



City of Santa Cruz COVID-19 Prevention Program (CPP) for Parks and Recreation Administration

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: 01/15/2021

Authority and Responsibility

The Parks and Recreation Director has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards. Employees are encouraged to communicate any potential COVID-19 hazards to their Supervisor, Manager, or Department head. HR will communicate with employees' authorized representatives on how they may participate in COVID-19 hazard identification and evaluation.

Employee screening

Essential infrastructure personnel are continuing to report to the workplace. It is important that all employees who are reporting to their worksites are free from COVID-19 symptoms to prevent further spread of COVID-19. Employees must self-monitor for any COVID-19 symptoms and should continue to engage in social-distancing, regular hand-washing, and regularly clean their work areas.

To reduce the risk of spreading COVID-19 and further protect the City's workforce, Departments are required to have their employees conduct a non-invasive COVID-19 health screening or self-screening before each work shift. Non-invasive COVID-19 health screening or self-screening includes both questioning employees about their COVID-19 symptoms and screening for fever. The outcomes of any screenings are confidential and must be recorded and stored in a confidential file. Employees



conducting health screenings should also be advised that the results are confidential.

This health screening is intended to screen for COVID-19 symptoms and determine if it is safe for employees to report to work. If an employee has a chronic medical condition that causes COVID-19 like symptoms they should notify their supervisor before completing a COVID-19 health screening.

See the [CITY OF SANTA CRUZ HEALTH SCREENING](#) document for complete information.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and when possible immediately corrected. If a COVID-19 hazard cannot be immediately corrected then an explanation and timeframe to correct must be documented on the **Appendix B: COVID-19 Inspections** form and communicated to the worksite supervisor and department head.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six (6) feet of physical distancing at all times in our workplace by:

- Reduced the need for workers to be in the workplace by offering telework options in addition to other remote work arrangements.
- Reduced the number of persons in the office at any given time by restricting access to city employees and contractors. Customers may make appointments and the public are encouraged to use electronic means to contact the department.
- Visual cues, such as signs and floor markings, have been placed to indicate where employees and others should be located or their direction and path of travel.
- Employees have staggered arrival, departure, work, and break times.
- Adjusted work processes and procedures, including moving staff workstations, to allow greater distance between employees.
- Vehicle occupancy is limited to not more than two (2) employees and mask wearing is required at all times.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

For complete information regarding the City of Santa Cruz's policy on face coverings refer to the document [CITY OF SANTA CRUZ FACE COVERING REQUIREMENTS](#) located on the COVID-19 page of the intranet.

The City of Santa Cruz's policy on face coverings mandates that a face covering is required at all times when at work, with some exceptions. The requirement to wear a face covering is MANDATORY. A face covering must cover the nose and mouth at all times, goes under the chin, and does not have significant gaps around the nose or other parts of the face. A face covering is not a substitute for guidance about social distancing and handwashing.

Engineering controls

We implemented the following measures for situations for our customer area; plexi-glass partitions have been added in our front lobby area to protect administrative staff, and public access is by appointment only to reduce congestion in the front lobby area.



We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Opening doors and windows when minimal number of staff (max three) use the conference room.
- Regularly maintain the building HVAC system and ensure it is operating under highest filtration potential.
- Installed air purifiers in common areas of both the up- and downstairs areas of the building.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Ensure adequate supplies and adequate time for it to be done properly.
- Inform the employees and authorized employee representatives of the frequency and scope of cleaning and disinfection via posted COVID-19 protocols and documentation.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

WAIT 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible. Contact **Dan Himan, Facilities Supervisor, CELL 408-750-6411**, to coordinate the appropriate level of disinfection and cleaning. Ensure that all areas are disinfected and cleaned used by the person who is sick, such as offices, bathrooms, common areas, vehicles, and shared tools or electronic equipment that came in contact with the individual. For smaller spaces, work with staff in the work area to conduct the cleaning within 24 hours of the known exposure. Restrict access to the potentially exposed area until it can be disinfected and cleaned.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by a cleaning/disinfecting crew when needed.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Provide access to sufficient restrooms within the building.
- Encourage and allow time for employee handwashing.
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging employees to wash their hands for at least 20 seconds each time.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

For complete information regarding PPE refer to the document [CITY OF SANTA CRUZ COVID-19 PPE GUIDELINES](#) located on the COVID-19 page of the intranet.

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as



saliva or respiratory tract fluids.

Investigating and Responding to COVID-19 Cases

Investigating and Responding to COVID-19 cases will be accomplished by using the [CITY OF SANTA CRUZ COVID-19 EXPOSURE PROTOCOL](#).

Exposures should be evaluated on a case by case basis and also based on the exposure risk as determined by the protocol. All exposures should be reported to the Designated Department Response Coordinator (DDRC). The DDRC will contact the HR Director, the Department Head, and Risk Manager to determine the appropriate next steps according to this protocol.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms, potential exposures, and/or possible hazards to their direct supervisor or manager. The supervisor will report COVID-19 symptoms, potential exposures, and/or possible hazards to their DDRC to determine next steps or to determine if an actual exposure has occurred. The City's Risk Manager must also be contacted to help evaluate the possible exposure.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, employees can access COVID-19 testing by contacting their healthcare provider. Employees can access the Santa Cruz County Health Department website for more testing locations.

