

City of Alameda

Department COVID-19 Safety Operations and Transition Plan

Updated December 15, 2020

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I. Purpose and Overarching Principles

The purpose of this plan is to outline and identify key considerations for the City's operations in response to State and Alameda County Health Department Orders. This plan establishes a framework to guide the organization and its different departments. This plan includes, for some departments, a plan to transition back to more normal operations in the future consistent with the Alameda County Health Department Orders and the Governor's plan for opening up California.

The City of Alameda will adjust its plans to reflect updates to the State of California and Alameda County Health Department Orders.

The following overarching principles will guide City actions and decisions regarding the ongoing operations and a resumption or continuation of City services.

County Health Department Order

- The City's transition will be consistent with, and support the County Health Orders as they are amended. The plan and all future amendments will be designed to ensure consistency with the best and most recent State of California and Alameda County Health Orders.

Employee and Safety of the Public First

- Safety of City employees and the public will be the highest priority.

Department Plans

- Each City Department provides a unique set of services to the community. Therefore each Department will need to implement its own customized transition plan.

Consistency and Flexibility

- The City will balance, through the customized Department Plans, the need for consistency across departments and the need to be flexible and recognize that different services may require different approaches to employee and public safety (for example, a fire fighter cannot operate the same way as a librarian, and a librarian cannot operate in the same way as an accountant). Each department will decide how best to provide community services consistent with the Governor's orders, the County Health Orders, and these City of Alameda Phase 1 Safety Guidelines. The EOC director may therefore approve department specific waivers to any of the Safety Guidelines within this plan.

II. Phase I Safety Guidelines

To ensure consistency and safety for all City staff, all Department Plans shall be consistent with the following Safety guidelines.

Safety Committee Representative

- Each department shall designate one representative to serve on the Safety Committee. The Citywide Safety Committee is comprised of representatives from each department and will advise the EOC Director and Safety Officer on adjustments and changes that should be made to accommodate new issues, new orders, or problems being experienced by one or more departments.

Public Service Counters Closed

- During Phase 1, all public access to City Hall, City Hall West, City Libraries, Parks and Recreation Main Office, and City Maintenance Yards shall remain closed. During Phase 1, Departments should be planning for their eventual opening for the public, which will occur during Phase 2.

Working from Home

- Until further notice, everyone who can fully carry out their work duties from home has been or will be directed to do so, unless other arrangements are made with the Department Director.

Illness

- All employees shall be told not to come to work if sick. Employees who are unable to report to work and are unsure about leave to cover their time may contact Human Resources for guidance.

Signage shall be placed at employee entrances of the facility to inform all employees that they should:

- avoid entering the facility if they have COVID-19 symptoms
- maintain a minimum six-foot distance from one another
- wear face coverings per City Guidelines
- sneeze and cough into a cloth or tissue or, if not available, into one's elbow
- not shake hands or engage in any unnecessary physical contact

Employee Access to City Facilities

- Each department will designate which employees are necessary to physically work in City Facilities.
- Employees working from home shall be instructed not to "drop in."
- Only those employees instructed to work from City Facilities should be in City Facilities.

Wellness Checks

- Each Department or group of departments shall establish a wellness check station for their employees by or before **May 26, 2020**.
- Wellness checks including a temperature check shall be required at the beginning of each employee's daily work shift.
- Training on wellness checks shall be provided.
- Employees who are unable to report to work and are unsure about leave to cover their time may contact Human Resources for guidance.

Face Coverings

- Employees are required to wear face coverings per City guidelines.
- Face masks shall be provided by each department for each employee.
- Employees shall be required to maintain the sanitation of their face masks.
- Employees may provide their own face masks, provided the masks meet the minimum standards recommended by the County Health Department.

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 shall be instructed to maintain a 6-foot distance at all times to the extent feasible.

