City of Alameda

COVID-19 Employee Exposure Notification Form

Dear (Employee Name): ____________________________________

The City of Alameda has been notified that one of our employees (or another individual at a particular worksite, such as a contracted employee) has been diagnosed with COVID-19. As an immediate response to protect the health and safety of our workforce, we conducted an investigation to determine co-workers who may have had close contact, as currently defined by public health authorities, with the confirmed-positive individual. As such, you have been identified as an employee who may have been exposed to this virus between the following dates: ________________________________.

According to the Centers for Disease Control and Prevention (CDC), the virus is spread primarily through respiratory droplets between people who are in close contact with one another (less than 6 feet apart) for a total of 15 or more cumulative minutes during a twenty-four hour period. Individuals are contagious up to 48 hours before they exhibit symptoms or test positive for COVID-19.

Please see instructions below regarding work exclusions, sick leave and pay, returning to work, and responsive steps the City of Alameda is taking including steps all employees must take.

Work Exclusions:

- The City will follow all CDC, CDPH and Cal/OSHA guidelines regarding exclusion from work.
- Employees who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have symptoms.
- Unvaccinated employees will be required to quarantine in accordance with CDPH and CDC guidelines:
  - https://www.dir.ca.gov/dosh/coronavirus/Revisions-FAQ.html
Please know we are offering telework opportunities when possible and will work with you to make this transition smooth. Contact your supervisor to determine if telework is an option for you. If telework is not an option, we will discuss the options that may be available.

**Sick Leave & Pay:**

- If you are excluded from work and unable to work remotely, the City will work with you to identify options for pay and benefits. [http://www.alamedaca.gov/HR](http://www.alamedaca.gov/HR)

**Returning to Work:**

- You may return to work upon clearance by your Supervisor or Manager in accordance with recommendations by the local public health office, CDC, CDPH and Cal/OSHA guidelines.

**The City of Alameda provides the following COVID-19 Testing Resources and Sites:**

- [NextGen Laboratories - Alameda Testing Site](http://www.alamedaca.gov/HR) - This testing site is available to everyone.
- [Kaiser](http://www.alamedaca.gov/HR) - Kaiser Members can schedule a test at a Kaiser testing site without referral from their physician. Just follow the links to the COVID-19 Testing page. Members will be required to login to their account to schedule testing.
- [City Urgent Care](http://www.alamedaca.gov/HR) - 9070 Earhart Rd., Oakland, CA 94621. Follow the link to schedule a testing appointment.
- [Additional Testing Facilities](http://www.alamedaca.gov/HR) - Additional testing locations can be found by following the link.

**Additional Testing Information:**

- COVID-19 testing is offered at no cost to the City of Alameda employees.
- Self-scheduling can be done during working hours.
- Employees shall be granted release time for COVID-19 testing.
- Human Resources can provide additional assistance in scheduling COVID-19 testing with NextGen if the employee is unable to get an appointment expediently. Please contact HR directly for assistance.

COVID-19 testing resources and site information is also located on the City of Alameda’s HR website: [http://www.alamedaca.gov/HR](http://www.alamedaca.gov/HR)

The City of Alameda shall keep all medical information confidential and will only disclose it on a need-to-know basis, as required by the Americans with Disabilities Act (ADA). Under the ADA, we are required to maintain the confidentiality of any medical information we receive, including the name of any affected employee.

**Steps All Employees Must Take:**

Employees can report symptoms and hazards without fear of reprisal. Our policies and procedures accommodate employees with medical or other conditions that put them at increased risk of severe COVID-19 illness. Employee safety is our highest priority.
We would like to remind all employees to abide by the CDC, CDPH, local health department and Cal/OSHA guidelines to protect your health and the health of those around you to include the following:

- Wash your hands often with soap and water for at least 20 seconds, especially if you have been in a public place and after blowing your nose, coughing or sneezing.
- Use a hand sanitizer that includes at least 60 percent alcohol if soap and water are not readily available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wear a face mask or covering when around others or in a public place.
- Maintain a physical distance of at least 6 feet from all coworkers at the workplace.
- If you experience any of the symptoms of COVID-19 (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, or diarrhea), please inform Human Resources at (510)747-4900 so that we may track any potential outbreaks within our Entity. You should also contact your health care provider to determine if you should be tested for COVID-19.

