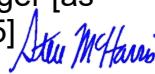




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CITY ADMINISTRATIVE POLICY

Policy No: 2.3.2	COVID-19 SUPPLEMENTAL PAID SICK LEAVE	Effective Date: 3/29/2021
Revision No: 2	Policy Administrator: Human Resources	Next Review Due: As Needed
Related Policies and Procedures: Administrative Policy 2.3.1: COVID-19 Safe at Work	Approved by: Steve McHarris, City Manager [as mandated by Senate Bill 95] 	Date Approved: 4/19/2021

1. PURPOSE

- 1.1. The purpose of this temporary policy is to comply with California's new COVID-19 supplemental paid sick leave requirements adopted in SB95 and the federal American Rescue Plan Act ("ARPA").

2. POLICY

- 2.1. All employees are required to follow the City's COVID-19 exposure protocol while conducting business at a City facility and/or worksite.
- 2.2. The protocol includes self-monitoring for COVID-19 related symptoms using the [Employee Self-Health Check App](#).
 - 2.2.1. The Employee Self-Health Check App requires employees respond to 5 questions daily, including one in which the employee must take their temperature, before entering a City facility and/or worksite.
 - 2.2.2. Individual responses to the Employee Self-Health Check App will be managed by the Human Resources Department and will remain confidential.
- 2.3. All employees will be required to individually badge in when entering a City work site to enable the City to collect accurate counts of the number of employees working at each City location on any given day in compliance with state law. State law requires the City to provide an accurate count of employees working at each City location to their Workers' Compensation provider for purposes of determining if a COVID-19 outbreak has occurred.
- 2.4. Per the Santa Clara County Health Officer's Travel directive, employees must quarantine for 10 days following any travel that exceeds 150 miles beyond Santa Clara County borders. Prior to reporting for each shift, employees will be required to certify compliance with the County's travel directive.
 - 2.4.1. Essential "in person" employees who are unable to certify compliance with the directive will be deemed to have voluntarily rendered themselves ineligible for work for a period of at least 10 days, subject to the testing exception below. During such period of ineligibility for work, employees will not be eligible to use sick leave absent other qualifying events. Those essential "in person" employees who wish to travel for discretionary, non-essential purposes will be required to request vacation time, which will be considered on a case by case basis based on operational needs and applicable vacation/seniority policies. Such requests will need to include the employees regular work schedule covering additional work hours over



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the 10 calendar days, starting with the beginning of the work week beyond the period of such non-essential travel.

- 2.4.2. Essential employees who have been deemed eligible to work from home, depending on the type of work they perform, will be permitted to do so following travel, provided work is available, as determined by the applicable Department Head and City Manager approval.
- 2.4.3. Non-essential City employees are subject to the County Health Officer's directive and will not be assigned work at a City location for at least 10 calendar days following any travel in violation of the directive. Telework may be authorized by the Department Head.
- 2.4.4. Essential employees may return to work sooner than the 10 days if they provide two negative COVID-19 test results, provided that the first test may not be taken earlier than two days following the return and the second test may not be taken earlier than the eighth day.

3. DEFINITIONS

- 3.1. The following definitions are provided solely as a guide to assist in the application of this policy. These definitions may be subject to change.
 - 3.1.1. **Coronavirus (COVID-19)** – The strain of coronavirus that is causing the COVID-19 pandemic is called SARS-CoV-2.
 - 3.1.2. **Asymptomatic** – Lack of symptoms. It is possible to contract the coronavirus and make antibodies to it even if you stay asymptomatic. It is also possible to spread the virus to others if you're carrying it but have no symptoms.
 - 3.1.3. **CDC** – Centers for Disease Control and Prevention
 - 3.1.4. **Incubation Period** – The time from when you're exposed to an infectious disease to symptom onset. The median incubation period for COVID-19 is usually 4-5 days but may last as long as 14 days.
 - 3.1.5. **Personal Protective Equipment (PPE)** – Includes N95 respirators as well as gowns and gloves designed to protect first responders from infectious diseases like COVID-19.
 - 3.1.6. **Quarantine** – The separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic from others who have not been so exposed to prevent the possible spread of the communicable disease. Quarantine may be voluntary or compelled by federal, state, or local public health order.
 - 3.1.7. **Self-isolation** – Self-isolation refers to staying in a contained area – perhaps a single room in your home if you don't live alone – because you have COVID-19 and are trying to avoid infecting others.
 - 3.1.8. **Social distancing** – The practice of keeping extra space between two people – 6 feet is the minimum recommended amount – to prevent spreading the virus. Canceling large gatherings, working at home instead of in an office, and switching from in-person school to remote learning are also aspects of social distancing.
 - 3.1.9. **Symptomatic (COVID-19)** – Someone who have developed signed and symptoms consistent with the COVID-19 virus infection.
 - 3.1.10. **Symptoms (COVID-19)** – People with COVID-19 have had a wide range of symptoms reported ranging from mild symptoms to severe illnesses. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:



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- a. Fever or chills
- b. Cough
- c. Shortness of breath or difficulty breathing
- d. Fatigue
- e. Muscle or body aches
- f. Headache
- g. New loss of taste or smell
- h. Sore throat
- i. Congestion or runny nose
- j. Nausea or vomiting
- k. Diarrhea

3.1.11. How does COVID-19 commonly spread:

- a. People who are physically near (within 6 feet) a person with COVID-19 or have direct contact with that person are at greatest risk of infection.
- b. When people with COVID-19 cough, sneeze, sing, talk, or breathe they produce respiratory droplets. These droplets can range in size from larger droplets (some of which are visible) to smaller droplets. Small droplets can also form particles when they dry very quickly in the airstream.
- c. Infections occur mainly through exposure to respiratory droplets when a person is in close contact with someone who has COVID-19.
- d. Respiratory droplets cause infection when they are inhaled or deposited on mucous membranes, such as those that line the inside of the nose and mouth.
- e. As the respiratory droplets travel farther from the person with COVID-19, the concentration of these droplets decreases. Larger droplets fall out of the air due to gravity. Smaller droplets and particles spread apart in the air.

