

PREPARED BY: LYNN TRACY NERLAND

DATE OF MEETING: 03/16/20

SUBJECT:

..TITLE

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO, CALIFORNIA, PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY DUE TO NOVEL CORONAVIRUS (COVID-19)

..Label

CITY MANAGER RECOMMENDATION

..Recommendation

Adopt Resolution

Before adopting the Resolution, a majority of the City Council must first approve by at least majority vote to add this item to the agenda under the emergency exception to the Brown Act (California Gov't Code section 54954.2(b)(1)) given that COVID-19 severely impairs public health and safety. Accordingly, the actions before the City Council are:

1. Place the resolution proclaiming the existence of a local emergency due to the novel Coronavirus (COVID-19) on the agenda for March 16, 2020 under the emergency exception for the Brown Act because COVID-19 severely impairs public health and safety; and
2. Approve the Resolution Proclaiming the Existence of a Local Emergency due to novel Coronavirus (COVID-19)

..BODY

COMPLIANCE STATEMENTS

This action is not in the City Council's Priority Workplan, but is necessary for the operation of government during an emergency.

CEQA Compliance Statement

The adoption of a resolution declaring an emergency in light of a pandemic is not a project under the California Environmental Quality Act, and if deemed a project would be categorically exempt pursuant to 14 CCR section 15269.

BACKGROUND

Public health officials have detected novel Coronavirus (COVID-19), an infectious disease causing severe acute respiratory illness to which there is no known natural immunity and for which there is currently no vaccine. There are now 153,517 cases confirmed throughout the world, resulting in more than 5,735 deaths so far with the number of cases continuing to increase.

On January 23, 2020, the Centers for Disease Control (CDC) activated its Emergency Response System and determined that COVID-19 presents a serious and imminent threat in part because the exact modes of transmission, the factors facilitating human-to-human transmission, the extent of asymptomatic viral shedding, the groups most at risk of serious illness, the attack rate, and the case fatality rate all remain active areas of investigation. The CDC also confirmed community transmission in the San Francisco Bay Area.

On January 24, 2020, the California Department of Public Health activated its Medical and

Health Coordination Center and on March 2, 2020, the Office of Emergency Services activated the State Operations Center to support and guide state and local actions to preserve public health.

On March 4, 2020, the Governor of California proclaimed a state of emergency to exist in California as a result of the threat of COVID-19 (attached). On March 10, 2020, Contra Costa County proclaimed the existence of a local emergency caused by the introduction of COVID-19 and its contribution to the shortage of essential health care supplies (attached). On March 11, 2020, the World Health Organization (WHO) declared COVID-19 to be a pandemic. On March 12, 2020, the Governor issued Executive Order N-25-20, which among other orders, relaxed some teleconferencing requirements for public agencies under the Brown Act in light of the COVID-19 pandemic (attached).

On March 13, 2020, the President of the United States declared a national emergency.

As of March 16, 2020, the CDC reported 3,487 cases in the United States and 68 deaths.

On March 16, 2020, the City of San Pablo partially activated its Emergency Operations Center (EOC). The Contra Costa Health Services also issued an order to residents to shelter in place of residence until April 7, 2020 as there are 29 confirmed COVID cases in Contra Costa County and 258 confirmed COVID cases in the Bay Area (attached). The City Manager has also promulgated an Administrative Policy (attached) and implemented a Modified Operations Plan for the City (attached).

Accordingly, the City Manager and the Director of Emergency Operations recommend that the City Council adopt the resolution declaring the existence of a local emergency and taking the following other actions:

1. A local emergency now exists throughout the City of San Pablo commencing on or about 7:00 a.m. on Monday, March 16, 2020 and shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of San Pablo;
2. All actions taken by the Director of Emergency Operations and City Manager in response to this local emergency are ratified;
3. During the existence of said local emergency, the powers, functions, and duties of the Director of Emergency Services and the Emergency Organization of the City shall be those prescribed by state law, ordinances, and resolutions of this City, as well as the City of San Pablo's Emergency Plan, Modified Operation Plan, and related administrative policies, plans, procedures and orders adopted to mitigate the effects of this emergency;
4. All City employees are deemed disaster workers;
5. All City officials and employees are ordered to cooperate and coordinate efforts with officials and employees of other political subdivisions and officials and employees of the state and federal government in bringing the present condition of Local Emergency and disaster under control;
6. Within the next thirty (30) days, a report on the most recent conditions of emergency

and disaster be presented to this City Council so that this City Council may determine whether conditions of emergency and disaster still exist; and

7. A copy of this resolution be forwarded to Contra Costa County EOC and the State Director of Emergency Services with a request for Mutual Aid.

FISCAL IMPACT

At this time, the fiscal impacts of declaring an emergency are unknown, but such a declaration may make Federal and State funding and resources available.

ATTACHMENTS

- 1) State of California Proclamation of an Emergency of March 4, 2020
- 2) Contra Costa County Proclamation of an Emergency of March 10, 2020
- 3) State of California Executive Order N-25-20 of March 12, 2020
- 4) Contra Costa Health Services Order of March 16, 2020
- 5) City Manager's Administrative Policy of March 16, 2020
- 6) City Manager's Modified Operation Plan of March 16, 2020

RESOLUTION 2020-###

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO, CALIFORNIA, PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY DUE TO NOVEL CORONAVIRUS (COVID-19)

WHEREAS, Government Code Section 8558 provides for a “State of Emergency” or a “Local Emergency” when conditions as “air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plan or animal infestation or disease, the Governor’s warning of an earthquake, or volcanic prediction, or an earthquake or other conditions, other than the conditions resulting from a labor controversy” which conditions are likely to be beyond the control of the services, personnel, equipment and facilities” of any single entity or of a particular political subdivision and require the combined forces of other political subdivisions to combat; and

WHEREAS, Government Code Section 8630 authorizes the City Council to proclaim the existence of a “Local Emergency;” and

WHEREAS, Section 2.36 of the San Pablo Municipal Code empowers the City Council to proclaim a local emergency when the City of San Pablo is affected or likely to be affected by a public calamity; and

WHEREAS, the Emergency Operations Center (EOC) for the City of San Pablo was activated at 7:00 a.m. on Monday, March 16, 2020 due to the Novel Coronavirus (“COVID-19”) and the Director of Emergency Services of the City of San Pablo has asked the City Council to proclaim the existence of a local emergency; and

WHEREAS, public health officials have detected COVID-19, an infectious disease causing severe acute respiratory illness to which there is no known natural immunity and for which there is currently no vaccine, with 153,517 cases confirmed throughout the world, resulting in more than 5,735 deaths so far with the number of cases continuing to increase;

WHEREAS, on January 23, 2020, the Centers for Disease Control (CDC) activated its Emergency Response System and determined that COVID-19 presents a serious and imminent threat in part because the exact modes of transmission, the factors facilitating human-to-human transmission, the extent of asymptomatic viral shedding, the groups most at risk of serious illness, the attack rate, and the case fatality rate all remain active areas of investigation; and

WHEREAS, the CDC has confirmed community transmission in the San Francisco Bay Area; and

WHEREAS, on January 24, 2020, the California Department of Public Health activated its Medical and Health Coordination Center and on March 2, 2020, the Office of

Emergency Services activated the State Operations Center to support and guide state and local actions to preserve public health; and

WHEREAS, on March 4, 2020, the Governor of California proclaimed a state of emergency to exist in California as a result of the threat of COVID-19; on March 10, 2020, Contra Costa County proclaimed the existence of a local emergency caused by the introduction of COVID-19 and its contribution to the shortage of essential health care supplies; and

WHEREAS, on March 11, 2020, the World Health Organization (WHO) declared COVID-19 to be a pandemic; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency; and

WHEREAS, as of March 16, 2020, the CDC reported 3,487 cases in the United States and 68 deaths;

WHEREAS, on March 16, 2020, the Contra Costa Health Services issued an order to residents to shelter in place of residence until April 7, 2020 as there are 29 confirmed COVID cases in Contra Costa County and 258 confirmed COVID cases in the Bay Area;

WHEREAS, the City Council already had a regularly scheduled meeting for 6 p.m. on Monday, March 16, 2020 and by at least majority vote added the resolution proclaiming the existence of a local emergency to the agenda pursuant to California Gov't Code section 54954.2(b)(1) that an emergency exists given COVID-19 severely impairs public health and safety;

WHEREAS, the City Council of the City of San Pablo hereby finds conditions of extreme peril to the health and safety of persons and property have arisen within the City of San Pablo caused by COVID-19 commencing on or about 7:00 a.m. on Monday, March 16, 2020; these conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the City of San Pablo and require the combined forces of other political subdivisions to combat; and these conditions are of such extreme peril to warrant and necessitate the proclamation of the existence of a local emergency.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of San Pablo that:

1. A local emergency now exists throughout the City of San Pablo commencing on or about 7:00 a.m. on Monday, March 16, 2020 and shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of San Pablo;
2. All actions taken by the Director of Emergency Operations and City Manager in response to this local emergency are ratified;

3. During the existence of said local emergency, the powers, functions, and duties of the Director of Emergency Services and the Emergency Organization of the City shall be those prescribed by state law, ordinances, and resolutions of this City, as well as the City of San Pablo's Emergency Plan, Modified Operations Plan, and related administrative policies, plans, procedures and orders adopted to mitigate the effects of this emergency;
4. All City employees are deemed disaster workers;
5. All City officials and employees are ordered to cooperate and coordinate efforts with officials and employees of other political subdivisions and officials and employees of the state and federal government in bringing the present condition of Local Emergency and disaster under control;
6. Within the next thirty (30) days, a report on the most recent conditions of emergency and disaster be presented to this City Council so that this City Council may determine whether conditions of emergency and disaster still exist; and
7. A copy of this resolution be forwarded to Contra Costa County EOC and the State Director of Emergency Services with a request for Mutual Aid.

ADOPTED this 16th day of March 2020, by the following votes:

AYES: COUNCILMEMBERS:
 NOES: COUNCILMEMBERS:
 ABSENT: COUNCILMEMBERS:
 ABSTAIN: COUNCILMEMBERS:

ATTEST:

APPROVED:

City Clerk

Mayor

EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA

PROCLAMATION OF A STATE OF EMERGENCY

WHEREAS in December 2019, an outbreak of respiratory illness due to a novel coronavirus (a disease now known as COVID-19), was first identified in Wuhan City, Hubei Province, China, and has spread outside of China, impacting more than 75 countries, including the United States; and

WHEREAS the State of California has been working in close collaboration with the national Centers for Disease Control and Prevention (CDC), with the United States Health and Human Services Agency, and with local health departments since December 2019 to monitor and plan for the potential spread of COVID-19 to the United States; and

WHEREAS on January 23, 2020, the CDC activated its Emergency Response System to provide ongoing support for the response to COVID-19 across the country; and

WHEREAS on January 24, 2020, the California Department of Public Health activated its Medical and Health Coordination Center and on March 2, 2020, the Office of Emergency Services activated the State Operations Center to support and guide state and local actions to preserve public health; and

WHEREAS the California Department of Public Health has been in regular communication with hospitals, clinics and other health providers and has provided guidance to health facilities and providers regarding COVID-19; and

WHEREAS as of March 4, 2020, across the globe, there are more than 94,000 confirmed cases of COVID-19, tragically resulting in more than 3,000 deaths worldwide; and

WHEREAS as of March 4, 2020, there are 129 confirmed cases of COVID-19 in the United States, including 53 in California, and more than 9,400 Californians across 49 counties are in home monitoring based on possible travel-based exposure to the virus, and officials expect the number of cases in California, the United States, and worldwide to increase; and

WHEREAS for more than a decade California has had a robust pandemic influenza plan, supported local governments in the development of local plans, and required that state and local plans be regularly updated and exercised; and

WHEREAS California has a strong federal, state and local public health and health care delivery system that has effectively responded to prior events including the H1N1 influenza virus in 2009, and most recently Ebola; and

WHEREAS experts anticipate that while a high percentage of individuals affected by COVID-19 will experience mild flu-like symptoms, some will have more serious symptoms and require hospitalization, particularly individuals who are elderly or already have underlying chronic health conditions; and

WHEREAS it is imperative to prepare for and respond to suspected or confirmed COVID-19 cases in California, to implement measures to mitigate the spread of COVID-19, and to prepare to respond to an increasing number of individuals requiring medical care and hospitalization; and

WHEREAS if COVID-19 spreads in California at a rate comparable to the rate of spread in other countries, the number of persons requiring medical care may exceed locally available resources, and controlling outbreaks minimizes the risk to the public, maintains the health and safety of the people of California, and limits the spread of infection in our communities and within the healthcare delivery system; and

WHEREAS personal protective equipment (PPE) is not necessary for use by the general population but appropriate PPE is one of the most effective ways to preserve and protect California's healthcare workforce at this critical time and to prevent the spread of COVID-19 broadly; and

WHEREAS state and local health departments must use all available preventative measures to combat the spread of COVID-19, which will require access to services, personnel, equipment, facilities, and other resources, potentially including resources beyond those currently available, to prepare for and respond to any potential cases and the spread of the virus; and

WHEREAS I find that conditions of Government Code section 8558(b), relating to the declaration of a State of Emergency, have been met; and

WHEREAS I find that the conditions caused by COVID-19 are likely to require the combined forces of a mutual aid region or regions to appropriately respond; and

WHEREAS under the provisions of Government Code section 8625(c), I find that local authority is inadequate to cope with the threat posed by COVID-19; and

WHEREAS under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes, including the California Emergency Services Act, and in particular, Government Code section 8625, **HEREBY PROCLAIM A STATE OF EMERGENCY** to exist in California.

IT IS HEREBY ORDERED THAT:

1. In preparing for and responding to COVID-19, all agencies of the state government use and employ state personnel, equipment, and facilities or perform any and all activities consistent with the direction of the Office of Emergency Services and the State Emergency Plan, as well as the California Department of Public Health and the Emergency Medical Services Authority. Also, all residents are to heed the advice of emergency officials with regard to this emergency in order to protect their safety.
2. As necessary to assist local governments and for the protection of public health, state agencies shall enter into contracts to arrange for the procurement of materials, goods, and services needed to assist in preparing for, containing, responding to, mitigating the effects of, and recovering from the spread of COVID-19. Applicable provisions of the Government Code and the Public Contract Code, including but not limited to travel, advertising, and competitive bidding requirements, are suspended to the extent necessary to address the effects of COVID-19.
3. Any out-of-state personnel, including, but not limited to, medical personnel, entering California to assist in preparing for, responding to, mitigating the effects of, and recovering from COVID-19 shall be permitted to provide services in the same manner as prescribed in Government Code section 179.5, with respect to licensing and certification. Permission for any such individual rendering service is subject to the approval of the Director of the Emergency Medical Services Authority for medical personnel and the Director of the Office of Emergency Services for non-medical personnel and shall be in effect for a period of time not to exceed the duration of this emergency.
4. The time limitation set forth in Penal Code section 396, subdivision (b), prohibiting price gouging in time of emergency is hereby waived as it relates to emergency supplies and medical supplies. These price gouging protections shall be in effect through September 4, 2020.
5. Any state-owned properties that the Office of Emergency Services determines are suitable for use to assist in preparing for, responding to, mitigating the effects of, or recovering from COVID-19 shall be made available to the Office of Emergency Services for this purpose, notwithstanding any state or local law that would restrict, delay, or otherwise inhibit such use.
6. Any fairgrounds that the Office of Emergency Services determines are suitable to assist in preparing for, responding to, mitigating the effects of, or recovering from COVID-19 shall be made available to the Office of Emergency Services pursuant to the Emergency Services Act, Government Code section 8589. The Office of Emergency Services shall notify the fairgrounds of the intended use and can immediately use the fairgrounds without the fairground board of directors' approval, and

notwithstanding any state or local law that would restrict, delay, or otherwise inhibit such use.

7. The 30-day time period in Health and Safety Code section 101080, within which a local governing authority must renew a local health emergency, is hereby waived for the duration of this statewide emergency. Any such local health emergency will remain in effect until each local governing authority terminates its respective local health emergency.
8. The 60-day time period in Government Code section 8630, within which local government authorities must renew a local emergency, is hereby waived for the duration of this statewide emergency. Any local emergency proclaimed will remain in effect until each local governing authority terminates its respective local emergency.
9. The Office of Emergency Services shall provide assistance to local governments that have demonstrated extraordinary or disproportionate impacts from COVID-19, if appropriate and necessary, under the authority of the California Disaster Assistance Act, Government Code section 8680 et seq., and California Code of Regulations, Title 19, section 2900 et seq.
10. To ensure hospitals and other health facilities are able to adequately treat patients legally isolated as a result of COVID-19, the Director of the California Department of Public Health may waive any of the licensing requirements of Chapter 2 of Division 2 of the Health and Safety Code and accompanying regulations with respect to any hospital or health facility identified in Health and Safety Code section 1250. Any waiver shall include alternative measures that, under the circumstances, will allow the facilities to treat legally isolated patients while protecting public health and safety. Any facilities being granted a waiver shall be established and operated in accordance with the facility's required disaster and mass casualty plan. Any waivers granted pursuant to this paragraph shall be posted on the Department's website.
11. To support consistent practices across California, state departments, in coordination with the Office of Emergency Services, shall provide updated and specific guidance relating to preventing and mitigating COVID-19 to schools, employers, employees, first responders and community care facilities by no later than March 10, 2020.
12. To promptly respond for the protection of public health, state entities are, notwithstanding any other state or local law, authorized to share relevant medical information, limited to the patient's underlying health conditions, age, current condition, date of exposure, and possible contact tracing, as necessary to address the effect of the COVID-19 outbreak with state, local, federal, and nongovernmental partners, with such information to be used for the limited purposes of monitoring, investigation and control, and treatment and coordination of care. The

notification requirement of Civil Code section 1798.24, subdivision (i), is suspended.

13. Notwithstanding Health and Safety Code sections 1797.52 and 1797.218, during the course of this emergency, any EMT-P licensees shall have the authority to transport patients to medical facilities other than acute care hospitals when approved by the California EMS Authority. In order to carry out this order, to the extent that the provisions of Health and Safety Code sections 1797.52 and 1797.218 may prohibit EMT-P licensees from transporting patients to facilities other than acute care hospitals, those statutes are hereby suspended until the termination of this State of Emergency.

14. The Department of Social Services may, to the extent the Department deems necessary to respond to the threat of COVID-19, waive any provisions of the Health and Safety Code or Welfare and Institutions Code, and accompanying regulations, interim licensing standards, or other written policies or procedures with respect to the use, licensing, or approval of facilities or homes within the Department's jurisdiction set forth in the California Community Care Facilities Act (Health and Safety Code section 1500 et seq.), the California Child Day Care Facilities Act (Health and Safety Code section 1596.70 et seq.), and the California Residential Care Facilities for the Elderly Act (Health and Safety Code section 1569 et seq.). Any waivers granted pursuant to this paragraph shall be posted on the Department's website.

I FURTHER DIRECT that as soon as hereafter possible, this proclamation be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this proclamation.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 4th day of March 2020.



