



CITY OF SAN PABLO
City of New Directions



MEMORANDUM
CITY MANAGER'S OFFICE
1000 Gateway Avenue
San Pablo, CA 94806

DATE: October 14, 2021
TO: ALL CITY EMPLOYEES, CITY CONTRACTORS AND THE PUBLIC
FROM: Matt Rodriguez, City Manager / Director of Emergency Services
RE: CORONAVIRUS COVID-19 UPDATE AND MODIFIED OPERATIONS PLAN
(V17; Issued: 10/14/21)

The City remains committed to the health and safety of its employees and the San Pablo community throughout this COVID-19 pandemic beginning with the City Council's Declaration of a Local Emergency in March 2020.

Unfortunately, in part due to highly contagious variants like the Delta variant and stagnating vaccination rates, the pandemic continues and precautions are necessary. Contra Costa remains in a "elevated" or "substantial" COVID-19 transmission category (orange). Throughout the pandemic, San Pablo has been a community of concern with high per-capita infection rates and a high percentage of vulnerable residents calling for an abundance of caution to minimize risks of COVID-19 transmission in the community.

On July 6, 2021, the City Council adopted the City's Welcome Back Reopening Plan (Plan) which serves as the City's road map to reopening City facilities to normal, pre-pandemic operations while still complying with federal, state and local public health requirements. Definitions of various terms are set forth below.

City Facilities (Open to the Public)

All City Facilities are open to the public for all City activities, programs and services, effective October 1, 2021 (except noted for specific Departmental programs and services).

All City Administrative Offices Hours of Operation are:

Monday – Thursday, from 7:30 a.m. – 6:00 p.m. (Closed Fridays)

City Hall Public Service Counter Hours:

Starting October 1, 2021, City Hall Public Works and Community Development counter hours will be limited to Monday to Thursday from 11:00 AM to 4:00 PM.

All City operational hours are subject to change by the City Manager/Director of Emergency Services.

The City is requiring the following before entering City facilities (including outdoor facilities) effective immediately. This Modified Operations Plan version 17 supersedes version 16 of the Modified Operations Plan that was issued on September 14, 2021.

General Rules applicable to all: In addition to complying with the Contra Costa County Health Department requirements, all persons in a City facility or worksite shall comply with the following:

1. **Symptoms:** Do NOT enter a City facility or worksite if you or a member of your household is experiencing any of the following symptoms:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

2. **Quarantine:** Do NOT enter a City facility or worksite if you or a member of your household has tested positive for COVID-19 until all of the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medications; **and**
 - COVID-19 symptoms have improved; **and**
 - At least 10 days have passed since COVID-19 symptoms first appeared or the date of specimen collection of the positive COVID-19 test, whichever is later.

3. Masking: When in a City facility or worksite, everyone is required to wear a mask properly unless an exception is noted below.

The City is following guidance issued on August 25, 2021 by the State of California Department of Industrial Relations (Cal/OSHA) which encourages employers and workers to follow the recent update from the State of California Department of Public Health (CDPH) recommending that all individuals wear face coverings while indoors regardless of vaccination status. See attached link here for more additional information: <https://www.dir.ca.gov/DIRNews/2021/2021-86.html>.

Specific Categories and Rules for those entering City Facilities

1. Attending Public Meetings. With the Governor signing Assembly Bill 361 into law on September 16, 2021, the City Council took action on September 29, 2021 by majority vote via minute action pursuant to Government Code section 54953(e) finding that a State of Emergency proclaimed by the Governor exists with Contra Costa County Health Services Department "strongly" recommends that all public meetings occur on-line. Therefore, all meetings of San Pablo Brown Act bodies - including the City Council, City Council Standing Committees, Planning Commission, Youth Commission and Public Safety Commission -- **shall occur by teleconference / videoconference at this time.**
2. Conducting City Business: Members of the public entering City facilities and worksites to conduct business are required to wear a face mask properly covering the nose and mouth and social distance. The City will provide a face mask to any member of the public who does not have one or if the individual's face mask does not meet the requirements of federal, state or local public health requirements. Eating or drinking will not be allowed inside any City facility by members of the public. The City continues to encourage doing business virtually or setting appointments before coming into any City facility.
3. Renting a City Facility: Rental of City facilities will be limited to one rental per weekend per facility.

Those renting the facility will agree to require all attendees to provide proof of vaccination to the renter/event organizer or a negative COVID-19 test within the past 72 hours. All attendees are required to wear face masks unless actively consuming food or drinking. The renter/event organizer will also be responsible for all contact tracing if an attendee subsequently tests positive for COVID-19 or shows symptoms, including notifying the City if City staff is present at the event.

4. Participating in City Programs: Members of the public participating in any City voluntary City Programs (i.e. Senior Center Programs, Community Center

Programs, Police Programs) whether indoors or outdoors and instructors must show proof of vaccination to City staff before attending a City program.

