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## REVISED COVID-19 EMPLOYEE FAQs AS OF MAY 13, 2020

### Background

Alameda County's Shelter-In-Place Order has been extended through the end of May 2020. The Order has helped slow the virus trajectory but the risk of COVID-19 to the public remains significant. As the pandemic spread to Alameda County, the City has kept its employees informed by distributing and posting online Frequently Asked Questions ("FAQs"). These updated FAQ's supplement, and where indicated, replace previously issued FAQs.

Please be advised that these FAQs have been revised and contain important information regarding your right to additional time off, including Emergency Paid Sick Leave, under the Families First Coronavirus Response Act (FFCRA). **Please review every FAQ and if you have questions, please contact your supervisor/manager or Departmental HR Single Point of Contact (SPOC).**

### ALAMEDA COUNTY PUBLIC HEALTH SHELTER IN PLACE ORDER AND OAKLAND CITY EMPLOYEES

#### 1. What Is The Shelter In Place Order?

On March 16, 2020, the Health Officer of Alameda County ordered Alameda County residents to shelter in their place of residence except to provide or receive "essential services." This Order has been extended until May 31, 2020. The City of Oakland is obligated to continue "Essential Government Functions."

#### 2. What Are "Essential Government Functions" Under the County Order?

With respect to City of Oakland employees, the Order exempts from the shelter in place requirement the following essential government functions: public works, construction, construction of housing, airport operations, water, sewer, gas, electrical, oil refining, roads and highways, public transportation, solid waste collection and removal, internet, telecommunication systems, first responders, emergency management personnel, emergency dispatchers, court personnel, law enforcement, and others who perform essential services as determined by the government entity.

#### 3. Who Determines "Essential Government Functions?"

Every Oakland City Department, in consultation with the City Administrator's Office, determined "essential government functions" in accordance with the Order. This is subject to change. If you provide an essential government function, your Supervisor will give you notice and provide your schedule. If directed, the City expects you to work.

**4. If I Am Ordered To Report To Work, Will The City Provide Me Documentation Stating I Am Providing An Essential Government Function?**

Yes. If you are concerned that you may be in violation of a County's Shelter-In-Place Order, the City will provide you with official documentation that you perform an essential government function for the City of Oakland and are required to report to work. You may contact your Department HR Single Point of Contact (SPOC) to request this documentation.

**5. When Does The County's Shelter In Place Order End?**

Currently, the Alameda County Order will expire at 11:59 p.m. on May 31, 2020.

**6. If I Am Not Ordered to Report To Work, Will I Get Paid?**

If you do not perform an essential government function and/or are not required to report to work, the City placed you on "paid administrative leave" at the outset of the County's Order through April 7, 2020. The City then continued to keep Full-Time and Permanent Part-Time (PPT) employees on paid administrative leave (ADO) through May 1, 2020. Thereafter, employees who do not perform essential government functions and/or do not or cannot report to work will be required to use their accrued paid time off or Emergency Paid Sick Leave if eligible.

**7. If I Am Over The Age Of 65, Am I Required To Work?**

If you are 65 or older, you should stay at home per Governor Newsom's Executive Order. If you are unable to telecommute, the City placed you on paid administrative leave (ADO) through May 1, 2020. Starting May 2, 2020, employees who are over 65 and choose not to work must use their accrued paid time off or may be eligible Emergency Paid Sick Leave.

**8. If I Have A Medical Condition, Am I Required To Work?**

When the Public Health Order was issued, if you had a "chronic medical condition" that the Center for Disease Control (CDC) now defines as "(1) chronic lung disease or moderate to severe asthma; (2) serious heart conditions; (3) people who are immunocompromised; (4) severe obesity (BMI of 40 or higher); (5) diabetes; (6) chronic kidney disease, and/or (7) liver disease and did not want to report to work and could not telecommute, the City placed you on paid administrative leave (ADO) through May 1, 2020. Starting May 2, 2020, employees who have chronic health conditions as defined by the CDC (or any medical condition) and choose not to work will be required to use their accrued paid time off or may be eligible for Emergency Paid Sick Leave.

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**9. If I Am Able To Telecommute During The Order, Must I?**

Yes. If you can work, you must telecommute as directed by your Department. The City of Oakland issued a Temporary Telecommute Policy, Application, and Agreement that currently remains in effect until your Appointing Authority (City Administrator, City Attorney, Mayor or City Auditor) or his/her designee terminate the policy or unless otherwise notified in writing. You may access the [telecommute documents](#) here.

