



# Policy and Protocols for Social Distancing And Individual Responsibility in the Workplace

## **I. Preamble**

The purpose of the California Occupational Safety and Health Act of 1973 is to assure safe and healthy working conditions for all workers. (Labor Code § 6300, et seq.)

The Centers for Disease Control and Prevention (“CDC”) recommends social distancing, also referred to as physical distancing, to reduce the spread of SARS-CoV-2, the virus that causes COVID-19 (hereinafter “the virus that causes COVID-19”). The virus that causes COVID-19 spreads primarily when people come into close contact (within about 6 feet) with each other for a prolonged period (approximately 10 minutes or more). Such spread happens when an infected person coughs, sneezes, or talks, and respiratory droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of the virus that causes COVID-19.

The City of Oakley therefore implements this Administrative Policy and Protocol for Social Distancing and Individual Responsibility in the Workplace for the protection of all employees, their families, and the public we serve.

## **II. Statement of Policy**

The purpose of this policy is ensure the health and safety of working conditions for all City of Oakley employees through adherence to social distancing and cleaning and disinfecting principles and best practices. Ensuring healthy and safe working conditions and the health and safety of employees is a business necessity for the City of Oakley.

## **III. Compliance**

The City of Oakley will fully and faithfully comply with any and all applicable laws, including, but not limited to, the Americans with Disabilities Act (“ADA”), the Rehabilitation Act of 1973, the Fair Employment and Housing Act (“FEHA”), and the California Confidentiality of Medical Information Act (“CMIA”) in the administration of this policy and associated protocol.

## **IV. Policy**

### **Scope of Coverage:**

This policy will apply with equal force to all City of Oakley employees as preventing the transmission of the virus that causes COVID-19 in the workplace is reasonably related to all City of Oakley jobs.

### **Effective Date:**

This policy shall be effective immediately and shall remain in effect until employees are advised that the policy is no longer operative due to the end of the present public health emergency.

### **Reduction of In-Person Employee Headcount at Any Given Time:**

To reduce the spread of the virus that causes COVID-19, the City Manager is authorized to allow, encourage, or require remote work as appropriate for any given employee or class of employees. Employees may be required, for example, to work remotely one day and report to the workplace the next. The City Manager is further authorized to implement flexible, or staggered work hours, including staggered breaks, as needed.

### **Minimum Spacing of Six Feet:**

Employees and members of the public entering and using City of Oakley facilities must maintain a minimum physical distance of six feet between themselves and any other person at all times. While on duty at any City of Oakley facility, employees must also minimize exposure to and contact with others.

To the extent that existing arrangements of workstations or furniture, including in break rooms or lunchrooms, do not provide for adequate spacing, they must be rearranged to provide for such spacing. If furniture cannot be rearranged to allow for adequate spacing, seats or desks that would encroach on the six-foot distance must be clearly marked as prohibited for use.

Entry to any City of Oakley facility must be limited to a number of people that can easily maintain, at all times, a minimum six-foot physical distance from others, except as necessary to complete the business for which the person is at the facility.

Where employees and members of the public form lines for products or services, such as at a public counter, appropriate markings must be placed at 6-foot intervals to indicate where

employees and/or members of the public should stand while waiting in order to provide adequate spacing. Persons who are family members or household contacts, may stand or move together, but must be separated from others by a physical distance of at least six feet.

Employees are prohibited from engaging in handshakes, hugs, or any other unnecessary physical contact with any person at all times while on City of Oakley premises or otherwise while on duty outside of their home (telework) workspace.

**Physically Distanced Meetings Only When Necessary:**

Where feasible, in-person meetings must be replaced with other means of communication, including but not limited to telephone calls, e-mails, or videoconferences. Non-essential meetings should be canceled or postponed. Staff meetings normally held in meeting rooms or shop settings should take place outside when physical distancing is not practicable in the usual space.

If an in-person meeting is held, it must take place in a conference room or other space that allows the participants sufficient space to maintain the minimum spacing of six feet. After a conference room is used for a meeting, the conference room must be cleaned and disinfected in accordance with the City of Oakley's Cleaning and Disinfecting Policy before it can be used again. This includes, but it is not limited to, requiring that all employees who attended the in-person meeting clean and disinfect the space they occupied during the meeting (*e.g.*, their chair, area of the conference table at which they sat) using City of Oakley provided sanitizing supplies, as described below.

**Social Visits to be Avoided:**

Employees should refrain from unnecessary social visits to other employees' workstations.

Employees should refrain from congregating in confined spaces, such as lunch or break rooms.

If socializing cannot be avoided, employees must observe the requirement that they maintain a minimum physical distance of six feet between themselves and any other person at all times.

