



City of Alameda

COVID-19 Workplace 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. 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 _____.

According to the California Department of Public Health (CDPH), a “close contact” is defined as follows:

- In indoor spaces of 400,000 or fewer cubic feet per floor, a close contact is defined as sharing the same indoor airspace as a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during a COVID-19 case's infectious period.
- In large indoor spaces greater than 400,000 cubic feet per floor, a close contact is defined as being within 6 feet of the COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period.
- Offices, suites, rooms, waiting areas, break or eating areas, bathrooms or other spaces 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 to include steps all employees must take.

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
- If you experience any symptoms of COVID-19 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, CDPH or Cal/OSHA guidelines.
 - A COVID-19 outbreak.
 - For COVID-19 cases with symptoms, face coverings are required until 10 days have passed since COVID-19 symptoms began, or
 - For COVID-19 cases without symptoms, face coverings are required until 10 days have passed from the date of their first positive COVID-19 test.
 - Face Coverings are available at the Human Resources office located at City Hall in Room 290.
- 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:
- 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:

- Employees are instructed to avoid entering the facility if they have COVID-19 symptoms.
- Employees must notify their supervisor immediately if they have had contact with a person infected with COVID-19.
- Employees will conduct self-screenings according to CDPH guidelines.

Common Area Use:

- Face masks or coverings are 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 encouraged).

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:

- Continue to 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.