To telecommute, the Application and Agreement must be completed and approved by the Department. You are then required to telecommute and follow the agreement in place with your supervisor unless directed otherwise. You must perform meaningful work and respond to your manager/supervisor while telecommuting. If you cannot telecommute for any reason, including without limitation to you become sick, need to care for a sick family member, need to quarantine, or need to care for your children for any reason, you should advise your supervisor. You can use your accrued paid time off or you may be eligible for Emergency Paid Sick Leave and/or Extended Family and Medical Leave.

**10. How Do I Code My Time If I Am Approved To Telecommute And Performing Work?**

If you are performing telecommute work, you should code your timecard as “REG” (NONSWORN).

**11. May I Work Overtime If I Am Approved To Telecommute?**

Yes, but only if you receive advanced authorization from your supervisor.

**12. What If I Get Sick While Telecommuting Or Need To Care For An Ill Family Member?**

You should immediately let your supervisor know if you are too sick to telecommute, need to care for an ill family member, or need to care for a child for any reason due to the Shelter-in-Place Order. You can use your accrued paid time off or may be eligible for Emergency Paid Sick Leave and/or Extended Family and Medical Leave.

**13. If I Cannot Telecommute, Am I Required To Come Into Work?**

Maybe. If the City determined that you provide an essential government function or you perform disaster service work and gave you instructions to report to work, the City expects you to come into work. If your Department orders you to report in to work, the Department will follow the [City's Safety Protocols](#).

#### **14. Will I Get Paid If I Am Required To Report To Work?**

Yes. You must code your timecard as “REG” (NONSWORN).

#### **15. What If I Do Not Have Any Accrued Unused Paid Leave?**

If you have no accrued leave, including without limitation sick, vacation, compensatory time, floating holidays, or management leave, you may be eligible for Emergency Paid Sick Leave and/or Extended Family and Medical Leave. Additionally, starting April 8, 2020, certain employees may borrow up to two weeks (generally 75, 80 or 96 hours but dependent on your schedule) of paid sick leave. To be eligible, you must have exhausted all of your accrued paid time off complete the City’s request for and repayment agreement. Please see the [attached policy and application](#) for further guidance.

### **FAMILIES FIRST CORONAVIRUS RESPONSE ACT – EMERGENCY PAID SICK LEAVE AND EXTENDED FAMILY MEDICAL LEAVE**

#### **16. What Is The Families First Coronavirus Response Act?**

In response to the COVID-19 pandemic, the federal government enacted the Families First Coronavirus Response Act (FFCRA). The FFCRA provides certain employees with additional paid sick leave (Emergency Paid Sick Leave) or extended family and medical leave (EFML) for specified reasons related to COVID-19.

The Department of Labor has issued several FAQs that may assist you in understanding the FFCRA. <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>

#### **17. Am I Eligible For Additional Paid Leave Or Extended Family And Medical Leave Under The FFCRA?**

The FFCRA provides eligible employees with Emergency Paid Sick Leave and Extended Family and Medical Leave (EFML) for certain reasons related to COVID-19. If the City of Oakland has work for you to perform, but you are unable to perform it for a reason related to COVID-19, you may be eligible for two weeks of additional paid sick leave (“Emergency Paid Sick Leave”) for specified reasons related to COVID-19. Oakland employees employed for at least 30 days are eligible for up to an additional 12 weeks of family leave to care for a child under certain circumstances related to COVID-19. Please note that the FFCRA caps the wage amount available to you under Emergency Paid Sick Leave and the additional time off under the EFML.

#### **18. Who Determines My Eligibility Under the FFCRA For Emergency Paid Sick Leave and Extended Family Medical Leave?**

As with leave under the Family Medical Leave Act and California Family Rights Act, Risk Management, in coordination with your Single Point of Contact (SPOC), will determine your eligibility for leave and Emergency Paid Sick Leave under the FFCRA. You must [complete this form](#) to start the process.

**19. If I Was On Paid Administrative Leave (ADO), Am I Entitled To Emergency Paid Sick Leave Under The FFCRA?**

Employees are entitled to Emergency Paid Sick Leave only if the City has work for them to perform. If you were on paid administrative leave because you do not perform an essential government function or disaster service work and the City has not approved you to telecommute, you may not qualify for Emergency Paid Sick Leave. If you do not qualify you may use your accrued paid time off or seek an advancement of paid sick leave.