GAVIN NEWSOM
Governor of California

ATTEST:

ALEX PADILLA
Secretary of State

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 03/10/2020 by the following vote:

John Gioia
Candace Andersen
Diane Burgis
Karen Mitchoff
Federal D. Glover

AYE: 5

NO: /

ABSENT: /

ABSTAIN: /

RECUSE: /



Resolution No. 2020/92

IN THE MATTER OF Proclaiming the Existence of a Local Emergency (Gov. Code, § 8630)

The Board of Supervisors of Contra Costa County RESOLVES as follows;

Contra Costa County Ordinance Code Chapter 42-2 empowers the Board of Supervisors to proclaim the existence or threatened existence of a local emergency when the County is affected or likely to be affected by a public calamity;

The Board of Supervisors has been requested by the Director of Emergency Services of the County to proclaim the existence of a local emergency therein;

The Board of Supervisors does hereby find:

1. That conditions of disaster or extreme peril to the safety of persons and property have arisen within the County, commencing on March 3, 2020, caused by the introduction here of coronavirus disease 2019 ("COVID-19"), an infectious disease to which there is no known natural immunity and for which there is currently no vaccine, which has become a pandemic, and which is contributing to a shortage of essential health care supplies; and
2. These conditions of disaster or extreme peril warrant and necessitate the proclamation of the existence of a local emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout the County; and

IT IS FURTHER PROCLAIMED AND ORDERED that, during the existence of the local emergency, the powers, functions, and duties of the emergency organization of this county shall be those prescribed by state law, by ordinances, and resolutions of this County, and by the County of Contra Costa Emergency Operations Plan, as approved by the Board of Supervisors on June 16, 2015.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown

ATTESTED: March 10, 2020

Contact: David Twa, County Administrator

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: *[Signature]*
June McIlhenny, Deputy

cc:

EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA

EXECUTIVE ORDER N-25-20

WHEREAS on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS despite sustained efforts, the virus remains a threat, and further efforts to control the spread of the virus to reduce and minimize the risk of infection are needed; and

WHEREAS state and local public health officials may, as they deem necessary in the interest of public health, issue guidance limiting or recommending limitations upon attendance at public assemblies, conferences, or other mass events, which could cause the cancellation of such gatherings through no fault or responsibility of the parties involved, thereby constituting a force majeure; and

WHEREAS the Department of Public Health is maintaining up-to-date guidance relating to COVID-19, available to the public at <http://cdph.ca.gov/covid19>; and

WHEREAS the State of California and local governments, in collaboration with the Federal government, continue sustained efforts to minimize the spread and mitigate the effects of COVID-19; and

WHEREAS there is a need to secure numerous facilities to accommodate quarantine, isolation, or medical treatment of individuals testing positive for or exposed to COVID-19; and

WHEREAS, many individuals who have developmental disabilities and receive services through regional centers funded by the Department of Developmental Services also have chronic medical conditions that make them more susceptible to serious symptoms of COVID-19, and it is critical that they continue to receive their services while also protecting their own health and the general public health; and

WHEREAS individuals exposed to COVID-19 may be temporarily unable to report to work due to illness caused by COVID-19 or quarantines related to COVID-19 and individuals directly affected by COVID-19 may experience potential loss of income, health care and medical coverage, and ability to pay for housing and basic needs, thereby placing increased demands on already strained regional and local health and safety resources such as shelters and food banks; and

WHEREAS in the interest of public health and safety, it is necessary to exercise my authority under the Emergency Services Act, specifically Government Code section 8572, to ensure adequate facilities exist to address the impacts of COVID-19; and

WHEREAS under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19 pandemic.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567, 8571 and 8572, do hereby issue the following order to become effective immediately:

IT IS HEREBY ORDERED THAT:

1. All residents are to heed any orders and guidance of state and local public health officials, including but not limited to the imposition of social distancing measures, to control the spread of COVID-19.
2. For the period that began January 24, 2020 through the duration of this emergency, the Employment Development Department shall have the discretion to waive the one-week waiting period in Unemployment Insurance Code section 2627(b)(1) for disability insurance applicants who are unemployed and disabled as a result of the COVID-19, and who are otherwise eligible for disability insurance benefits.
3. For the period that began January 24, 2020 through the duration of this emergency, the Employment Development Department shall have the discretion to waive the one-week waiting period in Unemployment Insurance Code section 1253(d) for unemployment insurance applicants who are unemployed as a result of the COVID-19, and who are otherwise eligible for unemployment insurance benefits.
4. Notwithstanding Health and Safety Code section 1797.172(b), during the course of this emergency, the Director of the Emergency Medical Services Authority shall have the authority to implement additions to local optional scopes of practice without first consulting with a committee of local EMS medical directors named by the EMS Medical Directors Association of California.
5. In order to quickly provide relief from interest and penalties, the provisions of the Revenue and Taxation Code that apply to the taxes and fees administered by the Department of Tax and Fee Administration, requiring the filing of a statement under penalty of perjury setting forth the facts for a claim for relief, are suspended for a period of 60 days after the date of this Order for any individuals or businesses who are unable to file a timely tax return or make a timely payment as a result of complying with a state or local public health official's imposition or recommendation of social distancing measures related to COVID-19.
6. The Franchise Tax Board, the Board of Equalization, the Department of Tax and Fee Administration, and the Office of Tax Appeals shall use their administrative powers where appropriate to provide those individuals and businesses impacted by complying with a state or local public health official's imposition or recommendation of social

distancing measures related to COVID-19 with the extensions for filing, payment, audits, billing, notices, assessments, claims for refund, and relief from subsequent penalties and interest.

7. The Governor's Office of Emergency Services shall ensure adequate state staffing during this emergency. Consistent with applicable federal law, work hour limitations for retired annuitants, permanent and intermittent personnel, and state management and senior supervisors, are suspended. Furthermore, reinstatement and work hour limitations in Government Code sections 21220, 21224(a), and 7522.56(b), (d), (f), and (g), and the time limitations in Government Code section 19888.1 and California Code of Regulations, title 2, sections 300-303 are suspended. The Director of the California Department of Human Resources must be notified of any individual employed pursuant to these waivers.
8. The California Health and Human Services Agency and the Office of Emergency Services shall identify, and shall otherwise be prepared to make available—including through the execution of any necessary contracts or other agreements and, if necessary, through the exercise of the State's power to commandeer property – hotels and other places of temporary residence, medical facilities, and other facilities that are suitable for use as places of temporary residence or medical facilities as necessary for quarantining, isolating, or treating individuals who test positive for COVID-19 or who have had a high-risk exposure and are thought to be in the incubation period.
9. The certification and licensure requirements of California Code of Regulations, Title 17, section 1079 and Business and Professions Code section 1206.5 are suspended as to all persons who meet the requirements under the Clinical Laboratory Improvement Amendments of section 353 of the Public Health Service Act for high complexity testing and who are performing analysis of samples to test for SARS-CoV-2, the virus that causes COVID-19, in any certified public health laboratory or licensed clinical laboratory.
10. To ensure that individuals with developmental disabilities continue to receive the services and supports mandated by their individual program plans threatened by disruptions caused by COVID-19, the Director of the Department of Developmental Services may issue directives waiving any provision or requirement of the Lanterman Developmental Disabilities Services Act, the California Early Intervention Services Act, and the accompanying regulations of Title 17, Division 2 of the California Code of Regulations. A directive may delegate to the regional centers any authority granted to the Department by law where the Director believes such delegation is necessary to ensure services to individuals with developmental disabilities. The Director shall describe the need justifying the waiver granted in each directive and articulate how the waiver is necessary to protect the public health or safety from the threat of COVID-19 or necessary to ensure that services to individuals with developmental disabilities are not disrupted. Any waiver granted by a directive shall expire 30 days from the date of its issuance. The Director may grant one or more 30-day extensions if the waiver continues to be necessary

to protect health or safety or to ensure delivery of services. The Director shall rescind a waiver once it is no longer necessary to protect public health or safety or ensure delivery of services. Any waivers and extensions granted pursuant to this paragraph shall be posted on the Department's website.

11. Notwithstanding any other provision of state or local law, including the Bagley-Keene Act or the Brown Act, a local legislative body or state body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to attend and to address the local legislative body or state body, during the period in which state or local public officials impose or recommend measures to promote social distancing, including but not limited to limitations on public events. All requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived.

In particular, any otherwise-applicable requirements that

- (i) state and local bodies notice each teleconference location from which a member will be participating in a public meeting;
- (ii) each teleconference location be accessible to the public;
- (iii) members of the public may address the body at each teleconference conference location;
- (iv) state and local bodies post agendas at all teleconference locations;
- (v) at least one member of the state body be physically present at the location specified in the notice of the meeting; and
- (vi) during teleconference meetings, a least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction

are hereby suspended, on the conditions that:

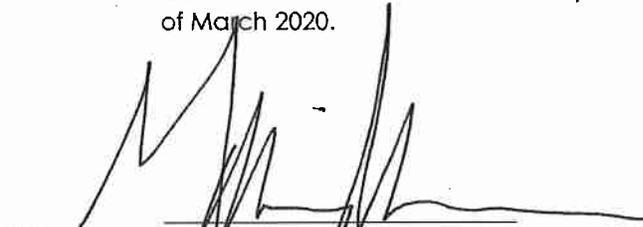
- (i) each state or local body must give advance notice of each public meeting, according to the timeframe otherwise prescribed by the Bagley-Keene Act or the Brown Act, and using the means otherwise prescribed by the Bagley-Keene Act or the Brown Act, as applicable; and
- (ii) consistent with the notice requirement in paragraph (i), each state or local body must notice at least one publicly accessible location from which members of the public shall have the right to observe and offer public comment at the public meeting, consistent with the public's rights of access and public comment otherwise provided for by the Bagley-Keene Act and the Brown Act, as applicable (including, but not limited to, the requirement that such rights of access and public comment be made available in a manner consistent with the Americans with Disabilities Act).

In addition to the mandatory conditions set forth above, all state and local bodies are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the provisions of the Bagley-Keene Act and the Brown Act, and other applicable local laws regulating the conduct of public meetings, in order to maximize transparency and provide the public access to their meetings.

IT IS FURTHER ORDERED that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 12th day of March 2020.



GAVIN NEWSOM
Governor of California

ATTEST:

ALEX PADILLA
Secretary of State



**ORDER OF THE HEALTH OFFICER
OF THE COUNTY OF CONTRA COSTA DIRECTING
ALL INDIVIDUALS LIVING IN THE COUNTY TO SHELTER AT THEIR
PLACE OF RESIDENCE EXCEPT THAT THEY MAY LEAVE TO
PROVIDE OR RECEIVE CERTAIN ESSENTIAL SERVICES OR
ENGAGE IN CERTAIN ESSENTIAL ACTIVITIES AND WORK FOR
ESSENTIAL BUSINESSES AND GOVERNMENTAL SERVICES;
EXEMPTING INDIVIDUALS EXPERIENCING HOMELESSNESS FROM
THE SHELTER IN PLACE ORDER BUT URGING THEM TO FIND
SHELTER AND GOVERNMENT AGENCIES TO PROVIDE IT;
DIRECTING ALL BUSINESSES AND GOVERNMENTAL AGENCIES TO
CEASE NON-ESSENTIAL OPERATIONS AT PHYSICAL LOCATIONS IN
THE COUNTY; PROHIBITING ALL NON-ESSENTIAL GATHERINGS
OF ANY NUMBER OF INDIVIDUALS; AND ORDERING CESSATION OF
ALL NON-ESSENTIAL TRAVEL**

DATE OF ORDER: MARCH 16, 2020

Please read this Order carefully. Violation of or failure to comply with this Order is a misdemeanor punishable by fine, imprisonment, or both. (California Health and Safety Code § 120295, *et seq.*)

UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 101040, AND 120175, THE HEALTH OFFICER OF THE COUNTY OF CONTRA COSTA (“HEALTH OFFICER”) ORDERS:

1. The intent of this Order is to ensure that the maximum number of people self-isolate in their places of residence to the maximum extent feasible, while enabling essential services to continue, to slow the spread of COVID-19 to the maximum extent possible. When people need to leave their places of residence, whether to obtain or perform vital services, or to otherwise facilitate authorized activities necessary for continuity of social and commercial life, they should at all times reasonably possible comply with Social Distancing Requirements as defined in Section 10 below. All provisions of this Order should be interpreted to effectuate this intent. Failure to comply with any of the provisions of this Order constitutes an imminent threat to public health.
2. All individuals currently living within Contra Costa County (the “County”) are ordered to shelter at their place of residence. To the extent individuals are using shared or outdoor spaces, they must at all times as reasonably possible maintain social distancing of at least six feet from any other person when they are outside their residence. All persons may





leave their residences only for Essential Activities, Essential Governmental Functions, or to operate Essential Businesses, all as defined in Section 10. Individuals experiencing homelessness are exempt from this Section, but are strongly urged to obtain shelter, and governmental and other entities are strongly urged to make such shelter available as soon as possible and to the maximum extent practicable (and to utilize Social Distancing Requirements in their operation).

3. All businesses with a facility in the County, except Essential Businesses as defined below in Section 10, are required to cease all activities at facilities located within the County except Minimum Basic Operations, as defined in Section 10. For clarity, businesses may also continue operations consisting exclusively of employees or contractors performing activities at their own residences (i.e., working from home). All Essential Businesses are strongly encouraged to remain open. To the greatest extent feasible, Essential Businesses shall comply with Social Distancing Requirements as defined in Section 10 below, including, but not limited to, when any customers are standing in line.
4. All public and private gatherings of any number of people occurring outside a household or living unit are prohibited, except for the limited purposes as expressly permitted in Section 10. Nothing in this Order prohibits the gathering of members of a household or living unit.
5. All travel, including, but not limited to, travel on foot, bicycle, scooter, motorcycle, automobile, or public transit, except Essential Travel and Essential Activities as defined below in Section 10, is prohibited. People must use public transit only for purposes of performing Essential Activities or to travel to and from work to operate Essential Businesses or maintain Essential Governmental Functions. People riding on public transit must comply with Social Distancing Requirements as defined in Section 10 below, to the greatest extent feasible. This Order allows travel into or out of the County to perform Essential Activities, operate Essential Businesses, or maintain Essential Governmental Functions.
6. This Order is issued based on evidence of increasing occurrence of COVID-19 within the County and throughout the Bay Area, scientific evidence and best practices regarding the most effective approaches to slow the transmission of communicable diseases generally and COVID-19 specifically, and evidence that the age, condition, and health of a significant portion of the population of the County places it at risk for serious health complications, including death, from COVID-19. Due to the outbreak of the COVID-19 virus in the general public, which is now a pandemic according to the World Health Organization, there is a public health emergency throughout the County. Making the problem worse, some individuals who contract the COVID-19 virus have no symptoms or have mild symptoms, which means they may not be aware they carry the virus.





Because even people without symptoms can transmit the disease, and because evidence shows the disease is easily spread, gatherings can result in preventable transmission of the virus. The scientific evidence shows that at this stage of the emergency, it is essential to slow virus transmission as much as possible to protect the most vulnerable and to prevent the health care system from being overwhelmed. One proven way to slow the transmission is to limit interactions among people to the greatest extent practicable. By reducing the spread of the COVID-19 virus, this Order helps preserve critical and limited healthcare capacity in the County.

7. This Order also is issued in light of the existence of 29 cases of COVID-19 in the County, as well as at least 258 confirmed cases and at least three deaths in the seven Bay Area jurisdictions jointly issuing this Order, as of 5 p.m. on March 15, 2020, including a significant and increasing number of suspected cases of community transmission and likely further significant increases in transmission. Widespread testing for COVID-19 is not yet available but is expected to increase in the coming days. This Order is necessary to slow the rate of spread and the Health Officer will re-evaluate it as further data becomes available.
8. This Order is issued in accordance with, and incorporates by reference, the March 4, 2020 Proclamation of a State of Emergency issued by Governor Gavin Newsom, This Order is issued in accordance with, and incorporates by reference, the March 4, 2020 Proclamation of a State of Emergency issued by Governor Gavin Newsom and the March 10, 2020 Resolution of the Contra Costa County Board of Supervisors declaring the existence of a Local Emergency in Contra Costa County.
9. This Order comes after the release of substantial guidance from the County Health Officer, the Centers for Disease Control and Prevention, the California Department of Public Health, and other public health officials throughout the United States and around the world, including a variety of prior orders to combat the spread and harms of COVID-19. The Health Officer will continue to assess the quickly evolving situation and may modify or extend this Order, or issue additional Orders, related to COVID-19.
10. Definitions and Exemptions.
 - a. For purposes of this Order, individuals may leave their residence only to perform any of the following “Essential Activities.” But people at high risk of severe illness from COVID-19 and people who are sick are urged to stay in their residence to the extent possible except as necessary to seek medical care.
 - i. To engage in activities or perform tasks essential to their health and safety, or to the health and safety of their family or household members (including, but not limited to, pets), such as, by way of example only and without limitation, obtaining medical supplies or medication, visiting a



health care professional, or obtaining supplies they need to work from home.

- ii. To obtain necessary services or supplies for themselves and their family or household members, or to deliver those services or supplies to others, such as, by way of example only and without limitation, canned food, dry goods, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, and any other household consumer products, and products necessary to maintain the safety, sanitation, and essential operation of residences.
 - iii. To engage in outdoor activity, provided the individuals comply with Social Distancing Requirements as defined in this Section, such as, by way of example and without limitation, walking, hiking, or running.
 - iv. To perform work providing essential products and services at an Essential Business or to otherwise carry out activities specifically permitted in this Order, including Minimum Basic Operations.
 - v. To care for a family member or pet in another household.
- b. For purposes of this Order, individuals may leave their residence to work for or obtain services at any “Healthcare Operations” including hospitals, clinics, dentists, pharmacies, pharmaceutical and biotechnology companies, other healthcare facilities, healthcare suppliers, home healthcare services providers, mental health providers, or any related and/or ancillary healthcare services. “Healthcare Operations” also includes veterinary care and all healthcare services provided to animals. This exemption shall be construed broadly to avoid any impacts to the delivery of healthcare, broadly defined. “Healthcare Operations” does not include fitness and exercise gyms and similar facilities.
- c. For purposes of this Order, individuals may leave their residence to provide any services or perform any work necessary to the operations and maintenance of “Essential Infrastructure,” including, but not limited to, public works construction, construction of housing (in particular affordable housing or housing for individuals experiencing homelessness), airport operations, water, sewer, gas, electrical, oil refining, roads and highways, public transportation, solid waste collection and removal, internet, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, and web-based services), provided that they carry out those services or that work in compliance with Social Distancing Requirements as defined this Section, to the extent possible.
- d. For purposes of this Order, all first responders, emergency management personnel, emergency dispatchers, court personnel, and law enforcement personnel, and others who need to perform essential services are categorically





exempt from this Order. Further, nothing in this Order shall prohibit any individual from performing or accessing “Essential Governmental Functions,” as determined by the governmental entity performing those functions. Each governmental entity shall identify and designate appropriate employees or contractors to continue providing and carrying out any Essential Governmental Functions. All Essential Governmental Functions shall be performed in compliance with Social Distancing Requirements as defined in this Section, to the extent possible.

