughs or sneezes. These droplets, particularly when aerosolized, can be deposited in the mouth, nose, or eyes of nearby people or be inhaled into the lungs.

2.1.2 Workers could also become infected with COVID-19 by touching surfaces or objects contaminated with the virus, and then touching their mouths, noses, or eyes.

2.2 Employee Risk Classification. Worker risk of occupational exposure to COVID-19 during a pandemic may depend in part on the need for contact within 6 feet of people suspected of being or known to be, infected with COVID-19. OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. Daly City's workers typically fall in the lower exposure risk or medium exposure risk levels, with some moving between risk categories, as defined below:

2.2.1 Lower Exposure Risk (Caution): jobs that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (i.e., within 6 feet of and for a total of 15 minutes or more) the general public and other coworkers.

2.2.2 Medium Exposure Risk: jobs that require frequent and/or close contact with (i.e., within 6 feet of and for a total of 15 minutes or more) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. In areas where there is ongoing community transmission, workers in this category may have contact with the general public.

2.2.3 High Exposure Risk Levels: jobs that have high potential exposure to people known or suspected of being infected with COVID-19.

2.2.4 Variable Exposure Risk Levels: as workers' job duties change or they perform different tasks in the course of their duties, they may move from one exposure risk level to another.

3.0 Site-Specific Protection Plan - Prepare and Adapt Facilities

3.1 Reconfigure Spaces to Ensure Continued Physical Distancing of 6 feet or More

3.1.1 Supervisors and employees are responsible for the physical separation of working spaces to reduce density.

- Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Reconfigure office spaces, cubicles, etc. to ensure social distancing.

3.1.2 Entrance Control

- Each worksite will designate the employee entrance(s), to provide for screening and intake processes.

3.1.3 Shared Spaces

- Common areas will be reconfigured, restricted, or closed and alternatives will be provided where physical distancing can be practiced.
- Employees are prohibited from congregating in confined spaces, such as lunch or break rooms.
- The number of individuals riding in an elevator will be limited and signs will be posted outside all elevators stating the maximum number of occupants on the elevator so that physical distancing can be maintained and stating that occupants must wear face coverings in the elevator.

Reference the City of Daly City Policy and Procedures for Social Distancing and Individual Responsibility in the Workplace (Appendix B).

3.2 Implement cleaning plans that utilize products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements to ensure proper sanitation

3.3 Conduct pre-return inspections of HVAC, mechanical, water and other critical systems

Reference the City of Daly City Policy and Procedures for Cleaning and Disinfecting the Workplace for more detailed information (Appendix C).

4.0 Prepare Employees

4.1 Phased Opening of City Departments & Facilities

Visitors will not be admitted until employees have had the opportunity to return in phases as outlined in the next section and implement and familiarize themselves with the new protocols outlined in this document.

4.1.1 Police Department

- The Police Department has continued to provide all essential services. Schedules in all divisions have been modified to minimize exposure concerns with other employees and the public. Schedules are assessed and adjusted to maintain safe operations while also working toward standard schedules.
- Modifications to station layout have been made to meet distancing and barrier recommendations.
- Daily safety check-in procedures will continue. This includes the following when reporting for work:
 - Temperature taken by another person.
 - Answering established questions pertaining to possible symptoms and changes in health.

- A face covering must be worn when entering the station.

4.1.2 Fire Department (North County Fire Authority)

- The Fire Department has continued to provide all essential services. Protocols have been implemented to minimize exposure concerns with other employees and the public.
- Modifications to station layouts have been made to meet distancing and barrier recommendations.
- Daily safety check-in procedures will continue. This includes the following when reporting for work:
 - Temperature taken by another person.
 - Answering established questions pertaining to possible symptoms and changes in health.
 - A face covering must be worn when entering the station.

4.1.3 Department of Water & Wastewater Resources

- The Department of Water & Wastewater Resources has continued to provide all essential services. Protocols have been implemented to minimize exposure concerns with other employees and the public.
- Modifications to station layouts have been made to meet distancing and barrier recommendations.
- Daily safety check-in procedures will continue. This includes the following when reporting for work:
 - Temperature taken by another person.
 - Answering established questions pertaining to possible symptoms and changes in health.
 - A face covering must be worn when entering the Treatment Plant.

4.1.4 All Remaining Departments

- Phase One – Only most critical workers admitted to City Facilities.
- Phase Two – All full-time regular employees have returned to work.
- Phase Three – Limited visitors admitted to some City Facilities by appointment only.
- Phase Four – Loosening of requirements up to full opening, based upon guidance from the County and State.

It is possible to move either direction through the phases based upon direction from the City Manager and guidance from the County and State.

4.2 Reintroduction of Staff

4.2.1 Each department shall develop a workplan for reintroducing all workers back into the workplace based upon the needs of reopened services. Ideally, Department Directors should target a phased approach in order to limit the density of staff and to maintain social distancing.

4.2.2 All staff members must receive approval and direction from their supervisors to return to work at any City facility.

4.2.3 To the extent possible, Departments shall utilize work practices that limit the number of employees at the office at one time. Departments shall confer with Human Resources to implement solutions.

5.0 Control Access to Facilities

5.1 Health and Safety Checks for Employees at All Sites (Appendix D&E)

5.1.1 At least once a day prior to the start of each shift, all employees shall complete a self-assessment to confirm they are not experiencing symptoms associated with COVID-19 (e.g., fever (100.4° F [37.8° C] or higher temperature), cough, shortness of breath/difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, diarrhea, or any other symptom associated with COVID-19 identified by the CDC).

5.1.2 Each Department shall provide an electronic (or hardcopy for employees without access to internet/computer) Employee Daily Self-Assessment Questionnaire (COVID-19) (Appendix E) for employees to record this information and submit to your supervisor **only** if you have marked yes to any question.

5.1.3 No staff member displaying cold or flu symptoms is permitted to report to work or enter the worksite.

5.1.4 Cold or flu symptoms include a fever (defined as 100.4 degrees Fahrenheit or higher), cough, sore throat, or shortness of breath. If you experience these, you must notify your supervisor and may not come to City facilities.

Please refer to the return to work section of the COVID Prevention Program for the period of isolation

In all cases, employees must receive written authorization from the Human Resources Department to return to work.

Employees must also communicate their authorized return to work to the Department Director.

Reference the City of Daly City Policy and Procedures for COVID-19 Exposure Control, Temperature Testing, & Symptom Screening Protocol (Appendix F).

5.2 Install Barriers

5.2.1 Permanent barriers shall be installed at all public facing reception areas

5.3 Train staff on all COVID-19 related Policies and Procedures

6.0 Minimize the Likelihood of Virus Spread

6.1 Physical Distancing - All staff members shall maintain a distance of 6 feet or more from visitors and other employees at all times.

- 6.1.1 Supervisors are responsible to ensure that necessary in-person meetings are held in appropriately sized spaces and laid out in such a manner as to ensure physical distancing.
- 6.1.2 Employees shall stagger breaks, in compliance with wage and hour regulations, if needed to maintain social distance in break rooms.

Reference the City of Daly City Policy and Procedures for Social Distancing and Individual Responsibility in the Workplace (Appendix B).

6.2 Personal Protective Equipment (PPE) Requirements for All Staff:

- 6.2.1 Employees shall wear face coverings inside any City facility, which can include any type of cloth, fabric, or other soft material that covers the nose and mouth and surrounding areas of the lower face.

Any mask that incorporates a one-way valve (typically a raised plastic cylinder about the size of a quarter on the front or side of the mask) that is designed to facilitate easy exhaling is not a Face Covering under the County's Order requirements. Valves of that type permit droplet release from the mask, putting others nearby at risk. Face shields are also not Face Coverings under the County's Order. [Refer to the County's Face Covering Requirements \(13e\).](#)

- 6.2.2 Employees shall use gloves or wash hands frequently and avoid touching their faces if handling documents or objects that may have been touched by other employees or members of the public less than 72 hours prior to handling.
- 6.2.3 Employees are expected to frequently wash their hands (for a minimum of 20 seconds) and/or use anti-bacterial hand sanitizer when a sink is not available.

6.3 Increase Frequency of Cleaning

- 6.3.1 Employees with an assigned workstation/computer/equipment, shall wipe down the entire workstation with disinfectant spray or wipes at least twice a day at the beginning and end of the work shift.

6.3.2 Communal Employee Spaces

- Employees utilizing shared equipment, either in a shared workstation or in a common area (e.g. copy machines, file cabinets, kitchen appliances, etc.) shall wipe down the shared equipment with disinfectant spray or wipes before and after each use. Hand sanitizer (at least 60% ethanol or 70% isopropanol), soap and water, or effective disinfectant will be made available near the entrance of any City facility and in other appropriate areas for use by employees and members of the public.

- 6.3.3 Building Maintenance Division shall ensure that sanitary facilities stay operational and stocked at all times.

Reference the City of Daly City Policy and Procedures for Cleaning and Disinfecting the Workplace for more detailed information (Appendix C).

7.0 Communication

7.1 Human Resources and the City Manager will regularly provide employee information on COVID-19 per CDC, Cal OSHA, and County Health Department.

- Signs posted at entry stating the entry requirements and restrictions.
- Signs posted reminding employees of expected behaviors such as social distancing, hand hygiene, safe work practices and the wearing of face coverings.
- Written or verbal updates to keep employees informed of any changes to policy and protocols. Formal and informal training on how to prevent the spread and how to self-screen using CDC guidelines: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html
- The importance of **not** coming to work when experiencing symptoms associated with COVID-19 (e.g. fever (100.4° F [37.8° C] or higher temperature), cough, shortness of breath/difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea, or any other symptom associated with COVID-19 identified by the CDC).

7.2 Protocols for Self-Assessment (Appendix D)

7.3 Availability and use of leaves for illness and childcare. (Appendix G)

7.4 Resources for childcare - Referrals to childcare services are available through the San Mateo County Child Care Coordinating Council: <https://sanmateo4cs.org/>

8.0 Compliance

8.1 Employees who fail to comply with the standards of this policy, including not informing their supervisor and the Human Resources Department that they present symptoms associated with COVID-19 and reporting to work, may face disciplinary action up to and including termination.

8.2 In the event that an employee tests positive for the virus that causes COVID-19, they must follow the County's order of self-isolation:

https://www.smchealth.org/sites/main/files/file-attachments/ho_order_c19-6b_home_isolation_revised_20200514.pdf?1589557344

8.3 Should an employee be identified as positive for COVID-19, the Human Resources Department will work with the employee and supervisor to determine possible exposure to other employees so that notification can be made as appropriate.

SECTION TWO: CITY-WIDE POLICIES AND PROTOCOLS

COVID-19 PREVENTION PROGRAM (CPP)

I. PURPOSE:

The purpose of the City of Daly City's COVID-19 Prevention Program ("CPP") is to provide employees a healthy and safe workplace as required under the California Occupational Safety and Health Act (Labor Code §§ 6300, *et seq.*) and associated regulations (8 C.C.R. § 3205).

Nothing in this CPP precludes the City from complying with federal, state, or local laws or public health order or guidance that may recommend or require measures that are more prescriptive and/or restrictive than those that are provided herein.

II. SCOPE

Unless one of the following exceptions provided below applies, this CPP applies to all City employees except for City employees (hereinafter referred to as "employees"), including those who are "fully vaccinated".

The following employees are exempt from coverage under the CPP: (1) Employees who are teleworking from home or a location of the employee's choice that is not under the control of the City; (2) Employees who are working in or at a work location and do not have contact with any other individuals; and (3) Employees that because of their tasks, activities or work location have with occupational exposure as defined by the Aerosol Transmissible Diseases ("ATD") regulation (*i.e.*, 8 C.C.R. § 5199).

III. DEFINITIONS:

For the purposes of the CPP, the following definitions shall apply:

"COVID-19" is caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

"COVID-19 case" means a person who either: (1) Has a positive "COVID-19 test" as defined in this section; (2) Is subject to COVID-19-related order to isolate issued by a local or state health official; (3) Has a positive COVID-19 diagnosis from a licensed health care provider; or (4) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

"Close contact COVID-19 exposure" means being within six (6) feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period" as defined here. This definition applies regardless of the use of face coverings. Employees who were wearing a respirator as required by the City and who used such respirator in compliance with Title 8 Section 5144 during contact with a COVID-19 case will be deemed not to have had close contact COVID-19 exposure.

"COVID-19 hazard" means potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or

persons exhaling, talking or vocalizing, coughing, or sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

“COVID-19 symptoms” means one of the following: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

“COVID-19 test” means a viral test for SARS-CoV-2 that is

- 1) Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test);
- (2) Administered in accordance with the authorized instructions; and
- (3) Not both self-administered and self-read unless observed by the employer or an authorized telehealth proctor.

Examples of tests that satisfy this requirement include tests with specimens that are processed by a laboratory (including home or on-site collected specimens which are processed either individually or as pooled specimens), proctored over-the-counter tests, point of care tests, and tests where specimen collection and processing is either done or observed by an employer.

“Exposed group” means all employees at a work location, working area, or a common area at work, where a COVID-19 case was present at any time during the high-risk exposure period. However, if the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and all employees were wearing face coverings at the time the COVID-19 case was present, other people at the work location, working area, or common area would not constitute part of the exposed group. Common areas at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. However, places where employees momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.

“Face covering” means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers (i.e., fabrics that do not let light pass through when held up to a light source) that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric. This definition includes clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet this definition and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker’s mouth or facial expressions to understand speech or sign language respectively.

..

“Fully vaccinated” means the City has documented:

(A) A person’s status two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses in accordance with the approval, authorization, or listing that is:

1. Approved or authorized for emergency use by the FDA;
2. Listed for emergency use by the World Health Organization (WHO); or
3. Administered as part of a clinical trial at a U.S. site, if the recipient is documented to have primary vaccination with the active (*i.e.*, not placebo) COVID-19 vaccine candidate, for which vaccine efficacy has been independently confirmed (*e.g.*, by a data and safety monitoring board) or if the clinical trial participant at U.S. sites had received a COVID-19 vaccine that is neither approved nor authorized for use by FDA but is listed for emergency use by WHO; or

(B) A person’s status two weeks after receiving the second dose of any combination of two doses of a COVID-19 vaccine that is approved or authorized by the FDA, or listed as a two-dose series by the WHO (*i.e.*, a heterologous primary series of such vaccines, receiving doses of different COVID-19 vaccines as part of one primary series). The second dose of the series must not be received earlier than 17 days (21 days with a 4-day grace period) after the first dose.

“High-risk exposure period” means the following: (1) For COVID-19 cases who develop COVID-19 symptoms: from two (2) days before they first develop symptoms until each of the following are true: (1) it has been ten (10) days since symptoms first appeared, (2) 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; and (3) symptoms have improved: or For COVID-19 cases who never develop COVID-19 symptoms: from two (2) days before until ten (10) days after the specimen for their first positive test for COVID-19 was collected.

“Respirator” means a respiratory protection device approved by the National Institute for Occupational Safety and Health (“NIOSH”) to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator.

“Worksite,” for the limited purposes of COVID-19 prevention regulations only, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the City that a COVID-19 case did not enter, locations where the worker worked by themselves without exposure to other employees, or to a worker’s personal residence or alternative work location chosen by the worker when working remotely.

IV. PROGRAM

A. SYSTEM FOR COMMUNICATING WITH CITY EMPLOYEES

1. Reporting COVID-19 Symptoms, Possible COVID-19 Close Contact Exposures, and Possible COVID-19 Hazards at City Worksites and Facilities

The City requires that City employees immediately report to their manager or supervisor or to the Department of Human Resources any of the following: (1) the employee’s presentation of COVID-19

symptoms; (2) the employee's possible COVID-19 close contact exposures; (3) possible COVID-19 hazards at City worksites or facilities.

