



CITY OF SAN PABLO  
City of New Directions



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

**DATE:** Monday, March 23, 2020  
**TO:** ALL CITY EMPLOYEES AND EMERGENCY OPERATIONS CENTER PERSONNEL  
**FROM:** Matt Rodriguez, City Manager / Emergency Services Director  
**RE:** EMERGENCY SERVICES ORDER NO.1 – ISSUED MARCH 23, 2020

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**EMERGENCY SERVICES ORDER NO.1 – ISSUED MARCH 23, 2020**

Following said adoption of City Council Resolution No. #2020-034 on March 16, 2020 proclaiming a local emergency declaration, herein provided for review is **Emergency Services Order No. 1**, issued today Monday, March 23, 2020 by the City Manager/Director of Emergency Services pursuant to CA Government Code Section 8634 (See Attachment).

This Order No.1, and any subsequent orders issued by the Emergency Services Director, are subject to ratification approval by the San Pablo City Council at their next regular scheduled meeting scheduled on Monday, April 6, 2020.

Thank you for your time and consideration.

Sincerely,

Matt Rodriguez,  
City Manager/Emergency Services Director

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

Attachments: (1) Order No. 1 of the Director of Emergency Services for the City of San Pablo (03/23/20)

ORDER NO. 1 OF THE DIRECTOR OF EMERGENCY SERVICES  
FOR THE CITY OF SAN PABLO, STATE OF CALIFORNIA

WHEREAS, following the Declarations of a State and National Emergency, the City Council adopted Resolution 2020-034 on March 16, 2020 proclaiming the existence of a local emergency due to the Novel Coronavirus pandemic (COVID-19) starting at 7:00 a.m. on Monday, March 16, 2020 ("Local Emergency") and empowered the Director of Emergency Services to take all necessary actions; and

WHEREAS, Government Code Section 8634 empowers the Director of Emergency Services to promulgate orders and regulations necessary to provide for the protection of life and property, including but not limited to:

- A. Control and direct the activities of the City of San Pablo Emergency Management Organization;
- B. Use all City resources for the preservation of life and property and to reduce the effects of the Local Emergency;
- C. Obtain vital supplies, equipment and other resources needed for the preservation of life and property by either binding the City for fair value of such items or by commandeering such items;
- D. To delegate to elected and appointed officials of the City of San Pablo such duties and authorities as deemed necessary;
- E. To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by the Local Emergency;
- F. To require emergency services of any employee, and to command the aid of as many residents of the City of San Pablo as the Director deems necessary;
- G. In addition to the powers granted herein, the Director of Emergency Services shall have such powers incidental to the performance of said duties as shall be necessary to allow for the carrying out of the Emergency Plan of the City of San Pablo, it being the intent that the enumerated powers herein are not intended to be limitations upon the Director's powers;

NOW THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED by the Director of Emergency Services of the City of San Pablo that during the existence of this Local Emergency affecting the City of San Pablo:

1. Modified City Operations Plan. To address the State and County orders to protect the public from the spread of COVID-19, the City has adopted a Modified City Operations Plan focused on maintaining public health and safety, effective March 16, 2020, which was then revised and updated on March 19, 2020 (attached), which may be further amended.

2. City Employees. All City employees are all deemed disaster workers under State law and may be called upon to provide disaster services; and the City has adopted the following policies and plans that may be further amended:
  - a. Administrative Policy – (COVID-19) Coronavirus Guidance dated March 16, 2020 (attached);
  - b. Response Plan for all City employees dated March 17, 2020 (attached); and
  - c. Pursuant to CalPERS' directive, the City may engage retired annuitants under relaxed conditions during the Local Emergency.
3. Obtaining Supplies and Equipment. The City will be bound for the fair value of supplies, equipment and other such properties obtained outside of the regularly prescribed procedure from private owners and agencies for the purpose of responding to the Local Emergency.
4. Brown Act. All City Boards and Commission meetings are currently cancelled. While committed to governmental transparency and public involvement, the City will be implementing teleconferencing and other remote accessing options for City Council meetings and Subcommittee meetings as allowed by the State's Executive Orders for the duration of the Local Emergency.
5. Public Records Act. While committed to governmental transparency, the City will endeavor to respond to Public Records Act requests, but given the Modified City Operations Plan, deadlines for responding are suspended for the duration of the Local Emergency.
6. Suspension of Automatic Approval Deadlines. All provisions of laws, ordinances, regulations, resolutions, rules, and statutes establishing review deadlines and authorizing automatic approvals, including but not limited to provisions contained in the California Permit Streamlining Act, the California Environmental Quality Act, the California Subdivision Map Act, City of San Pablo Subdivision Ordinance and Regulations and City of San Pablo Zoning Ordinance and Regulations, Federal Communications Commission (FCC) "shot clock" and other Federal and State deadlines for wireless telecommunications applications, are suspended for the duration of the Local Emergency.
7. Residential Health & Safety Inspections. Residential Health & Safety ("RH&S") inspections are currently suspended. The City will allow the close of escrow for a residential building to occur without an RH&S inspection, but the new property owner is required to make an appointment for an inspection within 30 days after the termination of the Local Emergency.
8. Business licenses/renewals. The processing of business license applications and renewals is currently delayed due to the Local Emergency. The City will allow existing businesses to continue to operate despite the lapse in a local business license, subject to County, State and Federal restrictions on only defined "essential services" operating during the Local Emergency and subject to submission of a business license renewal within 30 days after the termination of the Local Emergency. New business owners are required to wait to operate until their application is approved, unless waived by the Director of Emergency Operations for essential services.