Interoffice Communication and Paperwork

- City staff should avoid interoffice face to face communication and should transmit all documents via interoffice mail or by scanning documents and sending by email to the extent feasible.
- All departments will work to minimize the need to pass paper among employees. Email may be used to approve invoices, time sheets, and other routine “approvals” which were formerly “wet signed.”

Common Area Use

- Masks are to be worn in all common areas (breakroom halls, bathrooms, copy rooms).
- Bathroom etiquette (only 2 people in 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 and limited. At this time, no in person meetings shall take place unless approved by the City Manager or Assistant City Manager.

Disinfection Supplies and Responsibilities

- Disinfectant and related supplies shall be made available to all employees.
- Soap and water shall be made available to all employees.
- Employees shall be instructed to disinfect all payment portals, pens, and styluses after each use, and all high-contact surfaces frequently.

Shared Food and Potlucks

- Shared food and potlucks are prohibited until further notice.

Shared equipment

- Use of shared equipment (work stations, computers, pens, vehicles, etc.) shall be minimized or eliminated to the extent possible.

Shared Vehicles

- Workers in the field should not share vehicles, to the extent possible. No more than two individuals should occupy a single vehicle at any one time. If vehicles must be shared, masks must be worn in the vehicle. High touch surfaces within vehicles shall be disinfected with wipes at the beginning and end of each shift.

Shared Tools and Equipment

- 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.

Inspectors shall operate consistent with the following on-site inspection guidelines

- Any inspection that can be delayed without delaying project, shall be delayed.
- No transferring of job cards, pens, or paper materials between individuals.

- All inspection “sign offs” shall be done virtually (off site).
- Minimize interactions and maintain social distancing with all on-site contractors, delivery workers, design professional and other project consultants.
- Inspectors are authorized to cancel an inspection if the inspector determines conditions are unsafe or inspection is deemed not necessary at the time.

Maintenance and Field Crews shall operate consistent with the following protocols

- No gatherings of any size on the jobsite, including gatherings for breaks or eating, except for meetings regarding compliance with this protocol or as strictly necessary to carry out a task associated with the construction project.
- Water, if provided, shall be provided in single-serve containers.
- Sharing of food or beverage is strictly prohibited.
- Avoid control “choke points” and “high-risk areas” where workers are unable to maintain six-foot social distancing and prohibit or limit use to ensure that six-foot distance can easily be maintained between individuals.

III. Phase 2 Safety Guidelines : Preparing City Facilities for the Public

In preparation for a potential reopening the public and the introduction of the public into City Facilities and/or increased services provided to the public through face to face interactions (public counters, recreational programs, day care, etc.) City facilities shall be prepared consistent with the following guidelines:

Signs at Entrance

- All public entrances posted with signs informing the public of the Safety Rules and Protocols.

Face Coverings

- The public shall be instructed that a face covering must be worn to be served in City Facilities.

Appointments

- Appointments shall be made available for services and shall be encouraged over “drop in” services.

Internal Controls

- All areas open to the public within City buildings shall be clearly marked and delineated. To the extent feasible, employee areas should be clearly delineated and separated from public areas.

Bathrooms

- In facilities with multiple bathrooms, bathrooms for the public should be segregated and appropriately signed so that employees and the public are not sharing bathrooms if possible.

Public Counters

- Access to public counters and waiting areas shall be limited to ensure 6 foot distancing at all times to the extent feasible. Public waiting areas will be marked and signed appropriately to ensure 6 foot distancing (tape on floor, limited seating, etc.)
- Plexiglass barriers have been placed at all public counters in preparation for reopening.

IV. Non-Public Safety Department Plans

The Police Department and Fire Department shall maintain their own protocols and procedures to minimize risk for their employees. All non-Public Safety Department plans are provided below.

Alameda Municipal Power (AMP)

Goal: To maintain a safe environment for employees while continuing to function as an essential governmental entity providing electric service.

Phase 1 Essential Services

- Essential Services are being provided by on-site staff and employees working from home. This is being accomplished with minimal on-site staffing.