- e. For the purposes of this Order, covered businesses include any for-profit, non-profit, or educational entities, regardless of the nature of the service, the function they perform, or its corporate or entity structure.
- f. For the purposes of this Order, “Essential Businesses” means:
 - i. Healthcare Operations and Essential Infrastructure;
 - ii. Grocery stores, certified farmers’ markets, farm and produce stands, supermarkets, food banks, convenience stores, and other establishments engaged in the retail sale of canned food, dry goods, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, and any other household consumer products (such as cleaning and personal care products). This includes stores that sell groceries and also sell other non-grocery products, and products necessary to maintaining the safety, sanitation, and essential operation of residences;
 - iii. Food cultivation, including farming, livestock, and fishing;
 - iv. Businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals;
 - v. Newspapers, television, radio, and other media services;
 - vi. Gas stations and auto-supply, auto-repair, and related facilities;
 - vii. Banks and related financial institutions;
 - viii. Hardware stores;
 - ix. Plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences, Essential Activities, and Essential Businesses;
 - x. Businesses providing mailing and shipping services, including post office boxes;
 - xi. Educational institutions—including public and private K-12 schools, colleges, and universities—for purposes of facilitating distance learning or performing essential functions, provided that social distancing of six-feet per person is maintained to the greatest extent possible;
 - xii. Laundromats, drycleaners, and laundry service providers;





- xiii. Restaurants and other facilities that prepare and serve food, but only for delivery or carry out. Schools and other entities that typically provide free food services to students or members of the public may continue to do so under this Order on the condition that the food is provided to students or members of the public on a pick-up and take-away basis only. Schools and other entities that provide food services under this exemption shall not permit the food to be eaten at the site where it is provided, or at any other gathering site;
 - xiv. Businesses that supply products needed for people to work from home;
 - xv. Businesses that supply other Essential Businesses with the support or supplies necessary to operate;
 - xvi. Businesses that ship or deliver groceries, food, goods or services directly to residences;
 - xvii. Airlines, taxis, and other private transportation providers providing transportation services necessary for Essential Activities and other purposes expressly authorized in this Order;
 - xviii. Home-based care for seniors, adults, or children;
 - xix. Residential facilities and shelters for seniors, adults, and children;
 - xx. Professional services, such as legal or accounting services, when necessary to assist in compliance with legally mandated activities;
 - xxi. Childcare facilities providing services that enable employees exempted in this Order to work as permitted. To the extent possible, childcare facilities must operate under the following mandatory conditions:
 - 1. Childcare must be carried out in stable groups of 12 or fewer (“stable” means that the same 12 or fewer children are in the same group each day).
 - 2. Children shall not change from one group to another.
 - 3. If more than one group of children is cared for at one facility, each group shall be in a separate room. Groups shall not mix with each other.
 - 4. Childcare providers shall remain solely with one group of children.
- g. For the purposes of this Order, “Minimum Basic Operations” include the following, provided that employees comply with Social Distancing Requirements as defined this Section, to the extent possible, while carrying out such operations:
- i. The minimum necessary activities to maintain the value of the business’s inventory, ensure security, process payroll and employee benefits, or for related functions.
 - ii. The minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences.





- h. For the purposes of this Order, “Essential Travel” includes travel for any of the following purposes. Individuals engaged in any Essential Travel must comply with all Social Distancing Requirements as defined in this Section below.
 - i. Any travel related to the provision of or access to Essential Activities, Essential Governmental Functions, Essential Businesses, or Minimum Basic Operations.
 - ii. Travel to care for elderly, minors, dependents, persons with disabilities, or other vulnerable persons.
 - iii. Travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, and any other related services.
 - iv. Travel to or return from a place of residence outside the jurisdiction.
 - v. Travel required by law enforcement or court order.
 - vi. Travel required for non-residents to return to their place of residence outside the County. Individuals are strongly encouraged to verify that their transportation out of the County remains available and functional prior to commencing such travel.
 - i. For purposes of this Order, residences include hotels, motels, shared rental units and similar facilities.
 - j. For purposes of this Order, “Social Distancing Requirements” includes maintaining at least six-foot social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands.
11. Pursuant to Government Code sections 26602 and 41601 and Health and Safety Code section 101029, the Health Officer requests that the Sheriff and all chiefs of police in the County ensure compliance with and enforce this Order. The violation of any provision of this Order constitutes an imminent threat to public health.
 12. This Order shall become effective at 12:01 a.m. on March 17, 2020 and will continue to be in effect until 11:59 p.m. on April 7, 2020, or until it is extended, rescinded, superseded, or amended in writing by the Health Officer.
 13. Copies of this Order shall promptly be: (1) made available at Office of the Director of Health of Contra Costa County, 1220 Morello Ave, Martinez CA 94553; (2) posted on the County Public Health Department website www.cchealth.org; and (3) provided to any member of the public requesting a copy of this Order.



ANNA M. ROTH, RN, MS, MPH
HEALTH SERVICES DIRECTOR

PATRICK GODLEY, MBA
CHIEF OPERATING OFFICER
CHIEF FINANCIAL OFFICER



OFFICE OF
THE DIRECTOR

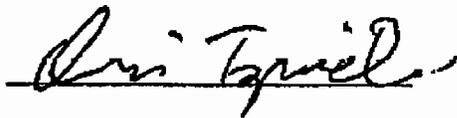
1220 Morello, Suite 200
Martinez, CA 94553

Ph (925) 957-5403
Fax (925) 957-5401

14. If any provision of this Order to the application thereof to any person or circumstance is held to be invalid, the remainder of the Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.
15. Questions or comments regarding this order may be directed to Contra Costa Health Services at 1-844-729-8410.

IT IS SO ORDERED:

Chris Farnitano, MD
Health Officer of the County of Contra Costa County



Dated: March 16, 2020

Ori Tzvieli, MD, Deputy Health Officer



MEMORANDUM

CITY MANAGER'S OFFICE
13831 San Pablo Avenue, Bldg. #1
San Pablo, CA 94806



CITY OF SAN PABLO
City of New Directions

2014

TO: City of San Pablo Employees
FROM: Matt Rodriguez, City Manager
Reina Schwartz, Assistant City Manager
DATE: March 16, 2020
RE: **CITY OF SAN PABLO ADMINISTRATIVE POLICY - (COVID-19)
CORONAVIRUS GUIDANCE**

PURPOSE

The Centers For Disease Control and Prevention (CDC) is closely monitoring an epidemic of respiratory illness (COVID-19) caused by a coronavirus (SARS-CoV-2) that was first detected in Wuhan, Hubei Province, China. Cases of COVID-19 are also being reported in a growing number of international locations, several of which are experiencing sustained community-level or widespread person-to-person transmission. Cases of COVID-19 without direct links to travel have been reported in the United States.

The City of San Pablo recognizes the need to formulate good risk management practices in a timely manner based on the evolving circumstances of the epidemic. The strategies and practices outlined in this policy are designed to support the protection of employees and the general public by minimizing the risk of exposure. It is anticipated that additional guidance related to COVID-19 will be forthcoming as the situation continues to evolve.

I. OVERALL GUIDELINES

All employees, customers, members of the general public, vendors, consultants, and business associates 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. As a reminder, City employees shall abide by the City's workplace policy: Administrative Policy and Complaint Procedure Against Harassment, Discrimination & Retaliation and treat colleagues and members of the public with courtesy and respect. Discrimination of any kind is a violation of the City's policies and will not be tolerated.

Coronavirus (COVID-19), influenza and the common cold are all respiratory illnesses, but they are caused by different viruses. Because these illnesses have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, flu is worse than the common cold, and symptoms are more intense. Colds are usually milder than the flu. At this point, COVID-19 can have both mild, moderate and more severe symptoms depending upon age and underlying medical conditions.

Know the symptoms: Symptoms compatible with COVID-19, for the purpose of this Policy include subjective or measured fever, cough, or difficulty breathing.

II. POLICY GUIDELINES

The City of San Pablo is committed to maintaining a safe and secure workplace. For these reasons this Administrative Policy has been adopted. The workplace strategies and guidelines outlined in this policy are in conformance with Contra Costa County Public Health generally, although more guidelines and orders are being issued daily. The following workplace strategies may be useful to employees who interact with customers, members of the general public, vendors, consultants, and business associates. General guidelines for reducing the risk of transmission or illness:

- Adhere to public health hygienic recommendations by washing your hands after touching commonly used items or coming into contact with someone who is sick.
- Proper hand washing involves scrubbing hands for at least 20 seconds with soap and water. If soap and water aren't available, use hand sanitizer or other disinfectant.
- Avoid touching your face, nose, and mouth and avoid rubbing your eyes.
- Practice proper coughing or sneezing etiquette.
- Properly dispose of anything that comes in contact with your mouth such as tissues or plastic eating utensils.
- Avoid coming in contact with individuals displaying symptoms of illness.

Social Distancing Strategies

Social distancing is another public health safety intervention used to reduce the likelihood of transmitting communicable disease. Social distancing involves minimizing exposure by adhering to spacing requirements in the workplace and following proper personal hygiene practices. Employees should consider social distancing to limit exposure to infectious bacteria and viruses during the COVID-19 disease outbreak. The following strategies may be useful in conducting social distancing:

- Always try to keep at least 3-4 (and preferably 6) feet between yourself and other people.
- Reduce or avoid face-to-face meetings.
 - o Use e-mail, telephone calls, and video conferencing to conduct necessary business.
- Utilize City Information Technology (IT) staff to set-up systems for interacting with customers and vendors electronically when possible.
- Avoid sharing equipment whenever possible.
- Limit congregating in workrooms, copier rooms, and other areas where people socialize
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room, and sit at least 3 feet from one another other, if possible.

- Avoid person-to-person contact such as shaking hands.
- Consider cancelling or postpone non-essential face-to face staff, customer, vendor meetings, workshops, and training sessions.
- For front counter staff, social distancing may not be possible. For these employees, use frequent hand washing, hand sanitizer/wipes or disposable gloves (if available). For employees with health concerns, please talk to your Supervisor.

City Business Related Travel

Until further notice and out of an abundance of caution and care, in accordance with health guidance from the CDC, and other health authorities, the City of San Pablo is limiting employee travel during these evolving circumstances of the epidemic. Over the next few months, City staff should verify all business-related travel such as conferences, trainings and out of area meetings attendance with their Department Heads. Where possible cancellations and/or refunds should be obtained within appropriate timelines.

Because cases of COVID-19 have been reported without direct links to travel and person-to-person transmission has occurred throughout the United States, City staff should avoid public transportation, if possible. City pool vehicles are available pursuant the City's Vehicle Use Policy. If you must use take public transportation, employees are advised to travel during non-peak hours to avoid crowds.

Workplace Cleaning and Disinfection

The City of San Pablo maintains safe and healthy working conditions for employees. During these evolving circumstances of the epidemic, regular janitorial cleaning services are taking extra care in sanitizing public and common areas (employee lunchroom, staircase handrails, etc.) in all City facilities. Janitorial services focus on cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in the workplace.

City Staff are encouraged to practice routine cleaning of frequently touched surfaces (for example: tables, doorknobs, light switches, handles, desks, etc.) with cleaners and/or disinfectant wipes that are appropriate for the surface, following label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing provided gloves and making sure you have good ventilation during use of the product.

Civic Events and City Programming

The City is carefully balancing public safety and preparedness regarding upcoming spring-time Civic events. One possibility of enacting social distancing procedures is the closure of venues where large amounts of people may congregate. The cancelling of any City of San Pablo event shall be the decision of City Manager or his/her designee in consultation with appropriate individuals weighing the best interest of citizens and community we serve.

The common cold, influenza and COVID-19, are all respiratory illnesses, but they are caused by different viruses. Because these types of illnesses have similar symptoms, it can be

difficult to tell the difference between them based on symptoms alone. City Staff shall enforce the following guidelines for program participants:

Any City of San Pablo programming participant with flu-like symptoms such as: fever, chills, sever cough, sore throat, runny or stuffy nose, muscle or body aches, headaches and fatigue or respiratory symptoms can be sent home by staff on site:

- Separate sick infants, children, and seniors from others until they can go home.
- When necessary and if feasible, identify a "sick room" through which others do not regularly pass.
- Remind parents that when their child is sick they should be kept home and not participate in City-provided programs.

If any program participant is ill with fever, cough or other flu-like symptoms (feeling feverish/chills, cough, sore throat, runny or stuffy nose, muscle or body aches, headaches and fatigue (tiredness), they should stay home until at least 24 hours after they have recovered.

As a further caution, City provided programs should emphasize:

- Using "respiratory etiquette."
- Covering coughs with a tissue or sleeve.
- Providing adequate supplies within easy reach, including tissues and if needed no-touch trash cans.
- Washing hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another.
- Staff and participants should wash hands frequently.
- Off-site programming staff should use hand sanitizer when soap and water is not available.
- Encourage hand washing by children through education, scheduled time for handwashing, and demonstrations.

Prevent Infection and Avoid Exposure

Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

Leaves of Absence

Employees should notify their supervisor and stay home if they are sick. Pursuant to the City's Personnel Rules, (Section 16), if the City suspects that an employee is showing signs of a communicable illness, the City may require an employee to leave work and go home until they can provide medical information demonstrating that they are fit to return to work. The City reserves the right to send an employee to a fitness for duty evaluation in order to return to work.

Employees that do not have any sick leave available may use any other available paid time

off categories such as administrative leave, floating holiday, vacation or comp time in response to absences covered by this section. Requests for Catastrophic leave shall be address on a case-by-case basis pursuant to City Policy. Please contact Human Resources should your situation require a leave adjustment.

If the City is notified by the Contra Costa County Public Health Agency that a City employee has tested positive for COVID-19; the City shall follow protocols and direction as determined by the County Health Officer. No such employee shall be allowed to return to the workplace until the City has medical evidence demonstrating that they are fit to return to work.

Employees who believe they may have possibly been exposed to the virus should immediately inform their supervisor, self-quarantine, and seek medical attention directly.

If a member of an employee's family is sick because of a suspected communicable illness or there is a school closure for your minor child (or any minor for whom an employee stands in *loco parentis*), employees will be allowed to utilize appropriate leave accruals or unpaid leave to address individual family needs.

Disaster Service Worker

As a City of San Pablo employee, before you entered upon the duties of your employment, you took and subscribed to the oath or affirmation; as such, all City of San Pablo employees are disaster service workers. You may be called upon as a disaster service worker in the event of an emergency.

III. SCOPE

This policy shall apply to all city employees.

Suggestions and concerns regarding these guidelines are welcome at any time and may be directed to the City Manager or his/her designee or City Human Resources.

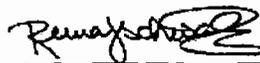
IV. DISSEMINATION OF POLICY

All City employees, officers and officials shall be sent copies of this Policy.

Respectfully submitted:



Matt Rodriguez,
City Manager



Reina Schwartz
Assistant City Manager



CITY OF SAN PABLO
City of New Directions



MEMORANDUM
City Manager's Office
13831 San Pablo Avenue, Bldg. #1
San Pablo, CA 94806

TO: MAYOR AND COUNCILMEMBERS

FROM: Matt Rodriguez, City Manager and City's Emergency Services Director

RE: CORONAVIRUS COVID-19 UPDATE AND MODIFIED CITY OPERATIONS PLAN – EFFECTIVE MARCH 16, 2020

MODIFIED CITY OPERATIONS PLAN
(SUBJECT TO ONGOING CHANGE BY CITY MANAGER)

Please be advised the City Manager, acting as the City's Emergency Services Director, is providing this Modified City Operations Plan pursuant to SPMC requirements (2.36)

State and Local Emergency Declarations, Orders and Guidelines

Please refer to the following attachments on all State and local emergency declarations, order and guidelines issued to date on coronavirus COVID-19 pandemic measures to protect the public from the spread of the viral outbreak:

- Contra Costa County Health Services/Bay Area Public Health Directors Shelter-In-Place Order (Issued March 16, 2020)
- Contra Costa County Health Services Large Gatherings (<100 people) Order (Issued 03/14/20)
- State of CA Executive Order No. N-25-20 (Issued 03/12/20)
- Contra Costa County Health Services Social Distancing Guidelines (Issued 03/10/20)
- Contra Costa County Board of Supervisors Local Emergency Declaration (Approved 03/10/20)
- State of CA State of Emergency (Approved 03/04/20)

MODIFIED CITY OPERATIONS – GENERAL GUIDELINES

Today, the City Council will act to declare a local emergency due to the coronavirus COVID-19 pandemic at the March 16, 2020 City Council meeting by adopted Resolution. This will enable

the City's Emergency Services Director (City Manager) to proceed with implementation of a Modified City Operations Plan and designation of City employees as Local Disaster Workers.

Following this official action, the City's Emergency Services Director (City Manager) has prepared the following outline of a Modified City Operations Plan which is **FLUID and SUBJECT TO CHANGE** depending on Federal, State and County Public Health directives or orders, **effective immediately**:

- **Emergency Operations Center (EOC) Official Activation**
The Chief of Police has been directed by the City Manager/Emergency Services Director to have the City's EOC deemed **ACTIVE AND OPERATIONAL** for any active coordination of coronavirus COVID-19 issues and emergency incidents.
- **City Private Facility Reservations**
All private City facility reservations are hereby **CANCELLED** until further notice, with all refunds of City application and reservation fees authorized to applicants. Members of the public who have active facility reservations, please contact: Joann Pulido, 510-215-3085.
- **City Community Center and Senior Centers**
The San Pablo Community Center, Church Lane Senior Center, and Davis Park Senior Centers are hereby **CLOSED** until further notice, **effective March 16, 2020**.
- **Community Services/Recreation Events, Programs & Services/Social Trips**
All City-provided activities, classes, programs and services provided by the City's Community Services Department are **CANCELLED** until further notice. Members of the public who have active classes and reservations, please contact: Recreation staff at 510-215-3080.
- **Senior Meal and Nutrition Programs (in conjunction with Contra Costa County)**
 - No on-site meals will be served until further notice.
 - Brown Bag Meals will be provided in a grab & go style between 11:45am-12:45pm. Seniors should please bring a bag to carry hot/cold meal items.
 - For questions, please contact Zee DeLeon at 510-215-3090.
- **School Based Partnerships and San Pablo Youth Commission**
Any school based programs or services provided through the Team For Youth and Childhood Obesity Prevention Grant Programs are cancelled until further notice. Also the San Pablo Youth Commission is suspended until further notice. For more information, contact Jora Atienza-Washington 510-215-3092.
- **City Paratransit Programs (Medical Appointments Only)**
The San Pablo Paratransit Program will remain in service for medical appointments and essential services only; no emergency medical transport is available. For questions, please contact Maria Garcia at 510-215-3097.
- **City Business Licenses (Applications and Payments)**
 - Drop-off Box for submittal of business license applications and renewals will be available outside of Building 3, 13831 San Pablo Avenue, San Pablo.

- **Community & Economic Development / Public Works Plan Review**
 - The public counters for the City Departments of Community & Economic Development and Public Works will be closed **effective March 16, 2020** until further notice. All communications will be done via telephone and email.
 - A drop box for plans, applications, license renewals, etc. will be placed outside the door of Building 3, 13831 San Pablo Avenue, San Pablo. These will be picked up regularly.
 - Please call the following numbers if you have questions about your plans/permits:
 - Planning: (510) 215-3030
 - Building: (510) 215-3030
 - Public Works/Engineering: (510) 215-3060
 - Building Division and Public Works inspections will be limited to Tuesdays and Thursdays with non-essential and non-emergency inspections being postponed to a later date.
- **Residential Health & Safety Inspections**

No inspections until further notice effective March 16, 2020.
- **Police Department Services**
 - All non-essential services including but not limited to: CERT, Parent Project, and POP Unit activities, camps and programs are CANCELLED until further notice. All trainings have been postponed. Code Enforcement operations will be limited and the front lobby will be closed to the public. The police department will be encouraging reporting via telephone, online and through video services. Deployments of sworn officers will be changed to enhance public safety. Entrance to police department will be limited to essential staff.
- **San Pablo Library**

All County Library facilities are hereby CLOSED until further notice, **effective March 16, 2020.**

City Public Meetings

With exception of regular City Council meetings, all other City Boards and Commission regular meetings are hereby CANCELLED until further notice. City staff will explore ways in which the City Council may meet via teleconference to comply with Brown Act requirements for the duration of this pandemic.

