



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, April 20, 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 #5; 042020)

**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 San Pablo Municipal Code Chapter 2.36 and the City's ongoing Declaration of an Emergency (Resolutions 2020-034 and 2020-042.

**REVISED MODIFIED CITY OPERATIONS:**

Pursuant to new requirements issued by the Contra Costa County Public Health Officer since March 16, 2020, the Modified City Operations Plans dated March 16, 2020, March 19, 2020, April 1, 2020 and April 8, 2020 are still in effect to the extent not superseded by a subsequent Modified Operations Plan, with additional requirements, as follows:

• **GENERAL INFORMATION:**

- ❖ **Shelter-In-Place Order Extended through May 3, 2020**  
The County Order No. #HO-COVID19-03 issued on 03/31/20 went into effect at **12:00 midnight, March 31, 2020**, which supersedes the previous Order issued on March 16, 2020, and hereby extends the Shelter-In-Place through **May 3, 2020**.
- ❖ **New CCCHS Order on Wearing Face Coverings, effective April 22, 2020**  
A new County Order No. #HO-COVID19-08 issued on April 17, 2020 goes into effect at **8:00 a.m. on Wednesday, April 22, 2020**. This Order is also issued in accordance with, and incorporates by reference, the March 31, 2020, Shelter in Place Order No.

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HO-COVID19-03 issued by the County Health Officer, the March 4, 2020, Proclamation of a State of Emergency issued by Governor Gavin Newsom, the March 12, 2020, Executive Order (Executive Order N-25-20) issued by Governor Newsom, the March 10, 2020, Proclamation by the Contra Costa County Board of Supervisors declaring the existence of a local emergency, and guidance issued by the CDPH and CDC, as each of them have been or may be supplemented. (See Attachment)

This Order requires that people wear Face Coverings, which may be simple do-it-yourself coverings as further described in the County order, in three main settings.

- “[M]embers of the public must wear Face Coverings while inside of or waiting in line to enter Essential Businesses and other businesses or facilities engaged in Minimum Basic Operations, providing Essential Infrastructure, and providing Essential Government Functions (except Healthcare Operations, which are subject to different requirements), when seeking healthcare from Healthcare Operations, and when waiting for or riding on public transportation and other types of shared transportation. Each of the capitalized terms other than “Face Coverings” in the preceding sentence is defined in Health Officer Order No. HO-COVID19-03.”
- “[E]mployees, contractors, owners, and volunteers of all Essential Businesses or those operating public transportation and other types of shared transportation to wear a Face Covering when at work.
- “[W]orkers engaged in Minimum Basic Operations, Essential Infrastructure work, and **Essential Government Functions** to wear a Face Covering in areas where the public is present or likely to be and at any time when others are nearby.”

- **ALL CITY DEPARTMENTS**

- ❖ **City Administrative Offices (Restrictions on Employees providing Essential Services)**

**Effective immediately**, due to the new Face Coverings Order in effect today, all City employees providing **Essential Government Functions (Services)** must follow the Face Coverings guidelines pursuant to Section 5 of the County Order HO-CoviD19-08, as follows:

“All Essential Businesses, as well as entities and organizations with workers engaged in Essential Infrastructure work, Minimum Basic Operations, **or Essential Government Functions** (except for Healthcare Operations, which are subject to their own regulation regarding specified face coverings), must:

- a. Require their employees, contractors, owners, and volunteers to wear a Face Covering at the workplace and when performing work off-site any time the employee, contractor, owner, or volunteer is:
  - i. interacting in person with any member of the public;
  - ii. working in any space visited by members of the public, such as by way of example and without limitation reception areas, grocery store or pharmacy aisles, service counters, public restrooms, cashier and checkout areas, waiting

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- rooms, service areas, and other spaces used to interact with the public, regardless of whether anyone from the public is present at the time;
- iii. working in any space where food is prepared or packaged for sale or distribution to others;
  - iv. working in or walking through common areas such as hallways, stairways, elevators, and parking facilities; or
  - v. in any room or enclosed area when other people (except for members of the person's own household or residence) are present.

For clarity, a Face Covering is not required when a person is in a personal office (a single room) when others outside of that person's household are not present as long as the public does not regularly visit the room. By way of example and without limitation, a construction worker, plumber, bank manager, accountant, or bike repair person is not required to wear a Face Covering if that individual is alone and in a space not regularly visited by the public, but that individual must put on a Face Covering when coworkers are nearby, when being visited by a client/customer, and anywhere members of the public or other coworkers are regularly present."

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).

Thank you for your time and consideration.

Sincerely,



Matt Rodriguez,  
City Manager

Attachment: (1) CCCHS Order No. #HO-COVID19-08 Issued 4/17/20

cc: Mayor and City Council  
City Attorney  
Assistant City Manager  
Executive Leadership Group