COVID-19

EMPLOYEE RESOURCE GUIDE

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CITY OF
Fremont

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A MESSAGE FROM CITY MANAGER

Greetings Employees,

I want to express my appreciation for your commitment and patience while we continue to work together during the Coronavirus (COVID-19) pandemic. I recognize that you have all made significant contributions to our community and organization while we look forward to the future.

A return to normalcy will be a gradual effort and we will have vigilant to keep each other safe. My commitment to you is that the City's Leadership Team will carefully monitor our local safety conditions and adjust our strategy to meet the community's needs as time goes on.

I want to assure you that as we contemplate how to most effectively deliver services to the citizens of Fremont, the health and safety of you and our customers remains a top priority. Please take a moment to familiarize yourself with the new workplace practices, protocols and tips that are highlighted in this guide. I am dedicated to providing you with accurate and timely information, so updates will continue to be incorporated into this guide, as necessary.

On behalf of the City's Leadership Team, thank you for your patience and flexibility as we navigate through this extraordinary time. I am confident that as we work together, we can establish a safe, new normal that will work for you and our community.

Sincerely,

Mark Danaj
City Manager

FACILITIES SAFETY LETTER

To: City of Fremont Employees

The City will be implementing various changes in the way our workplace looks as well as new practices and protocols. Whether you have been working in City's offices, in the field, or teleworking for the last several months, we are here to support you. Our goal is to collaboratively ensure you feel safe and secure so together we can navigate the complexities of our "new normal."

Here are some things we are implementing to help keep our workplace safe and to support you:

- More frequent cleaning and sanitizing.
- Access to hand sanitizer throughout the workplace.
- New limits on the number of people allowed to gather in rooms, conference rooms, and communal areas at one time (number of people will vary by room size).
- Mandatory online coronavirus trainings for employees returning to work at City facilities.
- Safe Work Practices by Zone Color Indicator (see maps in the Addendums section of this guide).
- Staggered shifts so fewer people are on-site at one time.
- More frequent communications on our business, projections, new policies and requirements, your health and safety, and measures we are taking to support you and our community.

Here are some things we expect you to implement to help keep our workplace safe:

- Go home if you feel sick.
- Wash your hands often, and for the recommended 20 seconds.
- Stay at least 6 feet apart when moving through the workplace.
- Follow the City's face covering requirements in accordance with the Administrative Regulation: Emergency COVID-19 Symptom Screening and Face Covering Requirements (included in the Addendums section of this guide).
- Be considerate of your co-workers (remember, we're all in this together).
- Call, email, message, or video conference as much as possible rather than meet face to face.
- Be conscious and understanding of your co-workers who may be dealing with child care issues, illness or loss of loved ones, financial insecurity, and other issues.
- Contact your manager and/or Human Resources if you have questions or concerns.
- If you experience symptoms or suspect that you have been exposed to COVID-19, stay home, notify your supervisor and contact Risk Management at (510) 284-4050 or at riskmanagement@fremont.gov.

Thank you for your patience and cooperation.

MANDATORY ONLINE CORONAVIRUS TRAINING

All City of Fremont employees working on-site will be required to complete following COVID-19 online training courses:

Coronavirus 101 - What You Need to Know

Protecting your health against the Coronavirus (COVID-19) starts with getting the right information. This interactive online course features critical information about how COVID-19 spreads, how to recognize its symptoms, how to prevent and treat the virus, and what to do if you become sick with the virus.

(0.25 hours)

Coronavirus 105 - Cleaning and Disinfecting your Workplace

Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings. This interactive online course will provide you with practical guidance from the Centers for Disease Control and Prevention (CDC) for cleaning and disinfecting rooms or areas where those with confirmed COVID-19 have visited.

(0.25 hours)

City departments must contact **Risk Management at (510) 284-4050 or** **riskmanagement@fremont.gov** to request assignment of the required Coronavirus courses. Provide Risk Management with employee name and City email address when requesting assignment of the courses.

OPTIONAL INFORMATIONAL VIDEO TRAINING RESOURCES

COVID-19 Stop the Spread of Germs

Help stop the spread of COVID-19 and other respiratory illnesses, the Center of Disease Control and Prevention (CDC) by following these steps.

Prevent COVID-19: Wear a Cloth Face Covering

CDC Director Dr. Robert R. Redfield talks about how wearing a cloth face covering may help slow the spread of COVID-19.

SAFETY & HEALTH RESOURCES

COVID-19 Exposure Guide

It is important to know what to do in case of a possible exposure (on- or off-duty).

Important Things to Remember

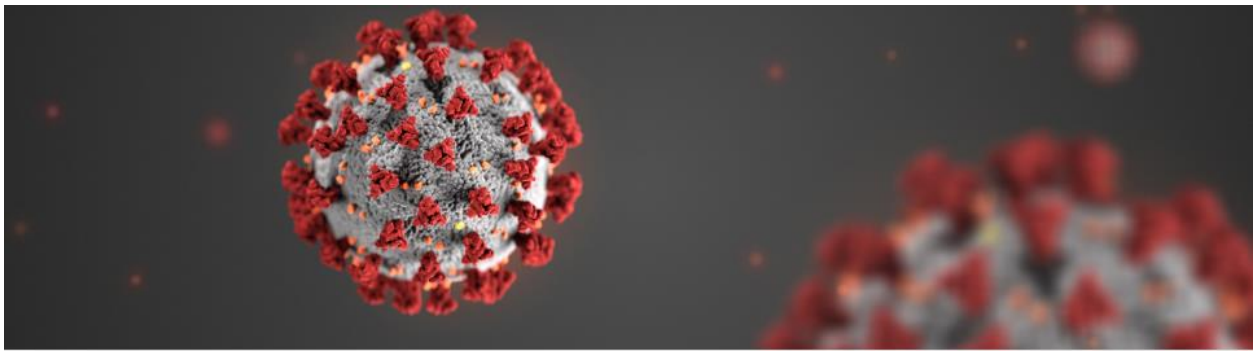
- Stay home if you feel sick
- Wash your hands often with soap and water for at least 20 seconds
- Avoid close contact with people who are sick
- Cover a cough or sneeze with a tissue or your elbow
- Clean and disinfect frequently touched surfaces
- Seek healthcare when it is medically necessary

Symptoms of COVID-19 include, but are not limited to:

- Cough
- Fever
- Chills
- Muscle pain
- Shortness of breath
- Difficulty breathing
- Sore throat
- And new loss of taste or smell

The Centers for Disease Control and Prevention (CDC) provides additional guidance on symptoms on their website, located here.

If you experience any symptoms or suspect to have been exposed to COVID-19, stay home and notify your supervisor (via phone/email) and contact **Risk Management at (510)284-4050 or at riskmanagement@fremont.gov.**



Self-Assessment Health Screening Survey

The Self-Assessment Health Screening Survey tool below is intended to help identify if employees or visitors experience COVID-19 related symptoms. Employees should take the necessary actions after completing this survey. For additional information, refer to the City's Administrative Regulation for Emergency COVID-19 Symptom Screening and Face Covering Requirements (included in the Addendums section of this guide).

Please answer the questions below and follow the instructions based on your answers.

YES	Self-Assessment Health Screening Survey	NO
	Are you ill, or caring for someone who is ill?	
	In the last two weeks, did you care for or have close contact with someone diagnosed with COVID-19?	
	Do you have a shortness of breath or difficulty breathing?	
	Do you have cough or sore throat?	
	Do you have muscle pain, a fever or chills?	
	Do you have a new or recent loss of taste of smell?	

If you answered **yes to any** of the above, immediately take the following actions:

1. Proceed to the exit following the designated exit path;
2. Return home;
3. Consider calling your doctor for medical advice; and
4. Plan to return after you have been symptom free for 14 days.

If you answered **no to all** the above, you may proceed into the building and:

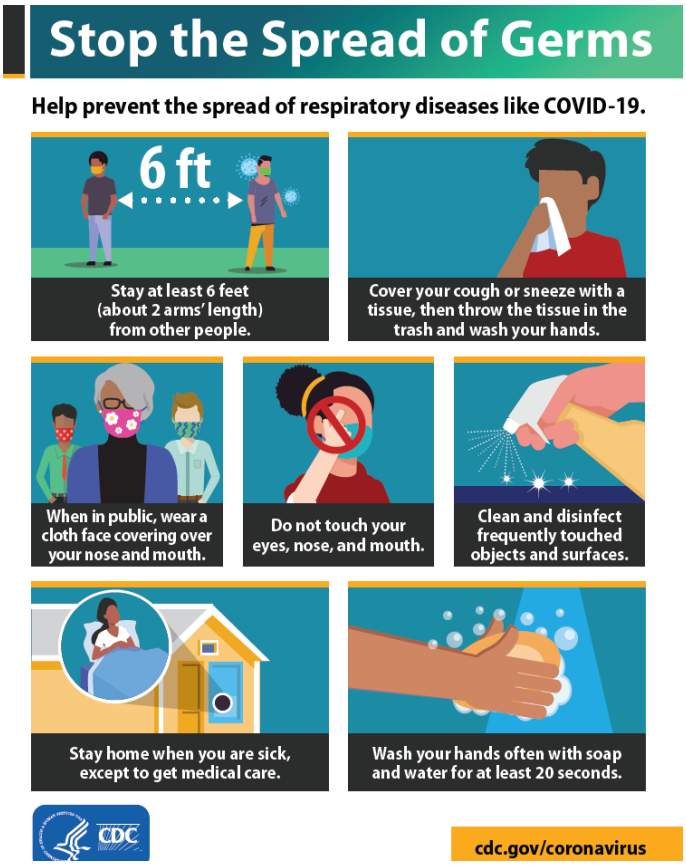
1. Observe all signage and safe practices;
2. Wash your hands frequently;
3. Cover your cough/sneezes;
4. Wear face coverings; and
5. Always maintain 6 feet of physical distance from others.

World Health Organization (WHO) Resources

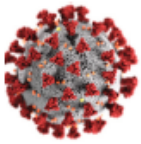
The following World Health Organization (WHO) illustrations below are provided to improve hand hygiene and to support the prevention of health-associated infections.

Centers for Disease Control and Prevention (CDC) Resources

The Center for Disease Control and Prevention (CDC) illustrations below provide steps to slow the spread of COVID-19. Learn more on the CDC website.



What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (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.

Know how COVID-19 is spread

- 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.

Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. 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.
- Wear a cloth face covering that covers your nose and mouth 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 social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.

Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.

Know your risk for 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.

CDC

cdc.gov/coronavirus

Temperature Testing Procedures

The Administrative Regulation for Emergency COVID-19 Symptom Screening and Face Covering Requirements defines key City of Fremont's Emergency COVID-19 facilities safety guidelines. Please refer to the complete Administrative Regulation (AR) in the Addendums section of this guide.

The CDC and state/local health authorities have acknowledged community spread of COVID-19 and issued guidance for employers to conduct body temperature testing and COVID-19 screening of employees at workplaces.

A fever is a rise in body temperature. It's usually a sign of infection.

Temperature Testing Process

Employees entering City Facilities will be required to complete a temperature testing process at the beginning and end of each work shift. Temperature tests will be taken at designated stations at City Facility entrance areas. The temperature testing method will vary based on available equipment (e.g., touchless thermometers or equipment with disposable covers).

a. Designated Safety/Testing Coordinators will be required to wear face coverings and gloves.
b. Tested employees will receive verbal notice of the temperature reading directly from the designated Safety/Testing Coordinator. Please Note: The City will not record, share or maintain testing results on tested subjects to any party.

The average body temperature is 98.6° F (37° C). The following thermometer reading generally indicates a fever:

- Temperature of 100.4° F or higher (CDC Guideline for quarantine)

If the thermometer reading indicates a temperature of **100.4° F or higher**, the employee will be considered to be symptomatic and will be directed to leave the City Facility, return to their residence to self-quarantine and be advised to seek immediate medical attention until the fever is gone. The symptomatic employee should also notify their supervisor/department immediately (via phone/email).

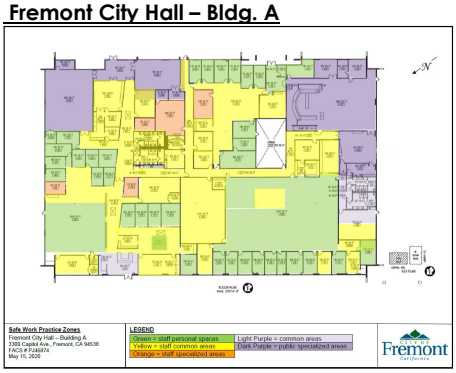
Social Distancing and Safety Guidelines

Safe Work Practices by Zone Color Indicator

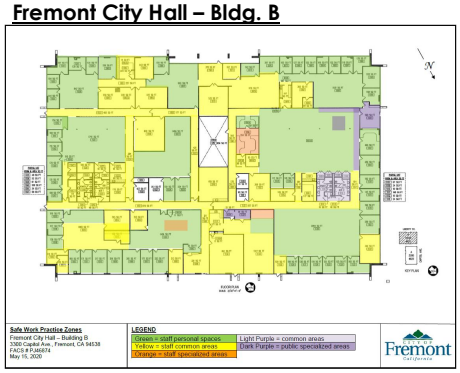
Addendums #2-12, found at the end of this guide, provide maps of City buildings according to safe work practices by zone color indicator. Sample maps are shown below.