The City has not and will not discriminate or retaliate against any City employee who makes such a report.

2. Accommodations Process for City Employees with Medical or Other Conditions that put them at Increased Risk of Severe COVID-19 Illness

City's policy provides for an accommodation process for employees who have a medical or other condition identified by the Centers for Disease Control and Prevention ("CDC") or the employees' health care provider as placing or potentially placing the employees at increased risk of severe COVID-19 illness.

For all employees who request such an accommodation, including fully vaccinated employees, the City will require that the employee provide information from the employee's health care provider explaining why the employee requires an accommodation.

The CDC identifies the following medical conditions and other conditions as placing or potentially placing individuals at an increased risk of severe COVID-19 illness.

The CDC guidance provides that adults of any age with the following conditions are at increased risk of severe illness from the virus that causes COVID-19:

1. Cancer
2. Chronic kidney disease
3. COPD (chronic obstructive pulmonary disease)
4. Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
5. Immunocompromised state (weakened immune system) from solid organ transplant
6. Obesity (body mass index [BMI] of 30 kg/m² or higher but < 40 kg/m²)
7. Severe Obesity (BMI ≥ 40 kg/m²)
8. Pregnancy
9. Sickle cell disease
10. Smoking
11. Type 2 diabetes mellitus

The CDC guidance also provides that adults of any age with the following conditions might be at an increased risk for severe illness from the virus that causes COVID-19:

1. Asthma (moderate-to-severe)
2. Cerebrovascular disease (affects blood vessels and blood supply to the brain)
3. Cystic fibrosis
4. Hypertension or high blood pressure
5. Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
6. Neurologic conditions, such as dementia
7. Liver disease
8. Overweight (BMI > 25 kg/m², but < 30 kg/m²)
9. Pulmonary fibrosis (having damaged or scarred lung tissues)
10. Thalassemia (a type of blood disorder)
11. Type 1 diabetes mellitus

The City will periodically review the following web address in order to account for any additional medical conditions and other conditions that the CDC has identified as placing or potentially placing individuals at an increased risk of severe COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html> (Last updated on December 14, 2021).

Employees are encouraged to review the list of medical conditions and other condition provided above in order to determine whether they have such a condition.

To request an accommodation under the City policy, employees may make a request with their manager or supervisor or the Department of Human Resources.

3. COVID-19 Testing

The City possesses authority to require that employees who report to work at City worksites or facilities be tested for COVID-19.

Where the City requires testing, the City has adopted policies and procedures that ensure the confidentiality of employees' medical information and comply with the Confidentiality of Medical Information Act ("CMIA"). Specifically, the City will keep confidential all personal identifying information of COVID-19 cases or persons with COVID-19 symptoms unless expressly authorized by the employee to disclose such information or as other permitted or required under the law.

4. COVID-19 Hazards

The City will notify employees and subcontracted employees of any potential COVID-19 exposure at a City worksite or facility where a COVID-19 case and employees were present on the same day. The City will notify employees of such potential exposures within one (1) business day, in a way that does not reveal any personal identifying information of the COVID-19 case.

The City will also notify employees of cleaning and disinfecting measures the City is undertaking in order to ensure the health and safety of the City worksite or facility where the potential exposure occurred.

B. IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS AT CITY WORKSITES AND FACILITIES

1. Screening Employees for COVID-19 Symptoms

The City possesses authority to require that employee self-screen for COVID-19 symptoms.

City policy provides that City employees will self-screen for COVID-19 symptoms prior to reporting to any City worksite or facility.

2. Responding to Employees with COVID-19 Symptoms

Should a employee present COVID-19 symptoms during a self-screen, the employee must remain at or return to their home or place of residence and not report to work until such time as the employee satisfies the minimum criteria in order to return to work. (as discussed in Section IV.J. of this CPP).

The City will advise employees of any leaves to which they may be entitled during this self-quarantine period, including, but not limited to COVID-19 Supplemental Paid Sick Leave ("SPSL").

Further, the City has adopted policies and procedures that will ensure the confidentiality of employees and comply with the CMIA and the City will not disclose to other employees the fact that the employees presented COVID-19 symptoms.

3. City's Response to COVID-19 Cases

In the event that a City employee test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, the City will instruct the employees to remain at or return to their home or place of residence and not report to work until such time as they satisfy the minimum criteria to return to work (as discussed in Section IV.J. of this CPP).

The City will advise employees of any leaves to which they may be entitled during this self-isolation period, but not limited to SPSL.

The City complies fully and faithfully with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and entities as required based on the individual circumstances: (1) the local health department; (2) Cal/OSHA; (3) employees who were present at a City worksite or facility when the COVID-19 case was present; (4) Employee organizations that represent employees at the City worksite or facility; (4) Employers of subcontracted employees who were present at the City worksite or facility; and (5) the City's workers' compensation plan administrator.

If possible, the City will interview the COVID-19 case(s) in order to ascertain the nature and circumstances of any contact that the employee(s) had or may have had with other employees during the high-risk exposure period. If the City determines that there were any close contact COVID-19 exposures, the City will instruct those employees to remain at their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work (as discussed in Section IV.J. of this CPP).

The City has adopted policies and procedures that will ensure the confidentiality of employees and comply with the CMIA. Specifically, the City will not disclose to other employees, except for those who need to know, the fact that the employee(s) tested positive for or were diagnosed with COVID-19. Further, the City will keep confidential all personal identifying information of COVID-19 cases or persons unless expressly authorized by the employees to disclose such information or as other permitted or required under the law.

4. Workplace-Specific Identification of COVID-19 Hazards

The City will periodically conduct workplace-specific assessment of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.

As part of this process, the City identified places (work locations, work areas, and common areas) and times when employees and individuals congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, including, for example, during meetings or trainings, in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

The City will provide notice of any such potential workplace exposure to all persons at City worksites and facilities, including employees, employees of other entities, members of the public, customers or clients, and independent contractors. The City considered how employees and other persons enter, leave, and travel through City worksites and facilities, in addition to addressing employees' fixed workspaces or workstations.

Further, the City will treat all persons, regardless of the presentation of COVID-19 symptoms or COVID-19 status, as potentially infectious.

5. Maximization of Outdoor Air and Air Filtration

For indoor City worksites and facilities, the City evaluates how to maximize the ventilation of outdoor air, provide the highest level of filtration I compatible with the worksites and facilities' existing ventilation systems; and whether the use of portable or mounted High Efficiency Particulate Air ("HEPA") filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.

6. City Compliance with Applicable State and Local Health Orders

The City monitors applicable public health orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention.

The City fully and faithfully complies with all applicable orders and guidance from the State of California and the local health department.

7. Evaluation of Existing COVID-19 Prevention Controls and Adoption of Additional Controls

Periodically, the City evaluates existing COVID-19 prevention controls at the workplace and assess whether different and/or additional controls may be needed.

This includes evaluation of controls related to the correction of COVID-19 hazards, physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE) (as discussed at Section VI, subsections D, and F-H of this CPP).

Appendix B may be used for this evaluation.

8. Periodic Inspections

The City conducts periodic inspections of City worksites and facilities using Appendix A as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the City's COVID-19 policies and procedures, including, but not limited to this CPP.

C. INVESTIGATING AND RESPONDING TO COVID-19 CASES IN CITY WORKSITES AND FACILITIES

1. Procedure to Investigate COVID-19 Cases

The City developed a procedure for investigating COVID-19 cases in the workplace which provides for the following: (1) requesting information from employees regarding COVID-19 cases; (2) contact tracing of employees who have had a close contact COVID-19 exposure; (3) requesting COVID-19 test results from employees who may have had a close contact COVID-19 exposure; (4) requesting information from employees regarding the presentation of COVID-19 symptoms; and (5) identifying and recording all COVID-19 cases. This will be accomplished by using Appendix C.

2. Response to COVID-19 Cases

As provided above at Section IV.B.3., in the event that an employee tests positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, the City will instruct the employee to remain

at or return to their home or place of residence and not report to work until such time as the employee satisfies the minimum criteria to return to work (as discussed in Section IV.J. of this CPP).

a. Contact Tracing

If possible, the City will interview the COVID-19 cases in order to ascertain the following information: (1) the date on which the employees tested positive, if asymptomatic, or the date on which the employees first presented COVID-19 symptoms, if symptomatic; (2) the COVID-19 cases recent work history, including the day and time they were last present at an City worksite or facility; and (3) the nature and circumstances of the COVID-19 cases' contact with other employees during the high-risk exposure period, including whether any such contact qualifies as a close contact COVID-19 exposure.

If the City determines that there were any close contact COVID-19 exposures, the City will instruct those employees to remain at their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work (as discussed in Section IV.J. of this CPP). Further, the City will instruct those employees to be tested for COVID-19, and that the City will provide for such testing during paid time, as discussed in subsection c. below.

b. Reporting the Potential Exposure to Other Employees

The City fully and faithfully complies with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and entities described below.

Within one (1) business day of the time the City knew or should have known of a COVID-19 case, the City will give written notice of a potential workplace exposure to the following individuals: (1) All employees on the premises at the same worksite or facility as the COVID-19 case during the COVID-19 case's high-risk exposure period; (2) Independent contractors on the premises at the same worksite or facility as the COVID-19 case during the COVID-19 case's high-risk exposure period; and (3) Other employers at the worksite or facility during the COVID-19 case's high-risk exposure period. The City will provide notice by either personal service, email, or text message.

The City's notice(s) will not reveal any personal identifying information of the COVID-19 case. The notice will include information about the City's cleaning and disinfection plan.

Within one (1) business day of the time the City knew or should have known of the COVID-19 case, the City will also provide the notice of the potential workplace exposure to the authorized representative of any employee who was on the premises at the same worksite or facility as the COVID-19 case during the high-risk exposure period.

c. Offer of Free COVID-19 Testing Following a Close Contact COVID-19 Exposure

The City makes COVID-19 testing at no cost to all employees who had a close contact COVID-19 exposure at a City worksite or facility. The City will offer employees COVID-19 testing during paid time whether during the employee's regular work schedule or otherwise, and will provide compensation for the time that the employee spends waiting for and being tested.

Employees may be tested at a Project Baseline testing site, Kaiser Occupational Health, the employee's own primary care physician site or <https://www.smgov.org/testing>, or another testing site.

The City will not provide free COVID-19 testing to COVID-19 cases who returned to work pursuant to the criteria set forth in Section K of this CPP and have remained free of COVID-19 symptoms, for 90

days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 90 days after the first positive test.

d. Leave and Compensation Benefits for Close Contact Exposures

The City provides employees that had a close contact COVID-19 exposure with information regarding COVID-19-related benefits to which the employees may be entitled under applicable federal, state, or local law, the City's own leave policies, and leave guaranteed by contract. These benefits include, but are not limited to, SPSL.

The City will continue and maintain these employees' earnings, seniority, and all other employee rights and benefits, including the employees' right to their former job status, as if the employees had not been removed from their jobs.

The City may require that these employees use City provided employee sick leave benefits or other accrued leave for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

e. Investigation to Determine Whether Workplace Conditions Contributed to COVID-19 Exposure

The City will conduct an investigation in order to determine whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards, if any.

3. Confidential Medical Information

The City will protect the confidentiality of the COVID-19 cases and will not disclose to other employees the fact that the employees tested positive for or were diagnosed with COVID-19.

The City will keep confidential all personal identifying information of COVID-19 cases unless expressly authorized by the employees to disclose such information or as other permitted or required under the law.

D. CORRECTION OF COVID-19 HAZARDS AT CITY WORKSITES AND FACILITIES

The City will implement effective policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.

This includes, but is not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted related to the identification and evaluation of COVID-19 hazards and investigating and responding to COVID-19 cases in the workplace. This also includes implementing controls related to physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).

E. TRAINING AND INSTRUCTION OF CITY EMPLOYEES

1. COVID-19 Symptoms

The City provides employees training and instruction <https://app.targetolutions.com/dalycity> on the COVID-19 symptoms, including advising employees of COVID-19 symptoms, which include the following: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea, unless

a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

The City monitors and adheres to guidance by the CDC concerning COVID-19 symptoms, including guidance provided at the following web address:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

The City will advise employees in the event that the CDC makes any changes to its guidance concerning such symptoms.

In addition to providing training and instruction on COVID-19 symptoms, the City provides information and instruction on the importance of employees not coming to work if they have any COVID-19 symptoms. As discussed below, the City provides information on paid leaves to which employees may be entitled if they are experiencing a COVID-19 symptom and would like to be tested for COVID-19.

2. COVID-19 Vaccinations

The City provides employees information and instruction on the fact that COVID-19 vaccines are effective at both preventing the transmission of the virus that causes COVID-19 and preventing serious illness or death, and how employees may receive paid leave for reasons related to COVID-19 vaccinations.

As discussed below, the City provides information on paid leaves to which employees may be entitled in order for them to be vaccinated and in the event that they experience any illness or adverse effects as a result of such vaccination.

3. City's COVID-19 Policies and Procedures

The City provides regular updates to employees on the City's policies and procedures adopted in order to prevent COVID-19 hazards at City worksites and facilities, how such policies and procedures are intended to protect the health and safety of employees and City worksites and facilities, and how employees may participate in the identification and evaluation of COVID-19 hazards in order to make such worksites and facilities healthier and safer for themselves and others.

4. COVID-19 Related Benefits

The City advises and provides updates to employees of the leaves to which the employees may be entitled under applicable federal, state, or local laws as well as the City's own leave policies. Paid leave benefits include, but are not limited to SPSL.

Further, when employees require leave in order to receive a COVID-19 test or to be vaccinated or are directed not to report to work by the City for reasons related to the presentation of COVID-19 symptoms, the City will advise the employees of the leaves to which the employees may be entitled for that specific reason.

5. Spread and Transmission of the Virus that Causes COVID-19

The City advises and provides updates to employees about the known spread and transmission of COVID-19. The City specifically advises employees of the following: (1) that COVID-19 is an infectious respiratory disease; (2) that the virus that causes COVID-19 can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; (3) that particles containing the virus can travel more than six (6) feet, especially indoors, so physical distancing must

be combined with other controls, including face coverings and hand hygiene, including hand washing, in order to be effective; (4) that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and (5) that an infectious person may have present no COVID-19 symptoms or be pre-symptomatic.

6. Hand Hygiene, Face Coverings, and Respirators

The City advises employees of the importance of physical distancing, face coverings, and hand hygiene, including hand washing, and instructs employees that the combination of physical distancing, face coverings, increased ventilation indoors, and respiratory protection make such preventative measures most effective.

With respect to hand hygiene, the City provides employees information regarding the importance of frequent hand washing, that hand washing is the most effective when soap and water are used and the employee washes for at least 20 seconds. The City instructs employees to use hand sanitizer when employees do not have immediate access to a hand washing facility (i.e., a sink), and that hand sanitizer will not be effective if the employee's hands are soiled.

With respect to face coverings and respirators, the City provides employees information on the benefits of face coverings, both to themselves and to others. The City also provides employees instructions on the proper use of face coverings and the differences between face coverings and respirators.

The City will provide certain employees respirators for their use in certain circumstances, including to individuals who are not fully vaccinated, who are working indoors or in a vehicle with more than one person, and who request the devices for their use at work. At such time as the City provides respirators to employees for their use, it will provide such employees training on the proper use of such respirators, including, but not limited to, the method by which employees may check the seal of such respirator in conformance with the manufacturer's instructions.

The City will provide training on the conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained. Employees can request face coverings from the City at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

F. FACE COVERINGS

1. General Face Covering Requirements

The City provides face coverings to all employees who are not fully vaccinated and requires that such face coverings are worn by employees when indoors or in vehicles, unless certain conditions are satisfied, as explained below.

The City adheres to the most restrictive or prescriptive public health order provided by the CDC, CDPH or the local health department applicable to the City, and will provide face coverings and ensure they are worn by employees when required by orders from the CDPH.