<https://www.santacruzhealth.org/HSAHome/HSADivisions/PublicHealth/CommunicableDiseaseControl/CoronavirusHome/SAVElivesSantaCruzCounty/GetTested.aspx>

- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. HR and Risk Management will coordinate all required testing for the City.
- Information about COVID-19 hazards, how employees (including other employers and individuals in contact with our workplace) may be exposed to COVID-19 hazards, what is being done to control those hazards, and our COVID-19 policies and procedures.
- Regular team huddles are done in a socially distanced manner and are an effective, regular means of communication. Further, information updates are emailed to staff, who all have access to email. Critical messages and information is also posted in some cases to help raise awareness and avoid lapses in COVID safety protocols.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches



their eyes, nose, or mouth.

- An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Appendix C: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Following the exposure protocol as outlined in the [City of Santa Cruz COVID-19 Exposure Protocol](#) located on the COVID-19 page of the intranet.
- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. Employee to complete the appropriate sick leave request form. Contact HR for complete information.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Risk Management to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.



Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
 - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
 - A negative COVID-19 test will not be required for an employee to return to work.
 - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
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1-21-21

Principal Management Analyst



Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: Lindsay Bass

Date: 1/21/21

Name(s) of employee and authorized employee representative that participated: Lindsay Bass

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
Main Entrance/ Front Desk / Health screening area	8:00-5:00	<ul style="list-style-type: none"> -Employees schedules staggered to reduce overlap of time in office and in main area -Social distancing and masks enforced at all times. -Interaction times are kept brief. If beyond five minutes, conversations are expected to move outdoors. 	<ul style="list-style-type: none"> Signage informing staff, participants and vendors of COVID health and safety guidelines. -social distancing enforced at all times, except when unavoidable for brief periods of time. -masks wearing enforced at all times -Hand washing and sanitizing multiple times throughout day encouraged. - Hand sanitizer stations located at immediate entrance to building. - Plexi-glass barriers between front door and hallway area and front desk staff. -Routine cleaning & disinfecting of area -Air purifier located at front desk area -Employee workstations distanced by 6'+.



Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
Hallways	8:00-5:00	Employees and participants keep several feet of distance between one another if passing in hallway. Masks are worn at all times.	-Masks worn at all times. -Social distancing enforced. -Two air purifiers operate in common areas of both downstairs and upstairs in addition to HVAC ventilation.
Restrooms	8:00-5:00	One restroom downstairs used by up to 7 downstairs staff; two restrooms upstairs used by up to 4 upstairs staff.	-Staff restricted to restrooms on their floor to limit traffic in the building -Routine disinfection of high touch surfaces in each restroom -Signage to encourage hand washing and COVID prevention
Cubicle Areas	8:00-5:00	Staff schedules staggered to minimize more than one person in a cubicle area at a time. Cubicles maintain over six feet between staff.	-Social distancing enforced. -Hand washing and sanitizing multiple times throughout day encouraged. -Two air purifiers operate in common areas of both downstairs and upstairs in addition to HVAC ventilation.
Individual Office Spaces	8:00-5:00	Many office staff telework. When in the office, they remain there and mask up/social distance whenever not in the office.	-Social distancing enforced. -Hand washing and sanitizing multiple times throughout day encouraged.
Conference Room	8:00-5:00	Capacity limited to three and social distancing/masks worn at all times.	-Masks worn at all times. -Social distancing enforced. -When in use, windows opened to increase ventilation.



Appendix B: COVID-19 Inspections

Date: 1/21/21

Name of person conducting the inspection: Lindsay Bass

Work location evaluated: Parks & Recreation Administrative Building

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions	Barriers and partitions in place for front reception		
Ventilation (amount of fresh air and filtration maximized)	Doors and windows opened when needed		
Additional room air filtration	Air filtration units in use for downstairs and upstairs common areas		
Restroom Stall Assignments	Yes – staff using appropriate restrooms		
Public Access	Limited to appt only		
Administrative			
Physical distancing	Yes all staff distancing		
Surface cleaning and disinfection (frequently enough and adequate supplies)	Yes – break room twice daily and restrooms once daily		
Hand washing facilities (adequate numbers and supplies)	Yes and adequate supplies		
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Yes		
Staff Meetings	Mgmt meetings are virtual; admin staff meetings are held outside		
Admin Check-Ins	Kept brief and physical distancing is maintained/masks are worn		



PPE (not shared, available and being worn)	Yes – Staff wearing proper PPE		
Face coverings (cleaned sufficiently often)	Yes		
Gloves	When Needed		



Appendix C: COVID-19 Training Roster

Date: **[enter date]**

Person that conducted the training: **[enter name(s)]**

Employee Name	Signature