Face Masks and Face Coverings:

- Face coverings mean a tightly woven fabric or non-woven material with no visible holes or openings, which cover the nose and mouth as defined by Cal/OSHA.
- Employees are required to wear a face mask or covering as required by the City.
- Each department will provide clean, undamaged face masks or coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.
- Employees are required to maintain the sanitation of their face mask or covering.
- Employees may provide their own face mask or covering, provided it meets the minimum standards recommended by the CDC, CDPH, local health department and Cal/OSHA. The approved face mask or covering shall include the following:
  o Have two or more layers of washable breathable fabric
  o Completely covers the nose and mouth
  o Fits snugly against the side of your face and does not have gaps

Please contact your department or Human Resources if you have any questions or need to obtain a face mask or covering.

Exceptions to the use of face masks and coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking in the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
• Employees who cannot wear face masks or coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
• Alternatives will be considered on a case-by-case basis.
• Specific tasks that cannot feasibly be performed with a face mask or covering and would impose a greater safety issue. In this scenario, employees will be kept at least six feet apart.

Wellness Checks:

• All City employees are required to wear a face mask or covering when entering the facility and when conducting their wellness check.
• Employees are to avoid entering the facility if they have COVID-19 symptoms.
• If you have had contact with a person infected with COVID-19, please notify your supervisor prior to starting work.
• Employees are to conduct self-screenings in accordance to CDPH guidelines posted at the Wellness Check Station located at the entrance of their respective facility or department.
• If no symptoms exist, the employee shall proceed to sign in using a clean pen from the sanitized container and then place the used pen in the used container.
• Training on wellness checks are provided.

Work Space Separation and Employee Separation:

• All desks or individual work stations shall be separated by at least six feet, unless separated by a cubicle wall of adequate height.
• Employees are instructed to maintain a 6-foot distance at all times to the extent feasible.
• Employees may have the option to telework if their work can be performed remotely.
• Please contact your supervisor for more information on options that may be available to you.

Common Area Use:

• Face masks or coverings shall be worn in all common areas (breakrooms, hallways, bathrooms, conference rooms, and copy rooms).
• Bathroom etiquette (only 2 people in the restroom at a time using stalls 1 and 3, wait to come out of the stall if someone is using sink, etc.)
• No more than two people in the kitchen/breakroom at a time (masked and distanced).
• Access to conference and meeting rooms shall be regulated to ensure 6 foot distancing at all times.
• Each conference room or meeting room shall be posted with a maximum occupancy consistent with the following criteria: one person for every 144 square feet of available space.
• Any extra or additional chairs shall be removed from the conference room or meeting space.

Signage:

• City facilities have posted signage at employee entrances to inform employees of COVID-19 guidelines required for entry into the workplace.
• Employees shall avoid entering the facility if they have COVID-19 symptoms.
• Signage detailing CDC’s handwashing guidelines are posted in facility restrooms.

Disinfection Supplies and Responsibilities:

• The work areas of infected workers will be vacated by staff immediately and not re-entered until followed up with disinfection fogging in all applicable areas.
• Continue to identify and regularly clean and disinfect frequently touched surfaces throughout the workplace, such as doorknobs, equipment, and handrails.
• Minimize sharing of other equipment between workers; for equipment that must be shared, conduct frequent cleaning between worker uses.
• Work will be performed by City cleaning staff trained and supplied with PPE.
• Disinfectant and related supplies are made available to all employees.
• Soap and water are made available to all employees.
• Employees shall disinfect all payment portals, pens, and styluses after each use, and all high-contact surfaces frequently.
• Additional cleaning time shall be allotted to clean properly.
• Each City facility shall notify their employees and authorized employee representatives of the frequency and scope of cleaning and disinfection of their facility.

Please contact Human Resources at (510) 747-4900 with any questions or concerns. We appreciate everyone continuing to do their best to support the health and safety of our work environment and each other. These are trying times for us all, and we are here for you.

Sincerely,

City of Alameda
Human Resources Department
(510) 747-4900