City of Goleta
COVID-19 Workplace Exposure Control Plan
Updated June 24, 2020

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CITY OF GOLETA COVID-19 RESPONSE REOPENING PLAN .................................................. 31
I. EMPLOYER INFORMATION

City of Goleta
130 Cremona Dr., Suite B
Goleta, CA 93117

II. SCOPE

California Code of Regulations, Title 8, General Industry Safety Orders Section 3203 requires all employers to develop and implement an effective Injury and Illness Prevention Program (IIPP). The IIPP contains the employer’s policies and procedures for protecting employees from workplace hazards.

This COVID-19 Exposure Control Plan is a supplement to the City’s IIPP. This plan is based on information available from the Centers for Disease Control and Prevention (CDC), local county health department requirements, as well as best practices. It is subject to change based on information provided by the CDC and other public health authorities. This COVID-19 Exposure Control Plan is also intended to accompany the City of Goleta COVID-19 Response Reopening Plan, included herein as Appendix A.

COVID-19 is a respiratory disease caused by the SARS-CoV-2 virus. In assessing potential hazards, the City has considered whether employees may encounter someone infected with COVID-19 in the course of their duties or if employees could be exposed to environments or materials contaminated with the virus.

To help employers determine appropriate precautions, the Occupational Safety and Health Administration (Fed/OSHA) has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk:

- Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category include paramedics performing aerosol-generating procedures.

1 Guidance on Preparing Workplaces for COVID-19-Classifying Worker Exposure to SARS-CoV-2
• High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include medical transport workers (e.g., ambulance vehicle operators, etc.) moving known or suspected COVID-19 patients in enclosed vehicles.

• Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6-feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high population-density work environments, some high-volume retail settings).

• Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6-feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

According to Fed/OSHA, most employees will likely fall in the lower exposure risk (caution) or medium exposure risk levels. The City of Goleta has determined that all of its classifications and positions are in the “lower exposure risk” category, especially with appropriate distancing measures. However, in certain circumstances Library employees and employees who work at the Planning Counter may fall in the “medium exposure risk” category, and therefore these workplaces should be closely monitored. The City has implemented measures to reduce infection risk and will provide training to employees on COVID-19 infection prevention methods.

This document is subject to frequent updates and changes as the nature of the COVID-19 pandemic evolves.

III. PLAN RESPONSIBILITY

Todd Mitchell, HR/Risk Manager, is designated as the City’s COVID-19 Exposure Control Plan administrator, who has the authority and responsibility for implementing the City’s plan. In his absence, Kristy Schmidt, Assistant City Manager will fill that role. The administrator is responsible for:

• Preparing the workplace for occupancy
• Communicating this plan to all City employees
• Distributing COVID-19 safety communications to employees
• Engaging with employees and soliciting feedback and concerns
• Implementing COVID-19 preventative measures identified in the plan
• Arranging for safety committee meetings (if applicable)
• Monitoring guidance from federal, state and local authorities about best practices for workplace safety
• Monitoring CDC guidance on domestic and international travel
• Communicating employee COVID-19 cases to health authorities in accordance with federal and state laws
• Updating the plan to include new COVID-19 information
• Receiving complaints and concerns from employees about COVID-19 related workplace policies and practices.

All managers and supervisors are responsible for becoming familiar with this plan and shall be prepared to answer questions from employees. Managers and supervisors must follow this plan at all times to ensure that proper hygiene and jobsite safety practices prevent the spread of COVID-19.

Employees are also responsible for becoming familiar with the plan and following the jobsite preventative measures and guidance outlined.

IV. TRAINING

The City will provide training to all employees on the elements of this plan. Employees will be provided a copy of the plan in advance of implementation. Training will be conducted via videoconferencing, through interactive online training, and/or through the review of print and online materials. Employees will have an opportunity to ask questions. If employees are unable to participate on the date(s) of their scheduled training, the City will provide make-up training.

Training will include the following:

• Overview of the City’s COVID-19 Exposure Control Plan
• Information about COVID-19; risks related to underlying health conditions
• Explanation about transmission and preventative measures; self-screening for symptoms at home; proper social distancing, hand sanitizing and face covering
• Explanation of the procedure employees must follow if exposed to COVID-19 or showing symptoms of COVID-19
• Use of Personal Protective Equipment (PPE)
• Available employer and government-sponsored leaves from work
V. WHAT IS COVID-19?

COVID-19 is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. COVID-19 symptoms can range from mild (or no symptoms) to severe illness. Everyone is at risk of getting COVID-19. Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.

You can become infected by coming into close contact (about 6-feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person. You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks. You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.

Unless there is an approved vaccine available, the best way to protect yourself is to avoid being exposed to the virus that causes COVID-19. Stay home as much as possible and avoid close contact with others. Unless guidance in this area changes, wear a cloth face covering that covers your nose and mouth while in public settings. Clean and disinfect frequently touched surfaces. Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains at least 60% alcohol. Practice physical distancing and stay at least 6-feet away from others and disinfect items you must touch.

Individuals 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. Individuals with the following symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

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3 The term “physical distancing” is synonymous with “social distancing,” but has been the preferred term used by Santa Barbara County Public Health Department and is therefore adopted here.

4 [CDC Symptoms of Coronavirus](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)
Children have similar symptoms to adults and generally have mild illness.

This list is not all inclusive. Employees should contact their medical provider for any other symptoms that are severe or concerning.

If you have any of these emergency warning signs* for COVID-19 get medical attention immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Call 911 if you have a medical emergency: Notify the operator that you have, or think you might have, COVID-19. If possible, put on a cloth face covering before medical help arrives.

** Important: Employees that develop a fever and symptoms of respiratory illness must not report to work. Call your supervisor and healthcare provider immediately. If you have had exposure to someone with confirmed or suspected COVID-19, also do not report to work and call your supervisor and healthcare provider immediately. See Section XIV for more information about employee exposure to and/or symptoms of COVID-19.**

VI. SAFE WORK PRACTICES: PREVENT EXPOSURE AND LIMIT TRANSMISSION

- Employees that feel ill or have a known exposure to COVID-19 must stay home until cleared for return by Human Resources. (Refer to Section XIV: Employee Exposure To Or Symptoms Of Covid-19)

- Employees should refrain from physical contact, such as handshaking, hugging, and fist/elbow bumps. Instead, nod, wave, and use eye contact when communicating.

- Consider using a key, pen, or other object when knocking on doors. Object used should not damage doors. Do not use your foot, as this can cause balance issues.
• Always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow to cover your mouth and nose when a tissue is not available. Throw used tissues in the trash.
• Wash hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands with the hand sanitizer and rub them together until they feel dry.
• Avoid touching your eyes, nose, and mouth with unwashed hands.
• Maintain a distance of at least 6-feet between yourself and other people at all times (“physical distancing” or “social distancing”).
• Hand sanitizer will be placed in multiple locations throughout City facilities to encourage hand hygiene.
• Disposable disinfecting wipes or equivalent supplies will be available throughout facilities to clean commonly used surfaces.
• Tissue boxes and trash receptacles will be available throughout facilities for use.
• Waste bins will be lined with plastic bags to ensure they can be emptied without touching the contents.
• Employees should consider wearing disposable gloves (latex-free or nitrile) when exchanging documents with co-workers and visitors, handling mail and packages, and using communal equipment and appliances (e.g., copy machines, scanners, etc.). Wash your hands immediately after removal of gloves or use hand sanitizer.
• Until further notice, employees should not congregate in offices, conference rooms, and break/lunchrooms and areas, unless unavoidable. Where unavoidable, a minimum distance of 6-feet from other individuals must be maintained.
• Until further notice, employee kitchens are closed to all activity except hand washing; no food preparation, food storage, or dish washing should occur in these areas; employee may not remove tape and other closures from refrigerators, cabinets, etc. without permission.
• When feasible, multi-person activities will be limited (e.g., two-person lifting, if other safe methods are possible, etc.).
• Wear a cloth face covering when out in public or around co-workers. Face coverings should be worn over the nose and mouth when walking through common areas such as hallways, stairways, parking areas, etc. (See Section X of this document on face coverings for additional information). An employee may remove their face covering only when seated at their individual (not shared) workstation that is at least 6 feet from other employees and open paths of travel. In areas where the public has access (for example, rooms that contain an open public counter), face coverings must be worn at all times, whether or not a member of the public is present at the time.
• The City may designate hallways and/or staircases for one-way access. Directional signage will be posted.
Avoid face-to-face meetings. Meetings should be conducted via video (e.g., GoToMeeting) or telephone conference. Meetings requiring in-person discussion must follow the City’s physical distancing protocol. In-person meetings of more than 3 individuals shall not be convened without department head approval.