**20. Do I Get Additional Emergency Paid Sick Leave In Addition To My Current Accrued Sick Leave?**

Yes. You will receive an additional two weeks of paid sick leave, up to 80 hours, that you may only use for certain COVID-19 reasons. **However**, the Emergency Paid Sick Leave is capped at certain dollar amounts, and those amounts vary depending on the reason you take the leave. Please see FAQ #23.

**21. Can I Cash Out Emergency Paid Sick Leave?**

No. Paid leave under the FFCRA, including Emergency Paid Sick Leave and Extended Family and Medical Leave, is only available until December 31, 2020. The City will not cash out leave under the FFCRA at any time, including upon separation of employment or upon expiration, i.e. December 31, 2020.

**22. Can I Supplement My Emergency Paid Sick Leave With My Accrued Paid Time Off So I Receive My Current Total Salary/Wage?**

No. Should you choose to use Emergency Paid Sick Leave, you may not supplement it with your accrued paid time off. You will receive either your regular rate of pay or the legally capped amount, whichever is less. Please see FAQ #23.

**23. What Am I Entitled To Under The FFCRA In Emergency Paid Sick Leave Or Extended Family and Medical Leave?**

In compliance with the FFCRA, the City will provide you with additional Emergency Paid Sick Leave or Extended Family and Medical Leave (EFML) for the following reasons:

- If you are subject to a Federal, State, or local quarantine or isolation Order related to COVID-19, the City will pay you for up to two workweeks at your regular rate, up to \$511 per day and \$5,110 in the aggregate. (Emergency Paid Sick Leave)

- If you have been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19, the City will pay you for up to two work-weeks at your regular rate, up to \$511 per day and \$5,110 in the aggregate. (Emergency Paid Sick Leave)
- If you experience one or more COVID-19 symptoms (i.e. fever of 100.4° F or greater, coughing, and/or shortness of breath) and are seeking a medical diagnosis, you will be paid while seeking the diagnosis for up to two workweeks at my regular rate, up to \$511 per day and \$5,110 in the aggregate. (Emergency Paid Sick Leave)
- If you need to care for an individual who is subject to a Federal, State, or local quarantine or isolation order or who has been advised by a health care provider to self-quarantine due to reasons related to COVID-19, you will be paid for up to two workweeks at 2/3 your regular rate, up to \$200 per day and \$12,000 in the aggregate. (Emergency Paid Sick Leave)
- If you need to care for your child who is a minor or who is incapable of self-care due to a disability and whose school or care-provider is closed or unavailable due to COVID-19 precautions. (Extended Family and Medical Leave-EFML) Please see FAQs #24, 26.

#### **24. What Is The Extended Family Medical Leave Benefit (EFML)?**

If you need to care for your child who is a minor or who is incapable of self-care due to a disability and whose school or care-provider is closed or unavailable due to COVID-19, you may be eligible to take a maximum of 12 workweeks of protected leave ("EFML").

#### **25. How Do I Know If I Am Eligible For EFML?**

Please see FAQs # 17 and #24 to determine whether you may be eligible for EFML. You must then complete and return to Risk Management a FFCRA Form and an Employee Certification for Extended Family and Medical Leave. [You may access the documents here](#). Risk Management will determine whether you are eligible for EFML.

#### **26. What Benefits (Leave or Pay) Do I Get Under EFML?**

If Risk Management approves your request for EFML, you are entitled to up to 12 weeks of leave. Additionally, you are entitled to certain pay as follows:

The first 2 workweeks of EFML are unpaid unless you decide to concurrently use available Emergency Paid Sick Leave or other accrued paid time off, including but not limited to vacation leave, compensatory time, or management leave. You may choose which accrued paid leave you want to use, if any. If you elect to use Emergency Paid Sick Leave (and you have a remaining balance), you will be paid at 2/3 your regular rate of pay, up to \$200 per day.

After the first two workweeks of EFML, you will be required to concurrently use any other accrued paid time off that you have that would normally be used to care for a child who is not ill, including without limitation vacation leave, compensatory time, or management leave. You may select which accrued paid time off you wish to use to be paid.

**Example:** After the first two work-weeks of EFML, you use 5 more days of EFML. If you have 5 days of vacation, compensatory time, management leave and/or any other accrued paid time off, you are required to use that leave concurrently with the remaining EFML leave. Thus, you will be paid for 5 days using your accrued paid time off.

