
ADMINISTRATIVE POLICY

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Approved by:  _____
Mike Webb, City Manager

(COVID-19) CORONAVIRUS POLICY

PURPOSE

The Centers For Disease Control and Prevention (CDC) is closely monitoring a pandemic of respiratory illness (COVID-19) caused by a coronavirus (SARS-CoV-2) that was first detected in Wuhan, Hubei Province, China. Cases of COVID-19 are also being reported in a growing number of international locations, several of which are experiencing sustained community-level or widespread person-to-person transmission. Cases of COVID-19 without direct links to travel have been reported in the United States, including California.

The City of Davis recognizes the need to formulate good risk management practices in a timely manner based on the evolving circumstances of the pandemic. The strategies and practices outlined in this policy are designed to support the protection of employees and the general public by minimizing the risk of exposure. This policy may be revised frequently as new information and guidance become available from the Centers for Disease Control (CDC) and Yolo County Health Department based on the evolving circumstances. Any specific City of Davis policies or procedures will be created using the best available guidance available at the time from the CDC and the Yolo County Health Department. As circumstances evolve or guidance is received, this document will be updated and redistributed. The City of Davis is communicating with labor groups and will meet with and involve labor representatives as appropriate.

I. OVERALL GUIDELINES

All employees, customers, members of the general public, vendors, consultants, and business associates shall be treated with courtesy and respect. A person's risk for COVID-19 depends on a variety of factors that do not relate to the person's race or ethnicity. As a reminder, City employees shall abide by the City's workplace policies on Harassment, Discrimination, Retaliation, and Abusive Conduct Prevention and treat colleagues and members of the public with courtesy and respect. Discrimination of any kind is a violation of the City's policies and will not be tolerated.

Coronavirus (COVID-19), influenza and the common cold are all respiratory illnesses, but they are caused by different viruses. Because these illnesses have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, influenza is worse than the common cold, and symptoms are more intense. Colds are usually milder than the influenza. At this point, COVID-19 can have either mild, moderate or more severe symptoms depending upon age and underlying medical conditions.

Know the symptoms: Symptoms compatible with COVID-19, for the purpose of this Policy include subjective or measured fever, cough, or difficulty breathing.

II. POLICY GUIDELINES

The City of Davis is committed to maintaining a safe and secure workplace. For these reasons this Administrative Policy has been adopted. The workplace strategies and guidelines outlined in this policy are in conformance with Yolo County Public Health guidelines, generally. The following workplace strategies may be useful to employees who interact with customers, members of the general public, vendors, consultants, and business associates.

Social distancing is a public health safety intervention used to reduce the likelihood of transmitting communicable disease. Social distancing involves minimizing exposure by adhering to spacing requirements in the workplace and following proper personal hygiene practices. Employees should consider social distancing to limit exposure to infectious bacteria and viruses during the COVID-19 disease outbreak. The following strategies may be useful in conducting social distancing:

Recommended Personal Hygiene Practices

- Adhere to public health hygienic recommendations by washing your hands after touching commonly used items or coming into contact with someone who is sick.
- Proper hand washing involves scrubbing hands for at least 20 seconds with soap and water.
- Avoid touching your face, nose, and mouth and avoid rubbing your eyes.
- Practice proper coughing or sneezing etiquette.
- Properly dispose of anything that comes in contact with your mouth such as tissues or disposable eating utensils.
- Avoid coming in contact with individuals displaying symptoms of illness.

Social Distancing Strategies for the Workplace

- Always try to keep at least 3-4 feet between yourself and other people.
- Avoid face-to-face meetings.
 - Use e-mail, telephone calls, and video conferencing to conduct necessary business.
- Utilize City Information Technology (IT) staff to set-up systems for interacting with customers and vendors electronically when possible.
- Limit congregation in workrooms, copier rooms, and other areas where people socialize.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room, and sit at least 3 feet from one another other, if possible.
- Avoid person-to-person contact such as shaking hands.
- Consider cancelling or postponing non-essential face-to face staff, customer, vendor meetings, workshops, and training sessions.