Individual division or crew meetings and tailgate discussions should be held via video or telephone, or outside following physical distancing protocols.

No business travel or external meetings may be attended until further notice; consult with your supervisor.

All jobsites will have posted COVID-19 safety guidelines and handwashing instructions.

If practicable, employees who are required to drive a City vehicle should use the same vehicle during their shifts. Employees should use their own vehicle and apply for mileage reimbursement rather than use a vehicle that is used by multiple employees (such as a pool vehicle). For vehicles that are used by multiple employees, the user/driver must wipe down the steering wheel, door handles, radio, and other high touch surfaces using disinfecting wipes or spray before and after each use.

All restroom facilities will be cleaned at the scheduled interval and handwashing stations will be stocked with soap, hand sanitizer, and paper towels. Alternating stalls in restroom facilities will be closed to allow for proper physical distancing.

Report low supplies of tissue, hand sanitizer, disinfecting agents, gloves, and other supplies to Support Services staff.

All high-touch surfaces in shared spaces will be cleaned/disinfected daily (e.g., door handles, counters, tables, toilets, faucets, sinks, copy machines, and shared desks, phones, keyboards, mice, etc.), five days per week for City Hall and the Corporate Yard and six to seven days per week at the Library, depending on regular staff use of the building. Employees are also encouraged to wear disposable gloves and/or wipe these surfaces down with appropriate provided cleaning materials before and after each use. (See Section VIII, Cleaning and Disinfecting)

At personal (not shared) workstations, employees should regularly wipe down high-touch surfaces (e.g., desks, phones, keyboards, mice) and will be provided materials for this purpose. Weekly cleaning will be provided at personal workstations and offices as part of regular janitorial service, which will include wiping surfaces and phones, but will not include cleaning computer keyboards and mice.

All meeting common areas will be cleaned and disinfected on a daily basis after business hours, and by users periodically throughout the day after each use.

Employees must limit the use of computers, equipment and tools belonging/assigned to others. If these items must be shared, employees should use disposable gloves and/or use disinfecting wipes to clean items before and after use. When cleaning equipment and tools, verify manufacturer recommendations for proper cleaning techniques and any cleaning product restrictions.
• Communal coffee mug, bottle, and utensil use shall be discontinued until further notice. Employees are encouraged to label individual/personal items and store them in personal office/workspaces.

VII. CDC SPECIFIC GUIDANCE
It is the City’s intent to meet all guidance for employers promulgated by the Centers for Disease Control.

• Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020

VIII. CLEANING AND DISINFECTING
The City has contracted for additional janitorial services at each facility to address COVID-19 risks. The following is CDC guidance on cleaning and disinfecting that the City will follow:

• Cleaning and Disinfecting your Facility (PDF)
• Cleaning and Disinfection for Community Facilities: Interim Recommendations for U.S. Community Facilities with Suspected/Confirmed Coronavirus Disease 2019 (COVID-19)
• Cleaning and Disinfection for Non-emergency Transport Vehicles.
• Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes

City staff will follow manufacturer instructions for use of all cleaning and disinfecting products.

IX. PHYSICAL DISTANCING AND WORKPLACE REORGANIZATION
All affected employees and supervisors are required to comply with the Safe Work Practices in Section VI of this plan and shall follow the City’s physical distancing protocol. If a work assignment would be unsafe or impractical by maintaining physical distance, a temporary exception can be made. The following are additional guidelines:

Visitors
Initially, visitors will not be permitted in City buildings. When the City Manager decides that they may enter, consistent with the City’s “COVID-19 Response: Reopening Plan”, the following protocols will apply.

• Visitors to City worksites will be limited to designated public service desks. Visitors should not be admitted to internal work areas, including restrooms,
without approval from a department head. Entry from public areas to work areas will be blocked off with appropriate barricades and signage.

- Applicable print resources available on the Santa Barbara County Public Health Department website informing the public and employees about COVID-19 will be posted at facility entrances and throughout facilities.
- Signage will be posted at facility entrances to inform the public that they may not enter the facility if they have a cough or fever; and that they must wear a face covering and maintain a minimum 6-foot distance from one another and from staff.
- Facility visitors will be required to wear a face covering.
- The City shall limit the number of visitors in a facility at any one time, as necessary to allow for proper physical distancing.
- The City will implement one-way control of visitor flow in and out of facilities, where possible.
- The City will continue to prioritize and encourage services to the public via telephone and video conferencing platforms.
- The City will place tape or other markings at least 6-feet apart in customer line areas inside facilities and on walkways at public entrances with signs directing visitors to use the markings to maintain distance.
- Plexiglass screens may be installed at reception or public counter areas (i.e., City Hall reception, Planning & Environmental Review counter, Library service desk). The screens will be of sufficient dimensions to limit the spread of airborne droplets and should be of proper length to accommodate tall individuals. The screens will allow papers/items to be passed under them with minimum exposure/opening.
- The use of communal pens, clipboards, and other items may be discontinued. If this is not practical, reception desk staff will have clearly labeled pen receptacles (“DISINFECTED” and “USED/DO NOT TOUCH”). Staff will monitor the use of community pens and advise visitors to return the pens to the used receptacle after use to prevent cross-contamination with disinfected items. Staff will disinfect all other communal items when returned by visitors. Staff should also remind customers of hand sanitizer available for their use.
- The number of staff at reception or public counter areas at any given time will be reduced to ensure appropriate physical distancing.
- Seating and other furniture in reception areas will be removed (or otherwise taken out of use) to maintain physical distancing and hygiene.
- Magazines, pamphlets, and other items normally available at reception areas will be removed to maintain hygiene.
- Hand sanitizer dispensers will be available at facility entrances, public counters, and waiting areas. If feasible, the dispensers will be touchless.
- Tissue boxes will be available throughout public areas of facilities.
- Employees are instructed to maintain at least 6-feet of distance from the public and visitors and from colleagues, except employees may momentarily come
closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

**Work Areas**
The number of employees per floor or wing may be limited. Workstations may be spread out to allow for physical distancing between employees if required.

- Chairs, monitors, and other office equipment may be removed to prevent unoccupied workstation use.
- No group use of conference rooms will be allowed. Single-person use of conference rooms is permitted, but the user must wipe and disinfect surfaces before and after use.
- If multiple individuals share one computer or other equipment, accommodations will be considered to allow for each employee to bring their own, assigned computer and other equipment. If this is not practical, the person using shared computer and equipment will need to be disinfect it before and after each use.
- Employees are encouraged to regularly clean and disinfect their personal workstations, and the City will provide supplies for this. Regular janitorial cleaning of such surfaces will occur several times a week as well. Employees are encouraged to keep their workspaces uncluttered to facilitate cleaning.
- Any workplace reconfiguration will allow for proper ingress/egress.
- Where congestions proves problematic, the City may evaluate floorplan layouts and implement one-way hallways or paths throughout the workplace to limit employees having to walk past each other.
- The City may limit the number of employees allowed in restrooms at any given time.
- For communal copy machines, scanners, and other office equipment use, employees are encouraged to use disposable gloves. Employees should wash their hands or use hand sanitizer after use of communal equipment. Employees using such equipment must disinfect it before and after use, following manufacturer recommendations on cleaning/disinfecting.
- Until further notice, employees are asked to refrain from bringing in communal food items (e.g., bagels, pastries, fruit, etc.).

