



## Town of Colma

### Interim COVID-19 Policy Updates

The purpose of this memo is to provide immediate guidance for employees and supervisors regarding these policy changes, and to provide an update on plans to reopen remaining City facilities.

#### **WHAT HAS CHANGED?**

The following policy changes are being made in accordance with the updated COVID-19 Emergency Temporary Standard and California Department of Public Health guidelines:

#### Face Coverings:

- *Fully vaccinated employees* no longer need to wear a face covering while working, except as noted below, as long as they have completed a self-certification form attesting of their vaccination status, which will be kept on file in Human Resources. Once received, Human Resources will notify your supervisor that you are no longer required to wear a face covering.
- *All employees*, as well as all members of the public, will still be required to wear face coverings in the following programs, facilities, or circumstances until further notice:
  - Recreation Community Center and Sterling Park, while the facility is open to the public.
  - Recreation programs, summer camps (except during outdoor activities where physical distance can be maintained.)
  - Any class, program or special event intended for youth or where a significant number of youth are expected to attend.
  - Any facility that is in use as a cooling center or emergency shelter.
  - When entering any other non-Town facility in the course of work where face coverings are required for all who enter (this includes, but is not limited to, medical facilities, public transit, correctional or detention facilities, youth centers, or any other public or private facility with a mandatory face covering policy.)
  - In any other facility or circumstance as directed by the California Department of Public Health or San Mateo County Health Department.

Face covering requirements in these facilities/programs will be re-evaluated as needed and as further guidance from the CDC and/or CDPH is available.

- *Unvaccinated employees* must wear a face covering while working indoors, except when working alone in a private office and other limited exceptions, such as eating/drinking or where a face covering creates a safety risk.
- *Unvaccinated employees do not need to wear a face covering outdoors, unless unable to maintain physical distancing from other employees and members of the public due to the requirements of their job duties.*
- Upon request, *unvaccinated employees* will be provided with a respirator (N95 mask) for voluntary use upon request. Please contact your immediate supervisor and HR if you would like to request a respirator for voluntary use.
- Any employee may choose to wear a face covering at work regardless of vaccination status. The Town prohibits retaliation or harassment against employees for wearing a face covering or respirator at work. In addition, all employees are reminded to respect the privacy of their co-workers with respect to vaccination or medical status.

### Physical Distancing

Physical distancing, including the use of partitions and barriers, is no longer required by Cal/OSHA or the CDPH, except in cases where an outbreak occurs or a hazard has been determined to exist. In an effort to ensure the safety and health of the workforce and members of the public, our facilities will continue physical distancing measures to the extent that they do not interfere with effective operations or service to the public. In some cases, such as afterschool programs and daycamps, physical distancing may be required by State or local health department guidelines. We will continue to evaluate the continuation of physical distancing measures over the coming months and as further guidance comes available.

### Self-Quarantine/Workplace Exclusion

Vaccinated employees will no longer be required to self-quarantine and remain out of the workplace if exposed to COVID-19, unless they develop symptoms of COVID-19. Anyone who tests positive for COVID-19 will still be required to remain out of the workplace in accordance with CDPH and CDC guidelines (normally at least 10 days.)

### **WHAT HAS NOT CHANGED?**

- Daily self-screening protocols for COVID-19 symptoms will continue. Do not come to work if you are sick. We will evaluate potential changes to self-screening procedures as facilities open and as regulatory guidance becomes available.
- Continue to report to your supervisor if you have symptoms of COVID-19, have tested positive for COVID-19, or have had close contact with someone confirmed to have COVID-19.
- The Town will continue to investigate COVID-19 cases and notify employees who may have been exposed.
- We need to still do our part to keep our hands and the workplace clean. Continue to follow cleaning and sanitation guidelines for your department or facility.

- For indoor locations, the Town shall continue to maximize ventilation and air cleaning systems.
- COVID-19 supplemental sick leave remains in effect for purposes as described in California Labor Code Section 248.2 ( <https://www.dir.ca.gov/dlse/COVID19Resources/FAQ-for-SPSL-2021.html> )
- The Town will continue to offer testing, free of charge, to employees who have been exposed to COVID-19 in the workplace.
- The Town continues to encourage employee vaccination and will continue to provide resources, information, and opportunities to receive a vaccine.

### **COLMA REOPENING/REMOTE WORK ARRANGEMENTS**

Closed facilities will re-open on July 6 and employees will be expected to return to the office. However, reasonable extensions can be granted for the following on a case-by-case basis:

- An employee is unable to arrange child/dependent care due to ongoing closures or unavailability of care due to COVID-19.
- An employee requests reasonable accommodation due to a medical condition that puts them at high risk for COVID-19. Such requests will be handled by Human Resources in accordance with the ADA/FEHA reasonable accommodation interactive process.

In addition, the Town is developing a policy for partial remote work schedules after July 6, and further information will be shared with employees next month. The conditions and criteria for participation will be different from the current program, and availability of remote work will vary by department depending on operational needs. All employees will be expected to work on-site for the majority of their scheduled hours (i.e., at least three days per week or equivalent).



# Town of Colma COVID-19 Reopening Plan

## Frequently Asked Questions

In addition to the FAQs provided by the Department of Industrial Relations:  
<https://www.dir.ca.gov/dosh/coronavirus/Revisions-FAQ.html>  
 below are some Q&As you might be interested in.

