

COVID-19 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 West Hollywood (“City”) therefore implements these Protocols 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 Protocols

The purpose of these protocols is to ensure healthy and safe working conditions for all City employees through adherence to social distancing and supplemental 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. There are recommendations also for signage, preventing crowds from gathering, preventing unnecessary contact, and, if feasible, workplace reorganization.

III. Compliance

The City 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 these protocols.

IV. Protocols

Scope of Coverage:

These protocols will apply with equal force to all City employees, contractors, visitors and other non-employees, as preventing the transmission of the virus that causes COVID-19 in the workplace is reasonably related to all City jobs.

Effective Date:

These protocols shall be effective immediately upon adoption and shall remain in effect until the City advises employees that these protocols are no longer operative due to the end of the present public health emergency.

Reduction of In-Person Employee Headcount at any Given Time:**(a) *City's Responsibilities:***

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 group 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.

Physical Workplace Modifications:**(a) *City's Responsibilities:***

The City will evaluate each City building or facility to determine the practicability and adherence to these protocols. The City will:

- Designate separate routes for entry and exit into City facilities to lessen the instances of people closely passing each other.
- Modify common areas to ensure appropriate social distancing, including staff areas and visitor waiting areas to ensure the minimum distance of six feet.
- Remove extra seating in the lobbies/reception areas.
- Space or modify public counter stations to ensure proper social distancing.
- Install protective guards to ensure that when business is being transacted, appropriate safety measures are in place. The guards shall be of sufficient dimensions to limit the spread of airborne droplets and shall be of proper width and length to accommodate all individuals. The guards should allow papers and other items to be passed under them with minimum exposure/opening.
- Install protective guards to ensure proper social distancing for on-site security guards.
- Evaluate floorplan layouts to determine:
 - Allowable occupant loads at one time in each City facility.
 - Allowable occupant loads by floor or wing in each City facility.
- Allowable occupant loads in all City facilities including conference rooms, elevators, restrooms, copy/supply rooms, kitchen/kitchenettes and public areas, and in accordance with the 10-person maximum gathering rule or as specified by the CDC.
- Remove extra chairs in conference rooms, in alignment with updated occupancy capacity, and readjust seating positions to ensure the minimum distance of six feet.
- Space and/or modify workstations and desks to ensure the minimum distance of six feet from normally positioned seating configurations. Remove chairs, monitors,

and other office equipment to prevent unoccupied workstation use.

- Remove extra chairs in workstation areas and offices.
- Reconfigure workplaces to allow for proper ingress/egress.
- Place “Please Wait Here” decals at all locations where public queuing is formed to indicate where public must stand to ensure the minimum distance of six feet.
- The City will limit the number of people in City facilities at one time.
- Install temperature check stations at all City building entrances using either infrared or thermographic imaging thermometers.
- Post signs at all City facility entrances stating that entry is prohibited if someone is experiencing COVID-19 symptoms, and that all who enter are required to social distance and wear a face covering at all times (except while alone in an office with a closed door or while eating or drinking during break time).

Recommended Minimum Spacing of Six Feet

(a) Employee Responsibilities:

- Employees, prior to entering a City facility, shall get their temperature checked using an infrared or thermographic imaging thermometer. All employees must queue for entry along the designated “Please Wait Here” decals.
- Employees entering and using City facilities must maintain a minimum physical distance of six feet between themselves and any other person at all times. Exceptions include when an employee may momentarily approach within the six-foot limit to process payments, deliver goods or services, temporarily cross paths, or as otherwise necessary.
- While on duty at any City facility, and to the extent practical, employees must minimize exposure to and contact with others. Employees must not engage in handshakes, fist bumps or hugging while on City premises.
- Employees must make someone aware if they are getting too close.
- Prior to approaching other people whose face coverings, you do not see and/or may need to be adjusted, including co-workers, employees must announce themselves/get the attention of the other person from a distance to allow time for the other person to move or adjust their face covering if necessary.
- Employees must not use furniture that cannot be rearranged to allow for adequate spacing. Do not occupy seats or desks that would encroach on the minimum distance of six feet.
- In settings where multiple individuals may share one computer or other equipment, employees must use the sanitation supplies before and after each use.
- Unless the only other transportation option is public transportation, employees should avoid carpooling with any persons other than persons living in the same household.
- An employee who uses a City vehicle should use the same vehicle during—the entirety of the employee’s shift and, if assigned a designated vehicle, avoid shared use of that vehicle.
- When feasible, multi-person activities should be limited.
- Employees must not congregate in interior spaces unless a minimum distance of six feet from other individuals can be maintained, and employees shall never

congregate where there are more than 10 individuals.

