

COVID-19 WORKPLACE PROTECTION POLICY

I. PURPOSE

To protect employees and members of the public from exposure to COVID-19 at City facilities, the City of Pinole (“City”) is implementing mandatory protective measures and notification procedures. These measures may be modified in the future based on changing guidelines from the legislature, the U.S. Centers for Disease Control (CDC), California Occupational Safety and Health Administration (Cal/OSHA), and the Contra Costa County Health Officer (Health Officer).

II. POLICY

For everyone’s safety, all non-employees (members of the public, vendors/consultants, elected officials, volunteers, and other visitors) wishing to enter City facilities will be required to perform a self-screening process prior to entering a facility. The self-screening process may consist of a temperature check and a health self-assessment on symptoms associated with COVID-19. Employees are also encouraged to monitor their health condition and are required to stay home if they exhibit certain symptoms that might indicate that they have contracted COVID-19.

III. SCOPE

This policy shall apply to all City employees and all non-employees seeking to visit or working at City facilities. Each department and/or worksite location must comply with the policy. If there is a conflict between the requirements of this policy and a department’s screening procedures, the more restrictive shall apply.

IV. DEFINITIONS

Potential exposure - having been in the same workplace, but not in close contact with someone who is infected with COVID-19.

Close contact - being within approximately 6 feet of a person for a cumulative total of 15 minutes or greater within any 24-hour period of time regardless of wearing a mask.

Confirmed COVID-19 - someone who has tested positive for COVID-19 from a diagnostic specimen (antigen test) (regardless of whether they have symptoms).

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Quarantine – the act of staying home or separated from people who are not sick for a specified number of days from last day of exposure or a positive test result.

Isolation – the act of staying home and separated from people who are not sick, even in their own home, for a specified number of days from a positive test result. People who are in isolation should stay in a specific “sick room” or area and use a separate bathroom (if available).

Exposed workplace/worksites – any location, working area or common area at work including bathrooms, walkways, hallways, break rooms, buildings, facility or other locations.

Suspected COVID-19 - someone who has any of the following signs or symptoms, which are new or not explained by another reason, and has not had a negative test subsequent to experiencing the symptoms: • Fever, Chills, or Repeated Shaking/Shivering • Cough • Sore Throat • Shortness of Breath, Difficulty Breathing • Feeling Unusually Weak or Fatigued • New Loss of Taste or Smell • Muscle Pain • Headache • Runny or Congested Nose • Diarrhea

Fully vaccinated - someone who has received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine.

V. SCREENING PROCEDURES

At each City facility, the City shall have signage displayed at the exterior of both public and employee entrances that provides information regarding City and/or current health order requirements for entry.

VI. COVID-19 SYMPTOMS WHILE AT WORK

In a situation where an employee reports to work but subsequently begins to exhibit signs of illness in the workplace, the employee should immediately notify their supervisor and distance themselves from other employees and the public. Upon notification, the Department Head/Supervisor shall do the following:

- A. Immediately send the employee home.
- B. Contact the Human Resources Department and inform them of the matter including the name of the employee and all information obtained. HR will perform the following actions:
 - 1. Recommend that the employee get tested for COVID-19.
 - 2. Recommend that the employee seek medical attention and follow the directions of their medical provider and the County Health Orders.
 - 3. Follow up with the employee to obtain COVID-19 test results.

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4. Notify potentially exposed employees within 24 hours and have them follow steps in Section VIII below. The City will not disclose to other employees any legally protected information about the individual who may have exposed them to the COVID-19 virus.
5. Follow up with employee as required under Section XI.

C. Clean and disinfect area in which employee was working, including vehicles.

Furthermore, employees shall comply with County Health Orders in their respective county of residence when off duty.

VII. EMPLOYEES WHO HAVE TESTED POSITIVE FOR COVID-19

In situations where an employee has tested positive for COVID-19:

- The employee must be excluded from the workplace for at least 24 hours from the onset of symptoms.
- If asymptomatic, there is no infectious period for purpose of isolation or exclusion from the workplace. However, if symptoms develop, a 24-hour exclusion shall apply.
- The employee's isolation can end, and the employee may return to the workplace after 24 hours have passed with no fever (100.4 degrees or higher), without the use of fever-reducing medications, AND symptoms are resolving.
- The employee must wear a well-fitted mask around others for a total of 10 days after the onset of symptoms or a positive test, especially in indoor settings.

VIII. EMPLOYEES WHO HAVE BEEN IN CLOSE CONTACT WITH SOMEONE WITH COVID-19

In a situation where an employee has been in close contact with someone who has tested positive for COVID-19, regardless of vaccination status, an asymptomatic employee does not need to quarantine and should only test if they:

- Develop new COVID-19 symptoms, and/or
- Are at higher risk of severe disease or have contact with people who are at higher risk of severe disease.

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IX. EMPLOYEES WHO HAVE TRAVELED INTERNATIONALLY OR DOMESTICALLY

Employees will be required to follow CDC, CDPH and County Health guidance upon return from international or domestic travel. Employees must provide advance notification to their supervisor of their travel plans and may use their sick leave during the quarantine period recommended.

X. NOTICING REQUIREMENTS IN THE EVENT OF POTENTIAL EXPOSURE

The City will provide a written notice, within one business day, to all employees (and their exclusive representatives, if any) and subcontractors who may have been exposed to an employee who has been confirmed positive for COVID in the workplace.

The notice will inform employees and subcontractors of the date(s) in which the potential exposure occurred, disinfection and safety protocol the City plans to implement and complete per the CDC guidelines, and COVID-19 related benefits that employees may be entitled to under federal, state, or local laws, such as workers' compensation and COVID-19 leave, paid sick leave, as well as provide the company's anti-discrimination and anti-retaliation policies.

The City is also required to notify the County Public Health Department within 48 hours when the City experiences a COVID-19 "outbreak." An outbreak, as defined by the California Department of Public Health, is three or more cases in a 14-day period.

XI. Reporting Requirements in the Event of Exposure (CAL-OSHA)

Effective November 30, 2020, Cal-OSHA established temporary regulation related to COVID, in most part, consistent with AB685 and CDC guidelines. However, OSHA did expand, beyond that required in AB 685, the reporting and noticing requirements to local health departments, when an employee tests positive for COVID.

OSHA now requires the employer to keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information will be kept confidential. The information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Cal/OSHA's new regulations also require covered California employers, among other things (including drafting a written COVID-19 Prevention Program and implementing rigorous remediation measures contingent on the severity of the "outbreak"), to notify the local public health department in the applicable jurisdiction with 48 hours after learning of three (3) or more COVID-19 cases within a fourteen (14) day period at a worksite.

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An employer also must notify the local public health department of any subsequent COVID-19 cases occurring after the initial notification and implement additional recordkeeping measures, by internally recording and tracking all COVID-19 cases, while ensuring all medical information remains confidential, with the employee's name, contact information, occupation, location where the employee worked, last day in the workplace, and date of positive COVID-19 test.

Importantly, nothing about the ETS changes an employer's obligation to report serious occupational illnesses to Cal/OSHA or to maintain records required by the Cal/OSHA regulations (e.g., inspection records, documentation of hazard corrections, and training records).