Public Access to City Administrative Offices

Exterior doors and public service counters are temporarily CLOSED and will be locked to the public. City staff will limit access and schedule appointments as necessary for public counter business.

Social distancing of 6 feet of separation between customers and City staff will occur where applicable, including any required scheduled City meetings.

Any City business that can be done by phone or online is encouraged.

Essential vs. Non-Essential City Services & Staffing

Earlier today, the Contra Costa County Public Health Officer, in conjunction with Health Officers from most of the other Bay Area counties, issued additional "Shelter-in-place" directives in an order on the coronavirus COVID-19 pandemic measures to protect the public, effective **Midnight, Monday, March 16, 2020 until 11:59 p.m., Tuesday, April 7, 2020.**

Based on this order (attached), the City's Modified City Operations Plan presented today may be subject to further modification to be in alignment with these directives and protective orders as issued. This may include reducing the number of City staff on-site at City facilities and potentially allowing some staff to work remotely.

Additionally, the City Manager/Emergency Services Director may modify current City employee work schedules to ensure that there is an ample reserve of City local disaster workers to be deployed in the event of catastrophic incidents and/or events. Department Directors are developing contingent staffing plans to be re-evaluated on a day-to-day-basis effective today and going forward to carefully manage all City services to the public. All City staff have also been provided with general administrative guidance issued today by the CMO regarding COVID-19 (see attached).

For any additional concerns or questions, please contact me directly at (510) 215-3016 or Assistant City Manager/Asst. Emergency Services Director Reina Schwartz at (510) 215-3003.

Thank you for your time and consideration.

Sincerely,



Matt Rodriguez,
City Manager/Emergency Services Director

cc: City Attorney
Assistant City Manager (Asst. Emergency Services Director)
Executive Leadership Group

Attachments:

1. City of San Pablo Administrative Guideline on Coronavirus (COVID-19)
2. Contra Costa County Health Services/Bay Area Public Health Directors Shelter-In-Place Order (Issued March 16, 2020)
3. Contra Costa County Health Services Large Gatherings (<100 people) Order (Issued 03/14/20)
4. State of CA Executive Order No. N-25-20 (Issued 03/12/20)
5. Contra Costa County Health Services Social Distancing Guidelines (Issued 03/10/20)
6. Contra Costa County Board of Supervisors Local Emergency Declaration (Approved 03/10/20)
7. State of CA State of Emergency (Approved 03/04/20)
8. City of San Pablo Administrative Guidelines on Coronavirus (COVID-19) (Issued 03/16/20)

MEMORANDUM

CITY MANAGER'S OFFICE
13831 San Pablo Avenue, Bldg. #1
San Pablo, CA 94806



CITY of SAN PABLO
City of New Directions

TO: City of San Pablo Employees
FROM: Matt Rodriguez, City Manager
Reina Schwartz, Assistant City Manager
DATE: March 16, 2020
RE: **CITY OF SAN PABLO ADMINISTRATIVE POLICY - (COVID-19)
CORONAVIRUS GUIDANCE**

PURPOSE

The Centers For Disease Control and Prevention (CDC) is closely monitoring an epidemic of respiratory illness (COVID-19) caused by a coronavirus (SARS-CoV-2) that was first detected in Wuhan, Hubei Province, China. Cases of COVID-19 are also being reported in a growing number of international locations, several of which are experiencing sustained community-level or widespread person-to-person transmission. Cases of COVID-19 without direct links to travel have been reported in the United States.

The City of San Pablo recognizes the need to formulate good risk management practices in a timely manner based on the evolving circumstances of the epidemic. The strategies and practices outlined in this policy are designed to support the protection of employees and the general public by minimizing the risk of exposure. It is anticipated that additional guidance related to COVID-19 will be forthcoming as the situation continues to evolve.

I. OVERALL GUIDELINES

All employees, customers, members of the general public, vendors, consultants, and business associates 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. As a reminder, City employees shall abide by the City's workplace policy: Administrative Policy and Complaint Procedure Against Harassment, Discrimination & Retaliation and treat colleagues and members of the public with courtesy and respect. Discrimination of any kind is a violation of the City's policies and will not be tolerated.

Coronavirus (COVID-19), influenza and the common cold are all respiratory illnesses, but they are caused by different viruses. Because these illnesses have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, flu is worse than the common cold, and symptoms are more intense. Colds are usually milder than the flu. At this point, COVID-19 can have both mild, moderate and more severe symptoms depending upon age and underlying medical conditions.

Know the symptoms: Symptoms compatible with COVID-19, for the purpose of this Policy include subjective or measured fever, cough, or difficulty breathing.

II. POLICY GUIDELINES

The City of San Pablo is committed to maintaining a safe and secure workplace. For these reasons this Administrative Policy has been adopted. The workplace strategies and guidelines outlined in this policy are in conformance with Contra Costa County Public Health generally, although more guidelines and orders are being issued daily. The following workplace strategies may be useful to employees who interact with customers, members of the general public, vendors, consultants, and business associates. General guidelines for reducing the risk of transmission or illness:

- Adhere to public health hygienic recommendations by washing your hands after touching commonly used items or coming into contact with someone who is sick.
- Proper hand washing involves scrubbing hands for at least 20 seconds with soap and water. If soap and water aren't available, use hand sanitizer or other disinfectant.
- Avoid touching your face, nose, and mouth and avoid rubbing your eyes.
- Practice proper coughing or sneezing etiquette.
- Properly dispose of anything that comes in contact with your mouth such as tissues or plastic eating utensils.
- Avoid coming in contact with individuals displaying symptoms of illness.

Social Distancing Strategies

Social distancing is another public health safety intervention used to reduce the likelihood of transmitting communicable disease. Social distancing involves minimizing exposure by adhering to spacing requirements in the workplace and following proper personal hygiene practices. Employees should consider social distancing to

limit exposure to infectious bacteria and viruses during the COVID-19 disease outbreak. The following strategies may be useful in conducting social distancing:

- Always try to keep at least 3-4 (and preferably 6) feet between yourself and other people.
- Reduce or avoid face-to-face meetings.
 - Use e-mail, telephone calls, and video conferencing to conduct necessary business.
- Utilize City Information Technology (IT) staff to set-up systems for interacting with customers and vendors electronically when possible.
- Avoid sharing equipment whenever possible.
- Limit congregating in workrooms, copier rooms, and other areas where people socialize
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room, and sit at least 3 feet from one another other, if possible.

- Avoid person-to-person contact such as shaking hands.
- Consider cancelling or postpone non-essential face-to face staff, customer, vendor meetings, workshops, and training sessions.
- For front counter staff, social distancing may not be possible. For these employees, use frequent hand washing, hand sanitizer/wipes or disposable gloves (if available). For employees with health concerns, please talk to your Supervisor.

City Business Related Travel

Until further notice and out of an abundance of caution and care, in accordance with health guidance from the CDC, and other health authorities, the City of San Pablo is limiting employee travel during these evolving circumstances of the epidemic. Over the next few months, City staff should verify all business-related travel such as conferences, trainings and out of area meetings attendance with their Department Heads. Where possible cancellations and/or refunds should be obtained within appropriate timelines.

Because cases of COVID-19 have been reported without direct links to travel and person-to-person transmission has occurred throughout the United States, City staff should avoid public transportation, if possible. City pool vehicles are available pursuant the City's Vehicle Use Policy. If you must use take public transportation, employees are advised to travel during non-peak hours to avoid crowds.

Workplace Cleaning and Disinfection

The City of San Pablo maintains safe and healthy working conditions for employees. During these evolving circumstances of the epidemic, regular janitorial cleaning services are taking extra care in sanitizing public and common areas (employee lunchroom, staircase handrails, etc.) in all City facilities. Janitorial services focus on cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in the workplace.

City Staff are encouraged to practice routine cleaning of frequently touched surfaces (for example: tables, doorknobs, light switches, handles, desks, etc.) with cleaners and/or disinfectant wipes that are appropriate for the surface, following label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing provided gloves and making sure you have good ventilation during use of the product.

Civic Events and City Programming

The City is carefully balancing public safety and preparedness regarding upcoming spring-time Civic events. One possibility of enacting social distancing procedures is the closure of venues where large amounts of people may congregate. The cancelling of any City of San Pablo event shall be the decision of City Manager or his/her designee in consultation with appropriate individuals weighing the best interest of citizens and community we serve.

The common cold, influenza and COVID-19, are all respiratory illnesses, but they are caused by different viruses. Because these types of illnesses have similar symptoms, it can be

difficult to tell the difference between them based on symptoms alone. City Staff shall enforce the following guidelines for program participants:

Any City of San Pablo programming participant with flu-like symptoms such as: fever, chills, sever cough, sore throat, runny or stuffy nose, muscle or body aches, headaches and fatigue or respiratory symptoms can be sent home by staff on site:

- Separate sick infants, children, and seniors from others until they can go home.
- When necessary and if feasible, identify a "sick room" through which others do not regularly pass.
- Remind parents that when their child is sick they should be kept home and not participate in City-provided programs.

If any program participant is ill with fever, cough or other flu-like symptoms (feeling feverish/chills, cough, sore throat, runny or stuffy nose, muscle or body aches, headaches and fatigue (tiredness), they should stay home until at least 24 hours after they have recovered.

As a further caution, City provided programs should emphasize:

- Using "respiratory etiquette."
- Covering coughs with a tissue or sleeve.
- Providing adequate supplies within easy reach, including tissues and if needed no-touch trash cans.
- Washing hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another.
- Staff and participants should wash hands frequently.
- Off-site programming staff should use hand sanitizer when soap and water is not available.
- Encourage hand washing by children through education, scheduled time for handwashing, and demonstrations.

Prevent Infection and Avoid Exposure

Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

Leaves of Absence

Employees should notify their supervisor and stay home if they are sick. Pursuant to the City's Personnel Rules, (Section 16), if the City suspects that an employee is showing signs of a communicable illness, the City may require an employee to leave work and go home until they can provide medical information demonstrating that they are fit to return to work. The City reserves the right to send an employee to a fitness for duty evaluation in order to return to work.

Employees that do not have any sick leave available may use any other available paid time

off categories such as administrative leave, floating holiday, vacation or comp time in response to absences covered by this section. Requests for Catastrophic leave shall be address on a case-by-case basis pursuant to City Policy. Please contact Human Resources should your situation require a leave adjustment.

If the City is notified by the Contra Costa County Public Health Agency that a City employee has tested positive for COVID-19; the City shall follow protocols and direction as determined by the County Health Officer. No such employee shall be allowed to return to the workplace until the City has medical evidence demonstrating that they are fit to return to work.

Employees who believe they may have possibly been exposed to the virus should immediately inform their supervisor, self-quarantine, and seek medical attention directly.

If a member of an employee's family is sick because of a suspected communicable illness or there is a school closure for your minor child (or any minor for whom an employee stands in *loco parentis*), employees will be allowed to utilize appropriate leave accruals or unpaid leave to address individual family needs.

Disaster Service Worker

As a City of San Pablo employee, before you entered upon the duties of your employment, you took and subscribed to the oath or affirmation; as such, all City of San Pablo employees are disaster service workers. You may be called upon as a disaster service worker in the event of an emergency.

III. SCOPE

This policy shall apply to all city employees.

Suggestions and concerns regarding these guidelines are welcome at any time and may be directed to the City Manager or his/her designee or City Human Resources.

IV. DISSEMINATION OF POLICY

All City employees, officers and officials shall be sent copies of this Policy.

Respectfully submitted:



**Matt Rodriguez,
City Manager**



**Reina Schwartz
Assistant City Manager**



**ORDER OF THE HEALTH OFFICER
OF THE COUNTY OF CONTRA COSTA DIRECTING
ALL INDIVIDUALS LIVING IN THE COUNTY TO SHELTER AT THEIR
PLACE OF RESIDENCE EXCEPT THAT THEY MAY LEAVE TO
PROVIDE OR RECEIVE CERTAIN ESSENTIAL SERVICES OR
ENGAGE IN CERTAIN ESSENTIAL ACTIVITIES AND WORK FOR
ESSENTIAL BUSINESSES AND GOVERNMENTAL SERVICES;
EXEMPTING INDIVIDUALS EXPERIENCING HOMELESSNESS FROM
THE SHELTER IN PLACE ORDER BUT URGING THEM TO FIND
SHELTER AND GOVERNMENT AGENCIES TO PROVIDE IT;
DIRECTING ALL BUSINESSES AND GOVERNMENTAL AGENCIES TO
CEASE NON-ESSENTIAL OPERATIONS AT PHYSICAL LOCATIONS IN
THE COUNTY; PROHIBITING ALL NON-ESSENTIAL GATHERINGS
OF ANY NUMBER OF INDIVIDUALS; AND ORDERING CESSATION OF
ALL NON-ESSENTIAL TRAVEL**

DATE OF ORDER: MARCH 16, 2020

Please read this Order carefully. Violation of or failure to comply with this Order is a misdemeanor punishable by fine, imprisonment, or both. (California Health and Safety Code § 120295, *et seq.*)

UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 101040, AND 120175, THE HEALTH OFFICER OF THE COUNTY OF CONTRA COSTA ("HEALTH OFFICER") ORDERS:

- 1. The intent of this Order is to ensure that the maximum number of people self-isolate in their places of residence to the maximum extent feasible, while enabling essential services to continue, to slow the spread of COVID-19 to the maximum extent possible. When people need to leave their places of residence, whether to obtain or perform vital services, or to otherwise facilitate authorized activities necessary for continuity of social and commercial life, they should at all times reasonably possible comply with Social Distancing Requirements as defined in Section 10 below. All provisions of this Order should be interpreted to effectuate this intent. Failure to comply with any of the provisions of this Order constitutes an imminent threat to public health.**
- 2. All individuals currently living within Contra Costa County (the "County") are ordered to shelter at their place of residence. To the extent individuals are using shared or outdoor spaces, they must at all times as reasonably possible maintain social distancing of at least six feet from any other person when they are outside their residence. All persons may**



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HEALTH SERVICES DIRECTOR

PATRICK GODLEY, MBA
CHIEF OPERATING OFFICER
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leave their residences only for Essential Activities, Essential Governmental Functions, or to operate Essential Businesses, all as defined in Section 10. Individuals experiencing homelessness are exempt from this Section, but are strongly urged to obtain shelter, and governmental and other entities are strongly urged to make such shelter available as soon as possible and to the maximum extent practicable (and to utilize Social Distancing Requirements in their operation).

3. All businesses with a facility in the County, except Essential Businesses as defined below in Section 10, are required to cease all activities at facilities located within the County except Minimum Basic Operations, as defined in Section 10. For clarity, businesses may also continue operations consisting exclusively of employees or contractors performing activities at their own residences (i.e., working from home). All Essential Businesses are strongly encouraged to remain open. To the greatest extent feasible, Essential Businesses shall comply with Social Distancing Requirements as defined in Section 10 below, including, but not limited to, when any customers are standing in line.
4. All public and private gatherings of any number of people occurring outside a household or living unit are prohibited, except for the limited purposes as expressly permitted in Section 10. Nothing in this Order prohibits the gathering of members of a household or living unit.
5. All travel, including, but not limited to, travel on foot, bicycle, scooter, motorcycle, automobile, or public transit, except Essential Travel and Essential Activities as defined below in Section 10, is prohibited. People must use public transit only for purposes of performing Essential Activities or to travel to and from work to operate Essential Businesses or maintain Essential Governmental Functions. People riding on public transit must comply with Social Distancing Requirements as defined in Section 10 below, to the greatest extent feasible. This Order allows travel into or out of the County to perform Essential Activities, operate Essential Businesses, or maintain Essential Governmental Functions.
6. This Order is issued based on evidence of increasing occurrence of COVID-19 within the County and throughout the Bay Area, scientific evidence and best practices regarding the most effective approaches to slow the transmission of communicable diseases generally and COVID-19 specifically, and evidence that the age, condition, and health of a significant portion of the population of the County places it at risk for serious health complications, including death, from COVID-19. Due to the outbreak of the COVID-19 virus in the general public, which is now a pandemic according to the World Health Organization, there is a public health emergency throughout the County. Making the problem worse, some individuals who contract the COVID-19 virus have no symptoms or have mild symptoms, which means they may not be aware they carry the virus.





Because even people without symptoms can transmit the disease, and because evidence shows the disease is easily spread, gatherings can result in preventable transmission of the virus. The scientific evidence shows that at this stage of the emergency, it is essential to slow virus transmission as much as possible to protect the most vulnerable and to prevent the health care system from being overwhelmed. One proven way to slow the transmission is to limit interactions among people to the greatest extent practicable. By reducing the spread of the COVID-19 virus, this Order helps preserve critical and limited healthcare capacity in the County.

7. This Order also is issued in light of the existence of 29 cases of COVID-19 in the County, as well as at least 258 confirmed cases and at least three deaths in the seven Bay Area jurisdictions jointly issuing this Order, as of 5 p.m. on March 15, 2020, including a significant and increasing number of suspected cases of community transmission and likely further significant increases in transmission. Widespread testing for COVID-19 is not yet available but is expected to increase in the coming days. This Order is necessary to slow the rate of spread and the Health Officer will re-evaluate it as further data becomes available.
8. This Order is issued in accordance with, and incorporates by reference, the March 4, 2020 Proclamation of a State of Emergency issued by Governor Gavin Newsom, This Order is issued in accordance with, and incorporates by reference, the March 4, 2020 Proclamation of a State of Emergency issued by Governor Gavin Newsom and the March 10, 2020 Resolution of the Contra Costa County Board of Supervisors declaring the existence of a Local Emergency in Contra Costa County.
9. This Order comes after the release of substantial guidance from the County Health Officer, the Centers for Disease Control and Prevention, the California Department of Public Health, and other public health officials throughout the United States and around the world, including a variety of prior orders to combat the spread and harms of COVID-19. The Health Officer will continue to assess the quickly evolving situation and may modify or extend this Order, or issue additional Orders, related to COVID-19.
10. Definitions and Exemptions.
 - a. For purposes of this Order, individuals may leave their residence only to perform any of the following "Essential Activities." But people at high risk of severe illness from COVID-19 and people who are sick are urged to stay in their residence to the extent possible except as necessary to seek medical care.
 - i. To engage in activities or perform tasks essential to their health and safety, or to the health and safety of their family or household members (including, but not limited to, pets), such as, by way of example only and without limitation, obtaining medical supplies or medication, visiting a



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- health care professional, or obtaining supplies they need to work from home.
- ii. To obtain necessary services or supplies for themselves and their family or household members, or to deliver those services or supplies to others, such as, by way of example only and without limitation, canned food, dry goods, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, and any other household consumer products, and products necessary to maintain the safety, sanitation, and essential operation of residences.
 - iii. To engage in outdoor activity, provided the individuals comply with Social Distancing Requirements as defined in this Section, such as, by way of example and without limitation, walking, hiking, or running.
 - iv. To perform work providing essential products and services at an Essential Business or to otherwise carry out activities specifically permitted in this Order, including Minimum Basic Operations.
 - v. To care for a family member or pet in another household.
- b. For purposes of this Order, individuals may leave their residence to work for or obtain services at any "Healthcare Operations" including hospitals, clinics, dentists, pharmacies, pharmaceutical and biotechnology companies, other healthcare facilities, healthcare suppliers, home healthcare services providers, mental health providers, or any related and/or ancillary healthcare services. "Healthcare Operations" also includes veterinary care and all healthcare services provided to animals. This exemption shall be construed broadly to avoid any impacts to the delivery of healthcare, broadly defined. "Healthcare Operations" does not include fitness and exercise gyms and similar facilities.
- c. For purposes of this Order, individuals may leave their residence to provide any services or perform any work necessary to the operations and maintenance of "Essential Infrastructure," including, but not limited to, public works construction, construction of housing (in particular affordable housing or housing for individuals experiencing homelessness), airport operations, water, sewer, gas, electrical, oil refining, roads and highways, public transportation, solid waste collection and removal, internet, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, and web-based services), provided that they carry out those services or that work in compliance with Social Distancing Requirements as defined this Section, to the extent possible.
- d. For purposes of this Order, all first responders, emergency management personnel, emergency dispatchers, court personnel, and law enforcement personnel, and others who need to perform essential services are categorically





exempt from this Order. Further, nothing in this Order shall prohibit any individual from performing or accessing “Essential Governmental Functions,” as determined by the governmental entity performing those functions. Each governmental entity shall identify and designate appropriate employees or contractors to continue providing and carrying out any Essential Governmental Functions. All Essential Governmental Functions shall be performed in compliance with Social Distancing Requirements as defined in this Section, to the extent possible.

