

COVID-19 Guidance**1.3.9****PURPOSE**

The Centers for Disease Control and Prevention (CDC) and State/County Public Health Departments continue to monitor the respiratory illness (COVID-19) caused by a coronavirus (SARS-CoV-2). All individuals and entities must continue to comply with the orders of the Santa Clara County Public Health Officer, any mandatory guidance issued by the California Department of Public Health, and mandatory orders of the Governor or a State agency (such as Cal/OSHA), or any other mandatory provisions of State law.

The purpose of this document is to consolidate information relevant to COVID-19 and to provide guidance to City employees.

It is recognized that this is an evolving situation and this guidance will be updated as needed.

SCOPE OF APPLICATION

This guidance is applicable to all City employees.

AUTHORITIES AND RELEVANT POLICIES

Santa Clara County Public Health Office:

<https://publichealth.santaclaracounty.gov/diseases/covid>

- California Department Health:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCoV2019.aspx>

- Disaster Service Workers Policy:

<https://www.sanJoseca.gov/home/showdocument?id=17859>

- Discrimination and Harassment Policy:

<https://www.sanJoseca.gov/home/showdocument?id=17863>

- Code of Ethics: <https://www.sanJoseca.gov/home/showdocument?id=17849>

GUIDELINES**1. State/County Public Health Guidance**

The State/County of Santa Clara Public Health Departments continues to monitor COVID-19 and will issue updated guidance regarding the most effective tools and measures in preventing COVID-19 and its harms, on an as needed basis.

2. Employees Who Develop Symptoms Consistent with COVID-19

Employees who develop [symptoms](#) consistent with COVID-19 shall not report to work and shall follow the appropriate call-in procedures established within their respective workgroups. Employees who are symptomatic should use their available sick leave, and then other available leaves thereafter if sick leave is exhausted.

Employees who report for work and are symptomatic during the course of their work shift will be asked to go home and use sick leave, then other available leaves thereafter will be used.

Employees who are symptomatic are recommended to test immediately. Employees may work remotely during this time, if able.

COVID-19 Guidance**1.3.9**

Departments should contact HRsafety@sanjoseca.gov for additional guidance.

3. Employees Who Have Been Exposed to COVID-19

Should an employee learn that someone they have associated with, including household members, has tested positive for COVID-19, they shall notify their departments of this information and shall not report to work if they are exhibiting symptoms until they have been cleared for onsite work by their Department Safety Liaison.

Employees experiencing symptoms will be required to test immediately. If an employee tests positive, they will be required to comply with the [California Department of Public Health](#). Employees may work remotely during this time, if able.

Employees who are not experiencing symptoms should test after day 5 from their exposure and are recommended to wear a mask while indoors for 10 days when around people at higher-risk of severe COVID-19.

Departments should in turn notify HRsafety@sanjoseca.gov for additional guidance.

4. Employees Who Test Positive for COVID-19

Should an employee experiencing COVID-19 symptoms test positive for COVID-19, including an at-home test, they shall not report to work, or shall leave work immediately if onsite, and shall notify their department, including providing a copy of their positive test result.

Symptomatic employees who test positive for COVID-19 will be required to stay home until they are fever free for 24 hours (without using fever reducing medication) and other COVID-19 symptoms are mild and improving, per [California Department of Public Health's Isolation Guidelines](#). Employees may work remotely during this time, if able.

Should an employee who is not experiencing any COVID-19 symptoms test positive for COVID-19, including an at-home test, they may continue to report to work and shall wear a mask for 10 days. Employees may remove their masks sooner than 10 days if they have two sequential negative tests at least one day apart.

Departments shall in turn notify HRsafety@sanjoseca.gov for additional guidance.

5. Workplace Safety Measures for Employees Who Are in the Workplace**a) Health Screenings**

Employees are required to self-screen for COVID-19 symptoms prior to reporting to onsite work. Employees shall not report to onsite work if they are experiencing COVID-19 symptoms unless they have received the clearance to do so.

b) Mask Recommendations

All City employees are strongly recommended to continue wearing masks while indoors or in vehicles with others, regardless of vaccination status. Acceptable masks include a

COVID-19 Guidance**1.3.9**

multi-layered cloth face covering, surgical mask, N95 or KN95 mask that cover the nose and mouth.

Employees who have tested positive for COVID-19 or who employees who have had close contact with someone who tested positive for COVID-19 will be required to wear a mask in accordance with [California Department of Public Health Guidelines](#).