**27. What If I Do Not Have Any Accrued Paid Time Off But Still Need EFML?**

If you exhaust your accrued paid time off before you run out of EFML, you may continue to take EFML until it is exhausted, not to exceed a total of 12 weeks. You will be paid at 2/3 of your regular rate, up to \$200 per day and up to \$12,000 for the entire 12 weeks.

**28. What If I Previously Took Or Exhausted All Of My Family Medical Leave (FMLA) But Still Need EFML?**

If you have already taken Family and Medical Leave this year for other reasons, the amount of EMFL available to you is reduced by an equivalent amount. Thus, if you took 2 weeks of FMLA leave, you have 10 weeks remaining of EFML.

**29. I Am A First Responder, Am I Entitled To Emergency Paid Sick Leave Or Extended Family And Medical Leave Under The FFCRA?**

Yes. Though the FFCRA allows the City to exempt first responders, the City chose to include first responders. Thus, if eligible, first responders may be entitled to Emergency Paid Sick Leave and EFML.

**30. How Do I Code My Timecard If I Take Emergency Paid Sick Leave Or Extended Family Leave?**

The City will issue instructions to all Departments on how to properly code your timecard if you take Emergency Paid Sick Leave or EFML.

**31. Will My Retirement Pension Be Impacted If I Take FFCRA Emergency Paid Sick Leave Or Extended Family And Medical Leave?**

Please contact CalPERS at (888)CalPERS (or 888-225-7377) or use the following link <https://www.calpers.ca.gov/page/home>.

## **CITY OF OAKLAND EMPLOYEES AND COVID-19**

**32. How Do I Get Tested For COVID-19?**



You may contact your personal doctor or local clinic. Additionally, you are likely eligible for testing offered by the City. Please see [attached Guidelines](#) and call Encompass if you are experiencing COVID-19 symptoms, had direct contact with someone who was confirmed to have COVID-19, or want to be tested for COVID-19 despite no symptoms.

### **33. What If I Have Been Exposed To COVID-19 But Have No Symptoms?**

If you have been in direct contact with someone who is diagnosed with COVID-19 or received notice from the City that you may have been exposed to a positive COVID-19 person, contact and follow the directions of your personal healthcare provider. Please see FAQs #44, 45. If your doctor recommends that you quarantine or isolate at home and you have been directed to work or telecommute, please contact your supervisor if you are not well enough to work. In this case, you can use your accrued paid time off or Emergency Paid Sick Leave if eligible.

As an alternative option, you may be eligible for the City's COVID-19 testing process. You may reach out to Risk Management with questions. Following the City testing, you should immediately contact your physician for instructions on whether you need to quarantine and update your supervisor. Please see FAQs #44, 45. Please consult [these Guidelines](#) for more information on the City testing process.

### **34. If I Am Experiencing Flu-Like Symptoms, What Should I Do?**

The CDC and Alameda County Public Health Department recommend that if you suspect that you have been infected with COVID-19, you should stay home to minimize the potential spread of COVID-19. Alert your doctor if you have been experiencing symptoms or have questions about your symptoms. You are also likely eligible for the City's COVID-19 testing and must consult the [attached Guidelines](#) for direction.

Please contact your supervisor to inform them that you will not be reporting to work or are unable to telecommute. Minimizing the spread of the virus is critical and you should follow the guidance of your physician. Notify Risk Management if you receive a positive COVID-19 test result. Your Single Point of Contact (SPOC) can guide you through City leave policies.

### **35. If I Have Tested Positive For COVID-19, What Should I Do?**

- Follow the guidance of your doctor.
- Inform your supervisor or Risk Management.
- Remain under home isolation and follow the recommendation of your physician until you are cleared to return to work. Please see FAQs #43, 44.
- The City will take additional actions as directed by the Alameda County Public Health Department.
- If you test positive through the City's COVID-19 testing, please contact your personal doctor immediately for further guidance.



### **36. What Will The City Do If A Co-Worker Tests Positive For COVID-19?**

If a City employee provides essential government functions, reports to a worksite, then later tests positive for COVID-19, the City and designated DICO (Department Infection Control Officer) will assess the exposure.

More specifically, upon learning of a COVID-19 positive test, the City and DICO will trace the employee's steps at the workplace to identify any other employee who may have had direct contact with the COVID-19 positive employee while symptomatic or in the prior fourteen days. The City will assess across Departments in an effort to identify everyone who may have been exposed.