- e. For the purposes of this Order, covered businesses include any for-profit, non-profit, or educational entities, regardless of the nature of the service, the function they perform, or its corporate or entity structure.
- f. For the purposes of this Order, “Essential Businesses” means:
 - i. Healthcare Operations and Essential Infrastructure;
 - ii. Grocery stores, certified farmers’ markets, farm and produce stands, supermarkets, food banks, convenience stores, and other establishments engaged in the retail sale of canned food, dry goods, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, and any other household consumer products (such as cleaning and personal care products). This includes stores that sell groceries and also sell other non-grocery products, and products necessary to maintaining the safety, sanitation, and essential operation of residences;
 - iii. Food cultivation, including farming, livestock, and fishing;
 - iv. Businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals;
 - v. Newspapers, television, radio, and other media services;
 - vi. Gas stations and auto-supply, auto-repair, and related facilities;
 - vii. Banks and related financial institutions;
 - viii. Hardware stores;
 - ix. Plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences, Essential Activities, and Essential Businesses;
 - x. Businesses providing mailing and shipping services, including post office boxes;
 - xi. Educational institutions—including public and private K-12 schools, colleges, and universities—for purposes of facilitating distance learning or performing essential functions, provided that social distancing of six-feet per person is maintained to the greatest extent possible;
 - xii. Laundromats, drycleaners, and laundry service providers;



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- xiii. Restaurants and other facilities that prepare and serve food, but only for delivery or carry out. Schools and other entities that typically provide free food services to students or members of the public may continue to do so under this Order on the condition that the food is provided to students or members of the public on a pick-up and take-away basis only. Schools and other entities that provide food services under this exemption shall not permit the food to be eaten at the site where it is provided, or at any other gathering site;
 - xiv. Businesses that supply products needed for people to work from home;
 - xv. Businesses that supply other Essential Businesses with the support or supplies necessary to operate;
 - xvi. Businesses that ship or deliver groceries, food, goods or services directly to residences;
 - xvii. Airlines, taxis, and other private transportation providers providing transportation services necessary for Essential Activities and other purposes expressly authorized in this Order;
 - xviii. Home-based care for seniors, adults, or children;
 - xix. Residential facilities and shelters for seniors, adults, and children;
 - xx. Professional services, such as legal or accounting services, when necessary to assist in compliance with legally mandated activities;
 - xxi. Childcare facilities providing services that enable employees exempted in this Order to work as permitted. To the extent possible, childcare facilities must operate under the following mandatory conditions:
 - 1. Childcare must be carried out in stable groups of 12 or fewer ("stable" means that the same 12 or fewer children are in the same group each day).
 - 2. Children shall not change from one group to another.
 - 3. If more than one group of children is cared for at one facility, each group shall be in a separate room. Groups shall not mix with each other.
 - 4. Childcare providers shall remain solely with one group of children.
- g. For the purposes of this Order, "Minimum Basic Operations" include the following, provided that employees comply with Social Distancing Requirements as defined this Section, to the extent possible, while carrying out such operations:
- i. The minimum necessary activities to maintain the value of the business's inventory, ensure security, process payroll and employee benefits, or for related functions.
 - ii. The minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences.





- h. For the purposes of this Order, "Essential Travel" includes travel for any of the following purposes. Individuals engaged in any Essential Travel must comply with all Social Distancing Requirements as defined in this Section below.
 - i. Any travel related to the provision of or access to Essential Activities, Essential Governmental Functions, Essential Businesses, or Minimum Basic Operations.
 - ii. Travel to care for elderly, minors, dependents, persons with disabilities, or other vulnerable persons.
 - iii. Travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, and any other related services.
 - iv. Travel to or return from a place of residence outside the jurisdiction.
 - v. Travel required by law enforcement or court order.
 - vi. Travel required for non-residents to return to their place of residence outside the County. Individuals are strongly encouraged to verify that their transportation out of the County remains available and functional prior to commencing such travel.
 - i. For purposes of this Order, residences include hotels, motels, shared rental units and similar facilities.
 - j. For purposes of this Order, "Social Distancing Requirements" includes maintaining at least six-foot social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands.
11. Pursuant to Government Code sections 26602 and 41601 and Health and Safety Code section 101029, the Health Officer requests that the Sheriff and all chiefs of police in the County ensure compliance with and enforce this Order. The violation of any provision of this Order constitutes an imminent threat to public health.
12. This Order shall become effective at 12:01 a.m. on March 17, 2020 and will continue to be in effect until 11:59 p.m. on April 7, 2020, or until it is extended, rescinded, superseded, or amended in writing by the Health Officer.
13. Copies of this Order shall promptly be: (1) made available at Office of the Director of Health of Contra Costa County, 1220 Morello Ave, Martinez CA 94553; (2) posted on the County Public Health Department website www.cchealth.org; and (3) provided to any member of the public requesting a copy of this Order.



ANNA M. ROTH, RN, MS, MPH
HEALTH SERVICES DIRECTOR

PATRICK GODLEY, MBA
CHIEF OPERATING OFFICER
CHIEF FINANCIAL OFFICER



OFFICE OF
THE DIRECTOR

1220 Morello, Suite 200
Martinez, CA 94553

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14. If any provision of this Order to the application thereof to any person or circumstance is held to be invalid, the remainder of the Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.

15. Questions or comments regarding this order may be directed to Contra Costa Health Services at 1-844-729-8410.

IT IS SO ORDERED:

Chris Farnitano, MD
Health Officer of the County of Contra Costa County

Dated: March 16, 2020

Ori Tzvieli, MD, Deputy Health Officer





ORDER OF THE HEALTH OFFICER OF THE COUNTY OF CONTRA COSTA

No. HO-COVID19-01

PROHIBITING MASS GATHERINGS OF 100 OR MORE PERSONS

Date of Order: March 14, 2020

Please read this Order carefully. Violation of or failure to comply with this Order is a misdemeanor punishable by fine or imprisonment in the County jail, or both. (California Health & Saf. Code, § 120295.)

UNDER THE AUTHORITY OF SECTIONS 101040 AND 120175 OF THE CALIFORNIA HEALTH AND SAFETY CODE, THE HEALTH OFFICER OF THE COUNTY OF CONTRA COSTA ("HEALTH OFFICER") ORDERS:

1. Effective as of 12:01 am on Sunday, March 15, 2020, and continuing through Tuesday, March 31, 2020, mass gatherings as defined herein are prohibited in Contra Costa County.
2. This Order is issued in response to a global pandemic caused by the spread of coronavirus disease 2019 ("COVID-19"). As of March 12, 2020, the Centers for Disease Control and Prevention was reporting that 1,215 people in the United States have been infected by COVID-19, a disease to which humans have no known natural immunity, and 36 have died. In Contra Costa County, as of March 13, 2020, 25 Contra Costa County residents were identified with COVID-19 infection.
3. This Order is based on evidence of increasing transmission of COVID-19 within Contra Costa County, scientific evidence regarding effective approaches to slow transmission of communicable diseases generally and COVID-19 specifically, and best practices as currently known and available to protect the public from avoidable risks of serious illness or death resulting from exposure to COVID-19. The age, condition and health of a significant portion of the population of Contra Costa County places it at risk for serious health complications, including death, from COVID-19. While most people who contract COVID-19 do not become seriously ill, individuals with mild symptoms and asymptomatic persons with COVID-19 may be placing vulnerable members of the public at significant risk. Because evidence shows the disease is easily spread, large gatherings can result in preventable transmissions of COVID-19.



4. This Order is necessary to slow the spread of COVID-19 by reducing the likelihood of exposure to it. Reduction of the spread of COVID-19 will in turn help preserve the capacity of health care facilities within Contra Costa County to meet the needs of persons who contract the disease.

5. This Order is issued to prevent circumstances often present in mass gatherings that may exacerbate the spread of COVID-19, including (a) the likelihood that mass gatherings will attract people from a broad geographic area; (b) the prolonged time period in which large numbers of people are in close proximity; (c) the difficulty tracing exposures when large numbers of people attend a single event; and (d) the inability to ensure that attendees follow adequate hygiene and social distancing practices.

6. This Order is issued in accordance with and incorporates the March 4, 2020, proclamation of a state of emergency issued by California Gov. Gavin Newsom and the March 10, 2020, proclamation by the Contra Costa County Board of Supervisors declaring the existence of a local emergency in Contra Costa County.

7. Mass gatherings defined.

a. For the purposes of this Order, except as set forth below, the term "mass gathering" means an event or convening that brings together 100 or more individuals at the same time in a single room or single confined or enclosed space, including but not limited to an auditorium, theater, stadium, arena, event center, meeting hall, conference center, cafeteria, or any other confined indoor space or confined outdoor space. A confined outdoor space is an outdoor space that is enclosed by a fence, physical barrier or other structure.

b. Mass gatherings do not include normal operations at airports or other spaces where persons may be in transit; office environments; medical offices, hospitals or clinics; classrooms; or congregate living situations, including dormitories and homeless encampments.

8. This Order follows the issuance of substantial guidance from multiple sources regarding COVID-19, including the Health Officer, the Centers for Disease Control and Prevention, the California Department of Public Health, and public health officials around the world.

9. The Health Officer hereby requests that the Contra Costa County Sheriff and chiefs of police of cities within Contra Costa County ensure compliance with and enforce this Order, in accordance with Government Code sections 26602 and 41601 and Health and Safety Code section 101029.



TO: MAYOR AND CITY COUNCIL

Re: CORONAVIRUS COVID-19 UPDATE AND MODIFIED CITY OPERATIONS PLAN, EFFECTIVE MARCH 16, 2020

Page 2

the City's Emergency Services Director (City Manager) to proceed with implementation of a Modified City Operations Plan and designation of City employees as Local Disaster Workers.

Following this official action, the City's Emergency Services Director (City Manager) has prepared the following outline of a Modified City Operations Plan which is **FLUID and SUBJECT TO CHANGE** depending on Federal, State and County Public Health directives or orders, **effective immediately**:

- **Emergency Operations Center (EOC) Official Activation**
The Chief of Police has been directed by the City Manager/Emergency Services Director to have the City's EOC deemed **ACTIVE AND OPERATIONAL** for any active coordination of coronavirus COVID-19 issues and emergency incidents.
- **City Private Facility Reservations**
All private City facility reservations are hereby **CANCELLED** until further notice, with all refunds of City application and reservation fees authorized to applicants. Members of the public who have active facility reservations, please contact: Joann Pulido, 510-215-3085.
- **City Community Center and Senior Centers**
The San Pablo Community Center, Church Lane Senior Center, and Davis Park Senior Centers are hereby **CLOSED** until further notice, **effective March 16, 2020**.
- **Community Services/Recreation Events, Programs & Services/Social Trips**
All City-provided activities, classes, programs and services provided by the City's Community Services Department are **CANCELLED** until further notice. Members of the public who have active classes and reservations, please contact: Recreation staff at 510-215-3080.
- **Senior Meal and Nutrition Programs (in conjunction with Contra Costa County)**
 - No on-site meals will be served until further notice.
 - Brown Bag Meals will be provided in a grab & go style between 11:45am-12:45pm. Seniors should please bring a bag to carry hot/cold meal items.
 - For questions, please contact Zee DeLeon at 510-215-3090.
- **School Based Partnerships and San Pablo Youth Commission**
Any school based programs or services provided through the Team For Youth and Childhood Obesity Prevention Grant Programs are cancelled until further notice. Also the San Pablo Youth Commission is suspended until further notice. For more information, contact Jora Atienza-Washington 510-215-3092.
- **City Paratransit Programs (Medical Appointments Only)**
The San Pablo Paratransit Program will remain in service for medical appointments and essential services only; no emergency medical transport is available. For questions, please contact Maria Garcia at 510-215-3097.
- **City Business Licenses (Applications and Payments)**
 - Drop-off Box for submittal of business license applications and renewals will be available outside of Building 3, 13831 San Pablo Avenue, San Pablo.

- **Community & Economic Development / Public Works Plan Review**
 - The public counters for the City Departments of Community & Economic Development and Public Works will be closed **effective March 16, 2020** until further notice. All communications will be done via telephone and email.
 - A drop box for plans, applications, license renewals, etc. will be placed outside the door of Building 3, 13831 San Pablo Avenue, San Pablo. These will be picked up regularly.
 - Please call the following numbers if you have questions about your plans/permits:
 - Planning: (510) 215-3030
 - Building: (510) 215-3030
 - Public Works/Engineering: (510) 215-3060
 - Building Division and Public Works inspections will be limited to Tuesdays and Thursdays with non-essential and non-emergency inspections being postponed to a later date.
- **Residential Health & Safety Inspections**
No inspections until further notice effective March 16, 2020.
- **Police Department Services**
 - All non-essential services including but not limited to: CERT, Parent Project, and POP Unit activities, camps and programs are CANCELLED until further notice. All trainings have been postponed. Code Enforcement operations will be limited and the front lobby will be closed to the public. The police department will be encouraging reporting via telephone, online and through video services. Deployments of sworn officers will be changed to enhance public safety. Entrance to police department will be limited to essential staff.
- **San Pablo Library**
All County Library facilities are hereby CLOSED until further notice, effective March 16, 2020.

City Public Meetings

With exception of regular City Council meetings, all other City Boards and Commission regular meetings are hereby CANCELLED until further notice. City staff will explore ways in which the City Council may meet via teleconference to comply with Brown Act requirements for the duration of this pandemic.

Public Access to City Administrative Offices

Exterior doors and public service counters are temporarily CLOSED and will be locked to the public. City staff will limit access and schedule appointments as necessary for public counter business.

Social distancing of 6 feet of separation between customers and City staff will occur where applicable, including any required scheduled City meetings.

Any City business that can be done by phone or online is encouraged.

Essential vs. Non-Essential City Services & Staffing

Earlier today, the Contra Costa County Public Health Officer, in conjunction with Health Officers from most of the other Bay Area counties, issued additional "Shelter-in-place" directives in an order on the coronavirus COVID-19 pandemic measures to protect the public, effective **Midnight, Monday, March 16, 2020 until 11:59 p.m., Tuesday, April 7, 2020.**

Based on this order (attached), the City's Modified City Operations Plan presented today may be subject to further modification to be in alignment with these directives and protective orders as issued. This may include reducing the number of City staff on-site at City facilities and potentially allowing some staff to work remotely.

Additionally, the City Manager/Emergency Services Director may modify current City employee work schedules to ensure that there is an ample reserve of City local disaster workers to be deployed in the event of catastrophic incidents and/or events. Department Directors are developing contingent staffing plans to be re-evaluated on a day-to-day basis effective today and going forward to carefully manage all City services to the public. All City staff have also been provided with general administrative guidance issued today by the CMO regarding COVID-19 (see attached).

For any additional concerns or questions, please contact me directly at (510) 215-3016 or Assistant City Manager/Asst. Emergency Services Director Reina Schwartz at (510) 215-3003.

Thank you for your time and consideration.

Sincerely,



Matt Rodriguez,
City Manager/Emergency Services Director

cc: City Attorney
Assistant City Manager (Asst. Emergency Services Director)
Executive Leadership Group

Attachments:

1. City of San Pablo Administrative Guideline on Coronavirus (COVID-19)
2. Contra Costa County Health Services/Bay Area Public Health Directors Shelter-In-Place Order (Issued March 16, 2020)
3. Contra Costa County Health Services Large Gatherings (<100 people) Order (Issued 03/14/20)
4. State of CA Executive Order No. N-25-20 (Issued 03/12/20)
5. Contra Costa County Health Services Social Distancing Guidelines (Issued 03/10/20)
6. Contra Costa County Board of Supervisors Local Emergency Declaration (Approved 03/10/20)
7. State of CA State of Emergency (Approved 03/04/20)
8. City of San Pablo Administrative Guidelines on Coronavirus (COVID-19) (Issued 03/16/20)

MEMORANDUM

CITY MANAGER'S OFFICE
13831 San Pablo Avenue, Bldg. #1
San Pablo, CA 94806



CITY OF SAN PABLO

City of New Directions

2014

TO: City of San Pablo Employees
FROM: Matt Rodriguez, City Manager
Reina Schwartz, Assistant City Manager
DATE: March 16, 2020
RE: CITY OF SAN PABLO ADMINISTRATIVE POLICY - (COVID-19)
CORONAVIRUS GUIDANCE

PURPOSE

The Centers For Disease Control and Prevention (CDC) is closely monitoring an epidemic of respiratory illness (COVID-19) caused by a coronavirus (SARS-CoV-2) that was first detected in Wuhan, Hubei Province, China. Cases of COVID-19 are also being reported in a growing number of international locations, several of which are experiencing sustained community-level or widespread person-to-person transmission. Cases of COVID-19 without direct links to travel have been reported in the United States.

The City of San Pablo recognizes the need to formulate good risk management practices in a timely manner based on the evolving circumstances of the epidemic. The strategies and practices outlined in this policy are designed to support the protection of employees and the general public by minimizing the risk of exposure. It is anticipated that additional guidance related to COVID-19 will be forthcoming as the situation continues to evolve.

I. OVERALL GUIDELINES

All employees, customers, members of the general public, vendors, consultants, and business associates 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. As a reminder, City employees shall abide by the City's workplace policy: Administrative Policy and Complaint Procedure Against Harassment, Discrimination & Retaliation and treat colleagues and members of the public with courtesy and respect. Discrimination of any kind is a violation of the City's policies and will not be tolerated.

Coronavirus (COVID-19), influenza and the common cold are all respiratory illnesses, but they are caused by different viruses. Because these illnesses have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, flu is worse than the common cold, and symptoms are more intense. Colds are usually milder than the flu. At this point, COVID-19 can have both mild, moderate and more severe symptoms depending upon age and underlying medical conditions.

Know the symptoms: Symptoms compatible with COVID-19, for the purpose of this Policy include subjective or measured fever, cough, or difficulty breathing.

