

TEMPORARY EMPLOYEE COVID-19 SAFETY PROTOCOLS

To promote the health and safety of every employee during the current COVID-19 pandemic, the City is implementing the below Employee Safety Protocols. These protocols are subject to change as new information and circumstances change.

Health Checks

Basic Health Checks are instrumental in timely identification of COVID-19 infections. With timely identification of infection, employees and employers can take appropriate steps to reduce the spread of disease. It is critical that all employees are vigilant and honest in their health assessment.

The City has defined three Health Check levels. Those levels correspond to risk exposure. At a minimum, all employees should follow the Level I Health Check. Higher levels of checks should be identified with an employee's supervisor.

Accordingly, the City is instituting the following daily Basic Health Checks:

Level I (Low Exposure Risk)

Low exposure risk jobs include those jobs that require infrequent and limited contact with the public and employees who work in a low-population-density work environment.

All City employees who are reporting to work are directed to perform Health Checks as prescribed by the Center for Disease Control. These checks should occur before reporting to work each day. A basic health self-check includes:

- Taking your temperature
- Writing down or otherwise recording your temperature in a log
- Being alert to other COVID-19 symptoms:
 - Persistent Coughing
 - Shortness of breath
 - Sore throat

More information about Health Checks is available here:

https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID-19_CAREKit_ENG.pdf

Employees who have a temperature of 100.4°F/38°C or higher, persistent cough, sore throat, or trouble breathing should contact their personal medical provider immediately. They should also notify their supervisor and report that they are seeking medical advice. Employees with COVID-19 symptoms should not report to work unless cleared by their medical provider.

Level II (Medium And High Exposure Risk)

Medium exposure risk jobs include those jobs that require frequent and/or close contact with (i.e., within 6 feet of) the public and employees who work in a high-population-density work environment.

High exposure risk jobs include those jobs that require continuous close contact (i.e., within 6 feet of) with others and those working/living in an enclosed space with others for extended periods. These job environments include working in long-term closed spaces (e.g., firehouse, dispatch center, Emergency Operations Center (EOC), etc.). This level will generally not apply to standard office environments where social distancing can be available.

Employees subject to Level II Health Checks will be verbally screened by their supervisors prior to beginning work each day. Supervisors must ask the below questions and record the employee as “clear” or “not clear” in a log with notes, if necessary:

- Have you checked your temperature within the last 24 hours? YES NO

- Within in the last 24 hours have you experienced any of the following:
 - A temperature of 100.4°F/38°C or higher? YES NO
 - Abnormal or prolonged coughing? YES NO
 - Abnormal or prolonged shortness of breath? YES NO
 - Close contact with any confirmed cases of COVID-19? YES NO

- *If employee had not checked their temperature within the last 24 hours, I reminded them to check their temperature daily.*

- *If employee answered “yes” to any of the experiences listed above:*
 - *Direct the employee to contact their personal medical provider for further guidance*
 - *Notify Risk Management immediately*

Mandatory Cleaning of Work Spaces and Work Equipment

Appropriate cleaning and disinfectant supplies should be available to all employees. Department supervisors will distribute supplies to employees and inspect and monitor that proper cleaning and disinfecting takes place.

Starting immediately, and until further notice, **all employees** are required to clean and disinfect widely used high-touch surfaces before and after personal use. In this context, high-touch surfaces include phones, remote controls, keyboards, tablets, hand-tools, desk, tables, machine/vehicle hand controls, and other similar surfaces which are used by multiple employees throughout the day.

Widely used high-touch surfaces should be cleaned and treated with a disinfectant spray or wipe. Be sure to follow the instructions on the disinfectant's label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many products also recommend precautions such as wearing gloves and making sure you have good ventilation during use of certain products.

A complete guide to cleaning and disinfection is available here:

<https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html>

Vehicle Occupancy

Automobile interiors present a closed space where multiple individuals ride together in close proximity. Given this situation, it is natural that riders are concerned about increased possibilities of COVID-19 transmission. The City recognizes and understands the risk presented by such vehicle travel, but the City also recognizes that multiple-person vehicle occupancy may be necessary to perform many of the City's essential functions. To maintain vital public services, the City of Oakland will continue to allow multiple-person vehicle occupancy when such occupancy is necessary to perform essential government functions. Individual Department Directors will determine when such vehicle use is appropriate. However, regardless of vehicle use, each vehicle passenger must:

- Fully clean and disinfect vehicle interiors before and after use
- and
- Conduct at least a Level 1 Health Check within 24 hours of riding with another employee

Complaint Procedure for Employees Providing Essential Government Services

Employees who have a good faith belief that the cleanliness of their workplace presents a safety risk outside those normally associated with work, and they are unable to mitigate this issue themselves, must report that issue to their immediate supervisor. The supervisor will meet with the employee, assess the concern, and determine the appropriate and necessary actions to ensure the risk is appropriately mitigated. Until this process is complete, the employee shall not be required to expose themselves to the possible risk. Once the issue is addressed, the employee will continue as normal.

If the employee does not believe that the supervisor resolved the safety issue, they shall elevate the complaint to the Department Director and/or Risk Management.

No employee shall be subject to retaliation for reporting a cleanliness issue or refusing to work in unreasonably unclean conditions.