



Date: August 3, 2020

**ORDER NO. 2 OF THE DIRECTOR OF EMERGENCY SERVICES
FOR THE CITY OF SAN PABLO, STATE OF CALIFORNIA**

**CITY COUNCIL MEETING PROTOCOLS AT CITY HALL
DURING COVID-19 EMERGENCY**

Authorities

- A. State Proclamation of Emergency on March 4, 2020;
- B. State Executive Orders N-25-20 and N-29-20 regarding the Brown Act;
- C. County Declaration of Emergency on March 16, 2020 and continuing Contra Costa County Public Health Department Orders;
- D. City Council adopted Resolution 2020-034 on March 16, 2020 proclaiming the existence of a local emergency due to the Novel Coronavirus pandemic (COVID-19) on Monday, March 16, 2020 and empowered the Director of Emergency Services to take all necessary actions;
- E. City Resolutions Extending Emergency due to COVID-19 and confirming actions of the Emergency Services Director with the most recent action on August 3, 2020; and
- F. Government Code Section 8634 empowers the Director of Emergency Services to promulgate orders and regulations necessary to provide for the protection of life and property as follows.

Phases of Operation during COVID-19 Emergency

Phase 1: Virtual Meetings Only

- A. Thresholds: Meetings remain virtual under any of the following conditions assuming that the State Executive Order allowing virtual meetings under the Brown Act is in effect:
1. County Public Health Department recommends virtual meetings; or
 2. County shelter-in-place orders except for essential activities; or
 3. County is on State's "Watch List" due to increasing COVID-19 positive tests; hospitalization rate; or hospital capacity issues (e.g. availability of ventilators, medicine, etc.); or
 4. San Pablo's per capita COVID-19 infection rate is above the median County per capita rate; or
 5. San Pablo is in the top 5 cities for number of active COVID-19 cases within the County.
- B. Protocols
1. Electeds not physically present at City Hall but participating virtually.
 2. Public not physically present at City Hall Council meetings but can comment and participate through various technological options (including phone or mailed comments).
 3. Staff can participate remotely or from City Hall as long as continuing to follow Modified City Operations Plan from Emergency Services Director/City Manager including social distancing, masks and staff levels below 50%.

Phase 2: Electeds can participate in City Council meetings from City Hall

- A. Thresholds: Electeds can be physically present at City Hall for Council Meetings if:
1. State Executive Order no longer allows virtual meetings under the Brown Act; or
 2. All of the following apply:
 - a. County is no longer on the State's Watch List;
 - b. San Pablo's per capita COVID-19 infection rate is below the median County per capita rate;

- c. San Pablo is not within the top 5 cities for the number of active COVID-19 cases in the County;
- d. No City Hall staff member or other visitor to City Hall has had COVID-19 or under quarantine for the past 30 days; and
- e. Physical barriers are in place for the dais and staff designated areas as appropriate.

B. Protocols

1. Electeds must be able to answer “No” to the following health screening questions:
 - a. Not be known to have COVID-19 or be in quarantine for COVID-19;
 - b. Not be living with someone or in close contact with someone who has COVID-19 or is under quarantine for suspected COVID-19 infection; and
 - c. Be free of all of the following symptoms:
 - i. Fever
 - ii. Dry Cough
 - iii. Shortness of breath
2. Electeds (and staff) at City Hall must:
 - a. Wash hands before entering City Hall;
 - b. Use hand sanitizer before and after touching any surface or document at City Hall and wipe down any surface that is touched with provided disinfectant;
 - c. Wear a mask *at all times* covering their nose and mouth except when speaking;
 - d. Follow signage including paths of travel, limited numbers in restrooms, etc.; and
 - e. Stay at least 6 feet away from other individuals.
3. No food or drink will be provided, but Electeds and staff can bring own water.
4. Public not physically present at City Hall Council meetings but can comment and participate through various technological options (including phone or mailed comments).
5. Electeds (unless prohibited by Brown Act) can continue to participate virtually in the Council meeting.
6. As directed by City Manager, staff can participate virtually or from City Hall as long as continuing to follow current Modified City Operations Plan from

Emergency Services Director/City Manager, which may include staff levels below 50%.

Phase 3: Public can attend City Council meetings at City Hall

A. Thresholds: Electeds and the public can be physically present at City Hall for Council Meetings if:

1. State Executive Order no longer allows virtual meetings under the Brown Act; or
2. All of the following apply:
 - a. County is no longer on the State's Watch List;
 - b. County Public Health Department no longer recommends virtual meetings;
 - c. County Public Health Department no longer restricts public assembly uses below 50 participants;
 - d. San Pablo's per capita COVID-19 infection rate is below the median County per capita rate;
 - e. San Pablo is not within the top 5 cities for number of active COVID-19 cases within the County; and
 - f. No City Hall staff member or other visitor to City Hall has had COVID-19 or under quarantine for the past 30 days.

B. Protocols

1. No more than 30 members of the public allowed in Council Chambers on a first come-first seated basis with overflow likely to be seated in Maple Hall.
2. Visitors to City Hall must complete health screening questionnaire; are requested to provide contact information; and be able to answer "No" to the following health screening questions:
 - a. Not be known to have COVID-19 or be in quarantine for COVID-19;
 - b. Not be living with someone or in close contact with someone who has COVID-19 or is under quarantine for suspected COVID-19 infection; and
 - c. Be free of all of the following symptoms:
 - i. Fever
 - ii. Dry Cough
 - iii. Shortness of breath
3. Visitors at City Hall must:
 - a. Wash hands before entering City Hall;

- b. Use hand sanitizer before and after touching any surface or document at City Hall and wipe down any surface that is touched with provided disinfectant;
 - c. Wear a mask *at all times* covering their nose and mouth except when speaking;
 - d. Follow signage including paths of travel, limited numbers in restrooms, etc.; and
 - e. Stay at least 6 feet away from other individuals
4. No food or drink will be allowed, although visitors can bring own water if needed.
5. Public podium is disinfected between public speakers.
6. Public restroom availability may be limited.
7. Electeds (unless prohibited by Brown Act) and staff (as allowed by the City Manager) can continue to participate virtually in the Council meeting.
8. Public can also continue to comment and participate through various technological options (including phone or mailed comments).

Phase 4: Post-COVID “Normal Operations” [still to be determined]

- A. Thresholds: Electeds and the public can be physically present at City Hall for Council Meetings if:
 1. State Executive Order no longer allows virtual meetings under the Brown Act; or
 2. All of the following apply:
 - a. State, County and City no longer have Declarations of Emergency due to COVID-19;
 - b. County Public Health Department no longer recommends virtual meetings nor restricts public assembly uses below 50 participants;
 - c. San Pablo’s per capita COVID-19 infection rate is below the median County per capita rate;
 - d. San Pablo is not within the top 5 for number of active COVID-19 cases within the County; and
 - e. No City Hall staff member or other visitor to City Hall has had COVID-19 or under quarantine for the past 30 days
- B. Protocols: To be determined.

Dated: August 3, 2020



Director of Emergency Services, City of San Pablo

Approved as to Form:

Dated: August 3, 2020



City Attorney