




CITY OF SAN PABLO  
City of New Directions



## MEMORANDUM

**DATE:** August 4, 2021

**TO:** ALL CITY EMPLOYEES

**FROM:** Matt Rodriguez, City Manager / Director of Emergency Services  
Charles Ching, ACM / Director of Emergency Services (Acting) 

**RE:** **CORONAVIRUS COVID-19 UPDATE AND MODIFIED CITY OPERATIONS PLAN (V13; Issued: 08/04/21)**

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The City remains committed to the health and safety of its employees and the San Pablo community throughout this COVID-19 pandemic beginning with the City Council's Declaration of a Local Emergency in March 2020. Unfortunately, in part due to high contagious variants like the Delta variant and stagnating vaccination rates, there are recent increases in COVID-19 cases and hospitalization rates state-wide, in Contra Costa County and in the San Pablo community per State and Contra Costa County Health Services data. In addition, there has been an increase in COVID-19 cases and exposures among City employees that require the City to follow stricter Cal-OSHA requirements related to masking, social distancing for at least 30 days to reduce COVID-19 exposures.

Accordingly, the City Manager/Director of Emergency Services hereby mandates changes to the following:

- **Compliance with Cal-OSHA Emergency Temporary Standards (ETS);**
- **Mandatory Submission of COVID-19 Employee Vaccination Form; and**
- **Postponement of Phase II to September 15, 2021 in City's Adopted Welcome Back Re-Opening Plan**

### **I. COMPLIANCE WITH CAL-OSHA EMERGENCY TEMPORARY STANDARDS (ETS)**

**Effective August 3, 2021,** due to recent COVID-19 outbreaks the City of San Pablo must now comply with more stringent regulations in the Cal-OSHA regulations/ETS standards pursuant to Title 8 General Industry Safety Orders, as follows:

- Face masks indoors and outdoors (6 feet or closer to another person) regardless of vaccination status, unless actively eating or drinking or alone in a room; and
- Physical distancing indoors and in City vehicles.

These requirements are in place for **at least 30 days**, and will be evaluated and or changed at the discretion of the City. Employees shall assume that these requirements apply until written notification is provided by the City Manager's Office.

## **II. MANDATORY SUBMISSION OF COVID-19 EMPLOYEE VACCINATION FORM**

**Effective immediately**, all City employees:

- Are required to complete and submit a the COVID-19 Employee Vaccination Status Form. **THIS IS MANDATORY REQUIREMENT.**
- If an employee's vaccination status changes (e.g. employee becomes vaccinated), employee is required to notify HR Manager Alicia Southern within 3 working days of the first and second (if applicable) vaccine shots, and provide proof of COVID-19 vaccination.

Under the Cal-OSHA regulations, the City as a public employer has the right to know the current vaccination status of all City employees to implement appropriate public health and safety safeguards and operations to ensure the public health and safety of all City employees and those with whom City employees come in contact such as members of the San Pablo community. Individuals who check the "decline to state" box will only be considered unvaccinated.

Any information provided on the form is HIPAA and California Confidentiality of Medical Information Act-protected and confidentiality is maintained at all times with regard to obtaining each individual employee's current vaccination status.

*Additional guidance and employee requirements on COVID-19 Employee Vaccination Status may be revised by the City Manager/Director of Emergency Services once U.S. Federal Food and Drug Administration (FDA) approval is released for all applicable COVID-19 vaccinations issued for medical use in the U.S.*

## **III. POSTPONEMENT OF PHASE II TO SEPTEMBER 15, 2021 IN CITY'S ADOPTED WELCOME BACK RE-OPENING PLAN**

The City's Welcome Back Re-Opening Plan was approved via City Council Resolution #2021-093 on July 6, 2021. However, for the reasons set forth above, the City

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Manager/Director of Emergency Services hereby makes the following revisions to the City's Welcome Back Re-Opening Plan shown in italics type below. In summary, the Phase Two implementation is postponed until **September 15, 2021** so that the current Phase One requirements remain in place (e.g. all staff to City Hall offices on a fixed schedule a minimum of two days per week or as approved by the Department Head – SPPD on different schedule). These revisions are **effective immediately**.

The City's Essential Services/Governmental Functions under the Revised Modified Operations Plan are still in effect until further revised by the City Manager/Director of Emergency Services for applicability to local governmental essential services.

Should you have any concerns or questions regarding this information, please contact me directly at (510)215-3016, or via email at: [MattR@sanpabloca.gov](mailto:MattR@sanpabloca.gov), or Assistant City Manager/Emergency Services Director (Acting) Charles Ching at (510) 215-3031, or via email at: [CharlesC@sanpabloca.gov](mailto:CharlesC@sanpabloca.gov).

Thank you for your time and consideration.

Stay safe and healthy!

cc: San Pablo City Council  
Executive Leadership Group