



## City Hall COVID-19 Prevention Plan

City Hall located at 3231 Main St, Oakley, CA 94561

### A. Use of Shared Areas

The following areas at City Hall are open to the public. Public access to such areas at any one time may be limited to the number of individuals identified below:

Public Area	Maximum number of persons allowed in the area at any given time (this figure includes agency personnel who may also be in the area with members of the public)
Council Chambers	24
Main Lobby	8
Development Services Lobby	3
Police Department Lobby	2

City Hall maintains several communal areas, which are utilized by City staff. These communal areas are listed below. Access to such areas at any one time may be limited to the number of individuals identified in the chart below.

Communal Area	Maximum number of employees permitted in the area at a given time
Zinfandel Conference Room	5
Chardonnay Conference Room	2
Merlot Conference Room	4
Ante Chambers Conference Room	5
Staff Break Room	4
Police Report Writing Room	4

<b>Police Training Room</b>	<b>8</b>
<b>Locker Rooms</b>	<b>6</b>

**B. Public Notice**

Signage is posted at each public entrance of the facility/worksites to inform all employees and members of the public that they must not enter the facility/worksites if they have a cough, fever, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, or other symptoms consistent with COVID-19 identified by the Centers for Disease Control (“CDC”).

Signage states that, while in the facility/worksites, individuals must maintain a minimum six-foot distance from one another.

A copy of the City of Oakley’s Social Distancing and Individual Responsibility Policy is posted at each public entrance to the facility/worksites and/or made available on the City of Oakley’s website.

**C. Employee Health and Safety**

The City of Oakley directed everyone who is able to continue to telework to do so until further notice.

To reduce in-person head counts on any given work day, the City of Oakley has authorized the City Manager to allow, encourage, or require remote work as appropriate for any given employee or class of employees. The City of Oakley has also authorized the City Manager to implement flexible or staggered work schedules (e.g., staggered start times or days at the worksite) as needed.

The City of Oakley has canceled non-essential travel.

The City of Oakley has directed all employees not to come to work if they are sick, including, but not limited to, exhibiting any symptoms of COVID-19 (e.g., cough, fever, shortness of breath, chills, repeated shaking

with chills, muscle pain, headache, sore throat, new loss of taste or smell, or other symptoms consistent with COVID-19 identified by the Centers for Disease Control (“CDC”). This may include recommending employees take their temperature themselves before the beginning of each workday.

The City of Oakley is conducting symptom checks before allowing employees to enter facility/worksites pursuant to guidance provided by the CDC, the Department of Fair Employment and Housing (“DFEH”) and the Equal Employment Opportunity Commission (“EEOC”).

Symptom checks may include temperature checks.

The City of Oakley has identified local health department contacts with whom it will communicate regarding information about COVID-19 outbreaks at the City of Oakley. The City of Oakley will assist local health departments in facilitating contact tracing for employees who test positive for COVID-19.

The City of Oakley is requiring all employees to use a cloth face covering at work when interacting with the public and other employees, and the City of Oakley is providing such face coverings at no cost to any employees who do not bring their own.

The City of Oakley has directed all employees that a cloth face covering must be worn at all times, except if an employee is in their own office and their door remains closed.

The City of Oakley has directed all employees who wear cloth face coverings to wash such face coverings after each shift.

The City of Oakley has notified all members of the public that they will not be permitted to enter or remain in the facility/worksites unless they wear cloth face coverings. The City of Oakley provided such notice by posting signage at each public entrance of the facility/worksites.

The City of Oakley has arranged desks or individual workstations in such a manner so that employees are separated by at least six feet.

Break rooms, restrooms, and other common areas are disinfected frequently and thoroughly, according to the following schedule:

1. Breakrooms: daily
2. Restrooms: daily
3. Waiting areas/lobbies: daily
4. Conference rooms: daily
5. Police Training room: daily and ahead of use by employees
6. Police Line Up room: daily
7. Police Locker rooms: daily
8. City Council Chambers: as needed, ahead of use
9. City vehicles: at the start of each shift (done by each employee themselves)

The City of Oakley has directed all employees to discontinue the use of shared office equipment to the extent practicable, or in the alternative to, sanitize shared surfaces and objects (*e.g.*, conference room chairs and tables, counter tops, refrigerator door handles, agency vehicles keyboards, shared office supplies) after use.

The City of Oakley has directed all employees to sanitize certain parts of an agency vehicle after each use, including outside handles, steering wheels, rearview mirrors, radios, buttons on doors used to control windows and mirrors, gearshifts, and keys. The City of Oakley will place disinfectant and cleaning supplies in each vehicle.