LEGEND	
Green = staff personal spaces	Light Purple = common areas
Yellow = staff common areas	Dark Purple = public specialized areas
Orange = staff specialized areas	

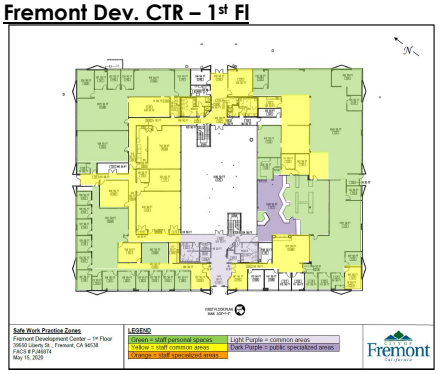
ADDENDUM #1
Fremont City Hall – Bldg. A



ADDENDUM #2
Fremont City Hall – Bldg. B

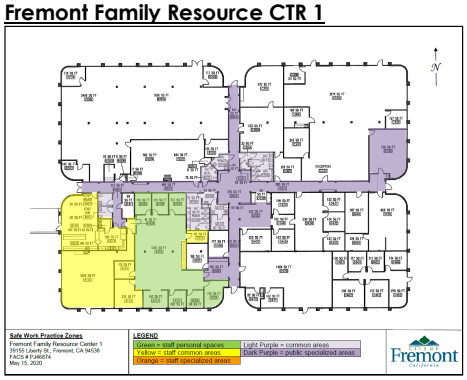


ADDENDUM #3
Fremont Dev. CTR – 1st Fl

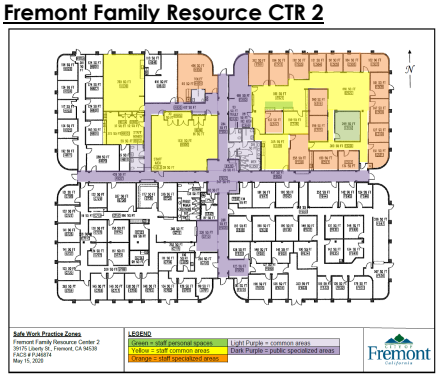


ADDENDUM #4
Fremont Dev. CTR– 2nd Fl

ADDENDUM #5
Fremont Family Resource CTR 1



ADDENDUM #6
Fremont Family Resource CTR 2



Personal Offices and Workstations

The following practices are to be followed by all employees working in their personal work areas. All questions should be directed to **Risk Management at (510) 284-4052 or riskmanagement@fremont.gov**.

Physical Distancing

- Defend your space. Employees and visitors should not be allowed to enter your personal work area. If an employee must enter your personal work area, maintain physical distancing to the maximum extent feasible, but not less than 6ft.
- Work with your supervisor to identify opportunities to work from home, stagger shifts or limit hours.

Personal Hygiene

- Conduct frequent hand hygiene following the World Health Organization (WHO) guidelines. At minimum, hand hygiene should be conducted upon arrival, before touching your face, after coughing or sneezing, prior to returning from common areas and prior to leaving.
- Avoid touching eyes, nose and mouth.
- If you must sneeze or cough, cover your nose and mouth with a cloth or use the crook of your arm to minimize dispersal of respiratory droplets.
- Accumulation of personal items should be limited to allow for easier surface cleaning and disinfection.
- When leaving your personal work area, don a face mask that covers your nose and mouth.

Protective Equipment

- Employees that work in a private/shielded one-person office or workspace, where there are no others present (or anticipated to be present) within 6ft, do not need to wear a face mask.
- Disposable gloves may be worn during use of disinfectant products.

Environmental Cleaning

- Janitorial vendor to conduct regular cleaning and disinfection of high-touch surfaces. Work areas should be kept free of accumulated items to facilitate cleaning and disinfection.
- Employees should use provided disinfectant products to routinely clean high-touch surfaces in their personal work areas, such as doorknobs, desktops, computer equipment, etc. Disinfection should be conducted between shifts, at minimum.

Medical Screening

- Prior to entering the building each day, all employees and vendors must complete the Self-Assessment Health Screening Survey.
- If you do not pass the Self-Assessment Health Screening Survey or develop symptoms during the workday, leave the building immediately and notify your supervisor.

Employee Common Areas/Break Room

The following practices are to be followed by all employees and vendors entering common areas. All questions should be directed to **Risk Management at (510) 284-4052 or riskmanagement@fremont.gov**.

Physical Distancing

- Maintain physical distancing to the maximum extent feasible, but not less than 6ft. Physical distancing should be maintained at work and outside of work.
- Employees may not socialize or linger in common areas.

Personal Hygiene

- Conduct frequent hand hygiene following the World Health Organization (WHO) guidelines. At minimum hand hygiene should be conducted upon arrival, after touching face or high-touch surfaces, after coughing or sneezing and prior to leaving.
- Wearing of face masks/coverings that completely cover the nose and mouth is required. Conduct hand hygiene before and after touching face covering. Cloth face coverings should be laundered after each shift, if applicable.
- Avoid touching eyes, nose and mouth.
- If you must sneeze or cough, cover your nose and mouth with a cloth or use the crook of your arm to minimize dispersal of respiratory droplets.
- Avoid sharing phones, work supplies and office equipment, when possible. Communal amenities, such as dishes, utensils and spices should be removed or replaced with single-use items.
- Accumulation of personal items should be limited to allow for easier surface cleaning and disinfection.
- Use of personal fans by employees is prohibited.

Protective Equipment

- Wearing of a face mask is required.
- Employees that handle commonly touched items may wear disposable gloves to supplement frequent hand hygiene. In addition, disposable gloves may be worn during use of disinfectant products.

Environmental Cleaning

- Janitorial vendor to conduct regular cleaning and disinfection of high-touch surfaces. Common areas should be kept free of accumulated items to facilitate cleaning and disinfection.
- Employees should use provided disinfectant products to routinely clean high-touch surfaces, such as doorknobs, handrails, tabletops, refrigerator handles, etc. Disinfection should be conducted between uses. Disinfected surfaces should be allowed to air dry.
- Employees should use provide disinfectant products to routinely clean shared work supplies and office equipment, such as printers, copiers, phones, keyboards, workstations, etc. Disinfection should be conducted between uses. Disinfected surfaces should be allowed to air dry.

- Post checklists in common areas to track and document disinfection efforts.

Medical Screening

- Prior to entering the building each day, all employees and vendors must complete the Self-Assessment Health Screening Survey.
- If you do not pass the Self-Assessment Health Screening Survey or develop symptoms during the workday, leave the building immediately and notify your supervisor.

Conference Rooms

The following practices are to be followed by all employees and vendors entering common areas. All questions should be directed to **Risk Management at (510) 284-4052 or riskmanagement@fremont.gov**.

Physical Distancing

- The maximum occupancy of a conference room shall be configured (including stored chairs) to ensure no less than a 6ft radius of physical separation around each attendee (whether sitting and or standing).
- If a 6ft radius of physical separation around each attendee cannot be provided due to the number of attendees, the excess attendees must be directed to wait outside or in a building area where a 6ft radius of physical separation around each attendee can be maintained.
- Maintain physical distancing to the maximum extent feasible, but not less than 6ft.
- Meetings should be kept to the shortest time possible.
- Employees may not socialize or linger in common areas.

Personal Hygiene

- Conduct frequent hand hygiene following the World Health Organization (WHO) guidelines. At minimum hand hygiene should be conducted upon arrival, after touching face or high-touch surfaces, after coughing or sneezing and prior to leaving.
- Wearing of face masks/coverings that completely cover the nose and mouth is required. Conduct hand hygiene before and after touching face covering. Face coverings should be laundered after each shift, if applicable.
- Avoid touching eyes, nose and mouth.
- If you must sneeze or cough, cover your nose and mouth with a cloth or use the crook of your arm to minimize dispersal of respiratory droplets.
- Avoid sharing phones, work supplies and office equipment, when possible. Communal amenities, such as dishes, utensils and spices should be removed or replaced with single-use items.

- Accumulation of communal items should be limited to allow for easier surface cleaning and disinfection.
- Use of personal fans by employees is prohibited.

Protective Equipment

- Wearing of a face mask is required.
- Employees that handle commonly touched items may wear disposable gloves to supplement frequent hand hygiene. In addition, disposable gloves may be worn during use of disinfectant products.

Environmental Cleaning

- Janitorial vendor to conduct regular cleaning and disinfection of high-touch surfaces. Work areas should be kept free of accumulated items to facilitate cleaning and disinfection.
- Employees should use provided disinfectant products to routinely clean high-touch surfaces, such as doorknobs, handrails, tabletops, refrigerator handles, etc. Disinfection should be conducted between uses. Disinfected surfaces should be allowed to air dry.
- Employees should use provide disinfectant products to routinely clean shared work supplies and office equipment, such as printers, copiers, phones, keyboards, workstations, etc. Disinfection should be conducted between uses. Disinfected surfaces should be allowed to air dry.
- Post checklists in common areas to track and document disinfection efforts.

Medical Screening

- Prior to entering the building each day, all employees and vendors must complete the Self-Assessment Health Screening Survey.
- If you do not pass the Self-Assessment Health Screening Survey or develop symptoms during the workday, leave the building immediately and notify your supervisor.

Restrooms

The following practices are to be followed by all employees and vendors entering common areas. All questions should be directed to **Risk Management at (510) 284-4052 or riskmanagement@fremont.gov**.

Physical Distancing

- For multiple occupant restrooms, limit the maximum occupancy to the extent feasible.
- Maintain physical distancing to the maximum extent feasible, but not less than 6 ft.
- Employees may not socialize or linger restrooms.

Personal Hygiene

- Conduct hand hygiene before and after using lockers or the shower room following the posted World Health Organization (WHO) guidelines.
- The wearing of face masks/coverings that completely cover the nose and mouth is

required. Conduct hand hygiene before and after touching face covering. Face coverings should be laundered after each shift, if applicable.
- Avoid touching eyes, nose and mouth.
- Use a paper towel to open the shower room door and dispose of the paper towel in a provided trash receptacle.
- Toilet lids should be closed before flushing, if present.
- Do not use hand air dryers.

Protective Equipment

- The wearing of a face mask/covering is required.
- Employees that handle commonly touched items may wear disposable gloves to supplement frequent hand hygiene. In addition, disposable gloves may be worn during use of disinfectant products.

Environmental Cleaning

- Janitorial vendor to conduct cleaning and disinfection.
- Employees should use provided disinfectant products to routinely clean high-touch surfaces, such as faucets, door handles, toilet flush handles, benches, etc. Disinfected surfaces should be allowed to air dry.

Medical Screening

- Prior to entering the building each day, all employees and vendors must complete the Self-Assessment Health Screening Survey.
- If you do not pass the Self-Assessment Health Screening Survey or develop symptoms during the workday, leave the building immediately and notify your supervisor.

Classrooms

The following practices are to be followed by all public areas. These requirements should be communicated to all visitors upon entry. All questions should be directed to **Risk Management at (510) 284-4052 or riskmanagement@fremont.gov**.

Physical Distancing

- Classrooms shall be configured (including desks & chairs) to ensure no less than a 6ft radius of physical separation around each visitor.
- If a 6ft radius of physical separation around each visitor cannot be provided due to the number of visitors, the excess visitors must be directed to wait outside or in a building area where a 6ft radius of physical separation around each person can be maintained.
- Direct visitors to maintain physical distancing to the maximum extent feasible, but not less that 6ft.
- Avoid shaking hands or other greetings that require close contact.
- If multiple visitors are present at one time, direct them to stand at minimum of 6ft apart. Install markings on the floor at 6ft intervals to indicate acceptable standing positions.
- Reception seating should be maintained 6ft apart or eliminated.
- Visitors may not socialize or linger in public areas.

- Traffic flow arrows shall be placed on floors and walls as needed to clearly communicate direction of flow from entry to the building(s), through each station/area the customer/visitor may travel and to the exit.
- Signs shall be posted to communicate areas to which access is prohibited for the customer/visitor.
- Physical barriers such as tables or stanchions should be used to ensure that minimal physical distancing is maintained at each desk area. Each employee should be assigned to a specific desk during each shift.

Personal Hygiene

- Hand sanitizer should be made available at public entries and visitors should be directed to conduct hand hygiene per World Health Organization (WHO) guidelines. Signage for proper hand sanitizing should be placed near the hand sanitizer dispenser.
- Visitor and employees are required to wear face coverings that completely cover the nose and mouth.
- Avoid sharing pens, supplies and paperwork with visitors, when possible.

Protective Equipment

- Wearing of a face mask is required.
- Employees that handle commonly touched items may wear disposable gloves to supplement frequent hand hygiene. In addition, disposable
- Notify your supervisor or the designated COVID-19 Safety Representative if any visitors fail the.

gloves may be worn during use of disinfectant products.

Environmental Cleaning

- Janitorial vendor to conduct regular cleaning and disinfection.
- Employees should use provided disinfectant products to routinely clean high-touch surfaces, such as doorknobs, handrails, tabletops, etc. Disinfection should be conducted between uses. Disinfected surfaces should be allowed to air dry.
- Employees should use provide disinfectant products to routinely clean shared work supplies and office equipment, such as printers, copiers, phones, keyboards, workstations, vending machines, coffee makers, ice machines etc. Disinfection should be conducted between uses. Disinfected surfaces should be allowed to air dry.

Medical Screening

- Prior to entering the building, all visitors must complete the Self-Assessment Health Screening Survey.
- If they do not pass the Self-Assessment Health Screening Survey, they should be directed to leave the building immediately. Notify your supervisor or the designated COVID-19 Safety Representative if any visitors fail the Self-Assessment Health Screening Survey.

Lobby

The following practices are to be followed by all public areas. These requirements should be communicated to all visitors upon entry. All questions should be directed to **Risk Management at (510) 284-4052 or riskmanagement@fremont.gov**.

