



# ADMINISTRATIVE POLICIES AND PROCEDURES

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## SUBJECT

**COVID-19 Protection Program**

approved by  
**Nancy Bronstein**  
Interim City Manager

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effective date  
**11/30/2020**

## A. PURPOSE

This COVID-19 Protection Program (CPP) is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

## B. OVERALL GUIDELINES

The Human Resources Director has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

## C. GENERAL PROCEDURES

### Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazard** form (or comparable form that captures the information requested)
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspection form** as (or comparable form that captures the information requested) needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

### Employee participation

Employees and their authorized employee representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Reporting their concerns and observations to their supervisor and or manger, to their Safety Committee Member, or to HR directly.
- The employee's information can remain anonymous when reporting.
- Employee participation in this process is welcome and encouraged.
- Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspection** form (or comparable form that captures the information requested), and corrected in a timely manner based on the severity of the hazard.

## Employee Screening

We screen our employees by:

- 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 exists and the employee has not been exposed to an unidentified COVID-19 positive case, the employee proceeds into the facility.

## Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspection** form (or comparable form that captures the information requested), and corrected in a timely manner based on the severity of the hazard as follows:

- Identified COVID-19 hazards will be investigated immediately upon learning of the potential hazard.
- The inspection will be conducted by the Department's Supervisor, or their Designee, or the department's Safety Committee Member.
- Once the severity of the hazard is assessed, an individual will be identified and assigned to correct the hazard.
- For example if the hazard consists of engineering controls such as lack of barriers in an office space to ensure adequate social distancing, then the appropriate staff will be assigned to correct the hazard and a correction date will be assigned to ensure completion in a timely manner.

## Control of COVID-19 Hazards

### Physical Distancing

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 required 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).

### 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 are strongly encouraged to wear a face mask or covering as recommended by the City.
- The City will still require face coverings during the following:
  - 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 Human Resources if you have questions about obtaining a face covering .**

Exceptions when face coverings are required:

- 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.

## Engineering Controls

We implement the following measures:

- Installing solid partitions of an adequate height in workspaces.
- When feasible, utilizing portable HEPA (MERV 17) air filters in designated facilities.
- Improving ventilation by maximizing the amount of fresh air and ventilation.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Ensuring the amount of outside air is minimized due to other hazards such as heat and wildfire smoke.
- Properly maintain and adjust the facilities' ventilation system.
- Increasing the filtration efficiency to the highest level compatible with the existing ventilation system.

## Cleaning and Disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces by:

- Ensuring additional time is allotted to clean properly.
- Providing disinfectant and related supplies to employees.
- Providing soap and water to all employees.
- Instructing employees to disinfect all payment portals, pens, and styluses after each use, and all high-contact surfaces frequently.
- Requiring each City facility to notify their employees and authorized employee representatives of the frequency and scope of cleaning and disinfection of their facility.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- The infected employee's work area such as a cubicle or office will be vacated by staff immediately and not be used until they have been followed up with disinfection in all applicable areas to the extent feasible.
- 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.

## Shared Tools, Equipment and Personal Protective Equipment (PPE)

- PPE must not be shared, e.g., gloves, goggles and face shields.
- Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible.
- Where there must be sharing, the items will be disinfected with disinfectants that are effective against COVID-19 in between use by each new worker.
- Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering

wheels, door handles, seatbelt buckles, armrests, shifters, etc.) will be disinfected between each user.

- Workers in the field should not share work tools and equipment. If more than one worker uses these items, the items must be cleaned and disinfected with disinfectants that are effective against COVID-19 in between use by each new worker. Sharing of PPE is prohibited.

## Hand Sanitizing

In order to implement effective hand sanitizing procedures, we:

- Regularly stock and check restrooms to ensure adequate hand washing supplies and provided and equipment is operational (sinks, hand towel dispensers, etc.) If you find a restroom in need of supplies or service, please notify your supervisor immediately for follow up.
- Encourage employees to use the CDC recommended 20 second hand washing time frame.
- Allow additional time for employees to complete thorough and effective handwashing.
- Supply employees with access to hand sanitizer with at least 60% alcohol in it when no soap and water is available and place hand sanitizer in all common areas such as copy rooms, etc.

Employees are encouraged to thoroughly wash their hands before and after:

- Using the restroom.
- Touching their eyes, nose, or mouth.
- Touching their mask.
- Entering and leaving their workplace.
- Touching items or surface that may be frequently touched by other people such as door handles, tables, keyboards, phones, copiers, etc.
- Blowing their nose, coughing or sneezing.

## Personal Protective Equipment (PPE) Used To Control Employees' Exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. The City will provide N95 masks for use in the workplace. Contact your Supervisor or HR to obtain an N95.

## Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form (or comparable form that captures the information requested).

