




TOWN OF COLMA

1198 El Camino Real • Colma, California • 94014-3212
Tel 650.997.8300 • Fax 650.997.8308

Date: October 21, 2020
To: **All Employees**
From: Letty Juárez, Human Resources Manager 
Subject: Entering and Exiting town facilities during COVID-19 (coronavirus)

The Town is committed to continue providing a safe work environment for all employees and has been proactively planning for the impacts of COVID-19. In addition to Town-wide planning for department operations and essential services in the event the virus continues spreading and staff is impacted, the Town has increased cleaning of surfaces and public areas (you can continue to do your part in keeping your own area and public areas near you cleaned and sanitized regularly, cleaning supplies have been and will continue to be available), and we have communicated with all employees regarding measures to protect yourself (washing hands, covering cough, cleaning surfaces, avoiding contact with sick people, not touching your face with your hands). The Town continues to closely follow the guidance from the San Mateo County Public Health Department.

REMINDER:

PROTECTING FACE MASKS:

- **Are required at all times** during your work when in the presence of others, when in all common areas, and when visiting other town buildings. The only exception to not wearing a mask is when you are alone and in your office.

ENTRY AND EXIT TO ALL TOWN FACILITIES

- All Town facilities continue to be closed to general public access with specific requirements to entering. Town employees must use their badge to enter all Town facilities. In the event of a known outbreak in a Town facility, this will provide us information on who was physically within the building so that you may be notified of a potential risk. It will also be used as a way to understand who is in any Town building for emergency purposes. It is essential that you individually scan/swipe your badge or sign in for accurate reporting.
- Every attempt should be made to conduct Town business via phone, email and/or online. If it is absolutely necessary for a person to visit a Town facility in person, all visitors (or employees without a badge) must sign-in/sign-out at the front desk or designated area of each Town facility on a daily visitor log sheet.
- **NOTE:** In addition to using your badge or sign in to enter all town buildings, everyone **MUST** also have their temperature taken prior to continuing in.
 - **Example:** You will need to take your temperature at your regular assigned worksite and as you travel to other town buildings, the temperature **MUST** be taken again at that location.



We're still in this together, help prevent to spread and protect yourself.

John Irish Goodwin, Mayor

Diana Colvin, Vice Mayor

Helen Fisicaro, Council Member • Raquel P. Gonzalez, Council Member • Joanne F. del Rosario, Council Member

Brian Dossey, City Manager