The City's policy requires that face coverings are clean and undamaged. The City's policy allows for face shields to be used to supplement, and not supplant face coverings.

2. Limited Exceptions

The City provides for the following exceptions to the face coverings requirement:

- a. When an employee is alone in a room (e.g., alone in an office or another space with walls that extend from the floor to the ceiling and a door that may be closed in order to close the space to others) or vehicle
- b. While eating and drinking at the workplace, provided employees are at least six (6) feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- c. Employees wearing respirators required by the City and being used in compliance with the regulatory requirements for the use of such respirators.
- d. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
- e. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed, and the unmasked employee shall be at least six (6) feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.

2. Required Use of Effective Non-Restrictive Alternative for Employees Exempted from Face Covering Requirement

The City may require that City employees who are exempted from wearing face coverings due to a medical condition, mental health condition, or disability wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

3. Physical Distancing Required If Employee Is Not Wearing Face Covering or Non-Restrictive Alternative

The City's policy requires that any employees not wearing a face covering due to exception e, identified in Subsection 2 above, and not wearing a face shield with a drape or other effective alternative as described in Subsection 3 above shall remain at least six (6) feet apart from all other persons unless the unmasked employees are tested at least weekly for COVID-19 during paid time and at no cost to the employee or are fully vaccinated.

In situations where a face covering is otherwise required, face coverings must be worn, and the exceptions to face coverings contained in this section no longer apply.

However, the City does not use COVID-19 testing as an alternative to face coverings when face coverings are otherwise required by this section.

5. Prohibition on Preventing Employees from Wearing Face Covering

The City does not prevent any City employee from wearing a face covering when wearing a face covering is not required by this section, unless not wearing a face covering would create a safety hazard, such as interfering with the safe operation of equipment.

6. Communication to Non-Employees Regarding Face Covering Requirement

The City posts signage to inform non-employees of the City's requirements concerning the use of face coverings at City worksites and facilities.

G. OTHER ENGINEERING CONTROLS, ADMINISTRATIVE CONTROLS AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. Maximization of Outdoor Air

As provided above at Section IV.B.5., for indoor worksites and facilities, the City evaluated how to maximize the quantity of outdoor air.

Further, for City worksites and facilities with mechanical or natural ventilation, or both, the City has maximized the quantity of outside air provided to the extent feasible, except when the Environmental Protection Agency (“EPA”) Air Quality Index (“AQI”) is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to City employees, for instance from excessive heat or cold.

2. Cleaning and Disinfecting Procedures

The City undertakes the following cleaning and disinfecting measures:

- Identify and regularly clean and disinfect frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phone, headsets, bathroom surfaces, and steering wheels.
- inform employees and authorized employee representatives of the City's cleaning and disinfection protocols, including the planned frequency and scope of cleaning and disinfection and
- Clean and disinfect areas, material, and equipment used by a COVID-19 case during the high-risk exposure period and disinfection if the area, material, or equipment is indoors and will be used by another employee within 24 hours of the COVID-19 case.

Further, the City requires that cleaning and disinfecting must be done in a manner that does not create a hazard to City employees or subcontracted employees who do the cleaning and disinfecting.

3. Evaluation of Handwashing Facilities

In order to protect City employees, the City evaluates its handwashing facilities in order to determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer.

The City encourages City employees to wash their hands with soap and water for at least 20 seconds each time.

The City does not provide hand sanitizers with methyl alcohol.

4. Personal Protective Equipment (PPE)

a. The City evaluates the need for PPE in order to prevent employees from being exposed to COVID-19 hazards.

b. Provision of PPE When Necessary

The City policy provides PPE including, but not limited to, face coverings, respirators, gloves, goggles, and face shields, to and for employees who require such equipment in order to perform their job duties in a healthy and safe manner, including where employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Upon request, the City shall provide respirators to employees for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person.

Whenever the City makes respirators available for voluntary use, the City will ensure that employees receive a respirator of the correct size and will provide such employees training on the proper use of such respirators, including, but not limited, the method by which employees may check the seal of such respirator in conformance with the manufacturer's instructions, as discussed in Section IV.E.6.

5. Testing of Symptomatic Employees Who Are Not Fully Vaccinated

The City makes COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated. This testing will be made available during the employees' paid time.

H. REPORTING, RECORDKEEPING AND ACCESS

1. Reporting COVID-19 Cases to the Local Health Department

The City reports COVID-19 cases and COVID-19 outbreaks at worksites and facilities to the local health department.

Further, the City will provide any related information requested by the local health department.

2. Maintenance of Records Related to the Adoption of the CPP

The City maintains records of the steps taken to implement the provisions described in this CPP.

3. Availability of the CPP for Inspection

The City makes this written CPP available to employees and employee organizations at City worksites or facilities.

Further, the City makes this written CPP available to Cal/OSHA representatives immediately upon request.

4. Records Related to COVID-19 Cases

The City keeps a record of and track all COVID-19 cases with the following information: (1) employee's name; (2) contact information; (3) occupation; (4) location where the employee worked; (5) the date of the last day at the workplace; and (6) the date of a positive COVID-19 test.

In accordance with the Confidentiality of Medical Information Act (CMIA) and applicable law, the City keeps the employees' medical information confidential.

I. EXCLUSION OF COVID-19 CASES

1. Exclusion of COVID-19 Cases from City Worksites and Facilities

The City ensures that COVID-19 cases are excluded from the workplace until the individual satisfies the minimum return to work criteria provided for in Section IV.J.

2. Exclusion of Employees with Close Contact COVID-19 Exposures from City Worksites and Facilities

The City ensures that employees who had a close contact COVID-19 exposure from worksites and facilities until the employee satisfies the minimum return to work criteria, as provided in Section IV.J.

The City may allow the following employees to continue to report to City worksites and facilities: (1) Employees who were fully vaccinated, including a booster vaccine before the close contact COVID-19 exposure and who have not developed COVID-19 symptoms since such exposure; and (2) employees who were vaccinated, but not yet booster-eligible before the close contact exposure and have not developed COVID-19 symptoms since such exposure. Persons allowed to remain at the worksite must test (Not both self-administered and self-read unless observed by the employer or an

authorized telehealth proctor) on day five (5) following the close contact, wear a well-fitting mask around others for ten (10) days, especially in indoor settings, if testing positive, follow isolation recommendations and if symptoms develop, test and stay home.

3. Provision of Benefits to City Employees Excluded from Work as a Result of a Positive COVID-19 Test or Diagnosis or a Close Contact COVID-19 Exposure

a. Employees Who Are Able to Telework During Isolation or Quarantine Period

The City allows employees who are able to telework, and are able and available to work, to telework during the isolation or quarantine period. The City will provide these employees their normal compensation for the work that they perform for the City during the isolation or quarantine period.

The City continues and maintains such an employee's earnings, wages, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job.

b. Employees Who Are Unable to Telework During Isolation or Quarantine Period

The following employees are not entitled to the benefits described below: (1) Employees for whom the City can demonstrate that the close contact COVID-19 exposure was not work-related; and (2) Employees who received disability payments or were covered by workers' compensation and received temporary disability. Such employees may still use paid sick leave for the purpose of receiving compensation during the isolation or quarantine period if they elect to do so.

For other employees, the City will require that employees who are unable to telework, but are otherwise able and available to work, the City may use paid sick leave available to the employee, including but not limited to SPSL for the purpose of continuing and maintaining the employee's earnings during the isolation or quarantine period. If an employee has exhausted their SPSL entitlement, the City may use the employee's accrued sick leave, in order to continue and maintain the employ's earnings during the isolation or quarantine period.

City employees retain their entitlement to elect not use other earned or accrued paid sick leave during this time. The City may provide such employees who are unable to telework, but who do not have any paid sick leave available, paid administrative leave in order to receive compensation during the isolation or quarantine period.

For all employees who are subject to an isolation or quarantine because of a COVID-19 case or a close contact COVID-19 exposure, the City will maintain the employees' seniority and all other employee rights and benefits, including the employees' right to their former job status, during the isolation or quarantine period.

4. Adherence with Laws, Policies, and/or Agreements Providing Excluded Employees Greater Protections

The obligations set forth in this section do not limit any other applicable law, City policy, or collective bargaining agreement that provides City employees with greater protections or benefits.

5. Provision of Information Concerning Benefits to Excluded Employees

At the time of exclusion, the City provides the excluded employees the information on paid leave benefits to which the employees may be entitled under applicable federal, state, or local laws.

This includes, but is not limited to, COVID-19 Supplemental Paid Sick Leave (“SPSL”) (under Labor Code section 248.2), any paid leave benefits available under workers’ compensation law, Labor Code sections 3212.86 through 3212.88, the City’s own leave policies, and leave guaranteed by contract.

J. RETURN TO WORK CRITERIA

1. Minimum Criteria to Return to Work for Symptomatic COVID-19 Cases

The City requires that a COVID-19 case regardless of vaccination status, previous infection, or lack of symptoms:

- Stay home for at least five (5) days
- Isolation can end and employees may return to the workplace after day 5 if symptoms are not present or are resolving, and a diagnostic specimen(antigen test preferred, not both self-administered and self-read unless observed by the employer or an authorized telehealth proctor) collected on day five (5) or later tests negative
- If unable to test or choosing not to test, and symptoms are not present or resolving, isolation can end after day ten (10)
- If employee has a fever, isolation shall continue and the employee may not return until fever resolves
- If symptoms, other than fever, are not resolving, employee shall not return to work until symptoms are resolving or until after day ten (10) from the positive test
- Employees must wear face coverings around others for a total of 10 days after the positive test, especially in indoor settings

2. Minimum Criteria to Return to Work for Close Contacts

a. Employees Who Are Exposed to Someone with COVID-19 (Quarantine)

These requirements apply to employees who are unvaccinated; OR vaccinated and booster eligible, but have not yet received their booster dose.**

Refer to CDC COVID-19 Booster shots to determine who is booster eligible

- Employees must be excluded from the workplace for at least 5 days after their last close contact with a person who has COVID-19.
- Exposed employees must test on day 5 (antigen test preferred, not both self-administered and self-read unless observed by the employer or an authorized telehealth proctor).
- Quarantine can end and exposed employees may return to the workplace after day 5 if symptoms are not present and a diagnostic specimen(antigen test preferred) collected on day 5 or later tests negative.
- If an employee is unable or chooses not to test and does not have symptoms, quarantine can end and the employee may return to the workplace after day 10.
- Employees must wear face coverings around others for a total of 10 days after exposure, especially in indoor settings.

b. Employees Who are Exposed to Someone with COVID-19 (No Quarantine Required)

These requirements apply to employees are boosted; or vaccinated, but not yet booster eligible. See [CDPH COVID-19 Booster Shots Eligibility Guide](#) to determine who is booster eligible.

- Test on day five (5) with a negative result

- Wear face coverings around others for ten (10) days after exposure, especially in indoor settings.
 - If employees test positive, they must follow isolation recommendations.
- If employees develop symptoms, they must be excluded pending the results of a test.
- If employees are unable to test on day five (5), employees must wear a face covering at all times and maintain six feet of distance for fourteen (14) days following the close contact

a. Minimum Criteria to Return to Work for Employees Directed to Self-Quarantine or Isolate by a State or Local Health Official

If employees are subject to an isolation or quarantine order issued by a state or local health official, City policy requires that the employees not report to any City worksite or facility until the period of isolation or quarantine is completed or the order is lifted.

If the relevant order did not specify a definite isolation or quarantine period, then the City will require that employees isolate or quarantine according to the applicable periods and criteria provided for in this Section or as otherwise instructed by the City.

b. Allowance by Cal/OSHA for an Employee to Return to Work

If no violations of state or local health officer orders for isolation or quarantine, or exclusion would result, the City may request that, Cal/OSHA waive the quarantine or isolation requirement for essential employees and allow such employees to return to work on the basis that the removal of employees would create undue risk to a community's health and safety.

Where the absence of an essential employee from the City's worksite would cause a staffing shortage that would have an adverse on a community's health and safety and pose an undue risk to the community's health and safety as a result, Cal/OSHA may grant such waiver.

In order to request a waiver under such circumstances, the City will submit the written request to rs@dir.ca.gov. In the event of an emergency, the City may request a provisional waiver by contacting the local Cal/OSHA office while the City prepares the written waiver request.

The written waiver request must provide for the following information:

1. Employer name and business or service;
2. Employer point-of-contact name, address, email and phone number;
3. Statement that there are no local or state health officer orders for isolation or quarantine of the excluded employees;
4. Statement describing the way(s) in which excluding the exposed or COVID-19 positive employees from the workplace impacts the employer's operation in a way that creates an undue risk to the community's health and safety;
5. Number of employees required to be quarantined under the Cal/OSHA regulation, and whether each was exposed to COVID-19 or tested positive for COVID-19; and
6. The employer's control measures to prevent transmission of COVID-19 in the workplace if the employee(s) return or continue to work in the workplace, including the prevention of further exposures. These measures may include, but are not limited to, preventative steps such as

isolating the returned employee(s) at the workplace and requiring that other employees use respirators in the workplace.

In addition to submitting a request for a Cal/OSHA waiver, the City will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employees at the City worksite or facility and, if isolation is not feasible, the use of respirators in the workplace.

CPP APPENDIX A: IDENTIFICATION OF COVID-19 HAZARDS

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: [enter name(s)]

Date: [enter date]

Name(s) of employee and authorized employee representative that participated: [enter name(s)]

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

CPP APPENDIX B: COVID-19 INSPECTIONS

[This form is only intended to get you started. Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			

City of Daly City
COVID-19 - Workplace Readiness Safety Plan

Gloves			
Face shields/goggles			
Respiratory protection			
[add any additional controls your workplace is using]			

CPP APPENDIX C: COVID-19 INVESTIGATIONS

COVID-19 Prevention Program: COVID-19 Investigation

Date: _____ **Name of Person Conducting Investigation:** _____
All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Employee (or non-employee*) name:	Occupation (if non-employee, why they were in the workplace):
Email:	
Cell #	
Location(s) where employee worked (or non-employee was present in the workplace):	Date investigation was initiated:
Was COVID-19 test offered?	Name(s) of staff involved in the investigation:
Date of test:	Date of the positive or negative test and/or diagnosis:
Date the case first had one or more COVID-19 symptoms:	Information received regarding COVID-19 test results and onset of symptoms (attach documentation):
In the 14 days prior to symptom onset or test collection date list all days worked including last day at work	

Has employee had "close contact" exposure to someone who has tested positive for COVID-19 within the last 14 days?
Yes No

Notes:

Close contact is defined as: (a) contact within 6 feet; (b) for 15 or more minutes; (c) with someone who has a laboratory confirmed case and is in the "infectious period" of the having disease. The "infectious period" begins the two days before either: (a) the individual first presented symptoms associated with COVID-19, for symptomatic individuals; or (b) the test that resulted in the positive diagnosis, for asymptomatic individuals. The "infectious period" concludes when the CDC guidance provides for the discontinuation of the isolation period.

*Should an employer be made aware of a non-employee infection source COVID-19 status.

City of Daly City
COVID-19 - Workplace Readiness Safety Plan

COVID-19 Prevention Program: COVID-19 Investigation

Name of employee (or non-employee*):

Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period**, and who may have been exposed (attach additional information if needed):	
--	--

****High-risk exposure period is:**

- For COVID-19 cases who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved.
- For persons who test positive but never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

THIS SECTION FOR HUMAN RESOURCES USE ONLY

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:

All employees who may have had COVID-19 exposure and their authorized representatives.	Date:	
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:	

What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?	
--	--

What could be done to reduce exposure to COVID-19?	
--	--

Was local health department notified?	
---------------------------------------	--

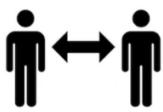
Date:

Notes:

Appendix A

EMPLOYEE RETURN TO WORK PROTOCOL

Based on State/Local Orders in response to the COVID-19 pandemic, the City of Daly City is requiring implementation of the following Social Distancing Protocols in order to ensure the health and safety of City staff and customers. The following protocols apply to all employees of the City of Daly City.