Physical Distancing

- Lobby's shall be configured (including desks & chairs) to ensure no less than a 6ft radius of physical separation around each visitor.
- If a 6ft radius of physical separation around each visitor cannot be provided due to the number of visitors, the excess visitors must be directed to wait outside or in another building area where a 6ft radius of physical separation around each person can be maintained.
- Direct visitors to maintain physical distancing to the maximum extent feasible, but not less that 6ft.
- Avoid shaking hands or other greetings that require close contact.
- If multiple visitors are present at one time, direct them to stand at minimum of 6ft apart. Install markings on the floor at 6ft intervals to indicate acceptable standing positions.
- Reception seating should be maintained 6ft apart or eliminated.
- Visitors may not socialize or linger in public areas.
- Signs shall be posted to communicate areas to which access is prohibited for the customer/visitor.

Personal Hygiene

- Hand sanitizer should be made available at public entries and visitors should be directed to conduct hand hygiene per World Health Organization (WHO) guidelines. Signage for proper hand sanitizing should be placed near the hand sanitizer dispenser.
- Visitor and employees are required to wear face coverings that completely cover the nose and mouth.
- Avoid sharing pens, supplies and paperwork with visitors, when possible.

Protective Equipment

- Wearing of a face mask is required.
- Employees that handle commonly touched items may wear disposable gloves to supplement frequent hand hygiene. In addition, disposable gloves may be worn during use of disinfectant products.

Environmental Cleaning

- Janitorial vendor to conduct regular cleaning and disinfection.
- Employees should use provided disinfectant products to routinely clean high-touch surfaces, such as doorknobs, handrails, tabletops, etc. Disinfected surfaces should be allowed to air dry.

Medical Screening

- Prior to entering the building, all visitors must complete the Self-Assessment Health Screening Survey.
- If they do not pass the Self-Assessment Health Screening Survey, they should be directed to leave the building immediately. Notify your supervisor or the designated COVID-19 Safety Representative if any visitors fail the Self-Assessment Health Screening Survey.

Public Restrooms

The following practices are to be followed by all public areas. These requirements should be communicated to all visitors upon entry. All questions should be directed to **Risk Management at (510) 284-4052 or riskmanagement@fremont.gov**.

Physical Distancing

- For multiple occupant restrooms, limit the maximum occupancy to the extent feasible.
- Maintain physical distancing to the maximum extent feasible, but not less that 6ft.
- Visitors may not socialize or linger in restrooms.

Personal Hygiene

- Conduct hand hygiene before and after using the restroom following the posted World Health Organization (WHO) guidelines.
- The wearing of face masks/coverings that completely cover the nose and mouth is required. Conduct hand hygiene before and after touching face covering. Cloth face coverings should be laundered after each shift.
- Avoid touching eyes, nose and mouth.
- Use a paper towel to open the restroom door and dispose of the paper towel in a provided trash receptacle.
- Toilet lids should be closed before flushing, if present.
- Do not use hand air dryers.

Protective Equipment

- Wearing of a face mask is required.
- Employees that handle commonly touched items may wear disposable gloves to supplement frequent hand hygiene. In addition, disposable gloves may be worn during use of disinfectant products.

Environmental Cleaning

- Janitorial vendor to conduct cleaning and disinfection.
- Employees should use provided disinfectant products to routinely clean high-touch surfaces, such as faucets, door handles, toilet flush handles, benches, etc. Disinfected surfaces should be allowed to air dry.

Medical Screening

- Prior to entering the building, all visitors must complete the Self-Assessment Health Screening Survey.
- If they do not pass the Self-Assessment Health Screening Survey, they should be directed to leave the building immediately. Notify your supervisor or the designated COVID-19 Safety Representative if any visitors fail the Self-Assessment Health Screening Survey.

Gym

The following practices are to be followed by all employees entering specialized areas. These requirements should be communicated to all visitors upon entry. All questions should be directed to **Risk Management at (510) 284-4052 or riskmanagement@fremont.gov**.

Physical Distancing

- Non-essential personnel and vendors should be prohibited from entering the gym.
- Maintain physical distancing to the maximum extent feasible, but not less than 6ft. apart. Physical distancing should be maintained during workout and outside of gym.
- If physical distancing cannot be maintained during certain tasks, employees must use protective equipment specified below.
- Maximize the amount of time between usage.
- Place a sign-in sheet inside the gym for contact tracing.

Personal Hygiene

- Conduct frequent hand hygiene following the World Health Organization (WHO) guidelines. At minimum, hand hygiene should be conducted upon arrival, before touching face, after touching high-touch surfaces, after coughing or sneezing, and prior to leaving.
- Wear assigned uniform and follow procedures for laundering.
- Wear face coverings that completely cover the nose and mouth. Conduct hand hygiene before and after touching face covering. Face coverings should be laundered after each shift.
- Avoid touching eyes, nose and mouth.
- Avoid sharing work areas, office equipment and tools, when possible.

Protective Equipment

- The wearing of a face mask/covering is required.
- Employees that handle commonly touched items may wear disposable gloves to supplement frequent hand hygiene. In addition, disposable gloves may be worn during use of disinfectant products.

Environmental Cleaning

- Janitorial vendor to conduct regular cleaning and disinfection of high-touch surfaces. Common areas should be kept free of accumulated items to facilitate cleaning and disinfection.
- Employees should use provided disinfectant products to routinely clean shared gym equipment. Disinfection should be conducted between uses. Disinfected surfaces should be allowed to air dry.
- Employees should use provided disinfectant products to routinely clean high-touch surfaces, such as doorknobs, handrails, dumbbells, benches, etc. Disinfected surfaces should be allowed to air dry.
- Post checklists in common areas to track and document disinfection efforts.

Medical Screening

- Prior to entering the building each day, all employees and vendors must complete the Self-Assessment Health Screening Survey.
- If you do not pass the Self-Assessment Health Screening Survey or develop symptoms during the workday, leave the building immediately and notify your supervisor.

Guidance for Customers and Visitors

Following are the public health practices for customers or visitors (henceforth visitors) that will enter our building(s) during progressing stages of pandemic concerns and mandated or recommended public access controls. These practices are to provide protection to both the visitors/customers and our staff. All questions should be directed to **Risk Management at (510) 284-4052 or riskmanagement@fremont.gov**.

Physical Distancing

Physical distancing for customers/visitors will be required to the extent possible. Methods may include any combination of the actions listed below:

1. One-way entry and exit doors shall be identified and clearly marked.
2. Traffic flow arrows shall be placed on floors and walls, as needed, to clearly communicate direction of flow from entry to the building(s), through each station/area the customer/visitor may travel and to the exit.
3. The maximum number of visitors to any area shall be determined to ensure no less than a 6ft radius of physical separation around everyone in the area (whether sitting and or standing). If a 6ft radius of physical separation around everyone cannot be provided, the excess visitors should be directed to wait outside and maintain distancing in accordance with the signage and markings provided.
4. Visitors shall be directed to maintain physical distancing to the maximum extent feasible, but not less than 6 feet. Floor and/or wall markings shall be placed to provide guidance to visitors so they can maintain 6ft of separation while in queue lines, waiting areas and other common areas.
5. Signs and overhead announcements shall be used to remind visitors of the importance of physical distancing, hand hygiene and the infographics provided. The frequency of overhead reminders should be adequate to ensure each visitor hears at least one reminder during a typical/average visit.
6. Additional signs shall be posted to communicate areas to which visitor access is not allowed.

7. Physical barriers such as room dividers, desks, plexiglass walls, etc. may be placed to restrict visitor access or help to direct traffic patterns.
8. Access to seats in waiting areas shall be arranged to ensure 6ft of physical distance is always maintained. This can be accomplished through various methods such as removing or relocating seats or placing tape and signs on select seats to prevent use.
9. Visitors may not socialize or linger in public areas.

Personal Hygiene

1. Hand sanitizer should be made available at public entries and visitors should be directed to conduct hand hygiene per World Health Organization (WHO) guidelines. Signage with instructions for proper hand hygiene should be placed near all hand sanitizer dispenser and hand washing sinks.
2. Signage shall be posted so that visitors can easily find hand hygiene stations.
3. Signage shall be posted to remind visitors of the importance of frequent hand hygiene, covering their cough and avoiding touching of their face.
4. Avoid use of shared items such as pens, supplies and paperwork when possible.

Protective Equipment

1. Face coverings, worn in accordance with the current CDC or local public health guidelines, are required in all visitor accessible areas. For additional information, refer to the City's Administrative Regulation for Emergency COVID-19 Symptom Screening and Face Covering Requirements (included in the Addendums section of this guide).

Environmental Cleaning

1. Frequently touched surfaces in visitor accessible areas, such as doorknobs, handrails, tabletops, etc., shall be cleaned and disinfected in accordance with the procedures in the site-specific Safe Work Plan. Disinfection for these frequently touched surfaces shall be performed prior to opening each day, at least once every hour during times when visitors have access and at the end of the day.

Medical Screening

1. Visitors will be directed by signage to perform a COVID-19 illness symptoms Self-Assessment Health Screening Survey prior to entering (or immediately upon entry into) City of Fremont building(s). -OR-
   Visitors will be asked questions from a COVID-19 illness symptoms self-assessment.
2. The self-assessment questions shall include the latest symptom/scenario assessment topics provided by CDC and shall be updated, as needed.

3. Visitors must answer "no" to all questions on the self-assessment prior to proceeding into the building. Any visitor answering "yes" to any of the questions shall be directed to leave the property and plan for a return after they have been symptom-free for at least 14 days.

GUIDANCE FOR VENDORS (TRADES)

Following are the public health practices for vendors that will enter our property during progressing stages of pandemic concerns and mandated or recommended public access controls. These practices are to provide protection to both the vendor and our staff or residents. All questions should be directed to **Risk Management at (510) 284-4052 or riskmanagement@fremont.gov.**

Vendors may include electricians, plumbers, HVAC technicians, carpenters, landscape workers, painters, pest control, computer, appliance and telecommunications repair technicians as well as other trades. All vendors must have a COVID-19 Safe Work Plan prior to coming onsite.

Communication

1. Communicate to all vendors the content of this guidance and the expectations that they will comply with their COVID-19 Safe Work Plan and this Guidance when on property.
2. Communicate to vendors in advance as to what service will be provided and the protective measures that will be put into place on City sites.
3. If the vendor has been sick, is currently sick, or near someone who has been sick, consider postponing the service visit for 10-14 days. Also communicate to the vendor that they must wear a face covering during the service visit or maintain physical distance of not less than 6ft from other people.
4. Communicate as much pre-work consultation as possible prior to the vendor arriving onsite to reduce the amount of time needed onsite.
5. Vendors should call a "safety stop" (i.e. stop work) if there are concerns about entering a facility. Notify the supervisor immediately.
6. Encourage any additional, onsite communication, to occur outdoors while maintaining physical distancing.

Physical Distancing

1. Provide a designated, single entrance, a designated single exit and prescribed traffic flow routes for vendors.
2. If multiple vendors are required, their work should be staged so they conduct their work at different times or different days.

3. Vendors shall be directed to maintain physical distancing from all others to the maximum extent feasible, but not less than 6ft.
4. Establish a contactless system for payment (pre-pay via phone or APP). If a signature is required from the occupant, have them use their own pen to sign.
5. Inform vendors that they may not socialize or linger in public areas.

Personal Hygiene

1. Vendors are required to perform hand hygiene frequently while onsite. However, onsite hand sanitizer stations and hand washing sinks are available where feasible. Vendor must use the sanitizer prior to entering a new location and immediately upon leaving. Follow the 'hand rub' guidelines provided by the World Health Organization (WHO).
2. Vendors should plan bathroom breaks before or after the service visit to avoid using City facilities.
3. Vendors should bring their own drinking water.
4. Vendors must handle all work clothes, tools and equipment in accordance with current CDC guidelines.

Protective Equipment

1. Face masks must be worn at all times in accordance with the current CDC or local public health guidelines, upon entering facilities and work areas.

Environmental Cleaning

1. Avoid use of shared items such as pens, supplies and paperwork when possible. Disinfect any shared items that could not be avoided prior to and after use.
2. Vendors must disinfect all surfaces they have touched during the course of their work (doorknobs, faucet handles, light switches, tables, etc.) in accordance with current CDC or local public health department guidelines. Ensure disinfection follows the appropriate contact time. Disinfection for these surfaces shall be performed prior to leaving the work area.
3. If vacuuming is required, the vendor must utilize a HEPA filtered vacuum, wear a face mask, and make every effort to limit vacuuming to when others are no closer than 10ft or preferably when no others are present in the area.
4. Vendor shall collect, seal and carry out all trash and soiled items generated.
5. Disinfect all work items used prior to and following each service visit.
6. Disinfect frequently touched surfaces in the service vehicle, as needed but not less than prior to and at the end of the shift.

Medical Screening

1. Vendors will be directed by signage to perform a COVID-19 illness symptoms Self-Assessment Health Screening Survey and conduct a body temperature test prior to conducting a service visit.
2. The self-assessment questions shall include the latest symptom/scenario assessment topics provided by CDC and shall be updated as needed.
3. The vendor must answer "no" to all questions on the self-assessment prior to proceeding to the service visit. Any vendor answering "yes" to any of the questions and or recording a body temperature of 100.4° F or higher must leave the property and plan for a return only after they have been symptom-free for at least 14 days.

TELEWORK RESOURCES

Emergency Telework Policy

Effective Date: May 21, 2020

I. **OVERVIEW AND PURPOSE**

This policy defines the City of Fremont's Emergency COVID-19 Response Telework Program and the guidelines and rules under which it will operate. The purpose of this policy is facilitate social and physical distancing when appropriate while allowing necessary work to continue to be performed at an appropriate alternative location during the City's COVID-19 emergency response. Telework is not appropriate or possible for all City of Fremont classifications and employees.

