



CITY OF ANAHEIM

Injury and Illness Prevention Program COVID-19 Addendum (Interim Plan-June 15, 2020)

City Plan

The City of Anaheim is committed to preventing exposure to Covid-19 in the workplace. By implementing the safety measures covered in this plan, each City of Anaheim department will be able to reduce the risk of COVID-19 related illnesses amongst staff.

Employee Training

The City shall provide training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, audiovisual and picture-centered handouts and other resources:

- What COVID-19 is and how is it spread
- Signs and symptoms of COVID-19
- When to seek medical attention if not feeling well
- Prevention of the spread of COVID-19
- Physical (social) distancing guidelines
- Importance of washing hands with soap and water for at least 20 seconds or use of hand sanitizer if soap and water are not readily available.
 - Hand washing should occur before and after using the toilet, eating, arriving and during work, after interactions with others, after contacting shared surfaces or tools, before and after wearing masks or gloves, and after blowing nose or sneezing.
- Methods to avoid touching eyes, nose and mouth
- Coughing and sneezing etiquette
- Safe use cleansers and disinfectants
 - Reading labels, wearing proper personal protective equipment (PPE), hazard review and steps to minimize harm to employees using those products.

Procedures to Help Prevent the Spread of COVID-19

A. Monitoring Employee Health Status:

Monitoring the health status of employees during the pandemic shall be a shared responsibility of management and employees. Health monitoring efforts shall include a number of possible options, depending on the availability of resources and Federal, State or County agencies recommendations or guidelines including:

- Daily self-reporting – employee submits reports of health status
- Daily health monitoring – City monitors employee health (may be combined with self-reporting)
- Observation of visible symptoms of COVID-19 infection
- Others as may become available and recommended by Federal, State or County authorities.

Employees shall be monitored for and shall self-monitor for onset of symptoms related to COVID-19 as determined by the Center for Disease Control (CDC) currently identified as:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

At first sign of development of such symptoms, an employee shall begin remote working, if available and approved, or take leave, either paid through available leave programs (including the Temporary Paid Leave Program in Response to COVID-19) or unpaid if no programs are available. An employee may return to the workplace following leave related to COVID-19 symptoms in accordance with the protocols set forth in the Temporary Paid Leave Program in Response to COVID-19.

Employees may continue to work remotely under the Temporary Telecommuting Policy with the approval of and within the parameters determined by their department head or designee. In the event that an employee believes he/she has a health or childcare need for accommodation through continued remote working beyond the authorized time period, he/she should notify the supervisor and Human Resources.

In the event that limited remote work capabilities exist in a department or division, employees in high risk of transmission categories identified by the CDC, those with certified eligibility for EFMLEA leave and those who have been directed to quarantine shall have first priority for remote working accommodations. In no instances shall an employee be mandated to remote work based on protected status under federal or state law.

The City implemented and requires compliance with the Daily Health and Wellness Check Program established in a separate policy.

B. Requiring employees to notify City of positive test result

Employees are required to report to the City if they receive notice they have tested positive for COVID-19. Upon receipt of notice that an employee has tested positive for COVID-19, the designated point of contact at the City will provide required notice to Orange County health officials and follow direction by such officials for post-notification action.

C. Implementing effective cleaning, disinfecting and sanitary procedures

1. Each City Department will work with Public Works to establish a routine schedule, beyond the normal cleaning schedule and process, to clean and

disinfect common surfaces and objects in the workplace. This includes but is not limited to: Door handles, knobs, elevator buttons, handrails, faucets, doorbells, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, pool automobiles – inside and out, and trash cans. Under most circumstances, cleaning and disinfecting personal work surfaces should occur daily by the employee. This includes but is not limited to: Tools, machinery, copy machines, containers, counters, desks, computer keyboard, mouse, phones, tables, chairs, personal barriers, and benches. Vehicles assigned to employees shall be cleaned and disinfected by the employee. Supplies will be provided by the City for daily interior disinfection and the vehicle can be taken to carwashes under contract with the City.

2. The process of disinfecting includes providing disinfecting products, appropriate PPE required for employee's safe use along with review of manufacturer instructions for proper use.
3. Staff should wash their hands hourly where feasible, and after removing disposable gloves.
4. The process of disinfecting also includes, where feasible, admitting abundant sunlight into the building environment as a mitigation strategy. Blinds and shades should be opened when they are not needed to manage glare, privacy, or other occupant comfort factors.
5. Assigned staff will check restroom facilities frequently and to ensure they are clean and sanitary. Staff will clean/disinfect commonly touched objects in the restrooms such as handles, stall doors, buttons, dispensers, etc. as usual. Disposable latex gloves will be worn at all times while cleaning the restrooms. After gloves are removed, staff should immediately wash or disinfect their hands thoroughly. Face coverings shall be worn throughout the cleaning procedure and face shields are required to be worn over face coverings if hosing down restroom surfaces. Assigned staff shall ensure that all hygiene and handwashing supplies are re-stocked regularly.
6. An employee assigned to resupply drinking water for employees working outdoors (i.e. Coolers) must wear latex gloves when refilling or handling the coolers.
7. Water coolers and spigots shall be sanitized frequently by the Division or Unit utilizing the water source.