II. POLICY GUIDELINES

The City of San Pablo is committed to maintaining a safe and secure workplace. For these reasons this Administrative Policy has been adopted. The workplace strategies and guidelines outlined in this policy are in conformance with Contra Costa County Public Health generally, although more guidelines and orders are being issued daily. The following workplace strategies may be useful to employees who interact with customers, members of the general public, vendors, consultants, and business associates. General guidelines for reducing the risk of transmission or illness:

- Adhere to public health hygienic recommendations by washing your hands after touching commonly used items or coming into contact with someone who is sick.
- Proper hand washing involves scrubbing hands for at least 20 seconds with soap and water. If soap and water aren't available, use hand sanitizer or other disinfectant.
- Avoid touching your face, nose, and mouth and avoid rubbing your eyes.
- Practice proper coughing or sneezing etiquette.
- Properly dispose of anything that comes in contact with your mouth such as tissues or plastic eating utensils.
- Avoid coming in contact with individuals displaying symptoms of illness.

Social Distancing Strategies

Social distancing is another public health safety intervention used to reduce the likelihood of transmitting communicable disease. Social distancing involves minimizing exposure by adhering to spacing requirements in the workplace and following proper personal hygiene practices. Employees should consider social distancing to

limit exposure to infectious bacteria and viruses during the COVID-19 disease outbreak. The following strategies may be useful in conducting social distancing:

- Always try to keep at least 3-4 (and preferably 6) feet between yourself and other people.
- Reduce or avoid face-to-face meetings.
 - Use e-mail, telephone calls, and video conferencing to conduct necessary business.
- Utilize City Information Technology (IT) staff to set-up systems for interacting with customers and vendors electronically when possible.
- Avoid sharing equipment whenever possible.
- Limit congregating in workrooms, copier rooms, and other areas where people socialize
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room, and sit at least 3 feet from one another other, if possible.

- Avoid person-to-person contact such as shaking hands.
- Consider cancelling or postpone non-essential face-to face staff, customer, vendor meetings, workshops, and training sessions.
- For front counter staff, social distancing may not be possible. For these employees, use frequent hand washing, hand sanitizer/wipes or disposable gloves (if available). For employees with health concerns, please talk to your Supervisor.

City Business Related Travel

Until further notice and out of an abundance of caution and care, in accordance with health guidance from the CDC, and other health authorities, the City of San Pablo is limiting employee travel during these evolving circumstances of the epidemic. Over the next few months, City staff should verify all business-related travel such as conferences, trainings and out of area meetings attendance with their Department Heads. Where possible cancellations and/or refunds should be obtained within appropriate timelines.

Because cases of COVID-19 have been reported without direct links to travel and person-to-person transmission has occurred throughout the United States, City staff should avoid public transportation, if possible. City pool vehicles are available pursuant the City's Vehicle Use Policy. If you must use take public transportation, employees are advised to travel during non-peak hours to avoid crowds.

Workplace Cleaning and Disinfection

The City of San Pablo maintains safe and healthy working conditions for employees. During these evolving circumstances of the epidemic, regular janitorial cleaning services are taking extra care in sanitizing public and common areas (employee lunchroom, staircase handrails, etc.) in all City facilities. Janitorial services focus on cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in the workplace.

City Staff are encouraged to practice routine cleaning of frequently touched surfaces (for example: tables, doorknobs, light switches, handles, desks, etc.) with cleaners and/or disinfectant wipes that are appropriate for the surface, following label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing provided gloves and making sure you have good ventilation during use of the product.

Civic Events and City Programming

The City is carefully balancing public safety and preparedness regarding upcoming spring-time Civic events. One possibility of enacting social distancing procedures is the closure of venues where large amounts of people may congregate. The cancelling of any City of San Pablo event shall be the decision of City Manager or his/her designee in consultation with appropriate individuals weighing the best interest of citizens and community we serve.

The common cold, influenza and COVID-19, are all respiratory illnesses, but they are caused by different viruses. Because these types of illnesses have similar symptoms, it can be

difficult to tell the difference between them based on symptoms alone. City Staff shall enforce the following guidelines for program participants:

Any City of San Pablo programming participant with flu-like symptoms such as: fever, chills, sever cough, sore throat, runny or stuffy nose, muscle or body aches, headaches and fatigue or respiratory symptoms can be sent home by staff on site:

- Separate sick infants, children, and seniors from others until they can go home.
- When necessary and if feasible, identify a "sick room" through which others do not regularly pass.
- Remind parents that when their child is sick they should be kept home and not participate in City-provided programs.

If any program participant is ill with fever, cough or other flu-like symptoms (feeling feverish/chills, cough, sore throat, runny or stuffy nose, muscle or body aches, headaches and fatigue (tiredness), they should stay home until at least 24 hours after they have recovered.

As a further caution, City provided programs should emphasize:

- Using "respiratory etiquette."
- Covering coughs with a tissue or sleeve.
- Providing adequate supplies within easy reach, including tissues and if needed no-touch trash cans.
- Washing hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another.
- Staff and participants should wash hands frequently.
- Off-site programming staff should use hand sanitizer when soap and water is not available.
- Encourage hand washing by children through education, scheduled time for handwashing, and demonstrations.

Prevent Infection and Avoid Exposure

Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

Leaves of Absence

Employees should notify their supervisor and stay home if they are sick. Pursuant to the City's Personnel Rules, (Section 16), if the City suspects that an employee is showing signs of a communicable illness, the City may require an employee to leave work and go home until they can provide medical information demonstrating that they are fit to return to work. The City reserves the right to send an employee to a fitness for duty evaluation in order to return to work.

Employees that do not have any sick leave available may use any other available paid time

off categories such as administrative leave, floating holiday, vacation or comp time in response to absences covered by this section. Requests for Catastrophic leave shall be address on a case-by-case basis pursuant to City Policy. Please contact Human Resources should your situation require a leave adjustment.

If the City is notified by the Contra Costa County Public Health Agency that a City employee has tested positive for COVID-19; the City shall follow protocols and direction as determined by the County Health Officer. No such employee shall be allowed to return to the workplace until the City has medical evidence demonstrating that they are fit to return to work.

Employees who believe they may have possibly been exposed to the virus should immediately inform their supervisor, self-quarantine, and seek medical attention directly.

If a member of an employee's family is sick because of a suspected communicable illness or there is a school closure for your minor child (or any minor for whom an employee stands in *loco parentis*), employees will be allowed to utilize appropriate leave accruals or unpaid leave to address individual family needs.

Disaster Service Worker

As a City of San Pablo employee, before you entered upon the duties of your employment, you took and subscribed to the oath or affirmation; as such, all City of San Pablo employees are disaster service workers. You may be called upon as a disaster service worker in the event of an emergency.

III. SCOPE

This policy shall apply to all city employees.

Suggestions and concerns regarding these guidelines are welcome at any time and may be directed to the City Manager or his/her designee or City Human Resources.

IV. DISSEMINATION OF POLICY

All City employees, officers and officials shall be sent copies of this Policy.

Respectfully submitted:



Matt Rodriguez,
City Manager



Reina Schwartz
Assistant City Manager

ANNA M. ROTH, RN, MS, MPH
HEALTH SERVICES DIRECTOR
PATRICK GODLEY, MBA
CHIEF OPERATING OFFICER
CHIEF FINANCIAL OFFICER



OFFICE OF
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**ORDER OF THE HEALTH OFFICER
OF THE COUNTY OF CONTRA COSTA DIRECTING
ALL INDIVIDUALS LIVING IN THE COUNTY TO SHELTER AT THEIR
PLACE OF RESIDENCE EXCEPT THAT THEY MAY LEAVE TO
PROVIDE OR RECEIVE CERTAIN ESSENTIAL SERVICES OR
ENGAGE IN CERTAIN ESSENTIAL ACTIVITIES AND WORK FOR
ESSENTIAL BUSINESSES AND GOVERNMENTAL SERVICES;
EXEMPTING INDIVIDUALS EXPERIENCING HOMELESSNESS FROM
THE SHELTER IN PLACE ORDER BUT URGING THEM TO FIND
SHELTER AND GOVERNMENT AGENCIES TO PROVIDE IT;
DIRECTING ALL BUSINESSES AND GOVERNMENTAL AGENCIES TO
CEASE NON-ESSENTIAL OPERATIONS AT PHYSICAL LOCATIONS IN
THE COUNTY; PROHIBITING ALL NON-ESSENTIAL GATHERINGS
OF ANY NUMBER OF INDIVIDUALS; AND ORDERING CESSATION OF
ALL NON-ESSENTIAL TRAVEL**

DATE OF ORDER: MARCH 16, 2020

Please read this Order carefully. Violation of or failure to comply with this Order is a misdemeanor punishable by fine, imprisonment, or both. (California Health and Safety Code § 120295, *et seq.*)

UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 101040, AND 120175, THE HEALTH OFFICER OF THE COUNTY OF CONTRA COSTA ("HEALTH OFFICER") ORDERS:

- 1. The intent of this Order is to ensure that the maximum number of people self-isolate in their places of residence to the maximum extent feasible, while enabling essential services to continue, to slow the spread of COVID-19 to the maximum extent possible. When people need to leave their places of residence, whether to obtain or perform vital services, or to otherwise facilitate authorized activities necessary for continuity of social and commercial life, they should at all times reasonably possible comply with Social Distancing Requirements as defined in Section 10 below. All provisions of this Order should be interpreted to effectuate this intent. Failure to comply with any of the provisions of this Order constitutes an imminent threat to public health.**
- 2. All individuals currently living within Contra Costa County (the "County") are ordered to shelter at their place of residence. To the extent individuals are using shared or outdoor spaces, they must at all times as reasonably possible maintain social distancing of at least six feet from any other person when they are outside their residence. All persons may**



• Contra Costa Behavioral Health Services • Contra Costa Emergency Medical Services • Contra Costa Environmental Health & Hazardous Materials Programs •
• Contra Costa Health, Housing & Homeless Services • Contra Costa Health Plan • Contra Costa Public Health • Contra Costa Regional Medical Center & Health Centers •

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leave their residences only for Essential Activities, Essential Governmental Functions, or to operate Essential Businesses, all as defined in Section 10. Individuals experiencing homelessness are exempt from this Section, but are strongly urged to obtain shelter, and governmental and other entities are strongly urged to make such shelter available as soon as possible and to the maximum extent practicable (and to utilize Social Distancing Requirements in their operation).

3. All businesses with a facility in the County, except Essential Businesses as defined below in Section 10, are required to cease all activities at facilities located within the County except Minimum Basic Operations, as defined in Section 10. For clarity, businesses may also continue operations consisting exclusively of employees or contractors performing activities at their own residences (i.e., working from home). All Essential Businesses are strongly encouraged to remain open. To the greatest extent feasible, Essential Businesses shall comply with Social Distancing Requirements as defined in Section 10 below, including, but not limited to, when any customers are standing in line.
4. All public and private gatherings of any number of people occurring outside a household or living unit are prohibited, except for the limited purposes as expressly permitted in Section 10. Nothing in this Order prohibits the gathering of members of a household or living unit.
5. All travel, including, but not limited to, travel on foot, bicycle, scooter, motorcycle, automobile, or public transit, except Essential Travel and Essential Activities as defined below in Section 10, is prohibited. People must use public transit only for purposes of performing Essential Activities or to travel to and from work to operate Essential Businesses or maintain Essential Governmental Functions. People riding on public transit must comply with Social Distancing Requirements as defined in Section 10 below, to the greatest extent feasible. This Order allows travel into or out of the County to perform Essential Activities, operate Essential Businesses, or maintain Essential Governmental Functions.
6. This Order is issued based on evidence of increasing occurrence of COVID-19 within the County and throughout the Bay Area, scientific evidence and best practices regarding the most effective approaches to slow the transmission of communicable diseases generally and COVID-19 specifically, and evidence that the age, condition, and health of a significant portion of the population of the County places it at risk for serious health complications, including death, from COVID-19. Due to the outbreak of the COVID-19 virus in the general public, which is now a pandemic according to the World Health Organization, there is a public health emergency throughout the County. Making the problem worse, some individuals who contract the COVID-19 virus have no symptoms or have mild symptoms, which means they may not be aware they carry the virus.





Because even people without symptoms can transmit the disease, and because evidence shows the disease is easily spread, gatherings can result in preventable transmission of the virus. The scientific evidence shows that at this stage of the emergency, it is essential to slow virus transmission as much as possible to protect the most vulnerable and to prevent the health care system from being overwhelmed. One proven way to slow the transmission is to limit interactions among people to the greatest extent practicable. By reducing the spread of the COVID-19 virus, this Order helps preserve critical and limited healthcare capacity in the County.

7. This Order also is issued in light of the existence of 29 cases of COVID-19 in the County, as well as at least 258 confirmed cases and at least three deaths in the seven Bay Area jurisdictions jointly issuing this Order, as of 5 p.m. on March 15, 2020, including a significant and increasing number of suspected cases of community transmission and likely further significant increases in transmission. Widespread testing for COVID-19 is not yet available but is expected to increase in the coming days. This Order is necessary to slow the rate of spread and the Health Officer will re-evaluate it as further data becomes available.
8. This Order is issued in accordance with, and incorporates by reference, the March 4, 2020 Proclamation of a State of Emergency issued by Governor Gavin Newsom, This Order is issued in accordance with, and incorporates by reference, the March 4, 2020 Proclamation of a State of Emergency issued by Governor Gavin Newsom and the March 10, 2020 Resolution of the Contra Costa County Board of Supervisors declaring the existence of a Local Emergency in Contra Costa County.
9. This Order comes after the release of substantial guidance from the County Health Officer, the Centers for Disease Control and Prevention, the California Department of Public Health, and other public health officials throughout the United States and around the world, including a variety of prior orders to combat the spread and harms of COVID-19. The Health Officer will continue to assess the quickly evolving situation and may modify or extend this Order, or issue additional Orders, related to COVID-19.
10. Definitions and Exemptions.
 - a. For purposes of this Order, individuals may leave their residence only to perform any of the following “Essential Activities.” But people at high risk of severe illness from COVID-19 and people who are sick are urged to stay in their residence to the extent possible except as necessary to seek medical care.
 - i. To engage in activities or perform tasks essential to their health and safety, or to the health and safety of their family or household members (including, but not limited to, pets), such as, by way of example only and without limitation, obtaining medical supplies or medication, visiting a



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- health care professional, or obtaining supplies they need to work from home.
- ii. To obtain necessary services or supplies for themselves and their family or household members, or to deliver those services or supplies to others, such as, by way of example only and without limitation, canned food, dry goods, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, and any other household consumer products, and products necessary to maintain the safety, sanitation, and essential operation of residences.
 - iii. To engage in outdoor activity, provided the individuals comply with Social Distancing Requirements as defined in this Section, such as, by way of example and without limitation, walking, hiking, or running.
 - iv. To perform work providing essential products and services at an Essential Business or to otherwise carry out activities specifically permitted in this Order, including Minimum Basic Operations.
 - v. To care for a family member or pet in another household.
- b. For purposes of this Order, individuals may leave their residence to work for or obtain services at any “Healthcare Operations” including hospitals, clinics, dentists, pharmacies, pharmaceutical and biotechnology companies, other healthcare facilities, healthcare suppliers, home healthcare services providers, mental health providers, or any related and/or ancillary healthcare services. “Healthcare Operations” also includes veterinary care and all healthcare services provided to animals. This exemption shall be construed broadly to avoid any impacts to the delivery of healthcare, broadly defined. “Healthcare Operations” does not include fitness and exercise gyms and similar facilities.
- c. For purposes of this Order, individuals may leave their residence to provide any services or perform any work necessary to the operations and maintenance of “Essential Infrastructure,” including, but not limited to, public works construction, construction of housing (in particular affordable housing or housing for individuals experiencing homelessness), airport operations, water, sewer, gas, electrical, oil refining, roads and highways, public transportation, solid waste collection and removal, internet, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, and web-based services), provided that they carry out those services or that work in compliance with Social Distancing Requirements as defined this Section, to the extent possible.
- d. For purposes of this Order, all first responders, emergency management personnel, emergency dispatchers, court personnel, and law enforcement personnel, and others who need to perform essential services are categorically





exempt from this Order. Further, nothing in this Order shall prohibit any individual from performing or accessing “Essential Governmental Functions,” as determined by the governmental entity performing those functions. Each governmental entity shall identify and designate appropriate employees or contractors to continue providing and carrying out any Essential Governmental Functions. All Essential Governmental Functions shall be performed in compliance with Social Distancing Requirements as defined in this Section, to the extent possible.

- e. For the purposes of this Order, covered businesses include any for-profit, non-profit, or educational entities, regardless of the nature of the service, the function they perform, or its corporate or entity structure.
- f. For the purposes of this Order, “Essential Businesses” means:
 - i. Healthcare Operations and Essential Infrastructure;
 - ii. Grocery stores, certified farmers’ markets, farm and produce stands, supermarkets, food banks, convenience stores, and other establishments engaged in the retail sale of canned food, dry goods, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, and any other household consumer products (such as cleaning and personal care products). This includes stores that sell groceries and also sell other non-grocery products, and products necessary to maintaining the safety, sanitation, and essential operation of residences;
 - iii. Food cultivation, including farming, livestock, and fishing;
 - iv. Businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals;
 - v. Newspapers, television, radio, and other media services;
 - vi. Gas stations and auto-supply, auto-repair, and related facilities;
 - vii. Banks and related financial institutions;
 - viii. Hardware stores;
 - ix. Plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences, Essential Activities, and Essential Businesses;
 - x. Businesses providing mailing and shipping services, including post office boxes;
 - xi. Educational institutions—including public and private K-12 schools, colleges, and universities—for purposes of facilitating distance learning or performing essential functions, provided that social distancing of six-feet per person is maintained to the greatest extent possible;
 - xii. Laundromats, drycleaners, and laundry service providers;



ANNA M. ROTH, RN, MS, MPH
HEALTH SERVICES DIRECTOR

PATRICK GODLEY, MBA
CHIEF OPERATING OFFICER
CHIEF FINANCIAL OFFICER



OFFICE OF
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- xiii. Restaurants and other facilities that prepare and serve food, but only for delivery or carry out. Schools and other entities that typically provide free food services to students or members of the public may continue to do so under this Order on the condition that the food is provided to students or members of the public on a pick-up and take-away basis only. Schools and other entities that provide food services under this exemption shall not permit the food to be eaten at the site where it is provided, or at any other gathering site;
 - xiv. Businesses that supply products needed for people to work from home;
 - xv. Businesses that supply other Essential Businesses with the support or supplies necessary to operate;
 - xvi. Businesses that ship or deliver groceries, food, goods or services directly to residences;
 - xvii. Airlines, taxis, and other private transportation providers providing transportation services necessary for Essential Activities and other purposes expressly authorized in this Order;
 - xviii. Home-based care for seniors, adults, or children;
 - xix. Residential facilities and shelters for seniors, adults, and children;
 - xx. Professional services, such as legal or accounting services, when necessary to assist in compliance with legally mandated activities;
 - xxi. Childcare facilities providing services that enable employees exempted in this Order to work as permitted. To the extent possible, childcare facilities must operate under the following mandatory conditions:
 - 1. Childcare must be carried out in stable groups of 12 or fewer ("stable" means that the same 12 or fewer children are in the same group each day).
 - 2. Children shall not change from one group to another.
 - 3. If more than one group of children is cared for at one facility, each group shall be in a separate room. Groups shall not mix with each other.
 - 4. Childcare providers shall remain solely with one group of children.
- g. For the purposes of this Order, "Minimum Basic Operations" include the following, provided that employees comply with Social Distancing Requirements as defined this Section, to the extent possible, while carrying out such operations:
- i. The minimum necessary activities to maintain the value of the business's inventory, ensure security, process payroll and employee benefits, or for related functions.
 - ii. The minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences.