9. Procurements. The City is continuing to follow the Purchasing Policy, but pursuant to San Pablo Municipal Code section 3.1.110(D) the Director of Emergency Operations has the authority to waive any requirements if necessary for the duration of the Local Emergency with any procurements over \$100,000 to be subject to City Council ratification.
10. Payment of Invoices. The City will endeavor to process all invoices within a timely manner, but given the Modified City Operations Plan, the City shall not be subject to any late fees for the duration of the Emergency.
11. Housing Successor and Local Successor Agency Activities. Given limited staffing, the processing of housing loan or subordination requests will be deferred for the duration of the Local Emergency. Given the Modified City Operations Plan, payoff demands may be delayed for the duration of the Local Emergency, with the understanding that holders of such obligations are not excused from performance and may be required to delay close of escrows.
12. Sex and drug registrants. Sex and drug registrants must still contact the Police Department within the time frames required by State law. However, processing of initial and annual registrations, including fingerprinting, may be delayed.
13. Prohibited behavior by the public. No person shall:
- a. Willfully obstruct, hinder or delay any member of the Emergency Organization in the performance of official duties;
  - b. Commit an act imperiling the lives or damaging property of the residents of the City; or
  - c. Wear, carry or display any means identifying him/her as a registered disaster service worker unless he/she is performing officially assigned emergency related duties on behalf of the City government.

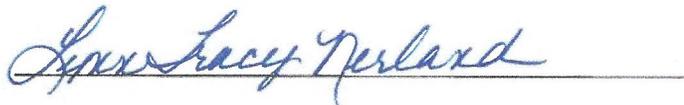
Dated: 3/23/20



Director of Emergency Services,  
City of San Pablo

Approved as to Form:

Dated: 3/23/20



City Attorney



**CITY OF SAN PABLO**  
*City of New Directions*



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

**DATE:** Thursday, March 19, 2020  
**TO:** ALL CITY EMPLOYEES  
**FROM:** Matt Rodriguez, City Manager / Emergency Services Director  
**RE:** CORONAVIRUS COVID-19 UPDATE AND MODIFIED CITY OPERATIONS PLAN – REVISION/UPDATE (Version #2; 031920)

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**REVISED 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 update issued today pursuant to SPMC requirements (2.36)

**REVISED MODIFIED CITY OPERATIONS:**

On March 19, 2020, the following Modified City Operations changes are in effect:

• **GENERAL INFORMATION:**

❖ **City website/dedicated COVID-19 Webpage**

The City Manager's Office has set-up a dedicated webpage for updated information on the City's on Modified City Operations, public closures, and other important information on the coronavirus COVID-10 for public access/review. Please go the attached link at:

<https://www.sanpabloca.gov/2676/CORONAVIRUS-COVID-19-INFORMATION>

❖ **City Business Deliveries**

All City Business deliveries should be curtailed during this period. However, City Departments need to coordinate one point of access/control point for infrequent City-related business deliveries (i.e. UPS, Amazon, et. al.).

❖ **City Parks and Playgrounds**

All City Parks and Trails are open for use. The playgrounds have been closed to reduce the opportunity for transmission of the COVID-19 virus.

❖ **Essential Staffing Plans**

As of March 17, 2020, all City Departments have implemented an Essential Staffing Plan to support limited City services to the public in alignment with all directives and protective orders issued by Contra Costa County Public Health Officer to date. There is a minimal number of essential City staff for each City Department on-site at City facilities, with other employees working remotely from home via VPN access.

