

City of Clearlake Protocols for Maintaining a Safe and Healthy Workplace in Light of COVID-19

SECTION ONE: CITY-WIDE POLICIES AND PROTOCOLS

The City of Clearlake has adopted the following polices. Copies of the policies may be found here: City of Clearlake webpage, Administrative Services Department, <https://www.clearlake.ca.us/154/Administrative-Services>

A. Policies

- Emergency Telecommuting Policy
- Standalone FFCRA Leaves and Compensation Policy
- Social Distancing and Individual Responsibility Policy
- Accommodations Policy for Employees at High-Risk of Severe Illness Should They Test Positive for COVID-19

B. Guidelines and Other Documents

- Guidance for Frontline Managers and Supervisors Implementing COVID-19 Policies and Practices
- TargetSolutions Online COVID-19 Awareness Training

SECTION TWO: FACILITY/WORKSITE-SPECIFIC MEASURES

City of Clearlake Facility/Worksite's Name and Address: 14050 Olympic Drive, Clearlake CA 95422 City Administrative Offices and Clearlake Police Department:

The City will follow the maximum occupancy for the shared and communal areas within City Hall and the Police Department, require masking and social distancing, and will follow the latest guidelines listed on the California Department of Public Health website at: <https://covid19.ca.gov/pdf/guidance-office-workspaces.pdf>.

City of Clearlake Facility/Worksite's Name and Address: City of Clearlake Public Works Corp Yard and Animal Control Department, 6820 Old Highway 53, Clearlake CA 95422

The City will follow the maximum occupancy for the shared and communal areas within the Public Works Corp Yard and Animal Control Department, require masking and social distancing, and will follow the latest guidelines listed on the California Department of Public Health website at: <https://covid19.ca.gov/pdf/guidance-office-workspaces.pdf>.

A. Public Notice

Signage is posted at each public entrance of the facility/worksite to inform all employees and members of the public that they must not enter the facility/worksite if they have a cough, fever, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, or other symptoms consistent with COVID-19 identified by the Centers for Disease Control ("CDC"). Signage states that, while in the facility/worksite, individuals must maintain a minimum six-foot distance from one another.

A copy of the City of Clearlake's Social Distancing and Individual Responsibility Policy is posted at each public entrance to the facility/worksite and/or made available on the City of Clearlake's website.

B. Employee Health and Safety

To reduce in-person head counts on any given workday, the City of Clearlake has authorized the City Manager and Chief of Police to allow, encourage, or require remote work as appropriate for any given employee or class of employees. The City of Clearlake has also authorized the City Manager and

Chief of Police to implement flexible or staggered work schedules (e.g., staggered start times or days at the worksite) as needed.

The City of Clearlake has canceled non-essential travel.

The City of Clearlake has directed all employees not to come to work if they are sick, including, but not limited to, exhibiting any symptoms of COVID-19 (e.g., cough, fever, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, or other symptoms consistent with COVID-19 identified by the Centers for Disease Control (“CDC”). This may include recommending employees take their temperature themselves before the beginning of each workday.

The City of Clearlake is not currently conducting symptom checks before allowing employees to enter facility/worksites pursuant to guidance provided by the CDC, the Department of Fair Employment and Housing (“DFEH”) and the Equal Employment Opportunity Commission (“EEOC”), however maintains the right to implement this in the future. Symptom checks may include temperature checks.

The City of Clearlake may conduct COVID-19 tests before allowing employees to enter the facility/worksites pursuant to guidance provided by the CDC and the Equal Employment Opportunity Commission (“EEOC”).

The City of Clearlake has identified local health department contacts with whom it will communicate regarding information about COVID-19 outbreaks at the City of Clearlake. The City of Clearlake will assist local health departments in facilitating contact tracing for employees who test positive for COVID-19.

The City of Clearlake is requiring all employees to use a cloth face covering at work when interacting with the public and other employees, and the City of

Clearlake is providing such face coverings at no cost to any employees who do not bring their own.

The City of Clearlake has directed all employees that a cloth face covering must be worn as recommended by the California Department of Public Health and the Lake County Public Health Department.

The City of Clearlake has directed all employees who wear cloth face coverings to wash such face coverings after each shift.