	<p>All employees shall complete the Employee Daily Self-Assessment Questionnaire (Appendix E) at least 30 minutes prior to reporting to work and submit to your supervisor <u>only</u> if you have marked yes to any question.</p>
	<p>Employees shall enter City facilities through designated doors with keypads or if no keypads are available, they must sign in on provided sign in sheet for each facility they enter on a daily basis.</p>
	<p>No employee displaying cold or flu symptoms is permitted in City facilities. Cold or flu symptoms include a fever (defined as 100.4 degrees Fahrenheit or higher), cough, sore throat, or shortness of breath. If you experience these, you must notify your supervisor and may not come to City facilities.</p> <p>Please refer to the COVID-19 Prevention Program for Return to Work Criteria.</p> <p>In all cases, employees must receive written authorization from the Human Resources Department to return to work.</p> <p>Employees must also communicate their authorized return to work to the Department Director.</p>
	<p>All employees shall maintain a distance of 6 feet or more from other staff members and members of the public at all times. The virus that causes COVID-19 spreads through close person-to-person contact and maintaining a buffer of at least 6 feet between people is thought to prevent the spread of the virus.</p>
	<p>All employees shall utilize suitable personal protective equipment (PPE). Wear face coverings in City facilities unless you are in an office with the door closed. Face coverings can include any type of cloth, fabric, or other soft material that covers only the nose and mouth and surrounding areas of the lower face. Refer to the County's Face Covering Requirements (13e).</p>
	<p>All employees shall practice work area disinfection practices.</p> <ul style="list-style-type: none">Only use the computer and necessary work equipment at your regularly designated workstation/area.Wipe down your entire workstation with disinfectant spray or wipes at least twice per day at the beginning and end of your shift and additionally before and after working with documents or materials handled by others.Wipe down common areas, surfaces, and objects that may be touched by other employees or members of the public with disinfectant spray or wipes after each use.Employees are expected to frequently wash their hands (for a minimum of 20 seconds) and/or use anti-bacterial hand sanitizer when a sink is not available.Use gloves and/or wash your hands frequently if handling plans, documents or other materials that may have been touched by others (public or other employees) less than 72 hours prior to handling.

Appendix B

CITY OF DALY CITY

POLICY AND PROCEDURES FOR SOCIAL DISTANCING AND

INDIVIDUAL RESPONSIBILITY IN THE WORKPLACE

I. Preamble

The purpose of the California Occupational Safety and Health Act of 1973 is to assure safe and healthy working conditions for all workers. (Labor Code § 6300, et seq.)

The Centers for Disease Control and Prevention (“CDC”) recommends social distancing, also referred to as physical distancing, to reduce the spread of SARS-CoV-2, the virus that causes COVID-19 (hereinafter “the virus that causes COVID-19”). The virus that causes COVID-19 spreads primarily when people come into close contact (within about 6 feet for a total of 15 minutes or more) with each other. Such spread happens when an infected person coughs, sneezes, or talks, and respiratory droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of the virus that causes COVID-19.

The City of Daly City therefore implements this Administrative Policy and Protocol for Social Distancing and Individual Responsibility in the Workplace for the protection of all employees, their families, and the public we serve.

II. Statement of Policy

The purpose of this policy is ensuring the health and safety of working conditions for all City employees through adherence to social distancing and cleaning and disinfecting principles and best practices. Ensuring healthy and safe working conditions and the health and safety of employees is a business necessity for the City.

III. Compliance

The City will fully and faithfully comply with any and all applicable laws, including, but not limited to, the Americans with Disabilities Act (“ADA”), the Rehabilitation Act of 1973, the Fair Employment and Housing Act (“FEHA”), and the California Confidentiality of Medical Information Act (“CMIA”) in the administration of this policy and associated protocol.

IV. Policy

Scope of Coverage:

This policy will apply with equal force to all City employees as preventing the transmission of the virus that causes COVID-19 in the workplace is reasonably related to all City jobs.

Effective Date:

This policy shall be effective immediately upon adoption and shall remain in effect until the City Manager advises employees that the policy is no longer operative due to the end of the present public health emergency.

Reduction of In-Person Employee Headcount at Any Given Time:

To reduce the spread of the virus that causes COVID-19, the Human Resources Director is authorized to allow, encourage, or require remote work as appropriate for any given employee or class of employees. Employees may be required, for example, to work remotely one day and report to the workplace the next. The Human Resources Director is further authorized to implement flexible, or staggered work hours, including staggered breaks, as needed.

Minimum Spacing of Six Feet:

Employees and members of the public entering and using City facilities must maintain a minimum physical distance of six feet between themselves and any other person at all times. While on duty at any City facility, employees must also minimize exposure to and contact with others.

To the extent that existing arrangements of workstations or furniture, including in break rooms or lunchrooms, do not provide for adequate spacing, they must be rearranged to provide for such spacing. If furniture cannot be rearranged to allow for adequate spacing, seats or desks that would encroach on the six-foot distance must be clearly marked as prohibited for use.

Department Directors may designate one-way hallways, where appropriate, and mark such one-way hallways with clear signage.

Department Directors may designate separate routes for entry and exit into office spaces to help maintain social distancing and lessen the instances of people closely passing each other.

Entry to any City facility must be limited to a number of people that can easily maintain, at all times, a minimum six-foot physical distance from others, except as necessary to complete the business for which the person is at the facility.

Waiting areas must be rearranged so as to discourage members of the public from waiting or sitting within 6 feet of one another.

Signs must be posted outside all elevators, stating the maximum number of occupants on the elevator so that physical distancing can be maintained, and stating that occupants must wear face coverings in the elevator.

Where employees and members of the public form lines for products or services, such as at a public counter, appropriate markings must be placed at 6-foot intervals to indicate where employees and/or members of the public should stand while waiting in order to provide adequate spacing. Persons who are family members or household contacts, may stand or move together, but must be separated from others by a physical distance of at least six feet.

Employees are prohibited from engaging in handshakes, hugs, or any other unnecessary physical contact with any person at all times while on City premises or otherwise while on duty outside of their home (telework) workspace.

Physically Distanced Meetings Only When Necessary:

Where feasible, in-person meetings must be replaced with other means of communication, including but not limited to telephone calls, e-mails, or videoconferences. Non-essential meetings should be canceled or postponed. Staff meetings normally held in meeting rooms or shop settings should take place outside when physical distancing is not practicable in the usual space.

If an in-person meeting is held, it must take place in a conference room or other space that allows the participants sufficient space to maintain the minimum spacing of six feet. After a conference room is used for a meeting, the conference room must be cleaned and disinfected in accordance with the City of Daly City's Cleaning and Disinfecting Policy before it can be used again. This includes, but it is not limited to, requiring that all employees who attended the in-person meeting clean and disinfect the space they occupied during the meeting (e.g., their chair, area of the conference table at which they sat) using City-provided sanitizing supplies, as described below.

Social Visits to be Avoided:

Employees should refrain from unnecessary social visits to other employees' workstations.

Employees should refrain from congregating in confined spaces, such as lunch or break rooms.

If socializing cannot be avoided, employees must observe the requirement that they maintain a minimum physical distance of six feet between themselves and any other person at all times.

Employees are prohibited from permitting social visitors (visitors who are not on official business) into any non-public areas of any City facility. When and where such social visits do occur, employees must maintain the minimum spacing of six feet at all times. Employees may socialize with visitors who are not on official business outside the workplace (e.g., an employee may go to lunch with their spouse off-site.)

Wearing of Facial Coverings:

Members of the public who enter a City facility must wear a face covering during their time in the facility.

Employees working at a City worksite must use cloth face coverings when working in open or shared workspaces.

Please refer to the COVID-19 Prevention Program for the definition of face covering.

Hand Washing:

Employees are expected to wash their hands (for a minimum of 20 seconds), or use hand sanitizer when a sink is not available, every 60 minutes, and after any of the following activities: using the restroom, sneezing, touching the face, blowing the nose, cleaning, sweeping, mopping, smoking, eating, drinking, entering or leaving the facility, going on break, and before and after their work shift.

Provision and Use of Sanitizing Supplies:

Hand sanitizer (at least 60% ethanol or 70% isopropanol), soap and water, or effective disinfectant must be made available near the entrance of any City facility and in other appropriate areas for use by the public and employees, and in locations where there is high-frequency employee interaction with members of the public (e.g., cashiers.) Effective disinfectants, such as disposable wipes, should be provided so that commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, staplers, copiers, other work tools and equipment) can be wiped down by employees before each use. Tissues and no-touch disposal receptacles must be placed at locations where they can be easily accessed by employees and members of the public.

It is each employee's responsibility to use these wipes and other supplies to sanitize every surface they touch after each use, except those in an employee's own private office space, including but not limited to doorknobs, tables, desk and counter tops, chairs, copiers, printers, books/binders, refrigerators, microwaves, coffee makers, file cabinets and shelves, shared computers, phones, tools, and other equipment. It is further each employee's responsibility to similarly sanitize their own office at the end of their work day or before that space is shared or used by any other person (e.g., an employee must wipe down all surfaces in his or her office before allowing another person to enter for a meeting).

Any items handled by public visitors to any City facility, including, but not limited to, visitor badges, clipboards, or pens, must be taken out of circulation after each use and not be used again until wiped down with effective disinfectants in accordance with this policy.

City of Daly City Vehicles:

Wherever feasible, City vehicles should be occupied by only one person. If two employees are required for a task in the field, they should ride in separate vehicles. If there are not sufficient City vehicles, the use of a personal vehicle may be approved by the Department Director, and mileage reimbursement may be submitted. If sharing a vehicle cannot be avoided, employees should wear their face coverings while in the vehicle. City vehicle door handles, seatbelts, seats, and steering wheels must be sanitized before each use of the vehicle. A bottle of sanitizer must be placed in each City vehicle and replaced or refilled when empty.

Remote Public Access to Meetings

Members of the public wishing to attend open session meetings of the City Council may do so remotely. Information regarding how to attend remotely will be posted on the City's website.

Attendance in person will not be permitted while this policy is in effect.

Required Posting and Distribution:

Signs must be placed at conspicuous places at all public entrances that instruct members of the public not to enter if they are experiencing symptoms associated with COVID-19 (e.g., fever or 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, diarrhea, or any other symptom associated with COVID-19 identified by the CDC). The signs must also instruct persons who are not experiencing these symptoms and who can enter the facility that they are to wear face coverings and maintain six feet of distance between themselves and others while inside.

A copy of this document, Policy and Procedures for Social Distancing and Individual Responsibility in the Workplace, must be provided to each City employee working at any facility and posted at or near the entrance of each City facility. The location at which the Policy and Procedures for Social Distancing and Individual Responsibility in the Workplace must be easily viewable by the public and employees.

CITY OF DALY CITY
POLICY AND PROCEDURES FOR CLEANING AND DISINFECTING THE
WORKPLACE

I. Preamble

The purpose of the California Occupational Safety and Health Act of 1973 is to assure safe and healthy working conditions for all workers. (Labor Code § 6300, et seq.)

The Centers for Disease Control and Prevention (“CDC”) recommends cleaning and disinfecting public spaces, such as the workplace, in order to reduce the risk of exposure to SARS-CoV-2, the virus that causes COVID-19 (hereinafter “the virus that causes COVID-19”). Normal routine cleaning with soap and water removes germs and dirt from surfaces and lowers the risk of spreading the virus that causes COVID-19. Disinfecting kills germs on surfaces. Killing germs on surfaces after cleaning can further lower the risk of spreading infection.

The City of Daly City therefore implements this Policy and Procedures for Cleaning and Disinfecting the Workplace for the protection of all employees, their families, and the public we serve.

II. Statement of Policy

The purpose of this Policy is to ensure healthy and safe working conditions for all City employees through adherence to federal, state, and local cleaning and disinfecting requirements, recommendations, and best practices intended to limit exposure to the virus that causes COVID-19. Ensuring healthy and safe working conditions and the health and safety of employees is a business necessity for the City.

III. Compliance

The City intends to fully and faithfully comply with any and all applicable federal, state, and local regulations and guidance regarding cleaning and disinfecting worksites in the administration of this Policy and associated protocol.

IV. Policy

Scope of Coverage:

This policy will apply with equal force to all properties and facilities over which the City has custody and control, including both indoor and outdoor areas.

Effective Date:

This Policy shall be effective immediately upon adoption and shall remain in effect until the Human Resources Department advises employees that the Policy is no longer operative due to the end of the present public health emergency.

Cleaning Practices for Outdoor Areas:

The virus that causes COVID-19 naturally dies within hours to days in typical indoor and outdoor environments. Warmer temperatures and exposure to sunlight reduces the time the virus survives on surfaces and objects. Outdoor areas generally require normal routine cleaning and do not require disinfection.

(a) *City of Daly City's Responsibilities:*

The City will maintain existing cleaning and hygiene practices of outdoor areas.

(b) *Employee Responsibilities:*

In addition to the efforts undertaken by the City, employees are expected to comply with directives issued in the City of Daly City's Administrative Policy and Protocols for Social Distancing and Individual Responsibility in the Workplace, to the extent applicable to outdoor spaces, as well as the provisions in this Policy regarding collective efforts to routinely disinfect frequently used surfaces and objects.

Cleaning Practices for Indoor Areas that have been Unoccupied for at least Seven Days:

The virus that causes COVID-19 has not been shown to survive on surfaces longer than seven (7) days. Therefore, if an indoor area has been unoccupied for seven (7) days or more, the City will conduct normal routine cleaning of that area consistent with its existing cleaning and hygiene practices.

Cleaning and Disinfecting Practices for Indoor Areas that have been occupied within the last Seven Days:

(a) *City of Daly City's Responsibilities:*

The City of Daly City will evaluate each City building or facility to determine what kinds of surfaces make up each area. Most surfaces and objects will require only routine cleaning consistent with the City's current practices. Such routine cleaning involves cleaning the surface or object with soap and water. Additionally, each workday, the City will clean and disinfect frequently touched surfaces and objects, including but not limited to light switches and doorknobs, to further reduce the risk of germs on those surfaces and objects.

Disinfecting will be conducted using an EPA-approved disinfectant, when available. If an EPA-approved disinfectant is unavailable, alternative disinfectants will be used, such as one-third (1/3) cup of bleach added to one (1) gallon of water or alternatively, seventy percent (70%) alcohol solutions, to disinfect, consistent with CDC guidelines. The City prohibits the mixing of bleach and other cleaning and disinfection products together, as this can cause fumes that may be dangerous when inhaled. The City requires that the use of any cleaning and disinfectant products adhere to the instructions from each product's manufacturer related to concentration, application method, contact time, etc. The City requires that all disinfectants be kept out of the reach of children.

(b) *Employee Responsibilities:*

In addition to the efforts undertaken by the City, employees are expected to comply with directives issued in the City of Daly City's Administrative Policy and Protocols for Social Distancing and Individual Responsibility in the Workplace, as well as the provisions in this Policy regarding collective efforts to routinely disinfect frequently used surfaces and objects.

Provision of Sanitizing Supplies:

Hand sanitizer, soap and water, or effective disinfectant will be made available near the entrance of any City facility and in other appropriate areas for use by members of the public and employees, and in locations where there is high-frequency employee interaction with members of the public (e.g., cashiers).

Tissues and no-touch disposal receptacles will be placed at locations where they can be easily accessed by employees and members of the public.