Employees may bring their own multi-layered cloth face covering, surgical, N95, or KN95 masks for use while at work. Staff may also choose to wear a cloth face covering over a surgical mask as a method of improving fit. Other combinations of masks (e.g., multiple surgical masks or any mask in combination with an N95) are not recommended by the CDC. The only double masking combination allowed for City employees is a cloth face covering layered over a surgical mask.

Upon request, the City will provide one surgical mask per workday for all employees performing onsite duties, and will make available, for voluntary use, one N95 mask for every two onsite workdays. Masks will come with instructions on proper use, limitations and cleaning. Employees must remember to bring their City-issued mask (or their own) when reporting to work.

It is important to note that many job duties require personal protective equipment (PPE) such as an N95 mask. A surgical mask is not a replacement for an N95 mask or other PPE, and should be worn only when other PPE is not required.

For additional information, please visit: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/masks.html>.

For additional information on proper use and limitations of N95 masks, please visit: <https://www.dir.ca.gov/dosh/wildfire/n95EngSpan.pdf>.

c) Travel

The Center for Disease Control (CDC) recommends the following after returning from travel:

- Get tested if your travel involved situations with greater risk of exposure such as being in crowded places while not wearing a well-fitting mask or respirator.
- Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.

6. Disaster Service Workers

California Government Code, Title 1, Division 4, Chapter 8, Sections 3100 et seq., requires all public employees to provide disaster service activities as may be assigned to them by their superiors or by law. In addition to state law, the San José Municipal Code, Chapter 8.08 provides that the City Manager, while in the role of Director of Emergency Services, has the authority to require emergency services of any City officer or employee.

COVID-19 Guidance**1.3.9**

Employees may be required to do the following:

- a) Work in assignments based on the needs of the work unit and/or the City that may require employees to serve at locations, times, and in conditions other than their normal work assignment and/or schedule;
- b) Work in assignments outside the general scope of their typical duties and responsibilities. Employees will never be asked to perform any duty or function they are physically unable or unqualified to do; and
- c) Work for a supervisor, division, or department different from their normal work assignment.

Additional information is available in the City's [Disaster Service Workers Policy](#). All employees are to familiarize themselves with their responsibilities as described therein.

7. Compensation and Leave

Employees who are required to quarantine and/or are experiencing COVID-19 symptoms and are unable to work remotely, may use their accrued leave balances, including sick leave.

Employees who are unable to work for any other reason must request a [Leave of Absence](#).

8. Maintaining a Respectful Workplace

A person's risk for COVID-19 and vaccination status depend on a variety of factors. City employees must adhere to the City's [Discrimination and Harassment Policy](#) and the [City's Code of Ethics Policy](#), and shall treat all colleagues and members of the public with courtesy and respect. Discrimination and/or harassment of any kind will not be tolerated.

9. Recognizing the Signs and Symptoms of COVID-19

Like the flu and the common cold, COVID-19 is a respiratory illness. Typical symptoms include, but are not limited to: a fever, cough, difficulty breathing, muscle pain, new loss of taste or smell, and/or sore throat. A list of COVID-19 related symptoms can be found on the Center for Disease (CDC) [website](#). Symptoms can range from very mild to severe depending on the individual and other factors.

ADDITIONAL RESOURCES**1. Employee Assistance Program**

Situations such as this can cause a variety of emotions. The [Employee Assistance Program](#) was established to offer free, confidential counseling and professional assistance to benefited employees and their eligible dependents.

2. Workers' Compensation

If an employee tests positive for COVID-19 and believes they have contracted the virus while at work performing their usual and customary job duties, then the employee should file a claim for

COVID-19 Guidance**1.3.9**

Workers' Compensation benefits. Any such employee should report the claim immediately to their departmental supervisor and Workers' Compensation Liaison who will provide the employee with a Workers' Compensation Claim [Form DWC-1](#).

Please note that claims may be investigated for up to 90 days to determine work-relatedness. Any questions concerning Workers' Compensation benefits should be directed to the Health and Safety Division within the Human Resources Department.

3. External Resourcesa) Santa Clara County

- [Public Health Office](#)
- [COVID-19 Information](#)

b) Center for Disease Control

- [Centers for Disease Control and Prevention Website](#)
- [How to Protect Yourself and Others](#)

c) World Health Organization

- [Coping with Stress](#)
- [Helping Children Cope with Stress](#)

Approved:

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Date

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