The City will designate floor contacts at all facilities. A floor contact will serve to assist and advise Support Services staff in implementing this plan for their assigned workspace floor, monitor current protocols, and suggest improvements-based observations and feedback, including the feedback from others. For a list of floor contacts, please contact Human Resources.
Field Work

Employees working in the field should generally follow the same guidelines above: follow physical distancing protocols (6 feet distance from others), avoid shared equipment and/or high touch surfaces (or, if necessary, disinfect before and after use and/or wear disposable gloves), and wear face coverings as required in Section X. Employees should avoid traveling to work sites together in one vehicle, if possible. Pool vehicles should be disinfected before and after each use. The City will additionally follow guidelines for construction workplaces provided by state and county officials:

X. FACE COVERINGS

The CDC has established recommendations for wearing cloth face coverings in public settings where other physical distancing measures are difficult to maintain, especially in areas of significant community-based transmission. The use of cloth 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 Goleta City Council approved Resolution No. 20-30 requiring both employees and patrons at all essential businesses, and any other businesses that are allowed to be reopened in the City of Goleta, to wear face coverings. Subsequently, the County Health Office issued Order 2020-10 requiring face coverings in certain situations. More recently, the Governor issued a statewide order requiring the wearing of face coverings in many situations outside of the home.

Therefore, all employees, contractors, elected officials and volunteers are required to wear a cloth face covering at all times when on City time or in a City facility and when doing so is required under state orders including, but not limited to when:
- Working in or walking through common areas, such as hallways, stairways, elevators, restrooms, kitchens, conference rooms, lobbies, and parking facilities;
- In any room or enclosed area where other people are present when those present are unable to physically distance from each other by at least 6 feet;
- Interacting in-person with any member of the public;
- Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;
- In a shared vehicle, whether or not someone else in in the vehicle at the time of use;
- While outdoors on City property or in public spaces when maintaining a physical distance of 6 feet from others is not feasible.
Inside a City facility, an employee may remove their face covering only when seated at their individual (not shared) workstation that is at least 6 feet from others and from any paths of travel where others may come within 6 feet of the employee. The City will provide cloth and/or disposable face covering for all employees, or employees may bring their own.

Face coverings are not a replacement for 6-feet of physical distancing, frequent hand washing, other hygiene practices, cleaning protocols, and remaining at home. Ideally, cloth face coverings 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. Employees are required to wash or sanitize their reusable face covering at least once a day and to discard any single use disposable face coverings in a trash receptacle.

Further, all visitors to City facilities must wear a face covering at all times while inside a City facility, while in line to enter, when conducting business through a car window or at a walk-up counter (whether inside or outside), and when otherwise interacting with a staff member. Acceptable face coverings are defined by the County Health Officer Order 2020-105. The City will prohibit and deny entry to the building and/or in-person assistance from staff to any person who will not comply with this requirement. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

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5 “A covering made of cloth, fabric or permeable materials, without holes, that covers only the nose and mouth and surrounding areas of the lower face. A covering that hides or obscures the wearer’s eyes or forehead is not a face covering. Examples of face coverings include a scarf, bandana, neck gaiter, homemade covering made from at-shirt, sweatshirt, or towel, or a mask (which need not be medical grade). It may be factory-made or handmade from household materials. Any mask incorporating a one-way valve (typically a raised plastic cylinder about the size of a quarter on the front or side of the mask) that is designed to facilitate easy exhaling is not a face covering under this Order.[...]

6 Exceptions to the requirement to wear a face covering exist. Any child aged two years or less must NOT wear a face covering because of the risk of suffocation. The Order does not require any child between the ages of 2 and twelve years old to wear a face covering. There is also an exception if an individual cannot wear a face covering because: a medical professional has advised the individual that wearing a face covering may pose a risk to the person for health-related reasons; or wearing a face covering would create a risk related to the individual’s work as determined by local, state, or federal regulators or workplace safety guidelines. Finally, there is an exception for individuals who have trouble breathing, are unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
XI. PERSONAL PROTECTIVE EQUIPMENT (PPE)

California Code of Regulations, Title 8, Section 3380 Personal Protective Devices requires employers to conduct a hazard assessment to determine if hazards are present in the workplace that necessitate the use of PPE. While engineering and administrative controls are considered more effective in minimizing exposure to SARS-CoV-2, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

Example of PPE include:

- Gloves
- Goggles
- Face shields
- Respiratory protection, when appropriate

All types of PPE must be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted, as applicable (e.g., respirators).
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

The City will provide their workers with PPE needed to keep them safe while performing their jobs. The types of PPE required during a COVID-19 outbreak will be based on the risk of being infected with SARS-CoV-2 while working and job tasks that may lead to exposure. Recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19. The City will periodically review Cal/OSHA, CDC guidelines, and other updates regarding recommended PPE. In some circumstances, NIOSH approved N95 Filtering Facepiece Respirators should be reserved for healthcare workers and those in High and Very High-Risk positions. Fed/OSHA has issued guidance on respiratory protection during shortages.

At this time, all City employees have been classified as being in low and medium risk jobs, and should generally follow state and local guidance on wearing cloth face coverings. No special COVID-19 related PPE is required. Cal/OSHA has released interim
guidance for general industries stating that face coverings do not constitute PPE within the meaning of Title 8, Section 3380. Nevertheless, the City will follow CDC, State, County and City guidance and require that employees wear cloth or disposable face coverings. See face coverings section (Section X) of the plan for additional information.

XII. ADMINISTRATIVE POLICY AND PROTOCOLS FOR COVID-19 TEMPERATURE TESTING AND SYMPTOM SCREENING

Pursuant to Labor Code section 6300, et seq., and consistent with guidance provided by the Equal Employment and Opportunity Commission (“EEOC”) and the Department of Fair Employment and Housing ("DFEH"), the City is authorized perform temperature testing and COVID-19 screening in order to ensure that individuals who present symptoms associated with COVID-19 do not enter City facilities or worksites and to provide a healthy and safe workplace for City employees who use such facilities and worksites. Therefore, Section XII of this Exposure Control Plan document is designated as the “Administrative Policy and Protocols For COVID-19 Temperature Testing And Symptom Screening”.

All employees entering a City facility at the beginning of their shift must present themselves to assigned staff or volunteers and submit a “DAILY CONFIDENTIAL COVID-19 EMPLOYEE HEALTH SELF CERTIFICATION” and have their temperature checked. Employees working remotely should complete the questionnaire and a temperature self-check and send these via email to Human Resources only if the employee will have in-person contact with colleagues or business partners during their workday.

In the administration of this policy, the City intends to fully and faithfully comply with any and all applicable laws, including, but not limited to, the Americans with Disabilities Act (“ADA”) and the Rehabilitation Act of 1973, and the Fair Employment and Housing Act (“FEHA”) in the administration of this policy and associated protocol.

