

Town of Hillsborough Employee Return to Work Policy

BACKGROUND

Since March 16, 2020, the Town of Hillsborough has been in compliance with County and State Orders requiring the discontinuation of any “non-essential” business. Throughout May 2020, the Governor has begun to loosen restrictions and organizations such as municipalities are now allowed to reopen. The following plan conforms with the State of California requirement¹ that, before reopening, all facilities must:

1. Perform a detailed risk assessment and implement a site-specific protection plan
2. Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them
3. Implement individual control measures and screenings
4. Implement disinfecting protocols
5. Implement physical distancing guidelines

It is important to note that the purpose of this policy is to ensure the health & safety of working conditions for all Town of Hillsborough (“Town”) employees through adherence to social distancing and cleaning/disinfecting principles and best practices. This policy solely addresses the return to work of Town employees and the reopening of Town facilities, and does not address reopening of non-building facilities, such as parks, sports fields, tennis courts, etc. which will be opened as deemed appropriate by the City Manager based upon County and State guidance.

Likewise, regardless of the return to work status of any individual employees or the open status of a specific building, program or service may vary during the transition back, as deemed appropriate by the City Manager in consultation with the City Council and Executive Staff.

The Return to Work Policy is subject to change based on State and/or County Health Orders.

******* POLICY *******

1.0 Responsibility for Implementing the Plan

- 1.1 The City Manager or designee is responsible for implementing the Employee Return to Work Policy.
- 1.2 The Human Resources Manager will take an active role in coordinating communication and training with departments, employees and labor groups.
- 1.3 Department Heads or their designees will work with Human Resources and the City Manager to serve in an advisory capacity for all aspects of the policy.

¹ <https://covid19.ca.gov/industry-guidance/>

1.4 Employees are responsible for complying with this policy and adhering to the protocols as applicable.

2.0 Risk Assessment²

2.1 Potential Risks and Sources of Exposure at Town Workspaces

2.1.1 Town workers may encounter someone infected with COVID-19 in the course of their duties and could be exposed to environments (e.g., work sites) or materials (e.g., waste) contaminated with the virus. According to the CDC, person-to-person transmission occurs during close (within 6 feet) contact with a person with COVID-19, primarily from respiratory droplets produced when an infected person coughs or sneezes. These droplets, particularly when aerosolized, can be deposited in the mouth, nose, or eyes of nearby people or be inhaled into the lungs.

2.1.2 Staff could also become infected with COVID-19 by touching surfaces or objects contaminated with the virus, and then touching their mouths, noses, or eyes.

2.2 Employee Risk Classification. Worker risk of occupational exposure to COVID-19 during a pandemic may depend in part on the need for contact within 6 feet of people suspected of being or known to be, infected with COVID-19. OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. Town's workers typically fall in the lower exposure risk (caution) or medium exposure risk levels, with some moving between risk categories, as defined below:

2.2.1 Lower Exposure Risk (Caution): jobs that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (i.e., within 6 feet of) the general public and other coworkers.

2.2.2 Medium Exposure Risk: jobs that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. In areas where there is ongoing community transmission, workers in this category may have contact with the general public.

2.2.3 High Exposure Risk Levels: jobs that have high potential exposure to people known or suspected of being infected with COVID-19.

2.2.4 Variable Exposure Risk Levels: as workers' job duties change or they perform different tasks in the course of their duties, they may move from one exposure risk level to another.

² <https://www.osha.gov/SLTC/covid-19/hazardrecognition.html>

3.0 Site-Specific Protection Plan - Prepare and Adapt Facilities

3.1 Reconfigure Spaces to Ensure Continued Physical Distancing of 6 feet or More

3.1.1 Supervisors and employees are responsible for the physical separation of working spaces to reduce density.

- Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Reconfigure office spaces, cubicles, etc. and decrease maximum capacity for conference and meeting areas.

3.1.2 Shared Spaces

- Reconfigure, restrict, or close common areas and provide alternatives where physical distancing can be practiced.
- Employees should refrain from congregating in confined spaces, such as kitchen or meeting rooms. Employees must adhere to maximum number of people in the kitchen as per the Town's Infectious Disease Response Plan.

3.2 Create cleaning plans that utilize products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements to ensure proper sanitation

3.3 Conduct pre-return inspections of HVAC, mechanical, water and other critical systems

4.0 Prepare Employees

4.1 Phased Opening of Town Facilities

Visitors will not be admitted until the employees have had the opportunity to return in phases as outlined in the next section, and implement and familiarize themselves with the new protocols outlined in this document.

