



## City of Marysville COVID-19 Worker Protection Policy

The health and safety of our employees and their families are our primary concern during the COVID-19 crisis. While the City of Marysville ('City') will need to continue certain essential services, we have implemented COVID-19 safety measures to ensure employees are protected while at work.

On March 20, 2020, Governor Newsom declared a state-wide stay-at-home order to help slow COVID-19 virus spread in the population and reduce the possibility of hospitals being overwhelmed. To do our part in this effort, the City will be allowing maximum flexibility for employees who need to stay home to care for themselves and their families.

The measures below are effective at preventing the spread of aerosol and respiratory viruses, like the novel coronavirus that causes COVID-19, when used properly and are recommended by the Centers for Disease Control and Prevention. We share the responsibility to ensure that we all follow these policies to the very best of our abilities. City Management ('Management') will be available to answer questions and make necessary adjustments to these policies to continue to maintain a safe work environment.

For those employees that must continue to perform essential City functions, they will be required to follow the COVID-19 Worker Protection Policies below:

### **AT HOME**

- 1. Follow all shelter-in-place orders in your county of residence.** These orders are designed to limit the spread of COVID-19 and reduce the impact of a surge of serious COVID-19 cases from overwhelming the healthcare system. By keeping yourself safe when not at work, you reduce the risk of transmitting the virus that causes COVID-19 to your co-workers while at work.
- 2. Monitor yourself for flu symptoms.** If you exhibit symptoms (fever, cough or shortness of breath) notify your manager by phone and consult your healthcare provider.
  - **Management should consult the [CDC's COVID-19 guidelines](#) for how to deal with flu symptoms and when to return to work.**
  - **Medical authorization is not required for leave approval. Medical release to work following illness is requested, and employees should complete the City's documentation as soon as possible. Contact the City Clerk for more information.**
- 3. Monitor household members for flu symptoms.** If someone in your household or with whom you are regularly in contact with is experiencing symptoms (fever, cough or shortness of breath) consult your healthcare provider and notify your manager by phone.

- **Management should follow current [CDC COVID-19 guidelines](#) for how to deal with exposure to someone with flu symptoms and when to return to work.**
  - **If the employee is concerned about their risk status and elects to self-quarantine, medical authorization is not required for leave approval.**
4. If you are over 65 or have underlying medical problems that put you at higher risk for serious COVID-19 or live with someone at high risk, consult your healthcare provider and notify your manager immediately.
- **Employees who are at-risk for serious COVID-19 or are concerned about their risk level should consult their healthcare provider and notify the City Manager.**
  - **Extra precautions should be considered to protect high risk employees.**

### **AT WORK (AT ALL TIMES)**

5. All employees are required to participate in the Employee Safety Screening Protocol.
- See attached Protocol.
6. Wash hands regularly including before and after eating, smoking, touching your face and after using the restroom; if washing hands is not readily possible, use hand sanitizer.
- **Mangers will ensure that supplies for handwashing or hand sanitizer are maintained in all work areas and will remind employees to wash hands.**
  - **Hand washing is the best and hand sanitizer should be reserved for when handwashing facilities are not readily available.**
7. Avoid touching your face and cover coughs and sneezes.
- **Management will ensure that relevant State and County Public Health posters are posted in each work area.**
  - **All staff should remind each other if you see a coworker touching their face.**
8. Maintain at least 6 feet between people. You should not be able to touch another person with your arms extended.
- **Management will ensure that workspaces accommodate this spacing by physically adjusting the space or reducing the number of employees.**
  - **All staff have a responsibility to remind each other if you see coworker(s) working less than six feet apart.**
9. Management will ensure safety face coverings (e.g., masks) are available for any employees wishing to take additional precautionary measures.

### **AT WORK (OFFICE)**

10. Clean/disinfect commonly touched surfaces daily (work surfaces, keyboards, phones, doorknobs, light switches, backs of chairs, etc.)

- **Management encourages employees to disinfect all surfaces in common and individual work areas.**
  - **Management will do their best to provide supplies needed for your immediate work area.**
  - **Be mindful of global supply shortages. Use only enough supplies to do a good job of sanitizing.**
11. No non-essential in-person staff meetings or in-person visits to other departments.
- **Management will evaluate each planned in-person staff meeting and determine if it is essential.**
  - **All non-essential meetings will be cancelled or moved to ZOOM or phone conference.**
  - **All non-essential visits to other departments should be avoided; when and wherever possible, cross-departmental work should be conducted by phone and/or email.**
12. No business travel.
- **All City travel is suspended pending further notice or with the City Manager's prior approval and authority.**
13. No non-essential external meetings (including meetings with non-employees or contractors) except as authorized by the City Manager or Department Heads such as, but not limited to, essential inspections (e.g., Building, Code Enforcement, and Engineering).
- **Management will encourage the use of Zoom or phone instead.**
  - **Should an external meeting be required, take additional safety precautions including donning face covering and adhering to social distancing practices remaining six feet or more apart from others.**
  - **Contact your Department Head should you require further direction regarding non-essential external meetings.**
14. No public access to building.
- **Management will ensure that the modified delivery process is followed and members of the public are directed to contact us by phone, email or website.**
15. Management may select to work remotely with the City Manager's authorization.
- **When working remotely, management will maximize the use of computers, emails and phones to accomplish work tasks.**

### **AT WORK (IN THE FIELD)**

16. Avoid face to face interactions with the public whenever possible. If not possible, keep it brief and maintain a distance of at least six feet between you and the other person. During service requests, you may call the resident and communicate by phone while at the property. No service request shall be done if it must involve face to face contact.
- **As of April 9, 2020 until further notice, every effort will be made to handle service requests over the phone or by email.**

- **For service requests or source work that require on-site work, staff must have phone contact with the resident and communicate by phone to facilitate access. No face to face contact is allowed.**
  - **Management will determine which service requests/sources require staff visits.** Only one person per vehicle (excluding Public Safety and Public Work's maintenance employees). Each employee must drive a separate vehicle, even if visiting the same location.
  - **When necessary, Management will adjust work assignments to accommodate this directive.**
17. Clean/disinfect door handles, steering wheels, vehicle controls, dash, console, laptop, phones, etc. daily. Any commonly touched surfaces in the vehicles need to be cleaned and disinfected.
- **Management will ensure that each vehicle is supplied with hand washing or hand sanitizer.**
18. Whenever possible, carry lunch, water, and snacks with you; limit going to restaurants or stores while on duty. This includes drive-through restaurants.

**ATTACHMENT:**

Attachment 1: Employee Safety Screening Protocol

# CITY OF MARYSVILLE

## EMPLOYEE SAFETY SCREENING PROTOCOL

The City of Marysville hereby establishes these guidelines to help protect the health and safety of all its employees.

Effective Monday April 6, 2020, all employees shall be screened at the time they arrive for work and prior to entering their workspace. If after screening, the employee develops symptoms where they are feeling ill, they shall report this to their supervisor immediately.

An Employee Safety Screening Sheet has been provided to each Department to screen their respective employees daily.

The thermometers are on order and until they arrive, the screener shall verbally ask the employee the listed questions on the screening sheet. Once the thermometers arrive, the screener will take the employees temperature from a safe distance using the hand-held thermometers. It has been determined that a temperature of 100 degrees should raise a red flag. If an employee has a temperature of 100 degrees or higher and/or has two or more Covid 19 symptoms, that employee shall stay outside the facility and wait two to three minutes. The screener will then have the employee's temperature taken a second time to confirm the results.

In the event that an employee has a confirmed temperature of 100 degrees or higher or has two or more Covid 19 symptoms, that employee shall return home and consult their primary care physician. The Human Resource Department will contact that employee with the next best steps. If it is a public safety employee, that employee will be contacted by the respective Department Head with further steps.

Screeners shall be established within each Department so there are ample employees available to screen employees coming to work.

There are five different colors of wristbands. There will be a separate color for each day and will repeat forming a 5-day cycle, each day will be a different color. A calendar is attached for reference to signify colors of the day. All employees in the workplace shall have a wristband attached to their person and it shall be the correct color for the day. All vendors and /or visitors will be issued wristbands as well if entering the facility. This is visual notification to other personnel that a screening took place.

If any employee is observed without a wristband or a wristband with the incorrect color of the day, that employee shall be directed to their supervisor or the next highest person in charge to have a screening completed immediately.

If an employee refuses to be screened, they will be asked to leave the building, and this shall be reported to their supervisor.

Personnel who come to the facility during the weekend and off scheduled hours, shall be screened at the front door of the Marysville Police Department prior to entering the facility and provided the wristband color of the day.

There is a phone number posted on the front door of the Police Department. Call this phone number and you will receive the dispatch center who can help facilitate someone coming to the office to complete the screening process.

**Police Department:**

All Police Personnel shall be screened at the front door of the Marysville Police Department. Once the screening process is complete, they shall report to work. No employee shall be allowed in the workplace without having been screened first.

All vendors and/or visitors shall be screened prior to entering the building.

**Community Development Department**

The first Department Head (between CDD & PW) to work shall be screened at the front door of the Marysville Police Department. Once the screening is complete, they will be responsible for screening the first set of employees in City Hall. City Hall employees shall be screened at the front door of City Hall. Once a few screeners are cleared to enter the building, they will be responsible for screening the rest of the City Hall employees', Council, or any visitors to the facility.

**Public Works:**

The Public Works Director will be screened prior to entering the building by a screener from City Hall. The Superintendent of Public Works shall screen all maintenance workers and wastewater treatment plant operators at the Marysville Corporation at the beginning of their shift. This screening process should take place outside the blue colored warehouse considered their meeting / lunch / briefing room. No employee shall be allowed into the building or work unless screened. The Public Works Superintendent shall be screened by the next person in charge, Lead Person, at the corporation yard.

**City Hall:**

The first set of City Hall employees will be screened and allowed to their workplace. Once screened, if they are an identified screener, they will be available to assist with screening the rest of City Hall employees as they arrive to work.

**Fire Department:**

All personnel reporting for duty shall be screened by a designated screener at the rear entrance to the building. All personnel shall be screened prior to entering the facility. In the event there is an emergency response where all personnel have left the building to the call for service, and other personnel are responding to the station for response or coverage, those personnel that make every effort to conduct a temperature check prior to responding to the call for service. Once the scene is secured, those personnel shall be screened by another employee and listed on the screening sheet.

Fire personnel work 24 hours shifts, each morning when on-duty personnel wake up, the screening process shall be completed, and the new wristband color of the day shall be affixed.

**Cleaning Crew:**

The cleaning crew shall be screened at the front door of the Marysville Police Department prior to entering the facility.