



Public Works Operations Building (PWOB) COVID-19 Prevention Plan

The PWOB is located at 310 4th St, Oakley, CA 94561

The PWOB maintains several communal areas that 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
Kitchen Area	2
Meeting Room	4
Office Spaces	2

A. 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.

B. 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 or if an employee is alone and inside of a vehicle.

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. Office Desk Space: at the start of each shift (done by each employee themselves)
4. 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, printer/copier machines) 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.

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

- Restrooms
- Printer Area
- Entrance on 5th St
- Entrance on 4th St
- Indoor Meeting Area
- Kitchen

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

- Restrooms
- Printer Area
- Entrance on 5th St
- Entrance on 4th St
- Indoor Meeting Area

- Kitchen

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

- Kitchen
- Restrooms
- Front door at 4th St entrance
- Public Park Restrooms

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. The City of Oakley has also encouraged fresh air circulation by directing employees to open windows and doors, to the extent practicable and safe.

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.

C. 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 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.

D. 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 not allowing members of the general public into the PWOB. Contractors must make appointments to gain entry.

E. Measures to Increase Sanitation for the Public

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

Soap and water is available to the public within the park restrooms.

The City of Oakley is disinfecting all public restrooms and drinking fountains daily.

The City of Oakley is disinfecting outdoor tables, benches and play/exercise equipment, and other outdoor high touch surfaces as needed.

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

Contact Name: Nancy Marquez-Suarez, Human Resources Manager

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Email Address: marquez@ci.oakley.ca.us

Date Adopted: May 21, 2020