This requirement will apply with equal force and effect to all City employees in order to enter a City facility or worksite. No employee will be exempted from the temperature testing and COVID-19 screening requirements. Should the City Council adopt temperature testing and symptom screening requirements for visitors and members of the public, this policy and its protocols will also apply to members of the public and visitors to City facility or worksite. This policy shall supplement any of the other policies, protocols or guidelines that the City has adopted in order to prevent or reduce the likelihood of transmission of the virus that causes COVID-19 among and between employees.

Notice to Employees:
The City will provide notice of this mandatory policy and its protocols to all City employees. The City will provide employees a copy of this policy for employees to read and review. Employees who do not receive or review such notice and the attached policy will not be excused from the policy’s requirements.

Expectations of City Employees with Respect to the Presentation of Symptoms Associated with COVID-19

The City expects and requires that all employees who present a symptom associated with COVID-19 to immediately inform either their immediate supervisor or the City’s Department of Human Resources.

No employee who presents a symptom associated with COVID-19 prior to the start of the workday may report to work. Employees who develop symptoms after beginning their workday and after informing their immediate supervisor or the City’s Department of Human Resources will be directed to leave work.

Any employee who fails to inform their supervisor or the Department of Human Resources that they present a symptom associated with COVID-19 or who attempts to or does report to work despite the presentation of such a symptom or symptoms may face disciplinary action by the City, up to and including termination.

Posting of Signage

At each City facility and worksite, the City will post signage informing employees of the City’s policy requiring temperature testing and symptom screening prior to being allowed to enter City facilities and worksites.

The signage will direct employees to the designated location where the City will test individual’s temperatures and administer the screening questionnaire concerning the presentation of symptoms associated with COVID-19.

The signage will provide that, at the designated location, there is a copy of the City’s policy for review.

Procedure for Temperature Testing and Symptom Screening

The City will implement the following protocols.

Physical Distancing Required While Waiting for Temperature Testing and Symptom Screening:
Consistent with the City’s social/physical distancing policy, employees and members of the public who are waiting for temperature testing and symptom screening must adhere to the physical distancing requirements set forth under that policy, including, but not limited to remaining at least six feet apart from any other individual.

**Submission to Temperature Testing and Symptom Screening as a Precondition to Entrance to any City Facility or Worksite:**

Prior to being allowed to enter at the beginning of the work shift, and as a precondition to such entrance to any City facility or worksite, City employees and members of the public shall be required to submit to a temperature test and complete and turn in a Daily Confidential COVID-19 Employee Health Certification form (Attachment A). Initial entry to the worksite may be limited to certain days and hours.

The City will treat an employee refusing to submit to either temperature testing or symptom screening prior to or during their scheduled workday as an unexcused absence.

**Requirement to Identify Oneself as a City Employee:**

At the designated location, City employees are required to identify themselves as City employees in order for the City to record the temperature test and symptom screening results, if necessary.

**Protocol for Temperature Testing:**

At the designated location, the City will conduct a temperature test on each employee who wishes to access the City facility or worksite.

The City will take individual’s temperatures by a non-invasive contactless infrared thermometer. Temperature readings will be taken by assigned staff or volunteers. If the City designates an assigned temperature reader, the individual administering temperature checks will be properly trained on the procedure, use PPE, and understand and comply with confidentiality requirements. PPE will include gloves and masks, and may include goggles and a gown at the request of the temperature reader.

In some instances, where the availability of temperature readers is limited, staff may be trained to administer their own temperature reading. All persons using the thermometer should wear gloves when handling the thermometer. The thermometer must be disinfected before and after each use.

Temperature readings will be taken at least once. If necessary, the temperature reader may take an individual’s temperature a second time to confirm the results of the first test or if the first results suggest an erroneous result.
In the event that an employee or member of the public has a temperature that is 100.4 degrees Fahrenheit or higher, the City will deny that individual access to the City facility or worksite.

If an employee has a temperature that is 100.4 degrees Fahrenheit or higher, the temperature reader will record such results on the Daily Confidential COVID-19 Employee Health Certification form (Attachment A). The temperature reader will inform the individual of such tests results in a manner designed to preserve the confidentiality of the test results and instruct the individual to contact the City’s Human Resources Department for further instruction. The City will then promptly notify the City’s Human Resources Department of the temperature test results and provide the name of the employee whose test results suggested a fever.

The employee may apply for paid leave under the FMLA Childcare Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus), available on the Human Resources website (https://www.cityofgoleta.org/home/showdocument?id=23261) or under other applicable policies. Before returning to work, an employee will need to submit the “SELF-CERTIFICATION FOLLOWING COMPLETION OF SELF-ISOLATION DUE TO SYMPTOMS OF COVID-19” form (Attachment C) and follow other instructions from Human Resources.

**Protocol for Symptom Screening:**

At the designated location, the City will require each employee who wishes to access the City facility or worksite to certify to the fact that they do not currently present any symptom associated with COVID-19.

The City will post a list of the symptoms associated with COVID-19 and require that each individual certify on the Daily Confidential COVID-19 Employee Health Certification form (Attachment A) to the fact that they do not currently present any symptom associated with COVID-19.

If an employee indicates that they currently present any symptom associated with COVID-19 or cannot certify that they do not present any such symptom, the employee will not be permitted to enter the City facility or worksite. The City will instruct the individual to contact the City’s Human Resources Division for further instruction. The City will then promptly notify Human Resources of the employee’s response to the request for certification and provide the name of the employee whose response suggested presentation of a symptom or symptoms associated with COVID-19.

The employee may apply for paid leave under the FMLA Childcare Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus), available on the Human Resources
website (https://www.cityofgoleta.org/home/showdocument?id=23261) or under other applicable policies. Before returning to work, an employee will need to submit the “SELF-CERTIFICATION FOLLOWING COMPLETION OF SELF-ISOLATION DUE TO SYMPTOMS OF COVID-19” form (Attachment C) and follow other instructions from Human Resources.

**Limited Use and Disclosure of Confidential Medical Information**

The City will limit the use and disclosure of confidential medical information about employees that the City may acquire or obtain which relates to COVID-19 including, but not limited to: symptoms associated with COVID-19, temperature readings, positive COVID-19 test results, and other health or medical conditions that would place the employee at a high risk for serious illness whether this information is acquired through the “Administrative Policy and Protocols For COVID-19 Temperature Testing And Symptom Screening”, through the County of Santa Barbara Department of Public Health, by disclosure of the employee, or any other means. This applies to applicants for employment as well.

The City may use and disclose such information in the following circumstances:

- Where there is a serious threat to public health or safety;
- To a public health authority that is authorized by law to collect or receive such information for the purpose of preventing or controlling disease and conducting public health investigations; and
- As required by law.
- If compelled by judicial or administrative process or by any other specific provision of law.
- If compelled by a search warrant.
- If compelled by a medical examiner, forensic pathologist, or coroner.
- To be used in a lawsuit, arbitration, grievance, or other claim or challenge to which the employer and employee are parties and in which the employee has placed in issue his or her medical history, mental or physical condition, or treatment.
- For the purpose of administering and maintaining employee benefit plans, including health care plans and plans providing short-term and long-term disability income, workers' compensation and for determining eligibility for paid and unpaid leave from work for medical reasons.
- To first aid and safety personnel if the employee’s condition might require emergency treatment.

**XIII. EMPLOYEE TRAVEL**
Business Travel

Until further notice, the City is limiting all business travel. Telephone and video conferencing and other communication methods will be used to conduct all feasible business. Before scheduling business travel and external business meetings, employees shall consult with their supervisor for approval. The City will monitor the CDC’s travel web pages for the latest on travel restrictions and recommendations for avoiding transmission. In addition, the City will monitor the U.S. Department of State’s travel alerts.

Coronavirus and Travel in the United States

COVID-19 Travel Recommendations by Country

State Department COVID-19 Traveler Information

Personal Travel

The City cannot require employees to cancel personal travel. The City encourages employees to visit the CDC’s traveler web pages for the latest guidance and recommendations.

