



City of Santa Clarita
PROGRAM

SUBJECT: AIRBORNE TRANSMISSIBLE DISEASE PROGRAM

ORIGINAL ISSUE

EFFECTIVE: JULY 2020

CATEGORY: RISK MANAGEMENT

RESPONSIBLE DEPARTMENT: ADMINISTRATIVE SERVICES

STANDARD MANAGEMENT PROCEDURE

I. PURPOSE

The City of Santa Clarita (the City) is committed to providing a safe and healthy workplace for all our employees. To that end, the City has developed this workplace plan in response to the COVID-19 pandemic, consistent with the requirements and guidelines set forth by Cal/OSHA. The purpose of this program is to assure the health and safety of employees who may be exposed to airborne transmissible diseases (ATD), which can include COVID-19 (“the novel coronavirus”). The program is also designed to assist in protection from airborne transmissible diseases.

II. HOW THE VIRUS SPREADS

The virus is transmitted from person to person by people who are in close contact with each other via droplets that may become airborne during a cough or sneeze, and by contact with surfaces that contain droplets or other contaminated material. The virus is suspected to be most contagious in people who are experiencing symptoms, but may also be spread by asymptomatic individuals. It should be noted that many individuals may only experience mild symptoms that may not appear for several days while the virus is incubating.

According to the CDC, people with COVID-19 have a wide range of potential symptoms, which include the following: fever, 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/or diarrhea.

III. ENGINEERING CONTROLS

The City has incorporated effective methods to control and eliminate the spread of COVID-19. These measures include incorporating plexiglass partitions on public counters, limiting the number of individuals in City buildings, using MonoFoil on City vehicles (MonoFoil is an EPA registered disinfectant that kills 99.999% of microbes and continues to work after it dries and for up to 30 days), and applying special adhesives on the flooring to designate social distancing requirements. Conference rooms will have their attendance reduced and whenever possible,

the use of alternative methods of conferencing (such as through teleconferencing or webinar) will be encouraged. These practices will be overseen by Risk Management and implemented at each work site by division supervisors and managers. Depending on the severity and/or unique nature of the work, the City may incorporate alternative methods of control, which may be discussed or added to this program at a later date.

IV. ADMINISTRATIVE CONTROLS

The City has incorporated various effective work practice controls to prevent the spread of the disease. These practices include, but are not limited to: emphasizing the importance of handwashing, sharing the significance of maintaining a safe distance from other individuals (social distancing), providing resources for effective hygiene (i.e. handwashing stations, hand sanitizer stations, etc.), and emphasizing the importance of exercising proper cough and sneeze etiquette. Moreover, the City has modified the scope of janitorial services to include the daily cleaning and disinfecting of all City facilities. Additionally, the City has enhanced the sanitation procedures of common areas, such as restrooms, break rooms, and lunch areas. Cleaning of high touch areas, such as handrails, doorknobs, light switches, and desks shall be performed on a continuous basis. Lastly, the City has consistently made employees aware of these practices and will complement these methods of control with ongoing training measures in accordance with Cal/OSHA guidelines.

V. HAND WASHING

The City has and will continue to encourage employees to wash their hands on a regular basis, including after using the restroom, before eating a meal, and whenever conditions warrant it. Employees have City management's full support in maintaining proper hygiene at the worksite at all times. The City has made adequate resources readily available to maintain proper hygiene including sufficient soap at wash stations. Signs emphasizing hygienic practices have been posted within City buildings and throughout various office settings.

VI. SAFE WORK PRACTICES

The City encourages employees who feel sick to remain at home to limit spread of illness at the worksite. If an employee feels sick, they should notify their supervisor prior to coming to work. Eligible employees will be provided with emergency paid sick leave and/or emergency family medical leave in accordance with the Families First Coronavirus Response Act. The City will communicate with employees who are experiencing symptoms, awaiting a diagnosis, diagnosed with COVID-19, or directed off work because of COVID-19 related issues by a health care provider on the standards for returning to work. The supervisor, in conjunction with Human Resources, will evaluate each circumstance on a case-by-case basis.

Human Resources will evaluate with employees regarding their interactions with City staff and visitors to determine if there has been reasonable exposure. Per the CDC, there is reasonable exposure if an individual was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the illness onset. City staff will be notified if there is suspected reasonable exposure and may be asked to follow a self-quarantine period prior to returning to work. If an employee exhibits symptoms related to COVID-19, they will be asked to follow a self-isolation

period or provide a doctor's note prior to returning to work.

The City encourages employees to be aware of their potential exposure while not working and to notify their supervisor if they may have been reasonably exposed. If an employee has been reasonably exposed, as described above, they may be required to quarantine for 14 days from the date of exposure before returning to a worksite.