- Employees must not engage in social visits to other employees' workstations and may only approach others' workstations to conduct official City business if such business cannot be conducted in another manner (i.e., by phone, email, etc.).
- Employees must not permit social visitors (visitors who are not on official business) into any non-public areas of any City facility. When and where such social visits do occur, employees must maintain the minimum distance of six feet.
- Discontinued until further notice: food for sharing and distribution.

(b) Visitors Responsibilities:

- The City offers remote meeting services and encourages all members of the public ("visitors") to consider using these tools to conduct all business transactions to reduce the spread of the virus that causes COVID-19.
- For business transactions and meetings that require visiting a City facility in-person, the City requires the following:
 - Visitors are required to wear a face covering.
 - Visitors, prior to entering a City facility, shall get their temperature checked using an infrared or thermographic imaging thermometer. All visitors must queue for entry along the designated "Please Wait Here" decals.
 - Visitors entering and using City facilities must maintain a minimum physical distance of six feet between themselves and any other person at all times. Exceptions include when visitors may momentarily approach a City employee to process payments, deliver goods or services, temporarily cross paths, or as otherwise necessary.
 - Visitors must schedule their appointment to a City facility in advance with the online reservation tool or by phone. Late arrivals (more than 15 minutes) must reschedule their appointment.
 - Visitors are not allowed to bring food for sharing.
- The City will limit the number of people in City facilities at one time.
- Once inside a City facility, visitors must queue along the designated "Please Wait Here" decals. Persons who are in the same household may stand and move together in the queue but must be separated from others by a physical distance of at least six feet. For meetings and any other visitor activities, the visitor shall be able to meet with the City employee after they checked in and entered the building.
- Visitors are encouraged to use the touchless hand sanitizer units near the entrance of all City facilities.
- Discontinued until further notice: food for sharing and distribution.

(c) Field Employees Responsibilities:

- Field employees must maintain a minimum physical distance of six feet between themselves and any other person at all times. Exceptions include when employees may momentarily approach another individual to process business transactions, deliver goods or services, temporarily cross paths, or as otherwise necessary.

- Field employees are required to wear a face covering at all times except while alone in an office with a closed door or while eating or drinking during break time.
- The City requires all field employees and supervisors to follow LA County's construction site safety guidance for additional recommendations: LA County Department of Public Health Guidance for Construction Sites.
- Field employees may be required to stagger their work to reduce density as a strategy for maintaining a minimum physical distance of six feet.
- Field crew meetings are required to comply with these protocols.
- Field employees must not use other workers' phones, desks, offices, work tools and equipment. If items must be shared, employees are required to use sanitation supplies to clean and disinfect the items before and after use.
- Employees should avoid shared use of assigned vehicles and traveling together to work sites in one vehicle. Refer to 'City Vehicles' for more detailed information.

(d) City Contractors and Vendors Responsibilities:

- City Contractors and vendors are required to comply with these protocols to ensure that potentially infected workers do not enter the City's worksites and offices.
- Field employees, contractors and vendors are required to wear a face covering at all times while conducting City business except while alone in an office with a closed door or while eating or drinking during break time.
- City Contractors and vendors, prior to entering a City facility, shall get their temperature checked using an infrared or thermographic imaging thermometer. All visitors must queue for entry along the designated "Please Wait Here" decals.

(a) Employee Responsibilities:

- Employees should avoid schedule in-person meetings. Meetings should be conducted with remote meeting technologies, such as video/teleconference tools, whenever possible.
- Employees must adhere to all City policies and procedures related to use of technology and training.
- Meetings that require in-person discussion must adhere to the minimum distance of six feet. All conference rooms or other meeting locations shall be cleaned and disinfected by employees using the sanitation station supplies, and in accordance with the City's Protocols for Cleaning and Disinfecting the Workplace, before and after use (chairs, table, and other items used and touched during the meeting).
- Consult with your Manager/Director prior to scheduling business travel and external meetings.