Upon return from business or personal travel, employees should monitor themselves for COVID-19 symptoms. Employees shall contact their supervisor and Human Resources if they begin to exhibit symptoms. Employees should also contact their healthcare provider and stay home if ill.

XIV. EMPLOYEE EXPOSURE TO OR SYMPTOMS OF COVID-19

Any employees who report an actual or suspected exposure to COVID-19 will be required to quarantine themselves in their residence (“self-quarantine”) for a minimum of 14 days. After the completion of the 14-day self-quarantine period, if no COVID-19 symptoms have appeared, the employee may return to work on the next workday after providing appropriate certification from a health care provider to Human Resources. If the employee is reasonably unable to obtain timely certification from a health care provider, the employee may complete and submit the “Self-Certification Following 14-Day Self-Quarantine Period” form (Attachment B) to Human Resources and return to work on the next workday.

An employee who develops any of the following symptoms, whether or not the employee had an actual or suspected exposure to COVID-19, must immediately
leave/stay away from the workplace (enter a “self-isolation period”) and consult with a healthcare provider:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

The criteria required to end the self-isolation period after experiencing symptoms depend on whether or not the employee has been tested for COVID-19:

<table>
<thead>
<tr>
<th>If Tested Positive</th>
<th>If Not Tested</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The employee no longer has a fever (without the use of medicine that suppresses or reduces fevers) AND</td>
<td>• The employee had no fever for at least 3 full days (without the use of medicine that suppresses or reduces fevers) AND</td>
</tr>
<tr>
<td>• Other symptoms have improved (e.g., cough or shortness of breath have improved) AND</td>
<td>• Other symptoms have improved (e.g., cough or shortness of breath have improved) AND</td>
</tr>
<tr>
<td>• The employee received two negative tests in a row, 24 hours apart</td>
<td>• At least 10 days have passed since the employee’s symptoms first appeared</td>
</tr>
</tbody>
</table>

The employee who is subject to self-isolation due to symptoms is required to provide Human Resources with appropriate certification from a health care provider before returning to the workplace. If an employee is reasonably unable to obtain timely certification from a health care provider, the employee may complete and submit the “Self-Certification Following Completion of Self-Isolation Due to Symptoms Of Covid-19” form (Attachment C).

However, if the employee receives a doctor’s written diagnosis that the illness causing the symptoms is not COVID-19 (e.g., following a negative test), the self-isolation does not apply, and the employee can return to work when 1) he/she is asymptomatic without medication for at least 24 hours; 2) has met any other standards set by his/her health care provider; and 3) he/she contacts Human Resources for approval to return to work.
An employee's exposure to or diagnosis of COVID-19 will remain confidential, within appropriate guidelines protecting such confidential information. If an employee is sent home due to actual or suspected exposure or illness, they will not be identified by name.

An employee subject to quarantine and/or self-isolation may apply for paid leave under the FMLA Childcare Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus), available on the Human Resources website (https://www.cityofgoleta.org/home/showdocument?id=23261) or under other applicable policies.

**XV. MENTAL HEALTH**

COVID-19 is presenting new and unique challenges for all of us. While this exposure control plan is specific to limiting employee exposure to COVID-19, the City is also committed to the mental health and wellness of employees. The following resources are available to employees. Use of any of these resources by employees is confidential:

City of Goleta Employee Assistance Program (EAP)

Benefits include:
- Face to face counseling - up to 5 sessions per incident per calendar year with an MHN network provider
- Telephonic consultations - for maximum convenience and anonymity
- Web-video consultations - convenient and easy, but with a more personal touch than traditional telephonic

Phone Toll Free: 1-800-242-6220
Website: https://members.mhn.com/external/public/default/login
Company Code: goleta

The CDC also has Daily Life and Coping and Stress and Coping resources available. Additional resources are available from the Anxiety and Depression Association of America, American Psychological Association, and Mental Health First Aid.

**XVI. WORKERS’ COMPENSATION**

If an employee believes they have been exposed to COVID-19 or is exhibiting symptoms of COVID-19, the City will ask the employee if they feel the exposure is somehow related to their employment. If they feel their exposure and/or symptoms are work-related, the employee will be provided with a DWC-1 form and referred for testing. Many occupational medicine clinics are not currently providing testing, so employees may need to contact their own personal physician or the county health department to obtain testing.
If an employee is asymptomatic or declines medical treatment, the City will make a record of the incident and submit an Employer’s First Report of Occupational Injury or Illness (Form 5020) to the City’s third-party administrator (the Administrator). The Administrator will create a record only claim in their claims system in the event the employee requires medical care in the future. When an employee returns a completed DWC-1, the City will complete an Employer’s First Report of Occupational Injury or Illness and submit it to the Administrator. A claim will be set-up and a representative will be assigned to assist the employee through the process.

If an employee elects to file a claim, it will be placed on delay and investigated by the Administrator’s claims team. During the delay period, an employee is eligible for up to $10,000 of medical treatment (including testing). While an employee is not eligible for any indemnity benefits (such as temporary disability or Labor Code 4850 benefits) during the investigation period, they may be eligible for replacement of lost wages under the FMLA Childcare Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus), available on the Human Resources website (https://www.cityofgoleta.org/home/showdocument?id=23261), pursuant to the Families First Coronavirus Response Act.

XVII. DISCRIMINATION AND HARASSMENT

The City reminds employees that discrimination or harassment on the basis of membership in or association with protected classes such as race, national origin, color and disability (or perceived disability) is strictly prohibited.

Managers and supervisors shall familiarize themselves with the CDC’s Reducing Stigma guidance.
ATTACHMENT A
DAILY CONFIDENTIAL COVID-19 EMPLOYEE HEALTH SELF CERTIFICATION

Prior to the start of each work shift, all employees will complete a COVID-19 Employee Health Self Certification and have their temperature taken. Upon completion, provide questionnaire to designated health screening personnel/temperature taker before entering the building. The City will maintain all health information as a confidential medical record in compliance with state and federal law, including but not limited to, the Americans with Disabilities Act, the Fair Employment and Housing Act, and the Confidentiality of Medical Information Act.

1. Do you have any of the following symptoms? (check if YES)
   □ Cough  □ Muscle pain
   □ Shortness of breath  □ Sore throat
   □ Fever  □ New loss of taste or smell
   □ Chills
   □ Muscle pain
   □ **NO symptoms**

   If YES to any, do not enter the workplace. Return home and contact your healthcare provider.

   If NO to all, proceed to remaining questions.

2. Have you had close contact with an individual diagnosed with COVID-19? *Close contact means within 6-feet or coming in direct contact with secretions (e.g., sharing utensils, being coughed or sneezed on, etc.). The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.*

   □ YES  □ NO

   If YES, do not enter the workplace. Return home and contact your healthcare provider.

   If NO, proceed to remaining question.

3. Have you been asked to self-isolate or quarantine by your doctor or local public health official?

   □ YES  □ NO
If YES, do not enter the workplace. Return home and follow the advice of your medical provider.

If NO, to this question and all others, sign below and enter the workplace.

4. Temperature reader to check applicable field:

   - ☐ Fever below 100.4
   - ☐ Fever above 100.4

   **Any temperature 100.4 F or greater is considered a fever.**

Signature:

City Designated Temperature Reader: ________________________________

OR

Self-certified (requires prior approval): ________________________________

If temperature is above 100.4 F, do not enter the workplace. Return home and contact your healthcare provider.

