CITY OF OAKLAND

City of Oakland COVID-19 Prevention Program ("CPP")

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Authority and Responsibility

Risk Management maintains overall authority and responsibility for implementing the provisions of this CPP. In addition, all department directors, managers, and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the a COVID-19 Inspection form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- Inform employees by distributing and posting online Frequently Asked Questions ("FAQs"). These updated FAQ's supplement, and where indicated, replace previously issued FAQs.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by reading current COVID-19 protocols and complying with the most recent guidelines.

Employee screening

The City has defined three Health Check levels. Department Director(s) and Risk Management will determine the appropriate health check level for employees. Based on Cal/OSHA guidelines, these levels correspond to risk exposure based on the nature of your work and job responsibilities. At a minimum, all employees should follow the Level I Health Check. The need for a higher level of a health check is at the Department's discretion with input from Risk Management.

https://www.osha.gov/Publications/OSHA3990.pdf

- **Level I** – Low Exposure Risk. Employees must self-screen for COVID-19 before reporting to work. A temperature log must be maintained in a "normal/clear" or "not normal/not clear" range and recorded on your Outlook calendar or Personal Screening Log **(Appendix G)** on the day you come into the office.
- **Level II** – Medium Exposure Risk. Employees will be verbally screened by their supervisors prior to beginning work each day. A temperature log must be maintained by the employee in a "normal/clear" or "not normal/not clear" range and recorded on your Outlook calendar or Personal Screening Log on the day you come into the office.

- **Level III** – High Exposure Risk. Supervisors are to verbally screen employees, perform temperature checks of their employees, and maintain a "normal/clear" or "not normal/not clear" log.

Level I (Low Exposure Risk)

Low exposure jobs are those that do not require contact with people known to be or suspected of being infected with COVID-19. Low exposure risk jobs include those jobs that require infrequent and limited contact with the public and coworkers, employees who work in a low-population-density work environment, and/or work from home yet occasionally report to a worksite.

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

- Taking your temperature to determine whether you have a fever Any employee with a temperature of 100.4°F or higher is considered to have a fever and that individual must exit the facility.
- Writing down or otherwise recording whether your temperature clears or prohibits you from entering your worksite in a Personal Screening Log or Outlook calendar.
- Being alert to other COVID-19 symptoms: The most common symptoms are cough, fever or chills, shortness of breath or difficulty breathing, muscle or body aches, sore throat, the new loss of taste or smell, diarrhea, headache, new fatigue, nausea or vomiting, congestion or runny nose.

Level II (Medium Exposure Risk)

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with COVID-19 but who are not known or suspected COVID-19 patients. In areas where there is ongoing community transmission, workers in this category may have contact with the public (e.g., schools, high-population-density work environments, some high-volume retail settings).

Employees subject to Level II Health Checks will be verbally screened by their supervisors prior to beginning work each day. Employees must be honest with their responses to the Alameda County guideline (http://www.acphd.org/media/585458/acphd-covid-19-self-assessment-guidance-for-personnel-english.pdf) and will not be subject to discipline if they respond "yes" to any of the questions, though they may be sent home. Supervisors must ask the questions using **Appendix D: COVID-19 Health Screening for Supervisors & Managers (Level II)** and record the employee as "clear" or "not clear" in a log. Supervisors should not record medical information or conditions that an employee volunteers other than what is asked per this Protocol.

Level III (High Exposure Risk)

High exposure risk jobs include those jobs that require continuous close contact (i.e., within 6 feet of) the public and coworkers, including those that may contract or be exposed to COVID-19 and those working 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), driving in City vehicles with another worker). This may not apply to standard office environments where social distancing can be available. In consultation with Risk Management, the Department will determine whether employees fall in the Level III category.

Employees subject to Level III Health Checks will have their temperature checked at the beginning of their shift and will be verbally screened for additional COVID-19 symptoms each workday.
If any employee starts to experience any COVID-19 symptoms in the middle of their shift, they must notify their supervisor immediately, will be sent home, and must contact their personal physician immediately.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices, or procedures will be documented in **Appendix B: COVID-19 Checklist for Supervisors and Managers** form to evaluate administrative and facilities shortfalls and ensure that they are corrected in a timely manner based on the severity of the hazards.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Reducing the need for workers to be in the workplace – e.g., telework or other remote work arrangements**.**
- Reducing the number of persons in an area at one time, including visitors.
- Installing visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggering arrival, departure, work, and break times.
- Adjusting work processes or procedures.
- Using markers that indicate six feet of distance in common or meeting areas.
- Providing heated tented areas outside so that employees can have breaks and lunches.
- Transporting employees who do not share the same household, work crew, or worksite in the same vehicle only when no other transportation alternatives are possible.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

Each department is responsible to ensure **Face coverings/cloth masks** are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in their office with the door closed.
- While actively eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- 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, where employees will be kept at least six feet apart.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals: Mandatory face covering for people in vehicles or spaces under six feet in distance with members outside of their households**.**

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Checking ventilation systems and all buildings owned and occupied by the City of Oakland.
- Ensuring the ventilation system will be adequately maintained and adjusted in all buildings owned and occupied by the City of Oakland.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

All employees are required to clean and disinfect their workspaces and vehicles to ensure their own personal COVID-19 safety. Commonly shared areas like restrooms and conference rooms are cleaned by custodial staff daily. However, it is recommended that conference rooms shall be cleaned before and after use by the users.

- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles, and shifter, are cleaned and disinfected between different drivers.

- Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments, and tools, must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by using a Clorox wipe or other compatible disinfected material. The employee is also directed to wash their hands as soon as possible for a minimum of 20 seconds.

- Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

- Should we have a COVID-19 case in our workplace, please reach out to Facility Service manager to conduct enhanced cleaning as needed.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

If an employee feels ill or has any COVID-19 symptoms, they should not report to work.

If an employee becomes a COVID-19 case, the employees have a right to contact their personal doctor or local clinic. If they have been experiencing symptoms or have questions about their symptoms, they are likely eligible for testing offered by the City at no cost. This process begins by contacting CarivaCare if someone is experiencing COVID-19 Symptoms, had direct contact with someone who was informed to have COVID-19 contact for a cumulative 15-minute period within 24 hours, or want to be tested for COVID-19 for another reason. The City strongly urges eligible employees to use the City's testing facility if you perform essential government functions, especially those in public safety and first responders.

Employee must contact their supervisor to inform them that they 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.

All employees shall follow the guidance of their doctor and inform their supervisor or Risk Management and HR Support Manager in addition to the following:

Remain under home isolation and follow the recommendation of your physician until you are cleared to return to work. 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.

All COVID-19 symptomatic employees shall report the possible hazard to their supervisor or Risk Management and HR Support Manager by phone and email. The following should also be noted:

- Employees can report symptoms and hazards without fear of reprisal.
- Staff should be aware of our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.

Investigating and Responding to COVID-19 Cases

When employee alert their supervisor that they have been exposed to COVID-19 or are currently having symptoms of COVID-19 and that they are not reporting to work. As stated in the County's Self-Assessment Guidance, persons who have had close contact with a person with COVID-19 or are currently having symptoms of COVID-19 should not report to work**.** We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak and perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. Each division manager shall ensure that their Department Director is informed.

Risk Management will initiate a worksite investigation that is a narrower version of the Contact Tracing that public health officials conduct. Alameda County (or the County where the employee resides) remains responsible for official COVID-19 contact tracing. The City's investigation focuses on employee-to-employee exposure at City worksites when a known Positive Employee has Close Contact with one or more other employees.

The process has four (4) general steps:

1. The City learns that an employee tested positive for COVID-19;

2. The City interviews the positive employee to determine Close Contacts;

3. The Department conducts an internal review to determine other Close Contacts; and

4. The City notifies potentially exposed employees in writing and provides direction, guidance, and resources for responding to the possible COVID-19 exposure. The City's goal is to complete all steps within twenty-four (24) hours of first learning that an employee tested positive. Departments are responsible for decontaminating any worksite, including City vehicle, that the COVID-19 positive employee may have worked in the 48-hours before testing positive or displaying symptoms.

PROCEDURE FOR CONDUCTING A WORKSITE INVESTIGATION

A. Initiation A workplace investigation begins when the City learns that an employee tested positive for COVID-19. The City can learn this information from either a Health Care Provider or directly from the Positive Employee. When reports of possible infection come from sources other than a Health Care Provider or the Positive Employee, the City will perform additional inquiry to determine the validity of those reports. In the absence of direct evidence of infection, the City will only initiate a workplace investigation when it is reasonable based on the amount and quality of the indirect evidence. The City should not initiate a workplace investigation on mere rumor or speculation. During this step the City must collect the following information for the Positive Employee.

B. A trained Risk Management representative will directly contact the Positive Employee as soon as practicable after learning of the positive test. The contact should be made by telephone to allow for direct communication without chance of further COVID-19 spread. The main purpose of the employee interview is to discover Close Contacts who might have been exposed to the Positive Employee. In cases where the Positive Employee is too sick, unavailable, or unwilling to cooperate, Risk Management will interview the Positive Employee's direct supervisor to gather as much information as possible. During this process, Risk Management will only disclose confidential medical information and the identity of the Positive Employee as needed to conduct an appropriate worksite investigation.