Youth under 12 years of age (or minimum age for vaccinations) and those with a validated medical or religious exemption from the COVID-19 vaccination are exempted from this requirement.

All instructors and program participants are required to wear masks unless actively consuming food or drink whether the program is provided by the City indoors or outdoors.

5. City Volunteers: City Volunteers will need to be fully vaccinated for COVID-19, unless other arrangements are made through the Department Head and Human Resources Manager.
6. City Contractors: City Contractors must show proof of vaccination to City staff before entering any City Facility or worksite. Contractors will be required to be properly masked (covering the face and nose with a face covering approved by federal, state or local health requirements) at all times in the City facility. Eating or drinking by contractors will not be allowed inside any City facility.
7. Lessees/Recurrent Users of City Facilities (e.g. Holy Ghost Association and San Pablo Economic Development Corporation and collectively called "Lessees"): Lessees are responsible for ensuring that anyone at a City facility has provided proof of vaccination or a negative COVID-19 test within the past 72 hours. Anyone at a City facility shall be properly masked (covering the face and nose with a face covering approved by federal, state or local health requirements) unless actively eating or drinking or alone in an enclosed room. Lessee shall be responsible for contact tracing if someone subsequently tests positive for COVID-19 or shows symptoms, including notifying the City if City staff had any contact with the individual.
8. Outdoor Recreation Participants (Adult Sports Only): Starting October 18, 2021, all Adult Participants, Coaches and Referees in adult-only sports, who provide proof of vaccination to the event organizer at any City facility authorized by the City of San Pablo are **strongly encouraged** but NOT required to wear a mask.

All other spectators or non-participants must wear masks **at all times** while at City facilities.

9. Youth Sports (School and Non-School Based): The City of San Pablo shall continue to follow guidance issued by the Contra Costa Health Officer on September 2, 2021 for all youth sports in all settings, school based or non-school based for City facilities. See link here: <https://cchealth.org/covid19/pdf/Youth-Sports-Guidance.pdf>

Masking is still required for indoor and outdoor youth activities and sports at City facilities for all participants, coaches, spectators, youth, and adults, with a few exceptions:

- Participants in wrestling or certain martial arts where masks cannot be worn during matches due to the risk of suffocation. Participants must wear masks when not actively engaged in a match.
- When playing wind instruments (woodwind, brass), participants must use modified face masks (slit masks with an opening for the mouthpiece) and bell covers indoors. Slit masks are not required for flutes.

Definitions:

“City” means the City of San Pablo.

“Member(s) of the public” means individuals who are not employed by the City and not a City Volunteer or City Contractor.

“City Contractor” means individuals who are directly contracting with the City to provide service or employed by a company that is contracting or subcontracting services to the City.

“City Facilities” means indoor and outdoor facilities owned or operated by the City.

“City Programs” means programs run by the City for which participation is voluntary whether such programs are free or fee-based.

“COVID-19 vaccine” means a vaccine to prevent COVID-19 approved by the FDA under either the Emergency Use Authorization (“EUA”) or Biologics License Application (“BLA”) (i.e., general use) approval process.

“COVID-19 test” means a viral test for SARS-CoV-2 that is:

1. Approved by the FDA under either the EUA or BLA approval process to diagnose current infection with the virus that causes COVID-19; and
2. Administered in accordance with the FDA approval.

“Proof of vaccination” for being fully vaccinated includes the following:

1. COVID-19 vaccination record card (issued by the Department of Health and Human Services, Centers for Disease Control & Prevention (“CDC”) or World Health Organization Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered);

2. a photo of a vaccination record card as a separate document;
3. a photo of a vaccination record card stored on a phone or electronic device;
4. documentation of COVID-19 vaccination from a health care provider;
5. digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type; and
6. Documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.

“Fully vaccinated” means (1) it has been at least two weeks since a person has completed the entire recommended series of a COVID-19 vaccine, and (2) the person has provided proof of vaccination in a form consistent with the requirements for verification of vaccine status in the State of California’s July 26, 2021 Public Health Officer Order which is available at the following web address:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Order-of-the-State-Public-Health-Officer-Unvaccinated-Workers-In-High-Risk-Settings.aspx>

“Fully vaccinated” may require proof of a booster once recommended by federal, state or local public health officials.

“Worksite” means any work location, working area, or common area at work including all City buildings, stores, facilities, and fields.

Should you have any concerns or questions regarding this information, please contact Assistant City Manager Charles Ching at (510) 215-3031, or via email at: CharlesC@sanpabloca.gov.

The City’s prior Revised Modified Operations Plan are still in effect unless superseded by a later Revised Modified Operations Plan.

As approved:



Matt Rodriguez, City Manager/Director
of Emergency Services

Date of Issue: 10/14/21

cc: San Pablo City Council
Executive Leadership Group