Employee Certification:

*I certify that my responses are truthful and accurate to the best of my knowledge.*

*I understand that my employer is relying upon the truthfulness of my certification in permitting me to enter the workplace and that there may be adverse consequences for knowingly false responses. I further understand that if I develop any of the above symptoms, I must separate myself immediately from other employees and notify Human Resources immediately.*

____________________________________  ________________________
Employee signature                      Date
ATTACHMENT B

SELF-CERTIFICATION FOLLOWING 14-DAY SELF-QUARANTINE PERIOD

In an abundance of caution, and in keeping with current guidelines offered by the Center for Disease Control and Prevention, the [insert City name] is requesting that any employees who report an actual or suspected exposure to coronavirus disease 2019 (“COVID-19”) quarantine themselves in their residence (“self-quarantine”) for a minimum of 14 days. During that 14-day period, employees are required to notify a supervisor immediately if any of the following symptoms appear:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

After the completion of the 14-day self-quarantine period, if none of the above symptoms have appeared, you may return to work on the next workday after providing appropriate certification from a health care provider to ________. If you are reasonably unable to obtain timely certification from a health care provider, you may complete and submit the following self-certification to __________ and return to work on the next workday.

Self-Certification

I hereby certify that I have completed a self-quarantine period lasting at least 14 complete days, starting at ______ [a.m./p.m.] on ______________, 2020 and ending at ______ [a.m./p.m.] on ______________, 2020. I further certify that all of the following are true (please initial):

_____ I have not had any of the symptoms appear during the self-quarantine period.

_____ I have not used any medications or treatments to reduce or alter fever or other symptoms (such as cough suppressants).

I certify that my responses are truthful and accurate to the best of my knowledge. I understand that my employer is relying upon the truthfulness of my certification in permitting me to return me to work and that there may be adverse consequences for knowingly false responses. I further understand that if I develop any of the above symptoms following my return to work, I must separate myself immediately from other employees and notify ________ immediately.

__________________________  __________________________
Employee signature               Date
ATTACHMENT C
SELF-CERTIFICATION FOLLOWING COMPLETION OF SELF-ISOLATION DUE TO
SYMPTOMS OF COVID-19

In an abundance of caution, and in keeping with current guidelines by the Center for Disease Control
and Prevention ("CDC,") the __________________ requires an employee who develops
any of the following symptoms to leave/stay away from the workplace ("self-isolation period") and
consult with a healthcare provider:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

The criteria required to end the self-isolation period depend on whether or not the employee has
been tested for COVID-19:

If Tested
- You no longer have a fever
  (without the use of medicine that suppresses or reduces fevers)  
  AND
- Other symptoms have improved
  (e.g., cough or shortness of breath have improved)  
  AND
- You received two negative tests in a row, 24 hours apart

If Not Tested
- You’ve had no fever for at least 3 full days
  (without the use of medicine that suppresses or reduces fevers)  
  AND
- Other symptoms have improved
  (e.g., cough or shortness of breath have improved)  
  AND
- At least 10 days have passed since your symptoms first appeared

Employees may return to work on the next workday after either:
- Providing documentation of the above criteria from a health care provider to ___________.
- Or, if reasonably unable to obtain timely certification from a health care provider, submitting a
  completed self-certification (below) to ___________.

Self-Certification
I have completed a self-isolation period due to symptoms that appeared on ________, 2020. I hereby
certify as follows (check the applicable blank):

_____ I have been tested for COVID-19, and meet all 3 of the criteria under “If Tested.”

_____ I have not been tested for COVID-19, and I meet all 3 of the criteria under “If Not Tested.”
I certify that my responses are truthful and accurate to the best of my knowledge. I understand that my employer is relying upon the truthfulness of my certification in permitting me to return me to work and that there may be adverse consequences for knowingly false responses. I further understand that if I develop any of the above symptoms following my return to work, I must separate myself immediately from other employees and notify _________ immediately.

__________________________________________  ____________
Employee Signature                        Date
ACKNOWLEDGMENT OF RECEIPT OF COVID-19 EXPOSURE CONTROL PLAN

I acknowledge that I have received my copy of the City of Goleta ("City") COVID-19 Exposure Control Plan ("Plan") and that I have read and understand my responsibilities as they are defined in this Plan, and will abide by these practices, as well as any regulations or otherwise governing safety.

I understand that City reserves the right to change or amend the COVID-19 Exposure Control Plan at any time.

My signature below further signifies that I have read this Plan and that I accept and will abide by all of its provisions.

PRINT FULL NAME __________________________________________________________

SIGNED ______________________________________________________________________

DATE _________________________________________________________________________

[REPEAT IN EMPLOYEE PERSONNEL OR OTHER APPROPRIATE FILE]
City of Goleta
COVID-19 Response
Reopening Plan

Draft Dated: May 28, 2020
Contact: Kristy Schmidt, Assistant City Manager
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Executive Summary

This plan is designed to outline the City of Goleta’s plan to return to the workplace and resume full operations in the wake of the COVID-19 Pandemic crisis.

This Reopening Plan designed to be a “living document” and is subject to frequent updates. The COVID-19 crisis continues to evolve at a rapid pace, as do related best practices, legislative and regulatory requirements, federal, state and local guidance, and the latest science on transmission, testing, treatment and immunity. This guide provides general information available at the time of drafting. Please check the date on the cover sheet of this document to ensure you are viewing the most recent version.

Phased Return Levels

The return to City operations will follow a phased approach. The City has established “levels” of return.

<table>
<thead>
<tr>
<th>Level</th>
<th>Circumstances &amp; General Approach</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1- Full Physical Distancing</td>
<td>Circumstances: Virus remains active and strict stay-at-home measures are advised by Santa Barbara County Department of Public Health. General Approach: Employees must work from home, except as required to perform essential functions that cannot be performed by that employee or another employee remotely. Permission to enter workplace very limited. Public counters stay closed. Public meetings conducted by videoconference.</td>
</tr>
<tr>
<td>Level 2- Very Slight Easing of Physical Distancing/ Minimal Return</td>
<td>Circumstances: Upon notification by the SB County Department of Public Health that physical distancing may be eased; low community spread; sufficient testing and tracing ability General Approach: Keep most physical distancing measures in place; allow some</td>
</tr>
</tbody>
</table>
workplace use for employees who find working from home to be a hardship. Public counters stay closed. Public meetings still conducted by videoconference.

| Level 3- Enhanced Easing of Physical Distancing | Circumstances: Widespread availability of virus testing and tracing; reliable antibody testing; schools/childcare reopen. General Approach: Most employees return to workplace on a part-time basis. Begin to resume operations, while keeping “firewall” physical distancing in place to prevent community spread. Public counters may open with modifications. Public meetings conducted on site with strict physical distancing measures, written or phone public comment and with videoconference participation option. |
| | | |
| Level 4- Discontinue Physical Distancing | Circumstances: Vaccine and/or effective therapeutics widely available; disappearance of virus. General Approach: Return to normal pre-COVID operations. Public meetings conducted on site only, Goleta Valley Library and Goleta Valley Community Center open. |

**Relationship to State and County Reopening “Stages”**

The City’s levels of return roughly coincide with the State of California’s “stages” outlined in the State of California Pandemic Resilience Roadmap. These in turn correspond to Santa Barbara County’s Reopening in a Safe Environment (RISE) Guide. Like the State and County plans, movement through the City’s levels of return will be based on the science available and the ability to reduce the risk to our elected and appointed officials, employees and the public. However, the City
of Goleta will move through its levels of return to full operations at a pace that reflects its own realities, as directed by the City Manager and the City Council. The City’s return to full operations may or may not proceed as quickly as allowed by the State and County reopening plans, and if directed by the State of California or Santa Barbara County, a return to full physical distancing measures may occur.