C. Department Notice and Inquiry Following the initial employee interview. Risk Management will notify the affected Department of the Positive Employee. Notice will be sent by email to the Department Director with a copy to Employee Relations. Affected Bargaining Units will receive similar correspondence.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.
- Providing employees at the time of exclusion with information on available benefits.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  o COVID-19 is an infectious disease that can be spread through the air.
  o COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  o An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Appendix C: COVID-19 Tailgate Roster will be used to document this training.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).

- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and Cal/OSHA representatives immediately upon request.
- Make this information available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

Employees may return to work under any of the following circumstances:

1) An employee presents a note from a medical provider which indicates that they are not a risk for spreading COVID-19 may return to work.

2) An Employee who tested positive but never developed COVID-19 symptoms may return to work after 10 days have passed since the date of their COVID-19 test that resulted in a positive result. Please note that it is the date of the test, not the date the employee received the results. See California Code of Regulations, Title 8, section 3205(c)(11).

3) Symptomatic Employees who tested positive may return to work when:

    1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;

    2. COVID-19 symptoms have improved; and

    3. At least 10 days have passed since COVID-19 symptoms first appeared.

A negative COVID-19 test shall not be required for any employee to return to work.

If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed, or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate or quarantine was effective.

Notifications to the local health department
- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in the workplace, Risk Management will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

APPENDICES

Appendix A: Identification of COVID-19 Hazards

Appendix B: COVID-19 Safety Checklist for Supervisors & Managers

Appendix C: COVID-19 Training Roster

Appendix D: COVID-19 Health Screening Questionnaire for Supervisors & Managers (Level II)

Appendix E: COVID-19 Health Screening Questionnaire for Supervisors & Managers (Level III)

Appendix F: COVID-19 Group Screening Log

Appendix G: COVID-19 Personal Screening Log

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: _____

Date: _____

Name(s) of employee and authorized employee representative that participated: _____

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix B: COVID-19 Safety Checklist for Supervisors & Managers

Date:_____ **Name:**_____ **Work Location:**_____

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)).

The purpose of this checklist is to ensure that supervisors and managerial staff are auditing the Administrative, facilities, and other precautionary measures that are known to limit the spread of COVID-19 daily.

Administrative		Comments
Did the employees take his/her temperature before departure to work and found that it was in the normal range (less than 100.4)?	Yes☐ No ☐ Unknown☐	
Did the employees use the self-check machine or have a coworker take their temperature before entering the workspace?	Yes☐ No ☐ Unknown☐	
Did you ask the employees if he/she had any symptoms associated with COVID-19 (headaches, fever, nausea, etc.) before entering the workspace?	Yes☐ No ☐ Unknown☐	
Did the employees wear a mask that covers their mouth and nose in buildings, common areas, or private spaces with open doors?	Yes☐ No ☐ Unknown☐	
Are employees practicing social distancing inside and outside of the building? (30 feet without mask outside and 6 feet with mask in all other areas.	Yes☐ No ☐ Unknown☐	
Did the employees use hand sanitizer or wash their hands for at least 20 seconds using soap and water upon entering the building?	Yes☐ No ☐ Unknown☐	
Facilities		
Did you notice measures and or markers that indicate six feet of distance in common or meeting areas?	Yes☐ No ☐ Unknown☐	
Are there postings near entrances and common areas to remind staff of the requirement to wear masks?	Yes☐ No ☐ Unknown☐	
Are common areas, reception desks and other workstations set-up with sneeze guards and other barriers to ensure adequate space between employees and visitors?	Yes☐ No ☐ Unknown☐	
Are workspaces being well ventilated (open windows in buildings and vehicles, filters monitoring, etc.) when possible?	Yes☐ No ☐ Unknown☐	
Are hand sanitizer units available and full at entrances and common areas?	Yes☐ No ☐ Unknown☐	
Are soap dispensers full in restrooms and kitchenettes?	Yes☐ No ☐ Unknown☐	
Are common areas such as breakrooms and restrooms being clean and/or sanitized daily?	Yes☐ No ☐ Unknown☐	
Other Precaution		
Are Clorox wipes and/or other cleaning supplies, i.e., disinfectant, paper towels, spray bottles, visible and available in break rooms, meeting rooms or common areas in the workspace and/or vehicles?	Yes☐ No ☐ Unknown☐	
Have areas where COVID-19 positive employees worked in the past 24 hours 12 sanitized (within 24 hours of report)?	Yes☐ No ☐ Unknown☐	

Appendix C: COVID-19 Training Roster

Tailgate Training Sign-in-Sheet(s)

Topic: ____COVID-19 Training_____
Date: _____Start time_____ End time:_____
Division: _____Total time:_____
Supervisor or Tailgate Lead: _____
Please attach the handout/outline/curriculum of Tailgate materials utilized in the training.