4.1.1 Town Hall, Corporation Yard Administration, Finance Department

- Phase One – Essential Workers only admitted to Town Facilities
- Phase Two - Employees only returning to Town Facilities
- Phase Three – Visitors admitted to Town Facilities by appointment only
- Phase Four - Loosening of requirements up to full opening, based upon guidance from the County and State.
- It is possible to move either direction through the phases based upon guidance from the Health Officer.

4.1.2 Police Station

- The police department has continued to provide all essential services. Schedules in all divisions have been modified to minimize exposure concerns with other employees and the public. Schedules are being assessed and adjusted to maintain safe operations while also working toward more normal schedules. The function and exposure concerns of each division will be considered while transitioning.
- Daily safety check-in procedures will continue. This includes the following when reporting for work:
 - Temperature taken by another person
 - Answering established questions pertaining to possible symptoms and changes in health
 - A mask must be worn when entering the station

4.2 Reintroduction of Staff

4.2.1 Each department shall develop a work-plan for reintroducing non-essential workers back into the workplace based upon the needs of re-opened services. Ideally, Department Heads should target a phased approach in order to limit the density of staff and to maintain social distancing.

4.2.2 To the extent possible, Departments shall utilize work practices that limit the number of employees at the office at one time. Departments shall confer with Human Resources to implement solutions such as alternative schedules. Departments should take into consideration the following practices while developing a work plan:

- Consider all employees whose work is conducive to full-time teleworking to continue to work remotely on a long-term basis as authorized by their supervisors.
- Consider alternating schedules/shifts for employees who perform similar functions in a department. (e.g., every other day or every other week in office and teleworking)
- Consider staggered schedules where it meets the staffing needs of the Department.

5.0 Control Access to Facilities

5.1 Health and Safety Checks for Employees at All Sites (Summarized in Appendix B)

5.1.1 Prior to leaving home for work, all employees shall complete a self-screening and confirm that they do not exhibit potential COVID-19 symptoms (fever over 100.4 degrees, fever, chills, new or worsening cough, shortness of breath/difficulty breathing, sore throat, whole body aches/muscle pain, vomiting, diarrhea, new loss of taste or smell). Specifics

are in the COVID-19 Workplace Protection Policy.

5.1.2 No staff member displaying cold or flu symptoms is permitted to enter the worksite.

5.1.3 Employees who have exhibited symptoms of illness, but have not been confirmed to have COVID-19 may be authorized by their supervisors, in consultation with Human Resources Department, to return to work if they meet one of the following conditions:

- At least 3 days have passed since recovery, with no fever for a minimum of 72 hours without the use of any fever-reducing medicines (e.g., aspirin, acetaminophen, or ibuprofen), other symptoms have improved, and at least 10 days have passed since symptoms first appeared.
- No fever for a minimum of 72 hours without the use of any fever-reducing medicine, and you have had two negative COVID tests in a row, at least 24 hours apart.

5.2 Install Barriers

5.2.1 Permanent barriers shall be installed at the following reception areas: Finance Counter, Town Hall – City Manager and Building/Planning counters.

6.0 Minimize the Likelihood of Virus Spread

6.1 Physical Distancing - All staff members shall maintain a distance of 6 feet or more from visitors and other employees at all times.

6.1.1 Supervisors are responsible to ensure that necessary in-person meetings are held in appropriately sized spaces and laid out in such a manner as to ensure physical distancing.

6.1.2 Employees shall stagger breaks, in compliance with wage and hour regulations, if needed to maintain social distance in break areas.

6.2 Personal Protective Equipment (PPE) Requirements for All Staff:

6.2.1 Employees shall wear face coverings inside any Town facility, which can include any type of cloth, fabric, or other soft material that covers the nose and mouth and surrounding areas of the lower face. Employees using disposable face coverings shall dispose of these coverings outside of the workplace or in the marked area for disposal. If an employee is using a cloth face covering, the face covering should be washed after every shift.

6.2.2 Employees shall use gloves or wash hands frequently and avoid touching their faces if handling documents or objects that may have been touched by other employees or members of the public less than 72 hours prior to

handling. Employees using disposable gloves shall dispose of those gloves outside of the workplace or in the marked area for disposal.

6.2.3 The Town will provide an appropriate area for the disposal of single-use masks and gloves.

6.2.4 Employees are expected to frequently wash their hands (for a minimum of 20 seconds) and/or use anti-bacterial hand sanitizer when a sink is not available.