Collective Effort to Routinely Disinfect Frequently Used Surfaces and Objects:

The CDC has called upon every American to implement behavior to slow the spread of the virus that causes COVID-19. Everyone has a role in making sure our communities are as safe as possible to reopen and remain open. The City of Daly City takes this responsibility extremely seriously.

(a) *City of Daly City's Responsibilities:*

The City will ensure that surfaces and objects within its buildings and facilities are cleaned and disinfected each workday to maintain safe and healthy working conditions for all workers and members of the public.

(b) *Employee Responsibilities:*

In addition to the efforts undertaken by the City of Daly City, every City employee across all departments has an individual responsibility to contribute to this effort by routinely

disinfecting surfaces and objects with which that employee interacts. This includes mandatory compliance with the City of Daly City's Administrative Policy and Protocols for Social Distancing and Individual Responsibility in the Workplace. The City will provide effective disinfectants, such as disposable wipes, throughout its buildings and facilities to be used to disinfect these items to assist employees in meeting their individual responsibilities. Employees are expected to utilize these disinfectants to regularly wipe down commonly used surfaces and objects. A list of examples of such commonly used surfaces and objects is provided below.

Cleaning and Disinfecting Frequently Used Hard and Non-Porous Items:

(a) City of Daly City's Responsibilities (Shared Common Areas):

Each workday, the City will have all frequently used hard and non-porous surfaces or objects, such as glass, metal, or plastic, cleaned and then disinfected with an appropriate disinfectant. Examples of frequently used shared common area surfaces or objects that shall receive routine disinfection include, but are not limited to:

- Tables
- Doorknobs
- Light switches
- Countertops
- Handles
- Desks
- Phones
- Keyboards
- Toilets
- Faucets and sinks
- Gas pump handles
- Touch screens
- Copiers
- Printers
- Books/binders
- Refrigerators
- Microwaves
- Coffee makers
- File cabinets and shelves
- Shared computers
- Shared tools/equipment
- Stairways and stairwells
- Handrails
- Escalators
- Elevator buttons

(b) Employee Responsibilities (Private and Shared Common Areas):

In addition to the efforts undertaken by the City, employees are expected to routinely disinfect surfaces and objects that they interact with after each use. Employees should utilize effective disinfectants, such as disposable wipes, provided by the City to disinfect the surfaces and objects they come in contact with that may be touched by other employees or members of the public. These surfaces and objects include, but are not limited to, the list of examples provided above.

Cleaning and Disinfecting Soft and Porous Items:

The City will ensure that soft and porous items that are not frequently touched are cleaned or laundered, following the directions on the items' labels, using the warmest appropriate water setting.

Soft and porous materials that are frequently touched, such as area rugs, carpets, and upholstered seating, must be disinfected using an appropriate disinfectant.

The City will evaluate the soft and porous materials in each building or facility to consider whether items can be removed or stored to reduce frequent handling or contact with multiple people. Soft and porous materials, such as upholstered seating in communal areas, may be removed or stored to reduce the challenges with cleaning and disinfecting these surfaces and objects.

Cleaning and Disinfecting Practices Related to Bodies of Water:

There is no evidence that the virus that causes COVID-19 can spread directly to humans from water in pools, hot tubs or spas, or water play areas. The City will ensure proper operation, maintenance, and disinfection of such bodies of water, which should kill the virus that causes COVID-19. This includes maintaining proper disinfectant levels of chorine or bromine and maintaining a level of pH (7.2-8).

Cleaning and Disinfecting Practices Related to Vehicles:

(a) City of Daly City's Responsibilities:

The City will provide hand sanitizer and effective disinfectant, such as disposable wipes, in each City vehicle. The City will maintain its practice of routinely cleaning City vehicles.

(b) Employee Responsibilities:

In addition to the efforts undertaken by the City, employees must disinfect frequently touched surfaces and objects within a City vehicle before and after use of a City vehicle, if that vehicle is shared, or at the beginning and end of each shift, if no one else uses the vehicle during the employee's shift. These surfaces and objects include, but are not limited to, door handles, seatbelts, seats, steering wheels, and window buttons.

Air Filter and HVAC Cleaning:

The City will ensure that air filters and HVAC systems are properly maintained. The City will also ensure that fresh air is increased by opening windows and doors to the extent possible and safe.

Providing of Personal Protective Equipment (“PPE”) for Workers Assigned to Clean or Disinfect the Workplace:

(a) *City of Daly City Requirements Applicable to City Employees Whose Job Duties Require Them to Clean or Disinfect City Buildings or Facilities:*

City employees must wear appropriate PPE throughout the cleaning/disinfecting process, including the handling of trash.

The City will provide the necessary and appropriate PPE at no cost to any City employee whose job duties require them to clean or disinfect its buildings or facilities, as set forth in Occupational Safety and Health Administration (“OSHA”) regulations. (See 29 C.F.R. § 1910.132 (h).) This provision does not apply to City employees that contribute to cleaning and disinfecting efforts in an isolated fashion, such as wiping down a doorknob or desk after its use.

Appropriate PPE includes disposable gloves and gowns that are compatible with the disinfectant products being used. The City may require that employees whose job duties require them to clean and disinfect its buildings or facilities wear additional PPE, such as goggles or face shields, based on the cleaning/disinfectant products being used and whether a risk of splashing reasonably exists. If disposable gowns are unavailable, employees whose job duties require them to clean and disinfect its buildings or facilities must wear a similar type of covering, such as coveralls, aprons, or work uniforms. Any reusable (washable) clothing worn during the cleaning/disinfecting process must be laundered afterwards. Employees whose job duties require them to handle dirty laundry, must clean their hands after handling dirty laundry.

Proper Use of PPE and Training Related to PPE

City employees utilizing PPE must carefully remove gloves and gowns at the end of the cleaning/disinfecting process to avoid contamination of the wearer and surrounding area. After the removal of gloves, employees must wash their hands thoroughly with soap and water.

The City will ensure that any employees utilizing PPE as described in this section are trained on when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, how to maintain and dispose of PPE, and the limitations of PPE. The City also

ensure that any employees utilizing PPE as described in this section are trained on proper eye and face protection, hand protection, and respiratory protection.

(b) *City of Daly City Requirements Applicable to Employees of Third-Party Companies Assigned to Clean or Disinfect City Buildings or Facilities:*

The foregoing provisions in subsection (a) regarding PPE apply with equal force to employees of third-party companies who are responsible for cleaning City facilities and worksites, except that the City will not provide PPE to employees or third-party companies or provide training to such employees. The City will communicate to the third-party company its expectations regarding the use of PPE by their employees when cleaning City facilities and worksites.

Appendix D

EMPLOYEE DAILY SELF-ASSESSMENT PROTOCOL

Following is a summary of the expectations of staff for self-assessment. For a complete list of protocols for entering City facilities, please review the Policy and Procedures for COVID-19 Exposure Control, Temperature Testing & Symptom Screening Protocol.

All personnel working at a City facility are required to participate in a self-monitoring program to minimize potential exposure to other staff members and the public.

BEFORE COMING TO WORK

- Complete the **Employee Daily Self-Assessment Questionnaire** at least 30 minutes prior to the start of your shift and submit to your supervisor **only** if you have marked yes to any question.
 - **If you have ANY of the symptoms identified below, Do Not Report to Work.** Contact your supervisor and the Human Resources Department, and your primary care provider.
 - Fever (100.4° F [37.8° C] or higher temperature) or 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
 - Diarrhea
 - Any other symptom associated with COVID-19 identified by the CDC
- If you were out of the country, on a cruise ship, or in contact with someone who has or is believed to have COVID-19 in the last 14 days, **Do Not Report to Work.**

ARRIVAL AT THE WORKPLACE

- Use the designated point(s) of entry determined by your Department Director.
- Wash your hands frequently and/or use anti-bacterial hand sanitizer when a sink is not available.
- Clean your work area and shared common areas, using proper cleaning and disinfecting techniques.

WHILE AT WORK

- If you start to feel ill or have any signs or symptoms, immediately inform either your immediate supervisor **and** the Human Resources Department and leave work.
- Adhere to good hand hygiene, respiratory hygiene and cough etiquette
- Avoid touching your face, especially, eyes, nose and mouth
- Wash your hands before eating and frequently throughout the day

LEAVING THE WORKPLACE

- Clean your work area, using proper cleaning and disinfecting techniques.
- Wash your hands
- Use the designated exit point determined by your Department Director.

Appendix E

If you answer yes to of the questions below you may submit your Employee daily self-assessment questionnaire online via this Seamless Docs link (in progress).

 <p>CITY OF DALY CITY EMPLOYEE DAILY SELF-ASSESSMENT QUESTIONNAIRE (COVID-19)</p>	
IF YOU ANSWER YES TO ANY OF THE QUESTIONS, 1) IMMEDIATELY FOLLOW YOUR DEPARTMENT'S CALL-IN PROCEDURES, 2) NOTIFY YOUR DEPARTMENT DIRECTOR, AND 3) RETURN THIS COMPLETED FORM TO HR.	
IF YOU ANSWER NO TO ALL OF THE QUESTIONS, YOU DO NOT NEED TO SUBMIT THE FORM AND MAY REPORT TO WORK. BY NOT SUBMITTING THIS FORM, YOU ARE SELF-ATTESTING THAT YOU DO NOT HAVE SYMPTOMS WHEN ENTERING ANY CITY FACILITY.	
DO YOU HAVE ANY OF THESE SYMPTOMS? PLEASE ENTER YES OR NO BELOW	
FEVER (100.4 degrees or higher) OR CHILLS?	<input type="checkbox"/> YES <input type="checkbox"/> NO
COUGH?	<input type="checkbox"/> YES <input type="checkbox"/> NO
SHORTNESS OF BREATH OR DIFFICULTY BREATHING?	<input type="checkbox"/> YES <input type="checkbox"/> NO
FATIGUE?	<input type="checkbox"/> YES <input type="checkbox"/> NO
MUSCLE OR BODY ACHES?	<input type="checkbox"/> YES <input type="checkbox"/> NO
HEADACHE?	<input type="checkbox"/> YES <input type="checkbox"/> NO
NEW LOSS OF TASTE OR SMELL?	<input type="checkbox"/> YES <input type="checkbox"/> NO
SORE THROAT?	<input type="checkbox"/> YES <input type="checkbox"/> NO
CONGESTION OR RUNNY NOSE?	<input type="checkbox"/> YES <input type="checkbox"/> NO
NAUSEA OR VOMITING?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DIARRHEA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
WITHIN LAST 14 DAYS HAVE YOU BEEN? PLEASE ANSWER YES OR NO BELOW	
OUT OF THE STATE/COUNTRY?	<input type="checkbox"/> YES <input type="checkbox"/> NO
ON A CRUISE SHIP?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IN CONTACT WITH SOMEONE WHO HAS OR IS BELIEVED TO HAVE COVID-19?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If you answered YES to any of the questions above, please text a picture of this completed form to Senior Management Analyst, Bonnie Woo OR call her at: (650) 608-0017	
EMPLOYEE NAME _____	
TEMPERATURE _____ <small>(record temperature reading only if 100.4 degrees or higher)</small>	
DATE _____	

Appendix E-1

 <p>CITY OF DALY CITY FOLLOW UP SELF-ASSESSMENT QUESTIONNAIRE (COVID-19)</p>	
PLEASE RESPOND TO THE FOLLOWING QUESTIONS:	
1) ON WHAT DATE DID YOUR SYMPTOM(S) FIRST APPEAR? _____	
2) HAS 1 DAYS (24 HOURS) PASSED SINCE YOU HAVE RECOVERED, DEFINED AS RESOLUTION OF FEVER WITHOUT USE OF FEVER REDUCING MEDICATIONS AND IMPROVEMENT OF RESPIRATORY SYMPTOMS, IF PRESENT (IE COUGH AND SHORTNESS OF BREATH) CHECK YES OR NO YES NO	
3) HAVE YOU HAD ANY OF THESE SYMPTOMS IN THE LAST 10 DAYS SINCE THE SYMPTOM(S) FIRST APPEARED?	
PLEASE CHECK YES OR NO	
FEVER (100.4 degrees or higher) OR 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?	
DIARRHEA?	
WITHIN LAST 14 DAYS HAVE YOU BEEN?	
PLEASE ANSWER YES OR NO BELOW	
OUT OF THE COUNTRY?	
ON A CRUISE SHIP?	
IN CONTACT W/ SOMEONE WHO HAS OR IS BELIEVED TO HAVE?	
If you answered YES to any of the questions above, please text a picture of this completed form to Senior Management Analyst Bonnie Woo at (650) 608-0017, email bwoo@dalycity.org . OR mail this completed form to Department of Human Resources, City of Daly City, 295 89 th St., Daly City, CA 94015.	
Individuals with symptoms must isolate until the later of the following:	
<ul style="list-style-type: none">At least 1 days (24 hours) have passed since recovered, defined as resolution of fever without use of fever-reducing medication and improvement of respiratory symptoms, if present (ie. cough and shortness of breath); ANDAt least 10 days have passed since their symptoms first appeared	

Appendix F

CITY OF DALY CITY COVID-19 EXPOSURE CONTROL, TEMPERATURE TESTING, AND SYMPTOMS SCREENING PROTOCOL

I. Preamble

The purpose of the California Occupational Safety and Health Act of 1973 is to assure safe and healthy working conditions for all workers. (Labor Code § 6300, et seq.)

The Centers for Disease Control and Prevention (“CDC”) currently identifies the following symptoms as being associated with COVID-19:

- Fever, defined as 100.4 degrees Fahrenheit or higher or 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
- Diarrhea

Each of these symptoms is hereinafter referred to as a “symptom associated with COVID-19.”

The CDC and the California Department of Public Health recommends that employers, including public entities, implement measures designed to prevent or reduce the transmission of the virus that causes COVID-19 between and among employees and at the workplace. One method for doing so is to require that employees submit to temperature testing and certify the absence of symptoms associated with COVID-19 prior to being allowed to enter any City of Daly City facility or worksite.

II. Statement of Policy

The purpose of this policy is to prevent any individual who presents a fever or certifies that they have presented a symptom associated with COVID-19 from entering a City facility or worksite in order to ensure the safety and health of City workplaces and to provide appropriate treatment and resources should an employee be exposed to

COVID-19. The City of Daly City seeks to mitigate the level of exposure to COVID-19 in the workplace.

General Exposure Prevention Measures for all Employees:

- **Self-monitor** for possible symptoms including fever (100.4° F [37.8° C] or higher temperature) chills, cough, shortness of breath/difficulty breathing, muscle or body aches, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or any other symptom associated with COVID-19 identified by the CDC.
 - If you have recently travelled to other states or countries the [California Department of Public Health](#) advises that anyone returning from other states or countries self-quarantine for 10 days.
 - Employees may use eligible accruals and/or applicable benefit payments (i.e. FFCRA, other sources) to remain in a fully paid status.

Remember: Although recent travel might be relevant, COVID-19 has nothing to do with a person's race, national origin or ethnicity. We must continue to treat our co-workers and members of the public with courtesy and respect.

- **Stay home** if you are feeling sick or if you or someone you live with has been diagnosed with COVID-19.
- **Do not enter the workplace** if your body temperature exceeds 100.3 or if you are exhibiting possible symptoms as noted above. Contact a supervisor or the Human Resources Department immediately.
- **Wear face coverings** at all times in the workplace. [Refer to the County's Face Covering Requirements \(13e\)](#).
- **Maintain 6' social distancing** from others at all times.
- **Wash or sanitize your hands** immediately when you arrive and repeat frequently while in the workplace.
- **Avoid** touching your face with your hands.
- **Disinfect** all high-touch surfaces in your work area at the start of each shift or between users, whichever is more frequent, including but not limited to working surfaces, tools, and stationary and mobile equipment controls.
- **Follow all safety protocol instructions** on posted signage, from supervisors and from the Human Resources Department.

