



CITY OF BALDWIN PARK

MEMORANDUM

TO: All Employees

FROM: Shannon Yauchzee, Chief Executive Officer
Laura Thomas, Human Resources/Risk Manager
Robert A. Lopez, Chief of Police

DATE: October 27, 2020

SUBJECT: COVID-19 Possible Work Exposure and Safety Protocol Update

This is just a friendly reminder to all employees that maintaining a safe work environment is crucially important. As we have stated in previous correspondence, whenever it is presumed that there may be a possibility of exposure in the workplace, the City will make sure the appropriate employees are notified. Employees can be asked to self-monitor and continue to report to work or self-quarantine for a 14 day period as per CDC guidelines. These determinations are made on a case by case basis by the City's COVID Emergency Management Team comprised of the Chief Executive Officer, the Chief of Police and the Human Resources/Risk Manager.

To comply with various laws protecting employee privacy including HIPPA legislation, when there is a COVID case, employees should not attempt to identify the individual. Attempting to find out information on your own and/or treating employees differently based on a suspicion rather than facts, is inappropriate and could lead to discipline and subject the City to potential liability.

Please be aware that when the City's Emergency Management Team is informed of a possible exposure, immediate safety precautions are taken which may include special sanitizing of City facilities; requiring affected employees to self-quarantine, seek medical attention, be tested, and require that employees submit a physician's note or self certify (including negative test results) that it is safe to return to work.

As a reminder, if you believe you have been exposed to someone who tested positive or you discover that you have tested positive for the virus, you are required to confidentially report that information to Human Resources and your supervisor immediately so that the necessary safety precautions can be taken.

Facial Covering Requirement

In spite of continued reminders about the importance of face masks, recent observations indicate that many employees are not consistently wearing facial coverings/face masks when they are in common areas or near other employees. The memorandum sent to all employees on June 29, 2020 remains in force which provided detailed information about facial coverings (see attachment). City employees are required to wear facial coverings to comply with LA County Health Orders and CDC guidelines.

All employees are expected to wear facemask while walking through common areas in City Hall, or in close proximity to other people. Mask are not required to be worn while at your desk, unless you are closer than 6 feet to other employees. We ask employees to limit the break/lunch room to no more than three (3) people at a time, and to be at least 6 feet apart while occupying that area. The city has provided all employees four (4) reusable non-medical facemasks, but employees may bring their own face coverings. Any concerns about wearing facial coverings must be reported to the supervisor and Human Resources immediately.

The City has Face Shields available if any employee would like to receive one. If you are interested in getting a Face Shield please contact Christian Serna at cserna@baldwinpark.com. Face Shields will be provided on a first come first serve basis.

If there is repeated observation of employees neglecting to wear facial coverings, the City will take appropriate disciplinary action for violating workplace safety requirements and compromising the safety of others.

Supervisors, managers, department heads and members of the City's Safety Committee will be working together to make sure that face masks are worn and that the work environment is comfortable and safe for its employees. Department Heads will be encouraged to work through their subordinate supervisors to coordinate frequent safety tailgate meetings to ensure employees are informed, and to provide opportunities for employees to ask questions or report information. Per the City's Injury Illness Prevention Program Manual which can be located on the City's website, enforcement of safety rules is the responsibility of the supervisor.

Emergency Contact Information

The City remains in a state of emergency under COVID-19. Therefore, when there is a COVID-19 reported incident which may potentially compromise the safety of the workplace, the Emergency Management Team will need to contact employees immediately. All employees are required to maintain updated phone numbers and other contact information in the City's Tyler system. Moreover, each employees' supervisor must also have a way of reaching the employee by phone in the event of an emergency. Email contact information is also acceptable, but it should not be the primary means of contact as email is typically a less reliable way to get in touch with someone immediately, when there is an emergency.

Employees who neglect to maintain current contact information and phone numbers in the Tyler system which is accessible to only confidential employees such as Human Resources, and or refuse to respond to calls from Human Resources or any member of the Emergency Management Team either during the week or weekend, may be subject to discipline. Cooperation with this policy is vitally important to ensure that the safety of the employee and that of others is not compromised. This directive complies with the City's Injury Illness Prevention Program Policy found on the City's website, Cal OSHA regulations, LA County Health and CDC mandates to conduct proper contact tracing for workplace safety under a pandemic.

The City will continue to keep employees informed as circumstances change. Do not hesitate to ask questions or request more information from your respective Department Head and/or Human Resources. Let your department head or Human Resources know if you would like to obtain copies of previous COVID-19 memorandums that have been distributed to employees over the last eight months.

If you have any questions or need more information, do not hesitate to contact me via email at Lthomas@baldwinpark.com or any member of the Human Resources Team at (626)960-4011. Thank you for your continued support in helping to keep the workplace safe for all of its employees.

cc: Department Heads

Attachment