*Note: The City Manager/Emergency Services Director may modify current City employee work schedules to ensure that there is an ample reserve of City employees to serve as local disaster workers to be deployed in the event of catastrophic incidents and/or events.*

❖ **Emergency Operations Center (EOC) Activation**

The City's EOC, located at the Police Department Building, is in partial activation mode as of March 16, 2020. Two (2) daily briefings are scheduled with designated EOC staff. Summaries of EOC briefings and additional City employee/local disaster worker information will be shared with City employees beginning next week.

❖ **Public Access to City Administrative Offices**

Exterior doors and public service counters shall remain CLOSED and will be locked to the public. City staff will limit access and schedule appointments as necessary for public counter business. Social distancing guidelines of 6 feet of separation must be followed for any City employee gatherings or any scheduled internal City meetings at all times.

• **CITY CLERK'S OFFICE**

❖ **City Public Meetings**

All City Boards and Commission regular meetings remain CANCELLED until further notice. City staff are exploring teleconference options under the Governor's Executive Order No. N-29-20 issued on March 17, 2020 to comply with Brown Act requirements for the duration of this pandemic (See Attachment). The next regular City Council meeting is scheduled for Monday, April 6, 2020 at 6:00p.m. More additional information to be provided prior to this scheduled meeting, including new procedures developed to ensure public participation and transparency.

• **COMMUNITY & ECONOMIC DEVELOPMENT/PUBLIC WORKS DEPARTMENT**

- ❖ 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 City Department communications will be done via email and telephone only.
- ❖ 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.
- ❖ For additional information, please contact the following via email or phone:
  - Planning: (510) 215-3030 / [Planning@sanpabloca.gov](mailto:Planning@sanpabloca.gov)
  - Building: (510) 215-3030 / [Building@sanpabloca.gov](mailto:Building@sanpabloca.gov)
  - Business License: (510) 215-3030 / [Businesslicense@sanpabloca.gov](mailto:Businesslicense@sanpabloca.gov)
  - Public Works/Engineering: (510) 215-3060 / [PWEngineering@sanpabloca.gov](mailto:PWEngineering@sanpabloca.gov)
- ❖ Building Division and Public Works Inspections will be limited to Tuesdays and Thursdays Only, with non-essential and non-emergency inspections being postponed to a later date.
- ❖ Public Works inspections are by appointment only. Please call (510) 215-3060.
- ❖ Residential Health & Safety Inspections: No inspections until further notice, effective March 16, 2020.

• **COMMUNITY SERVICES DEPARTMENT:**

- ❖ **City Private Facility Reservations**  
All private City facility reservations (building and fields) 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)**  
Location: Church Lane Senior Center; 1943 Church Lane; Currently Tuesdays Only: 11:45am-12:45pm. Once a week pick-up for 7 days of frozen meals. Reservations must be made the Monday before Tuesday scheduled pick-up by 12:30pm. More Information: 510-215-3098 or email: [seniors@sanpabloca.gov](mailto:seniors@sanpabloca.gov).

Meal Drop off is available (for a fee) to San Pablo Residents signed-up for the transportation program. For more information on how to set that up, visit our City website <https://www.sanpabloca.gov/1396/Transportation> to fill out the application. Or, for more information, please contact: 510-215-3095.

For any questions, please contact: Zee DeLeon at 510-215-3096.

- ❖ **Senior Food Bank:** Davis Park Senior Center, 1667 Folsom Ave; 1<sup>st</sup> and 3<sup>rd</sup> Fridays; 10am-11am; For more information and to sign up, please refer to City's website: <https://www.sanpabloca.gov/1474/Senior-Food-Bank-Program>  
Or, for more information, please contact: 510-215-3090.
- ❖ **Community Produce Program:** Davis Park Parking lot, 1667 Folsom Ave; 2<sup>nd</sup> & 4<sup>th</sup> Friday; 12:00 noon – 1:00 pm
- ❖ **Food Assistance Program:** Davis Park Parking lot, 1667 Folsom Ave; 3<sup>rd</sup> Monday of each month; 10:00 am – 12:00 noon
- ❖ **Fresh Approach – Mobile Farmers' Market:** San Pablo City Hall Parking Lot, 13831 San Pablo Avenue; Friday's Only; 10:00 am -2:00 pm.
- ❖ **City Paratransit Programs (Medical Appointments, Grocery & Bank Trips 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.
- ❖ **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, please contact Jora Atienza-Washington 510-215-3092.