Phase 2 Increased Staffing

- Due to updates per Alameda County Health Order, AMP will maintain a staffing level of 50% or less during the work week. There are exceptions such as the field crews and system control being fully staffed on site. There may be occasions that additional staff, greater than 50%, are required for peak loads. Those employees will be notified and scheduled to report to work.

Working from Home

- Any employees working from home will follow established work from home rules:
 - Morning check ins with supervisors.
 - End of shift check review of work completed.
 - Ability to come into work on days working from home is at the supervisor's discretion.

Wellness

- By showing up at work, each employee is verifying they a) do not feel ill, b) do not have a temperature, and c) have not been exposed to a known-COVID19 infected person
- Staff will check their own temperature and self-certify per city policy which has been in place since 5/26.
- Supervisors are responsible for following up with staff who are observed ill, coughing, and/or have trouble breathing.

Rules for staff on-site

- All walking areas in facilities have been marked with arrows and are one way to minimize close contact in common areas. These markings are void in case of an emergency evacuation.
- Per City guidelines, employees are required to wear face coverings when at work and within six feet of another employee and/or outside of their work area.
- Work stations shall be a minimum of 6 feet apart. Exceptions may be made based on the presence of a cubicle wall separating two workstations that extends 8 inches above the employees head when in a seated position.
- Employees shall be placed a minimum of 6 feet apart as measured from the computer workstation. Exceptions may be made based on the presence of a cubicle wall separating two workstations that extends 8 inches above the employees head when in a seated position.
- No sharing of desk workstations or equipment, e.g., desktop computers, laptop computers, pens, scissors. Where sharing of a desk work station is absolutely necessary, e.g., MSC shops, an approved disinfectant will be supplied and used.
- Disinfecting tools and sprays are available in all conference rooms and shared or pool vehicles, with wipe down rules after each use.
- Lines or decals indicating physical distancing reminders.
- No exceeding conference room limits. Conference rooms have marker tape with chairs set up 6' apart. Conference Room AB will have no more than 8 people, Conference Room G: 6 people, and Conference Room C: 4 people. Supervisors are encouraged to conduct meetings via a virtual platform to minimize in person contact.
- Limit in-person interactions with consultants, contractors, or other non-staff members. Meetings by telephone or virtually shall be preferred.
- Break rooms can be used, following the City's social distancing policy. The downstairs breakroom will have no more than 5 people at a time. The upstairs breakroom will have no more than 2 people at a time.

Facilities at 2000 Grand and Service Center

- Current practice prior to COVID-19 was to change HVAC filters more frequently than industry recommendations and that practice will continue. Per Cal/OSHA COVID-19 regulations, if an outbreak of 20 or more staff occurs, the current MERV 8 filters will be replaced with MERV 13 filters and the HVAC system will be assessed.
- Janitorial staff have increased cleaning to include door knobs, door handles, railings, and anything else that can be touched multiple times a day.
- All doors will remain open during the day except entrances into the facility; for security reasons.
- Taped areas and/or decals reminding to social distance.
- Frequent updates on any facility changes or updates to improve the efficiency and safety of personnel coming in.

Further questions, concerns, or suggestions

- Staff are encouraged to ask questions, raise concerns, or suggest safety improvements to their supervisor who will then discuss with the Safety Officer.
- If an employee tests positive for COVID-19, the employee will immediately contact Human Resources for guidance and commence contact tracing of any affected staff. Contact tracing is conducted in accordance with State, County, and Cal/OSHA guidelines and regulations. Please refer to HR website for further information, resources and instructions.
- In addition, if a staff member is at high risk because of a COVID-19 infection, staff members should discuss these measures with their Supervisor, and Human Resources.

Phase 3: TBD

City Attorney's Office (CAO)

- The CAO has been open and employees have been working here at City Hall and at the DA's Office throughout the closures, while following social distancing and other applicable laws and regulatory requirements. The CAO expects to continue operating in the same manner, while continuing to follow guidance from all applicable regulatory authorities.