III. Authority

Pursuant to Labor Code section 6300, et seq., and consistent with guidance provided by the Equal Employment and Opportunity Commission (“EEOC”) and the Department of Fair Employment and Housing (“DFEH”), the City of Daly City is authorized to adopt this COVID-19 Exposure Control Protocol in order to ensure that individuals who

present symptoms associated with COVID-19 do not enter City facilities or worksites and to provide a healthy and safe workplace for City employees who use such facilities and worksites.

IV. Compliance

The City of Daly City intends to fully and faithfully comply with any and all applicable laws, including, but not limited to, the Americans with Disabilities Act (“ADA”) and the Rehabilitation Act of 1973, and the Fair Employment and Housing Act (“FEHA”) in the administration of this policy and associated protocol.

V. Policy

Scope of Coverage:

This policy and its requirements apply with equal force and effect to all City of Daly City employees in order to enter a City facility or worksite. No employee will be exempted from the requirements set forth in this policy.

Unless otherwise stated, this policy and its protocols will also apply to members of the public and visitors to City facility or worksite.

Effective Dates:

This Policy shall be effective immediately upon adoption and shall remain in effect until the City Manager advises employees that the Policy is no longer operative due to the end of the present public health emergency.

Notice to Employees:

The City of Daly City will provide notice of this mandatory policy and its protocols to all City employees. The City will provide employees a copy of this policy for employees to read and review. Employees who do not receive or review such notice and the attached policy will not be excused from the policy's requirements.

Expectations of City of Daly City Employees with Respect to Exposure and/or the Presentation of Symptoms Associated with COVID-19:

The City expects and requires that all employees who have possibly been exposed to and/or present a symptom associated with COVID-19 immediately inform their immediate supervisor and the Human Resources Department.

No employee who has possibly been exposed to and/or presents a symptom associated with COVID-19 prior to the start of the workday may report to work. Employees who learn that they have been exposed or develop symptoms after

beginning their workday and after informing their immediate supervisor **and** the Human Resources Department will be directed to leave work.

Any employee who fails to inform their supervisor **and** the Human Resources Department that they present a symptom associated with COVID-19 or who attempts to or does report to work despite the presentation of such a symptom or symptoms may face disciplinary action by the City of Daly City, up to and including termination.

Responsibilities of City of Daly City Employees with Respect to the Mitigation of Exposure to COVID-19:

Department Director or assigned designee(s):

- Provide the required personal protective equipment

Division Manager(s)/Supervisor(s):

- Supervise activities of employees with exposure risks.
- Monitor employee activities for new or previously unaddressed exposure risks.
- Keep information about employee status confidential.
- Implement infection control procedures (prevention control procedures) and job practice controls.
- Complete Supervisor Accident/Incident Report (Appendix K) for all exposure incidents. For confidentiality reasons, only send the report to Human Resources, and the Department Director.
- Investigate employee exposure incidents.
- Provide employees with information, training, and the equipment they need to protect themselves and others from COVID-19 exposures.
- Implement basic safety protocols per departmental guidelines for employees before they begin their shift.
- Enforce the use of required personal protective equipment and compliance with this protocol.

Employees:

- Apply the proper training and use the required personal protective equipment and procedures to address potential exposure to COVID-19.
- Employees to self-monitor daily for COVID-19 symptoms at least 30 minutes prior to reporting to work. Symptoms can include fever (100.4° F [37.8° C] or higher temperature) chills, cough, shortness of breath/difficulty breathing, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or any other symptom associated with COVID-19 identified by the CDC.
- Employees shall notify their supervisor when they travel to other states or countries.

- Comply with the directives of this protocol and all other safety protocols, as described below.

Protocol for Temperature Testing:

The City may take individual's temperatures by a non-invasive contactless infrared thermometer. Temperature readings will be taken at least once.

If necessary, the City may take an individual's temperature a second time to confirm the results of the first test or if the first results suggest an erroneous result.

In the event that an employee has a temperature that is 100.4 degrees Fahrenheit or higher, the City will deny that individual access to the City facility or worksite.

If an employee has a temperature that is 100.4 degrees Fahrenheit or higher, the City will record such results on the COVID-19 Temperature Test and Symptom Screen Form. The City will inform the individual of such tests results in a manner designed to preserve the confidentiality of the test results and instruct the individual to contact the Human Resources Department for further instruction. The City will then promptly notify the Human Resources Department of the temperature test results and provide the name of the employee whose test results suggested a fever.

Protocol for Symptom Screening:

The City will require each employee and member of the public who wishes to access services in any City facility or worksite to certify to the fact that they do not currently present any symptom associated with COVID-19.

Employees must complete the Employee Daily Self-Assessment Questionnaire (Appendix E) at least 30 minutes prior to the start of your shift and submit to Human Resources if you answer Yes to any question.

The City will post a list of the symptoms associated with COVID-19 and require that each member of the public certify orally to the fact that they do not currently present any symptom associated with COVID-19. For minor children entering a City facility or worksite, the City will deem the oral certification of a parent, guardian or childcare provider that the child does not present any such symptom as sufficient to permit entrance to the City facility or worksite.

In the event that an employee or member of the public indicates that they currently present any symptom associated with COVID-19 or cannot certify that they do not present any such symptom, the City will deny that individual access to the City facility or worksite until the individual is able to certify that they do not currently present any symptom associated with COVID-19.

If while working an employee indicates that they currently present any symptom associated with COVID-19 or cannot certify that they do not present any such

symptom, the City will record this response on the COVID-19 Temperature Test and Symptom Screening Form. If the employee indicates which symptom they present, the City will record this information on the COVID-19 Temperature Test and Symptom Screening Form. The supervisor will then promptly notify the Human Resources Department of the employee's response to the request for certification and provide the name of the employee whose response suggested presentation of a symptom or symptoms associated with COVID-19.

Procedure for COVID-19 Exposures:

If the department suspects an employee has symptoms, it is recommended that departments provide the employee with the CDC information on symptoms (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) and ask the employee if they had any of these symptoms within the past 72 hours.

Departments may ask employees about:

1. Whether they've had close contact (within 6 feet for a total of 15 minutes or more within 24-hour period regardless of mask) with persons diagnosed with laboratory-confirmed COVID19 or symptoms of COVID-19.
2. Recent travel to other states or countries. The California Department of Public Health advises that anyone returning from other states or countries self-quarantine for 10 days.
 - Employees may use accruals and/or other applicable benefit payments (i.e. FFCRA, other sources) to remain in a fully paid status.

Remember: Although recent travel might be relevant, COVID-19 has nothing to do with a person's race, national origin or ethnicity. We must continue to treat our co-workers and members of the public with courtesy and respect.

Do not ask employees about underlying health or medical conditions beyond the symptoms of COVID-19. If a manager or supervisor is made aware of a condition that might place the employee at a higher risk of complications due to COVID-19, they should refer the employee to the Director of Human Resources, Natalie Sakkal (nsakkal@dalycity.org or (650) 991-8028).

You should keep information about an employee's symptoms and/or underlying health condition **confidential**.

Exposures should be evaluated on a case by case basis and also based on the exposure risk as determined by the protocol. All exposures should be reported to Human Resources and the Department Director to determine the appropriate next steps according to this protocol.

It should be noted that there are differences between CONTACT and EXPOSURE.

A CONTACT is defined as being in close proximity to a person who is COVID-19 positive or suspected of being COVID-19 positive while the employee is wearing the proper PPE per CDC guidelines and/or State/Local Orders and/or is protected in another manner.

An EXPOSURE is a close contact (within 6 feet for a total of 15 minutes or more over a 24-hour period starting, regardless of whether the persons were wearing face covering) with a person who is positive or suspected of being COVID-19 positive. Examples of a close contact is a person who lived in or stayed at the same residence as the person with COVID-19 when the person with COVID-19 was not following Home Isolation Instructions, intimate partner, or caregiver who provided care without a gown and gloves).

Being in the same environment, whether indoors or outside, for a brief period while remaining over six (6) feet away from a person who is symptomatic, or a confirmed COVID-19 case is not considered an EXPOSURE.

For Employees with no known CONTACT or EXPOSURE:

- Employees to self-monitor daily for COVID-19 symptoms at least 30 minutes prior to reporting to work. Symptoms can include fever (100.4° F [37.8° C] or higher temperature) or chills, cough, shortness of breath/difficulty breathing, , muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or any other symptom associated with COVID-19 identified by the CDC.
- Employees who are sick, but who are not showing symptoms of COVID-19 should stay home and should use sick leave accruals as appropriate.

In the event of an Employee EXPOSURE (including those confirmed or suspected to have COVID-19):

Employee Actions:

- Immediately after an Employee EXPOSURE, you should wash your hands thoroughly and disinfect gear as appropriate.
- Notify your supervisor **and** Human Resources immediately.
- Employees who report an EXPOSURE should separate from other employees and leave work immediately. The County recommends that symptomatic individuals stay home for 10 days after the EXPOSURE, and self-monitor for symptoms.
- Employee to self-monitor daily by monitoring for COVID-19 symptoms. Symptoms can include fever (100.4° F [37.8° C] or higher temperature) or chills, cough, shortness of breath/difficulty breathing, , muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or any other symptom associated with COVID-19 identified by the CDC.

- If you become ill with symptoms such as fever (100.4° F [37.8° C] or higher temperature) or chills, cough, shortness of breath/difficulty breathing, , muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or any other symptom associated with COVID-19 identified by the CDC, you are considered contagious and should self-isolate at home, follow [the County's order of self-isolation](#), remain at home until symptoms have resolved and you have been authorized to return to work. Refer to section Return to Work for All EXPOSURES.
- You are required to report the illness to your supervisor **and** Human Resources so that all work contacts that have come in close contact (within 6 feet for a total of 15 minutes or more) with you, the ill employee, during the time you had symptoms and two (2) days prior to symptoms can be recorded and notified. These exposed employees should also begin to self-monitor as needed.

Supervisor Actions:

Upon notification of employees with COVID-19 symptoms, confirmed or suspected to have COVID-19 complete the following attachments and email Bonnie Woo and Karen Fong and cc Natalie Sakkal and Department Head

- If while working an employee indicates that they currently present any symptom associated with COVID-19 or cannot certify that they do not present any such symptom, the City will record this response on **the COVID-19 Temperature Test and Symptom Screening Form**. If the employee indicates which symptom they present, the supervisor will record this information on the COVID-19 Temperature Test and Symptom Screening Form. The supervisor will promptly notify the Human Resources Department of the employee's response to the request for certification and provide the name of the employee whose response suggested presentation of a symptom or symptoms associated with COVID-19.
- Separate ill employees from other employees and send ill employees' home.
- Start contact tracing using the CPP Appendix C COVID-19 Investigation Form.
 - For suspected cases, departments may ask employees about:
 - Whether they've had close contact (within 6 feet for a total of 15 minutes or more) with persons diagnosed with laboratory confirmed COVID-19 or symptoms of COVID-19.
 - Recent travel to other states or countries. The California Department of Public Health advises that anyone returning from other states or countries self-quarantine for 10 days.

- Employees may use eligible accruals and/or other applicable benefit payments (i.e. FFCRA, other sources) to remain in a fully paid status.

Remember: Although recent travel might be relevant, COVID-19 has nothing to do with a person's race, national origin or ethnicity. We must continue to treat our co-workers and members of the public with courtesy and respect

- Identify any individuals in the workplace that may have been in close contact with the ill employee (within 6 feet for a total of 15 minutes or more) during the time the employee had symptoms and two (2) days prior. Others at the facility with close contact (within 6 feet for a total of 15 minutes or more) of the employee during this time would be considered exposed. The County recommends that individuals who are close contacts of an employee who tested positive stay home for 14 days after the exposure and self-monitor for symptoms.
- Complete **Supervisor Accident/Incident Form (Appendix K – S.A.I.R.)** for employee exposure. DO NOT disclose the identity of the employee who tested positive for COVID-19 to these individuals.
 - Due to personnel privacy restrictions, **DO NOT disclose** the name or other personal/health information of the employee. **DO NOT disclose** the name or other information of the employee to the media or other third parties. Contact the Director of Human Resources, Natalie Sakkal (nsakkal@dalycity.org or (650) 991-8028) if you have further questions
 - Potentially exposed employees will be contacted within 24 hours of a known exposure. Work with Human Resources regarding notification of employees who may have been exposed.
- Submit **facility sign-in form** for facilities (Appendix L) where employee worked up to current date.
- Contact building maintenance and/or City custodial contractor to disinfect and clean workspaces within 24 hours of the known exposure: Clean and disinfect all areas such as offices, bathrooms, common areas, vehicles, and shared tools or electronic equipment that came in contact with the individual with confirmed or suspected COVID-19.
- Human Resources will notify employees who may have been exposed via email who may have been exposed within one business day in accordance with AB 685. HR to notify subcontracted employees, affected Unions, CDPH and/or OSHA, if applicable.

Return to Work for All EXPOSURES:

Please follow return to work criteria in the COVID-19 Prevention Program. Alternatively, if you are presenting symptoms associated with COVID-19 *and* have not tested positive for COVID-19 or had a “close contact” exposure to someone who has tested positive for

City of Daly City
COVID-19 - Workplace Readiness Safety Plan

COVID-19 within the last 14 days, you may provide a certification from your health care provider that the symptoms you are presenting are not associated with COVID-19 to the Human Resources Department. In addition, you may not return to the work until the following are completed:

- You have received written authorization from the Human Resources Department, to return to work; and
- You have communicated your authorized return to the Department Director.

This policy shall supplement any of the other policies, protocols or guidelines that the City of Daly City has adopted in order to prevent or reduce the likelihood of transmission of the virus that causes COVID-19 among and between employees.



CITY OF DALY CITY
COVID-19 TEMPERATURE TEST AND SYMPTOM SCREENING FORM

Pursuant to the City of Daly City's COVID-19 Exposure Control, Temperature Testing, and Symptoms Screening Protocol, the City will use this form to record the results of symptom screenings of City employees if an employee presents symptoms while at work. This form need only be used where such screenings suggest the possibility that the employee has COVID-19.

Name of Employee Tested and Screened Employee ID # Date

Temperature Test:

Employee was tested with a non-invasive contactless infrared thermometer that indicated that the employee has a fever, which is defined as a temperature of 100.4 degrees Fahrenheit or higher.

First reading: _____ degrees Fahrenheit

Second reading, if necessary: _____ degrees Fahrenheit

Symptom Screening:

Employee was asked whether they presented any of the following symptoms, which the CDC associates with COVID-19. Employee indicated that they presented the following symptom(s):

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or Vomiting
- Diarrhea

Name of Employee Who Conducted Test Employee ID # Date

Facility or Worksite Entrance Time

CITY OF DALY CITY

II. Families First Coronavirus Response Act

Expired December 31, 2020

Purpose

The Families First Coronavirus Response Act (the Act) was passed on March 18, 2020 in response to the COVID-19 pandemic. The Act approves two provisions designed to help reduce the impact of the virus on families. These provisions include the Emergency Family Medical Leave Expansion Act (EFMLEA) and the Emergency Paid Sick Leave Act (EPSL). These provisions go into effect prospectively as of April 1, 2020 and remain in effect until December 31, 2020 or when the provisions of the Act are otherwise no longer effective. The City reserves the right to modify this policy at any time, in conformance with the law.

Policy

The policy of the City of Daly City is to allow employees to take leave in order to maintain a healthy, safe, and productive workforce and to prevent the spread of COVID-19, and to comply with any state or federal regulations regarding employee leave entitlements.

Emergency Paid Sick Leave (EPSL)

Eligibility

All City employees are eligible for EPSL regardless of how long they have been employed if the employee is unable to work (or unable to telework) due to a need for leave because:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.

