



CITY OF SAN PABLO

City of New Directions



2014

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

DATE: Thursday, April 30, 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 #6; 043020)

REVISED MODIFIED CITY OPERATIONS PLAN
(SUBJECT TO ONGOING CHANGE BY THE EMERGENCY SERVICES DIRECTOR)

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March 19, 2020, April 1, 2020, April 8, 2020, April 20, 2020, and April 29, 2020 are still in effect to the extent not superseded by a subsequent Modified Operations Plan (MOP).

• **GENERAL INFORMATION:**

- ❖ **Shelter-In-Place Order Extended through May 31, 2020**
The County Order No. #HO-COVID19-09 issued on 04/29/20 goes into effect at **12:00 midnight, May 3, 2020**, which supersedes the previous Order issued on March 31, 2020, and hereby extends the Shelter-In-Place through **May 31, 2020**.
- ❖ **Under the new CCCHS Order No. #HO-COVID19-09, the following business activities are now permitted pursuant to Section 16, subpart (f):**
 - All construction activities with safety protocols followed (See Attached Exhibits B-1 and B-2.)

- Commercial as well as residential real estate transactions with continued restrictions on in-person viewings and appointments.
- Outdoor businesses (businesses which normally operated primarily outdoors prior to March 16) and where six feet physical distancing is maintained, including gardening/landscaping services, nurseries, and agricultural operations

❖ **Expansion of Allowable Recreational Activities**

- Certain City parks and trails will allow public access for users observing the appropriate Social Distancing Protocol.

Davis Park and Wanlass Park in San Pablo will be open for limited public use, with all patrons required to exercise social distancing protocol per the current SIP Order in effect issued on 4/29/20.

- Shared outdoor recreational facilities that do not encourage gathering or contain high-touch equipment are allowed.
- Allowed activities: Golf, tennis and pickle ball courts, skate parks, shooting/archery ranges, and athletic fields (must comply with Health Officer restrictions on access/use and social distancing requirements)
- Sports/activities using shared equipment or physical contact may only be engaged in by members of the same household or living unit.
- Non-allowable activities: Playgrounds, gyms, climbing walls, picnic areas, dog parks, pools, spas, barbecue areas (these areas must remain closed to public access).

Due to the current Essential Services plan in effect, all other City athletic fields, amenities and facilities remain closed to the public at this time per the current SIP Order in effect issued on 4/29/20.

❖ **Allowable Childcare, Summer Camps, Educational and Recreational Programs (12 or fewer children only)**

- These activities can operate to provide care and supervision for children but must be carried out in stable groups of 12 or fewer children (same children every day).
- If there is more than one group of children at one facility, each group must be in a separate room and groups shall not mix with each other.
- The providers or educators shall remain solely with one group of children.

City Recreation Programs and Summer Camps remain temporarily suspended until further notice through May 31, 2020. Therefore, no Summer Camps or Recreational Programs are being offered at this time.

TO: ALL CITY EMPLOYEES
Re: COVID-19 Update and Revised Modified City Operations Plan (Version #6;043020)
Date: April 30, 2020
Page: 3

- **ALL CITY DEPARTMENTS**

- ❖ **Civic Center Public Access/Building #3; Permit Center**

Effective Monday, May 4, 2020, access gates into the current Civic Center Plaza will NOT be OPEN for public access until further notice.

- ❖ **City Drop-Off Box for Building #3/Permit Center:**

A City drop-off box for City related business/documents for Civic Center Building #3/Permit Center will be located out front of Civic Center access gates, effective May 4, 2020. For larger plan review, drop-off coordination can be made with City Building #3 staff by contacting (510) 215-3030 in advance. **City Drop-off box hours are Monday-Thursday, from 10:00 a.m. – 3:00 p.m. The Civic Center Building #3/Permit Center remains closed to the general public until further notice.**

No other public access to City Administrative Offices will be permitted, unless the necessity of an appointment is approved by the Department Head. All social distancing protocols and face covering requirements per the CCCHS Order No. #HO-COVID19-09 must be followed by all City personnel and members of the public through May 31, 2020.

- **CITY CLERK'S OFFICE**

- ❖ **City Public Meetings**

All City Boards and Commission regular meetings remain CANCELLED until further notice. All City Council regular/special meetings are scheduled via virtual tele/video conferencing until further notice. Instructions for oral communications and comments from the public for all scheduled City Council meetings will be continuously provided on each posted City Council agenda. **The next regular City Council meeting is scheduled on Monday, May 4, 2020 at 6:00 p.m.**

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

- ❖ The public counters for the City Departments of Community & Economic Development and Public Works shall remain closed. All City Department communications shall be done via email and telephone only:

- Planning: (510) 215-3030 / Planning@sanpabloca.gov
- Building: (510) 215-3030 / Building@sanpabloca.gov
- Business License: (510) 215-3030 / Businesslicense@sanpabloca.gov
- Public Works/Engineering: (510) 215-3060 / PWEngineering@sanpabloca.gov

❖ **Building Division Inspections:**

Limited to **Tuesdays and Thursdays only**. Building Permits for construction activities will be processed to the extent possible consistent with the revised construction-related requirements included in the Contra Costa County Public Health Shelter-in-Place Order No. #HO-COVID19-09 through May 31, 2020. Please contact the Building Division at: (510) 215-3030 or by Email: Building@sanpabloca.gov

Residential Health & Safety Inspections: All Residential Health & Safety Inspections remain **suspended** through May 31, 2020 at this time.

