



**Town of Hillsborough
Municipal Infectious Disease
Outbreak Response Plan
May 2020
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INFECTIOUS DISEASE OUTBREAK RESPONSE PLAN

Pandemic infectious disease outbreaks differ from both seasonal influenza (flu) and common colds in the following aspects:

- It is a rare global outbreak that can affect populations around the world.
- It is caused by a new virus to which people do not have immunity.
- Depending upon the specific virus, it can cause more severe illness than regular flu and can affect young healthy people as well as the elderly and those with compromised health and immunity issues.

The San Mateo County Health Department is responsible for mobilizing a local response to infectious disease outbreaks. Public health alerts will be reported to the community. Individual entities may be closed temporarily to contain the spread of the disease. In the case of an infectious disease outbreak, the following guidelines will be followed as much as possible when the City Manager declares an existence of a local emergency:

RESPONSIBILITIES

City Manager

The City Manager is responsible for managing the plan, including:

- Activate heightened surveillance of illness within Town of Hillsborough's jurisdiction. Gather data on symptoms of staff who are sick at home.
- Monitor bulletins, alerts and health orders from the Department of Health and Human Services (HHS), the Centers for Disease Control and Prevention (CDC), the State and the County.
- Keep staff and volunteers informed of developing issues.
- Respond to media inquiries regarding Town of Hillsborough services status.
- Implement online training and communications so non-essential staff can stay home and essential staff can avoid gatherings greater than those recommended by the HHS and the CDC.
- Maintain surveillance after the initial epidemic in the event a second wave passes through the community.
- Explore whether it is possible to establish policies and practices, such as flexible work hours (e.g., staggered shifts) and telework to increase the physical distance among employees and between employees and others.
- Implement work at home protocols, where possible, so that as many staff as possible can stay home to ensure physical distancing in compliance with health orders.
- Discourage workers from using other workers' phones, desks, offices, office supplies (to include pens) or other work tools and equipment, when possible.
- As directed by State and County officials, initiate health screening for employees and/or visitors to the workplace during stay-at-home conditions.
- As directed by State and County officials, maintain and update the health questionnaire form used in the health screening process.
- As directed by State and County officials, coordinate with Incident Response to communicate any changes to the health screening form.

Human Resources Manager

- Ensure staff who are ill stay home.
- Send sick staff and volunteers home immediately.
- Provide fact sheets and guidelines for staff, volunteers, and their families to make them aware of symptoms and remind them of respiratory hygiene etiquette, proper handwashing practices, need for social distancing, requirement on face covering, and any other local, state, and federal requirements for employees.
- Monitor bulletins, alerts and health orders from the Department of Health and Human Services (HHS), the Centers for Disease Control and Prevention (CDC), the State and the County.
- Keep staff and volunteers informed of developing issues.
- Explore whether it is possible to establish policies and practices, such as flexible work hours (e.g., staggered shifts) and telework to increase the physical distance among employees and between employees and others.
- Implement work at home protocols, where possible, so that as many staff as possible can stay home to ensure physical distancing in compliance with health orders.
- Discourage workers from using other workers' phones, desks, offices, office supplies (to include pens) or other work tools and equipment, when possible.

Public Works Superintendent

- Maintain regular housekeeping practices, including routine and/or specialized cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
- Ensure staff has access to anti-bacterial wipes and/or hand sanitizer lotions at each workstation, copy station, reception area, kitchen, and Town vehicles.
- Ensure visitors have access to hand sanitizer lotions, tissues, and trash receptacles.
- When choosing cleaning chemicals, the Town of Hillsborough will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses.
- Ensure the manufacturer's instructions are followed for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, personal protective equipment).
- Ensure adequate supplies are available for health screening procedures and protecting personnel conducting the screening when the health screening process is implemented
- Ensure filtering systems in Town facilities have adequate filters to remove pathogens from the air and ensure they are replaced as frequently as necessary to maintain effectiveness.
- Arrange for disinfecting and sanitizing areas where staff who have a confirmed diagnosis of infectious disease came in contact with the workplace including offices, restrooms, and vehicles.