<table>
<thead>
<tr>
<th>City of Goleta Return Level</th>
<th>Roughly Corresponds to Governor’s Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 - Full Physical Distancing</td>
<td>STAGE 1: Safety and Preparedness - Making essential workforce environment as safe as possible.</td>
</tr>
<tr>
<td>Level 2 - Very Slight Easing of Physical Distancing/ Minimal Return</td>
<td>STAGE 2: Lower Risk Workplaces - Creating opportunities for lower risk sectors to adapt and reopen. Modified school programs and childcare reopen.</td>
</tr>
<tr>
<td>Level 3 - Enhanced Easing of Physical Distancing</td>
<td>STAGE 3: Higher Risk Workplaces - Creating opportunities for higher risk sectors to adapt and re-open.</td>
</tr>
<tr>
<td>Level 4 - Discontinue Physical Distancing</td>
<td>STAGE 4: End of stay-at-home order - Return to expanded workforce in highest risk workplaces. Requires widely available therapeutics.</td>
</tr>
</tbody>
</table>

**General Workplace Provisions**

The City already has workplace safety and physical distancing measures in place. Most employees and elected officials are working from home, and essential Public Works employees are working in two separate shifts and locations to enhance physical distancing. The frequency of workplace cleaning and the level of surface disinfecting have also been increased.
As more employees return to the workplace, beginning with Level Two, additional safety enhancements will be implemented. The City will refer to available resources including the “COVID-19 Industry Guidance: Office Workspaces” and “COVID-19 Industry Guidance: Construction” and “COVID-19 Industry Guidance: Retail” (for libraries) issued by the State of California, other workplace- and industry-specific documents, and common sense for establishing best practices.

The City will ensure the following:

- A written COVID-19 Exposure Control Plan (separate, more detailed document) and designated responsible person to carry out that plan
- Training for employees in sanitation protocols, physical distancing, identifying and responding to the symptoms of COVID-19, etc.
- Daily cleaning & disinfecting
- Policies and signage directing compliance with safety measures
- Workstations spaced at least 6 feet apart, closing alternating bathroom stalls to allow more distance
- Restricted use of shared surfaces and wearing of disposable gloves when touching shared surfaces cannot be avoided (counters, tools, kitchens, supply cabinets, conference rooms/tables, printers and copiers, trash containers)
- Availability of appropriate personal protective equipment (PPE) (masks\(^1\), gloves, hand sanitizer, etc.)
- Establishment of exposure protocols
- Limiting paperwork workflows (through digital signature programs or other methods)
- Plastic or plexiglass barriers for employees who interact with the public (Level 3)
- Enhanced PPE (e.g., disposable gloves) available for employees who interact with the public (Level 3)

It is likely that employees will work in staggered shifts, working some shifts in the office and some shifts from home, to further limit direct interaction and to enhance physical distancing. A full return to the workplace will probably not be

\(^1\) “Mask” as used herein in synonymous with “face covering” as provided in City Council Resolution No. 20-30
implemented until Level Four. At all stages, the City will consider reasonable accommodations for employees with increased vulnerability to the virus due to age, underlying health conditions, or other personal circumstances.

Employees in the City workplace will be required to:
- Wash their hands and put a mask or face covering on upon entrance
- Perform a self-screening for COVID-19 symptoms upon first entrance
- Have their temperature taken upon first entrance (no-touch)
- Wear a mask or face covering whenever they are not sitting at their own workstation, and where not separated from others by at least 6 feet
- Observe workplace sanitation and physical distancing rules
- Not prepare or reheat food or drink or wash dishes onsite (pre-prepared food may be eaten at desk)
- Conduct meetings by phone or through online meeting or videoconferencing software, not in person
- Restrict work-related travel as directed by the City Manager
- Stay at home, or leave immediately to go home, whenever the employee has COVID-19 symptoms, or the employee believes they have been exposed to COVID-19.

Employee Testing and COVID-19 Related Leaves

The City has generous paid leave policies for most employees, which are supplemented with new COVID-19 related paid leave for all employees as required under federal law. These policies have been communicated to all employees.

Once non-essential employees begin to return to the workplace at Level Two, employees will be screened for symptoms upon entry to the workplace, and their temperatures will be checked. An employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing, shortness of breath, or other COVID-19 symptoms will be sent home. An employee sent home can return to work when:
• He or she has had no fever for at least three (3) days without taking medication to reduce fever during that time; **AND**
• Any respiratory symptoms (cough and shortness of breath) have improved; **AND**
• At least **ten (10) days** have passed since the symptoms began.²

An employee may return to work earlier if a doctor confirms the cause of an employee's fever or other symptoms is not COVID-19 and releases the employee to return to work in writing.

The City will provide employer-paid/provided coronavirus testing (e.g., through established contract with a health clinic) for employees who have COVID-19 symptoms or who believe they may have been exposed. If available and reliable, the City will provide employer-paid antibody testing to all employees. There is no established limit on the number of times an employee may be tested under this provision. Multiple tests may be authorized, within reason. Employees may be required to use available benefits through their health insurance before requesting City payment of testing.

**General Public Interface Provisions**

The City has successfully transitioned to a remote model of providing public services in all departments. Until we have reached Level Four (return to normal operations), in order to protect both the public and our employees, the City will continue to encourage the public to interact with our staff by phone, videoconference, or online whenever they can. However, some limited in-person services may be resumed at Level Three.

² Standard established by Centers for Disease Control and Prevention (CDC) and recommended by the Society for Human Resources Management (SHRM). Subject to change.
Before resuming operations that interface with the public, the City will define customer and/or visitor contact protocols for each point of interface, such as:

- Removing access to any “communal touch” items in public areas, such as furniture, computers, pens, pencils, brochures, etc.
- Providing hand sanitizing areas for the public at the door
- Requiring that any member of the public entering a City facility wear a face covering or mask covering the mouth and nose (their own or one provided by the City, if available)
- Limiting the number of customers in any area at one time to ensure at least 6 feet of distancing, with floor markings and signage to assist with this
- No handshake greetings
- Providing contactless pickup and delivery of items and contactless payment, where possible
- Quarantining incoming items for 72 hours before they are opened and processed by staff; in some cases, additional disinfecting may also occur
- Limiting customer traffic through City work areas
- Encouraging outdoor interactions, with physical separation of at least 6 feet, where feasible

Members of the public who refuse to comply with City safety measures will be asked to leave the City facility.

**Specific Operational Provisions**

**Management Services**
City Hall Reception, Business Licenses, General walk-in Service

**Level One → Two**
- Continue to keep counter closed to walk-in services
- Monitor and respond to email and telephone inquiries
Level Three

- Continue to promote conducting business online, by email, videoconference and phone
- Provide ability to make appointments for customer consultations
- Implement safety measures: i.e., plexiglass partitions, floor markings, remove lobby furniture and other communal surfaces
- All customers must use hand sanitizer and face covering or mask before entering
- Staff to wear face covering or mask during customer interaction, gloves available
- Disinfect surfaces after customer interaction
- No public use of restrooms

Level Four

- Continue to promote conducting business online, by email & phone
- Continue to offer by-appointment consultations
- Open counters for walk-in services

Meetings, Events, and Travel

Public meetings, staff meetings, public events, work related travel

Level One \(\rightarrow\) Two

- All City Council, board and commission, and other public meetings continue to be online by videoconference only
- All staff meetings continue to be by phone or videoconference online only (GoToMeeting and other platforms)
- No use of City conference and meeting rooms
- No City public events
- No work-related travel permitted
Level Three

Public Meetings
• Consider resuming City Council meetings in Council Chambers with strict
  physical distancing and optional videoconferencing, as Council directs;
  continue public comment by phone only, as allowed under Brown Act; all
  remote meeting options remain available for individual Councilmembers at
  their discretion; face coverings or masks required of staff and Council
  (Council can remove mask at the dais only); physical distancing required;
  disposable microphone covers, as available
• All Board and Commission meetings continue through online
  videoconferencing only, except as directed by the City Council

Public Event Permits
• City will work closely with the Santa Barbara County Public Health
  Department to determine whether public event permits should be issued
  for events at this stage.