Employees who had potential COVID-19 exposure in our workplace will be:

- Offered COVID-19 testing at no cost to the employees
- Granted release time for COVID-19 testing
- Be able to self-schedule for COVID-19 testing during working hours (see links below)

## COVID-19 Testing Resources and Sites

- COVID-19 testing location site information can be located on the City of Alameda's website: <https://www.alamedaca.gov/Departments/Administration/Human-Resources>
- [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 log in to their member 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 location can be found by following the link.

## Systems for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms, any possible exposure to someone with COVID-19 and possible hazards to their immediate Supervisor, their Safety Committee Member or Human Resources as soon as they are aware.
- 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 the highest priority.
- COVID-19 testing is offered at no cost to the employee.
- Self-scheduling can be done during working hours.
- Employees will be granted release time for COVID-19 testing.
- COVID-19 testing location site information can be located on the City of Alameda's website: <https://www.alamedaca.gov/Departments/Administration/Human-Resources>

## Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The facts surrounding COVID-19 that include:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face masks or coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical

distancing must be combined with other controls, including face masks or coverings and hand hygiene, to be effective.

- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face masks or coverings and the fact that face masks or coverings are not respiratory protective equipment - face masks or coverings are intended to primarily protect other individuals from the wearer of the face mask or covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms or has been exposed to a person who tested positive for COVID-19 in accordance with CDPH.

**Appendix D: COVID-19 Training Roster** (or comparable form that captures the information requested) will be used to document this training.

## Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Notify all employees and employees' authorized representatives who may have had close contact with a COVID-19 case within one business day in a manner that does not reveal the COVID-19 case's personal identifying information as required by the Americans with Disabilities Act (ADA).
- Informing employees of possible exposure within 1 business day by using the **COVID-19 Employee Exposure Notification Form** when a co-worker tests positive for COVID-19 via personal service, email, text message, or any other method that ensures receipt within the one business day deadline.
- Temporarily closing the general area where the infected employee worked until disinfection is completed.
- Ensuring that COVID-19 cases are excluded from the workplace with guidelines provided by the local health department in accordance with CDC, CDPH and Cal/OSHA: [https://www.dir.ca.gov/dosh/dosh\\_publications/Isolation-and-Quarantine-fs.pdf](https://www.dir.ca.gov/dosh/dosh_publications/Isolation-and-Quarantine-fs.pdf)
- Offering telework opportunities to employees when duties can be performed remotely.
- Continuing to maintain the employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by providing employees at the time of exclusion with information on available benefits.
- Complying with CDC, CDPH, local health office and Cal/OSHA guidelines.

## Record Keeping and Access

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19 related serious illnesses (as defined under CCR Title 8 section 330(h)), occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Protection Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form (or comparable form that captures the information requested) to keep record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

## Return-to-Work Criteria

- Employees may return to work upon clearance by their Supervisor or Manager in accordance with recommendations by the local public health office, CDC, CDPH and Cal/OSHA guidelines.
- The City will follow all CDC, CDPH and Cal/OSHA guidelines regarding exclusion from work: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx>
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.

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Policy established: 11.30.2020

Revised: 10.19.2022

## 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: meeting rooms, 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:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name(s) of employee and authorized employee representative that participated:**

\_\_\_\_\_

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

Appendix B: COVID-19 Inspections

Date: \_\_\_\_\_

Name of person conducting the inspection: \_\_\_\_\_

Work location evaluated: \_\_\_\_\_

<b>Exposure Controls</b>	<b>Yes, No or N/A?</b>	<b>Date Identified</b>	<b>Corrective Action Taken</b>
<b>Are the following Engineering Controls in place?</b>			
<b>Barriers/partitions</b>			
<b>Ventilation (amount of fresh air and filtration maximized)</b>			
<b>Additional room air filtration</b>			
<b>Are the following Administrative Controls in place?</b>			
<b>Physical distancing</b>			
<b>Surface cleaning and disinfection (frequently enough and adequate supplies)</b>			
<b>Hand washing facilities (adequate numbers and supplies)</b>			
<b>Disinfecting and hand sanitizing solutions being used in accordance to manufacturer instructions</b>			
<b>Are the following PPE Controls in place? (not shared, available and being worn)</b>			
<b>Face coverings (cleaned sufficiently often)</b>			
<b>Gloves</b>			
<b>Face shields/goggles</b>			
<b>Respiratory protection</b>			

**Appendix C: Investigating COVID-19 Cases**

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.

**Date:** \_\_\_\_\_

**Name of person conducting the investigation:** \_\_\_\_\_

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	
<b>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):</b>			
<b>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:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		

representatives.		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	<b>Date:</b>	
	<b>Names of individuals that were notified:</b>	
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 the local health department notified?		<b>Date:</b>

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