Staff

General Protocols

The Town of Hillsborough will follow guidance from Federal, State and/or County health departments. The following protocols will be followed by all staff. They must:

- Stay home when ill with a cough or other flu-like symptoms (chills, fever, difficulty breathing, muscle aches, sore throat) or if they have come in direct contact with a person diagnosed with the infectious disease.

- Stay home when someone living in their household has exhibited symptoms of the infectious disease or has come in direct contact with a person diagnosed with the infectious disease.
- Tell their direct supervisor if they have a cough or other flu-like symptoms (chills, fever, difficulty breathing, muscle aches, sore throat) or if they have come in direct contact with a person diagnosed with the infectious disease.
- Practice respiratory hygiene etiquette, including when required, use of face coverings or other similar protective gear.
- Wash their hands frequently especially after touching commonly used items or coming into contact with someone who is sick.
- Practice proper physical distancing. Some physical distancing strategies include:
 - Canceling large events.
 - Consider cancelling or postponing non-essential meetings.
 - Telecommuting or working from home.
- While in the office, keep at least six feet between yourself and other healthy people. This includes walking down the hallway or while in rooms.
- Avoid face-to-face meetings when possible.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a larger meeting room where participants can spread out a bit more, and sit at least six feet from one another if possible.
- Avoid person-to-person contact such as shaking hands.
- Keeping the kitchen at Town Hall open for food preparation only, no congregating will be allowed. Only one person at a time will be allowed in the lunchroom.
- Limit access to meeting rooms and/or other non-essential areas of facilities.
- Remove tables and chairs in Town facilities public areas.
- Limit the number of people that may be seated at any one table.
- Stagger lunch breaks.
- Limit the number of employees who may ride in the same vehicle.
- Establish alternate means for the public to access essential services provided by the municipality, such as:
 - Drop boxes or slots for payments, etc.
 - Adding tables in front of service counters to maintain a 6-foot separation between the public and staff.
 - Upon reopening, installing Plexiglas panels with service slots to separate staff from the public being served.
- Disinfect commonly touched surfaces and those most likely contaminated with infected respiratory secretions with approved cleaners.
- Disinfect shared surfaces, equipment, and vehicles after each use.

Shutdown Procedures for Staff

When the Town of Hillsborough's leadership or Federal, State, or County government officials issue a stay-at-home order, the Town of Hillsborough will comply as follows:

Essential Staff Required to Continue Their Routine Tasks

Some Town of Hillsborough staff members are required to continue their routine tasks in the public interest and/or to continue essential functions of the Town of Hillsborough. Some employees will continue to report to the workplace and some employees will have the capability of conducting their assigned tasks from their homes depending on task/duty assigned. These employees are specified by department and job title in the following table. In the interest of public safety, these employees may also be assigned to staggered shifts to limit

the amount of personnel on site at any time. Positions are also identified whether they must operate at the work site, or have the capability of working a combination of at the work site or from home.

Department	Job Title	Location
City Manager	City Manager	Both
City Manager	Assistant City Manager	Both
City Manager	Management Analyst/Sr. Mgmt An.	Both
City Manager	Management Assistant	Both
City Manager	City Clerk	Both
City Manager	Human Resources Manager	Both
Finance	Director of Finance	Both
Finance	Assistant Director of Finance	Both
Finance	Accountant/Sr. Accountant	Both
Finance	Budget Analyst	Both
Finance	Accounting Technician	Both
Finance	Sr. Accounting Technician	Both
Public Works	Director of Public Works/City Engineer	Both
Public Works	Deputy Director of Public Works	Both
Public Works	Assistant/Associate/Senior Engineer	Both
Public Works	GIS Coordinator/Technician	Both
Public Works	Management Assistant	Both
Public Works	Management Analyst/ Sr. Mgmt. An.	Both
Public Works	Maintenance Worker	Worksite
Public Works	Lead Maintenance Worker	Worksite
Public Works	Lead Facilities Worker	Worksite
Public Works	PW Supervisor	Worksite
Public Works	PW Superintendent	Both
Public Works	PW Inspector	Worksite
Public Works	Water Quality Technician	Worksite
Public Works	Administrative Assistant	Worksite
Public Works	Office Assistant	Worksite
Building & Planning	Director of Building & Planning	Both
Building & Planning	Chief Building Official/Building Official	Both