Employees are prohibited from permitting social visitors (visitors who are not on official business) into any non-public areas of any City of Oakley facility. When and where such social visits do occur, employees must maintain the minimum spacing of six feet at all times. Employees may socialize with visitors who are not on official business outside the workplace (*e.g.*, an employee may go to lunch with their spouse off-site.)

## **Wearing of Facial Coverings:**

Members of the public who enter a City of Oakley facility must wear a face covering during their time in the facility.

Employees working at a City of Oakley worksite must use cloth face coverings when working in open or shared workspaces.

A “cloth face covering” is a material that covers the nose and mouth. It may be secured to the head with ties or straps or simply wrapped around the lower face. It may be made of a variety of materials, such as cotton, silk, or linen. Acceptable cloth face covering options include, but are not limited to:

- Bandana;
- Neck gaiter;
- Homemade face covering;
- Scarf; and
- Tightly woven fabric, such as cotton t-shirts and some types of towels.

A cloth face covering that no longer covers the nose or mouth; has stretched out or damaged ties or straps; cannot remain securely attached to a person’s face; has holes or tears in the fabric; and/or obstructs an employee’s vision do not comply with this policy. An employee or member of the public must immediately replace their face covering under these circumstances or leave the facility.

Use of a surgical mask or N95 respirator is not required, but employees who choose to do so are in compliance with this policy as long as the surgical mask or N95 respirator is in good condition and can remain securely attached to the employee’s face.

## **Hand Washing:**

Employees are expected to wash their hands (for a minimum of 20 seconds), or use hand sanitizer when a sink is not available, after any of the following activities: using the restroom, sneezing, touching the face, blowing the nose, cleaning, sweeping, mopping, smoking, eating, drinking, entering or leaving the facility, going on break, and before and after their work shift.

## **Provision and Use of Sanitizing Supplies:**

Hand sanitizer (at least 60% ethanol or 70% isopropanol), soap and water, or effective disinfectant must be made available near the entrance of any City of Oakley facility and in other appropriate areas for use by the public and employees, and in locations where there is high-frequency employee interaction with members of the public (e.g., cashiers.) Effective disinfectants, such as disposable wipes, should be provided so that commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, staplers, copiers, other work tools and equipment) can be wiped down by employees before each use. Tissues and no-touch disposal receptacles must be placed at locations where they can be easily accessed by employees and members of the public.

It is each employee's responsibility to use these wipes and other supplies to sanitize every surface they touch after each use, except those in an employee's own private office space, including but not limited to doorknobs, tables, desk and counter tops, chairs, copiers, printers, books/binders, refrigerators, microwaves, coffee makers, file cabinets and shelves, shared computers, phones, tools, and other equipment. It is further each employee's responsibility to similarly sanitize their own office at the end of their work day or before that space is shared or used by any other person (e.g., an employee must wipe down all surfaces in his or her office before allowing another person to enter for a meeting).

Any items handled by public visitors to any City of Oakley facility, including, but not limited to, visitor badges, clipboards, or pens, must be taken out of circulation after each use and not be used again until wiped down with effective disinfectants in accordance with this policy.

## **City of Oakley Vehicles:**

Wherever feasible, City of Oakley vehicles should be occupied by only one person. If two employees are required for a task in the field, they should ride in separate vehicles. If sharing a vehicle cannot be avoided, employees should wear their face coverings while in the vehicle. City of Oakley vehicle door handles, seatbelts, seats, and steering wheels must be sanitized before each use of the vehicle. A bottle of sanitizer must be placed in each City of Oakley vehicle and replaced or refilled when empty.

## **Remote Public Access to Meetings**

Members of the public wishing to attend open session meetings of the City Council may do so remotely. Information regarding how to attend remotely will be posted on the City of Oakley website.

**Required Posting and Distribution:**

Signs must be placed at conspicuous places at all public entrances that instruct members of the public not to enter if they are experiencing symptoms associated with COVID-19 (*e.g.*, cough, shortness of breath or difficulty breathing, and/or more of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, or any other symptom associated with COVID-19 identified by the CDC), The signs must also instruct persons who are not experiencing these symptoms and who can enter the facility that they are to wear face coverings and maintain six feet of distance between themselves and others while inside.

**SOCIAL DISTANCING AND INDIVIDUAL RESPONSIBILITY POLICY  
ACKNOWLEDGEMENT OF RECEIPT**

My signature below acknowledges that I have received a copy of the Policy and Protocols for Social Distancing and Individual Responsibility in the Workplace. I understand and agree that it is my responsibility to read and familiarize myself with the provisions of this document, to follow the established safety procedures, and to adhere to safe work practices.

Furthermore, I understand that it is my duty as an employee of the City of Oakley to immediately report any workplace safety concerns to my supervisor or other responsible department management staff.

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**Signature**

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**Printed Name**

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**Date**