



## **COVID-19 Workplace Protection Policy**

**Issue Date: June 19, 2020**

**Last Revised: November 30, 2020**

### **Purpose**

It is the policy of the City of Richmond ("City") to implement measures to protect its workforce in response to the COVID-19 pandemic. These measures will be amended as necessary based on changing guidelines from the Center for Disease Control (CDC) and Contra Costa County Health Officer (Health Officer).

### **Policy**

Employees in the workplace will comply with the most up-to-date CDC guidelines <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html> for protecting against the spread of COVID-19. This policy will discontinue when the CDC advises COVID-19 is no longer a pandemic threat. The criteria are in compliance with current CDC guidelines as of the policy date and will be updated as necessary.

Employees must immediately report one of the following situations to a COVID-19 Safety Coordinator or Human Resources:

1. Employee is experiencing symptoms of COVID-19
2. Employee is confirmed to have COVID-19
3. Employee has been in close contact with someone with confirmed COVID-19, outside of the employee's household
4. Employee lives with someone confirmed to have COVID-19

The Human Resources department will investigate and document all COVID-19 related incidents in accordance with this policy and the City's Site Safety Plan. All employees must cooperate with providing the necessary information to the City's COVID-19 safety representatives.

### **Scope**

This policy shall apply to all City employees, contractors and volunteers unless a department policy addresses the same subject. Each department and/or worksite location may have policies related to COVID-19 screening and workplace protection. If there is a conflict between the requirements of this policy or the procedures implementing the policy and the department's policy, the more restrictive shall apply, unless compliance with the more restrictive requirement would conflict with state law.

## **Non-Retaliation and Non-Discrimination Statement**

The City is committed to maintaining a safe workplace for our employees, which includes prohibiting discrimination, harassment and retaliation of any kind against any employee for disclosing a positive COVID-19 test or diagnosis or order to quarantine or isolate, for raising any related concerns, or for raising concerns about workplace safety or employee health. The City's anti-harassment policy is available [online](#).

## **Reasonable Accommodations**

Employees may request reasonable accommodations for medical conditions under the Americans with Disabilities Act or the Fair Employment and Housing Act by contacting Laura Marquez in HR Risk Management.

## **Definitions**

- **COVID-19:** The name of the disease caused by the new coronavirus called SARS-CoV-2.
- **Fever:** The CDC defines a fever as 100.4°F/38°C or higher:
- **Personal Protective Equipment (PPE):** Equipment that protects employees against health or safety risks on the job.
- **Isolation:** The term used to describe keeping someone who is sick, or tested positive for COVID-19 without symptoms, away from others, even in their own home.
- **Quarantine:** The term used to describe keeping someone who was in close contact with someone who has COVID-19 away from others.

## **Screening**

City of Richmond employees must complete a daily self-screening prior to arriving for work using the [Self-Screening tool](#) (Appendix A). The self-screening will consist of a health self-inquiry on symptoms associated with COVID-19.

Symptoms of COVID-19 include: 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; Diarrhea.

Employees with a fever of 100.4° F or higher or other symptoms consistent with COVID-19 cannot enter the workplace.

## A. Experiencing Symptoms

1. If you are experiencing COVID-19 symptoms, you must immediately report them to by email to [covidreporting@ci.richmond.ca.us](mailto:covidreporting@ci.richmond.ca.us) or by calling Human Resources at 510-620-6602. HR will conduct the case protocol.
2. You are strongly encouraged to seek medical consultation for your symptoms. You may also contact Contra Costa Health Services for a free test at (844) 421-0804 or by visiting their website at <https://www.coronavirus.cchealth.org/get-tested>.
3. Notify your supervisor and inform them of whether you can perform your duties at home, or request to use leave. Information regarding emergency paid sick leave under the Families First Coronavirus Response Act (FFCRA) is available on the HR website.
4. Contact your supervisor daily to keep them apprised of your work status.
5. You will need to isolate and will not be able to return to the workplace until you meet one of these conditions:
  - a. You have had no fever for at least 24 hours without the use of medicine to reduce fever and your other symptoms have improved, and at least 10 days have passed since your symptoms first appeared for mild cases (or at least 20 days if you were hospitalized).
  - b. You have had no fever for at least 24 hours without the use of medicine to reduce fever and your other symptoms have improved, and you have had two negative tests in a row, at least 24 hours apart.

- B. If you begin to feel ill or exhibit signs of illness in the workplace, immediately remove yourself from the workplace and inform your supervisor. Tell your supervisor about anyone you worked with where you were less than six feet apart for 15 or more minutes within 48 hours prior to having symptoms. It is recommended that anyone feeling ill seek medical attention and follow the directions of their medical provider and the County Health Orders.

## Positive Cases

If you test positive for COVID-19, you must immediately report the results by email to [covidreporting@ci.richmond.ca.us](mailto:covidreporting@ci.richmond.ca.us) or by calling Human Resources at 510-620-6602. HR staff will investigate all cases of COVID-19 amongst employees in accordance with the Site Safety Plan.

1. Following notification to HR, notify your supervisor and inform them of whether you can perform your duties at home, or request to use leave.

Information regarding emergency paid sick leave under the Families First Coronavirus Response Act (FFCRA) is available on the HR website.

