



CITY OF SAN PABLO

City of New Directions



2014

**DATE:** June 3, 2020

**TO:** City of San Pablo Employees

**FROM:** Matt Rodriguez, City Manager  
Reina Schwartz, Assistant City Manager

**RE: PROTOCOLS FOR SOCIAL DISTANCING – COVID-19 RESPONSE PLAN**

As the City prepares to transition back to City Hall in the near future and based on current Public Health guidance, we are augmenting the Administrative Policy (COVID 19) Coronavirus Guidance provided earlier this year regarding working during the pandemic dated March 16, 2020 and amended on March 17, 2020.

The Centers for Disease Control and Prevention (“CDC”) recommends and Contra Costa County Public Health (“CCCPH”) requires social distancing, also referred to as physical distancing, to reduce the spread of SARS-CoV-2, the virus that causes COVID-19. In order to support the protection for employees and the general public minimizing the risk of exposure, additional strategies and practices are outlined in this amendment to the policy. These include adherence to social distancing and cleaning and disinfecting principles and practices.

Employees are encouraged to review the CCCPH Emergency Order (No. HO-COVID 19-08) and subsequent orders as well as the California Occupational Safety and Health Act of 1973 which addresses safe and healthy working conditions for all workers. (Labor Code § 6300, et seq.)

**Reduction of In-Person Employee Headcount at Any Given Time:**

To reduce the spread of the virus that causes COVID-19, the City Manager has allowed, encouraged, or required remote work as appropriate. The City Manager has implemented flexible, or staggered work hours, as needed.

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### **Minimum Spacing of Six Feet:**

Employees and members of the public entering and using City facilities must maintain a minimum physical distance of six feet between themselves and any other person at all times. While on duty at any City facility, employees must also minimize exposure to and contact with others.

To the extent that existing arrangements of workstations or furniture, including in break rooms or lunchrooms, do not provide for adequate spacing, they must be rearranged to provide for such spacing. If furniture cannot be rearranged to allow for adequate spacing, seats or desks that would encroach on the six-foot distance must be clearly marked as prohibited for use.

Staff may designate one-way hallways, where appropriate, and mark such one-way hallways with clear signage; staff may designate separate routes for entry and exit into office spaces to help maintain social distancing and lessen the instances of people closely passing each other.

Entry to any City facility will be limited to a number of people that can easily maintain, at all times, a minimum six-foot physical distance from others, except as necessary to complete the business for which the person is at the facility:

- Waiting areas must be rearranged so as to discourage members of the public from waiting or sitting within 6 feet of one another.
- Signs must be posted outside all elevators, stating the maximum number of occupants on the elevator so that physical distancing can be maintained, and stating that occupants must wear face coverings in the elevator.
- Where employees and members of the public form lines for products or services, such as at a public counter, appropriate markings must be placed at 6-foot intervals to indicate where employees and/or members of the public should stand while waiting in order to provide adequate spacing. Persons who are family members or household contacts, may stand or move together, but must be separated from others by a physical distance of at least six feet.
- Employees are prohibited from engaging in handshakes, hugs, or any other unnecessary physical contact with any person at all times while on City premises or otherwise while on duty outside of their home (telework) workspace.

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### **Physically Distanced Meetings Only When Necessary:**

Where feasible, in-person meetings should be replaced with other means of communication, including but not limited to telephone calls, e-mails, or videoconferences. Non-essential meetings should be canceled or postponed if they cannot be handled remotely. Staff meetings normally held in meeting rooms or shop settings should take place outside when physical distancing is not practicable.

If an in-person meeting is held, it must take place in a conference room or other space that allows the participants sufficient space to maintain the minimum spacing of six feet. After a conference room is used for a meeting, the conference room must be cleaned and disinfected before it can be used again. This includes, but it is not limited to, requiring that all employees who attended the in-person meeting clean and disinfect the space they occupied during the meeting using City-provided sanitizing supplies, as described below.