- h. For the purposes of this Order, “Essential Travel” includes travel for any of the following purposes. Individuals engaged in any Essential Travel must comply with all Social Distancing Requirements as defined in this Section below.
 - i. Any travel related to the provision of or access to Essential Activities, Essential Governmental Functions, Essential Businesses, or Minimum Basic Operations.
 - ii. Travel to care for elderly, minors, dependents, persons with disabilities, or other vulnerable persons.
 - iii. Travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, and any other related services.
 - iv. Travel to or return from a place of residence outside the jurisdiction.
 - v. Travel required by law enforcement or court order.
 - vi. Travel required for non-residents to return to their place of residence outside the County. Individuals are strongly encouraged to verify that their transportation out of the County remains available and functional prior to commencing such travel.
 - i. For purposes of this Order, residences include hotels, motels, shared rental units and similar facilities.
 - j. For purposes of this Order, “Social Distancing Requirements” includes maintaining at least six-foot social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands.
11. Pursuant to Government Code sections 26602 and 41601 and Health and Safety Code section 101029, the Health Officer requests that the Sheriff and all chiefs of police in the County ensure compliance with and enforce this Order. The violation of any provision of this Order constitutes an imminent threat to public health.
12. This Order shall become effective at 12:01 a.m. on March 17, 2020 and will continue to be in effect until 11:59 p.m. on April 7, 2020, or until it is extended, rescinded, superseded, or amended in writing by the Health Officer.
13. Copies of this Order shall promptly be: (1) made available at Office of the Director of Health of Contra Costa County, 1220 Morello Ave, Martinez CA 94553; (2) posted on the County Public Health Department website www.cchealth.org; and (3) provided to any member of the public requesting a copy of this Order.



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14. If any provision of this Order to the application thereof to any person or circumstance is held to be invalid, the reminder of the Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.
15. Questions or comments regarding this order may be directed to Contra Costa Health Services at 1-844-729-8410.

IT IS SO ORDERED:

Chris Farnitano, MD
Health Officer of the County of Contra Costa County



Dated: March 16, 2020

Ori Tzvieli, MD, Deputy Health Officer





ORDER OF THE HEALTH OFFICER OF THE COUNTY OF CONTRA COSTA

No. HO-COVID19-01

PROHIBITING MASS GATHERINGS OF 100 OR MORE PERSONS

Date of Order: March 14, 2020

Please read this Order carefully. Violation of or failure to comply with this Order is a misdemeanor punishable by fine or imprisonment in the County Jail, or both. (California Health & Saf. Code, § 120295.)

UNDER THE AUTHORITY OF SECTIONS 101040 AND 120175 OF THE CALIFORNIA HEALTH AND SAFETY CODE, THE HEALTH OFFICER OF THE COUNTY OF CONTRA COSTA ("HEALTH OFFICER") ORDERS:

1. Effective as of 12:01 am on Sunday, March 15, 2020, and continuing through Tuesday, March 31, 2020, mass gatherings as defined herein are prohibited in Contra Costa County.
2. This Order is issued in response to a global pandemic caused by the spread of coronavirus disease 2019 ("COVID-19"). As of March 12, 2020, the Centers for Disease Control and Prevention was reporting that 1,215 people in the United States have been infected by COVID-19, a disease to which humans have no known natural immunity, and 36 have died. In Contra Costa County, as of March 13, 2020, 25 Contra Costa County residents were identified with COVID-19 infection.
3. This Order is based on evidence of increasing transmission of COVID-19 within Contra Costa County, scientific evidence regarding effective approaches to slow transmission of communicable diseases generally and COVID-19 specifically, and best practices as currently known and available to protect the public from avoidable risks of serious illness or death resulting from exposure to COVID-19. The age, condition and health of a significant portion of the population of Contra Costa County places it at risk for serious health complications, including death, from COVID-19. While most people who contract COVID-19 do not become seriously ill, individuals with mild symptoms and asymptomatic persons with COVID-19 may be placing vulnerable members of the public at significant risk. Because evidence shows the disease is easily spread, large gatherings can result in preventable transmissions of COVID-19.



4. This Order is necessary to slow the spread of COVID-19 by reducing the likelihood of exposure to it. Reduction of the spread of COVID-19 will in turn help preserve the capacity of health care facilities within Contra Costa County to meet the needs of persons who contract the disease.

5. This Order is issued to prevent circumstances often present in mass gatherings that may exacerbate the spread of COVID-19, including (a) the likelihood that mass gatherings will attract people from a broad geographic area; (b) the prolonged time period in which large numbers of people are in close proximity; (c) the difficulty tracing exposures when large numbers of people attend a single event; and (d) the inability to ensure that attendees follow adequate hygiene and social distancing practices.

6. This Order is issued in accordance with and incorporates the March 4, 2020, proclamation of a state of emergency issued by California Gov. Gavin Newsom and the March 10, 2020, proclamation by the Contra Costa County Board of Supervisors declaring the existence of a local emergency in Contra Costa County.

7. Mass gatherings defined.

a. For the purposes of this Order, except as set forth below, the term "mass gathering" means an event or convening that brings together 100 or more individuals at the same time in a single room or single confined or enclosed space, including but not limited to an auditorium, theater, stadium, arena, event center, meeting hall, conference center, cafeteria, or any other confined indoor space or confined outdoor space. A confined outdoor space is an outdoor space that is enclosed by a fence, physical barrier or other structure.

b. Mass gatherings do not include normal operations at airports or other spaces where persons may be in transit; office environments; medical offices, hospitals or clinics; classrooms; or congregate living situations, including dormitories and homeless encampments.

8. This Order follows the issuance of substantial guidance from multiple sources regarding COVID-19, including the Health Officer, the Centers for Disease Control and Prevention, the California Department of Public Health, and public health officials around the world.

9. The Health Officer hereby requests that the Contra Costa County Sheriff and chiefs of police of cities within Contra Costa County ensure compliance with and enforce this Order, in accordance with Government Code sections 26602 and 41601 and Health and Safety Code section 101029.



10. Copies of this Order shall be (1) available at the Office of the Director of Contra Costa Health Services, located at 1220 Morello Avenue, Suite 200, Martinez, CA 94553; (2) posted on the Contra Costa Health Services website (<https://www.cchealth.org>); and (3) provided to any member of the public requesting a copy of this Order.

11. Questions and comments regarding this Order may be directed to Contra Costa Health Services at (925) 957-5403.

IT IS SO ORDERED:

Chris Farnitano, M.D.

Health Officer of the County of Contra Costa

By: *Ori Tzvieli*

Ori Tzvieli

Deputy Health Officer

Dated: 3/14/2020



EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA

EXECUTIVE ORDER N-25-20

WHEREAS on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS despite sustained efforts, the virus remains a threat, and further efforts to control the spread of the virus to reduce and minimize the risk of infection are needed; and

WHEREAS state and local public health officials may, as they deem necessary in the interest of public health, issue guidance limiting or recommending limitations upon attendance at public assemblies, conferences, or other mass events, which could cause the cancellation of such gatherings through no fault or responsibility of the parties involved, thereby constituting a force majeure; and

WHEREAS the Department of Public Health is maintaining up-to-date guidance relating to COVID-19, available to the public at <http://cdph.ca.gov/covid19>; and

WHEREAS the State of California and local governments, in collaboration with the Federal government, continue sustained efforts to minimize the spread and mitigate the effects of COVID-19; and

WHEREAS there is a need to secure numerous facilities to accommodate quarantine, isolation, or medical treatment of individuals testing positive for or exposed to COVID-19; and

WHEREAS, many individuals who have developmental disabilities and receive services through regional centers funded by the Department of Developmental Services also have chronic medical conditions that make them more susceptible to serious symptoms of COVID-19, and it is critical that they continue to receive their services while also protecting their own health and the general public health; and

WHEREAS individuals exposed to COVID-19 may be temporarily unable to report to work due to illness caused by COVID-19 or quarantines related to COVID-19 and individuals directly affected by COVID-19 may experience potential loss of income, health care and medical coverage, and ability to pay for housing and basic needs, thereby placing increased demands on already strained regional and local health and safety resources such as shelters and food banks; and

WHEREAS in the interest of public health and safety, it is necessary to exercise my authority under the Emergency Services Act, specifically Government Code section 8572, to ensure adequate facilities exist to address the impacts of COVID-19; and

WHEREAS under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19 pandemic.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567, 8571 and 8572, do hereby issue the following order to become effective immediately:

IT IS HEREBY ORDERED THAT:

1. All residents are to heed any orders and guidance of state and local public health officials, including but not limited to the imposition of social distancing measures, to control the spread of COVID-19.
2. For the period that began January 24, 2020 through the duration of this emergency, the Employment Development Department shall have the discretion to waive the one-week waiting period in Unemployment Insurance Code section 2627(b)(1) for disability insurance applicants who are unemployed and disabled as a result of the COVID-19, and who are otherwise eligible for disability insurance benefits.
3. For the period that began January 24, 2020 through the duration of this emergency, the Employment Development Department shall have the discretion to waive the one-week waiting period in Unemployment Insurance Code section 1253(d) for unemployment insurance applicants who are unemployed as a result of the COVID-19, and who are otherwise eligible for unemployment insurance benefits.
4. Notwithstanding Health and Safety Code section 1797.172(b), during the course of this emergency, the Director of the Emergency Medical Services Authority shall have the authority to implement additions to local optional scopes of practice without first consulting with a committee of local EMS medical directors named by the EMS Medical Directors Association of California.
5. In order to quickly provide relief from interest and penalties, the provisions of the Revenue and Taxation Code that apply to the taxes and fees administered by the Department of Tax and Fee Administration, requiring the filing of a statement under penalty of perjury setting forth the facts for a claim for relief, are suspended for a period of 60 days after the date of this Order for any individuals or businesses who are unable to file a timely tax return or make a timely payment as a result of complying with a state or local public health official's imposition or recommendation of social distancing measures related to COVID-19.
6. The Franchise Tax Board, the Board of Equalization, the Department of Tax and Fee Administration, and the Office of Tax Appeals shall use their administrative powers where appropriate to provide those individuals and businesses impacted by complying with a state or local public health official's imposition or recommendation of social

distancing measures related to COVID-19 with the extensions for filing, payment, audits, billing, notices, assessments, claims for refund, and relief from subsequent penalties and interest.

7. The Governor's Office of Emergency Services shall ensure adequate state staffing during this emergency. Consistent with applicable federal law, work hour limitations for retired annuitants, permanent and intermittent personnel, and state management and senior supervisors, are suspended. Furthermore, reinstatement and work hour limitations in Government Code sections 21220, 21224(a), and 7522.56(b), (d), (f), and (g), and the time limitations in Government Code section 19888.1 and California Code of Regulations, title 2, sections 300-303 are suspended. The Director of the California Department of Human Resources must be notified of any individual employed pursuant to these waivers.
8. The California Health and Human Services Agency and the Office of Emergency Services shall identify, and shall otherwise be prepared to make available—including through the execution of any necessary contracts or other agreements and, if necessary, through the exercise of the State's power to commandeer property – hotels and other places of temporary residence, medical facilities, and other facilities that are suitable for use as places of temporary residence or medical facilities as necessary for quarantining, isolating, or treating individuals who test positive for COVID-19 or who have had a high-risk exposure and are thought to be in the incubation period.
9. The certification and licensure requirements of California Code of Regulations, Title 17, section 1079 and Business and Professions Code section 1206.5 are suspended as to all persons who meet the requirements under the Clinical Laboratory Improvement Amendments of section 353 of the Public Health Service Act for high complexity testing and who are performing analysis of samples to test for SARS-CoV-2, the virus that causes COVID-19, in any certified public health laboratory or licensed clinical laboratory.
10. To ensure that individuals with developmental disabilities continue to receive the services and supports mandated by their individual program plans threatened by disruptions caused by COVID-19, the Director of the Department of Developmental Services may issue directives waiving any provision or requirement of the Lanterman Developmental Disabilities Services Act, the California Early Intervention Services Act, and the accompanying regulations of Title 17, Division 2 of the California Code of Regulations. A directive may delegate to the regional centers any authority granted to the Department by law where the Director believes such delegation is necessary to ensure services to individuals with developmental disabilities. The Director shall describe the need justifying the waiver granted in each directive and articulate how the waiver is necessary to protect the public health or safety from the threat of COVID-19 or necessary to ensure that services to individuals with developmental disabilities are not disrupted. Any waiver granted by a directive shall expire 30 days from the date of its issuance. The Director may grant one or more 30-day extensions if the waiver continues to be necessary

to protect health or safety or to ensure delivery of services. The Director shall rescind a waiver once it is no longer necessary to protect public health or safety or ensure delivery of services. Any waivers and extensions granted pursuant to this paragraph shall be posted on the Department's website.

11. Notwithstanding any other provision of state or local law, including the Bagley-Keene Act or the Brown Act, a local legislative body or state body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to attend and to address the local legislative body or state body, during the period in which state or local public officials impose or recommend measures to promote social distancing, including but not limited to limitations on public events. All requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived.

In particular, any otherwise-applicable requirements that

- (i) state and local bodies notice each teleconference location from which a member will be participating in a public meeting;
- (ii) each teleconference location be accessible to the public;
- (iii) members of the public may address the body at each teleconference conference location;
- (iv) state and local bodies post agendas at all teleconference locations;
- (v) at least one member of the state body be physically present at the location specified in the notice of the meeting; and
- (vi) during teleconference meetings, a least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction

are hereby suspended, on the conditions that:

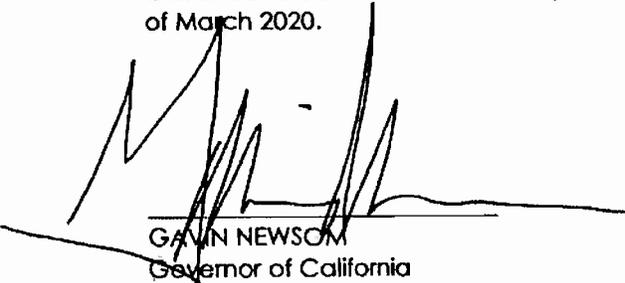
- (i) each state or local body must give advance notice of each public meeting, according to the timeframe otherwise prescribed by the Bagley-Keene Act or the Brown Act, and using the means otherwise prescribed by the Bagley-Keene Act or the Brown Act, as applicable; and
- (ii) consistent with the notice requirement in paragraph (i), each state or local body must notice at least one publicly accessible location from which members of the public shall have the right to observe and offer public comment at the public meeting, consistent with the public's rights of access and public comment otherwise provided for by the Bagley-Keene Act and the Brown Act, as applicable (including, but not limited to, the requirement that such rights of access and public comment be made available in a manner consistent with the Americans with Disabilities Act).

In addition to the mandatory conditions set forth above, all state and local bodies are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the provisions of the Bagley-Keene Act and the Brown Act, and other applicable local laws regulating the conduct of public meetings, in order to maximize transparency and provide the public access to their meetings.

IT IS FURTHER ORDERED that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 12th day of March 2020.



GAVIN NEWSOM
Governor of California

ATTEST:

ALEX PADILLA
Secretary of State



March 10, 2020

Novel Coronavirus (COVID-19) Interim Guidance for Social Distancing

These public health recommendations are intended to slow the spread of COVID-19 by reducing the number of people who become infected, especially those at most risk for severe illness. Respiratory viruses need people close together to keep spreading. Social distancing is a public health strategy that limits the closeness and interactions of people so disease spreads less.

We understand that these recommendations will substantially impact our lives and may be difficult to implement. We considered them carefully in consultation with the state and other counties who have taken similar actions. Given that we now know coronavirus is spreading in our county, this is a critical time for each of us to do our part to protect our community.

The CCHS public health recommendations outlined below are effective today. This expands upon the guidance that we issued on March 6, 2020. We expect these measures to be in place for an initial period of two weeks, and we will continuously assess their impact to determine if they need to be adjusted.

1. PEOPLE AT HIGHER RISK OF SERIOUS ILLNESS SHOULD AVOID MASS GATHERINGS OF 50 PEOPLE OR MORE

- People at higher risk of serious illness should not go to mass gatherings such as parades, sporting events, religious services, celebrations and concerts where people are within arm's length of each other and there are 50 or more people
- Avoid people who are sick
- Telecommute if possible

People at higher risk include:

- People who are 50 years old or older. Current evidence indicates that the risk of severe illness increases with age. The highest risk group are those 80 years and older.
- People of any age who have underlying medical problems such as heart disease, diabetes, cancer, or chronic lung diseases like Chronic Obstructive Pulmonary Disease (COPD) as well as those who are immunocompromised.



2. CANCEL LARGE COMMUNITY EVENTS

- Cancel or postpone large gatherings such as concerts, sporting events, celebrations, conventions, religious services and community events where 50 or more people are within arm's length of each other.
- Cancel or postpone events for or attended by older adults or others who are at higher risk for severe illness.
- If a large event does take place, organizers should follow California Department of Public Health [guidelines for mass gatherings](#).

3. WORKPLACES AND BUSINESSES MINIMIZE OPPORTUNITIES FOR SPREAD

- Suspend nonessential employee travel
- Minimize the number of employees working within arm's length of each other, including minimizing or canceling large, in-person meetings and conferences
- Urge employees to stay home when sick and maximize flexibility in sick leave benefits
- Do not require a doctor's note from employees who are sick
- Consider telecommuting for appropriate employees
- Consider staggering start and end times to reduce large numbers of people coming together at the same time

4. SCHOOLS

- Do not go to school if you are sick
- Equip all schools and classrooms with hand sanitizers and tissues
- If there is a confirmed case of COVID-19 at a school, we will work with the school and district to determine the best measures including potential dismissal.
- Explore distance learning and online options to continue learning
- Make backup plans for childcare given the potential for school dismissals

5. PUBLIC AND COMMERCIAL TRANSIT SHOULD ENHANCE CLEANING

- Increase cleaning frequency of vehicles and high-touch surface areas
- Provide handwashing stations or hand sanitizer and tissues in stations and on vehicles

6. GUIDANCE FOR THE GENERAL PUBLIC: WE'RE IN THIS TOGETHER

The best ways for all Contra Costa residents to reduce their risk of becoming infected with COVID-19 are:

- Wash hands with soap and water for at least 20 seconds

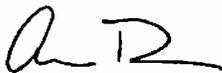


- Cover coughs or sneezes with disposable tissue or the crook of an elbow
- Stay home from school or work when you are sick
- Avoid touching your face, eyes, nose or mouth with unwashed hands
- Use a barrier, such as a paper towel or tissue, to touch commonly touched surfaces, such as bathroom door handles and elevator buttons
- Bump elbows or bow instead of shaking hands
- Regularly clean frequently touched surfaces
- Get vaccinated against the flu if you haven't already
- If you have recently returned from a country, state or region with ongoing COVID-19 infections, monitor your health and follow the instructions of public health officials
- If you are ill, call your health care provider before visiting. Phone consultation may be adequate
- Avoid non-essential trips to emergency rooms, hospitals, nursing homes and long-term care facilities. If your loved ones are there, substitute in person visits for phone or video visits
- Check in by phone with friends, family and neighbors that are at risk of serious illness

People can also prepare for possible disruption caused by an outbreak:

- Stock up on the essentials in case of shortages and if you need to stay home
- Make sure your earthquake kit is up to date and ready to go – it is full of vital supplies you can use for any emergency
- If you can, obtain a two-month supply of medications or consider using a mail order pharmacy
- Think about how to care for loved ones at home if they or you get sick, including how to prevent other family members from becoming infected
- Prepare to work from home if possible

Contra Costa Health Services will keep you updated with information and health advice as the situation changes at cchealth.org/coronavirus and social media.



