



CITY OF SAN PABLO
City of New Directions



MEMORANDUM
CITY MANAGER'S OFFICE
1000 Gateway Avenue
San Pablo, CA 94806

DATE: August 24, 2021
TO: ALL CITY EMPLOYEES
FROM: Matt Rodriguez, City Manager / Director of Emergency Services
RE: CORONAVIRUS COVID-19 UPDATE AND MODIFIED OPERATIONS PLAN (V14; Issued: 08/24/21)

PLEASE READ IMMEDIATELY

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 highly 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 CalOSHA requirements related to masking and social distancing to reduce COVID-19 exposures.

In the recent weeks, Contra Costa Health Services (CCHS) released several new health orders which have required among other things to date:

1. Requiring masks for all individuals, regardless of vaccination status when indoors in public settings.
2. Requiring workers in health care settings to be fully vaccinated or receive their second dose by September 30, 2021.

3. Directing hospitals, skilled nursing facilities, and intermediate care facilities to verify that visitors are fully vaccinated or have tested negative for COVID-19 in the prior 72 hours before indoor visits.
4. Requiring first responders to verify they are fully vaccinated by September 17, 2021 or test weekly for the virus.

FDA Approval of Pfizer COVID-19 Vaccine

On August 23, 2021, the U.S. Food and Drug Administration granted full approval of the Pfizer/BioNTech Covid-19 vaccine. The scientific data continues to support vaccination as the most effective means to stop the spread of COVID-19 and its variants, including protecting children who cannot be vaccinated at this time, as well as adults who are directed by a health care professional not to obtain the vaccine due to a medical condition.

To align with stricter guidelines set by the County, the City is requiring the following measures be taken by all City employees until further notice:

1. **Unvaccinated Employees.** Effective September 1, 2021, employees who are unvaccinated (not completed the vaccine series Pfizer / Moderna two-dose, or Johnson & Johnson single-dose), or choose not to reveal their vaccination status will be required to do the following:

Undergo at least weekly City-paid COVID-19 test. The City will provide more details on the testing procedures, but will pay employees for the time spent being tested. Employee must submit each proof of testing and the negative test result to Human Resources immediately. It is the employee's responsibility to schedule testing appointments. Failure to take a test or submit proof of test will result in:

- a. Use of personal leave bank until the test is taken; and
 - b. Discipline as any pre-pandemic safety violation, up to and including termination.
2. **Positive COVID-19 Test.** As has been the requirement, all employees who test positive for COVID-19 must notify the HR Manager Alicia Southern of a positive test immediately.
 3. **Change in Vaccination Status.** If an employee's vaccination status changes (e.g. unvaccinated 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 to submit proof of COVID-19 vaccination status Form).

Failure to comply with these requirements – and all directives of the City Manager/Director of Emergency Operations – is grounds for discipline up to dismissal.

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Additional regulations or mandates may be required by the federal government, State of California Department of Public Health and/or Contra Costa County Health Officer that would be applicable to local governmental workers.

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, or Assistant City Manager/ Charles Ching at (510) 215-3031, or via email at: CharlesC@sanpabloca.gov.

Thank you for your time and consideration and stay safe.

Sincerely,



Matt Rodriguez,
City Manager/Director of Emergency Services

Attachments: None

cc: San Pablo City Council
Executive Leadership Group