This policy is an emergency policy and the City Manager (or designee) shall authorize specific times during which an Emergency Telework Agreement ("ETA" or "Agreement") shall apply. Any ETA is subject to the terms and conditions set forth in this policy below.

II. **DEFINITIONS**

a. **Alternate Worksite:** a location from which an employee is authorized to work remotely; such as their home, or another appropriate and approved location.

b. **City Employee:** for purposes of this policy, "City Employee" means all employees, regular, part time, and temporary.

c. **Telework:** is the practice of working from home or another appropriate approved location rather than at City Worksites. Telework occurs on a regular schedule and can be combined with in-person days worked at City facilities when such an arrangement is determined to be appropriate.

III. **POLICY**

a. **General Policy**

This emergency policy defines the rules and expectations for employees that are required to work remotely or telework due to a declared emergency.

The employee's compensation, benefits, work status, and work responsibilities will not change due to participation in the teleworking program. All forms of telework imply an employer-employee relationship with the teleworking employee receiving the same benefits as a non-teleworking colleague.

Teleworking is not a substitute for paid time off (general leave, management leave, or compensatory time). An ill teleworking employee is expected to call in, report their illness to their immediate supervisor, and use their accrued leave.

The Human Resources Department will be responsible for monitoring and evaluating the effectiveness of the Emergency Telework Program.

Bargaining unit Memoranda of Understanding (MOU) provisions will generally take precedence over the provisions of the emergency teleworking policies and procedures if they conflict with the MOU.

b. **Scope**
This policy applies to all the emergency telework activities of the City of Fremont. All managers, supervisors, and teleworkers should be familiar with the contents of this policy.

c. **Departmental Telework Coordinators**
Each Department shall assign a telework coordinator who will be responsible for internal coordination and management of the Emergency Telework Program at the departmental level.

d. **Telework Agreement**
All telework arrangements must be documented on an Emergency Telework Agreement Form, and approved by the employee's supervisor and Department Head as soon as feasible once an employee is anticipated to start teleworking. A Department Head's decision on a telework agreement is final and cannot be appealed.

e. **Program Guidelines**
Telework is only feasible for assignments that are amenable in whole or in part to being performed away from a City worksite.
The Department Head or designee has the discretion to determine and require employees to telework during an emergency utilizing eligibility criteria that includes, but is not limited to:

1. The operational needs of the employee's department;

2. The potential for disruption to the City's functions;

3. The ability for the employee to perform his or her specific job duties remotely from a location separate from the physical worksite ("Alternate Worksite") without diminishing the quantity or quality of the work performed;

4. The safety requirements needed for the employee to effectively conduct their work;
5. The portability of the employee's work;
6. The risk factors associated with performing the employee's job duties from a location separate from their City Worksite;
7. The ability to measure the employee's work performance from a location separate from their City Worksite;
8. The employee's supervisory responsibilities;
9. The employee's need for supervision;
10. Other considerations deemed necessary and appropriate by the employee's immediate supervisor, Department Head, or Human Resources Director.

IV. EMERGENCY TELEWORK AGREEMENT

a. Approved Emergency Telework Agreement's (ETA's) are only valid for the time period specified in the Agreement. The Agreement is invalid after time period specified unless the Department Head or designee approves an extension in writing. The Department Head or designee may, at their discretion, decide to terminate the Agreement earlier.

b. Employee acknowledges and agrees that the ETA is temporary and subject to the discretion of management on a case-by-case basis consistent with the eligibility criteria above.

c. The employee and the employee's supervisor will make a best effort to complete the ETA as soon as feasible when an emergency is declared and telework is assigned.

d. Non-exempt (overtime eligible) employees shall be assigned a Work Schedule in the ETA, which includes rest and meal breaks. Any deviation from the Work Schedule must be approved in advance, if possible in writing, by the employee's immediate supervisor. Non-exempt employees must take meal and rest breaks while teleworking, just as they would if they were reporting to work at their City worksite. Non-exempt employees may not telework outside their normal work hours without prior written authorization from their supervisor. A non-exempt employee who fails to secure written 4 authorization before teleworking outside their normal

work hours may face discipline in accordance with the City's policies, applicable MOU's etc., for working unauthorized overtime.

e. Teleworking employees are required to be accessible in the same manner as if working at a City Worksite. Employees must be accessible to communicate with their supervisor and other city employees while teleworking, and shall check their city-related business phone messages and emails on a consistent basis, as if working at their City worksite.

f. Employees shall work on according to their approved Work Schedule. Changes to employees' schedule may be required by the Department Head or designee and should be documented in the ETA. Employees are required to maintain an accurate record of all hours worked at the Alternate Worksite and make that record available to their supervisor upon request. Employees shall record all non-productive work time on their timesheet.

g. While teleworking, employees shall adhere to the following:

    1. Be available to communicate with the department during all ETA designated work hours.

    2. Have an Alternate Worksite that is safe, ergonomically sound, quiet and free of distractions (to the extent possible), with reliable and secure internet and/or wireless access. If a staff member has questions about setting up a safe and ergonomically appropriate work station, they should consult with Risk Management staff for guidance.

    3. All periods of employees' unavailability must be approved in advance by the employee's immediate supervisor in accordance with department policy and documented on the employee's timecard. If an employee is unexpectedly unavailable to work, such unavailability should be coordinated with management staff and documented in the employee's timecard.

    4. Employees must notify their immediate supervisor promptly when unable to perform work assignments because of equipment failure or other unforeseen circumstances.

    5. If the City has provided City owned equipment, employees agree to follow the City's Policy for the use of such equipment. Employees will report to their supervisor any loss, damage, or unauthorized access to

City owned equipment, immediately upon discovery of such loss, damage, or unauthorized access.

V. **GENERAL DUTIES, OBLIGATIONS AND HEALTH AND SAFETY**

Employees must adhere to the provisions set forth in this Policy and the terms of the ETA. Any deviation from the ETA requires prior written approval from the City.

All existing duties, obligations, responsibilities and conditions of employment remain unchanged. Teleworking employees are expected to abide by all City and departmental policies and procedures, rules and regulations, applicable Memoranda of Understanding, and all other official City documents and directives, including, but not limited to the following:

a. Employees authorized to perform work at an alternate worksite must meet the same standards of performance and professionalism expected of City employees in terms of job responsibilities, work product, timeliness of assignments, and contact with other City employees and the public.

b. Employees shall ensure that all official City documents are retained and maintained according to the normal operating procedures in the same manner as if working at a City Worksite. The employee is subject to all City policies regarding records retention and data security while teleworking.

c. Employees may receive approval to use personal computer equipment or will be provided with City issued equipment. The purchase and software costs associated with a City-owned computer will be borne by the employee's department but any expenditure must be pre-authorized. An equipment list of city-owned equipment shall be compiled and submitted with the approved Emergency Telework Agreement. The employee is responsible for promptly returning city-owned equipment on completion of their emergency teleworking assignment and at the end of their participation in the Emergency Telework Program. The City is only responsible for supporting City-authorized computers, software, data, and supplies.

d. The City shall not be responsible for normal internet access costs associated with the use of computer including energy, data or maintenance costs, network costs, home maintenance, home workspace furniture, ergonomic equipment, liability for third party claims, or any other incidental costs (e.g., utilities associated with the employee's teleworking). If a staff member feels special equipment is needed to perform a

particular assignment, the City will consider purchase or reimbursement for that equipment on a case by case basis.

e. Employees may receive a virtual private network ("VPN") account, as approved by the City.

f. Employees shall continue to abide by practices, policies and procedures for requests of sick, vacation and other leaves of absences. Requests to work overtime, declare vacation or take other time off from work must be pre- 6 approved in writing by each employee's supervisor. If an employee becomes ill while working under an ETA, they shall notify their supervisor immediately and record on their timesheet any hours not worked due to incapacitation.

g. Employees must take reasonable precautions to ensure their devices (e.g., computers, laptops, tablets, smart phones, etc.) are secure before connecting remotely to the City's network and must close or secure all connections to City desktop or system resources (e.g., remote desktop, VPN connections, etc.) when not conducting work for the City. Employees must maintain adequate firewall and security protection on all such devices used to conduct City work from the Alternate Worksite.

h. Employees shall exercise the same precautions to safeguard electronic and paper information, protect confidentiality, and adhere to the City's records retention policies, especially as it pertains to the Public Records Act. Employees must safeguard all sensitive and confidential information (both on paper and in electronic form) relating to City work they access from the Alternate Worksite or transport from their City Worksite to the Alternate Worksite. Employees must also take reasonable precautions to prevent third parties from accessing or handling sensitive and confidential information they access from the Alternate Worksite or transport from their City Worksite to the Alternate Worksite. Employees must return all records, documents, and correspondence to the City at the termination of the ETA or upon request by their supervisor, Department Head or Human Resources.

i. Workers' Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by Workers' Compensation law. Employees must report any such work-related injuries to their supervisor immediately. The City shall not be responsible for injuries or property damage unrelated to such work activities, including injuries to third persons when said injuries occur at the Alternate Worksite.

j. Employees existing supervisory relationships, lines of authority and supervisory practices remain in effect. Prior to the approval of this Agreement, supervisors and employees shall agree upon a reasonable set of goals and objectives to be accomplished. Supervisors shall use reasonable means to ensure that timelines are adhered to and that goals and objectives are achieved.

k. Any breach of the Emergency Telework Agreement by the employee may result in termination of the Agreement and/or disciplinary action, up to and including termination of employment in accordance with any applicable rules, policies, and/or MOU requirements.

l. Tax implications related to an at-home workspace are the responsibility of the employee, who is advised to consult a tax expert.

m. The teleworking employee's performance will be monitored in the same manner as non-teleworking employees through the City's performance evaluation process. Specific department goals and objectives for each teleworker will be established by the employee and immediate supervisor and approved by management staff per normal procedure. The goals and objectives will be documented in the employee's Emergency Telework Agreement.

VI. MODIFICATION OR TERMINATION OF PROGRAM AND PARTICIPATION IN PROGRAM

The City Manager may modify or terminate the emergency telework program for any reason, at any time. Whenever feasible such notice will be provided in advance of the modification or termination of the program.

A Department Head or designee may terminate an individual employee's participation in the program without cause, at any time, with written notice. Manager's should provide as much written notice of such termination as is administratively feasible, but should provide no less than five (5) calendar days advance notice. Termination of an employee's participation for cause may be immediate and does not require advance written notice. The Department Head will make arrangements for the employee to begin working at a City office as quickly as possible.

Telework is based upon program and operational requirements as determined by the Department Head at the direction of the City Manager's Office. Therefore, employees previously participating in a telework assignment are not assured of a telework assignment when returning from a leave of absence or after a job transfer.

Emergency Telework Agreement

The Emergency Telework Agreement can be located electronically on the City's Coronavirus (COVID-19) Employee Resources webpage, under Teleworking Resources.

Telework Tips

The following tips are designed to help City of Fremont employees effectively reinvent where they work, while making the most out of the opportunity to telework. Additional helpful tips for staying productive while working from home can be viewed in this article online.

Optimize your workspace

- Maintain clear boundaries between your work and home spaces.
- Consider the distractions in the offsite location.
- Consider data privacy and equipment security.

Optimize communication methods and technology

- Use communications technology whenever appropriate.
- Don't multi-task during teleconferences as this can distract you at crucial moments where you may be called upon to participate unexpectedly.
- Use electronic calendars which offer the option to share appointments and note free and busy times.

Telework Wellness

- Set up a routine for eating and taking breaks.
- Maintain proper nutrition and hydration.
- Take breaks from the computer wherever you are working to prevent eye strain.
- Establish a daily habit to transition from work to home

Staying on target

- Write down your daily priorities and tasks accomplished, either in a journal or through regular emails with your manager and/or colleagues. Identify what needs to get done each day and do your best to accomplish and focus on those tasks.
- Create routines to help you resist distractions.

Managing Relationships with Your Manager and Leadership

- Be proactive with your manager.
- Establish a standard method for updating your manager on your progress.

Managing Relationships with Colleagues

- Remember that your teammates are also affected by your telework schedule and how it interacts with their work-life fit.
- Provide opportunities for remote social interaction.
- Provide encouragement and emotional support.

STAYING INFORMED AND CONNECTED

Coronavirus (COVID-19) Employee Resources

Do you know where to find the most recent COVID-19 information for employees?

With many employees now telecommuting or working out in the field, a number of newly aggregated resources can be accessed on the City of Fremont's external Human Resources webpage.

Please visit: https://fremont.gov/3603/COVID-19-Employee-Resources to access a variety of resources and useful information including:

- Time reporting instructions for COVID-19 emergency response activities
- Coronavirus Family First Response Act information
- Benefit information
- Wellness resources
- Teleworking resources and advice
- Links to archived All User emails from City Leadership

Other useful public updates can found at the City's main COVID-19 page by visiting: https://www.fremont.gov/3571/Coronavirus-Disease-2019

We encourage you to stay engaged with the site and to view it periodically, as the website will be updated as new information becomes available.

City of Fremont App

The City of Fremont has launched Fremont App, a new CRM application that enables residents to report a wide range of local, non-emergency issues directly to City departments.

By accessing Fremont App on a smartphone, tablet, or computer, residents can take a picture or video of local issues, such as potholes, tree hazards, malfunctioning streetlights or traffic signals, add a message to describe each respective issue, and send it directly to the proper City department.

How to Access

Fremont App is free to download on your smartphone or you can use it in your computer's browser.

Download the App

Download on the App Store

GET IT ON Google Play

Use on Your Computer

Go to www.FremontApp.comin browser. (Please note, Fremont App does not support Internet Explorer.

Microsoft Teams

Microsoft Teams is a great communication tool for a quick chat, meetings, for calling and collaborating with your fellow coworkers.