Employees are encouraged to practice social distancing by maintaining a safe distance of at least 6 feet from other individuals during work, on rest breaks, and on meal breaks. Employees are also encouraged to eliminate or limit the use of shared workspaces and work items when possible, and to sanitize tools, materials, vehicles, and other areas that may be contaminated on a continuous basis. Additionally, employees are required to wear masks or face coverings when in common workplace areas where other employees and/or individuals may be present. Employees who drive City vehicles are assigned their own vehicles and may not have any passengers. In the event a vehicle assigned to one employee is reassigned, the vehicle will be disinfected prior to use. Moreover, if by unavoidable circumstances, employees ride in the same vehicle together, masks are required to be worn by any and all passengers within that vehicle. Sharing of such items and other objects that may escalate the spread of the virus shall be discouraged. Additionally, employees are encouraged to limit face-to-face contact with other workers, customers, and the public.

The City will continue to evaluate the need for employees to travel and will reduce such travel as much as feasibly possible. Employees who may need to travel will be trained on more rigorous procedures to remain safe and hygienic.

VII. WORKPLACE EXPOSURE

In the event that an employee is confirmed to have COVID-19 infection, the City will notify employees who came into close contact with that employee of their potential exposure. The City will respect the infected employee's rights of privacy, and will not disclose the infected employee's name or other personal health-related information in communicating with other employees. Additional and/or deep cleaning of the infected employee's work area and other potentially impacted areas will occur as necessary.

VIII. WARNING AND HYGIENE POSTINGS

In order to assure that employees are repeatedly reminded of the hazards and proper procedures that should be utilized on-site, the City has installed warning and hygiene postings throughout all City buildings. These signs include recommended methods regarding hygiene and cleaning of areas that may be used continuously throughout the day. The signs are placed near areas where increased hazard of exposure exists and near handwashing stations.

IX. PERSONAL PROTECTIVE EQUIPMENT OVERVIEW

The City has evaluated the need for personal protective equipment in preventing the spread

of COVID-19. On an as-needed basis, all City Divisions are granted access to personal protective equipment items including, but not limited to gloves, masks, hand sanitizers, and wipes. When personal protective equipment is required, the employee will be trained on the proper use of personal protective equipment. Such training shall be documented.

X. HAND PROTECTION

Where the need for hand protection exists, the City will evaluate for the need of suitable gloves to prevent the transmission of COVID-19. Gloves will be properly disposed of or decontaminated, depending on the type of glove, before the worker leaves the job site. Hand protection shall be used in conjunction with effective administrative controls to assure maximum effectiveness.

XI. EYE AND FACE PROTECTION

Where the need for eye and face protection exists, the City will evaluate the use of suitable safety glasses, goggles, and/or face shields to prevent the transmission of COVID-19. Eye and face protection shall be of such design and durability that the employee will be appropriately protected from potential exposure. Eye and face protection will be properly sanitized after each use, or whenever the need for sanitation exists.

XII. BODY PROTECTION

Body protection use will be assessed, and the City will ensure all body protection that is requisite will not increase the employee's exposure to other hazards (i.e., flammability or other reactive material). Body protection may include cover-all, or specific upper body or lower body protection. The City will ensure all employees who are required to use body protection comprehend the proper procedures for using and sanitizing such equipment.

XIII. RESPIRATORY PROTECTION

Where the need exists, the City will gauge the need for respiratory protection. If required, employees will be trained on the importance of such protection and the limitations of the protective measures adopted. For instance, an employee will need to understand the differing requirements pertaining to a surgical mask versus the protection offered through a NIOSH approved filtering face-piece (i.e., N95). Additionally, if the need arises, the City will evaluate the use of higher respiratory protection measures such as the use of a half-face or full-face respirator. All respiratory protective measures will be used following federal, state, and local guidelines pertaining to respiratory protection.

XIV. ALTERNATIVE METHODS OF PROTECTION

On an ongoing basis, the City will evaluate the feasibility of alternative means of protection when the work environment warrants it. Such methods of protection will be evaluated by management and communicated to employees before implementation.

XV. TRAINING

The City understands the importance of training and ensures its employees have the appropriate knowledge and understanding of the COVID-19 hazard. Employees shall be trained initially and shall be retrained whenever conditions warrant it and/or when Cal/OSHA mandates it. The training discusses the content presented in this program and will include any other methods of protection that are deemed necessary for the ongoing preservation of employee health.

XVI. EXCEPTIONS

There are no exceptions to this program without the express authorization of the City Manager.

XVII. AUTHORITY

By the authority of the City Manager.

Kenneth W. Striplin
City Manager