Employee Name	Signature

Appendix D: COVID-19 Health Screening for Supervisors & Managers
(Level II)

Employees subject to Level II Health Checks will be <u>verbally</u> screened by their supervisors prior to beginning work each day. Employees must be honest with their responses and will not be subject to discipline if they respond "yes" to any of the questions, though they may be sent home. Supervisors must ask the below questions and record the employee as "clear" or "not clear" in a log. Supervisors should not record medical information or conditions that an employee volunteers other than what is asked per this Protocol.

If any employee starts to experience any COVID-19 symptoms in the middle of their shift, they must notify their supervisor immediately, will be sent home, and must contact their personal physician immediately.

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

Within 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**
Sore Throat?	**YES**	**NO**
Recent Loss of Taste or Smell?	**YES**	**NO**
Body or Muscle Aches?	**YES**	**NO**
Close contact with any confirmed cases of COVID-19?	**YES**	**NO**

If the employee has <u>not</u> checked their temperature within the last 24 hours, <u>the supervisor</u> <u>must</u> <u>remind them to check their temperature daily</u>. Employees who repeatedly do not or refuse to check their temperature before reporting to work may be sent home or subject to discipline.

If the employee answered "yes" to any of the questions listed above: Direct the employee to contact their personal medical provider for further guidance- Notify Risk Management immediately
Again, managers and supervisors need only mark on a list/log whether the employee is "clear" or "not clear" to work. If a manager/supervisor records any personal health information, they must contact Risk Management immediately to ensure proper handling of the document.

If a supervisor does not perform health checks as required by this Protocol or does not follow this Protocol, employees may contact their Department Head or Risk Management to report the non-compliance.

Appendix E: COVID-19 Health Screening for Supervisors & Managers
(Level III)

Employees subject to Level III Health Checks will have their temperature checked at the beginning of their shift and will be <u>verbally</u> screened for additional COVID-19 symptoms each workday. Employees must be honest with their responses and will not be subject to discipline if they respond "yes" to any of the questions though they may be sent home. Supervisors must ask the below questions and record the employee as "clear" or "not clear" in a log. Supervisors should not record medical information or conditions that an employee volunteers other than what is asked per this Protocol.

If any employee starts to experience any COVID-19 symptoms in the middle of their shift, they must notify their supervisor immediately, will be sent home, and must contact their personal physician immediately.

Employee's Temperature is Taken. If 100.4°F/38°C or higher, the employee must go home.

Within the last 24 hours, have you experienced any of the following:

Abnormal or prolonged coughing?	**YES**	**NO**
Abnormal or prolonged shortness of breath?	**YES**	**NO**
Sore Throat?	**YES**	**NO**
Recent Loss of Taste or Smell?	**YES**	**NO**
Body or Muscle Aches?	**YES**	**NO**
Close contact with any confirmed cases of COVID-19?	**YES**	**NO**

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

Again, managers and supervisors need only mark on a list/log whether the employee is "clear" or "not clear" to work. If a manager/supervisor records any personal health information, they must immediately contact Risk Management to ensure proper handling of the document.

If a supervisor does not perform health checks as required by this Protocol or does not follow this Protocol, employees may contact their Department Head or Risk Management to report non-compliance.

Appendix F: COVID-19 Group Screening Log

Date: _____ **Location:** _____

Name	Clear to Work?	
	☐ Yes	☐ No
	☐ Yes	☐ No
	☐ Yes	☐ No
	☐ Yes	☐ No
	☐ Yes	☐ No
	☐ Yes	☐ No
	☐ Yes	☐ No
	☐ Yes	☐ No
	☐ Yes	☐ No
	☐ Yes	☐ No
	☐ Yes	☐ No
	☐ Yes	☐ No
	☐ Yes	☐ No
	☐ Yes	☐ No
	☐ Yes	☐ No
	☐ Yes	☐ No
	☐ Yes	☐ No
	☐ Yes	☐ No
	☐ Yes	☐ No

Appendix G: COVID-19 Personal Screening Log

Name: _____

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

• Taking your temperature to determine whether you have a fever (temperature of 100.4°F/38°C or higher)

Date	Clear to Work?	
Click or tap to enter a date.	☐ Yes	☐ No
Click or tap to enter a date.	☐ Yes	☐ No
Click or tap to enter a date.	☐ Yes	☐ No
Click or tap to enter a date.	☐ Yes	☐ No
Click or tap to enter a date.	☐ Yes	☐ No
Click or tap to enter a date.	☐ Yes	☐ No
Click or tap to enter a date.	☐ Yes	☐ No
Click or tap to enter a date.	☐ Yes	☐ No
Click or tap to enter a date.	☐ Yes	☐ No
Click or tap to enter a date.	☐ Yes	☐ No
Click or tap to enter a date.	☐ Yes	☐ No
Click or tap to enter a date.	☐ Yes	☐ No