Limited Duration Remote Working Arrangements (Teleworking)

Teleworking is a limited duration arrangement that allows eligible City employees to work in a designated area outside the office. Teleworking is a supportive arrangement between employees, supervisors, and employing departments during these evolving circumstances of the pandemic. Teleworking is a privilege, not a right. All City employees who desire to have Teleworking arrangements must have their specific arrangement pre-approved in writing. A City department may have additional teleworking requirements, guidelines, or procedures, provided they are consistent with the intent of this limited duration program. Eligibility for limited duration remote working is based on both the position and the employee. Not every job is well-suited for teleworking.

Teleworking does not change the duties, obligations, responsibilities, or terms and conditions of City employment. Teleworking employees must comply with all City rules, policies, practices, and instructions. A teleworking employee must perform work during scheduled telework hours. Employees may not engage in activities while working remotely that would not be permitted at the regular worksite, such as child, elder, or other dependent care (see the Prevent Infection and Avoid Exposure section below for information related to school closures). Teleworking employees may take care of personal business during unpaid lunch periods, as they would at the regular worksite. All City rules regarding the use of computers and the internet apply while an employee is teleworking, regardless of whether the employee is using City-provided or personal equipment. During these evolving circumstances of the pandemic, requests for limited duration teleworking shall be given priority by completion and submission of the Limited Duration Telework Arrangement form.

This limited duration teleworking arrangement program is intended to be cost neutral. The City is not required to provide employees with materials or supplies needed to establish an alternate worksite (desk, chair, software, cell phone, fax, copier, etc.), and assumes no responsibility for set-up or operating costs at an alternate worksite (telephone or internet services, etc.). The City Information Technology department will work with employees approved for teleworking regarding technology needs. Employees approved for telework who will be needing to use city equipment (Surface or other) should submit a helpdesk service request for assistance with access.

The City Manager or his/her Designee may deny, end, or modify a limited duration teleworking arrangement for any reason that is not discriminatory or otherwise unlawful. Denial or discontinuation of a limited duration teleworking arrangement is not disciplinary or adverse, and is not appealable. Similarly, an employee in the program may end the telework arrangement at any time. Employees may be removed from the Program if they do not comply with the terms of their limited duration arrangement.

Refer to Limited Duration Teleworking Policy as Issued March 13, 2020 as well as the Limited Duration Teleworking Application.

City Business Related Travel

Until further notice and out of an abundance of caution and care, in accordance with health guidance from the CDC, and other health authorities, the City of Davis is limiting employee travel during these evolving circumstances of the pandemic. City staff should verify all business-related travel such as conferences, trainings and out of area meetings attendance with their Department Heads. Where possible, cancellations and/or refunds should be obtained within appropriate timelines.

Workplace Cleaning and Disinfection

The City of Davis maintains safe and healthy working conditions for employees. During these evolving circumstances of the pandemic, nightly janitorial cleaning services are taking extra care in sanitizing public and common areas (employee lunchroom, staircase handrails, etc.) in all City facilities. While normal services like waste removal will continue as currently scheduled, janitorial services will be doing additional enhanced cleaning every day and will focus on cleaning visibly dirty surfaces followed by disinfection as a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in the workplace.

City Staff are encouraged to practice routine cleaning of frequently touched surfaces (for example: tables, doorknobs, light switches, handles, desks, shared computer equipment such as printers, etc.) with cleaners and disinfectant wipes that are appropriate for the surface, following label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing provided gloves and making sure you have good ventilation during use of the product.

Civic Events and City Programming

The City is carefully balancing public safety and preparedness regarding upcoming spring- time Civic events. One possibility of enacting social distancing procedures is the closure of venues where large amounts of people may congregate. The cancelling of any City of Davis event shall be the decision of City Manager or his/her designee in consult with the Davis City Council and other subject matter experts weighing the best interest of citizens and community we serve.