For purposes of qualifying reason #1, a “quarantine or isolation order” includes shelter-in-place or stay-at-home orders issued by any Federal, State, or local government authority that cause the employee to be unable to work or telework even though his or her employer has work for the employee. This also includes when a Federal, State, or local government authority has advised categories of citizens (e.g., of certain age ranges or of certain medical conditions) to shelter in place, stay at home, isolate, or quarantine, causing those categories of employees to be unable to work even though the employer has work for them.

2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 (fever, dry cough, shortness of breath, or related respiratory symptoms) and is seeking a medical diagnosis.
4. The employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2).

5. The employee is caring for a child due to school closure or unavailability of the child's care provider due to COVID-19.
6. The employee is experiencing any substantially similar condition specified by the Secretary of Health and Human Services.

Eligibility is based on any of the above reasons, however any one employee may only use their total allotted EPSL time, even if used for different reasons.

Compensation and Duration of Leave

EPSL is in addition to any other leave accrued. Unused EPSL does not carry over after December 31, 2020.

For EPSL taken for qualifying reasons 1, 2, or 3, full time employees are entitled to up to 80 hours of paid leave at their regular rate of pay, subject to a \$511 per day and \$5,110 aggregate cap. Part-time employees are entitled to paid leave for the average number of hours worked over a 2-week period at their regular rate of pay, subject to the same cap.

For leave taken for qualifying reasons 4, 5, or 6, full time employees are entitled to up to 80 hours of paid leave at 2/3 their regular rate of pay, subject to a \$200 per day and \$2,000 aggregate cap. Part-time employees are entitled to paid leave for the average number of hours worked over a 2-week period at 2/3 their regular rate of pay, subject to the same cap.

For employees with variable schedules, whose regularly scheduled hours cannot be reasonably determined, the number of hours shall be calculated based on the average number of hours that the employee was scheduled per day over the preceding 6-month period ending on the date on which the employee commences leave, including hours for which the employee took any type of paid leave.

Employees are not required to use other available paid leave (such as leave accruals available to the employee) before using sick leave under the Emergency Paid Sick Leave Act. Employees are not required to find replacements to cover their duties during use of leave. Employers are prohibited from discharging or discriminating against any employee for requesting or taking EPSL.

Employees may elect to use accrued leave from any leave bank source to supplement the 2/3rds regular rate being paid while on EPSL under qualifying reasons 4, 5, or 6.

Employees hired on or after April 1, 2020, who took the full 80 hours of EPSL when employed by another employer are not entitled to take any additional EPSL with the City. An employee who has taken some, but not all, of the EPSL to which they are entitled, when they were employed by another employer, is only entitled to the remaining portion of such leave from the City if the employee meets the eligibility requirements provided above.

EPSL may be used intermittently as follows:

- i. An employee who is teleworking may take Emergency Paid Sick Leave intermittently for any qualifying reason;

- ii. An employee who is still working at a physical worksite may take Emergency Paid Sick Leave intermittently only for qualifying reason #5 (the employee is caring for a child due to school closure or unavailability of the child's care provider due to COVID-19).

Proposed intermittent leave schedules must be approved by the City.

If an employee is requesting EPSL to care for an individual under reason #4, the individual must be an immediate family member, roommate, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she self-quarantined or was quarantined.

Request Procedure

An employee requesting EPSL must complete the Leave Request Form (For EFMLEA and EPSL). Completed forms shall be submitted directly to Human Resources prior to initiating leave. When EPSL is being requested in coordination with EFMLEA, Section 1 and 2 of the form should be completed.

In the event of a medical emergency where the employee is unable to provide the form prior to initiating leave, such form shall be submitted to Human Resources via Seamless Docs as soon as reasonably practicable.

Coordination with EFMLEA & FMLA

As explained below, the first ten days of leave under EFMLEA is unpaid. However, an employee requesting leave under EFMLEA will qualify for EPSL under reason #5 and therefore may use EPSL during the initial 10-day, unpaid period of EFMLEA. Employees are not required to use EPSL for that purpose.

An employee requesting EPSL for reasons other than #5 may be eligible for regular medical leave in accordance with FMLA/CFRA. FMLA and CFRA are unpaid, however, an employee may use their own accrued leave or EPSL in accordance with current policy.

City Response to Leave Requests

The City will confirm an employee's eligibility for leave or provide an explanation as to why they are not eligible.

Emergency Family Medical Leave Expansion Act (EFMLEA)

The City's leave policy is described in Rule XVIII Section 6 of the Rules and Regulations of the Classified Service. The City complies with the Federal Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA). Eligibility for FMLA and CFRA is the same and in most cases, the two leaves run concurrently. The FMLA (and CFRA) provides 12 weeks of unpaid, job-protected leave per 12-month period to employees to care for themselves or seriously ill family members. Public employees are eligible for FMLA/CFRA leave if they have worked at least 1,250 hours in the preceding 12-month period.

The EFMLEA expands certain provisions of the FMLA but does not provide additional time beyond the 12 total weeks available for FMLA leave.

Eligibility

Employees who have been employed with the City for at least thirty (30) calendar days immediately prior to the date the requested leave is to begin are eligible to receive up to 12 weeks of job-protected leave if they are unable to work (including telework) due to a need to care for the son or daughter (under 18 years of age) whose school or place of care has been closed, or whose child care provider is unavailable due to a COVID-19 emergency declared by either a Federal, State, or local authority and there is no other suitable person (e.g., co-parent, co-guardian, or normal child care provider) available to care for the employee's son or daughter during the period for which the employee takes Emergency FMLA Leave. Employee is required to provide reasonable notice of the need for leave.

Duration of Leave

An employee who has not exhausted FMLA during the prior 12 months is eligible to receive up to 12 weeks of job protected EFMLEA leave.

If an employee has already used FMLA during the prior 12 months preceding need for EFMLEA, their eligibility for EFMLEA is based on the balance available to the employee. For example, if an employee has been using FMLA intermittently during the prior 12 months and has used 4 weeks of FMLA, such employee is eligible for 8 more weeks of leave under FMLA and/or EFMLEA combined. Employees using FMLA for a pre-existing or new medical reason under FMLA, will need to track their time separately relative to leave taking under EFMLEA.

An eligible employee is entitled to a maximum of twelve workweeks of FMLA Leave during the period in which the leave may be taken (between April 1, 2020 to December 31, 2020) even if the twelve workweeks spans two FMLA leave twelve-month period.

Compensation

Under EFMLEA, the first 10 regularly scheduled workdays of EFMLEA are unpaid. The employee may choose to use any accrued leave (paid time off, vacation, sick, compensatory time) during this 10-day period. Alternatively, the employee may also use pay under the provisions of Emergency Paid Sick Leave Act as described above, if the employee has not exhausted such leave with a prior employer.

From the 11th day of leave, the employee will be paid 2/3rds of the employee's regular rate of pay up to a \$200 per day and \$10,000 aggregate cap. Part-time employees are entitled to pay based on 2/3rds of their regular rate of pay based on the number of hours they would otherwise have been scheduled to work during the time they are taking leave.

In the case of an employee whose schedule varies from week to week to such an extent that an employer is unable to determine with certainty the number of hours the employee would have worked if the employee had not taken leave, the employer must use the following criteria:

1. A number equal to the average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee commences leave, including hours for which the employee took any type of paid leave; or

2. If the employee did not work over the preceding 6-month period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.

Employees may elect to use accrued leave from any leave bank source to supplement the 2/3rds regular rate being paid while on EFMLEA.

Request Procedure

An employee may request Emergency Family Medical Leave by completing the Leave Request Form (for Emergency Family Medical Leave Expansion Act and Emergency Paid Sick Leave). Completed forms shall be submitted to directly to Human Resources prior to initiating leave. When Emergency Paid Sick Leave is being requested in coordination with Emergency Family Medical Leave, both requests should be submitted together.

In the event of a medical emergency where the employee is unable to provide the form prior to initiating leave, such form shall be submitted to Human Resources via Seamless Docs as soon as reasonably practicable.

Emergency Family Medical Leave may be used intermittently.

City Response to Leave Requests

The City will confirm an employee's eligibility for leave or provide an explanation as to why they are not eligible.

Restoration to Prior Position

An employee who uses Emergency Paid Sick Leave or Emergency Family Medical Leave is entitled to reinstatement to their prior position unless the position held by the employee does not exist due to economic conditions or other changes in operating conditions caused by a public health emergency during the period of leave such that the employee would not otherwise have been employed at the time of reinstatement.

POLICY AND PROTOCOLS FOR THE USE AND DISCLOSURE OF MEDICAL INFORMATION RELATED TO COVID-19

I. Preamble

The City of Daly City implemented a COVID-19 testing policy, temperature testing and COVID-19 symptom screening policy and an accommodation policy for high-risk employees in order to ensure the health and safety of City of Daly City employees in accordance with the California Occupational Safety and Health Act of 1973 and its purpose to assure safe and healthy working conditions for all workers. (Labor Code § 6300, et seq.)

The City of Daly City COVID-19 testing policy, temperature testing and COVID-19 symptom screening policy and an accommodation policy for high-risk employees authorizes the City of Daly City to collect certain medical information about City of Daly City employees. As used in this policy, medical information is defined by Civil Code section 56.5.

II. Definitions

“Medical Information” means any Individually Identifiable information, in electronic or physical form, in possession of or obtained from a provider of health care, health care service plan, pharmaceutical company, or contractor regarding an employee's medical history, mental or physical condition, or treatment. It also means any Individually Identifiable information collected by the City of Daly City in relation to the COVID-19 testing policy, temperature testing and COVID-19 symptom screening policy and an accommodation policy for high-risk employees implemented by the City of Daly City.

“Individually Identifiable” means that the Medical Information includes or contains any element of personal identifying information sufficient to allow identification of the individual, such as the patient's name, address, electronic mail address, telephone number, or social security number, or other information that, alone or in combination with other publicly available information, reveals the individual's identity.

III. Statement of Policy

The purpose of this policy is to safeguard medical information in a manner compliant with the Confidentiality of Medical Information Act (“CMIA”) and the Americans with Disabilities Act (“ADA”) with respect to all medical information that the City of Daly City acquires during the administration of these policies, or obtains by other means. The City of Daly City recognizes the importance of confidentiality concerning the information at issue and will fully and faithfully comply with CMIA in its use and disclosure of such information.

IV. Authority

The City of Daly City is authorized to conduct the COVID-19 testing, temperature testing and COVID-19 symptom screening and an accommodation policy for high-risk employees under the authority provided for under those policies.

V. Compliance

The City of Daly City will fully and faithfully comply with the CMIA in the implementation and administration of this policy as well as the associated COVID-19 testing policy, temperature testing and COVID-19 symptom screening policy and an accommodation policy for high-risk employee policies.

VI. Policy

Scope of Coverage:

This policy covers the Individually Identifiable Medical Information of all City of Daly City employees and applicants that the City of Daly City acquires or obtains and which relates to COVID-19, including, but not limited to, symptoms associated with COVID-19, positive COVID-19 test results, and other health or medical conditions that would place the employee at high-risk for a serious illness if the employee contracted COVID-19.

Specifically, this policy covers the following types of medical information:

- All Medical Information acquired by City of Daly City during or as a result of the administration of the City of Daly City's COVID-19 testing policy, temperature testing and COVID-19 symptom screening policy and an accommodation policy for high-risk employees. For example, the policy covers COVID-19 test results, temperature test results, the results of screenings for symptoms associated with COVID-19, and information regarding other medical conditions.
- All Medical Information that the City of Daly City obtains by means other than by testing administered by the City of Daly City. For example, the County Public Health Department may inform the City of Daly City employee has tested positive or a City of Daly City employee may voluntarily disclose a positive COVID-19 diagnosis not as the result of a test administered by the City of Daly City.
- All Medical Information related to COVID-19 that the City of Daly City acquires or obtains, including, but not limited to, information about an employee's health or medical conditions that may put the employee at increased risk of serious illness should the employee contract COVID-19 as provided under the City of Daly City's accommodation policy for high-risk employees.

Effective Dates:

This policy shall be effective immediately upon adoption and shall remain in effect as long as necessary to safeguard Medical Information acquired or obtained by the City of Daly City employees and as otherwise required by law.

Notice of Privacy Practices:

The City of Daly City will provide a Notice of Privacy Practices to employees to explain their rights under this policy.

Employee Authorization to Disclose Medical Information:

Permissible disclosures of employee Medical Information without prior written authorization from an employee are limited.

Should an employee wish to provide the City of Daly City authority to make additional disclosures of Medical Information related to COVID-19, the employee or their legal representative may authorize such disclosure using the Authorization for Disclosure and Use of Medical Information ("Authorization"), and completing each of the required fields provided therein.

An employee may also authorize the Disclosure and Use of Medical Information in a handwritten document. Such a handwritten Authorization must:

- State the specific uses and limitations on the types of Medical Information to be disclosed;
- State the name or function of the City of Daly City that may disclose the Medical Information;
- State the names or functions of the persons or entities authorized to receive the Medical Information;
- State the limitations, if any, on the use of the Medical Information by the persons or entities authorized to receive the Medical Information; and
- State a specific date after which the City of Daly City is no longer authorized to disclose the Medical Information.

Permissible Uses and Disclosures of Medical Information:

Generally, the City of Daly City may not disclose Medical Information without prior written authorization from an employee. The City of Daly City may, however, use and disclose an employee's Medical Information for certain public interest and benefit purposes, including, but not limited to:

- If compelled by judicial or administrative process or by any other specific provision of law;
- That part of the information which is relevant in a lawsuit, arbitration, grievance, or other claim or challenge to which the City of Daly City and

employee are parties and in which the patient has placed in issue his or her medical history, mental or physical condition, or treatment may be used or disclosed in connection with that proceeding;

- For the purpose of administering and maintaining employee benefit plans, including health care plans and plans providing short-term and long-term disability income, workers' compensation and for determining eligibility for paid and unpaid leave from work for medical reasons;
- To a provider of health care or other health care professional or facility to aid the diagnosis or treatment of the employee, where the employee or other person authorized by law to permit disclosure of Medical Information on the employee's behalf, is unable to authorize the disclosure.

The uses and disclosures of an employee's information for these purposes do not require the employee's authorization.

Further, it shall not be a violation of the Policy and Protocols for the City of Daly City to disclose information that does not contain Individually Identifiable information of an employee. For example, the City of Daly City may notify other employees that an employee has tested positive for COVID-19 so long as the City of Daly City does not disclose information that would lead others to identify that employee (e.g. their name, work location, position). In such a circumstance, it may be necessary for the City of Daly City to inform certain persons, such as the individual's supervisor, janitorial staff, that an employee has tested positive so that the City of Daly City may take appropriate steps to ensure a healthy and safe workplace for all City of Daly City employees

Disclosures of Medical Information to the Employee:

Employees are entitled to access and review their medical file as maintained by the City of Daly City. The City of Daly City must disclose the Medical Information contained in the employee's medical file to the employee when requested.

Reasonable Safeguards for Medical Information:

The City of Daly City employs reasonable safeguards in order to protect against and limit the incidental use and disclosure of employee's Medical Information.

The City of Daly City will store Medical Information in a medical file that is separate and distinct from the employee's personnel file.

City of Daly City employees follow the following safeguards in order to limit the incidental use and disclosure of medical information:

1. Determine who is with an employee before discussing the employee's Medical Information.
2. Do not assume that an employee will permit disclosure of their medical information to a family member or friend.

3. Request that individuals leave the room or vicinity in order to provide the employee an opportunity to object to the disclosure of their Medical Information.
4. Dispose of unnecessary paper products that have protected health information in a shredder.

Limiting the Disclosures of Medical Information:

All requests for Medical Information, whether routine or non-routine, are handled by the City of Daly City's Department of Human Resources. All City of Daly City employees must therefore direct all requests for Medical Information to the City of Daly City's Department of Human Resources.