Exposed employees who are identified through the exposure tracing will receive an individualized communication from the Department with specific instructions on what to do. The Department with the COVID-19 positive employee will issue a communication to its employees and Department Heads and will also work on decontaminating the worksite. The City will work with and rely on Alameda County Public Health Department for any additional guidance.

The City cannot and will not disclose the identity of the COVID-19 positive employees unless permitted by law.

## **ISOLATING OR QUARANTINING FOR EXPOSURE OR TESTING POSITIVE FOR COVID-19**

### **37. Based On The Alameda County Public Health Order On COVID-19, When Do I Need To Quarantine Or Isolate At Home?**

Alameda County Public Health issued a blanket Order on quarantine and isolation in response to COVID-19 (referred to as "County Order"). The County Order states that individuals in Alameda County who test positive for COVID-19 or those who are awaiting COVID-19 test results should isolate at home.

Close contacts of the individual who is COVID-19 positive or awaiting a test result should quarantine at home. The Order defines a "close contact" as 1) someone who lives or stays with the individual; 2) someone who is an intimate sexual partner of the individual; or 3) provided care to the individual without wearing a mask, gown, and gloves (PPE).

If you suspect that you have COVID-19 or are exhibiting COVID-19 symptoms, please contact your healthcare provider immediately and follow their instructions. As an alternative option, you may be eligible for the City's COVID-19 testing process. Following the City testing, you should immediately contact your physician for instructions and guidance and update your supervisor. Please consult the City Guidelines for more information on this testing process. [\[LINK\]](#)

<http://www.acphd.org/media/568880/covid-19-acphd-case-release-from-isolation-and-hcp-return-to-work-2020.04.14.pdf>

**38. Is There A Difference Between Isolation And Quarantine?**

Yes. Isolation separates sick, contagious people from those who are not sick. Quarantine separates and restricts the movement of people exposed to an infectious disease to see if they become sick.

**39. I Provide An Essential Government Function In Oakland. Does The Order Apply To Me?**

Yes. The Order covers those in Alameda County.

**40. I Am A First Responder For Oakland. Does The Order Apply To Me?**

Currently California Executive Order N-27-20 issued by Governor Newsom authorizes “first responders, health and human services care providers and workers who are asymptomatic to continue working during the period of this [COVID-19] emergency, subject to those responders, providers, and workers taking precaution to prevent transmission.” Thus, under the Governor’s Order, asymptomatic first responders, including those waiting for test results or exposed to COVID-19 individuals, can report to work as long as they take precaution to prevent COVID-19. The City’s previously issued FAQs were in compliance with this Order.

However, the County Order, issued on April 3, 2020, and updated via a memorandum on April 6, 2020, is more restrictive. It requires asymptomatic first responders who are awaiting a COVID-19 test result to isolate at home, or asymptomatic first responders who resided with a COVID-19 positive individual to quarantine at home. The County will allow an exception for asymptomatic first responders to report when there are critical staffing shortages.

In order for first responders to provide essential emergency services to our Oakland community, and in light of the contradiction between the Governor’s Order and the County Health Order (including the staffing shortage exception), if you are an Oakland first responder, please work with your supervisor/manager or chain of command on whether you are required to isolate or quarantine.

The Oakland Fire Department and Oakland Police Department may issue separate orders, policies and procedures and/or protocols, so first responders must adhere to those unless directed otherwise by a physician.

<http://www.acphd.org/media/568880/covid-19-acphd-case-release-from-isolation-and-hcp-return-to-work-2020.04.14.pdf>

<https://www.gov.ca.gov/wp-content/uploads/2020/03/3.15.2020-COVID-19-Facilities.pdf>

#### **41. What Do I Do If I Suspect Someone Of Having COVID-19?**

All employees and members of the public shall be treated with courtesy and respect. A person's risk for COVID-19 depends on a variety of factors that do not relate to the person's race or ethnicity. You should not assume that someone has COVID-19 simply because they cough or sneeze. You should not ask about someone's medical condition or inquire into whether they have COVID-19. If you suspect that a co-worker has COVID-19, please discuss your concerns without your supervisor.