D. Establishing and Maintaining Social Distancing

Social distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet. Engineering and administrative controls will be utilized to maintain appropriate social distancing. Engineering controls include plastic or plexiglass shields or other barriers and ventilation. Administrative controls include: enabling sick workers to stay home, work from home policies, minimizing contact among workers and the public, and the installation of soft barriers such as tables, ropes, signs, and floor marking to maintain social distancing.

Employees are encouraged to practice social distancing:

- Before starting the work shift
- During the work shift
- After the work shift
- Coming and going from vehicles to the office or worksite
- Entering, working and exiting physical buildings or other structures
- During breaks and lunch periods
- When doing work activities including using various tools

The City will endeavor to ensure social distancing through the following measures:

- Teleconferencing will be implemented where feasible
- Only two people are permitted in elevators at one time
- Implementation of staggered break and lunch times, and spread out breakroom chairs
- Limit crew size by staggering or increasing the number of work shifts and locations
- Mark the floor so that public and those accessing City services stay 6 feet apart while waiting in lines or in lobbies
- Limit the number of employees gathered at the start of the shift, or in briefings, lineups, meetings or trainings in order to allow them to spread out
- Install engineering controls such as Plexiglas screens, or other physical barriers, or spatial barriers

E. Limiting Non-Essential Visits and Travel

- Departments shall transition to on-line services and meetings to the extent possible.
- Departments shall determine appropriate protocols for public interactions to limit in person interactions to the extent possible
- Departments shall limit travel in City vehicles requiring multiple employees in one vehicle to the extent possible. Employees shall be instructed on appropriate social distancing and hygiene practices for shared vehicle travel.
- All non-essential and non-related services, such as social or recreation gatherings, shall be eliminated except on approval by the appropriate department head.
- Air travel for conferences and other meetings shall be eliminated except on approval by the appropriate department head.

F. Providing Personal Protective Equipment and Face Coverings

- During general coworker/public interactions and while in or moving through common areas such as hallways, breakrooms, and restrooms, employees must wear washable face coverings. Eye protection is not necessary in general, but recommended.
- If required based on job assignment and issued by the City, employees shall utilize appropriate PPE issued.

- For staff working at homeless shelters, surgical masks and eye protection are required. Gowns are not necessary unless staff is dealing with sick or potentially sick individuals.
- For staff working in skilled nursing facilities a surgical mask or N-95, and eye protection is required. A gown is not necessary unless staff is dealing with sick or potentially sick individuals.
- Police and Fire staff should refer to their respective communicable disease and aerosol transmissible disease policies for additional PPE requirements.

G. Providing notification of risk of exposure in a City facility

The City shall post notice at all City facilities of the possible risk of encounter an INDIVIDUAL EXPERIENCING POSSIBLE INFECTIOUS STAGES OF COVID-19.

The purpose of the notice is to remind employees to maintain vigilance against risk of transmission. Employees are directed to practice all transmission mitigation protocols set forth in this policy and as may be directed in the future regardless of whether an infected or symptomatic individual is known to have been within a City facility.

Notices shall include the following advisories:

1. All employees are encouraged to conduct themselves in City facilities with an understanding that either they individually or any person they encounter in this facility is potentially in an infectious stage of COVID-19. Individuals not experiencing or showing any symptoms can be in the infectious stage of the disease and may spread the virus. For this reason, at the direction of the City Manager and in compliance with Orange County Health Officer's Orders & Recommendations, employees shall be required to wear a cloth face covering at any time they are in common area or public areas of City facilities and offices, or interacting with members of the public. In addition, employees are required to maintain social distancing standards, and practice other appropriate transmission mitigation protocols throughout the workday.
2. In the event that a City employee is known to have interacted in the workplace with an INDIVIDUAL EXPERIENCING POSSIBLE INFECTIOUS STAGES OF COVID-19 in a manner that meets Federal, State or County requirements for direct notification, the City will work with appropriate authorities to ensure that the employee is appropriately notified.

H. Providing direct notification to employees of possible exposure to COVID-19

The City will follow Orange County Health Agency directives on providing direct notification to employees of possible exposure in the workplace.

I. Cleaning of Work Areas after notification of possible exposure to COVID-19

The City will implement a cleaning/disinfecting response when an employee reports a confirmed or suspected diagnosis. This will include the appropriate level of response based on the completion of a hazard assessment. The response may

involve a temporary closure of the work area, appropriate cleaning, or deep cleaning of the affected areas.

Any person cleaning the area should be equipped with proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products, and will use a cleaning agent approved for use by the EPA against coronavirus.

Responsibilities

This program applies to all City of Anaheim departments, operations and employees.