Policy on Requests to Review and/or Amend Employee Authorization for Disclosure of Medical Information:

Employees are entitled to request a true copy of an employee's authorization for the disclosure of Medical Information.

Employees are also entitled to cancel or modify an employee authorization for the disclosure of Medical Information. Employees who wish to cancel or modify an employee authorization must provide written notice to City of Daly City. Cancellations and modifications of employee authorizations only become effective after City of Daly City receives written notice of any such action.

Policy on Requests to Restrict Use and Disclosure of Medical Information:

Employees are entitled to request that the City of Daly City restrict the use and/or disclosure of protected health information, as outlined in Civil Code Section 56.11(d)-(h).

If an employee has authorized disclosure of Medical Information but wishes to restrict such authorization, City of Daly City shall communicate to the person or entity to which it discloses the Medical Information any limitations in the authorization regarding the use of the Medical Information.

Appendix I

NOTICE OF CITY OF DALY CITY PRIVACY PRACTICES FOR MEDICAL INFORMATION RELATED TO COVID-19

THIS NOTICE DESCRIBES HOW THE CITY OF DALY CITY MAY USE YOUR MEDICAL INFORMATION, THE CONDITIONS UNDER WHICH THE CITY OF DALY CITY MAY DISCLOSE SUCH INFORMATION AND HOW YOU MAY ACCESS THIS INFORMATION.

PLEASE REVIEW THIS NOTICE CAREFULLY.

I. Preamble

The Notice of City of Daly City Privacy Practices for Medical Information Related to COVID-19 (the “Notice”) below is intended to provide City of Daly City employees important information concerning the use and disclosure of Medical Information collected by the City of Daly City in relation to its COVID-19 testing policy, temperature testing and COVID-19 symptom screening policy and an accommodation policy for high-risk employees, as well as other important information concerning the rights of employees.

The City of Daly City encourages employees to carefully review the Notice and familiarize themselves with the rights provided under City of Daly City policies, procedures, and protocol.

The obligations and rights described in the Notice shall take effect upon City of Daly City ’s adoption of the related “Policy and Protocols for the Use and Disclosure of Medical Information Related to COVID-19” (“Policy and Protocols”).

The City of Daly City is available to answer questions that employees may have about the Notice. Employees with questions should contact the Director of Human Resources at (650) 991-8028.

II. Definitions

“Medical Information” means any Individually Identifiable information, in electronic or physical form, in possession of or obtained from a provider of health care, health care service plan, pharmaceutical company, or contractor regarding an employee’s medical history, mental or physical condition, or treatment. It also means any Individually Identifiable information collected by the City of Daly City in relation to the COVID-19 testing policy, temperature testing and COVID-19 symptom screening policy and an accommodation policy for high-risk employees implemented by the City of Daly City.

“Individually Identifiable” means that the Medical Information includes or contains any element of personal identifying information sufficient to allow identification of the individual, such as the patient’s name, address, electronic mail address, telephone

number, or social security number, or other information that, alone or in combination with other publicly available information, reveals the individual's identity.

III. Scope of Coverage

This Notice covers the Medical Information of all City of Daly City employees and applicants that the City of Daly City acquires or obtains and which relates to COVID-19. Such Medical Information may include, but is not limited to:

- Symptoms associated with COVID-19;
- Positive COVID-19 test results; and
- Other health or medical conditions that would place the employee at high-risk for a serious illness if the employee contracted COVID-19.

IV. Employee Rights Regarding Medical Information:

City of Daly City employees possess certain rights under applicable state law, including, but not limited to the following:

1. The right to request restrictions on disclosure of Medical Information by the City of Daly City;
2. The right to inspect and copy the Medical Information maintained by the City of Daly City;
3. The right to request a true copy of an employee's authorization for the disclosure of Medical Information.
4. The right to cancel or modify an employee authorization for the disclosure of Medical Information.

Additional details concerning individual employee's rights are discussed in the Policy and Protocols.

V. The City of Daly City's Duties Concerning Medical Information:

Federal law and state law impose certain duties upon the City of Daly City, which the City of Daly City will fully and faithfully discharge in a manner consistent with such requirements. These duties include, but are not limited to, the following:

1. Maintaining the privacy of employees' Medical Information;
2. Maintain Medical Information in a file separate from personnel records; and
3. Communicate any limitations in an employee's authorization regarding the use of the Medical Information to the person or entity to which it discloses the Medical Information

The City of Daly City reserves the right to change the terms of this Notice and the changes will apply to the Medical Information that the City of Daly City maintains about you. If and when the City of Daly City updates this Notice, it will provide employees the revised Notice

by email, U.S. mail, or another means of delivery sufficient to ensure notice to the employees.

VI. Permissible Uses and Disclosures of Medical Information Without Written Authorization:

Generally, the City of Daly City may not disclose Medical Information without prior written authorization from an employee.

However, it shall not be a violation of the Policy and Protocols for the City of Daly City to use and disclose an employee's medical information for certain reasons recognized by law, including, but not limited to:

- If compelled by judicial or administrative process or by any other specific provision of law;
- That part of the information which is relevant in a lawsuit, arbitration, grievance, or other claim or challenge to which the City of Daly City and employee are parties and in which the patient has placed in issue his or her medical history, mental or physical condition, or treatment may be used or disclosed in connection with that proceeding;
- For the purpose of administering and maintaining employee benefit plans, including health care plans and plans providing short-term and long-term disability income, workers' compensation and for determining eligibility for paid and unpaid leave from work for medical reasons;
- To a provider of health care or other health care professional or facility to aid the diagnosis or treatment of the employee, where the employee or other person authorized by law to permit disclosure of Medical Information on the employee's behalf, is unable to authorize the disclosure; and

The uses and disclosures of an employee's information described above do **not** require the employee's authorization.

Further, it shall not be a violation of the Policy and Protocols for the City of Daly City to disclose information that does not contain Individually Identifiable information of an employee. For example, the City of Daly City may notify other employees that an employee has tested positive for COVID-19 so long as the City of Daly City does not disclose information that would lead others to identify that employee (e.g. their name, work location, position). In such a circumstance, it may be necessary for the City of Daly City to inform certain persons, such as the individual's supervisor, janitorial staff, that an employee has tested positive so that City of Daly City may take appropriate steps to ensure a healthy and safe workplace for all City of Daly City employees.

If an employee has authorized disclosure of Medical Information but wishes to restrict such authorization, City of Daly City shall communicate to the person or entity to which it discloses the Medical Information any limitations in the authorization regarding the use of the Medical Information.

VII. Employee Complaints Regarding Privacy of Medical Information:

Employees are entitled to complain to the City of Daly City if they believe their privacy rights have been violated by an impermissible disclosure of Medical Information. Should an employee believe that the City of Daly City violated their privacy rights, the participant may file a complaint with the Director of Human Resources at (650) 991-8028.

Should an employee file such a complaint or seek other redress, the City of Daly City will not retaliate against that participant.

Appendix J

CITY OF DALY CITY POLICY AND PROCEDURES FOR THE ACCOMMODATION OF EMPLOYEES WHO ARE AT HIGH-RISK OF SEVERE ILLNESS FROM COVID-19

I. Preamble

Federal and State equal employment and opportunity laws, including the American with Disabilities Act (“ADA”) and the Rehabilitation Act, Title VII of the Civil Rights Act, the Fair Employment and Housing Act (“FEHA”), and the Age Discrimination in Employment Act (“ADEA”) impose certain obligations on the City of Daly City in terms of the provision of reasonable accommodations.

Absent an undue hardship to the City of Daly City or a direct threat to the health and safety of City of Daly City employees, the City of Daly City may provide certain employment-related accommodations to employees who, because they are age 65 or older or have an underlying medical condition, are at higher risk of severe illness if they contract the virus that causes COVID-19, in order to reduce the risk of such employees contracting the virus.

II. Statement of Policy

This discretionary policy provides to qualified employees the right to request that the City of Daly City provide certain additional accommodations that, while not otherwise required by law, may reduce the risk of such employees contracting the virus that causes COVID-19.

III. Compliance

The City of Daly City intends to fully and faithfully comply with any and all applicable laws, including, but not limited to, the ADA, Rehabilitation Act, the FEHA and the ADEA in the administration of this policy and associated protocol.

IV. Policy

Scope of Coverage:

This policy applies to and covers all City of Daly City employees who can demonstrate that they are at higher risk of severe illness if they contract the virus that causes COVID-19 because they are age 65 or older or have one or more of the underlying medical conditions enumerated below.

Based on the available information at the time that this policy was adopted, the Centers for Disease Control and Prevention (“CDC”) identifies the following individuals, of all ages, as those who are at higher risk of severe illness if the individual contracted the virus that causes COVID-19:

- People who have chronic kidney disease;
- People who have chronic obstructive pulmonary disease (“COPD”);
- People who are immunocompromised from a solid organ transplant;
- People who are obese, with a body mass index (“BMI”) of 30 or higher;
- People with serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies;
- People with sickle cell disease; and
- People with type 2 diabetes mellitus.

Based on the available information at the time that this policy was adopted, the Centers for Disease Control and Prevention (“CDC”) identifies the following individuals, of all ages, as those who **might be** at increased risk of severe illness if the individual contracted the virus that causes COVID-19:

- People with moderate-to severe asthma;
- People who have cerebrovascular disease;
- People who have cystic fibrosis;
- People who have hypertension or high blood pressure;
- People who are immunocompromised from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids and other immune weakening medications;
- People with neurologic conditions, such as dementia;
- People with liver disease;
- People who are pregnant;
- People with pulmonary fibrosis;
- People who smoke;
- People with Thalassemia; and
- People with type 1 diabetes mellitus.

The City of Daly City expressly reserves the right to modify the above enumerated conditions based on new information or guidance provided by the CDC on their website at <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>, or elsewhere, in addition to guidance from other public health authorities.

Effective Dates:

This Policy shall be effective immediately upon adoption and shall remain in effect until the City Manager advises employees that the Policy is no longer operative due to the end of the present public health emergency.

Notice to Human Resources:

If an employee is age 65 or older, has any of the recognized underlying medical conditions enumerated herein, or another condition that the employee believes places them at higher risk for severe illness if they contract the virus that causes COVID-19, the employee may inquire with City of Daly City's Human Resources Department regarding a potential workplace accommodation.

City of Daly City Policy Against Retaliation:

The City of Daly City will not terminate, suspend, discipline, or take any other adverse employment action against an employee exercising their privileges under this Policy.

Process for Accommodation Request:

While the request for accommodation under this policy is separate and distinct from a request for a reasonable accommodation under the ADA, an employee who desires an accommodation under this policy must make such a request to the Director of Human Resources, City of Daly City Human Resources Department at 295 – 89th St. #105, Daly City, CA 94015.

Following receipt of the request, the City of Daly City's Human Resources Department will require a note from the employee's health care provider(s) certifying that the employee has a qualified underlying medical condition that exposes the employee to a higher risk of severe illness if they contract the virus that causes COVID-19. Furthermore, the City of Daly City's Human Resources Department may require additional information, including, but not limited to, documentation from the employee's health care provider to determine whether the employee's underlying condition necessitates an additional accommodation when the employee returns to the workplace.

Determinations regarding accommodations under this policy will be made on a case-by-case basis by the City of Daly City's Director of Human Resources or their designee. Accommodations may include, but are not limited to, the following:

- Alternative work assignments or locations;
- Telework;
- Reassignment;
- Increased social distancing measures; and/or
- Leave.

The City of Daly City's Human Resources Department will work in good faith with the employee to fully consider all potential accommodations.

No Right to Appeal Accommodation Determinations:

City of Daly City
COVID-19 - Workplace Readiness Safety Plan

Determinations made by the City of Daly City's Human Resources Department are final and are not subject to appeal by the employee or the employee's employee organization.

**City of Daly City
COVID-19 - Workplace Readiness Safety Plan**

Appendix K

CITY OF DALY CITY – SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

To be completed within 24 hours after accident

1 Injured Employee Name (last name first)	1A <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY	2 Date of Injury	3 Date Injury Reported
4 Department/Division	5. Dept/Div Code	6. Who Was Injury Reported To?	
7. Nature of Injury/Part of Body Affected	8 Employee's Supervisor		
9 Was Employee Performing His/Her Normal Duties	10 Witness(es) to Injury		

11 AS A RESULT OF YOUR INVESTIGATION, WHAT CONDITIONS OR CIRCUMSTANCES CONTRIBUTED TO THIS ACCIDENT? CHECK ALL POSSIBLE CAUSES AND DESCRIBE IN DETAIL BELOW

EMPLOYEE:			
<input type="checkbox"/> Wasn't following procedures/instructions	<input type="checkbox"/> Not suited for this type of work.		
<input type="checkbox"/> Operated without authority	<input type="checkbox"/> Wasn't properly instructed		
<input type="checkbox"/> Wasn't wearing proper clothing/equipment	<input type="checkbox"/> Other		
EQUIPMENT:			
<input type="checkbox"/> Inadequate/improper for job	<input type="checkbox"/> Defective/needed service	<input type="checkbox"/> Lacked proper safeguards	<input type="checkbox"/> Other
JOB SITE:			
<input type="checkbox"/> Hazardous conditions	<input type="checkbox"/> Debris or clutter	<input type="checkbox"/> Wet/slippery surface	<input type="checkbox"/> Inadequate work space
OTHER:			
<input type="checkbox"/> Emergency situation	<input type="checkbox"/> Others at fault	<input type="checkbox"/> Inadequate procedures	<input type="checkbox"/> Other

12 WHY DID THIS ACCIDENT HAPPEN?

Explain above responses and any other reasons in detail:

13 HOW COULD THIS ACCIDENT HAVE BEEN PREVENTED?		
14 WHAT ACTION HAS BEEN TAKEN TO PREVENT A SIMILAR ACCIDENT?		
15 HAS EMPLOYEE EVER HAD ANY SIMILAR INJURIES (either on or off the job)?	16 DO YOU FEEL THIS CLAIM REQUIRES FURTHER INVESTIGATION?	17 IN YOUR OPINION, IS THIS A VALID CLAIM? IF NOT, EXPLAIN BELOW
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
18 NOTES		

SIGNATURE OF SUPERVISOR

SIGNATURE OF DEPARTMENT HEAD

DATE



Form WC-100-15
08/03

REVIEWED BY RISK MANAGEMENT DIVISION

DATE

City of Daly City
COVID-19 - Workplace Readiness Safety Plan

Appendix L

CITY OF DALY CITY SIGN-IN SHEET				
Date:		Total Sign-in pages for the day:		
Facility:		Address:		
1				Notes: <i>If NON-EMPLOYEE, obtain contact information (email & phone number) of person & describe reason of visit (i.e. UPS delivery)</i>
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ACKNOWLEDGEMENT

I have read and been provided a copy of the City of Daly City COVID-19 - Workplace Readiness Safety Plan including the following:

COVID-19 Prevention Program (CPP)

Appendix A Employee Return to Work Protocol

Appendix B Policy and Procedures for Social Distancing and Individual Responsibility In The Workplace

Appendix C Policy and Procedures for Cleaning and Disinfecting the Workplace

Appendix D Employee Daily Self-Assessment Protocol

Appendix E Employee Daily Self-Assessment Questionnaire

Appendix F City of Daly City COVID-19 Exposure Control, Temperature Testing and Symptoms Screening Protocol

Appendix G Families First Coronavirus Response Act (Expired December 31, 2020)

Appendix H Policy and Protocols for the Use and Disclosure of Medical Information Related to COVID-19

Appendix I Notice of City of Daly City Privacy Practices for Medical Information Related to COVID-19

Appendix J City of Daly City Policy and Procedures for the Accommodation of Employees Who Are At High-Risk of Severe Illness From COVID-19

Appendix K Supervisor Accident Incident Form

Appendix L Facility Sign-In Sheet

Print Name

Signature

Date

To electronically sign this document please use this [link](#)