Building & Planning	Planning Manager	Mainly home
Building & Planning	Assistant/Associate/Senior Planner	Mainly home
Building & Planning	Building Inspector/Sr. Bldg. Inspector	Worksite
Building & Planning	Building & Planning Technician/Sr. Technician	Both
Police	Chief of Police	Both
Police	Police Captain/ Lieutenant/ Sergeant/ Corporal/Officer/Trainee	Worksite
Police	Management Analyst/Sr. Mgmt. An.	Both
Police	Code Enforcement Officer	Worksite
Police	Records Clerk/Supervisor	Both
Police	Community Service Officer	Worksite
Police	Communications Officer	Worksite
Police	Lead Communications Officer	Worksite
Police	Communications Manager	Worksite

Non-Essential Staff Unable to Continue Their Routine Tasks Remotely

Employees whose assigned tasks are either non-essential to the public interest and/or to the continued essential functions of the entity, and/or do not have the capability of conducting their assigned tasks from their homes will stay at home as directed. These employees are identified by department and job title in the following table.

Department	Job Title
City Manager	Building Attendant
Multiple	Intern
Multiple	Temporary Clerical
Multiple	Temporary Technician

STRATEGIES TO LIMIT TRANSMISSION OF INFECTIOUS DISEASE OUTBREAK

Compared to other natural infectious health threats, infectious disease outbreak emergencies have greater potential to cause large-scale social disruption. If a novel (new strain) and highly contagious strain of flu or other infectious disease emerges, the resulting pandemic could lead to wide-ranging illness, death, and severe social and economic disruption worldwide.

The most effective tool for reducing exposure and controlling transmission in an infectious disease

outbreak will be an aggressive public information campaign emphasizing containment measures such as handwashing, cough and sneeze etiquette, social distancing and reduced social interactions, and guidelines for those being cared for at home.

Additional voluntary isolation and quarantine measures will be followed for infectious disease outbreak per County, State, and/or Federal order mandates.

Routes of Exposure

A human infectious disease outbreak is commonly spread by virus-laden respiratory droplets that are expelled during coughing and sneezing. Viruses are microscopic. They are carried in respiratory secretions as small-particle aerosols.

Pandemic Declaration

With the declaration of a pandemic and the possibility of widespread flu or other infectious disease within communities, Town of Hillsborough will take the following actions:

- **Stay home when sick:** Staff with outbreak illness must stay home for at least 72 hours after they no longer have a fever or signs of a fever without the use of fever-reducing medicines or any other symptoms. An outbreak illness is defined as fever of 100.4 degrees Fahrenheit or higher and a new onset of one of the following: cough, sore throat, or runny nose. They must stay home even if they are using antiviral drugs.
- **Hand hygiene and respiratory etiquette:** Educate staff and volunteers on the following practices:
 - Washing hands frequently with soap and water rubbing vigorously for at least 20 seconds.
 - Covering nose and mouth with a tissue when coughing or sneezing (or a shirt sleeve or elbow if no tissue is available) and disposing of tissues immediately. Then immediately washing hands or using a hand sanitizer if washing is not immediately accessible.
 - Avoiding touching eyes, nose, or mouth.
 - Using face coverings or other protective gear as required.
- **Infection control:** The following actions will be implemented:
 - Posting signs reminding everyone to wash hands thoroughly.
 - Checking frequently to ensure towels and soap are well supplied in sink areas.
 - Making alcohol-based hand cleaners (containing at least 60% isopropyl alcohol) readily available throughout the facilities and at each workstation and copier.
 - Making tissues available throughout Town facilities.
 - Avoiding close contact (hugs, handshakes, sharing objects). Reminding staff to avoid these actions outside the workplace as well. Maintaining a distance of at least six feet from all others.
 - Avoiding groups of people. Groups of more than five persons are discouraged. If you cannot avoid groups of people, maintain a distance of at least six feet from all others.
 - Avoiding sharing food, drinks, utensils, and pens/pencils. Avoiding directly touching the communal drinking spigot (i.e., use a tissue).
 - Increasing standard cleaning and maintenance of the facility. Concentrating on regular daily cleaning of those surfaces or items with the most frequent contact, including doorknobs, desktops, keyboards, mice, telephones, drinking fountains