The common cold, influenza and COVID-19, are all respiratory illnesses, but they are caused by different viruses. Because these types of illnesses have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. City Staff shall adhere to the following:

Any City of Davis programming participant with flu-like symptoms such as: fever, chills, severe cough, sore throat, runny or stuffy nose, muscle or body aches, headaches and fatigue or respiratory symptoms can be sent home by the assigned recreation staff on-site.

- Separate sick infants, children, and seniors from others until they can go home.
- When necessary and if feasible, identify a “sick room” through which others do not regularly pass.
- Remind parents/guardians and participants in city programming when they should stay at home.

If any program participant is ill with fever, cough or other flu-like symptoms (feeling feverish/chills, cough, sore throat, runny or stuffy nose, muscle or body aches, headaches and fatigue (tiredness), they should also stay home until they have no fever without the use of fever-control medicines and they feel well for 24 hours.

- Use “respiratory etiquette” to include:
 - Cover cough with a tissue or sleeve or cough into your elbow
 - Wash hands immediately after
 - Don’t touch your face with your hands
- Post “Cover Your Cough” signage at your facility or program site.
- Provide adequate supplies within easy reach, including tissues.
- Advise your supervisor if you need no-touch trash cans in certain areas.

Washing hands is easy, and it’s one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another.

- Staff and participants should wash hands frequently.
- Off-site programming staff should use hand sanitizer when soap and water is not available.
- Post one of several options of CDC handwashing flyers in locations used by customers.
- Encourage hand washing by children through education, scheduled time for handwashing, and demonstrations.

Prevent Infection and Avoid Exposure

Employees who have symptoms of acute respiratory illness are to stay home, and not come to work until they are free of fever (defined as a temperature of 100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants) or 7 days after symptoms began, whichever is longer. Employees should notify their supervisor and stay home if they are sick. If the City suspects that an employee is showing signs of a communicable illness, the City may require an employee to leave work and go home until they can provide medical information demonstrating that they are fit to return to work. The City reserves the right to send an employee to a fitness for duty evaluation in order to return to work.

Employees that do not have any Sick Leave available may use any other available paid time off (PTO) categories such as vacation, compensatory time, management leave or other accrued paid leave in response to absences covered by this section. Requests for Leave Donations shall be addressed on a case-by-case basis pursuant to City Policy under Section 5.6 of the Employee Handbook.

In the case of City employees that test positive for COVID-19, the City shall follow protocols and direction as determined by the County Health Officer. No such employee shall be allowed to return to the workplace until the City has medical evidence demonstrating that they are fit to return to work. The City reserves the right to send an employee to a fitness for duty evaluation in order to return to work. A positive test for COVID-19 is a serious medical condition under Family Medical Leave Act and California Family Rights Act, therefore such absence will be recorded as FMLA/CFRA.

Employees who believe they may have possibly been exposed are advised to self-monitor for respiratory symptoms and fever. If symptoms develop begin to develop, employee should stay home, or may be sent home, in order to protect those who are well and should remain home for 72 hours after symptoms resolve or 7 days after symptoms began, whichever is longer. A situation of work-site exposure would likely qualify as a Workers Compensation claim in which case the employee must notify their supervisor and complete appropriate claim forms to send to Human Resources.

If a member of an employee's family is sick because of a suspected communicable illness or there is a school closure for your minor child (or any minor for whom an employee stands in loco parentis), employees will be allowed to utilize leave accruals or unpaid leave to address individual family needs.

Where an employee has an underlying serious medical condition putting them at a higher risk, such employee should consult with their medical provider and may request reasonable accommodation. Notify Human Resources to schedule an interactive discussion.

Disaster Service Worker

As a City of Davis employee, before you entered upon the duties of your employment, you took and subscribed to the oath or affirmation; as such, all City of Davis employees are disaster service workers. You may be called upon as a disaster service worker in the event of an emergency.

III. SCOPE

This policy shall apply to all City employees.

Suggestions and concerns regarding these guidelines are welcome at any time and may be directed to the City Manager or his/her designee or City Human Resources.

IV. DISSEMINATION OF POLICY

All City employees, officers and officials shall be emailed copies of this Policy and it will be posted on the City intranet and website.