To familiarize yourself with this new resource, the City's ITS Department has created the COF Microsoft Teams Guide to help you adapt to this new work environment.

If you have any questions, or would like additional information, please contact the ITS Helpdesk at (510)494-4800 or helpdesk@fremont.gov.

EMPLOYEE WELLNESS & BENEFITS RESOURCES

Self-Care Tips

Even under normal circumstances, the work you do is challenging. But in the face of the COVID-19 pandemic, it can be overwhelming. It's important to be resilient so that you can continue to protect and serve the public.

Additional resources for stress management, physical movement, and support can be accessed here, from Kaiser Permanente.

Employee Assistance Program (EAP)

The City's EAP, **Managed Health Network (MHN)**, is available to help employees during these challenging and uncertain times. MHN provides the following services, paid for by the City.

- **Problem-Solving Support**:
  Marriage, family and relationship issues, problems in the workplace, stress, anxiety and sadness, grief, loss or responses to traumatic events, concerns about alcohol or drug use

- **Work and Life Services**:
  Childcare and eldercare assistance, financial services, legal services, identity theft recovery services, daily living services

- **Health and Wellness Resources**

MHN is available 24/7 at **(800) 242-6220** or at members.mhn.com (Code: Fremont). You are entitled to 5 face-to-face sessions or telephone or web-video consultations per incident, per policy year.

City of Fremont: Families First Coronavirus Response Act (FFCRA) Overview and Procedures

Background

The Families First Coronavirus Response Act (FFCRA or Act) was passed on March 18, 2020 in response to the COVID-19 pandemic. The Act approves two provisions designed to help reduce the impact of the virus on families. These provisions include the Emergency Family Medical Leave Expansion Act (EFMLEA) and the Emergency Paid Sick Leave Act (EPSLA). These provisions go into effect prospectively as of April 1, 2020 and remain in effect until December 31, 2020.

The City of Fremont allows employees to take leave from the worksite to ensure that when the employee is at work the employee is rested, healthy, and mentally available to perform duties in a professional manner and to comply with any state or federal regulations regarding authorized leave. Specifically, the City of Fremont complies with the Federal Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA). Eligibility for FMLA and CFRA is the same and in most cases, the two leaves run concurrently. The FMLA (and CFRA) provides 12 weeks of unpaid, job-protected leave per 12-month period to employees to care for themselves or seriously ill family members. Public employees are eligible for FMLA/CFRA leave if they have worked at least 1,250 hours in the preceding 12-month period and are employed within 75 miles of at least 50 other employees of the public agency. "Family member" is defined under the law.

EFMLEA expands certain provisions of the FMLA, but does not provide additional time beyond the 12 total weeks available for FMLA leave. Eligibility applies to both regular and temporary employees.

Employers may elect to exclude health care workers and emergency responders from the Act, including designated police and fire personnel and those designated by the City Manager as emergency responders. The City reserves the right to deny leave to an emergency responder or call an employee back from leave in the event the employee is needed to provide emergency response services in order to ensure the health and safety of the community. Such denial or call back would apply to individuals taking leave for non-personal medical purposes. No employee taking leave under sections (1), (2) or (3) of the Emergency Paid Sick Leave Act will be subject to denial or callback. Emergency responders are excluded from leave under section (4) of the Emergency Paid Sick Leave Act; however, the City reserves the right to make exceptions.

Emergency Family Medical Leave Expansion Act (EFMLEA)

A. Eligibility

Employees may be eligible for leave due to an inability to work (or telework) due to the care of a child under the Emergency Family and Medical Leave Expansion Act.

Employees are eligible for up to 12 weeks of job-protected Public Health Emergency Leave if the following requirements are met:

1. The employee has worked for the City of Fremont for at least thirty (30) calendar days;

2. The employee is unable to work (or telework due to a need to care for the child (under 18 years of age) whose school or place of care has been closed, or whose child care provider is unavailable due to a COVID-19 emergency declared by either a Federal, State, or local authority; and

3. The employee provided reasonable notice of the need for leave.

4. Protected Health Emergency Leave is a form of FMLA leave and is not in addition to any other FMLA leave.

B. Duration of Leave

An employee who has not exhausted FMLA during the prior 12 months is eligible to receive up to 12 weeks of job-protected leave.

If an employee has already used FMLA during the prior 12 months preceding need for EFMLEA, their eligibility for EFMLEA is based on the balance available to the employee. For example, if an employee has been using FMLA intermittently during the prior 12 months and has used 4 weeks of FMLA, such employee is eligible for 8 more weeks of leave under FMLA and/or EFMLEA combined. Employees using FMLA for a pre-existing or new medical reason under FMLA, will need to track their time separately relative to leave taking under EFMLEA.

C. Compensation

Leave under FMLA is unpaid, however, an employee may be required to use accrued leaves. Under EFMLEA, the first 10 regularly scheduled work days of EFMLEA are unpaid. The employee may choose to use any accrued leave (vacation, sick, compensatory time) during this 10-day period. Alternatively, the employee may also use pay under the provisions of EPSLA as described below.

From the 11th day of leave, the employee will be paid two-thirds of the employee's regular rate of pay as defined under the Fair Labor Standards Act (29 U.S.C. § 207(e)). Part-time employees are entitled to pay based on two-thirds of their regular pay based on the number of hours they would otherwise have been scheduled to work during the time they are taking leave.

In the case of an employee whose schedule varies from week to week to such an extent that an employer is unable to determine with certainty the number of hours the employee would have worked if the employee had not taken leave, the employer must use the following criteria:

1. A number equal to the average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee commences leave, including hours for which the employee took any type of paid leave; or

2. If the employee did not work over the preceding 6-month period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.

Pay under the EFMLEA is capped at $200 per day and $10,000 in the aggregate.

Employees may elect to use accrued leave from any leave bank source to supplement the two-thirds regular rate being paid while on EFMLEA.

D. Request Procedure

1. An employee can initiate Emergency Family Medical Leave by contacting the City's third party Family Medical Leave Administrator (Sedgwick) at **(888) 436-9530** or online at https://timeoff.sedgwick.com.

2. In addition, an employee using Emergency Family Medical Leave must certify the need for the leave by completing and submitting an **Employee Request Form for Emergency Family Medical Leave** to the employee's supervisor or directly to Human Resources at humanresources@fremont.gov as supporting documentation for the leave request.

3. When Emergency Paid Sick Leave is being requested in coordination with Emergency Family Medical Leave, both requests should be submitted together as soon as practicable to the employee's supervisor or directly to Human Resources at humanresources@fremont.gov.

In the event of a medical emergency where the employee is unable to provide the form prior to initiating leave, such form shall be submitted as soon as practicable. Forms shall be submitted by way of email to humanresources@fremont.gov.

E. Response to Leave Requests

Human Resources and/or the City's third party Family Medical Leave Administrator (Sedgwick) will confirm an employee's eligibility for Emergency Family Medical leave, or provide an explanation as to why they are not eligible.

F. Reinstatement

Employees who are on Emergency Family Medical Leave are entitled to reinstatement to their prior position unless the position held by the employee does not exist due to economic conditions or other changes in operating conditions caused by a public health emergency during the period of leave.

Emergency Paid Sick Leave Act (EPSLA)

A. Eligibility

All employees are eligible for EPSLA regardless of how long they have been employed with the agency for one of the six qualifying reasons described below under subsections (a) and (b):

(a) Eligible employees are entitled to up to 80 hours of EPSLA at their full regular rate of pay, subject to maximum dollar amounts as provided under the FFCRA if they are unable to work or telework for the following reasons:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19. An employee who lives with an individual who is among one or more of those categories of individuals advised to shelter in place, stay at home, isolate or quarantine will not qualify for Emergency Paid Sick Leave based on that reason under this subsection. However, such an employee may qualify for Emergency Paid Sick Leave pursuant to the qualifying reason provided for in subsection (b)(4) below.

2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.

(b) Eligible employees are entitled to up to 80 hours of EPSL at two-thirds (2/3) of the employee's regular rate of pay, subject to maximum dollar amounts as provided under the FFCRA, if they are unable to work or telework because:

4. The employee is caring for an individual under quarantine or isolation order related to COVID-19, or advised by a health care provider to self-quarantine due to concerns related to COVID-19 as described in subsections (a)(1) and (2) above.

5. The employee is caring for a child if the school closure or place of care of the child has been closed, or the child care provider is unavailable, due to COVID-19 precautions.

6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and Secretary of Labor.

(c) Employees hired on or after April 1, 2020 who took the full 80 hours of Emergency Paid Sick Leave when employed by another employer are not entitled to take any additional Emergency Paid Sick Leave. An employee who has taken some, but not all, of the Emergency Paid Sick Leave to which they are entitled, when they were employed by another employer is entitled only to the remaining portion of such leave from the City of Fremont if the employee meets the eligibility requirements provided above.

Eligibility is based on any of the above reasons; however, any one employee may only use their total allotted EPSLA time, even if used for different reasons.

B. Compensation and Duration of Leave

Leave taken as Emergency Paid Leave is in addition to any other leave accrued and does not accrue beyond 80 hours. Unused leave does not carry over after December 31, 2020 for any employees.

For leave taken under paragraphs (1), (2), or (3), full time employees are entitled to 80 hours of paid leave at their regular rate of pay, subject to a $511 per day and $5,110 aggregate cap. Part-time employees are entitled to paid leave for the average number of hours worked over a 2-week period at their regular rate of pay, subject to the same cap.

For leave taken under paragraphs (4), (5), or (6), full time employees are entitled to 80 hours of paid leave at two-thirds their regular rate of pay, subject to a $200 per day and $2,000 aggregate cap. Part-time employees are entitled to paid leave for the average number of hours worked over a 2-week period at two-thirds their regular rate of pay, subject to the same cap.

Employees are not required to use other available paid leave (such as accrued leave available to the employee) before using sick leave under EPSLA. Employees are not required to find replacements to cover their duties during use of leave. Employers are prohibited from discharging or discriminating against any employee for requesting or taking paid sick leave under the EPSLA.

Employees may elect to use accrued leave from any leave bank source to supplement the two-thirds regular rate being paid while on EPSLA under reasons (4), (5), or (6).

C. Coordination with EFMLEA

An employee requesting leave under EFMLEA will qualify for paid leave under #5 and therefore, such employee may use EPSLA during the initial 10-day, unpaid period of EFMLEA. Such employee is not required to use EPSLA for that purpose.

An employee requesting leave under EPSLA for reasons other than #5, may be eligible for regular medical leave in accordance with FMLA/CFRA. FMLA and CFRA are unpaid, however, an employee may use their own accrued leave or EPSLA in accordance with current policy.

If an employee is requesting leave under EPSLA for reason #4, EPSLA is available to employees for the care of an individual, which is undefined. Upon conclusion of EPSLA, eligibility for FMLA/CFRA is in accordance with the law, which defines eligibility for a family member.

D. Request Procedure

1. An employee using Emergency Paid Sick Leave must request paid sick leave by submitting and completing the Employee Request Form for Emergency Paid Sick Leave to Human Resources at humanresources@fremont.gov.

2. In the event of a medical emergency where the employee is unable to provide the form prior to initiating leave, the form and/or oral written notice shall be submitted as soon as reasonably practicable. Notice can be provided through the employee's spokesperson (e.g., spouse, adult family member, or other responsible party) if the employee is unable to provide such notice him or herself.

The **Employee Request Form for Emergency Paid Sick Leave**, which will be available on the City's Intranet and Internet. Completed forms shall be submitted to the employee's supervisor or directly to Human Resources after initiating leave. When EPSLA is being requested in coordination with EFMLEA, both requests should be submitted together.

In the event of a medical emergency where the employee is unable to provide the form prior to initiating leave, such form shall be submitted as soon as reasonably practicable. Forms shall be submitted by way of email to humanresources@fremont.gov.

E. Human Resources Response to Leave Requests

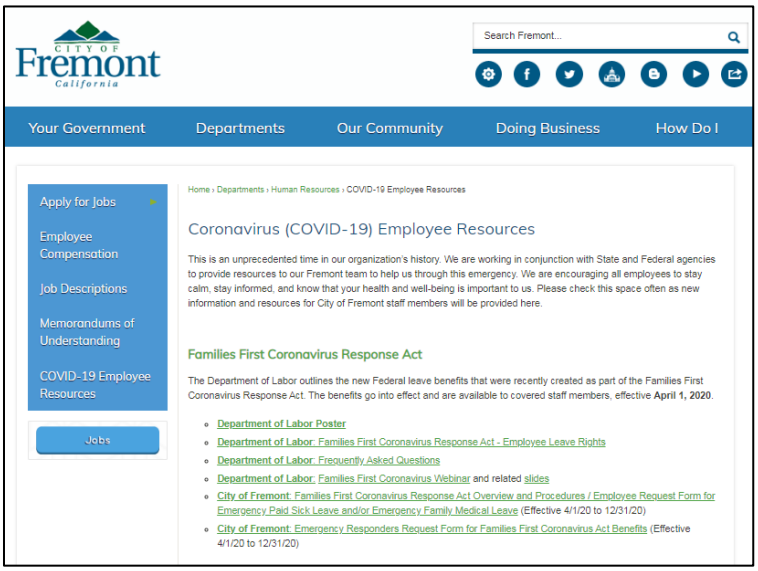
Human Resources will confirm an employee's eligibility for Emergency Paid Sick Leave, or provide an explanation as to why they are not eligible.

F. Reinstatement

Upon return from an approved EPSLA, an employee will be reinstated to the employee's original position or to a comparable position with equivalent pay, benefits, and other employment terms and conditions for which the employee is qualified. However, an employee has no greater rights to any benefit or position of employment than if the employee had been continuously working rather than on leave.