❖ **Public Works**

- **Plan Review:** **Electronic submittals only** for plan review are authorized at this time. Coordinate plan submittal and review with Public Works Staff at (510) 215-3060 / PWEngineering@sanpabloca.gov
- **Inspections:** By **appointment only** for construction activities complying with Construction Project Safety Protocol defined in County Order No. #HO-COVID19-09 (i.e. Exhibits B-1 or B-2) issued on 04/29/20. Please call (510) 215-3060 at least 24 hours in advance to schedule an inspection.

• **ALL CITY DEPARTMENTS**

❖ **Restrictions on Administrative Offices, Essential Services**

Effective immediately, due to ongoing advisement from County Public Health Officials on restrictions to prevent the spread of the COVID-19 pandemic during the months of May 2020, all City Administrative Offices are directed to limit essential services staff at Civic Center Offices. All City administrative staff should be working remotely as much as possible to avoid reporting to Civic Center Offices on a daily basis through May 31, 2020.

(NOTE: Exception to this directive includes essential services/staffing levels at: Senior Center Meal Program, Senior Paratransit Program, Police Department Operations and PW Maintenance/Corp Yard who all remain on alternative deployment schedules at this time).

❖ **Social Distancing Protocol for Essential Services**

Per Section 16, subpart h, of CCCHS Order No. #HO-COVID19-09, all Essential Services/Government Functions, as a condition of operation, must follow, prepare and post a "Social Distancing Protocol" for each City Facility at or near all entrances of each City Facility (See Attached Appendix A). This must be easily viewable by the public and City personnel for all Essential Services/Governmental Functions and interactions, with necessary facial mask coverings and social distancing requirements in effect per the Order issued 04/29/20.

All City Administrative Offices and Facilities remain closed to the public. However, if a City Department must provide “Essential Services” under the current SIP Order in effect to the public with an operational phased-in approach subject to Department Director approval, then “Social Distancing Protocol” must be adhered to by City personnel and the public at all times.

The Social Distancing Protocol must explain how the business is achieving the following, as applicable:

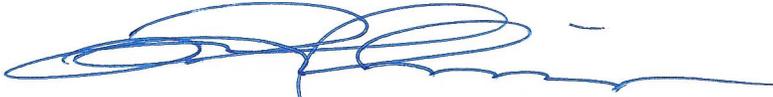
- i. Limiting the number of people who can enter into the facility at any one time to ensure that people in the facility can easily maintain a minimum six-foot distance from one another at all times, except as required to complete Essential Business activity;
- ii. Requiring face coverings to be worn by persons entering the facility in compliance with the Face Covering Order;
- iii. Where lines may form at a facility, marking six-foot increments at a minimum, establishing where individuals should stand to maintain adequate social distancing;
- iv. Providing hand sanitizer, soap and water, or effective disinfectant at or near the entrance of the facility and in other appropriate areas for use by the public and personnel, and in locations where there is high-frequency employee interaction with members of the public (e.g. cashiers);
- v. Providing for contactless payment systems or, if not feasible to do so, the providing for disinfecting all payment portals, pens, and styluses after each use;
- vi. Regularly disinfecting other high-touch surfaces;
- vii. Posting a sign at the entrance of the facility informing all personnel and customers that they should: avoid entering the facility if they have any COVID-19 symptoms; maintain a minimum six-foot distance from one another; sneeze and cough into one’s elbow; not shake hands or engage in any unnecessary physical contact; and
- viii. Any additional social distancing measures being implemented (see the Centers for Disease Control and Prevention’s guidance at: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>)

TO: ALL CITY EMPLOYEES
Re: COVID-19 Update and Revised Modified City Operations Plan (Version #6;043020)
Date: April 30, 2020
Page: 6

For additional concerns or questions, please contact me directly at (510) 215-3016 or 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.

Thank you for your time and consideration.

Sincerely,



Matt Rodriguez,
City Manager

cc: San Pablo City Council
City Attorney
Assistant City Manager
Executive Leadership Group

Attachments:

1. CCHS Order No. #HO-COVID19-09 (Issued 04/29/20)
2. Appendix A
3. Exhibit B-1
4. Exhibit B-2