railings, bathroom sinks and faucets, pencil sharpeners, etc.

- Maintaining building security and control access.
- Disinfecting and sanitizing areas where staff who have a confirmed diagnosis of infectious disease came in contact with the workplace including offices, restrooms, and vehicles.

Refer to the CDC for guidance on disinfecting and/or shutting down the building's ventilation system and ductwork.

The Town of Hillsborough will follow CDC or County Health Department recommendations regarding the use of face masks or face coverings for employees who do not fall within the health care and /or emergency medical provider categories. In the event face coverings are required, staff will work with vendors to procure at least one reusable mask per employee.

- **Establish Infectious Disease Outbreak Administrative Procedures:** The Town of Hillsborough will implement the following procedures to help organize, quicken, and increase the effectiveness of its infectious disease outbreak response:
 - Monitor reported cases of illness, as well as attendance and absentee rates, check for potential outbreaks (a cluster of five or more illnesses in a week involving a department or work group).
 - Report outbreaks to the local Department of Public Health, Epidemiology or Morbidity Unit as soon as possible.
 - Maintain confidentiality of patient medical information, which cannot be disclosed without patient consent or court order.
 - When employee display symptoms associated with the infectious disease, send staff home immediately.
 - Under the guidance of the CDC or County Health Department, the Town of Hillsborough will require staff who have a diagnosed household member to stay home for 14 days from the day the first household member got sick. This is the time period they are most likely to get sick themselves. They will also be given handouts explaining what the symptoms of the infectious disease are.
 - Explain to staff members who are sent home that they cannot return to the facility until they are free from symptoms for at least the period of time specified by the CDC or the National Institutes of Health (NIH) (normally 7 to 14 days).
 - Provide educational literature concerning treatment and infection control to staff.
- **Notification and Communication:** The Town of Hillsborough will publicize facility closures, as well as cancellation of activities, and will implement the following:
 - The City Manager's Office will convey information.
 - Notify staff with a general letter describing prudent practices for infection control and treatment (in multiple languages if indicated).
 - Designate knowledgeable staff to field calls generated by notifications made to the community by the Town of Hillsborough, County, or State.
 - Train staff how to answer telephone and email inquiries regarding infectious disease outbreaks and provide talking points.
 - Use only Town of Hillsborough approved letters.
 - Confer with the County Health Department before sending any letters or initiating telephone calls regarding infectious disease outbreak.
 - Report any outbreak to the local Department of Public Health.

- Use consistent out of office messaging for voice mail and email.
- **Continuity of Operations Plan (COOP):** The incidence rate of illness at any one facility or department cannot be predicted; therefore, this plan will be implemented to mitigate the disruption to normal operations in case of a high incidence rate.
 - Cross-training and information exchange for existing staff and identifying temporary staff resources for essential functions, including payroll, custodial, waste management, maintenance, storm water, and wastewater.
 - Prioritizing and having back-up personnel for each critical function that maintains facilities and continues essential education services.
 - Making do with fewer staff.
 - Implementing alternate methods of service delivery including telecommuting or working from home.
 - Designating functions or processes that could be reasonably delayed, if necessary, during a pandemic.
 - Staggering or dividing staff assignments to lower staff density at any single gathering and intermixing of staff groupings. For example, staggered work hours, relocation to other facilities.
 - Maintaining a COOP taskforce to further develop and/or refine the plan based on the circumstances occurring.
 - Ensuring continuity of communication with staff and the public.
 - Determining if critical vendors have developed a COOP and encouraging them to do so.
 - Ensuring an adequate supply of pandemic response supplies such as surgical masks, tissues, hand cleaners, soap, and cleaning supplies.
 - Establishing a contract with a cleaning/sanitizing service in advance of the infectious disease outbreak to expedite access to these services when needed.