The City of Clearlake has notified all members of the public that they will not be permitted to enter or remain in the facility/worksites unless they wear cloth face coverings. The City of Clearlake provided such notice by posting guidance on its website and posting signage at each public entrance of the facility/worksites.

The City of Clearlake has arranged desks or individual workstations in such a manner so that employees are separated by at least six feet.

Break rooms, restrooms, and other common areas are disinfected frequently and thoroughly.

The City of Clearlake has recommended all employees to discontinue the use of shared office equipment to the extent practicable, or in the alternative to, sanitize shared surfaces and objects (e.g., conference room chairs and tables, counter tops, refrigerator door handles, agency vehicles keyboards, shared office supplies) after use.

The City of Clearlake has directed all employees to sanitize certain parts of an agency vehicle after each use, including outside handles, steering wheels, rearview mirrors, radios, buttons on doors used to control windows and mirrors, gearshifts, and keys. The City of Clearlake will place disinfectant and cleaning supplies in each vehicle.

The City of Clearlake has recommended all employees to frequently wash their hands with soap and water, or use sanitizer when a sink is not available, for 20-seconds after the following activities: using the restroom, sneezing, touching their face, blowing their nose, touching the refrigerator, using shared equipment such as tool handles and vehicles, cleaning, sweeping, mopping, smoking, eating, drinking, entering and leaving the building, going on a break and before the start of their work shift.

Employees are allowed breaks, as needed, to wash their hands.

The City of Clearlake has placed no-touch disposal receptacles at locations where they can be easily accessed by employees and members of the public, including but not limited to every restroom, public entrance and entrance to a City of Clearlake.

Disinfectant and related supplies are available to all employees.

Hand sanitizer that contains at least 60% ethanol or 70% isopropanol is available to all employees.

Soap and water are available to all employees.

The City of Clearlake has instructed staff to replace in-person meetings with other means of communication, including but not limited to telephone calls, e-mails, or videoconferences. The City of Clearlake has directed employees that non-essential meetings should be canceled or postponed.

The City of Clearlake will provide training to all employees and officials regarding the measures it is taking and is requiring individuals to take to maintain a safe and healthy working environment in accordance with State guidelines.

Copies of this Protocol have been distributed to all employees in the following manner(s): via email, in person, posting on the City's website, Administrative Services Department, and TargetSolutions training module.

Certain safety measures may not apply to particular facilities or classes of employees (e.g., police officers may not be able to work six feet apart).

Measures Designed to Keep People At Least Six Feet Apart and Prevent Unnecessary Contact

The City of Clearlake has placed signage outside the facility/worksites that instructs people to remain at least six feet apart, including when waiting to enter the facility/worksites.

The City of Clearlake has placed tape or other markings at least six feet apart in public areas inside the facility/worksites where people frequently line up with signs directing members of the public to use the markings to maintain the requisite distance.

The City of Clearlake has instructed all employees to maintain at least a six-foot distance from members of the public and from each other, except employees whose job duties require them to come into closer contact with others or as otherwise necessary.

The City of Clearlake has instructed all employees using City of Clearlake vehicles that, if feasible, only one person should occupy a vehicle at a time, and that if two employees are required for a task in the field, they should ride in separate vehicles.

The City of Clearlake is sanitizing payment systems regularly.

C. **Measures to Prevent Crowds from Gathering**

The City of Clearlake has limited the number of members of the public in the worksite/facility at any one time, which allows for members of the public and employees to more easily maintain at least a six-foot distance from one another at all practicable times.

The City of Clearlake is streaming public meetings, including providing opportunities for public comment. Public meetings may be streamed via the Lake County PEG Station YouTube Channel.

The City of Clearlake has spaced out or blocked off seating available in public meeting areas.

D. **Measures to Increase Sanitation for the Public**

Disinfectants that are effective against COVID-19, such as disposable wipes, are available.

The City of Clearlake is disinfecting all payment portals, pens, clipboards and other shared supplies utilized by members of the public.

The City of Clearlake is disinfecting all high-contact surfaces frequently.

You may contact the following person with any questions or comments about this Protocol:

Contact Name: Melissa Swanson

Job Title: Administrative Services Director/City Clerk

Phone Number: 707-994-8201 x 106

Email Address: mswanson@clearlake.ca.us

Date Adopted: August 18, 2020

Date Last Revised: