



**TO:** All Employees

**FROM:** Laura Thomas, Human Resources/Risk Manager

**DATE:** May 29, 2020

**SUBJECT:** COVID-19 and Reappearing to Work Instructions

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As promised, we are providing you with the most current information provided by the State and County government as follows:

**Re-opening of City Hall and Work Status for Employees**

The State and LA County government is relaxing some of the stay at home restrictions. Widespread testing accessibility for the corona virus, and heavy monitoring of the impacts the virus is having on the community at large is allowing for a soft re-open of many facilities. As a result, the City of Baldwin Park, amongst many other government agencies and businesses are re-opening safely and under very strict conditions.

City Hall will re-open effective Monday, June 1, 2020. The City of Baldwin Park is following the LA County worksite safety protocols as a guideline to allow for a safe reopening of City Hall (see attachment). These safety guidelines have been thoroughly reviewed, and the City will continue to follow state and county orders to make sure the workplace remains safe. Please remember that as employees begin to return to work, face masks and social distancing requirements will still be in effect.

**Work Schedules**

Each Department Head will determine the appropriate work schedules to ensure operational needs are met. It is expected that during this gradual transition to normalcy, employees will be allowed to resume normal work schedules and telecommuting will remain a work option at the sole discretion and approval of the Department Head. Some employees may be on a flexible schedule which includes telecommuting or a combination of administrative leave and working on site. Under these unique circumstances, work schedules may alternate to fit the needs of the City and allow for continued social distancing. The Department Heads will notify all of the employees involved in both essential and non-essential operations of their work schedule. The schedules, as determined by the Department Head, will take into consideration the ongoing need to maintain a safe and healthy work environment.

Lastly, as we have stated in previous correspondence, all public employees, as per government regulations are disaster service workers. To comply with the disaster service worker mandate, employees should be on standby to handle urgent operational needs as the City remains in a state emergency.

## **Workplace Safety & Available Leaves for Employees During COVID-19**

As a reminder, safety protocols are in place to ensure daily sanitizing and spraying of work facilities for employee safety; plexiglass installation for public counters; appropriate signage; and other safe work practices as outlined in the County's worksite safety protocol.

To reiterate, employees who are feeling ill including persistent coughing, sneezing, fever or difficulty breathing should remain at home. Employees who are sent home by their supervisor because of an illness or confirmation that employee was exposed to an infected person, should generally use their available leaves. If during recovery, available leaves are exhausted, the City will cover the employee on paid administrative leave. Employees who request time off to be at home to care for a sick family member will be evaluated on a case-by-case basis to ensure compliance with FMLA regulations and the City's administrative leave policy during COVID-19.

To ensure the workplace is safe and risks are minimized, employees are allowed to return with either a physician's note which is preferable, or a note certified by the employee. The physician's note or note certified by the employee must indicate that a doctor or a health care provider was consulted and permitted the employee to return to work. Generally, if it is believed that an employee was exposed to the virus or the employee by his or her own admission believes there was immediate exposure; appropriate actions have to be taken. To safeguard the protection of others in the workplace, the employee may be asked to self-quarantine and be tested before returning to work to prevent spread of the virus. Ultimately, it is each employee's responsibility to make sure he or she is remaining as safe as possible, and to be mindful of the safety of others they come in contact with at work.

### **Facial Coverings**

As mentioned earlier, to help prevent further spread of COVID-19, and to exercise additional safety precautions, employees are required to wear face masks while on work premises. The general public and vendors who enter City premises are also required to comply with this instruction. To obtain specific information about the type of acceptable facial coverings go directly to LA County Health Department website at <http://publichealth.lacounty.gov/> and *click on "Learn More About Corona virus"; scroll down and click on "Cloth Face Coverings" for guidance, and then click on "How to make your own covering" for helpful information.*

In conclusion, the City will continue to keep employees informed as circumstances change. In this uncertain environment, the government continues to closely monitor situations. For now, the government is optimistic that less restrictive orders is the best course of action. Supervisors, managers and department heads will be working together to make sure the work environment is comfortable and safe for its employees, as employee health and safety remains our number one priority.

Do not hesitate to ask questions or request more information from your respective Department Head and/or Human Resources. Thank you and be safe!

cc: Shannon Yauchzee  
Department Heads

Attachment