ADDITIONAL MEASURES UNDER CONDITIONS OF INCREASED SEVERITY

The CDC and/or local Department of Public Health may recommend additional measures to help protect staff if global, national, and/or state assessments indicate that infectious disease is causing more severe spread of the infectious disease. In addition, local health officials may elect to implement the additional measures listed by the CDC. Except for facility closures, these strategies have not been scientifically tested. However, the CDC wants communities to have tools to use that may be the right measures for their community and circumstances. The Town of Hillsborough will implement the following procedures as directed or deemed necessary.

Implement Workplace Controls

The Town of Hillsborough will use a framework called the “hierarchy of controls” to select ways of controlling workplace hazards. In other words, the best way to control a hazard is to systematically remove it from the workplace, rather than relying on workers to reduce their exposure.

During infectious disease outbreak, when it may not be possible to eliminate the hazard, the most effective protection measures are (listed from most effective to least effective): engineering controls; administrative controls; safe work practices (a type of administrative control); and

personal protective equipment (PPE). There are advantages and disadvantages to each type of control measure when considering the ease of implementation, effectiveness, and cost. In most cases, a combination of control measures will be necessary to protect workers from exposure to the infectious disease.

In addition to the types of workplace controls discussed below, CDC guidance for businesses provides employers and workers with recommended infection prevention strategies (the standard for infectious disease control) to implement in workplaces.

Engineering Controls

Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

Engineering controls for infectious disease:

- Installing high-efficiency air filters.
- Restrict access to conference rooms to maintain social distancing.
- Close common areas where personnel are likely to congregate and interact.

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- Installation of permanent plastic shields at public counters
- Installation of permanent plastic shields between cubicles

Administrative Controls

Administrative controls require action by the worker or employer. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard.

Administrative controls for infectious diseases include:

- Encouraging sick workers who exhibited symptoms of the infectious disease, workers with someone in their household who has exhibited symptoms of the infectious disease, or workers with direct contact with a person diagnosed with the infectious disease needs to stay at home.
- Minimizing contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible.
- Establishing alternating days or extra shifts that reduce the total number of employees in a facility at a given time.
 - Allowing workers to maintain at least six feet distance from one another while maintaining a full on-site work week.
 - Returning to work in phases, when possible.
- Discontinuing nonessential travel to locations with ongoing infectious disease outbreaks by monitoring CDC travel warning levels on the CDC website.
- Monitoring public health communications from reliable sources about infectious diseases and communicating and providing frequent Town and emergency operation updates to employees.
- Providing workers with up-to-date education and training on the infectious disease outbreak risk factors and protective behaviors (e.g., cough etiquette and care of PPE).

Safe Work Practices

Safe work practices are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard. The following are examples of safe work practices for infectious diseases similar to the SARS-CoV-2 type infectious disease; however, additional or different work practices will be developed as needed. The general infectious disease work practices include:

- Potential remote work assignments or relocated workstations to reduce massing.
- Buildings are closed to the public.
- Signage and floor markings to identify to staff where to stand for appropriate distancing.
- Conversion of work processes to online whenever possible.
- Providing resources and a work environment that promotes personal hygiene. For example, provide tissues, adequate trash cans, hand soap, alcohol-based hand sanitizer containing at least 60% isopropyl alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
- Requiring regular handwashing or using of alcohol-based hand rubs. Workers should always wash hands when they are visibly soiled and after removing any PPE.
- Posting handwashing signs around the facilities.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented and corrected in a timely manner based on the severity of the hazard. Supervisors are responsible for reporting issues to the Public Works Superintendent or Human Resources at time of notification or as reasonably soon thereafter.