For any additional concerns or questions, please contact me directly at (510) 215-3016, or via email at: [MattR@sanpabloca.gov](mailto:MattR@sanpabloca.gov). Or, if not available, please contact Assistant City Manager/Asst. Emergency Services Director Reina Schwartz at (510) 215-3003, or via email at: [ReinaS@sanpabloca.gov](mailto:ReinaS@sanpabloca.gov).

**TO: MAYOR AND CITY COUNCIL**  
**Re: CORONAVIRUS COVID-19 UPDATE AND MODIFIED CITY OPERATIONS PLAN - REVISION/UPDATE (Version #2; 031920)**  
**Date: March 19, 2020**  
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Thank you for your time and consideration.

Sincerely,



**Matt Rodriguez,**  
**City Manager/Emergency Services Director**

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

**Attachments:**  
**(1) Governor's Executive Order No. N-29-20 issued 03/17/20**

EXECUTIVE DEPARTMENT  
STATE OF CALIFORNIA

EXECUTIVE ORDER N-29-20

**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 continues to spread and is impacting nearly all sectors of California; and

**WHEREAS** the threat of COVID-19 has resulted in serious and ongoing economic harms, in particular to some of the most vulnerable Californians; and

**WHEREAS** time bound eligibility redeterminations are required for Medi-Cal, CalFresh, CalWORKs, Cash Assistance Program for Immigrants, California Food Assistance Program, and In Home Supportive Services beneficiaries to continue their benefits, in accordance with processes established by the Department of Social Services, the Department of Health Care Services, and the Federal Government; and

**WHEREAS** social distancing recommendations or Orders as well as a statewide imperative for critical employees to focus on health needs may prevent Medi-Cal, CalFresh, CalWORKs, Cash Assistance Program for Immigrants, California Food Assistance Program, and In Home Supportive Services beneficiaries from obtaining in-person eligibility redeterminations; 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 and 8571, do hereby issue the following order to become effective immediately:

**IT IS HEREBY ORDERED THAT:**

1. As to individuals currently eligible for benefits under Medi-Cal, CalFresh, CalWORKs, the Cash Assistance Program for Immigrants, the California Food Assistance Program, or In Home Supportive Services benefits, and to the extent necessary to allow such individuals to maintain eligibility for such benefits, any state law, including but not limited to California Code of Regulations, Title 22, section 50189(a) and Welfare and Institutions Code sections 18940 and 11265, that would require redetermination of such benefits is suspended for a period of 90 days from the date of this Order. This Order shall be construed to be consistent with applicable federal laws, including but not limited to Code of Federal Regulations, Title 42, section 435.912, subdivision (e), as interpreted by the Centers for Medicare and Medicaid Services (in guidance issued on January 30, 2018) to permit the extension of

otherwise-applicable Medicaid time limits in emergency situations.

2. Through June 17, 2020, any month or partial month in which California Work Opportunity and Responsibility to Kids (CalWORKs) aid or services are received pursuant to Welfare and Institutions Code Section 11200 et seq. shall not be counted for purposes of the 48-month time limit set forth in Welfare and Institutions Code Section 11454. Any waiver of this time limit shall not be applied if it will exceed the federal time limits set forth in Code of Federal Regulations, Title 45, section 264.1.
3. Paragraph 11 of Executive Order N-25-20 (March 12, 2020) is withdrawn and superseded by the following text:

Notwithstanding any other provision of state or local law (including, but not limited to, the Bagley-Keene Act or the Brown Act), and subject to the notice and accessibility requirements set forth below, 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 observe and to address the local legislative body or state body. 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.

A local legislative body or state body that holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and accessibility requirements set forth below, shall have satisfied any requirement that the body allow

members of the public to attend the meeting and offer public comment. Such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

**Accessibility Requirements:** If a local legislative body or state body holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the body shall also:

- (i) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the Americans with Disabilities Act and resolving any doubt whatsoever in favor of accessibility; and
- (ii) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to subparagraph (ii) of the Notice Requirements below.

**Notice Requirements:** Except to the extent this Order expressly provides otherwise, each local legislative body and state body shall:

- (i) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes 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) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in such means of public observation and comment, or any instance prior to the issuance of this Order in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of such means, a body may satisfy this requirement by advertising such means using "the most rapid means of communication available at the time" within the meaning of Government Code, section 54954, subdivision (e); this shall include, but need not be limited to, posting such means on the body's Internet website.

