



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, June 4, 2020
TO: ALL CITY EMPLOYEES
FROM: Matt Rodriguez, City Manager / Emergency Services Director
RE: CORONAVIRUS COVID-19 UPDATE AND REVISED CITY MODIFIED OPERATIONS PLAN (Version #7; Issued 060420)

REVISED MODIFIED 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 authorization pursuant to San Pablo Municipal Code Chapter 2.36 and the City's ongoing Declaration of an Emergency (City Council Resolutions #2020-034; #2020-042; #2020-051; #2020-055; #2020-060, and #2020-068).

CITY ESSENTIAL BUSINESS/CITY PROJECT UPDATES

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April 8, 2020, April 20, 2020, April 29, 2020, May 15, 2020, and May 18, 2020 are still in effect to the extent not superseded by a subsequent Modified Operations Plan (MOP).

• **GENERAL INFORMATION:**

❖ **County Department of Health Shelter-In-Place Order**

The County Order No. #HO-COVID19-16 (Extended Shelter-In-Place Order) went into effect at **6:00 a.m. on June 3, 2020**, supersedes the previous Orders, and hereby extends the Shelter-In-Place indefinitely while allowing certain businesses and activities under certain conditions. (See Attached CCCHS Order No. #HO-COVID19-16 issued on June 2, 2020)

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- ❖ Public health guidelines continue to be updated through the:
 - Centers for Disease Control and Prevention (CDC) (<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>);
 - California Department of Public Health (<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCOV2019.aspx>)
 - Contra Costa Health Services (<https://www.coronavirus.cchealth.org/>)

- ❖ **Contra Costa County-wide Curfew:** The County BOS issued a County-wide Curfew from 8:00 p.m. until 5:00 a.m. for all incorporated and unincorporated Cities on Tuesday June 2, 2020 due to recent incidents of civil unrest and vandalism in Central and West County cities until rescinded. For more information, please go to: https://www.contracosta.ca.gov/DocumentCenter/View/67272/42072_BOS-curfew-order---countywide?bidId=

All City Administrative Offices who have Essential Services staff working in City Departments shall vacate all City Administrative Offices by 5:00p.m each business day while County-wide Curfew is in effect. Once County-wide Curfew is rescinded, then regular City Normal Business Hours may resume for essential, limited City personnel unless the City's Emergency Services Director declares a Local Emergency Due to Civil Unrest and City-wide curfew with more restrictive requirements.

- **NEW COVID-19 WORKPLACE POLICIES FOR CITY DEPARTMENTS:**

City Administration/Human Resources staff have developed three (3) new policies for review and implementation for all City Departments and employees which will go into effect on **Monday June 8, 2020**, as follows:

1. **COVID-19 Employee Health Screenings**
2. **COVID-19 Protocols for Social Distancing – COVID19 Response Plan**
3. **Expectations of Employees Returning to Work**

Please see attached polices for additional information.

All COVID-19 workplace policies have been developed in accordance with Center for Disease Control (CDC) guidelines, and the California Occupational Safety and Health Act of 1973 to assure safe and healthy working conditions for all City workers. (Labor Code § 6300, et seq.) **Strict adherence to these workplace guidelines and protection measures must be followed by all City Departments and employees, effective June 8, 2020.**

- **ALL CITY DEPARTMENTS: (ALL CITY DEPARTMENTS REMAIN IN ESSENTIAL SERVICES FUNCTIONS PER CURRENT CCCHS ORDER NO. #HO-COVID-19-16 IN EFFECT ON JUNE 2, 2020 UNLESS NOTED BELOW)**

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- ❖ **Civic Center Public Access/Building #3; Permit Center**
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-COVID19-16 in effect, and City adopted policies noted above.

- **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 and Planning Commission regular 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, June 15, 2020 at 6:00 p.m.**

- **POLICE DEPARTMENT LOBBY**

- ❖ **Public Visitors:** As of June 8, 2020, the following protocols will be in place for visitors or those seeking services at the Police Department Facility located at 13880 San Pablo Avenue, San Pablo. The essential nature of public safety work and the possibility of rapid and extension contamination of an entire shift of public safety officers – and possibly community contamination -- if one contaminated person enters the Police Department facility mandates more extensive but non-invasive screening and distancing precautions. Despite these precautions mandated by the COVID-19 pandemic, it remains the Department's mission to serve the community; although, the modes of communication may differ now.

- A. The public is encouraged to view the City's website <https://sanpabloca.gov/187/Police-Department> or to contact the Department at 510-215-3130 to determine if questions or requests can be handled online or by phone first.

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- B. If someone cannot resolve a matter online or by phone, there is an intercom system outside the lobby at the Police Facility at 13880 San Pablo Avenue. No one will be able to enter the Lobby without calling from that phone/intercom system. Cleaning supplies will be located by the intercom so members of the public can clean the buttons before using them.
- C. Once contacting the Lobby staff, the person will be directed to wait in their car or at a marked off location at least 6 feet away from the Lobby doors as indicated by a sign until allowed into the Lobby.
- D. Anyone entering the Police Department Lobby must:
1. Wear a mask covering their mouth and nose.
 2. Not be living with someone or in close contact with someone who has COVID-19 or is under quarantine for suspected COVID-19 infection.
 3. Be free of the following symptoms:
 - a. Fever
 - b. Dry Cough
 - c. Shortness of breath
 4. Police Department staff will ask persons before entering the Police Department Lobby if they meet the criteria in Section D. If the person has been exposed to COVID-19 per subsection 2 above or appears to have any of the symptoms listed in subsection 3 above, then Police Department staff will not allow the person into the Police Department Lobby and will attempt to provide assistance remotely. All such interactions will be reported to the On-Duty Supervisor to determine if any follow-up is needed. Information on COVID-19 free testing occurring at the West Contra Costa Health Facility located nearby at 13601 San Pablo Avenue, San Pablo will be made available.
- E. **LiveScan/FingerPrinting Services:** For anyone desiring or needing Livescan/fingerprinting services, which require close physical contact, in addition to the requirements in Section (D), consent will be asked to take that person's temperature by non-invasive thermometer scan.
1. The person's temperature will be taken prior to entering the building.
 2. If the person's temperature is 100.4 degrees or higher, then the person will be asked to wait outside in the shade away from the Lobby doors for 2 minutes and then the temperature will be retaken.
 3. If the person's temperature remains above 100.4 degrees, then the person will be provided information (English/Spanish available) on COVID-19 testing occurring at: 1) Lifelong Medical Care, Inc., located at 2023 Vale Road, San Pablo; or 2) West Contra Costa Health Facility, located at 13601 San Pablo Avenue, San Pablo.

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4. If the person refuses to consent to the thermometer scan, then they will be provided alternate Live Scan sites, if applicable, or rescheduled.

The City's Essential Services/Governmental Functions under the Revised Modified Operations Plan are still in effect until such time that the Shelter-In-Place orders have expired, have been extended by CCCHS Officials, and/or have been further revised by the City Manager/Emergency Services Director.

Should you have any concerns or questions regarding this information, please contact me directly at (510)215-3016, or via email at: MattR@sanpabloca.gov, or Assistant City Manager/Assistant 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

Attachments:

- 1). CCCHS Order No. #HO-COVID-16 issued 06/02/20 and attachments/exhibits
- 2). City Administrative Policy: COVID-19 Employee Health Screenings
- 3). City Administrative Policy: Protocols for Social Distancing – COVID19 Response Plan
- 4). City Administrative Policy: Expectations of Employees Returning to Work

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