



CITY OF BALDWIN PARK

MEMORANDUM

TO: All Employees

FROM: Shannon Yauchzee, Chief Executive Officer
Laura Thomas, Human Resources/Risk Manager
Steven McLean, Chief of Police
Benjamin Martinez, Community Development Director
Sam Gutierrez, Public Works Director
Manuel Carrillo, Director of Recreation & Community Services
Rose Tam, Finance Director

DATE: March 17, 2020

SUBJECT: Coronavirus Update & Internal Policies

As you are aware, over the last few months a few memorandums were distributed to employees regarding the Flu Season and Coronavirus. Given that the City Council has recently declared a State of Emergency, of most importance to us is your continued protection, health and safety.

We want to ensure you have access to the most current information as situations can change rapidly. What agencies across the nation are doing to make sure everyone is receiving a consistent message and up to date information is referring them to the following websites:

- **Los Angeles County Public Health Department**
<http://publichealth.lacounty.gov/>
- **Center for Disease Control and Prevention**
<https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>

These websites contain real time information about the best methods to limit exposure, and how to take safety precautions both inside the work environment and at home. We urge you to click on the links and download and/or view these websites as often as necessary to ensure you have the most recent updates at your fingertips.

We also fully understand that we are faced with unique circumstances, and thus employees have questions and concerns. To reiterate, employees are encouraged to review the websites that are listed above particularly to avoid circulation of false information and rumors.

What the City is Doing To Protect Employees

Please be assured that the City of Baldwin Park has already taken a very proactive approach to safeguard your health while on City premises. For example, we are currently applying a special sanitizing spray on all public counter surfaces daily including City Hall, Recreation Facilities, the Senior Centers and other City facilities. Posters about the coronavirus and safe practices are also being posted in common areas throughout the City. We have already closed down many City facilities and postponed major events as directed by the Governor of California. Until the end of March, public counter areas have been temporarily closed with a few services handled by appointment only.

We have also been working in close partnership with the Baldwin Park Police Chief and Police Department Emergency Operations team to mitigate exposure and to remain prepared for emergencies. The City Manager, Directors and supervisors will continue to remain committed to engaging in discussion about employee safety, and creating opportunities to discuss these matters with their employees.

Internal Policies

The Human Resources Department is committed to accommodating requests to be off work for reasons related to the coronavirus or any illness as is part of our normal policy. Special requests for time off or for extended periods of time will be evaluated on a case by case basis and considered under the protections of the Family Leave Act. (FMLA). Generally, employees who are off work for reasons related to the corona virus will be allowed to use their available leaves, and if necessary, paid leave time granted by the City under these unique circumstances only if personal leave time is exhausted. If new legislation passes that conflicts with our policy, the legislation will naturally take precedence and supervisors will be advised accordingly.

Health observations

To protect the work environment and spread of the virus, supervisors are encouraged to make important observations of employee health. If it is determined that the employee's health and the health of others may be compromised, the supervisor with the approval of the Director, and consultation with Human Resources, if necessary, has the authority to send an employee home until it is determined by a medical doctor that it is safe for the employee to return to work.

If an employee reports that he/she personally came in contact with an infectious person, or that the employee may have been in close contact with someone else who was in direct contact with an infectious person, the supervisor, with the approval of the Department Head, has the authority to send that employee home at least during the 14 day wait period. The employee can return when it is reasonably determined, typically through a doctor's note, that it is safe for the employee to return to work. However, each situation will be evaluated on a case by case basis by the City Manager, the Emergency Operations Team and Human Resources.

It is also advisable that employees who are vulnerable to the virus such as those who are over the age of 65 or employees who have chronic illness or compromised immune systems, remain in an isolated and protected environment at least temporarily.

Essentially, we believe it is in our best interest as an employer to work with the employees as much as possible to take time off to either recover from illness, to be with a sick family member, or children when facilities are closed.

Disaster Service Worker Responsibilities

This memorandum serves as a friendly reminder that that under the California Government Code 3100-3109, all public employees are considered Disaster Service Workers. This means that when the City is facing an emergency or crisis situation, generally, City employees should be ready and prepared to assist in whatever capacity is needed. For more questions about the public employee's role as a Disaster Service Worker, please contact the Human Resources Department.

Frequently Asked Questions (FAQ) Sheet

Remember to review the attached FAQ sheet and continue to do the following:

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing. If soap and water are not available, use an alcohol-based sanitizer that is at least 60% alcohol.
- Exercise social distancing by maintaining personal space and limiting handshakes and hugs with persons whose health is not certain.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose and mouth.
- Stay home when you are sick or stay home until 24 hours after their last symptom has disappeared.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Avoid visiting hospitals for minor illness symptoms.

If you have any questions or need additional information, do not hesitate to contact the Human Resources Department at (626) 960-4011.

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Attachment