Personal Protective Equipment (PPE)

While engineering and administrative controls are considered more effective in minimizing exposure to infectious diseases, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

Examples of PPE include gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of the infectious disease.

We provide staff with reusable cotton masks and ensure that they are properly worn by employees when indoors, and when outdoors and less than six feet away from another person.

Exceptions to the use of face coverings are:

- when an employee is alone in an office
- while eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible
- employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing impaired or communicating with a hearing impaired person. Alternatives will be considered on a case-by-case basis.

Additional supplies are available through the Public Works Superintending or Human Resources.

Should an employee encounter a non-employee that is not wearing a face covering, the employee should:

- remain a minimum of six feet from the person
- if comfortable doing so, ask the person to put on a mask
- if possible to do so, leave the immediate area until the person leaves or puts on a mask

The Town of Hillsborough will check the State and Federal Occupational Safety and Health Administration (OSHA) and CDC websites regularly for updates about recommended PPE.

All types of PPE will be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted, as applicable (e.g., respirators).
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.
- The Town of Hillsborough will provide employees with PPE needed to keep them safe while performing their jobs. The types of PPE required during an infectious disease outbreak will be based on the risk of being infected while working and job tasks that may lead to exposure.
- National Institute for Occupational Safety and Health (NIOSH)-approved N95 filtering face piece respirators or better must be used in the context of a comprehensive, written respiratory protection program that includes fit-testing, training, and medical exams. Please see the Town's Respiratory Protection Plan.

See OSHA's Respiratory Protection standard, 29 CFR 1910.134 at <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134>

NOTE: Due to the nature of our work and public service, we will NOT issue respirators as PPE from COVID-19. If an employee shows signs or symptoms, they will be asked to leave the facility and seek medical attention to include a 14-day quarantine period.

Follow Existing Cal/OSHA and OSHA Standards

Existing Cal/OSHA and OSHA standards may apply to protecting workers from exposure to an infection. Follow the general recommendations contained in:

<https://www.osha.gov/Publications/OSHA3990.pdf>.

Cal/OSHA's Blood borne Pathogens Standard CCR, Title 8, Section 5193 applies to occupational exposure to human blood and other potentially infectious materials that typically do not include respiratory secretions that may transmit infectious respiratory diseases.

However, the provisions of each standard offer a framework that may help control some sources of the virus, including exposures to body fluids (e.g., respiratory secretions) and aerosol transmissions not covered by the standard.

During outbreaks of infectious disease, OSHA may provide information about standards and requirements related to record keeping, illness/injury recording, sanitation, risk communication related to hazardous chemicals in sanitizers and cleaning products, and other pertinent information. See the OSHA and Cal/OSHA webpages for information.

- <https://www.osha.gov/>
- <https://www.dir.ca.gov/dosh/>

Active Screening

The Town of Hillsborough will follow Federal, State, or County health order guidelines on active health screening.

Following the County health orders, it may be required that staff and visitors self-check for fever and other symptoms. Screening consists of asking questions (or using a questionnaire) and taking an employee's temperature with a non-contact thermometer. If an employee refuses to participate in the screening, he or she may be denied entry and sent home.

- Symptom Self-Check
 1. Employees shall determine whether they had the following symptoms that are not attributable to any other known conditions in the last 24 hours:

Any of the following symptoms:

- Cough
- Shortness of breath or difficulty breathing
- Fever

Or at least two of these symptoms:

- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Nausea
- Vomiting
- Diarrhea
- New loss of taste or smell

2. Employees shall determine whether they came in direct contact with an individual with the above symptoms or person diagnosed with the infectious disease in the last two weeks.

If the employee answers either question with a "yes," the employee should not come to work. If "no," the employee can come to work.