The City of Oakley has directed all employees to frequently wash their hands with soap and water, or use sanitizer when a sink is not available, approximately every 60 minutes, for 20-seconds and after the following activities: using the restroom, sneezing, touching their face, blowing their nose, touching the refrigerator, using shared equipment such as tool

handles and vehicles, cleaning, sweeping, mopping, smoking, eating, drinking, entering and leaving the building, going on a break and before the start of their work shift.

Employees are allowed breaks, as needed, to wash their hands.

The City of Oakley has placed tissues/paper towels receptacles at locations where they can be easily accessed by employees and members of the public, including but not limited to every restroom, public entrance and entrance to a City Hall if such an entrance requires an individual to touch a door handle in order to enter.

Disinfectant and related supplies are available to all employees at the following location(s):

- Restrooms
- Merlot & Zinfandel Conference Room
- Police Training Room
- Sergeant, Investigations & Traffic Offices
- Report Writing Room
- Police rear pantry
- Booking
- Front Desks

Hand sanitizer that contains at least 60% ethanol or 70% isopropanol is available to all employees at the following location(s):

- Break room
- Staff Restrooms
- Merlot & Zinfandel Conference Room
- In close proximity to copiers
- Front desks
- Public counters
- Sergeant, Investigations & Traffic Offices

- Police Evidence Room
- Police Booking Room
- Police Report Writing Room
- Various entry points into the building

Soap and water are available to all employees at the following location(s):

- Break room/ Police rear pantry
- Restrooms
- Merlot & Zinfandel Conference Room
- Police Training Room

The City of Oakley has suspended the use of shared food and beverages (e.g. bringing in lunch for meetings that is shared “buffet style.”

The City of Oakley has instructed staff to replace in-person meetings with other means of communication, including but not limited to telephone calls, e-mails, or videoconferences. The City of Oakley has directed employees that non-essential meetings should be canceled or postponed.

The City of Oakley has increased the frequency of air filter replacement and HVAC system cleaning.

Other measures:

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The City of Oakley will provide training to all employees and officials regarding the measures it is taking and is requiring individuals to take to maintain a safe and healthy working environment in accordance with State guidelines.

Copies of this Protocol have been made available to all employees via the Employee Only Page of the City's Website.

**Job classifications or facilities to which specific measures may not apply and reason for such exemption(s):**

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**D. Measures Designed to Keep People At Least Six Feet Apart and Prevent Unnecessary**

**Contact**

The City of Oakley has placed signage outside the facility/worksites that instructs people to remain at least six feet apart, including when waiting to enter the facility/worksites.

The City of Oakley has placed tape or other markings at least six feet apart in public areas inside the facility/worksites where people frequently line up with signs directing members of the public to use the markings to maintain the requisite distance.

The City of Oakley has instructed all employees to maintain at least a six-foot distance from members of the public and from each other, except employees whose job duties require them to come into closer contact with others or as otherwise necessary.

The City of Oakley has instructed all employees using City vehicles that, if feasible, only one person should occupy a vehicle at a time, and that if two employees are required for a task in the field, they should ride in separate vehicles.

Other measures (may be listed on separate page attached to these Protocols):

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**Job classifications or facilities to which these measures may not apply and reasoning for such exemption(s):**

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**E. Measures to Prevent Crowds from Gathering**

The City of Oakley has limited the number of members of the public in the worksite/facility at any one time, which allows for members of the public and employees to more easily maintain at least a six-foot distance from one another at all practicable times.

The City of Oakley is streaming public meetings, including providing opportunities for public comment. Public meetings may be streamed here:

<https://www.ci.oakley.ca.us/agendas-minutes-videos-archive/>

The City of Oakley has spaced out or blocked off seating available in public meeting areas.

Other measures (may be listed on separate page attached to these Protocols):

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**Job classifications or facilities to which specific measures may not apply (list each measure) and reasoning for exemption(s):**

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**F. Measures to Increase Sanitation for the Public**

Lobby restrooms normally open to the public remain open to the public.

Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility/worksite, in communal areas, in

restrooms and anywhere else inside the facility/worksite where people have direct interactions.

The City of Oakley is disinfecting all payment portals, pens, clipboards and other shared supplies utilized by members of the public after each use.

The City of Oakley is disinfecting all high-contact surfaces frequently.

Describe other measures:

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**You may contact the following person with any questions or comments about this Protocol:**

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