

<b>CITY OF CATHEDRAL CITY</b>			<b>HR-AP 06</b>
<b>ADMINISTRATIVE POLICY</b>			
DocuSigned by: <i>Charles McClendon</i> 551C6F45B47C484...	Approved by: _____ Charles McClendon, City Manager	Distributed by	Original Date
		Human Resources	3/18/20
			Revised 11/23/20

**SUBJECT:**

EMPLOYEE INFORMATION AND GUIDELINES REGARDING COVID-19

**POLICY:**

Under Cal-OSHA, employers are required to maintain safe and healthy working conditions for employees. Given the recent developments and expanding scope and urgency surrounding COVID-19 (also known as “Coronavirus”), Cathedral City is providing employees with the following information and guidelines in order to promote a safe and healthy working environment.

**EMERGENCY ACTIONS:****1. To Protect our Community:**

- a. We will follow all orders or directives from Riverside County Health and Emergency Management departments; and California Health and Emergency Management departments.
- b. Cross coverage arrangements have been developed with Palm Springs and Riverside County for Dispatch coverage and existing mutual aid agreements for Police and Fire are available.

**2. To Protect our Employees and those in contact with our staff:**

- a. Employees should monitor [Centers for Disease Control \(CDC\)](#) guidelines on COVID-19. Should an employee have any concerns about exposure to COVID-19 or related quarantine impacts, the employee should immediately contact the Human Resources Department.
- b. The permit counter is closed. Staff will issue permits and review plans remotely. Applicants should contact staff via email or telephone.
- c. Police and Fire records will be issued remotely only.
- d. No live scans will be completed at Police until further notice.
- e. Internal meetings will be done via teleconference unless a critical need exists that dictates otherwise.
- f. Certain designated employees will be asked to work from home or engage in flexible work arrangements and schedules as appropriate.
- g. Full Time Employees (other than sworn police and fire and dispatch personnel) who need to shelter in place at home will be allowed to do so and to use accrued leave time.
- h. Full Time Employees who are new to the organization and don't have adequate leave in their banks will be allowed to go negative on accruals up to 80 hours so they can continue to get paid and receive medical benefits. Future leave accruals shall cover such deficits.
- i. Employees required to quarantine may use accrued leave hours to do so. Safety employees will be evaluated on a case-by-case.

**3. To protect the fiscal health of the City government:**

- a. Budget reductions have been adopted by the City Council
- b. All departments operate within the modified budget

**4. Council and Commission Meetings:**

- a. Teleconference attendance will be available
- b. Public Comment electronically will be available

**5. Employees May Be Sent Home:**

Given the seriousness surrounding COVID-19, there may be circumstances where employees will be required to leave work and go home. The City will apply criteria in making these determinations in a consistent manner to ensure the health and safety of all City employees. The following criteria will be considered: exhibition of symptoms associated with COVID-19; severity of such symptoms associated with COVID-19; travel to or through areas with known community transmission of COVID-19; known or suspected contact with COVID-19 affected individuals. Should an employee have any concerns about having met any of these criteria, the employee should immediately contact the Human Resources Department.

Should an employee be sent home, the employee should strongly consider seeking immediate medical attention. An employee who is sent home from work or is home on account of self-quarantine due to COVID-19 may use accrued sick leave and if sick leave is exhausted, vacation leave. The City may require that the employee provide a note from a treating physician clearing the employee to return to work before allowing the employee to return to work.

**6. Personal Prevention Actions:**

The following are personal prevention actions that employees can take to ensure a safe and healthy working environment.

- ✓ Advise management if you have identified a sick and potentially infectious person
- ✓ Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow [CDC recommended precautions](#).
- ✓ Face covering required in all indoor and outdoor spaces while on City property unless you are alone in your own private office or workspace or are alone outdoors.
- ✓ Maintain regular and diligent housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment and other elements of the work environment
- ✓ Refrain from using other workers' phones, desks, offices or other work tools, when possible.
- ✓ Refrain from unnecessary physical contact, such as handshakes and hugs, with co-workers, guests and members of the public STAY HOME if you are sick
- ✓ Stay >6 feet from individuals unless your job responsibilities require less social distance for periods of time.

- ✓ Use respiratory hygiene/cough etiquette when coughing or sneezing by covering your nose and mouth with a tissue or into your arm instead of your hands.
- ✓ Wash your hands often with soap and water. If soap and water are not available, use alcohol-based hand sanitizer.
- ✓ Notify your supervisor immediately if you have [COVID-19 symptoms](#)

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

### CLOSE CONTACT TRACING:

For COVID-19, the CDC defines a [close contact](#) as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

- i. Contact tracing will be conducted to the best of the City's ability for close contacts (any individual within 6 feet of an infected person for at least 15-minutes) of laboratory-confirmed or probable COVID-19 individuals.

Due to the fluidity surrounding the scope and impact of COVID-19, the City may issue supplemental employee information and guidelines as necessary. Employees should closely review all such guidelines and contact the Human Resources Department should they have any questions.