



DATE: August 6, 2020

TO: City of San Pablo Employees

FROM: Matt Rodriguez, City Manager
Reina Schwartz, Assistant City Manager
Alicia Southern, Human Resources Manager

RE: COVID-19 HOT ZONE AND EMPLOYEE REPORTING IN THE WORKPLACE

IMPORTANT – PLEASE READ CAREFULLY

As we continue to adhere to the County's Shelter-In-Place Orders due to the COVID-19 crisis, I want to call attention to the recent Contra Costa County Health Services Press Conference from Friday, July 31, 2020 at the West County Health Center. Public Health Officials discussed the disparities of COVID-19 pandemic among the minority communities in the West County region (especially San Pablo and Richmond) which is now the County's "HOT ZONE" for the virus and strongly urged compliance with Public Health Orders including social distancing, mask wearing, hand washing, limited gatherings and quarantining.

To date, San Pablo has **731** active COVID-19 cases (Rank: 5th in County); and **2,327** active COVID-19 cases (per 100K capita; Rank: 1st); with a total of **4** COVID-19 deaths (Rank: 8th) *Source:* <https://www.coronavirus.cchealth.org/dashboard>

See video of press coverage: <https://www.youtube.com/watch?v=sa9UEOre3WM&feature=youtu.be>

Guidance for Employees on Potential COVID-19 Exposure and Reporting to Work

All current City employees are now required to be ever more responsible and vigilant on the wearing of cloth face coverings (except for first responders and other employees who are required to wear protective equipment as part of their duties) when reporting physically to all City Offices. Combined with physical distancing of at least 6 feet and frequent hand washing, these measures may reduce the risk of transmitting COVID-19 when in public and engaged in essential activities by reducing the spread of infectious particles into the air. **Unfortunately, this is NOT ENOUGH!**

Potential COVID-19 Exposure at Home

If you suspect an immediate family member with whom you live or have come in contact recently has been exposed or tested positive for the virus - - **PLEASE DO NOT REPORT TO WORK!**

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Mandatory Employee Reporting

In an effort to ensure the safety and wellness of all City employees, please contact your immediate supervisor if you suspect a potential exposure of COVID-19 outside the workplace – No exceptions! **If you cannot reach your immediate supervisor, please contact your Department Director and HR staff immediately and await additional guidance and instructions. Please report via phone or email. DO NOT enter the workplace to report.**

Employees need to act responsibly if you believe that you have been potentially exposed to COVID-19 outside the City workplace. If not reported immediately, you bring the risk of exposing other City employees with whom you come in contact at City workplaces, which may cause a detrimental 'domino effect' of potential exposures to other City employees.

When these situations arise, and a potential exposure occurs in a City workplace, other City employees may be potentially exposed. As a result, the City must take immediate protective measures to disinfect areas/offices, direct those subject employees to get immediately tested for COVID-19, and to isolate/quarantine employees for a specific duration of time. These are costly and impactful endeavors to the City which result in the implementation of necessary protective actions and measures when City services are already limited to the public by the current County SIP Orders in effect. Finally, since there is still much uncertainty about the transmittal of COVID-19, these incidents are very disruptive to the personal lives of your fellow co-workers.

Potential Disciplinary Action

The City of San Pablo is operating under a **MAJOR** public health crisis in West County. Therefore, **effective immediately**, all City Departments are subject to these new COVID-19 guidelines which must be followed by all City employees. If City employees are found regularly not complying with mandatory mask coverings, not practicing social distancing at all times in the City workplace, or not following reporting requirements properly in the event of a potential COVID-19 exposure, you may be subject to potential disciplinary action.

It is our sincere desire to maintain a City workplace that is free from any public health and safety impacts. At this time, I ask for all City employees to adhere to these new guidelines. Our health and our lives literally depend on all City employees acting consciously and responsibility due to this public health crisis. If you should have any concerns or questions regarding these guidelines, please contact Alicia Southern, Human Resources Manager at: (510) 215-3002, or via email at: AliciaS@sanpabloca.gov

Thank you in advance for your assistance in protecting our City workplace.

Approved:

Matt Rodriguez
City Manager

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