6.3 Increase frequency of cleaning

6.3.1 Employees with an assigned workstation/computer/equipment, shall wipe down the entire workstation with disinfectant spray or wipes at least twice a day at the beginning and end of the work shift

6.3.2 Communal Employee Spaces

- Employees utilizing shared equipment, either in a shared workstation or in a common area (e.g., copy machines, carts, kitchen appliances, etc.) shall wipe down the shared equipment with disinfectant spray or wipes before and after each use
- Examples of frequently touched surfaces and objects that will need routine disinfection are: indoor and outdoor tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks, elevator buttons, gas pump handles, touch screens.

6.3.3 Hand sanitizer (at least 60% ethanol or 70% isopropanol), soap and water, or effective disinfectant will be made available near the entrance of any Town facility and in other appropriate areas for use by employees, and in locations where there is high-frequency employee use such as:

- Printers
- Copiers
- Fax Machines
- Kitchen/Kitchenette Areas (for use on all Appliances)
- Communal tables

Effective disinfectants, such as disposable wipes, will be provided so that commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, staplers, copiers, other work tools and equipment) can be wiped down by employees. Tissues and no-touch disposal receptacles will be placed at locations where they can be easily accessed by employees.

6.3.4 Ensure that sanitary facilities stay operational and stocked at all times.

7.0 Communication

7.1 Human Resources and the City Manager will continue to provide employee information on COVID-19 per CDC, CalOSHA, and County Health Department.

- Signs posted at entry stating the entry requirements and restrictions.
- Signs posted reminding employees of expected behaviors such as social distancing, hand hygiene, safe work practices and the wearing of face coverings.
- Signs posted indicating the proper disposal area for single-use masks and face coverings.
- Human Resources and/or the City Manager will regularly keep employees informed of any changes to policy and protocols.
- Preventing spread and self-screening using the CDC guidelines:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

7.1.1 The importance of not coming to work with a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19, and when to seek medical attention.

7.2 Resources for childcare (e.g., 4-C's) Referrals to child care services are available through the San Mateo County Child Care Coordinating Council:

<https://sanmateo4cs.org/>

8.0 Compliance

8.1 Employees who fail to comply with the standards of this policy including not informing their supervisor or Human Resources that they present symptoms associated with COVID-19 and reports to work, may face disciplinary action up to and including termination.

8.2 In the event that an employee tests positive for the virus that causes COVID-19, they must follow the County's order of self-isolation:

https://www.smchealth.org/sites/main/files/file-attachments/ho_order_c19-6b_home_isolation_revised_20200514.pdf?1589557344


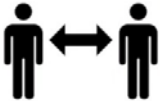

8.3 Should an employee be identified as positive, Human Resources will work with the employee and supervisor to determine possible exposure to other employees so that notification can be made as appropriate.

Appendix A

EMPLOYEE RETURN TO WORK PROTOCOL

Based on the San Mateo County Health Officer's Order in response to the COVID-19 pandemic, the Town of Hillsborough is requiring implementation of the following Social Distancing Protocols, as described in Appendix A of the Order, in order to ensure the health and safety of Town staff and customers.

The following protocols apply to all employees of the Town of Hillsborough. Failure to abide by these protocols could result in disciplinary action.

	<p>No staff member displaying cold or flu symptoms is permitted in Town facilities Cold or flu symptoms include a cough, fever, or shortness of breath. If you experience these, you must notify your supervisor and may not come to Town facilities. Unless your illness has been confirmed as COVID-19, you may return to work if you meet one of the following conditions:</p> <ul style="list-style-type: none">• At least 3 days have passed since recovery, with no fever for a minimum of 72 hours without the use of any fever-reducing medicines (e.g., aspirin, acetaminophen, or ibuprofen), other symptoms have improved, and at least 10 days have passed since symptoms first appeared.• No fever for a minimum of 72 hours without the use of any fever-reducing medicine, and you have had two negative COVID tests in a row, at least 24 hours apart.
	<p>All staff members shall maintain a distance of 6 feet or more from other staff members and members of the public at all times The virus that causes COVID-19 spreads through close person-to-person contact, and maintaining a buffer of at least 6 feet between people is thought to prevent the spread of the virus.</p>
	<p>All staff members shall utilize suitable personal protective equipment (PPE) and work area disinfection practices</p> <ul style="list-style-type: none">• Wipe down your entire workstation with disinfectant spray or wipes at least twice per day at the beginning and end of your shift and additionally before and after working with documents or materials handled by others• Only use the computer and necessary work equipment at your regularly-designated workstation/area• All staff members are required to wear face coverings in City facilities unless they are in an office with the door closed. Face coverings can include any type of cloth, fabric, or other soft material that covers only the nose and mouth and surrounding areas of the lower face• Use gloves and/or wash your hands frequently if handling plans, documents or other materials that may have been touched by others less than 72 hours prior to handling