Staff Meetings, Events and Travel
• All staff meetings and other work meetings continue to be by phone or
  online videoconferencing only
• No communal use of conference and meeting rooms.
  o Single use (one person at a time) is permitted, but user must wipe
    table & chair used with disinfecting wipe after each use
• No City-sponsored public events except that City may consider, on a case-
  by-case basis, holding limited events that are outdoors and observe defined
  safety measures (limited number of attendees, use of PPE, physical
  distancing, disinfectant, additional cleaning stations, etc.)
• No non-essential work-related travel; one person in a car at a time, face
  coverings or masks must be worn by all occupants in “pool” cars and other
  cars used by more than one person
Level Four

- In-person meetings resume
- Use of conference and meeting rooms unrestricted
- Open counters for walk-in services with safety measures
- Public events permitted
- Work-related travel resumes

Planning and Environmental Review
Planning and Building Permits, Plan Review, Walk-in Consultations

Level One → Two

- Continue to keep counter closed to walk-in services
- Provide consultation services by phone and only accept permit applications and plan submittals electronically
- Develop Magnet and/or other appointment scheduling software

Level Three

- Continue to promote conducting business online, by email and phone, including electronic permit applications and plan submittals
- Reopen public counter for limited daily drop-in hours, limiting the number inside the building at one time to provide space for strict physical distancing
- Provide ability to make online appointments for in-person customer consultations outside of drop-in hours
- Implement safety measures: i.e., masks, disposable gloves, hand and counter sanitation, plastic or plexiglass partitions, floor markings six feet apart; remove lobby furniture and other communal surfaces
- If available and reliable antibody testing shows that antibodies provide immunity and inability to be contagious, the public counter should be staffed by employees demonstrating antibodies, where possible
- Re-establish pick-up and drop-off service in the lobby area, quarantine drop offs for 72 hours
• All members of the public must wear a face covering or mask covering the nose and mouth and are encouraged to use hand sanitizer before entering.
• Disinfect surfaces after customer interaction
• No public use of restrooms

**Level Four**

• Continue to promote conducting business online, by email and phone, including electronic permit applications and plan submittals
• Continue to offer by appointment consultations
• Open counters for walk-in services

**Inspections (Code Enforcement, Building, Business License, Public Works)**

Code Enforcement Inspections, Building Inspections, Business License Inspections, Public Works Inspections

**Level One ➔ Two**

• Continue virtual inspections only, except where health and safety require an in-person inspection
• In-person inspections related to health and safety cases must be approved by the department head
• Adequate PPE (N-95 masks, disposable gloves, hand sanitizing supplies) and physical distancing must be observed during inspections

**Level Three**

• Virtual inspections encouraged where practical
• In-person inspections may resume with adequate PPE (N-95\(^3\) masks, disposable gloves, hand sanitizing supplies) and physical distancing
• All notices will be mailed rather than delivered

**Level Four**

• Inspections return to normal, no special arrangements necessary

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\(^3\) N-95 masks recommended, since the City cannot control exposure risks in other environments as well as it can in its own workplaces.
**Park Amenities**

**Level One → Two**

- City pickleball courts open with hand sanitation stations and subject to established rules for use that include physical distancing requirements
- Playgrounds, exercise equipment, and picnic areas remain closed
- Physical distancing and sanitation signage
- Restrooms open with twice daily cleaning and restocking of handwashing supplies
- Observe County limits on gatherings

**Level Three**

- City pickleball courts open with hand sanitation stations and subject to established rules for use that include physical distancing requirements
- Reopen skatepark subject to rules for use that include physical distancing requirements
- Consider reopening some or all basketball courts, picnic areas, playground equipment and exercise equipment, though this may be inadvisable and/or cost prohibitive at this level due to physical distancing recommendations and cleaning and disinfection standards for such facilities and equipment
- Physical distancing and sanitary practices signage
- Restrooms open with twice daily cleaning and restocking of handwashing supplies
- Observe County limits on gatherings

**Level Four**

- All amenities re-opened, as permitted

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**Public Libraries (Goleta, Buellton, Solvang)**

The reopening of libraries will be coordinated closely with local partner libraries in the Black Gold system and may also be affected by the timing of school openings and closures, as well as State or County limitations on indoor gatherings.

**Level One → Two**
• Continuation of phone and online service
• Continuation of virtual programming
• Facilities remain closed to the public

Level Three
• Continue to encourage phone and online service
• All programming will continue to be virtual only
• When allowed by Black Gold and state and local orders, consider providing in-person circulation and reference desk services only (checkout, return, interlibrary loans, & holds)
  o Desk service hours may be limited; appointments may be required
  o Access to the building will be limited to the minimum time necessary to conduct business and the number of people that can effectively be accommodated observing physical distancing; no public access to the physical collections, seating areas, meeting rooms, or other library areas besides the service desk(s)
  o Payments and donations will be accepted by mail only
  o Implement safety measures for interaction with patrons: e.g., plastic/plexiglass barriers, materials bags, hand sanitizer and rubber gloves, floor markings at least six feet apart, remove lobby furniture and other communal surfaces
  o Provide curbside/outdoor pickup and returns for patrons upon request
  o All materials returned to book drop, quarantined for 72+ hours after return
  o Disinfectant spray for books may be used, per best practices for libraries
• Computers not available for public use
• No public use of restrooms
Level Four
- Resumption of full library use: group programming and full access to collections and reading areas resume
- Computer use restored
- Continue to promote conducting business online, by email and phone
- Continue to offer online programming

Public Works Maintenance
Streets and facilities maintenance staff at the corporate yard

Level One → Two
- Continue two shifts at two separate locations
- Continue workplace distancing and infection control measures, including enhanced cleaning, use of face coverings, face shields or masks, and portable handwashing stations, etc.
- Limit outside access to worksites (by other employees, non-staff) to necessary visits only

Level Three
- Continue two shifts at two separate locations
- Continue workplace access, distancing, and safety and sanitation controls, including use of face coverings, face shields or masks, and portable handwashing stations
- Limit outside access to worksites (by other employees, non-staff) to necessary visits only

Level Four
- Return all staff to the corporate yard for normal operations

Community Center, Stow House, Historic Goleta Depot
The Community Center is owned by the City of Goleta, but the facility is operated under a lease to an independent non-profit entity, the Goleta Valley Community Center (GVCC). Similarly, the Stow House Property is operated under a lease to the
non-profit Goleta Valley Historical Society, and the Historic Goleta Depot is operated under a lease to the non-profit South Coast Railroad Museum.

These lessees will be permitted to establish their own reopening plans. However, they will be advised to comply with the recommendations applicable to their operations under the County of Santa Barbara’s RISE Guide for reopening, and to seek the advice of the Santa Barbara County Department of Public Health in developing and implementing their reopening plans.

Written plans for reopening operations in these facilities must be submitted to and approved by the City before reopening.

**Maintaining the Ability to Respond**

As we move through the levels of reopening, the City recognizes that the potential will continue for a worsening of community spread or additional “waves” of illness until we reach Stage 4 and the virus has been eradicated or otherwise fully controlled. Therefore, the City will maintain immediate access to the technology, stores of supplies, and services necessary to move quickly back to earlier levels of this plan should this become necessary.

Future emergency planning will incorporate the lessons learned from the COVID-19 Pandemic. Emergency documents and programs will be updated to reflect best practices to enhance the City’s preparedness to respond to future health events.