Employee Request Form for Emergency Paid Sick Leave (EPSL) and/or Emergency Family Medical Leave (EFMLA)

The City's policy and Employee Request form for EPSL and/or EFMLA can be accessed on the City's Coronavirus (COVID-19) Employee Resources website.



FFCRA Summary, EFMLA and EPSLA Charts

The Department of Labor outlines the new Federal leave benefits that were recently created as part of the FFCRA. The information on the following charts is provided for general information purposes.

FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) SUMMARY

This chart is a summary of key employer requirements and a reference on the interactions of the leaves.

	Family Medical Leave Act (FMLA)/ California Family Rights Act (CFRA)	Families First Coronavirus Response Act (FFCRA)		
	FMLA/CFRA Leave (Existing Law)	**Emergency Family and Medical Leave Expansion Act (EFMLEA)** (For Child Care Reasons)	**Emergency Paid Sick Leave Act (EPSLA)** (For Employee)	**Emergency Paid Sick Leave Act (EPSLA)** (To Care for Others)
Effective Date	Existing law; currently in effect	New law; effective **April 1, 2020 through December 31, 2020**		
Employee Eligibility	An employee has worked with the City of Fremont for at least 12 months and must have worked for 1,250 hours in the 12 months before the start of the leave.	An employee has worked for the City of Fremont for at least thirty (30) calendar days. Employers may exclude health care workers and emergency responders from the Act.	All employees are eligible for EPSLA regardless of how long they have been employed with the City of Fremont. Employers may exclude health care workers and emergency responders from the Act.	
Qualifying Reasons	• Birth or adoption of a child of the employee or to care for the newborn. • Placement of the child with the employee in connection with the adoption or foster care of the child by the employee. • For the employee's own serious health condition that makes the employee unable to perform functions of their job. • The serious health condition of their child, parent, domestic partner, or spouse. • Any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is on active duty or call to active duty status. • Care for a spouse, child, or parent who has a serious injury or illness (military caregiver leave; 26 weeks instead of 12 weeks).	The employee is unable to work (or telework) due to: • A need for leave to care for a child under 18 years of age of such employee if the school or place of care has been closed. • The child care provider of such child is unavailable due to a public health emergency	• The employee is subject to a Federal, State or local quarantine or isolation order related to COVID-19. • The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19. • The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.	• The employee is caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19. • The employee is caring for a child(ren) whose school or place of care has been closed, or whose child care provider is unavailable, due to COVID-19 precautions. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) SUMMARY

Family Medical Leave Act (FMLA)/ California Family Rights Act (CFRA)		Families First Coronavirus Response Act (FFCRA)		
	FMLA/CFRA Leave (Existing Law)	**Emergency Family and Medical Leave Expansion Act (EFMLEA)** (For Child Care Reasons)	**Emergency Paid Sick Leave Act (EPSLA)** (For Employee)	**Emergency Paid Sick Leave Act (EPSLA)** (To Care for Others)
Duration	Eligible employees are entitled to take up to 12 workweeks of FMLA leave in a 12-month period for any of the reasons covered above.	• An employee who has not exhausted FMLA during the prior 12 months is eligible to receive up to 12 weeks of job-protected leave. • If an employee has already used FMLA during the 12 months preceding need for EFMLEA, their eligibility for EFMLEA is based on the balance available to the employee.	Leave taken as EPSLA is in addition to any other leave accrued and does not accrue beyond 80 hours.	
Leaves Run Concurrently?	FMLA and CFRA leaves run concurrently.	Leaves taken pursuant to the EFMLEA is counted against an employee's 12 week allotment for FMLA within a 12-month period.	If the employee has FMLA leave available, EPSLA would run concurrently with FMLA. However, if an employee does not qualify for, or has otherwise exhausted their 12-week FMLA leave entitlement, then they would still be eligible for this EPSLA.	
Request Procedure	1. Notify your supervisor of your requested absence. 2. An employee can initiate an FMLA or EFMLEA claim by contacting the City's third party Leave Administrator (Sedgwick at (888) 436-9530 or online at https://timeoff.sedgwick.com.	1. An employee can initiate an FMLA or EFMLEA claim by contacting the City's third party Leave Administrator Sedgwick at (888) 436-9530 or online at https://timeoff.sedgwick.com. 2. Submit an Employee Request Form for EFMLEA to your supervisor or directly to Human Resources at humanresources@fremont.gov	1. Submit an Employee Request Form for EPSLA to your supervisor or directly to Human Resources at humanresources@fremont.gov 2. When EPSLA is being requested in coordination with EFMLEA, both requests should be submitted together.	

FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) SUMMARY

Family Medical Leave Act (FMLA)/ California Family Rights Act (CFRA)		Families First Coronavirus Response Act (FFCRA)		
	FMLA/CFRA Leave (Existing Law)	**Emergency Family and Medical Leave Expansion Act (EFMLEA)** (For Child Care Reasons)	**Emergency Paid Sick Leave Act (EPSLA)** (For Employee)	**Emergency Paid Sick Leave Act (EPSLA)** (To Care for Others)
Employee Pay Status During Leave	FMLA/CFRA leave is unpaid.	• The first **10** regularly scheduled work days are unpaid. • From the **11th day** of leave, the employee will be paid 2/3 of the employee's regular rate of pay. Part-time employees are entitled to pay based on 2/3 based on the number of hours the employee would be normally scheduled to work, up to $200 per day and $10,000 in the aggregate.	• Full time employees are entitled to 80 hours of paid leave at their regular rate of pay, subject to a $511 per day and $5,110 aggregate cap. • Part time employees are entitled to paid leave for the average number of hours worked over a 2-week period at their regular rate of pay, subject to the same cap.	• Full time employees are entitled to 80 hours of paid leave at 2/3 their rate of pay, subject to a $200 per day and $2,000 aggregate cap. • Part time employees are entitled to paid leave for the average number of hours worked over a 2-week period at 2/3 their regular rate of pay, subject to the same cap.
Substitution of Paid Leave Benefits	The City may require employees to use accrued leave from the appropriate leave bank source during FMLA/CFRA leave.	An employee may elect to use accrued leave from the appropriate leave bank source for unpaid leave during the initial 10 days of leave and to supplement the 2/3 of regular rate of pay. The employee may also supplement the 10 days of unpaid leave with EPSLA.	An employer may not require an employee to use other paid leave provided by the employer before the employee uses the EPSLA time	An employer may not require an employee to use other paid leave before the employee uses the EPSLA time, but employers may permit employees to supplement the two-thirds pay with their accrued leaves to achieve 100% of their regular rate of pay.
Effect on Health Insurance	The City of Fremont must maintain the employee's existing level of coverage under a group health plan, with the employee bearing the same financial responsibility as if the employee was not out on the leave of absence.			
Right to Reinstatement	Employees are entitled to reinstatement to the same position or an equivalent position upon return from the leave.			
Additional Resources	1. Department of Labor Poster 2. Department of Labor: Families First Coronavirus Response Act – Employee Leave Rights 3. Department of Labor: Frequently Asked Questions 4. Department of Labor: Families First Webinar and related slides 5. City of Fremont Families First Coronavirus Response Act Overview and Procedures/Employee Request Form for Emergency Paid Sick Leave and/or Emergency Family Medical Leave (Effective 4/1/20 – 12/31/20) City of Fremont: Emergency Responders Request Form for Families First Coronavirus Act Benefits (Effective 4/1/20 – 12/31/20)			

FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) PROVISIONS

The FFCRA Provision charts provide an overview of the EFMLA and EPSLA leave categories. Information for each leave include time cap, rate of pay, daily cap, aggregate cap, and time reporting codes. The Employee Group/Bargaining Unit abbreviations are noted below.

Employee Group / Bargaining Unit	Abbreviation
Battalion Chief	IAFF-BC
City of Fremont Employee Assoc.	CFEA
Confidential	CON
Fremont Assoc. of Management Employees (Non-Safety)	FAME
Fremont Assoc. of Management Employees (Safety)	SAFETY
Fremont Police Association	FPA
Fremont Police Management Assoc.	FPMA
Fremont Professional Firefighters, Int'l Assoc., Local 1689	IAFF
Operating Engineers, Local 3	OE3
Police Chief & Fire Chief	SAFETY
Professional Engineers & Technicians	PETA
Teamsters	TMR
Unrepresented Fremont Officials	UFO
Unrepresented Management Employees	UME

FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) PROVISIONS

Effective April 1, 2020 – December 31, 2020

CITY OF FREMONT EMPLOYEES (NON-EMERGENCY RESPONDERS)						
EMERGENCY LEAVE CATEGORY	**TIME CAP**	**RATE OF PAY**	**DAILY CAP**	**AGGREGATE CAP**	**TIME REPORTING**	
					Employee Group	**Override Reason Code**
Emergency Paid Sick Leave Act (EPSLA) – Self • Employee is subject to Federal, State, or local quarantine or isolation order related to COVID-19. • Employee has been advised by a heath care provider to self-quarantine due to concerns related to COVID-19. • Employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.	**80 hours**	**100%** (regular rate of pay)	**$511**	**$5,110**	**Hourly Employees** (CFEA, CON, OE3, PETA, PTH, TMR) **Management Employees** (FAME, UFO, UME)	**EPSPE/SICKE**
Emergency Leave Paid Sick Leave Act (EPSLA) – Care for Others • Employee is caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19. • Employee is caring for their child(ren) whose school or place of care has been closed, or whose child care provider is unavailable, due to COVID-19 precautions. **Note:** Employees may elect to use accrued leave from any leave bank source to supplement the 2/3 regular rate being paid while on EFMLEA.	**80 hours**	**66.67%** (2/3 regular rate of pay)	**$200**	**$2,000**	**Hourly Employees** (CFEA, CON, OE3, PETA, PTH, TMR) **Management Employees** (FAME, UFO, UME)	**EPSPC/SICKF**
Emergency Family Medical Leave Expansion Act (EFMLEA): • For use when employee is caring for child(ren) due to COVID-19 school/childcare provider closure **Note:** The first 10 regularly scheduled work days of EFMLEA are unpaid. The employee may choose to use any accrued leave (vacation, sick compensatory time) during this 10-day period. From the 11th day, employees may elect to use accrued leave from any leave bank source to supplement the 2/3 regular rate being paid while on EFMLEA.	**12 weeks**	**66.67%** (2/3 regular rate of pay)	**$200**	**$10,000**	**Hourly Employees** (CFEA, CON, OE3, PETA, PTH, TMR) **Management Employees** (FAME, UFO, UME)	**EFMLP/FMLA** **EFMLX/FMLA**

FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) PROVISIONS

Effective April 1, 2020 – December 31, 2020

CITY OF FREMONT EMPLOYEES (EMERGENCY RESPONDERS)						
EMERGENCY LEAVE CATEGORY	**TIME CAP**	**RATE OF PAY**	**DAILY CAP**	**AGGREGATE CAP**	**TIME REPORTING**	
					Employee Group	**Override Reason Code**
Emergency Paid Sick Leave Act (EPSLA) – Self) • Employee is subject to Federal, State, or local quarantine or isolation order related to COVID-19. • Employee has been advised by a heath care provider to self-quarantine due to concerns related to COVID-19. • Employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.	**80 hours**	**100%** (regular rate of pay)	**$511**	**$5,110**	**Fire Employees** (FAME, SAFETY, IAFF-BC/IAFF)	**EPSPE/SICKE**
					Police Employees (FPA, FPMA, TMR – Dispatchers only)	**EPSEE/SICKE**
Emergency Leave Paid Sick Leave Act (EPSLA) – Care for Others • Employee is caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19. • Employee is caring for their child(ren) whose school or place of care has been closed, or whose child care provider is unavailable, due to COVID-19 precautions. **Note:** Employees may elect to use accrued leave from any leave bank source to supplement the 2/3 regular rate being paid while on EFMLEA.	**80 hours**	**66.67%** (2/3 regular rate of pay)	**$200**	**$2,000**	**Fire Employees** (FAME, SAFETY, IAFF-BC/IAFF)	**EPSPC/SICKF**
					Police Employees (FPA, FPMA, TMR – Dispatchers only)	**EPSEC/SICKF**
Emergency Family Medical Leave Expansion Act (EFMLEA): • For use when employee is caring for child(ren) due to COVID-19 school/childcare provider closure	**N/A**	**N/A**	**N/A**	**N/A**	**To meet critical operational needs, emergency responders are excluded from use of EFMLEA time off.**	

Employee Rights

The following Employee Rights flyer is provided by the Department of Labor (DOL).

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▸ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to $511 daily and $5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to $200 daily and $2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅔ for qualifying reason #5 below for up to $200 daily and $12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▸ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

▸ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

▸ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd

WH1422 REV 03/20

ADDENDUMS

Addendum #1

Administrative Regulations: Emergency COVID-19 Symptom Screening and Face Covering Requirements

Effective: June 2020

I. OVERVIEW AND PURPOSE

This policy defines key City of Fremont's Emergency COVID-19 facilities safety guidelines governing the workplace symptom screening and face coverings. These protocols are intended to reduce the risk of exposure to COVID-19 in the workplace.

This policy is an emergency policy and the City Manager has discretion to withdraw and/or amend the policy if deemed necessary. The City Manager (or designee) shall authorize specific times during which this policy shall apply.

II. DEFINITIONS

a. **City Employee:** for purposes of this policy, "City Employee" means all employees, regular, part time, and temporary.

b. **City Facility:** for purposes of this policy, "City Facility" means any City of Fremont owned property, building or installation in which work is being performed.

c. **Face Covering:** Typically, a disposable surgical mask or a piece of cloth fashioned to fit snugly, but comfortably against the side of the face; completely covering the nose and mouth.

d. **Safety/Testing Coordinator**: One or more employees designated by each Department Head to facilitate adherence to this policy.