City Hall

- Employees working at City Hall will be expected to follow generally applicable City Hall operating procedures. Additionally, if sufficient employees return to City Hall or if the public is permitted in City Hall, the CAO front door will be locked and communications with the lobby will be conducted through remote phone system.

DA's Office

- Employees working at CAO Offices located at the County DA's Office will follow standards established by DA's Office and all applicable laws and regulatory authorities.

Courts

- Employees attending court will follow procedures established by applicable Federal or State courts.

City Clerk's Office

- The City Clerk has had employees working at City Hall throughout the closures, while following social distancing to the extent possible.
- The City Clerk's office expects to continue operating in the same manner, while continuing to follow guidance from all applicable regulatory authorities.

Meeting Broadcast

- The department has a core team of individuals who have had to come in to broadcast meetings: City Clerk Lara Weisiger (City Council meetings); Deputy City Clerk Ashley Zieba (City Council meetings); Administrative Assistant Artie Cortez (all meetings); Cable Studio Specialist Eric Linderme (all meetings)

- The department will continue to monitor gathering size restrictions and work with the City Manager's office to develop plans for in person attendance of meetings.
- The current teleconferencing practice will no longer be permitted if the Governor lifts Executive Order N-29-20. All members will either have to participate remotely or return to the Chambers because members in the Chambers cannot be seen by anyone participating remotely.
- Partitions were installed to separate dais seats.

City Council Agenda Management/Publication and Minutes

- The department has a core team of individuals who have come in to manage, publish and post City Council agendas and packets: City Clerk Lara Weisiger; Assistant City Clerk, Irma Glidden and Deputy City Clerk Ashley Zieba.

Record Requests

- Continue to respond; most are handled electronically.

Legal notices

- Continue to publish; handled electronically.

Records Management

- One person has been designated to handle filing.

Notary Services

- By appointment only.

Phase 2: (Operations once City Hall opens or if dates are reached prior to City Hall opening)

Passports

- After City Hall opens, appointments will be required; protocols will be developed, new signage will be posted and website information will be updated, including Frequently Asked Questions.

Civil Marriage Ceremonies

- After City Hall opens, only small ceremonies which can accommodate physical distancing will be permitted; face masks will be required; continuing to monitor Alameda County's implementation of Governor Executive Order N-58-20.

Community Development

- The Department plans to carry out its departmental activities with staff working from home and from its offices at City Hall West. In preparation for Phase 2:
 - Have janitorial staff come after 6 pm to allow for safe cleaning and physical distancing (some staff work until 6 pm).

- The front door to the Department needs to be closed and locked and a doorbell needs to be installed.
- The mail person should have a key to access the office (if they don't already have one).
- Add cameras and speakers to desktops for conference calls.
- Provide additional wipes/sanitizer/gloves.
- Increase janitorial services to every day until there is clearer understanding of COVID-19 and its transmission rate.

Finance

- **Staff able to perform duties remotely will be allowed to do so.**
- Department Staff who need to be in the office to perform their duties will come into the office as needed but staff will be reassigned work spaces to ensure physical distancing.
- Mail Couriers will work Monday through Thursday but will follow physical distancing protocols and instructions from department on picking up and dropping off mail.

Human Resources

- The department will rotate staff onsite and will plan to have one person on-site each day to monitor the mail and other requests that come in via fax and to provide support to those working remotely.
- Other staff may rotate into the office as duties require but must receive approval in advance to ensure proper physical distancing.
- No more than four staff can be in the office at any time.
- No in-person meetings will be held.

General HR Email and Phone Response

- Admin Tech II and Administrative Assistant will check voice mail and general email account throughout the work day and distribute for follow up based on the issue.

Recruitments

- Staff will continue to manage recruitments remotely including using web-ex or zoom for all interviews.
- Candidates will not be invited on-site.
- New employees will be allowed to start but orientation must be done remotely and the hiring department will need to provide a plan on how the employee will be trained in accordance with the City of Alameda physical distancing protocol.