#### **42. Am I Required To Bring In A Doctor's Note If I Am Sick And Cannot Report To Work?**

During the Order, you do not need to bring in a doctor's note to use (code your timecard with) accrued paid time off for COVID-19 related reasons. However, you may be required to bring in a doctor's note, complete forms required by Risk Management, or obtain clearance in order to return to work, access Emergency Paid Sick Leave or seek an advance of paid sick leave.

### **RETURNING TO WORK AFTER TESTING POSITIVE FOR COVID-19 OR EXPERIENCING COVID-19 SYMPTOMS**

#### **43. If I Tested Positive For COVID-19 Or Experienced COVID-19 Symptoms, When Can I Return To Work?**

You should follow the direction of your doctor and return to work once cleared. Generally, you should not return to work until at least 10 days have passed after your symptoms first appeared and at least 3 days after you have recovered. Recovered means that your fever is gone for 72 hours without the use of fever-reducing medications and your respiratory symptoms (e.g. cough, shortness of breath) have improved.

If you never experienced any COVID-19 symptoms, you may return to work 10 days from the date you took a COVID-19 test.

The City may request a physician's note, require a negative test, or may require you to certify your lack of symptoms. Departments should reach out to their Risk Management contact for assistance.

<http://www.acphd.org/media/568880/covid-19-acphd-case-release-from-isolation-and-hcp-return-to-work-2020.04.14.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

#### **44. If I Was Required To Quarantine, When Can I Return To Work?**

If you are quarantining because of exposure to COVID-19 but have not developed symptoms, please follow the direction of your doctor and return to work once cleared. Generally, if directed, you should self-quarantine for 14 days from the last date you were in contact with the person infected only if you were symptom-free during the 14 days. It can take 2 – 14 days for symptoms to appear after exposure. Do not return to work if you have COVID-19 symptoms.

The City may request a physician's note, require a negative test, or may require you to certify your lack of symptoms. Departments should reach out to their Risk Management contact for assistance.

Please note that if you are a first responder and asymptomatic, you should follow the Department's Order and/or Policies that are in compliance with the CDC, Governor's Executive Order and Alameda County Public Health's critical staffing exception.

<http://www.acphd.org/media/568880/covid-19-acphd-case-release-from-isolation-and-hcp-return-to-work-2020.04.14.pdf>

<https://www.gov.ca.gov/wp-content/uploads/2020/03/3.15.2020-COVID-19-Facilities.pdf>

<http://www.cdc.gov/coronavirus/2019-ncov/hcp/mitigating-staff-shortages.html>

#### **45. What If My County Or Doctor Requires Me To Have A Negative COVID-19 Test Before Returning To Work?**

If you are required to receive a negative COVID-19 test prior to returning to work, please contact Risk Management as you are eligible for City testing.

### **OAKLAND EMPLOYEES AND PERSONAL PROTECTIVE EQUIPMENT**

#### **46. Should I Wear A Cloth Face Covering?**

Yes. The Alameda County Public Health Department ("ACPHD") issued an Order for all employees providing Essential Government Functions to wear a Face Covering in areas where the public is present or likely to be and at any time when others are nearby. Wearing a face covering is one tool for reducing the spread of the virus but is not a substitute for sheltering in place, physical distancing of at least 6 feet, and frequent hand washing.

A "Face Covering" means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers only the nose and mouth and surrounding areas of the lower face.

Employees should not use cloth face coverings when doing so would be dangerous, such as when vision might be obstructed or when using tools or equipment that could become entangled with the covering.

<http://www.acphd.org/media/569455/health-officer-order-20-08-face-coverings-2020.04.17.pdf>

PLEASE NOTE, if your Department requires you to wear a face shield, N95 mask, gloves, or other required personal protective equipment (PPE), you shall wear full PPE while working.

#### **47. Will The City Provide Me With A Cloth Face Covering?**

Not at this time. Face coverings are required by ACPHD for everyday use by the general population. The required cloth face coverings are not tied to a specific occupation or job responsibility. Every employee should source their own cloth face covering for personal use should they so choose. Nevertheless, the City continues to make efforts to secure face coverings and will strive to make them available to first responders and employees performing essential government functions.

#### **48. Are There Exceptions?**

Yes. A face covering is not required when a person is in a personal office (a single room) as long as the public does not regularly visit the room. By way of example and without limitation, a construction worker, plumber, manager, accountant, or bike repair person is not required to wear a face covering if that individual is alone and in a space not regularly visited by the public, but that individual must put on a face covering when coworkers are nearby, when being visited by a client/customer, and anywhere members of the public or other coworkers are regularly present. Please consult your supervisor should you have questions.

