



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

**Issue Date: June 19, 2020**

**Last Revised: January 14, 2022**

### **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, without fear of reprisal, 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. COVID-19 is an airborne infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and an infectious person may have no symptoms.
- "COVID-19 vaccine" means a vaccine authorized to prevent COVID-19 by the federal Food and Drug Administration, including by way of an emergency use authorization.
  - "Fully vaccinated" means (1) it has been at least two weeks since a person has completed the entire recommended series of a COVID-19 vaccine, and (2) the person has provided proof of vaccination in a form consistent with the requirements of vaccine status in the [State of California's July 26, 2021 Public Health Officer Order](#) or as may be amended or supplemented.
  - "Partially vaccinated" means (1) a person has not received all of the doses of the recommended series of a COVID-19 vaccine or (2) has not been at least two weeks since the person received the last of the recommended dose(s).
  - "Booster" or "boosted" means an additional dose of a COVID-19 Vaccine in accordance with CDC recommendations.

- “Eligible” or “booster-eligible,” for the purposes of this policy and related requirements, means the recommended allotted time has passed following an individual’s completion of their primary vaccination series.<sup>1</sup>
- Face Cover: A surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers (i.e., fabrics that do not let light pass through when held up to a light source). A face covering has no visible holes or openings and must cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.
- 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 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

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<sup>1</sup> As of the date of this policy, the CDC [recommends](#) the following booster timeline: 6 months after completing a Moderna primary series; 5 months after completing a Pfizer-BioNTech primary series; and 2 months after completing a Johnson & Johnson primary series.

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.
  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:
    - a. Have had no fever for at least 24 hours without the use of medicine to reduce fever, your other symptoms have improved, and you take a COVID-19 test and the results are negative.
- 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.
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.
  - b. If you remain asymptomatic, at least 10 days have passed since the date your test specimen was collected.
  - c. *If you do not have symptoms or symptoms are improving (including being fever free):* isolation can end after day 5 if you test negative on

day 5 or later (antigen test preferred<sup>2</sup>).

## 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.
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. Individuals who are not fully vaccinated are required to quarantine. You will not be able to return to the workplace until:
  - a. At least 5 days after your last contact with a person who has COVID-19. You will need to get tested<sup>2</sup> on day 5. If you have no symptoms and a test taken on day 5 or later is negative, quarantine can end on day 6.
  - b. If you do not get tested and do not have symptoms, your quarantine is a total of 10 days.
  - c. If you test positive or develop symptoms: report your case, stay home for 10 days from your positive test or until your symptoms are getting better, following isolation instructions.
4. Quarantine eligibility may vary based upon classification in accordance with applicable health orders and regulations.
5. Exemption: People who are boosted, people who are fully vaccinated and booster-eligible but not yet boosted, and people who are fully vaccinated but aren't yet booster-eligible do not need to stay home (quarantine). It is still recommended that you get a COVID-19 test, three to five days following the exposure.

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<sup>2</sup> When testing to return to work, antigen tests are preferred but tests must be processed by a laboratory, or observed or administered by a medical professional or worker's employer.

## 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>3</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, wearing additional PPE may be required by your Department for specific operations.
  - c. Covering coughs/sneezes with a cloth, tissue or the inside of your elbow, not your hands.
  - d. Washing your hands frequently, for a minimum of 20 seconds. Soap, paper towels, and water are available in breakrooms and bathrooms.
  - e. Using hand sanitizer before transmitting paperwork or items to others.
  - f. Avoiding touching your eyes, nose, mouth and other people's hands.

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<sup>3</sup> <https://covid19.ca.gov/masks-and-ppe/>

- g. Regularly clean frequently touched surfaces and objects.
- h. Employees who do not share the same household, work crew or worksite shall be transported in the same vehicle only when no other transportation alternatives are feasible.
- i. If you use a City vehicle, wipe down surfaces after use with the cleaning materials provided.
- j. Follow any departmental-specific COVID-19 safety protocols.