Employee Benefits

- Staff will continue to respond to employee questions or concerns via phone or email. Employees can call, email and send documents for follow up by scanning and sending through email or by Fax. If an employee is on-site they can send documents through interoffice email.

Labor Relations

- Staff will continue to work with labor groups but all meetings will be held by zoom or web-ex.

Disability Management

- Staff will continue to monitor emails and provide necessary paperwork to employees by email and all follow up will be done by phone call.

All other assignments

- Staff will continue to complete work remotely.
- Staff will communicate throughout the day using google hangout.
- Staff will check-in when they start in the morning, when they take breaks and lunch and when they end for the day.

Information Technology

IT Team Support plans to support technology needs remotely as much as possible Monday through Friday, 7:30 to 5 PM either from home or from their offices at City Hall West. The IT Team will focus on the following technology support needs:

- Email
- Internal Network (LAN) Support
- Internet Access
- Desktop Support
- Telecommunications Support (Landlines, cell phones, T1)
- Printer/Scanner Support
- Peripheral Support
- Server Administration
- Remote Access Support
- Cybersecurity
- Data Storage (SANs)
- Intranet
- Enterprise Software Support
- Implementation Projects such as ERP, GIS, and Records Management System for Police, Laser fiche Fit Gaps etc.

When an in-person support call is needed such as a hardware failure, IT staff will follow appropriate staff wellness guidelines such as:

- Make appointments with end users to ensure physical distancing can be accommodated.
- Use PPE (gloves and masks) when assisting end users in person.
- Use Hand Sanitizers before and after each device is touched such as keyboards/iPads/cell phones, etc. when assisting other end users.
- Disinfect keyboards prior to assisting the end user.
- Perform touchless exchange of laptops and provide remote support.

Library

This outline will be a roadmap for the safe and responsible reopening of the Alameda Free Library. The reopening will happen in four phases. There will be five task teams to help guide us through the four phases of reopening. These task teams will identify and discuss issues, research solutions, and generate suggestions for final Director approval.

Phases for Reopening

This is the proposed schedule for reopening in phases. If, at any point during our reopening, we get new directives from the city/county/state for Shelter in Place (SIP) and/or Physical Distancing (PD) then we can return to more strict measures, as needed. Requirements to move between phases is strictly dependent on the City and Alameda County Health Officer Orders <http://www.acphd.org/2019-ncov/health-officer-orders.aspx>

Phase 1

- All Library locations are closed to the public.
- Full-time staff are in the building and/or working remotely to prepare for gradual reopening of services.

Phase 2

- All Library locations are closed to the public.
- Curbside pickup at the Main Library and other services like Homebound can begin.
- In advanced Phase 2.5 computer access will be made available to the public. Details of phase 2.5 [Details of phase 2.5](#)
- Staff will be working on signage, processes, and, possibly, new policies that will help patrons and staff follow the social distancing guidelines set by the most current Alameda County Health Order.

Phase 3

- The Main Library will be open to patrons, but with limited hours and limited services.
- A maximum number of patrons will be allowed inside the building (head count TBD) at one time.
- Patrons will not be allowed to linger in the building, but they will be able to look for materials.
- Patrons may have Internet access, but with reduced time allowed (ex. up to 30min per card).
- In-person programs and classes will remain cancelled/postponed.

Phase 4

- All Library locations will be open for use, with adherence to physical distancing guidelines.
- In-person programs and classes will be available, with adherence to physical distancing guidelines.

Task Teams

- There are five task teams to guide the library through the different phases of reopening.
- Each task team consists of 2-3 Leads.
- The Lead role serves as the main point of contact for their team, they help organize their team's workflow, bring all the different ideas together, and finalize decisions for process approvals.
- Task Force members are major contributors, generating ideas, providing support with tasks, and raising questions and concerns.

