



**INTER-OFFICE
MEMORANDUM**

DATE: March 16, 2020
TO: City Staff
FROM: Blair King, City Manager
RE: COVID-19 City of Coronado Internal Response and Temporary Policies

Dear Team,

In response to the COVID-19 pandemic, the City is implementing the following precautions and temporary policies to ensure the health, safety and wellbeing of our staff and residents. We will continue to work closely with the County Department of Public Health, state and federal agencies and may adjust our response as necessary.

Please reach out to your department's supervisor if you have any questions or concerns.

City Facilities

To help control the spread of coronavirus disease 2019 (COVID-19), the City will temporarily close facilities where there is close-contact interaction with the public, including the Spreckels Center, Library, Community Center, pool and gymnasium, and the Club Room.

City Hall will remain open, but the City encourages the community, consultants and partners to conduct business remotely. Those who require help from building or planning officials are being asked to make appointments. For staff, if you are able, please avoid internal meetings and opt for electronic communication. Additionally, practice social distancing of 6-feet while in City facilities.

The City is taking this unprecedented and highly precautionary measure to protect the health of both residents and employees by restricting people from congregating and unknowingly passing the virus. These decisions were made deliberately and with careful input from key City staff, including public safety officials. The closures, which include all classes and programming scheduled at the closed facilities, will be in effect until April 4. That date is subject to change.

Several facilities will remain open for community use but will have limited or no staffing, including the Tennis Center, Golf Course, Boathouse in Glorietta Bay Park, the beach and parks.

Following the guidance of regional, state and federal agencies, the City has canceled or postponed gatherings where a 6-foot social distance is impossible to achieve. Any public meetings held will comply with the Brown Act and measures will be put in place to ensure a social distance of 6 feet.

The City increased its standard janitorial contract services at facilities that are open to the public. Janitorial services were expanded to include two additional daily cleanings with the wiping or spraying of disinfectant on keyboards, doors, counters, faucets, water fountains and toilet handles. The City also increased its available supplies of disinfectant and hand sanitizers around the City. These measures will continue at facilities that remain open to employees and the community.

Flexible Work Schedules

Departments may implement flexible work schedules that maintain safe working environments for employees and mitigate risks of exposure while ensuring the continuity of business operations for essential City services. Any change in schedule is subject to approval by the Department Director and may be revised as needed to meet City's operational needs.

Telecommuting

During the time this temporary COVID-19 protocol is in effect, designated employees may work from home or other remote location, on a case-by-case basis, subject to Department Director approval and coordination with the IT Division. All telecommuting protocols may be revised as needed to meet the City's operational needs. At this time, any telecommuting requests must meet the following guidelines:

1. Department Director approval must be obtained.
2. The nature of the employee's work must be amenable to telecommuting and sufficient work must be available.
3. Employees should be aware that City documents, communications, and work products stored on personally-owned devices may be subject to public records laws. The use of personally owned electronic devices to access the City's internal networks may subject the personal device to review and possible disclosure.
4. Telecommuting employees must comply with the performance and conduct standards for their position, the equipment, software, and access standards established by the IT Division and all other City policies and procedures.
5. Telecommuting does not change the duties, obligations, responsibilities, or conditions of City employment. Each employee must perform work during scheduled telecommuting hours. Employee responsibilities include accessibility to their supervisor, team, and outside contacts as required during normal office hours by telephone and/or email.
6. The number of hours worked by the employee will not change because of telecommuting.
7. Telecommuting employees may be required to track their work hours, even if they are paid on a salary basis, to facilitate management of the position.
8. Employees must not work unauthorized overtime. All overtime must be approved.
9. All telecommuting agreements approved for COVID-19 related absences will be revoked upon declaration of termination by the City, and all telecommute access granted during this period may be disabled by the IT Division, where applicable.

Time Off from Work

At this time, all non-work-related exposures resulting in quarantine/absence will be paid based on the availability of the employee's leave accruals in accordance with all other applicable City policy and memoranda of understanding. FMLA or other state and federal job protections may apply. Any employees impacted by school closures, or who otherwise cannot be at work, should make arrangements with their supervisor to request leave accommodations or to discuss

telecommuting options. If an employee exhausts all leave balances, they may be eligible for donated leave under the City's current Catastrophic Leave program.

Self-Quarantine

For employees' protection and based on recommendations from the CDC, all employees who travel to and/or through (or are returning from) countries, states, or cities identified as high-risk locations will remain off work for 14 days and be required to obtain a medical clearance to return to work. This will also apply to employees who have potentially been exposed by family members who have recently traveled to these regions. The countries currently listed as high-risk locations by the CDC include China, South Korea, Iran, and all countries in the European Union. Employees with symptoms of acute respiratory illness are recommended to stay home and not come to work if they are experiencing any respiratory symptoms including fever (100.4°F or greater), signs of a fever, cough, shortness of breath, sore throat, or nasal congestion. Currently, the CDC recommends that employees remain home through the 14-day quarantine period. The City also reserves the right to exclude an employee from the workplace that is exhibiting respiratory symptoms. Supervisors should notify their Director and Human Resources for further guidance if an employee is exhibiting respiratory symptoms. Anyone who meets one or more of these conditions should notify their supervisor or Department Director.

City Business Related Travel

All non-essential, City-related (Business) travel has been suspended through April 4, 2020 (subject to extension). If you have pending travel, please coordinate with your Supervisor regarding your trip's status. Future travel requests will be reviewed for necessity.

There is currently no vaccine available to protect against COVID-19, but people are advised to get their flu vaccine and practice proven and routine preventive actions to help prevent the spread of respiratory viruses, including:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

Here is the [County's FAQ](#). Here is an [informational flier](#) and a [fact sheet](#) from the County.