A face covering is also not required by the Order to be worn by a particular individual if the person can show either: (1) a medical professional has advised that wearing a face covering may pose a risk to the person wearing the mask for health-related reasons; or (2) wearing a face covering would create a risk to the person related to their work as determined by local, state, or federal regulators or workplace safety guidelines. Should you need a medical exception, please contact Risk Management.

#### **49. Are There Consequences If I Do Not Comply With The Face Covering Order?**

According to the Order, failure to comply with any of the provisions constitutes an imminent threat and immediate menace to public health, constitutes a public nuisance, and is punishable by fine, imprisonment, or both.

#### **50. How Do I Make A Cloth Face Covering?**

Instructions on how to make a cloth face covering are provided by the CDC. Please note that appropriate cloth coverings can include bandanas and neck gaiters.

If you wish to make your own mask, please use the following link:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

#### **51. How Should A Face Covering Fit?**

The face covering should cover your mouth and nose and 1) fit snugly but comfortably against the side of the face; 2) secure with ties or ear loops; 3) include multiple layers of fabric; 4) allow for breathing without restriction; and 5) able to be laundered and machine dried without damage or change to shape.

#### **52. Should Cloth Face Coverings Be Washed Or Otherwise Cleaned Regularly? How Regularly?**

Yes. They should be routinely washed.

#### **53. Can A Cloth Face Covering Be Reused?**

Yes. A cloth face covering can be reused, provided it is properly sterilized and cleaned after every use.

#### **54. How does One Safely Sterilize/Clean A Cloth Face Covering?**

A washing machine should suffice in properly washing a face covering.

#### **55. How Does One Safely Remove A Used Cloth Face Covering?**

Individuals should be careful not to touch their eyes, nose, and mouth when removing their face Ccovering and wash hands immediately after removing.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>

#### **56. Does The Recommendation Surrounding A Cloth Face Covering Require Me To Wear An N95 Mask?**

No. The cloth face covering does not include N95 or surgical masks. These important supplies should be reserved for healthcare workers and first responders.

#### **57. Will The City Provide Me With An N95 Mask?**

Neither the CDC nor ACPHD recommends an N95 respirator mask or surgical mask for general use. Rather use a basic cloth face covering.

However, employees should use an N95 mask or other prescribed mask if such mask is part of your typical PPE. The City will provide you an N95 mask if it is a normal part of the required PPE for your classification/duties and you have been trained on the use of a N95, fitted, and received medical clearance. The City will not generally distribute N95 masks as a response to COVID-19.

#### **58. How Do I Properly Use An N95 Mask?**

If you are required to use a N95 mask, you should have already received training. Should you need a refresher course, Cal-OSHA provides a complete FAQ on N95 use that you can access here: [https://www.dir.ca.gov/dosh/dosh\\_publications/N95-mask-questions.html](https://www.dir.ca.gov/dosh/dosh_publications/N95-mask-questions.html)

#### **59. Are N95 Masks Reusable?**

According to the CDC, N95 masks may be reusable when there are anticipated shortages during the COVID-19 pandemic. It is imperative that N95 masks be reserved for first responders, healthcare workers, and employees performing essential government functions who have been trained, fitted, and cleared to wear a N95 mask.

Reuse is guided by a number of variables that impact respirator function, so there is no preset number of times that an N95 can be used before it must be disposed. Extending the life of an N95 can occur in two ways:

1. EXTENDED USE refers to the practice of wearing the same N95 respirator for a prolonged period of time without removing it, for example during an entire shift.
2. REUSE refers to the practice of using the same N95 respirator but removing it after a specific encounter or a shift and storing it for use by the same person. The CDC recommends that a respirator classified as disposable, such as an N95, can be reused by the same worker as long as it remains functional.

In light of this pandemic and concerning shortage of N95 masks, the City will allow the reuse or extended use of N95 masks as long as they are clean and functional. If you believe that your N95 must be replaced, please notify your supervisor immediately. If a Department is experiencing a shortage of N95 masks, please contact Risk Management.

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

<https://www.cdc.gov/niosh/topics/hcwcontrols/recommendedguidanceextuse.html>

#### **60. I Am Working From Home, Is The City Required To Provide Me With Ergonomic Equipment Or An Ergonomic Assessment Of My Work Location At Home?**



No. The City is not required to provide you with ergonomic equipment or an ergonomic assessment for your telecommute location. However, the City wants to provide whatever ergonomic support it can given the current situation. The City is currently evaluating its resources and personnel to see how it can best support City employees who are telecommuting.