Staff and Patron Wellness Team

- Help create a safe environment for the staff and library patrons to return to. This includes making sure there are adequate PPE supplies, hand sanitizers, making changes in the arrangement of furniture to promote physical distancing, and update policies, if needed.

Communication Team

- In charge of communicating both externally and internally.
- Externally: Communicating updates about the library's operations with our patrons and the public through Social Media, our Website, and with Library signage.
- Internally: Keep staff in the loop, with updates to procedures and operations. Decide how best to communicate with staff (ex. email, library blog, or shared documents)

Patron Services and Programming Team

- Will plan how to serve customers during the reopening process, specifically looking at new guidelines for programs and story times, summer reading, etc.

Tech Services and IT - Operational Continuity Team

- Will be tasked with restarting the operations in Tech Services such as ordering, acquisitions, materials budget for the end of fiscal year, IT functions, etc...

Circulation - Operational Continuity Team

- Will come up with Circulation operations for Phase 1-4, such as curbside pickup, maximum occupancy, and returning materials quarantine.

Task Force Working Documents

- [Staff and Patron Wellness](#)
- [Communications](#)
- [Patron Services and Programming](#)
- [Tech Services and IT - Operational Continuity](#)
- [Circulation - Operational Continuity](#)

Safety Measures for Staff and Public

- Request the buildings be deep cleaned ASAP, however, they have been vacant since March 16th so the virus should be dead over that amount of time.
- All library materials and packages received are quarantined for a minimum of three days.

- Face coverings for all staff are required to be worn according to City guidelines.
- Order cleaning supplies as soon as practical (disinfectants, hand soap, alcohol, hand sanitizer, paper towels or other wipes).
- Order appropriate tape to close off sections of rooms, chairs, stalls, etc. Also to mark spaces on the floors and tables.
- Clear signage for flow of people (book stacks one way; must wear masks when inside; spacing markers on the floor in front of each service desk; markers on the ground outside and where to que up people waiting to enter; etc.)
- Determine the occupancy for staff areas and for the building, write guidelines for the amount of time the public can be in the building (i.e. no loitering all day, maybe limit to 30-45 minutes then they need to leave. Not hard fast, need to discuss what might be reasonable).
- Install physical barriers at public service desks (in process).
- Remove some of the leather chairs from public floor; decrease number of people in at each public table with computers.
- Determine new building/room occupancies (whole building including staff on duty; study rooms one person only, two if living unit; one person or living unit in the elevator; block off some stalls in restrooms, maybe every other stall for use; designate number of staff in workrooms at one time and which workstations can be used at the same time).
- TRY to dedicate staff computer workstations so there is no sharing of computers OR assign keyboards to staff members and they bring their “own” when they need to work in a staff space or public desk.

Planning Building and Transportation Department

Phase 1

- The department plans to maintain an “on-site” core team, who will work on site in City Hall Monday through Thursday, 7:30 to 5 PM.
- The public permit center will remain closed to public “drop in” services and appointment services.
- All Permit Center services will continue be provided on-line, by phone, and by email.

Building Inspection

- The building inspection team (5 individuals) will start the day at City Hall in individual cubicles, then spend the rest of the day visiting inspection sites. At the conclusion of their inspections, the inspectors will return home.
- Inspectors shall not share cars.
- No on-site inspection cards will be used.
- All “sign-offs” will be done virtually.
- No paper will be exchanged at the job site.

Permit Services

- The four (4) person permit center team will be divided on a 2 person rotation with two members in office each day as part of “core team” and two people working remotely.

Code Enforcement Services

- The four person Code Enforcement Team will continue to work remotely, unless an inspection is required, in which case they will follow the Building Inspection protocols.

Planning Services

- All other planning services will be performed remotely by staff working at home.

Transportation Planning Services

- All transportation planning services will be performed remotely by staff working from home.