Anna Roth, RN, MSN, MPH
Health Services Director
Contra Costa Health Services



Chris Farnitano, MD
Health Officer
Contra Costa Health Services



ADDITIONAL RESOURCES

CDC

- [For Healthcare Professionals](#)
- [For Schools and Communities](#)
- [For Higher Risk & Special Populations](#)

California Department of Public Health (CDPH) Guidance documents

Health Care Plans:

- [Access to care- Screening & Testing \(Department of Managed Health Care - All Plan Letter\)](#)
- [Access to care- Screening & Testing \(California Department of Insurance - Bulletin\)](#)
- [Education: Schools \(PDF\)](#)
- [Education: Colleges and universities \(PDF\)](#)
- [Mass Gatherings Guidance - event organizers \(PDF\)](#)
- [First responders, including paramedics and EMTs \(PDF\)](#)
- [Employers and workers](#)
- [Health care facilities from Cal/OSHA](#)
- [Home cleaning with COVID-19 positive individuals \(PDF\)](#)





Contra Costa County

County Administrator's Office • 651 Pine Street • Martinez, CA 94553 • www.contracosta.ca.gov

Press Release

FOR IMMEDIATE RELEASE
Tuesday, March 10, 2020

Contact: Susan Shiu, PIO
Phone: (925) 313-1183
Email: susan.shiu@contracostatv.org

Contra Costa County Issues Emergency Proclamation

(Martinez, CA) – The Contra Costa County Board of Supervisors adopted a resolution at its Board meeting on March 10, 2020 for a proclamation of a state of emergency in the County of Contra Costa to deal with the potential spread of novel coronavirus or COVID-19.

The proclamation states that “this Board found that due to the introduction of coronavirus disease 2019 (COVID-19), conditions of disaster or extreme peril to the safety of persons and property did exist in the County of Contra Costa commencing on or about March 3, 2020, and therefore the Board proclaimed the existence of a local emergency throughout this county. These conditions, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of this County, and will require the combined forces of a mutual aid region or regions to combat.”

The proclamation states that “this Board requests the Governor of the State of California to proclaim the County of Contra Costa to be in a state of emergency.”

Board Chair, Supervisor Candace Andersen, said, “The new coronavirus or COVID-19 presents our community with a challenge. While I urge you to be prepared, it is certainly not a time to panic. Following our health officials' guidelines will help prevent the spread of disease. The County and Contra Costa Health Services will continue to offer guidance and resources. Meanwhile, there is much each and everyone one of us can do to keep our families and communities well. It will take all of us working together.”

The Supervisors emphasized that “everyone plays an important role” as they unanimously voted for a county emergency proclamation that will allow our health department to mobilize county resources, accelerate emergency planning, streamline staffing, coordinate agencies across the county, allow for future reimbursement by the state and federal governments, and raise awareness about how everyone can prepare in the event that COVID-19 begins to spread in our community.

“The County and its health department will continue to work with multiple agencies and jurisdictions to keep residents informed during this local emergency,” said County

Administrator David J. Twa. "We will continue to take appropriate steps to protect the safety and well being of our employees and the public. We encourage everyone to stay prepared."

Visit cchealth.org/coronavirus for County Health officials' latest guidance for the community and resources. For the latest updates, follow Contra Costa Health Services (CCHS) on Twitter [@CoCoHealth](https://twitter.com/CoCoHealth) and on [CCHS Facebook](#). Information is also available at www.contracosta.ca.gov.

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Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: March 10, 2020

Subject: COVID-19 - Declaring a Local Emergency

RECOMMENDATION(S):

1. RECEIVE a report from the Health Services Director and Public Health Director regarding the status of coronavirus disease 2019 (“COVID-19”) in this County and its impacts on the availability of essential medical supplies.

2. ADOPT Resolution No. 2020/92, proclaiming the existence of a local emergency in this County caused by the introduction of COVID-19.

3. ADOPT Resolution No. 2020/91, requesting the Governor to proclaim the County to be in a state of emergency.

APPROVE

OTHER

RECOMMENDATION OF CNTY
ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 03/10/2020 APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 10, 2020

David J. Twa, County Administrator and Clerk of the Board of Supervisors

Contact: David Twa, County Administrator

By: June McHuen, Deputy

cc:

FISCAL IMPACT:

No impact to the General Fund is anticipated by this action. Proclaiming a local emergency could give rise to state or federal assistance.

BACKGROUND:

COVID-19, an infectious disease in humans that is caused by a novel coronavirus first detected in Wuhan City, Hubei Province, China, in December 2019, has emerged as a world-wide pandemic. According to a March 3, 2020, situation report by the World Health Organization, the disease has spread to at least 72 nations across the globe, including the United States. As of March 3, there were 90,870 confirmed cases, 80,304 in China and 10,556 cases outside of China. In recent days, there have been more new cases outside of China than within China. Of 105 confirmed cases in the United States as of March 3, 43 were in California and 26 were in the San Francisco Bay Area. Five cases have been treated in Contra Costa County as of March 4, with the most recent determined to have been community-acquired. The public has no known natural immunity to the virus that causes COVID-19, and there is currently no vaccine to offer protection to the public. Treatment options are limited.

On January 30, 2020, the World Health Organization declared the outbreak of COVID-19 a public health emergency of international concern. On January 31, 2020, the Secretary of Health and Human Services declared that the coronavirus presents a public health emergency in the United States, and President Trump issued a proclamation suspending entries into the United States by foreign nationals who had been present in China in the previous two weeks. As of February 2, 2020, U.S. citizens returning to the United States from Hubei Province have been subject to mandatory quarantines, and those returning from other areas in China undergo screening and monitored self-quarantines. Symptomatic persons are placed in federal quarantine at federal facilities, one being at Travis Air Force base in Solano County.

Test kits are being supplied by the Centers for Disease Control and Prevention (CDC) to local public health laboratories to test for presence of COVID-19. One of them – the only one in Contra Costa County – is the Contra Costa Public Health Laboratory in Martinez. Eighty test kits – sufficient to test 40 persons – arrived here on February 29, 2020. Another 100 test kits are on order. Staff expects rapid depletion of this supply of kits. If the Martinez laboratory runs out of test kits, samples will be sent to the CDC or a state public health lab, located in Richmond, which is also able to perform COVID-19 testing.

As of March 3, hospitals in Contra Costa County have treated five individuals with suspected or confirmed cases of COVID-19. Four were among travelers routed through federal quarantine at Travis Air Force Base. The majority of these travelers returned to the United States from Japan after being in quarantine on the Diamond Princess cruise ship. The fifth individual is a Contra Costa County resident. As noted above, the fifth case has been determined to have been community-acquired – i.e., transmitted in the absence of any association with travel or contact with other known cases. There are cases

of this type in Santa Clara, Solano and Alameda counties, the City of Berkeley, and other parts of the United States.

The emergence of person-to-person transmission gives rise to public concerns, impacting the capacity of health care facilities and causing shortages in essential health care supplies. In particular, in this County, there is now a shortage of personal protective equipment, including specifically surgical masks, which are typically issued to patients who present with viral symptoms, as a means to prevent transmission. Hand sanitizer is also in short supply. Health Services has searched for and been unable to obtain supplies of these materials locally. Staff has identified the Strategic National Stockpile as a potential source of assistance that might be available from the federal government should the State of California request it.

Proclaiming a local emergency and requesting the Governor to declare a state of emergency is a way for counties and other local jurisdictions to potentially obtain state financial assistance. (See Gov. Code, § 8680 et seq.) When a state cannot effectively respond to an emergency without federal assistance, upon request of the Governor, the President of the United States can declare an emergency, thereby triggering the authority to provide federal aid to state and local agencies. (See 42 U.S.C. §§ 5191-5192.) As of March 3, local emergencies related to COVID-19 have been proclaimed in Santa Clara, San Diego, Orange, Solano and Sonoma counties, and the City and County of San Francisco. Local health emergencies have been declared in Santa Clara, San Diego, Orange, Alameda and Sonoma counties.

CONSEQUENCE OF NEGATIVE ACTION:

A local emergency would not be declared, and the County may be unable to access state or federal assistance to respond to COVID-19.

ATTACHMENTS

Resolution 2020/92

Resolution No. 2020/91

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

Adopted this Resolution on 03/10/2020 by the following vote:

AYES: John Gioia, Candace Andersen, Diane Burgis, Karen Mitchoff, Federal Glover

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

Resolution No. 2020/91

IN THE MATTER OF Requesting the Governor to Proclaim a State of Emergency in the County of Contra Costa (Gov. Code, § 8625)

The Board of Supervisors of Contra Costa County **RESOLVES** as follows:

This Board finds as follows:

1. On March 10, 2020, this Board found that due to the introduction of coronavirus disease 2019 ("COVID-19"), conditions of disaster or extreme peril to the safety of persons and property did exist in the County of Contra Costa commencing on or about March 3, 2020, and therefore the Board proclaimed the existence of a local emergency throughout this county (Resolution No. 2020/92);
2. These conditions, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of this County, and will require the combined forces of a mutual aid region or regions to combat;
3. These conditions fit the circumstances described in Government Code section 8558.

NOW, THEREFORE, IT IS HEREBY RESOLVED that this Board **REQUESTS** the Governor of the State of California to proclaim the County of Contra Costa to be in a state of emergency.

IT IS FURTHER ORDERED that the County Administrator or his designee shall forward a copy of this resolution to the Director of the California Governor's Office of Emergency Services.

IT IS FURTHER RESOLVED that the County Administrator or his designee is designated as the authorized representative of this County for the purposes of receiving, processing, and

coordinating all inquiries and requirements necessary to obtain available state and federal resources and funds.

ATTEST: David J. Twa,
Clerk of the Board of Supervisors
and County Administrator

By:


Deputy



Mail a certified copy to: Cal OES Main Office
3650 Schriever Avenue
Mather, California 95655-4203

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EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA

PROCLAMATION OF A STATE OF EMERGENCY

WHEREAS in December 2019, an outbreak of respiratory illness due to a novel coronavirus (a disease now known as COVID-19), was first identified in Wuhan City, Hubei Province, China, and has spread outside of China, impacting more than 75 countries, including the United States; and

WHEREAS the State of California has been working in close collaboration with the national Centers for Disease Control and Prevention (CDC), with the United States Health and Human Services Agency, and with local health departments since December 2019 to monitor and plan for the potential spread of COVID-19 to the United States; and

WHEREAS on January 23, 2020, the CDC activated its Emergency Response System to provide ongoing support for the response to COVID-19 across the country; and

WHEREAS on January 24, 2020, the California Department of Public Health activated its Medical and Health Coordination Center and on March 2, 2020, the Office of Emergency Services activated the State Operations Center to support and guide state and local actions to preserve public health; and

WHEREAS the California Department of Public Health has been in regular communication with hospitals, clinics and other health providers and has provided guidance to health facilities and providers regarding COVID-19; and

WHEREAS as of March 4, 2020, across the globe, there are more than 94,000 confirmed cases of COVID-19, tragically resulting in more than 3,000 deaths worldwide; and

WHEREAS as of March 4, 2020, there are 129 confirmed cases of COVID-19 in the United States, including 53 in California, and more than 9,400 Californians across 49 counties are in home monitoring based on possible travel-based exposure to the virus, and officials expect the number of cases in California, the United States, and worldwide to increase; and

WHEREAS for more than a decade California has had a robust pandemic influenza plan, supported local governments in the development of local plans, and required that state and local plans be regularly updated and exercised; and

WHEREAS California has a strong federal, state and local public health and health care delivery system that has effectively responded to prior events including the H1N1 influenza virus in 2009, and most recently Ebola; and



WHEREAS experts anticipate that while a high percentage of individuals affected by COVID-19 will experience mild flu-like symptoms, some will have more serious symptoms and require hospitalization, particularly individuals who are elderly or already have underlying chronic health conditions; and

WHEREAS it is imperative to prepare for and respond to suspected or confirmed COVID-19 cases in California, to implement measures to mitigate the spread of COVID-19, and to prepare to respond to an increasing number of individuals requiring medical care and hospitalization; and

WHEREAS if COVID-19 spreads in California at a rate comparable to the rate of spread in other countries, the number of persons requiring medical care may exceed locally available resources, and controlling outbreaks minimizes the risk to the public, maintains the health and safety of the people of California, and limits the spread of infection in our communities and within the healthcare delivery system; and

WHEREAS personal protective equipment (PPE) is not necessary for use by the general population but appropriate PPE is one of the most effective ways to preserve and protect California's healthcare workforce at this critical time and to prevent the spread of COVID-19 broadly; and

WHEREAS state and local health departments must use all available preventative measures to combat the spread of COVID-19, which will require access to services, personnel, equipment, facilities, and other resources, potentially including resources beyond those currently available, to prepare for and respond to any potential cases and the spread of the virus; and

WHEREAS I find that conditions of Government Code section 8558(b), relating to the declaration of a State of Emergency, have been met; and

WHEREAS I find that the conditions caused by COVID-19 are likely to require the combined forces of a mutual aid region or regions to appropriately respond; and

WHEREAS under the provisions of Government Code section 8625(c), I find that local authority is inadequate to cope with the threat posed by COVID-19; and

WHEREAS under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes, including the California Emergency Services Act, and in particular, Government Code section 8625, **HEREBY PROCLAIM A STATE OF EMERGENCY** to exist in California.

IT IS HEREBY ORDERED THAT:

1. In preparing for and responding to COVID-19, all agencies of the state government use and employ state personnel, equipment, and facilities or perform any and all activities consistent with the direction of the Office of Emergency Services and the State Emergency Plan, as well as the California Department of Public Health and the Emergency Medical Services Authority. Also, all residents are to heed the advice of emergency officials with regard to this emergency in order to protect their safety.
2. As necessary to assist local governments and for the protection of public health, state agencies shall enter into contracts to arrange for the procurement of materials, goods, and services needed to assist in preparing for, containing, responding to, mitigating the effects of, and recovering from the spread of COVID-19. Applicable provisions of the Government Code and the Public Contract Code, including but not limited to travel, advertising, and competitive bidding requirements, are suspended to the extent necessary to address the effects of COVID-19.
3. Any out-of-state personnel, including, but not limited to, medical personnel, entering California to assist in preparing for, responding to, mitigating the effects of, and recovering from COVID-19 shall be permitted to provide services in the same manner as prescribed in Government Code section 179.5, with respect to licensing and certification. Permission for any such individual rendering service is subject to the approval of the Director of the Emergency Medical Services Authority for medical personnel and the Director of the Office of Emergency Services for non-medical personnel and shall be in effect for a period of time not to exceed the duration of this emergency.
4. The time limitation set forth in Penal Code section 396, subdivision (b), prohibiting price gouging in time of emergency is hereby waived as it relates to emergency supplies and medical supplies. These price gouging protections shall be in effect through September 4, 2020.
5. Any state-owned properties that the Office of Emergency Services determines are suitable for use to assist in preparing for, responding to, mitigating the effects of, or recovering from COVID-19 shall be made available to the Office of Emergency Services for this purpose, notwithstanding any state or local law that would restrict, delay, or otherwise inhibit such use.
6. Any fairgrounds that the Office of Emergency Services determines are suitable to assist in preparing for, responding to, mitigating the effects of, or recovering from COVID-19 shall be made available to the Office of Emergency Services pursuant to the Emergency Services Act, Government Code section 8589. The Office of Emergency Services shall notify the fairgrounds of the intended use and can immediately use the fairgrounds without the fairground board of directors' approval, and

notwithstanding any state or local law that would restrict, delay, or otherwise inhibit such use.

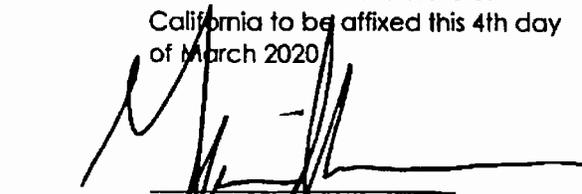
7. The 30-day time period in Health and Safety Code section 101080, within which a local governing authority must renew a local health emergency, is hereby waived for the duration of this statewide emergency. Any such local health emergency will remain in effect until each local governing authority terminates its respective local health emergency.
8. The 60-day time period in Government Code section 8630, within which local government authorities must renew a local emergency, is hereby waived for the duration of this statewide emergency. Any local emergency proclaimed will remain in effect until each local governing authority terminates its respective local emergency.
9. The Office of Emergency Services shall provide assistance to local governments that have demonstrated extraordinary or disproportionate impacts from COVID-19, if appropriate and necessary, under the authority of the California Disaster Assistance Act, Government Code section 8680 et seq., and California Code of Regulations, Title 19, section 2900 et seq.
10. To ensure hospitals and other health facilities are able to adequately treat patients legally isolated as a result of COVID-19, the Director of the California Department of Public Health may waive any of the licensing requirements of Chapter 2 of Division 2 of the Health and Safety Code and accompanying regulations with respect to any hospital or health facility identified in Health and Safety Code section 1250. Any waiver shall include alternative measures that, under the circumstances, will allow the facilities to treat legally isolated patients while protecting public health and safety. Any facilities being granted a waiver shall be established and operated in accordance with the facility's required disaster and mass casualty plan. Any waivers granted pursuant to this paragraph shall be posted on the Department's website.
11. To support consistent practices across California, state departments, in coordination with the Office of Emergency Services, shall provide updated and specific guidance relating to preventing and mitigating COVID-19 to schools, employers, employees, first responders and community care facilities by no later than March 10, 2020.
12. To promptly respond for the protection of public health, state entities are, notwithstanding any other state or local law, authorized to share relevant medical information, limited to the patient's underlying health conditions, age, current condition, date of exposure, and possible contact tracing, as necessary to address the effect of the COVID-19 outbreak with state, local, federal, and nongovernmental partners, with such information to be used for the limited purposes of monitoring, investigation and control, and treatment and coordination of care. The

notification requirement of Civil Code section 1798.24, subdivision (i), is suspended.

13. Notwithstanding Health and Safety Code sections 1797.52 and 1797.218, during the course of this emergency, any EMT-P licensees shall have the authority to transport patients to medical facilities other than acute care hospitals when approved by the California EMS Authority. In order to carry out this order, to the extent that the provisions of Health and Safety Code sections 1797.52 and 1797.218 may prohibit EMT-P licensees from transporting patients to facilities other than acute care hospitals, those statutes are hereby suspended until the termination of this State of Emergency.
14. The Department of Social Services may, to the extent the Department deems necessary to respond to the threat of COVID-19, waive any provisions of the Health and Safety Code or Welfare and Institutions Code, and accompanying regulations, interim licensing standards, or other written policies or procedures with respect to the use, licensing, or approval of facilities or homes within the Department's jurisdiction set forth in the California Community Care Facilities Act (Health and Safety Code section 1500 et seq.), the California Child Day Care Facilities Act (Health and Safety Code section 1596.70 et seq.), and the California Residential Care Facilities for the Elderly Act (Health and Safety Code section 1569 et seq.). Any waivers granted pursuant to this paragraph shall be posted on the Department's website.

I FURTHER DIRECT that as soon as hereafter possible, this proclamation be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this proclamation.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 4th day of March 2020



GAVIN NEWSOM
Governor of California

ATTEST:

ALEX PADILLA
Secretary of State