- Temperature Check
 - Use an external device to check temperature. Staff with a temperature reading of 100.3°F or below (one reading is sufficient) are allowed to enter the facility. If staff has a temperature of 100.4° F or greater, take a second reading. If the second reading also shows a temperature of 100.4°F or greater, staff must leave the facility and notify a supervisor by phone or email. Staff will be advised to contact their healthcare providers and stay home for at least 72 hours after they no longer have a fever or signs of a fever without the use of fever-reducing medicines or any other symptoms.
 - To avoid a false positive reading, staff should rest for a few minutes after physical exercise before taking their temperature.

Return to Work Criteria

COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:

- At least 24 hours have passed since a fever of 100.4 degrees or higher has resolved without the use of fever-reducing medication
- COVID-19 symptoms have improved
- At least 10 days have passed since COVID-19 symptoms first appeared
- COVID-19 cases who tested positive but never developed symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

STAFF COMMUNICATIONS

All Town of Hillsborough staff will be notified on the hazards associated with exposure to the infectious disease and the protocols in place within the Town of Hillsborough facilities to isolate and report cases and/or reduce exposures.

- Practicing cough and sneeze etiquette
- Performing hand hygiene
- Avoiding close contact with sick persons
- Avoiding touching eyes, nose, and mouth with unwashed hands
- Avoiding sharing personal items with co-workers (i.e., dishes, cups, utensils, towels)
- Providing tissues, no-touch disposal trash cans, and hand sanitizer for use by employees
- Performing routine environmental cleaning of shared workplace equipment and furniture
- Advising employees to check [CDC's Traveler's Health Notices](#) prior to travel
- Understanding the use and purpose of PPE

WORKERS' COMPENSATION

If employees believe that they were possibly exposed to the infectious disease at work, they must inform their supervisors and seek medical attention immediately. Supervisors will immediately provide the employee with a workers' compensation packet by hard copy or email. If the employee chooses to file a claim, it will be evaluated following normal Town practices for workers' compensation claims. All required paperwork should be submitted to the City Clerk. Per normal protocol, the employee will remain off work (full-time employees on sick leave) consistent with the work status report from the doctor. If the claim is later accepted, the time off will be converted to industrial leave (consistent with Town policy) and the employee's sick leave, if applicable, will be credited back to the employee's sick leave bank. Given that an infectious disease is out in the community in general, an assessment of work-related exposure will need to be completed as a part of the claim process.

RECOVERY

The Town of Hillsborough service recovery from the spread of an infectious disease will begin when it is safe to resume to normal operations. The Town of Hillsborough will comply with orders from County, State, and/or Federal government agencies.

Before returning to normal operation of pre-event status:

- Assess existing impact of the infectious disease on Town of Hillsborough provided services.
- Evaluate the response actions taken by the Town of Hillsborough as a result of the infectious disease.
- Determine effectiveness of existing plan to respond to similar events in the future.
- Revise existing plan as necessary to address any deficiencies.
- Evaluate lessons learned.
- Review and revise procedures, as needed.
- Retrain staff, as needed.

RECORD KEEPING

The Town of Hillsborough will maintain records associated with this infectious disease response plan in accordance to the Town's Records Retention Schedule. Records include, but not limited to:

- Training records;
- Documentation of exposure incidents;
- Records required by Cal/OSHA, Section 5144, Respiratory Protection, if employees wear respirators.

REPORTING

The Town will

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19 related workplace outbreaks.
- Make our written COVID-19 Prevention plan available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA upon request.

ADDITIONAL SOURCES OF INFORMATION

Cal/OSHA has important information on its website spotlighting precautions for those who may become exposed to an infectious disease at <https://www.dir.ca.gov/dosh/>.

There are Federal agencies and international organizations that have further resources.

- The CDC has additional online resources at <https://www.cdc.gov/>.
- The World Health Organization (WHO) has information on infectious disease outbreak at <https://www.who.int/>