Phase 2 When City Hall Opens to the Public

- The public will be allowed to access services via appointment and via the Permit Center counter.
- Appointments will be scheduled and encouraged over drop in services.
- The public will be limited to the permit center and the hallway between the permit center and the Oak Street building entrance.
- The waiting area shall be moved to the hallway outside the Permit Center to allow for 6 foot physical distancing for the public waiting for services.
- The public will be encouraged to wait outside in the parking area and wait for a cell phone call to enter the Permit Center for an appointment.
- Only two members of the public will be allowed into the Permit Center at a time.
- The portion of the public counter will be equipped with a sneeze guard to separate public and staff.

Public Works

Phase 1

- Services are being provided by on-site staff and employees working from home.

Phase 2

- CHW Public Counter
 - To protect the public and PW staff, a desk with 2 chairs more than 6 feet apart will be placed in the entryway to City Hall West, a sneeze guard added, and a bottle of hand sanitizer will be provided.
 - A doorbell that rings was placed on the locked door to notify administrative staff that someone is here. They can then retrieve the necessary staff member to conduct the meeting in the hallway.
- MSC Public Counter
 - This counter remains closed.

Staffing Divisions

- Fleet
 - Regular on-site staffing

- Maintenance
 - Regular on-site staffing.
 - MSC staff will arrive and go directly to their respective shops.
 - No congregating in any common areas.
 - No more than 5 in the break room, physically distanced, and staggered breaks and lunch times.

- Admin/Engineering/Env.Svcs
 - A significant portion of staff will be on-site at work, and the rest will telecommute, with groups rotating between telecommuting and on-site where possible.
 - Minimum staffing and managers on-site for all divisions.

- Construction Inspection
 - Regular on-site staffing.

Wellness

- By showing up at work, each employee is verifying they a) do not feel ill, b) do not have a temperature, and c) have not been exposed to a known-COVID-19 infected person.
- If a staff member is not sure whether they have a temperature or not, thermometers are available if requested of their supervisor.
- Supervisors are responsible for following up with staff who are observed ill, coughing, and/or having trouble breathing.

Rules for staff on-site

- Limit in person interaction between different units and divisions, as this reduces the risk that one staff member who is COVID-19 infected doesn't result in multiple staff having to self-isolate.
- Limit in-person interactions with consultants, contractors, or other non-staff members. If meeting can occur by telephone or virtually, do so. Where they must occur, make them outside with social distance and limited in duration.
- Implement all procedures and protocol included in the "COVID-19 Prevention Program (CPP) for the City of Alameda"

Further Questions, Concerns, and/or Suggestions

- Staff are encouraged to ask questions, raise concerns, or suggest safety improvements to their supervisor, designated PW-member of the City's Safety Committee, or directly to Erin (415) 812-3746).
- In addition, if a staff member is at high risk because of a COVID-19 infection, amendments to work schedule, extra safety precautions, or other measures may be considered and taken.

These staff should discuss these measures with their supervisor, PW's designated safety team member, and/or Director.

Recreation and Park Department

The re-opening of parks and recreation facilities and programs are based on the Alameda County Public Health orders and complies with all required safety procedures. The Manager of each Division is the Safety Officer for their Division and responsible to implement safety procedures and observe if any field staff show symptoms associated with COVID-19 and to take appropriate actions.

Parks Maintenance Division

Field Staff Safety Procedures

- Wellness checks conducted at home prior to work or at individual work site.
- Supervisors are responsible for following up with staff who are observed with any COVID-19 associated symptoms.
- Regular on-site staff assignments.
- For any staff group meetings required for safety reasons, all staff must remain at least 6-feet apart at all times.
- Required to wear masks and gloves at all times.
- When disinfecting any public high-risk areas, such as restrooms, must wear a face shield.
- Disinfect shared vehicles and equipment (mowers, tractors, hand tools, etc.) before and after each use. Community Safety Procedures for Parks and Recreation Facilities

Parks and Recreation Public Facilities

Phase 1

- Hand sanitizer stations installed at strategic locations in high use park areas.
- Per CDC guidelines, daily playground and surface sanitization is not effective due to constant use and is not an efficient use of sanitizer supplies.
- Recreation facilities are opened as allowed by Alameda County Public Health. Closed facilities will be maintained to the extent required to prevent additional deterioration.
- Golf Course is under separate management with detailed procedures.
- Hand sanitizers are wall-mounted at all facilities.
- Janitorial service, managed by Public Works, on an increased cleaning/disinfecting scheduling including monthly "fogging."

