



City of El Segundo Employee Guide for Work During COVID-19

July 3, 2020

Background

On March 16, 2020, due to the conditions of extreme peril to the safety of persons and property from the coronavirus disease (COVID-19), the City Manager of the City of El Segundo proclaimed a local emergency as confirmed on March 17, 2020 by the City Council of the City of El Segundo.

Throughout the local emergency, the City of El Segundo has continued to provide essential services by providing for the safety, security, and community public information. Additionally, the City has continued to prepare for a phased reopening of public facilities and services in accordance with Public Health orders, guidance, and protocols facilitated by the All-Hazards Incident Management Team in collaboration with the City departments.

As we prepare for the reconstitution of City hall and other City facilities, the needs of the health and well-being of employees and the public we serve remains a top priority. To that end, several actions have been taken and will be outlined below that comply with county health orders and best management practices in maintaining a safe work environment. That said, you play a major role in the health and well-being of all employees.

Please remember to maintain social (physical) distancing at all times, practice thorough hygiene, monitor for symptoms of COVID-19, and seek medical advice in the event of displaying symptoms. It is the obligation of the City to maintain the privacy of individuals that contract communicable diseases so there will be no dissemination of information on an individual employee's health status, however, all appropriate steps will be followed in the event of a contact or exposure.

Preparation

The City of El Segundo has maintained compliance through adhering to the guidelines and protocols from the United States Health and Human Services Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and Los Angeles County Department of Public Health (LACDPH).

These preparations adhere to the County of Los Angeles Department of Public Health Order of the Health Officer [Appendix D: Protocols for Office Worksites](#) to include deep cleaning through disinfection of shared surfaces (desks, doorknobs, railings, phones, and others), social (physical) distancing, and installment of engineering mitigation measures with plexiglass barriers in designated office spaces and customer service areas.

Dr. Marc Cohen was hired as the City's Medical Director to provide medical subject matter expertise on the policies and procedures for COVID-19 and has advised the City and employees on a wide array of topics and procedures that have been implemented in response to the pandemic.

Work Entry Procedures

At the beginning of each work shift, employees are required to perform the following steps:

1. Conduct a temperature check. If the employee's temperature is 100.4° F or higher, the employee must inform their supervisor and go home.
2. Complete the Health and Safety Self-Assessment form. Once completed, submit the form to your immediate supervisor.
3. Clean workstation/area using disinfectants to mitigate the spread of communicable diseases.

Conduct in the Performance of Duties

Social (Physical) Distancing | Face Coverings | Hygiene

Practice social (physical) distancing in the office, when interacting with fellow employees or members of the public, and in public to visit businesses. Elevator use occupancy is limited to no more than two persons wearing face coverings.

Wear a cloth face covering when in contact or likely to come in contact with others. Reusable cloth face coverings are to be washed daily. Consumable cloth face coverings are to be discarded upon completion of daily use or when no longer serviceable.

Wearing a cloth face covering does not eliminate the need to physically distance yourself from others or from washing your hands frequently. Employees may *momentarily* break social (physical) distancing when necessary to accept payment, deliver goods, or as otherwise deemed necessary.

Members of the public are required to wear a cloth face covering when entering facilities to reduce the risk of asymptomatic or pre-symptomatic transmission to workers and others, during their time in the facility and adherence to social (physical) distancing. Face coverings for public use will be made available at all public access points. Patrons not in compliance of the prescribed COVID-19 safety measures (remaining behind plexiglass partitions, adequate social distancing and/or refusing to wear a cloth-face coverings) shall be turned away for service until corrective actions are taken for the safety of the community. Disengage with uncooperative patrons and contact your immediate supervisor for assistance.

Employees are to wash their hands with soap and water for a minimum 20 seconds after using the restroom, before eating, after handling mail, packages, or plans, and shall use hand sanitizer or disinfectant after sneezing to promote good hygiene. Common use touch surfaces on copy machines, scanners, and other office equipment are to be disinfected after each use.

All employees must discontinue handshakes or other forms of greeting that breaks social (physical) distance.

Preventative Measures

In accordance with the California Department of Public Health [Guidance for the Use of Face Coverings](#) and the County of Los Angeles Department of Public Health Order of the Health Officer [Reopening Safer at Work and in the Community for Control of COVID-19](#), the City has taken preventative measures, including having safety members of the Incident Management Team inspect all work areas for compliance with updated health orders. Below is a list of those steps taken:

Plexiglass separators have been installed for the protection of employees that interface with the public and in those work areas that warrant added protection. In addition, cleaning and sanitizing supplies will be made available for daily use, as needed.

Cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels. The use of cloth face coverings for wear over the nose and mouth is required while:

- Engaged in work when interacting in-person with any member of the public;
- Working in any space visited by members of the public;
- Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
- In any room or enclosed area where other people are present when unable to physically distance.

Note: Persons exempted from wearing a face covering due to a medical condition who are employed in a job involving regular contact with others should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it. Please see Human Resources for ADA Interactive process.