3. Report any 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.
6. To the extent feasible, reduce exposure to COVID-19 hazards by assigning employees sharing vehicles to distinct groups and ensuring that each group remains separate from other such groups during transportation and during work activities.

#### 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. 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>

# COVID-19 SELF-SCREENING TOOL

PLEASE COMPLETE BEFORE LEAVING YOUR HOUSE FOR WORK DAILY.

By entering the workplace, an employee certifies that they have taken and passed the self- screening for symptoms commonly associated with COVID-19 infection.

**1) Have you had any of the following symptoms in the last 24 hours?**

***This does not include a typical level of on-going symptoms as a result of a pre-existing chronic condition.***

- 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

**FOR THOSE UNVACCINATED ONLY:**

**2) Is anyone in your household ill with confirmed or suspected COVID-19?**

**3) Have you been in close contact with someone confirmed to have COVID-19 within the past 14 days?**

Close contact means “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.”

**If you answer any of the above questions with a “yes,” you must stay home & report to [covidreporting@ci.richmond.ca.us](mailto:covidreporting@ci.richmond.ca.us). Please notify your supervisor of your absence, further monitor your symptoms and contact your healthcare provider.**

The CDC has a virtual symptom checker at <https://covid19healthbot.cdc.gov/>  
View testing resources at <https://www.coronavirus.cchealth.org/get-tested> .

**If you respond to all of the above questions with a “no,” you can proceed to work.**

APPENDIX B

## COVID-19 Isolation & Quarantine for Workers

*Revised 1/20/2022*

This guide covers when and for how long workers must stay home if they test positive for COVID-19 or are exposed to someone who has COVID-19. There are additional guidelines for [health care workers](#) and workplaces covered by the [Aerosol Transmissible Diseases standard](#). When testing to return to work, antigen tests are preferred but tests must be processed by a laboratory, or observed or administered by a medical professional or worker's employer. Report cases at [bit.ly/3KFofIG](https://bit.ly/3KFofIG). For more information, visit [cchealth.org/coronavirus](https://cchealth.org/coronavirus).

SCENARIO	ACTION	RETURN TO WORK
<b>Worker tests positive for COVID-19, regardless of vaccination status</b>	Isolate	<ul style="list-style-type: none"> <li>Isolate at home for at least 5 days</li> <li>Can return to work after day 5 if they do not have symptoms or are feeling better <u>AND</u> test negative on day 5 or later</li> <li>If not tested, but they do not have symptoms or are feeling better, they can return to work after day 10</li> <li>Must wear a face covering around others for 10 days</li> </ul>
<b>Worker is unvaccinated and exposed to someone with COVID-19</b>	Quarantine	<ul style="list-style-type: none"> <li>Quarantine at home for at least 5 days after the close contact <u>AND</u> test on day 5</li> <li>Can return to work after day 5 if they do not have symptoms <u>AND</u> test negative on day 5 or later</li> <li>If not tested and don't have symptoms, they can return to work after day 10</li> <li>If they develop symptoms, they must isolate and get tested</li> <li>Must wear a face covering around others for 10 days</li> </ul>
<b>Worker is booster-eligible but not boosted and exposed to someone with COVID-19</b>	No Quarantine	<ul style="list-style-type: none"> <li>Can continue coming to work if they do not have symptoms <u>AND</u> test negative 3-5 days after exposure</li> <li>If they test positive or develop symptoms, they must stay home and follow isolation instructions above</li> <li>Must wear a face covering around others for 10 days</li> </ul>
<b>Worker is boosted, or fully vaccinated but not yet eligible for a booster, and exposed to someone with COVID-19</b>	No Quarantine	<ul style="list-style-type: none"> <li>Can continue coming to work if they do not have symptoms <u>AND</u> test negative on day 5 after exposure</li> <li>If they test positive or develop symptoms, they must stay home and follow isolation instructions above</li> <li>Must wear a face covering around others for 10 days</li> </ul>