### **Social Visits to be Avoided:**

Employees should refrain from unnecessary social visits to other employees' workstations; employees should refrain from congregating in confined spaces, such as lunch or break rooms; if in-person cannot be avoided, employees must observe the requirement that they maintain a minimum physical distance of six feet between themselves and any other person at all times.

Employees are prohibited from permitting social visitors (visitors who are not on official business) into any non-public areas of any City facility.

### **Wearing of Facial Coverings:**

The CCPH Officer has issued Orders that require individuals to wear cloth face coverings. Members of the public who enter a City facility must wear a face covering during their time in the facility. Employees working at a City worksite must use professionally appropriate cloth face coverings when working in open or shared workspaces.

A "cloth face covering" is a material that covers the nose and mouth. It may be secured to the head with ties or straps or simply wrapped around the lower face. It may be made of a variety of materials, such as cotton, silk, or linen. Acceptable cloth face covering options include, but are not limited to: bandana; neck gaiter; homemade face covering; scarf; and tightly woven fabric, such as cotton t-shirts and some types of towels.

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Public Health and the CDC recommend that cloth face coverings that are not disposed after each use, be routinely washed in a washing machine (daily) and employees should have extra ones available so that they have a clean one available for use. All individuals should be careful not to touch their face when removing their coverings and wash or disinfect hands immediately after removing.

Police and other City workers who are required to use N95 masks or other Personal Protective Equipment (PPE) in their jobs will continue to follow existing customary work practices. This guidance is meant as a requirement for all employees when N95 masks are not required.

Cal OSHA advises that employees should not use cloth face coverings in cases when doing so would be dangerous, such as when vision might be obstructed or when using tools or equipment could become entangled with the covering.

### **Hand Washing:**

Employees are expected to wash their hands (for a minimum of 20 seconds), or use hand sanitizer when a sink is not available, every 60 minutes, and after any of the following activities: using the restroom, sneezing, touching the face, blowing the nose, cleaning, sweeping, mopping, smoking, eating, drinking, entering or leaving the facility, going on break, and before and after their work shift.

### **Provision and Use of Sanitizing Supplies:**

Hand sanitizer, soap and water, or effective disinfectant must be made available near the entrance of any City facility and in other appropriate areas for use by the public and employees, and in locations where there is high-frequency employee interaction with members of the public (e.g., cashiers.) Effective disinfectants, such as disposable wipes, should be provided so that commonly used surfaces can be wiped down by employees before and after each use. Paper towels and no-touch disposal receptacles will be placed at locations where they can be easily accessed by employees and members of the public.

It is each employee's responsibility to use these wipes and other supplies to sanitize every surface they touch after each use, except those in an employee's own private office space, including but not limited to doorknobs, tables, desk and counter tops, chairs, copiers, printers, books/binders, refrigerators, microwaves, coffee makers, file cabinets and shelves, shared computers, phones, tools, and other equipment. It is further each employee's responsibility to similarly sanitize their own office at the end of their work day

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or before that space is shared or used by any other person. Employees should wash their hands after any cleaning and disinfecting activity.

Any items handled by public visitors to any City facility, including, but not limited to, visitor badges, clipboards, or pens, must be taken out of circulation after each use and not be used again until wiped down with effective disinfectants in accordance with this policy.

### **City Vehicles:**

Wherever feasible, City vehicles should be occupied by only one person. If two employees are required for a task in the field, they should ride in separate vehicles. If sharing a vehicle cannot be avoided, employees should wear their face coverings while in the vehicle. City vehicle door handles, seatbelts, seats, and steering wheels must be sanitized before each use of the vehicle. A bottle of sanitizer must be placed in each City vehicle and replaced or refilled when empty.

### **Required Posting and Distribution:**

Signs will be placed at conspicuous places at all public entrances that instruct members of the public not to enter if they are experiencing symptoms associated with COVID-19 identified by the CDC. The signs must also instruct persons who are not experiencing these symptoms and who can enter the facility that they are to wear face coverings and maintain six feet of distance between themselves and others while inside.

*A copy of this document will be provided to each City employee working at any City facility and posted at or near the entrance of each City facility. The location at which the document is posted must be easily viewable by the public and employees.*

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