Social (physical) distancing requirements: (1) Maintaining at least six feet of physical distance from individuals who are not members of the same household; (2) Frequently washing hands with soap and water for at least 20 seconds, or using hand sanitizer that contains at least 60% alcohol; (3) Wearing a cloth face covering whenever an individual leaves their home or place of residence, and when an individual is or can be in contact with or walking by or past others who are non-household members in both public and private places, whether indoors or outdoors; and (4) Avoiding all physical interaction outside the household when sick with a fever or cough, except for necessary medical care.

Cleaning and Disinfecting Work areas: High use work areas will be cleaned and disinfected on a regular basis with the goal of twice per day. Additionally, employees are encouraged to clean and disinfect around their work areas on a regular basis; cleaning supplies will be provided. Finally, in the event of a potential COVID-19 contact or exposure in the workplace, additional deep cleaning and disinfecting actions will be taken.

A video guide to COVID-19 safety through donning and doffing Personal Protective Equipment (PPE) and cleaning surfaces from the El Segundo Fire Department is available at <https://bit.ly/3ijS6ib>.

COVID-19 Symptoms

The CDC reports a wide array of symptoms for COVID-19, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. The following is a list of possible symptoms:

Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

In the event that an employee is feeling sick, do not come to work and notify the immediate supervisor.

If an employee gets sick at work or displays any symptoms of COVID-19 identified above, inform the supervisor and dial 9-1-1 for medical assistance or go home. If the employee is working remotely, inform the immediate supervisor. If the employee is unable to drive home or it is an emergency, call 9-1-1.

Individuals that have been in close contact with someone who is positive or presumed positive must quarantine themselves for 14 days starting from the last time they had contact with the ill person.

A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected of COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic. The CDC has further details on exposures with a person suspected or confirmed with COVID-19 at <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>.

Reference the *City of El Segundo Employees COVID-19 Employee Illness Decision-Making Guidelines*.

Testing

Testing options in order of priority for City of El Segundo employees (based on exposure criteria and in consultation with Human Resources and the Fire Department Emergency Medical Services Division and/or Medical Director, Dr. Marc Cohen):

1. Primary care physician or health insurance scheduled appointment;
2. Los Angeles County COVID-19 testing site scheduled appointment;
3. Torrance Memorial Medical Center facilitated appointment;
4. El Segundo Medical Director facilitated appointment;

Over 100 testing sites are located in Los Angeles County. Appointments are required and scheduled through the County of Los Angeles and testing partners' websites at drive-up and walk-up testing sites. Free testing is available for all Los Angeles County residents regardless of insurance status. For more information visit <https://covid19.lacounty.gov/testing>.

A person is considered to be diagnosed with or likely to have COVID-19, if the person has:

- a) Received a positive lab test for COVID-19, and/or
- b) Been informed by a physician that they are likely to have COVID-19, and/or
- c) Signs and symptoms that are consistent with COVID-19.

All individuals who have been diagnosed with or are likely to have COVID-19 must isolate themselves. These persons are required to self-isolate because a person infected with or likely to have COVID-19 can easily spread the virus to others. Isolation separates these ill individuals from others to prevent the spread of COVID-19. It protects everyone, including people who are high risk for serious illness, such as older adults and people with weakened immune symptoms.

Health Insurance Portability Accountability Act

The protection of privacy and security of certain health information is a right under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191. In the event of a COVID-19 positive test, adherence to protected privacy will be maintained with disclosure of limited information for the safety of employees and community. Contact tracing is conducted by the Los Angeles County Department of Public Health and contacts individuals telephonically with numbers from their office or no caller identification.

Resource Ordering

Acquiring resources for COVID-19 prevention and mitigation for employees and office spaces is ordered through the All-Hazards Incident Management Team Logistics Section. Resource orders are processed using an ICS-213RR form. Common resource orders include cleaning supplies, disinfectants, hand sanitizer, and Personal Protective Equipment (PPE) such as face coverings and nitrile gloves. Unique resource orders are fulfilled as deemed necessary for the accomplishment of a department's mission with the supervisor's approval.