III. MANDATORY SYMPTOM SCREENING POLICY

Employees are subject to screening for COVID-19 symptoms when entering City Facilities at the beginning (and also at the end in some facilities) of each shift/work day. Departments have designated Safety/Testing Coordinators who act to ensure consistent application of this process in coordination with Risk Management staff. These procedures will evolve as deemed necessary based on the number of employees working on-site and accessibility to screening equipment. While the duration of immunity for COVID-19 remains unknown, this

protocol will enable the City of Fremont to prevent ill or symptomatic employees from starting their work shift. In addition, this protocol is extremely valuable to prevent COVID-19 transmission.

a. Pre-screening Procedures

- If an employee is sick, they **should remain at home and not report to work to complete the self-screening check**.
- Each employee entering a City Facility will perform a self-screening check for COVID-19 symptoms at the beginning of their shift.
- Employees will wash hands as recommended and refrain from touching their face or other unnecessary objects.
- Employees will make a verbal report of any symptoms to the manager acting as the Safety/Testing Coordinator. If employees are using a written record to facilitate symptom checks, the record shall be destroyed and no written record shall be preserved as a result of this process.

b. Temperature Testing Procedures

The temperature testing process will vary based on available equipment. When equipment is available, testing site managers will always seek to use the least invasive testing option. Ideally, touchless testing methods will be utilized at all times. In the absence of touchless thermometers, equipment must have disposable covers, such as those for an ear probe temperature test, and the cover must be disposed of after each test. Employees will supplement the disposal of the cover by using additional disinfecting techniques. If *touchless technology equipment and/or disposable covers* is not available, **then testing shall be suspended until functional equipment and/or supplies is obtained**.

An employee will be considered to be ***symptomatic*** if they verbally report or display the following:

- Temperature of **100.4° F or higher** (CDC guideline for quarantine)
- General malaise (weakness)
- Fever or chills
- Cough
- Sore throat
- Respiratory distress

c. Procedures for Symptomatic Employees

Any symptomatic finding during the screening process shall be immediately reported to the Safety/Testing Coordinator and the **following immediate actions shall be taken**:

i. The Safety/Testing Coordinator will immediately separate the symptomatic employee from the screening area.
ii. Symptomatic employee will put on a protective mask.
iii. The employee will seek immediate medical attention if the symptomatic employee displays the following severe symptoms:
   - Trouble breathing
   - Persistent pain or pressure in the chest
   - Blueish lips or face
   - New confusion
   - Inability to wake or stay awake

iv. In the absence of severe symptoms, the symptomatic employee will be directed to leave the City Facility immediately and be advised to return to their residence to self-quarantine.

IV. EMPLOYEE FACE COVERING REQUIREMENTS

a. Face Coverings Procedures

Face coverings such as surgical, paper or cloth masks must be worn at all times while at work in or around a City Facility, unless both of the following two conditions are met:

i. The employee is present in a personal workspace (office, cubicle with adequate barriers between staff members) or the outdoor environment; and
ii. No other persons are present or anticipated to be present within six feet.

See the following link for information about appropriate face coverings: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html.

If an employee refuses to wear a face covering because a medical condition prevents the employee from doing so, the employee should notify their Department Safety/Testing Coordinator and/or Human Resources. Accordingly, it may be appropriate for Human Resources to engage in the interactive process with any such employee to determine whether there are reasonable accommodations that may enable the employee to continue working without putting others at risk. If an employee refuses to wear a mask for non-medical reasons, e.g., it is uncomfortable, the employer may remove the employee from the premises. However, if an employee cites another, generally "protected" reason for refusing to wear a mask, further analysis may be required.

b. Provision of Face Coverings

Employees that are not engaged in safety sensitive activities are allowed and encouraged to wear their own face coverings to the extent that they satisfy the CDC guidelines. Department Safety/Testing Coordinators will maintain a stock of disposable face covering for distribution to employees that do not bring masks to work with them and will distribute them to the public on a limited basis if required to conduct essential business and as supplies allow.

c. Specialized Face Coverings

If employees are subject to safety and health regulations regarding face covering or personal protective equipment outside of or in addition to this policy (such as Fire Fighters, Police Officers and health professionals), more specific and substantial rules shall apply.

Any employee voluntarily using an N95 respirator, or assigned a respirator for use, must receive approval to do so in accordance with the City of Fremont's respiratory protection program.

ADDENDUM #2

Safe Work Practices by Zone Color Indicator

LEGEND

Green = staff personal spaces	Light Purple = common areas
Yellow = staff common areas	Dark Purple = public specialized areas
Orange = staff specialized areas	

ADDENDUM #3

Safe Work Practice Zones: Fremont City Hall – Building A

Safe Work Practice Zones
Fremont City Hall – Building A
3300 Capitol Ave., Fremont, CA 94538
FACS # PJ46874
May 15, 2020

LEGEND

Green = staff personal spaces	Light Purple = common areas
Yellow = staff common areas	Dark Purple = public specialized areas
Orange = staff specialized areas	

CITY OF Fremont California

ADDENDUM #4

Safe Work Practice Zones: Fremont City Hall – Building B

Safe Work Practice Zones
Fremont City Hall – Building B
3300 Capitol Ave., Fremont, CA 94538
FACS # PJ46874
May 15, 2020

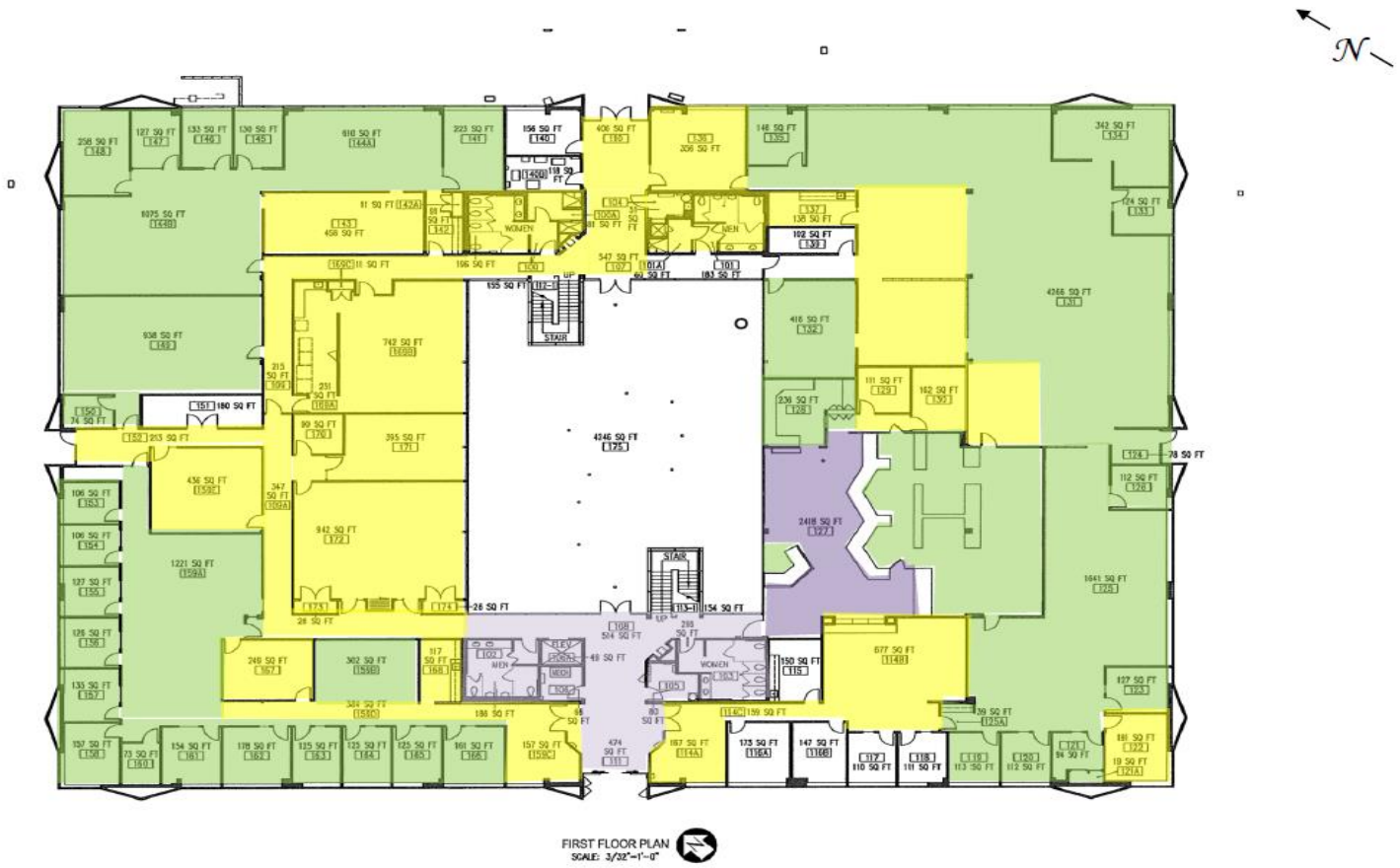
LEGEND

Green = staff personal spaces	Light Purple = common areas
Yellow = staff common areas	Dark Purple = public specialized areas
Orange = staff specialized areas	

CITY OF Fremont California

ADDENDUM #5

Safe Work Practice Zones: Fremont Development Center – 1st Floor



Safe Work Practice Zones

Fremont Development Center – 1st Floor
39550 Liberty St.., Fremont, CA 94538
FACS # PJ46874
May 15, 2020

LEGEND

Green = staff personal spaces	Light Purple = common areas
Yellow = staff common areas	Dark Purple = public specialized areas
Orange = staff specialized areas	

CITY OF Fremont California

ADDENDUM #6

Safe Work Practice Zones: Fremont Development Center – 2nd Floor

Safe Work Practice Zones

Fremont Development Center – 2nd Floor
39550 Liberty St.., Fremont, CA 94538
FACS # PJ46874
May 15, 2020

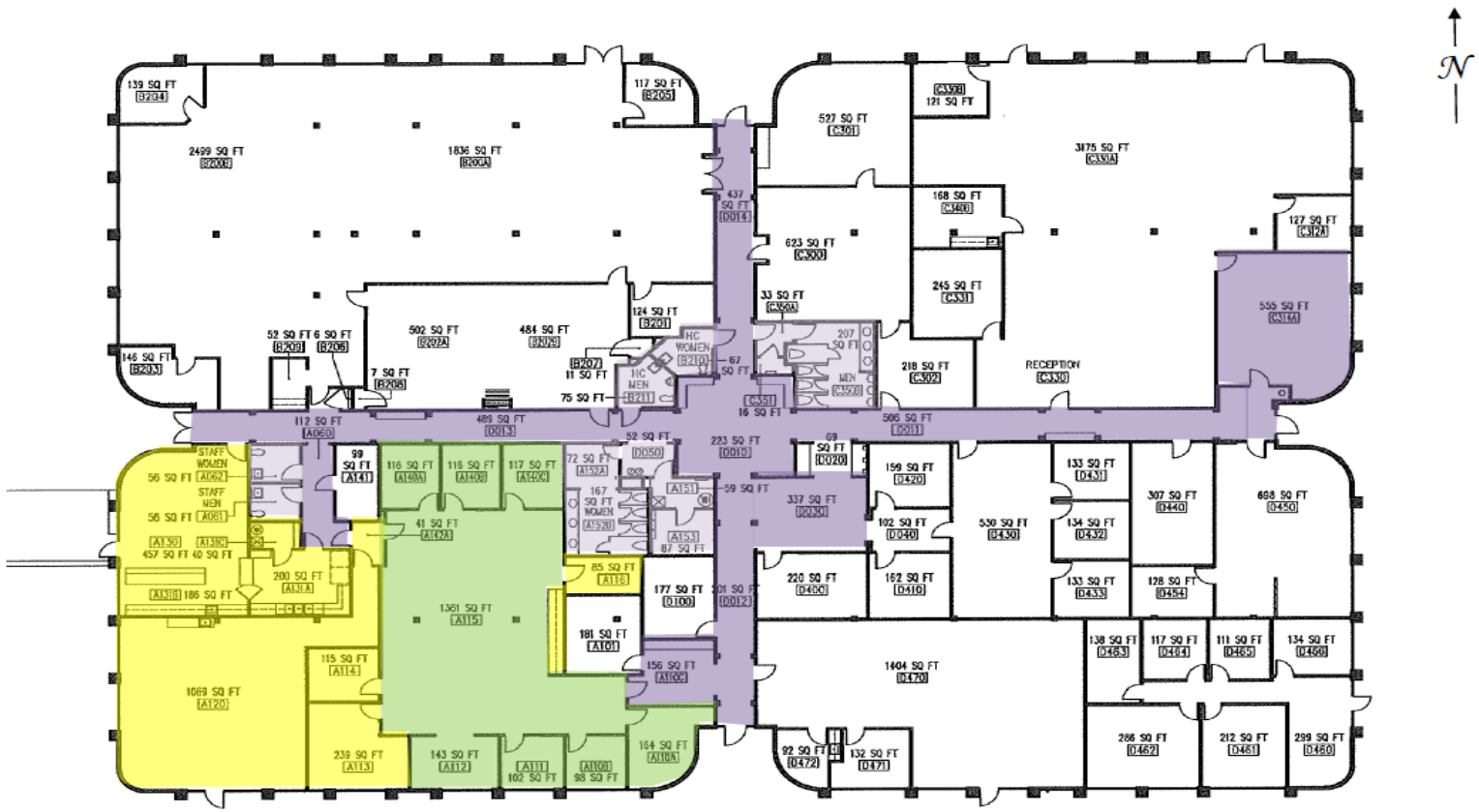
LEGEND

Green = staff personal spaces	Light Purple = common areas
Yellow = staff common areas	Dark Purple = public specialized areas
Orange = staff specialized areas	