2. Contact your supervisor daily to keep them apprised of your work status.
3. You will need to isolate and you will not be able to return to the workplace until you meet one of these conditions:
  - a. You have had no fever for at least 24 hours without the use of medicine to reduce fever and your other symptoms have improved, and at least 10 days have passed since your symptoms first appeared for mild cases (or at least 20 days if you were hospitalized).
  - b. You have had no fever for at least 24 hours without the use of medicine to reduce fever and your other symptoms have improved, and you have had two negative tests in a row, at least 24 hours apart.
  - c. If you remain asymptomatic, at least 10 days have passed since the date your test specimen was collected.

### **Close Contacts**

If you have been in close contact with someone confirmed to have COVID-19, or a household member has COVID-19, you must immediately report this situation by email to [covidreporting@ci.richmond.ca.us](mailto:covidreporting@ci.richmond.ca.us) or by calling Human Resources at 510-620-6602.

Close contact is defined as “Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.”

1. Following notification to HR, notify your supervisor and inform them of whether you can perform your duties at home, or request to use leave. Information regarding emergency paid sick leave under the Families First Coronavirus Response Act (FFCRA) is available on the HR website.
2. You are strongly encouraged to seek medical consultation for a COVID-19 test. You may also contact Contra Costa Health Services for a free test at (844) 421-0804 or by visiting their website at <https://www.coronavirus.cchealth.org/get-tested>.
3. If you test positive, report your case and follow the section above for positive cases.
4. If you test negative, you will not be able to return to the workplace until you meet one of these conditions:

- a. The period of isolation or quarantine ordered by a local or state health official is completed.
  - b. At least ten (10) days have passed from the date of last close contact.
5. If the close contact is a member of your household, you need to remain separated away from that person, or your 10-day quarantine period will not begin until that person is no longer required to isolate.

## **Returning to Work**

The criteria for returning to work from a COVID-19 related absence is attached as Appendix B.

Employees returning from an isolation or quarantine related to COVID-19 will complete the [Certification for Returning to Work](#) form immediately upon their return to work (or before).

## **Preventative Measures**

A. All employees are to:

1. Follow the safe work practices outlined in the City of Richmond COVID-19 Site Safety Plan.
2. Comply with the CDC and Health Officer's current guidelines for protecting against COVID-19 in the workplace, including, but not limited to:
  - a. Wearing a face covering (mask) at work in accordance with state guidance.<sup>1</sup> The cover must completely cover your nose and mouth, fit snugly, and not have any holes such as an exhalation valve. Face coverings are available through your department.
  - b. Ensure proper social distancing of six (6) feet or more both with colleagues and members of the public. Do not congregate with others. Where distancing cannot be maintained to safely perform a job, additional PPE may be required.
  - c. Cover coughs/sneezes with a cloth, tissue or the inside of

---

<sup>1</sup> <https://covid19.ca.gov/masks-and-ppe/>

your elbow, not your hands.

- d. Wash your hands frequently, for a minimum of 20 seconds. Soap, paper towels, and water are available in breakrooms and bathrooms.
- e. Use hand sanitizer before transmitting paperwork or items to others.
- f. Avoid touching your eyes, nose, mouth and other people's hands.
- g. Wipe down your entire workstation and work area with disinfectant spray or wipes as needed, but no less than once per shift.
- h. Only use the computer and equipment at your designated work area.
- i. Use separate vehicles when traveling to a worksite. In situations where that is not possible, wear a mask.
- j. If you use a City vehicle, wipe down surfaces after use with the cleaning materials provided.
- k. Follow any departmental-specific COVID-19 safety protocols.

3. Report identified COVID-19 hazards to a COVID-19 Safety Coordinator or HR for evaluation.

#### B. Supervisors and Managers

1. Confirm that your direct reports are completing the City's self-screening tool for COVID-19 symptoms each day before they arrive to work.
2. If an employee informs you they have tested positive for, have symptoms consistent with, or are living with someone who is currently diagnosed with or suspected of having COVID-19, ensure that they reported the situation to Human Resources. Do not disclose to other employees any identifying information about the individual who may have exposed them to the COVID-19 virus.
3. If needed, work with HR to provide case-related information including people at a specific jobsite, vendor and visitor logs, and any other required

documentation.

4. If an employee informs you that they were possibly exposed to COVID-19 at work, complete a Workers' Compensation incident report form and provide them with a claim form (DWC-1).
5. Ensure your employees are following the City's COVID-19 Site Safety Plan and made aware of updates.

C. Department Heads

- A. Regularly reinforce expectations of adherence to screening procedures within the department.
- B. Ensure staff is aware of and adhering to specific protocols outlined in the City of Richmond COVID-19 Site Safety Plan for the different color-coded zones of the workplace. Contact the Facilities/Safety Coordinator Jose Urquilla if modifications to these areas or protocols are necessary in the Department's workspace.
- C. Regularly reinforce adherence to current guidelines for protecting against COVID-19 in the workplace.
- D. Prohibit non-essential work-related travel.

D. Human Resources Director or designee

- A. Communicate changes to the CDC and Contra Costa County Health Officer's guidelines for protecting against COVID-19 in the workplace.
- B. Contact potentially exposed (close contact) employees within 24 hours to quarantine in accordance with applicable health orders. The City will not disclose to other employees any identifying information about the individual who may have exposed them to the COVID-19 virus.
- C. Contact Contra County Public Health to communicate information about COVID-19 outbreaks amongst employees.

**References**

All referenced documents are available on the HR website at <http://www.ci.richmond.ca.us/3965/Coronavirus-Resources-for-Employees>.