Operational Information

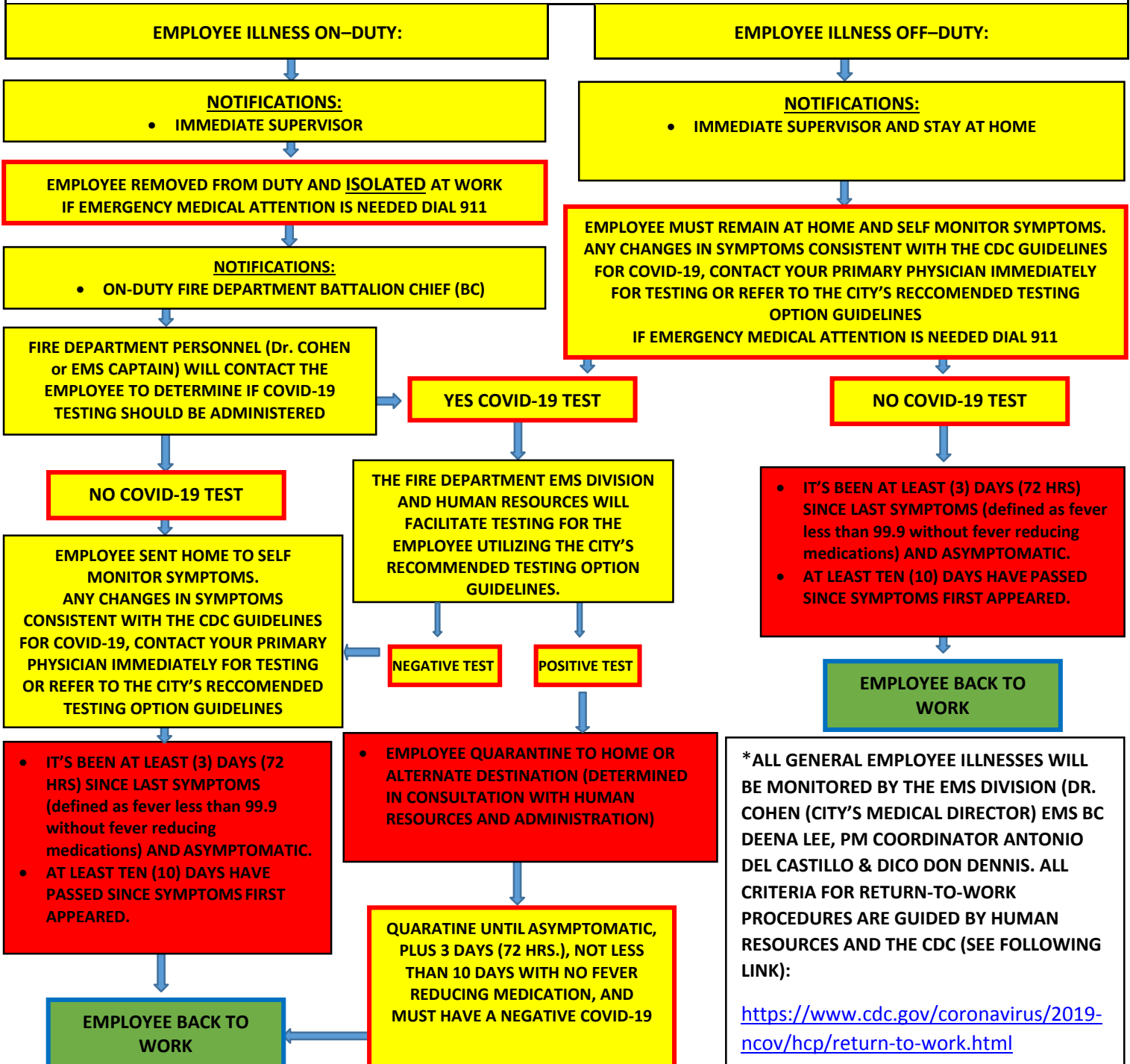
The City of El Segundo COVID-19 Incident Action Plan contains the latest information on the City's posture, safety, assignments, and resources. The All-Hazards Incident Management Team conducts an Operational Period brief via video tele-conference. The Incident Action Plan and Operational Period briefing login are distributed via email to all city-wide personnel.



CITY OF EL SEGUNDO EMPLOYEES COVID-19 EMPLOYEE ILLNESS DECISION-MAKING GUIDELINES

PEOPLE WITH COVID-19 HAVE HAD A WIDE RANGE OF SYMPTOMS REPORTED – RANGING FROM MILD SYMPTOMS TO SEVERE ILLNESS. SYMPTOMS MAY APPEAR 2-14 DAYS AFTER EXPOSURE TO THE VIRUS. PEOPLE WITH THESE SYMPTOMS MAY HAVE COVID-19. THIS LIST DOES NOT INCLUDE ALL POSSIBLE SYMPTOMS.

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| <ul style="list-style-type: none"> • COUGH • FEVER OR CHILLS • SHORTNESS OF BREATH OR DIFFICULTY BREATHING • REPEATED SHAKING WITH CHILLS • FATIGUE • MUSCLE OR BODY ACHES | <ul style="list-style-type: none"> • HEADACHE • SORE THROAT • NEW LOSS OF TASTE OR SMELL • CONGESTION OR RUNNY NOSE • NAUSEA OR VOMITING • DIARRHEA |
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*ALL GENERAL EMPLOYEE ILLNESSES WILL BE MONITORED BY THE EMS DIVISION (DR. COHEN (CITY'S MEDICAL DIRECTOR) EMS BC DEENA LEE, PM COORDINATOR ANTONIO DEL CASTILLO & DICO DON DENNIS. ALL CRITERIA FOR RETURN-TO-WORK PROCEDURES ARE GUIDED BY HUMAN RESOURCES AND THE CDC (SEE FOLLOWING LINK):

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>