



## City of Alameda

### COVID-19 Workplace Notification Form Template

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. While you did not have close contact with the employee we are notifying all employees at the worksite that an employee who may have been exposed to this virus between the following dates:

\_\_\_\_\_.

The virus is spread primarily through respiratory droplets between people who are in close contact with one another. Individuals are contagious up to 48 hours before they exhibit symptoms or test positive for COVID-19. According to the California Department of Public Health (CDPH), a “close contact” is now defined as follows:

1. In indoor spaces 400,000 or fewer cubic feet per floor (such as home, clinic waiting room, airplane), a close contact is defined as sharing the same indoor airspace for a cumulative total of 15 minutes or more over a 24-hour period (for example, three separate 5-minute exposures) during an infected person’s infectious period.
2. In large indoor spaces greater than 400,000 cubic feet per floor (such as open-floor-plan offices, warehouses, large retail stores, manufacturing, or food processing facilities), a close contact is defined as being within 6 feet of the infected person for a cumulative total of 15 minutes or more over a 24-hour period during the infected person’s infectious period.
3. Spaces that are separated by floor-to-ceiling walls (e.g., offices, suites, rooms, waiting areas, bathrooms, or break or eating areas that are separated by floor-to-ceiling walls) are considered distinct indoor airspaces.

Please see instructions below regarding responsive steps the City of Alameda is taking including steps all employees must take.

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

- [Kaiser](#) - 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](#) - 9070 Earhart Rd., Oakland, CA 94621. Follow the link to schedule a testing appointment.
- [Additional Testing Facilities](#) - Additional testing locations can be found by following the link.

#### **Additional Testing Information:**

- COVID-19 testing is offered at no cost to City of Alameda employees.
- Self-scheduling can be done during working hours.
- Employees shall be granted release time for COVID-19 testing.

COVID-19 testing resources and site information is also located on the City of Alameda's HR website: <https://www.alamedaca.gov/Departments/Administration/Human-Resources>

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**.
- The City strongly encourages wearing a face mask or covering when around others or in a public place.
- The City encourages maintaining a physical distance of at least 6 feet from all coworkers at the workplace.
- If you experience any symptoms of COVID-19 (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or bodyaches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea), do not come to work. Contact your Manager/ Supervisor and Human Resources so that we may track any potential outbreaks within our Entity. You should also be tested for COVID-19.

#### **Face Masks and Face Coverings:**

- Face coverings means 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 can request a face covering at no cost and can wear them at work, regardless of vaccination status, without fear of retaliation.
- The City will require face coverings during the following:
  - when required by the local health department
  - a COVID-19 outbreak
  - while in the same vehicle (regardless of vaccination status)
  - when an employee returns from Isolation or Quarantine sooner than the 10 day period
- Employees can request a face covering at no cost and can wear them at work, regardless of vaccination status, without fear of retaliation.
- Each department will provide clean, undamaged face masks or coverings and ensure they are properly worn over the nose and mouth when indoors, and when outdoors as required by orders from the California Department of Public Health (CDPH) or local health department.
- Employees will 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:  
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Get-the-Most-out-of-Masking.aspx>
- The approved face mask or covering shall include the following:
  - Have two or more layers of washable breathable fabric.
  - Completely covers the nose and mouth.
  - 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:

- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- 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. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face 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 strongly encouraged to wear a face mask or covering when entering the facility.
- Employees are instructed to avoid entering the facility if they have COVID-19 symptoms or have been exposed to a person who has COVID-19 unless they have approval from HR/Supervisor.
- Employees must notify their Supervisor immediately if they have had contact with a person infected with COVID-19. And should not come to work without the approval of HR/Supervisor and until the period of isolation or quarantine is complete per CDPH and local health department requirements.
- The employee will conduct self-screenings according to CDPH guidelines.
- If no symptoms exist and the employee has not been exposed to an unidentified COVID-19 positive case, the employee proceeds into the facility.

#### Physical Distancing is encouraged but not required except as follows:

- During an outbreak (three or more employees in an exposed group) when physical distancing or barriers are necessary to control the transmission of COVID-19.
- Physical distancing must be used in a major outbreak (20 or more employees in an exposed group) for all employees, regardless of vaccination status except when maintaining six feet of distance is not feasible. When it is not feasible to maintain six feet of distance, persons must be as far apart as feasible.
- When assessments of workplace hazards require the implementation of controls to prevent transmission of disease.

There may be circumstances in which physical distancing is necessary in the workplace.

- As described above, physical distancing is sometimes required, for a limited period, if employees cannot be tested after a close contact.
- When driving, employees should always drive alone, not with other employees in the vehicle (where feasible).

#### Common Area Use:

- Face masks or coverings are strongly encouraged in all common areas (breakrooms, hallways, bathrooms, conference rooms, and copy rooms).
- Bathroom etiquette is encouraged (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/break room at a time is recommended (masks strongly encouraged).
- Employees accessing conference and meeting rooms shall be encouraged 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 or have come in contact with an unidentified positive COVID-19 case.
- 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

