



CITY OF MILPITAS

Revision	Date
Original	06/22/2020
1	09/21/2021
2	11/30/2022

CITY ADMINISTRATIVE POLICY

Policy No: 2.3.1	CORONAVIRUS (COVID-19) SAFE AT WORK	Effective Date: 12/1/2022
Revision No: 2	Policy Administrator: Human Resources	Next Review Due: 7/1/2023
Related Policies and Procedures: SOP 2.3.1 and SOP 2.3.2	Approved by: Steve McHarris, City Manager 	Date Approved: 11/30/2022

1. PURPOSE

- 1.1 To protect the health and safety of our employees and others in the workplace and slow the spread of the Coronavirus (COVID-19) by following Federal, State and Local guidelines as long as necessary.
- 1.2 To educate employees on common COVID-19 symptoms, prevention, and self-screening for COVID-19 related symptoms.
- 1.3 To authorize the City Manager in his/her sole discretion, when s/he determines it is in the best interest of the safety of employees to be vaccinated, with the ability to mandate COVID-19 vaccination for all City employees except where exclusions are otherwise required by law. When it is determined to be necessary, the City Manager shall provide employees with 14 calendar days' notice to show proof of compliance or to demonstrate the employee has initiated the vaccination process.
- 1.4 To inform employees and managers of the City's COVID-19 exposure control protocol for safely returning to in-person work at a City facility after an employee:
 - a. Tests positive for COVID-19
 - b. Has COVID-19 symptoms as defined by the Centers for Disease Control and Prevention (CDC)
 - c. Is exposed by having "close contact" as defined by the Santa Clara County Public Health Officer.

2. POLICY

- 2.1. All employees are required to be vaccinated against COVID-19. When a vaccination is mandated, any employee with a disability which precludes vaccination or an individual with a sincerely held religious objection to a vaccination may request accommodation. Such requests for accommodation will be evaluated on a case-by-case basis relative to the request for the accommodation, the duties of the position, and a determination as to whether or the request would create an undue hardship on the conduct of City business. Any employee who fails to be vaccinated when directed by the City Manager, without an approved accommodation, shall be terminated from employment.
- 2.2. All employees are required to follow the City's COVID-19 exposure protocol while conducting business at a City facility and/or worksite.
- 2.3. The protocol includes self-monitoring for COVID-19 related symptoms using the [Employee Self-Health Check App](#).



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- a. When mandated by the City Manager, all employees must use the Employee Self-Health Check App. During periods of low transmission, the City Manager may limit the use of the Self Health Check App to those who are symptomatic. The Employee Self-Health Check App requires employees respond honestly to daily questions, including one in which the employee must take their temperature, before entering a City facility and/or worksite.
- 2.4. Individual responses to the Employee Self-Health Check App will be managed by the Human Resources Department and will remain confidential. All employees will be required to individually badge in, unless otherwise not available, 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.

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.
 - a. **Coronavirus (COVID-19)** - The strain of coronavirus that is causing the COVID-19 pandemic is called SARS-CoV-2.
 - b. **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.
 - c. **CDC** – Centers for Disease Control and Prevention
 - d. **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.
 - e. **Personal protective equipment (PPE)** - Includes N95 respirators as well as gowns and gloves designed to protect first responders from infectious diseases like COVID-19.
 - f. **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.
 - g. **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 are sick or you are asymptomatic but have tested positive for COVID-19 and are trying to avoid infecting others.
 - h. **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.
 - i. **Symptomatic (COVID-19)** - Someone who has developed signs and symptoms consistent with the COVID-19 virus infection.



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j. Symptoms (COVID-19) – People with COVID-19 have had a wide range of symptoms reported ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- 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

3.1.11 How does COVID-19 commonly spread:

- 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.
- 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.
- Infections occur mainly through exposure to respiratory droplets when a person is in close contact with someone who has COVID-19.
- 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.
- As the respiratory droplets travel further 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

- In order to prevent employee exposure and slow the spread of COVID-19, all employees are recommended to be vaccinated against COVID-19. The City Manager may require vaccination as s/he deems appropriate.
- In order to prevent employee exposure and slow the spread of COVID-19, all employees must adhere to COVID safety protocols which may include the following protocols while working onsite at a City facility or in City vehicles:
 - Pre-Screen – Respond to the Employee Self-Health Check App questions prior to entering a City facility or worksite each day in accordance with Section 2.3 and the City Manager's mandate.
 - 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.
 - Wear a face covering per City, County and State Requirements. The City will provide face coverings to all City employees.



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- d. Social Distance - Maintain at least a 6-foot distance from coworkers and practice social distancing in public spaces when required by County or State Requirements except as specific work duties may require, and for as short a period as they may be required.
- e. Frequent Hand Washing – Scrub your hands, between your fingers and under your nails with soap for 20 seconds

4.3. Employees will be required to individually badge in when entering a City work site.

4.4. Employees must follow County or State travel orders, when issued, and must quarantine in accordance with such travel directives. Prior to reporting for each shift, employees will be required to certify compliance with the County's travel directive.

4.5. 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 by the latest County guidelines are met.

4.6. The City will comply with all COVID investigation and reporting requirements, including:

- a. Investigating all COVID-19 cases;
- b. Assessing possible workplace exposures related to the COVID-19 case;
- c. 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);
- d. Offering free COVID-19 testing to all employees who had potential exposure to the virus;
- e. The preservation and protection of confidential medical information pursuant to the Confidentiality of Medical Information Act ("CMIA").
- f. Reporting cases of COVID-19 to the local health department as required by County Orders;
- g. Reporting disabling work-related COVID-19 illnesses to Cal/OSHA;
- h. Maintaining records of the steps that we have taken to implement the COVID Protection Program (CPP);
- i. Providing employees and employee organizations access to the CPP;
- j. Recording and tracking all COVID-19 cases with identifying information about the employee; and
- k. Providing employees and employee organizations access to the records of COVID-19 cases with identifying information removed.

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

Employee Printed Name

Date

Employee Signature



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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](#)

Santa Clara County Public Health Department

- [Public Health Orders](#)
- [Home Isolation and Quarantine Guidance – Contact Tracing](#)