**61. Can I Use Professional Development Funds To Buy Ergonomic Equipment For Use At Home?**

No. Professional development use is regulated by your Memorandum of Understanding (MOU) and IRS regulations.

**62. Can I Come Into The Office And Take Ergonomic Equipment For Use At Home?**

Maybe. Employees who do not provide essential government functions are prohibited by the County Health Order from leaving their home and returning to work to obtain equipment for at home use. Departments may allow employees performing essential government functions to return to the office for certain ergonomic equipment, but those wishing to do so must seek permission from the Department Head and then coordinate with their supervisor prior to removing equipment. The City will not be able to meet every request and has full discretion to determine what ergonomic equipment may be taken home.

Supervisors and managers must log all ergonomic equipment loaned to you. The City expects that you will return or replace **all** ergonomic equipment to the City once the Order is lifted.

**63. Will The City Provide An Ergonomic Evaluation Of My At-Home Work Station?**

Currently the City cannot provide an ergonomic evaluation of your at-home work station because of the Order. However, the City is researching the possibility of providing this service remotely and will update you.

## **CITY OF OAKLAND EMPLOYEES ARE DISASTER SERVICE WORKERS**

**64. Am I Required To Work As A Disaster Service Worker?**

California law designates all public employees as Disaster Service Workers (DSWs) who perform disaster-related duties as required to promote and maintain public health and safety during a declared emergency. DSWs may be required to come to work at any time of day to perform disaster-related duties.

The City is currently assessing Disaster Service Work and anticipates calling employees back to work to provide these important services to City and County residents.

**65. If I Am Called Back To Work As A Disaster Service Worker, How Will I Know?**

Employees will be directed to report to work by their Department Head or City Administration.

**66. What Will I Have To Do As A Disaster Service Worker?**

Assignments will be based on the needs of the City's Emergency Operations Center, Department needs, employees' skills and qualifications, and employee availability. Employees may have to perform general duties that are not part of their normal duties, such as clerical support, food preparation, sorting, packing or lading. Employees will not be assigned work for which they are not qualified or trained.

## GENERAL INFORMATION ON COVID-19

**67. What Is COVID-19?**

Countries across the world are experiencing expanding outbreaks of respiratory illness caused by a novel coronavirus. This illness is referred to throughout this document as "COVID-19". The virus is spreading from person-to-person.

**68. What Are The Symptoms Of COVID-19?**

According to the US Centers for Disease Control (CDC), the following symptoms may appear 2-14 days after exposure: high fever, cough, shortness of breath, sore throat.

Call your personal doctor if you develop symptoms and have been in close contact (within 6 feet for more than 10 minutes) with a person confirmed to have COVID-19 or have recently traveled from an area with widespread or ongoing community spread of COVID-19. Additionally, you may be eligible for the City-sponsored COVID-19 testing. Please see attached [Guidelines](#).

<https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html#1>.

**69. What Can I Do To Stay Healthy Or Slow The Spread Of COVID-19?**

Practice these illness-prevention measures:

- Wear a cloth face covering as required by ACPHD;
- Wash hands with soap and hot water and rub for at least 20 second or use an alcohol-based hand sanitizer if soap and water are not available.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing;
- Avoid touching your eyes, nose and mouth;
- If you are sick or have any COVID-19 symptoms, stay home and consult

your doctor;

- Avoid close proximity (less than 6 feet) to people who are sick;
- Get a flu shot to protect yourself and others from the flu, which has some similar symptoms to COVID-19;
- Use disinfectant wipes to routinely clean frequently touched surfaces in the workplace, including your work station, door handles, phone, computer keyboard, remote controls, and other work equipment;
- Wear a cloth covering when out in public.
- If you are required to wear Personal Protective Equipment (PPE), please ensure that you are properly wearing it while working.

Follow the [City's Safety Protocols](#).

**70. What is the best way to practice good hand hygiene?**

- Wash your hands with soap and water for at least 20 seconds
- Wash both sides of the hands, between fingers and under the nails.
- If soap and water are not available, use an alcohol-based hand rub. Visit <http://www.cdc.gov/cleanhands> for more information on hand hygiene.