4. PROCEDURE

- 4.1. In order to prevent employee exposure and slow the [spread of COVID-19](#), employees must adhere to the following protocols while working onsite at a City facility or in City vehicles:
 - a. Pre-Screen – Take your temperature and respond to the Employee Self-Health Check App questions prior to entering a City facility or worksite each day.
 - b. Regular Monitoring – Be aware of symptoms and immediately report any new COVID-19 related symptoms to Human Resources, stay home (or go home, if symptoms develop while on duty), and contact your primary care physician.
 - c. Wear a face covering per City, County, and State Requirements. The City will provide face coverings to all City employees.
 - d. Social Distance – Maintain at least a 6-foot distance from coworkers, and practice social distancing in public spaces except as specific work duties may require, and for as short a period as they may be required.
 - a. Frequent [Hand Washing](#) – Scrub your hands, between your fingers and under your nails with soap for 20 seconds.
- 4.2. Employees will be required to individually badge in when entering a City work site.



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- 4.3. Employees must quarantine for 10 days following any travel that exceeds 150 miles beyond Santa Clara County borders. Prior to reporting for each shift, employees will be required to certify compliance with the County's travel directive.
- 4.4. If you are directed to self-quarantine:
 - a. Human Resources will contact you and provide you with information regarding voluntary COVID testing and leave options.
 - b. You will not be able to return to work until all the conditions identified below are met, except as otherwise directed by a medical provider. In addition, employees will be required to self-monitor for all COVID-19 symptoms for 14 days following each of the triggers below.

If you are experiencing new symptoms that are uncommon to you, that are consistent with COVID-19, but you have had no known close contacts with a COVID-19 case nor a positive test yourself	If you were exposed as a close contact to someone diagnosed with or who tested positive for COVID-19 (within 6 feet for a cumulative 15 minutes within a 24-hour period) without proper PPE	If you were diagnosed with or tested positive for COVID-19
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Return to work after:	Return to work after:	Return to work after:
24 hours with no fever without the use of fever-reducing medication	10 days after last exposure to the person if you do not test positive or have a diagnosis of COVID yourself (if either applies to you, use column three).	If asymptomatic: at least 10 days since the date you had your positive test
AND		If symptomatic:
10 days since first symptoms appeared		24 hours with no fever without the use of fever-reducing medication
AND		AND
Symptoms Improving		10 days since first symptoms appeared
		AND
		COVID-19 Symptoms Improving

- 4.5. The City will comply with all COVID investigation and reporting requirements, including:
 - 4.5.1. Investigating all COVID-19 cases;
 - 4.5.2. Assessing possible workplace exposures related to the COVID-19 case;
 - 4.5.3. Providing notice to employees who may have been exposed to the virus that causes COVID-19 within one (1) business day from the date the City is informed of an employee who has tested positive for COVID-19 (as required by Assembly Bill 685);
 - 4.5.4. Offering free COVID-19 testing to all employees who had potential exposure to the virus;
 - 4.5.5. The preservation and protection of confidential medical information pursuant to the Confidentiality of Medical Information Act ("CMIA").
 - 4.5.6. Reporting cases of COVID-19 to the local health department;
 - 4.5.7. Reporting disabling work-related COVID-19 illnesses to Cal/OSHA;
 - 4.5.8. Maintaining records of the steps that we have taken to implement the COVID Protection Program (CPP);
 - 4.5.9. Providing employees and employee organizations access to the CPP;



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- 4.5.10. Recording and tracking all COVID-19 cases with identifying information about the employee; and
- 4.5.11. Providing employees and employee organizations access to the records of COVID-19 cases with identifying information removed.
- 4.6. The City will adhere to the requirements set forth in the [Santa Clara County Public Health Social Distancing Protocol](#) when reopening City facilities, to correct any COVID-19 related hazards, and ensure proper controls and procedures for the provision of personal protective equipment ("PPE"), including, but not limited to, the following:
 - 4.6.1. Installing partitions between workstations where it is not possible to maintain the physical distancing requirement;
 - 4.6.2. Increasing the supply of fresh air where possible;
 - 4.6.3. Implementing cleaning and disinfecting procedures;
 - 4.6.4. Evaluating the availability and adequacy of handwashing locations;
 - 4.6.5. Evaluating the need for additional PPE; and
 - 4.6.6. Conduct an assessment of workplace hazards, such as where people congregate.

I have read, received, and agree to comply with this policy.

Employee Printed Name

Date



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Additional Employee Resources:

Centers for Disease Control and Prevention

- [When You Can be Around Others After You Had or Likely Had COVID-19](#)
- [CDC Critical Infrastructure Sector Response Planning](#)

Santa Clara County Public Health Department

- [Public Health Orders](#)
- [Home Isolation and Quarantine Guidance – Contact Tracing](#)
- [Executive Summary of the Revised Risk Reduction Order](#)