



CITY OF

*Richmond* CALIFORNIA

## **COVID-19 WORKPLACE READINESS INFORMATION FOR EMPLOYEES**

Workplace re-occupancy readiness is a critical step in enhancing employee safety and limiting the spread of COVID-19 throughout the community. Employees should use this information as a guide to enhance safety in the workplace. The operations of each department are unique, and each department may have more restrictive or specific rules or processes suited to their operations.

### **SELF-HEALTH SCREENING**

Employees are to self-screen themselves for COVID-19 related symptoms prior to leaving their home for work every day using the [screening tool](#). By coming to work, you are self-certifying that you are negative for COVID-19 related symptoms.

If you screen positive, you should stay home, notify your supervisor, and consult your physician for further guidance. Further clarification for symptomatic and positive employees is available in the [City of Richmond COVID-19 Exposures and the Workplace](#) document.

### **RESPIRATORY HYGIENE/COUGH ETIQUETTE**

The following measures are recommended for all individuals:

- Cover your mouth and nose with a tissue when coughing or sneezing. Use the nearest waste receptacle to dispose of the tissue after use.
- Perform hand hygiene (e.g., hand washing with soap and water, alcohol-based hand rub, or antiseptic handwash) after having contact with respiratory secretions and contaminated objects/materials.
- Wear an appropriate [face covering](#) when in common areas in the workplace to contain potentially infectious respiratory secretions and to avoid touching the nose and mouth. Face coverings are available through your department.
- Review [COVID-19 prevention](#) strategies.

### **SOCIAL DISTANCING**

All City workplaces must maintain social distancing to the maximum extent feasible. General requirements of social distancing include maintaining at least six feet apart from other individuals, not shaking hands, avoiding, or minimizing social interactions outside of the household, and self-isolation care when sick symptoms associated with COVID-19.

### **FLEXIBILITY**

Where appropriate social distancing may be difficult, departments are encouraged to provide flexibility in the workplace while maintaining productivity and operational effectiveness. Examples of flexibility in the workplace may include rearranging workspace, instituting remote service options for the public, and conducting virtual meetings.

## **WHAT IF I CANNOT RETURN AS SCHEDULED ON JUNE 22, 2020?**

Please inform your supervisor as soon as possible, but no later than June 22, 2020, if there are circumstances that don't permit you to return to work as scheduled. You may be eligible for emergency leave, use of accruals, or a continuation of telecommuting. If you are requesting emergency leave, please refer to the next section. If you are requesting to continue telecommuting, please fill out the [Continuation of Emergency Telecommuting Request Form](#) and send it to your supervisor. Departments will work quickly to evaluate the options with the employee.

## **EMERGENCY PAID SICK LEAVE AND EXPANDED PUBLIC HEALTH FMLA UNDER FFCRA**

Please refer to the [Employee Rights](#) flyer by the Department of Labor for a summary of employee rights under the Families First Coronavirus Response Act (FFCRA). The policy, forms, and instructions for use of this leave will be posted on the [HR website](#). The supervisor and the employee will need to work closely together, in coordination with HR and Payroll to ensure that the leave is applied and tracked appropriately. Please review the answers on the Frequently Asked Questions document for further guidance. For any additional questions on this leave, contact Jessica Somera in HR ([jessica\\_somera@ci.richmond.ca.us](mailto:jessica_somera@ci.richmond.ca.us)).

## **REASONABLE ACCOMMODATIONS**

Employees identified as higher-risk for severe illness ([Centers for Disease Control: age 65 or over, underlying medical conditions](#)) who need reasonable accommodations under the Americans with Disabilities Act or the Fair Employment and Housing Act may contact Risk Management. Reasonable accommodations can take many forms, including the use of eligible accruals.

## **REFERENCES**

As the policies, protocols, forms, and reference materials are finalized, they will be made available on the [HR website](#).

## **ADDITIONAL CORONAVIRUS RESOURCES**

- [COVID-19 Prevention Tips](#)
- [What to do if you are sick?](#)
- [What should you know about Covid-19?](#)
- [Stop the Spread of Germs](#)
- [Coping with Stress During Infectious Disease Outbreaks](#)

## **FURTHER QUESTIONS**

For further questions, please contact your supervisor.