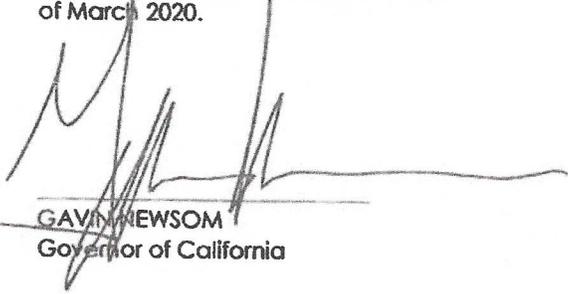
All of the foregoing provisions concerning the conduct of public meetings shall apply only during the period in which state or local public health officials have imposed or recommended social distancing measures.

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 17th day of March 2020.



\_\_\_\_\_  
GAVIN NEWSOM  
Governor of California

**ATTEST:**

\_\_\_\_\_  
ALEX PADILLA  
Secretary of State

**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 17, 2020  
**RE:** COVID-19 (CORONAVIRUS) RESPONSE PLAN

Based on new guidance from Contra Costa County Public Health that places stricter limitations on non-essential interactions with others, and the Council's Declaration of a Local Emergency last night, we are augmenting the Administrative Policy – (COVID 19) Coronavirus Guidance provided earlier this week regarding working during this pandemic.

For any expenditures related to coronavirus (COVID-19) emergency operations, please use Task Code COR-ONA, for regular staff time, related overtime and supplies/services, although expenses will be made against existing departmental budgets.

Effective today, Tuesday, March 17, 2020 and until at least April 7, 2020, unless otherwise directed by Contra Costa County Health:

**Full-Time Staff:**

All full-time staff are considered essential to the operation of the City. As a reminder, we are all Disaster Service Workers, and can be called upon if needed, and therefore need to stay accessible during work hours. If your department has identified your position as being necessary to be at City Hall while we remain closed to the public, you will be instructed to be on site, potentially on reduced days per week or a modified shift in order to limit the number of workers on-site. Even on days or hours that an employee may not be on-site, they will still be paid and shall be available during work hours during that time, unless other arrangements are made.

The new guidance from Public Health means that many full-time staff will not be able to work in City facilities full-time, even though the offices are closed to the public. Therefore:

- If possible, and as your supervisor has authorized, we encourage employees to work from home and be accessible by email and other means during your working hours. See below for potential tasks that may be assigned by your supervisor. Code this time as if you are working your normal schedule.
- You will continue to accrue time off and maintain your benefits as if you were working your full normal schedule.
- Stay in touch with your supervisor as directed.
- If you are home and have no work assigned to complete at home, please code your time to Regular Salary with the Task Code COR-PAL. You will be paid as Regular Salary.

This will allow City employees to work in a designated area outside the office. Teleworking is a supportive arrangement between employees, supervisors and employing departments during these exceptional and evolving circumstances of the epidemic. Teleworking does not change the duties, obligations, or responsibilities of City employment.

This teleworking arrangement is intended to be cost neutral. The City will not be providing employees with most materials or supplies needed to establish an alternate worksite (e.g., desk, chair, computer, fax, copier, etc.) and can assume no responsibility for set-up or operating costs at an alternate worksite.

While telecommuting, in addition to any of your regular work, the following guidelines apply:

- You should remain available to come to City Hall on a 1-hour notice during your normal working hours.
- You should check emails at least every two hours in case there is an emerging issue that needs to be taken care of.
- For meetings that are scheduled during this time, please join remotely via video/phone conference if that option is available.
- Complete mandated trainings as requested by your supervisor.
- Review and provide edits to City of San Pablo website content if appropriate.

If you are ill due to coronavirus (COVID-19) and not able to work as directed, please inform your supervisor. It is extremely important that you report any potential exposure or illness related to COVID-19 in order to protect overall public health. While you are out ill, your time will be charged to your sick leave bank as usual, but please also code it to Task Code COR-SLV.

If you believe you were possibly exposed to the virus at work, inform your supervisor by phone and contact your medical provider to receive direction immediately.

If you have a scheduled vacation, and have authorization from your supervisor and thus are not planning to work as directed, you may take vacation and charge your leave banks accordingly.

**Part-time/Temporary Employees**

- If you were scheduled to work between March 17 – April 7, your supervisor will provide direction on whether or not you are to continue working. Unemployment Insurance is available even for a short duration if you are not able to work. Contact EDD for information.
- Stay in touch with your supervisor as directed.

If you have any questions regarding this amended plan, please contact: Cynthia Kasten or Reina Schwartz.

**Respectfully submitted:**



**Matt Rodriguez,**  
City Manager



**Reina Schwartz**  
Assistant City Manager

**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:**



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