



CITY OF ANAHEIM

Daily Health and Wellness Program (Interim Plan-June 15, 2020)

Daily Health and Wellness Program – A Program to help create a safe and healthy work environment for Anaheim Employees and the community we serve.

Purpose:

The Daily Health and Wellness Program set forth in this policy applies to all City of Anaheim employees effective June 15, 2020 and will terminate upon direction of the City Manager. The program is designed to maintain a safe and healthy workplace for all City employees during the COVID-19 crisis. This Program supplements the Illness and Injury Prevention Program COVID-19 Addendum, providing interim safety measures including appropriate use of face coverings, social distancing, hygiene standards, and other measures recommended by the Centers for Disease Control and Prevention and other public health authorities.

The program requires all employees to complete a three-step Daily Health and Wellness Self-Check process at the start of each work shift:

Step One: Verify that you do not have a fever. One of the most common signs of COVID-19 is a fever over 100.4. A fever (or feeling feverish) is usually a first sign of this and other diseases. Your temperature can easily be measured, either at home or when you arrive at work at your assigned wellness station. Wellness stations provided by the City will be equipped with a thermometer if you need to measure your temperature as well as appropriate infection control equipment and supplies.

Step Two: Review the list of Daily Health and Wellness Certification Questions:

1. Have you had a temperature of 100.4 or greater during the past 72 hours? (It is important for your own health to measure your temperature if you feel feverish whether on a working day or non-work day.)
2. Do you have now or have you had in the last 10 days:
 - a. a cough not related to an allergy or other known illness;
 - b. shortness of breath or difficulty breathing;
 - c. chills;
 - d. repeated shaking with chills;
 - e. muscle pain unrelated to physical exertion or injury;
 - f. an unusual or unexplained headache;
 - g. a sore throat; or
 - h. a new loss of taste or smell?
3. Have you tested positive for COVID-19 in the past 14 days?

Step Three: Follow the appropriate instruction below based on your work status and your answers to the Daily Health and Wellness Certification Questions:

1. If you are physically reporting to work, either:
 - a. If you answered "NO" to ALL Daily Health and Wellness Certification Questions (1 through 3 above) you must complete either:

- i. your department self-certification process attesting to the following:

“I confirm I do not have a fever and that I can truthfully answer “No” to each of the Daily Health and Wellness Certification Questions.”

Or

- ii. complete your department temperature screening process.

- b. If you identified any Daily Health Wellness Certification Question for which your answer is “YES”, you must notify your immediate supervisor, leave the worksite. You will be referred to Infectioncontrol@anaheim.net and a Fire Department Nurse will contact you (within 24 hours) with further direction. After leaving the worksite, you may work remotely, or use accrued leave balances. In the event you are experiencing severe symptoms, you should contact your personal physician.

2. If you are working remotely or staying home because you are ill, you are no longer required to complete the Daily Wellness Check. Please be prepared to complete the Daily Wellness Check certification form once you begin physically reporting to work.

The Daily Health and Wellness Check Program is a City safety rule, enacted to reduce the risk of transmission of COVID-19 in the workplace; as such, all employees must follow the rules set forth herein. (City of Anaheim Administrative Regulation 253.) In accordance with City of Anaheim Administrative Regulation 267, an employee who fails to abide by the rules of this program is in violation of the policy and is subject to disciplinary action.