CITY OF Fremont California

ADDENDUM #7

Safe Work Practice Zones: Fremont Family Resource Center 1



Safe Work Practice Zones
Fremont Family Resource Center 1
39155 Liberty St., Fremont, CA 94538
FACS # PJ46874
May 15, 2020

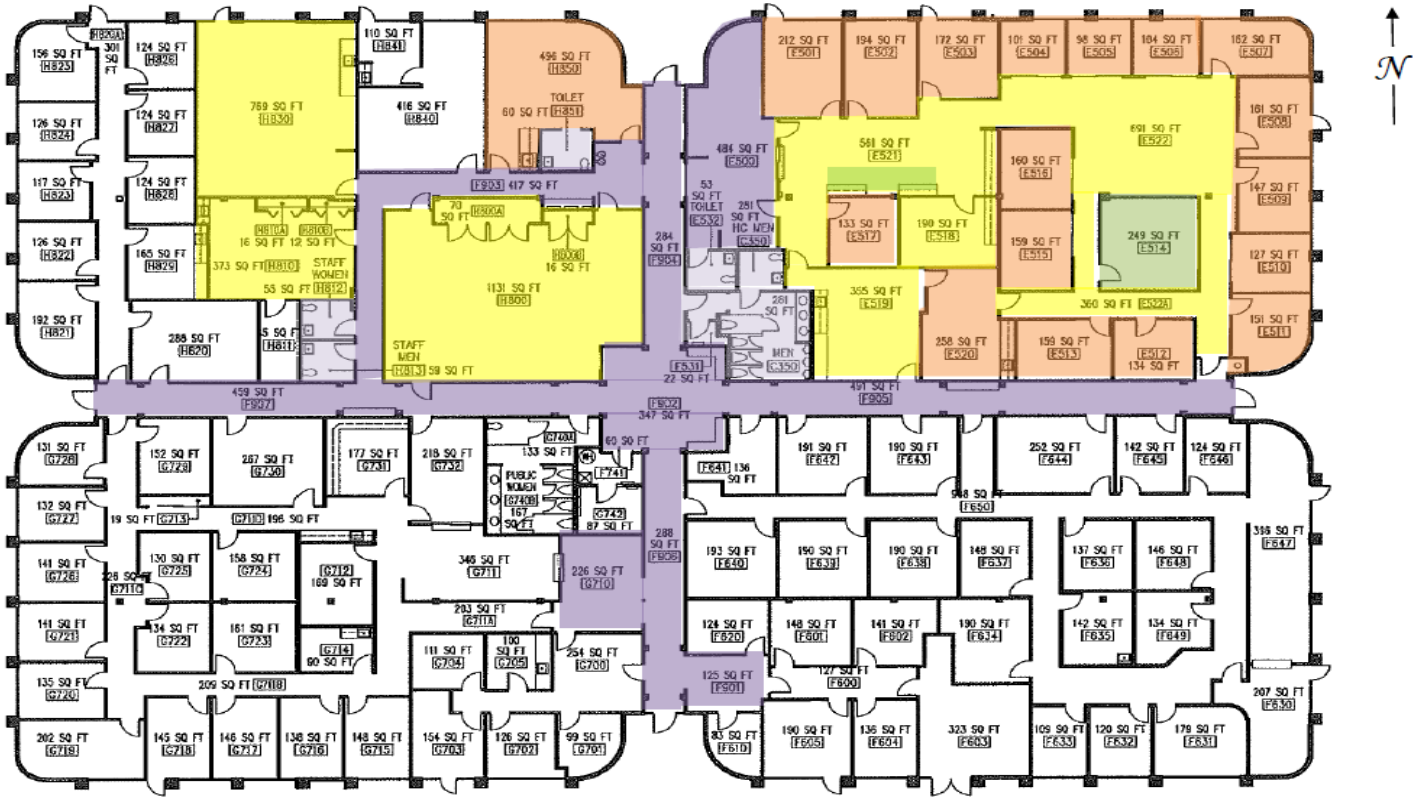
LEGEND

Green = staff personal spaces	Light Purple = common areas
Yellow = staff common areas	Dark Purple = public specialized areas
Orange = staff specialized areas	

City of Fremont California

ADDENDUM #8

Safe Work Practice Zones: Fremont Family Resource Center 2



Safe Work Practice Zones

Fremont Family Resource Center 2
39175 Liberty St., Fremont, CA 94538
FACS # PJ46874
May 15, 2020

LEGEND

Green = staff personal spaces	Light Purple = common areas
Yellow = staff common areas	Dark Purple = public specialized areas
Orange = staff specialized areas	

CITY OF Fremont California

ADDENDUM #9

Safe Work Practice Zones: Fremont Centerville Community Center

Safe Work Practice Zones

Centreville Community Center
3355 Country Dr, Fremont, CA 94536
FACS # PJ46874
June 2, 2020

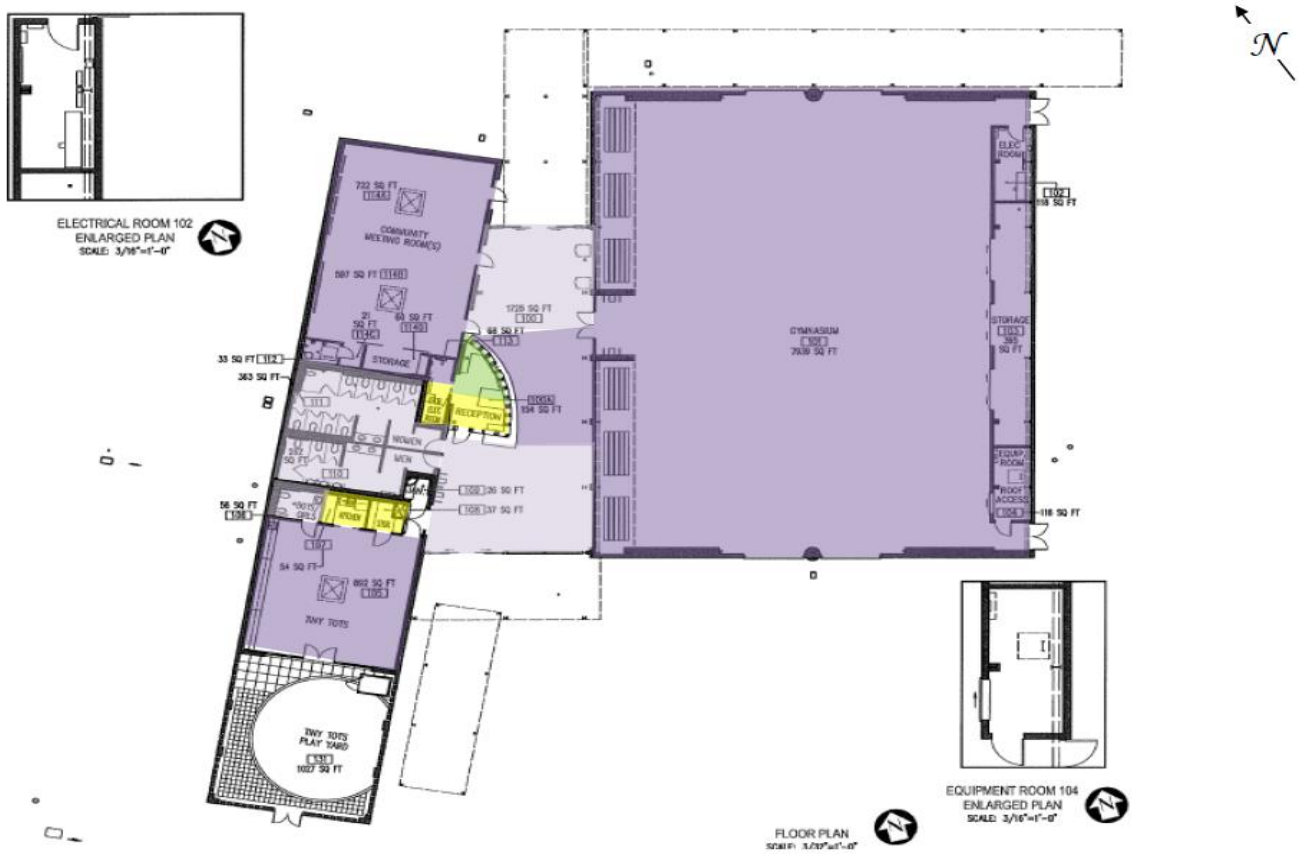
LEGEND

Green = staff personal spaces	Light Purple = common areas
Yellow = staff common areas	Dark Purple = public specialized areas
Orange = staff specialized areas	

City of Fremont

ADDENDUM #10

Safe Work Practice Zones: Fremont Irvington Community Center



Safe Work Practice Zones
Irvington Community Center
41885 Blacow Rd, Fremont, CA 94538
FACS # PJ46874
June 2, 2020

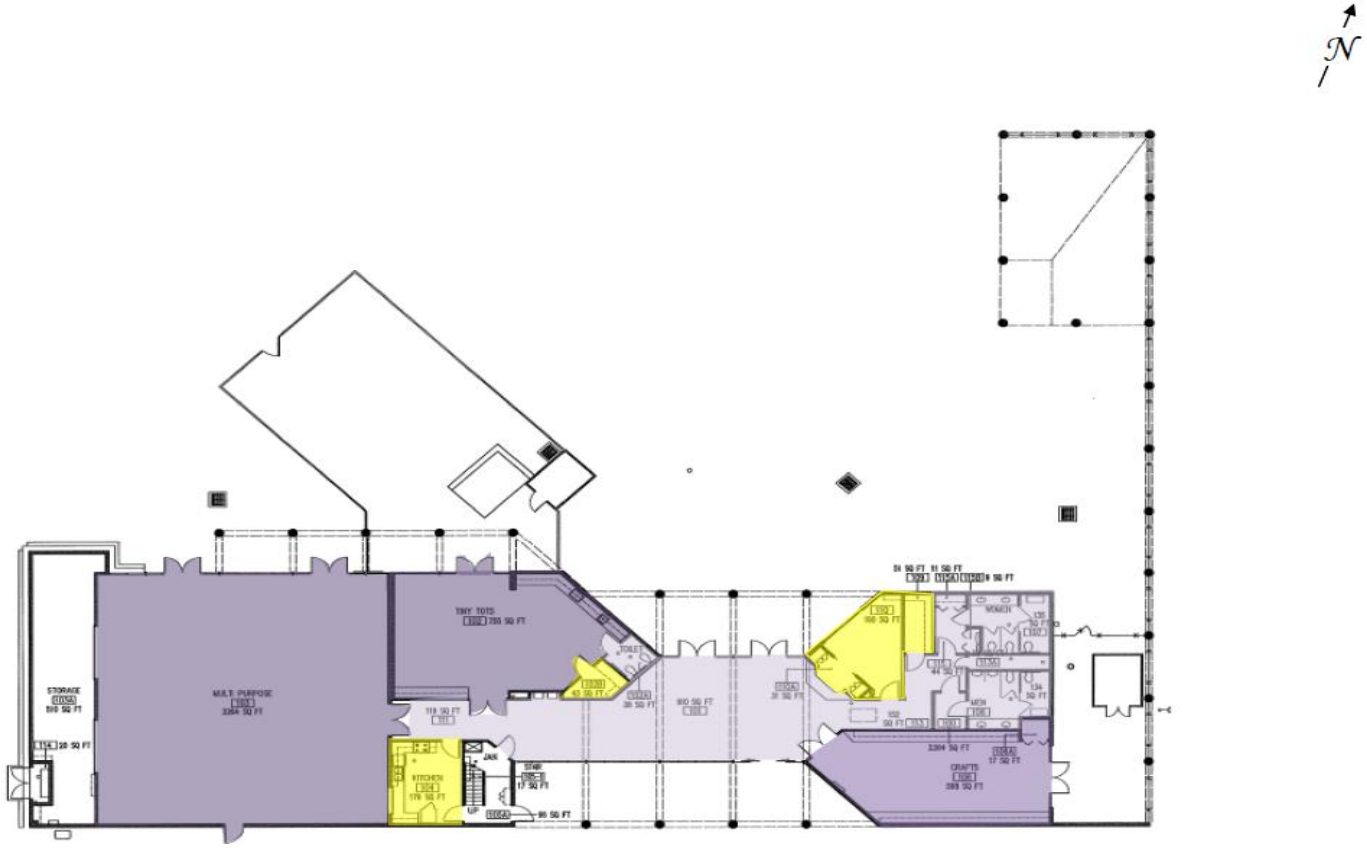
LEGEND

Green = staff personal spaces	Light Purple = common areas
Yellow = staff common areas	Dark Purple = public specialized areas
Orange = staff specialized areas	

City of Fremont

ADDENDUM #11

Safe Work Practice Zones: Fremont Warm Springs Community Center



Safe Work Practice Zones

Warm Springs Community Center
47300 Fernald St, Fremont, CA 94539
FACS # PJ46874
June 2, 2020

LEGEND

Green = staff personal spaces	Light Purple = common areas
Yellow = staff common areas	Dark Purple = public specialized areas
Orange = staff specialized areas	

City of Fremont

ADDENDUM #12

Safe Work Practice Zones: Fremont Senior Center

Safe Work Practice Zones

Senior Citizen's Center
40086 Paseo Padre Parkway, Fremont, CA 94538
FACS # PJ46874
June 2, 2020

LEGEND

Green = staff personal spaces	Light Purple = common areas
Yellow = staff common areas	Dark Purple = public specialized areas
Orange = staff specialized areas	