Face Coverings

The CDC established recommendations for wearing face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission. The use of face coverings may slow the spread of the virus and help people who may have the virus, and do not know it, from transmitting it to others. The face coverings recommended are not surgical masks or

N-95 respirators which are critical supplies that must continue to be reserved for healthcare workers and other medical first responders. Face coverings are not a replacement for the minimum physical six-foot distancing, frequent hand washing, other hygiene practices, and the City's Protocols for Cleaning and Disinfecting the Workplace. Face coverings should not be used by anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance. Face coverings should be worn as instructed by the manufacturer, but regardless, should: fit snugly but comfortably against the side of the face, be secured with ties or ear loops, include multiple layers of fabric, allow for breathing without restriction, and be able to be laundered and machine dried without damage or change to shape.

(a) City's Responsibilities:

- The City will provide employees face coverings for use at work.
- The City will provide employees with instructions on how to wear, maintain, and clean their reusable face coverings.
- If the City receives a request from an employee for an exemption from wearing a face covering, the request will be evaluated based on CDC guidelines and will include an analysis of potential accommodations as required by law and measures to ensure the safety of all City employees.

(b) Employee Responsibilities:

- Employees are required to wear a face covering at all times outdoors and indoors except while alone in an office with a closed door or while eating or drinking during break time.
- Employees are required to wear face coverings when they enter and exit City facilities.
- Employees are required to wear face coverings when walking through common areas such as lobbies, hallways, restrooms, kitchenettes/kitchens, stairways, parking areas, elevators, shared work areas, supply rooms, copy rooms, etc.
- Employees are required to wear face coverings when working in common areas such as lobbies/reception areas and public counters. This includes wearing a face covering even when no one is present in the common areas.
- Face coverings used in the workplace must be work appropriate.
- A 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 does not comply with these protocols.
- Employees are responsible for washing their face coverings. Employees must wear a clean face covering when they report to work.
- Employees may opt to wear their own face coverings so long as they meet the minimum requirements outlined here.

Hand Washing

The CDC recommends that employees wash their hands often with soap and water and for a minimum of 20 seconds or use hand sanitizer when a sink is not available. Employees must wash their hands 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. To encourage proper hygiene, hand washing instructions shall be posted next to all sinks.

Provision and Use of Sanitation Stations

Sanitation supplies (hand sanitizer, soap and water, or effective disinfectant) shall be made available at sanitation stations throughout City facilities and in accessible locations for field employees to wipe down high-touch surfaces and objects, as a supplement to the City's daily janitorial services. Latex-free disposable gloves will also be included at each sanitation station. Special care should be paid to locations with high-frequency employee interaction with visitors. To encourage proper hygiene, instructions shall be posted next to all sanitation stations. For more information, refer to the City's Protocols for Cleaning and Disinfecting the Workplace.

CITY VEHICLES

Unless the only other transportation option is public transportation, employees should avoid carpooling with any persons other than persons living in the same household. Wherever feasible, City 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 must wear their face coverings while in the vehicle.

The City will provide cleaning and disinfecting supplies including a trash bag and instructions in each City vehicle. The City will maintain its practice of cleaning all City vehicles weekly. Employees shall assist in making assigned City vehicles available for the purposes of cleaning and disinfecting. In addition to the efforts undertaken by the City, the employee is required to use the provided cleaning and disinfecting supplies to clean high-touch surfaces and objects within the City vehicle before and after use.

Modification to Rideshare Policies

Subsidization of public transportation fare will remain in effect. Employees who take public transportation are encouraged to practice social distancing to the maximum extent possible while doing so.

Remote Public Access to Meetings

Members of the public wishing to attend open session public meetings may do so remotely. Information regarding how to attend remotely shall be posted on the City's website. Attendance in-person will not be permitted while these protocols are in effect.

Required Posting and Distribution

Signs must be placed at conspicuous places at all public entrances that instruct City employees and 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) and that individuals that feel ill shall stay at home.

The signs must also instruct persons who are not experiencing these symptoms and who can enter the facility that they are required to wear face coverings and maintain six feet of distance between themselves and others while inside.

A copy of these protocols must be provided to each City employee working at any City facility and posted at or near the entrance of each City facility. The location must be easily viewable by the public and employees.

The City will additionally post instructions on entering and exiting the facility.