Phase 2

- Facilities will open to the public in phases as allowed by Alameda County Public Health and the City.
- All facility attendant staff are required to wear face masks at all times and use gloves and face shields if cleaning public restrooms.

- Multi-use restrooms will be signed for separated uses for the public per City COVID-19 Safety Plan.
- Plexiglas shields have been installed at public check in locations entry/exit routes determined for all facilities to minimize public “choke points.”
- Requesting from Public Works, installation of automated flush toilets, paper towel dispensers, soap dispensers and doors.

Recreation Services Division

The focus for the Recreation Division is to provide safe recreational child care and other recreation opportunities for families and the entire community which needs, now more than ever, recreation outlets for mental health and community connections. Staff meets regularly with Alameda County Public Health and complies with all aspects of COVID-19 safety plans for child care, camps, sports, gatherings and others as applicable. The primary framework and goal for programming during Phases 1 and 2 is to provide safe, critical services rather than a focus on programs that raise revenue for cost recovery.

Phase 1

- Child care, outdoor fitness camps/classes, aquatics and virtual programs are provided.
- All drop-in programs are closed. This includes Parks and Playgrounds, Wee Play, Teen Center, and Open Gym.
- Wellness checks are conducted for all site staff when they first arrive. All participants are required to complete a Wellness Check onsite at check in.
- Main Recreation office safety procedures will comply with citywide protocols such as plexiglass shield, wellness checks, masks and physical distancing. The main office is closed to the public in Phase 1. Registrations will continue to be available through the internet, email, mail and phone.
- Continue cohesive messaging notification process for all current and potential participants and their families. Notify participants affected by the changes and/or restrictions. Provide credit/ refunds where appropriate.
- A site plan is in place for each program/site which includes check-in/out procedures, lunch and restroom procedures and flow of participants. Check in and out procedures are modified so parents/guardians remain in their vehicle at all times and do not intermix with participants.
- A safe isolated area is identified at each site for any participant that becomes ill during a program and require parents to pick up immediately.

Staffing

- Daily routines which include hygiene, daily wellness checks and sanitizing requirements.
- Determine staff levels based on current guidelines.
- All on-boarding, certification and trainings are virtual to the extent feasible.
- Communicate in multiple areas and venues, list of programs not offered this summer and possible alternatives for the families.
- Full time staff and lead staff will complete regular audits in the field and visit programs (including contract classes and camps) to regularly ensure procedures are being followed.

Phase 2 and 3

Continue to adhere to all State and Alameda County Public Health guidelines which may allow for larger group sizes and opening additional facilities and programs, while adhering to all of the guidelines and protocols set forth.

Mastick Senior Center Division

Phase 1

- Physical site is generally closed to the public. Exceptions include lunch, brown bag and other limited essential services programs. Virtual programs and outdoor fitness classes offsite are offered following State and County guidelines.
- Hand sanitizer dispensers are wall mounted throughout the facility.
- Program registration is available by phone and online.

Phase 2 (when facility is allowed open by Public Health Orders)

Facility Changes

- Plexiglass Barriers in areas requiring interaction with the public – Office, Lobby, Thrift Shop
- Class Size Reduction based on new Occupancy Standards – Program Staggering
- Directional signs ~ Marking Floor
- Reevaluate Class/duration/offering
- Classrooms - Designating an entrance and exit
- Directional Dots ~ Floor spacing for fitness/dance classes
- Ventilation System Checked/Filters replaced
- Classroom occupancy reduced to accommodate physical distancing
- Drop-in programs not allowed until final re-opening stage