**Q:** What is the new mask mandate?

**A:** Masks are **not required for fully vaccinated individuals, except** in situations and settings identified in CDPH’s Guidance for Face Coverings.

Source: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>

**Q:** What if I am exposed to COVID-19?

**A:** First, contact your supervisor and reach out to HR. Gioia or Pak will update you with the latest CDC and County Health guidelines.

As of June 17, 2021, below is a summary table per CDC guidelines.

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html>

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>

COVID-like Symptoms	Fully vaccinated	Not fully vaccinated
Yes	<ul style="list-style-type: none"> <li>• At least 10 days since symptoms first appeared <b>AND</b></li> <li>• At least 24 hours with no fever without fever-reducing medication <b>AND</b></li> <li>• Other symptoms of COVID-19 are improving</li> </ul>	
No	<ul style="list-style-type: none"> <li>• <b>NO NEED</b> to quarantine, be restricted from work, or be tested following an exposure</li> <li>• <b>DO</b> monitor for 14 days following exposure</li> <li>• <b>DO</b> get tested</li> </ul>	<ul style="list-style-type: none"> <li>• If you <b>were</b> in close contact:               <ul style="list-style-type: none"> <li>○ Get tested</li> <li>○ Self-quarantine for 10 days</li> <li>○ Get tested at the end of 10 days</li> </ul> </li> <li>• If you <b>were NOT</b> in close contact:               <ul style="list-style-type: none"> <li>○ Self-monitor for 14 days</li> <li>○ Can work</li> </ul> </li> </ul>

**Q:** I have not been fully vaccinated yet but will in a few weeks. What do I do with this form?

**A:** You should submit a Vaccination Status form by the designated due date to help the Town prepare for reopening. You may resubmit a new Vaccination Status form if your status changes. Your submission is confidential. The Vaccination Status Form, along with other HR forms, will be made available on the Town's website at <https://www.colma.ca.gov/departments/human-resources/> You may also reach out to HR for a new form.

**Q:** What if I found out a colleague has not been fully vaccinated?

**A:** An employee's vaccination status is confidential. If you are concerned that a colleague is not vaccinated, this is what you can and cannot do:

CAN	CANNOT
<ul style="list-style-type: none"><li>Wear face coverings or practice social distancing protocol to protect yourself</li></ul>	<ul style="list-style-type: none"><li>Retaliate or harass the employee regarding their vaccine status</li></ul>
<ul style="list-style-type: none"><li>Inform HR of the matter</li></ul>	<ul style="list-style-type: none"><li>Discuss vaccination status with other employees</li></ul>

**Q:** How do I address the public regarding mask requirements?

**A:** At anytime you are concerned regarding your risk of COVID 19 exposure, you may use face a covering and turn on the air purifier in your work area, office or conference room. If you feel threatened at any time, please notify your supervisor or another staff member. They will assist in the safety protocols, including contacting the police department.



## Town of Colma COVID-19 Self-Certification of Vaccination Status

As pandemic restrictions begin to ease, the Town is preparing to reopen all facilities while following the June 17, 2021 Cal/OSHA's Covid-19 Emergency Temporary Standards (ETS). Here's the link to the Cal/OSHA's ETS:

[https://www.dir.ca.gov/dosh/dosh\\_publications/06-16-21-ETS-Revisions.pdf](https://www.dir.ca.gov/dosh/dosh_publications/06-16-21-ETS-Revisions.pdf)

In order for the Town to lift certain face-covering and social distancing restrictions, please complete the following Self-Certification of Vaccination Status. The information collected is confidential and be used for safety protocols. Please note that you are required to provide accurate information about your vaccination status, or alternatively you may decline to provide your vaccination status. If you decline to provide information about your vaccination status, we will be required to assume you are unvaccinated and you will be required to follow the rules and requirements pertaining to unvaccinated employees.

For purposes of this certification, you are considered "fully vaccinated" two weeks after completing the second dose of a two-dose COVID-19 vaccine (e.g., Pfizer or Moderna) or two weeks after receiving a single dose of a one-dose vaccine (e.g., Johnson & Johnson/Janssen), or completing the required course for any other COVID-19 vaccine that may subsequently receive emergency use authorization or full approval by the Federal Drug Administration.

Finally, if you decline to answer or if you answer that you are not fully vaccinated at the time you complete this form, and your status later changes, please contact Gioia Perez at 650-997-8306 to obtain a new self-certification form.

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Select the Status below that accurately describes your vaccination Status:

- I am fully vaccinated as of the following date, which is two weeks after I completed the full protocol (2 shots or 1 shot) for the vaccine I received: \_\_\_\_\_.
- I am not fully vaccinated.
- I decline to answer and understand that the Town will presume that I am unvaccinated.

*I understand that I am required to provide accurate information in response to the question above. I hereby affirm that I have accurately and truthfully answered the question above. I also understand that if I stated that I am fully vaccinated, my employer may request documentation of my vaccination status (e.g., a copy of my vaccine card or other similar official document confirming vaccination status). Additionally, I understand that if I answer that I am fully vaccinated without being so, I am subject to disciplinary action, up to and including termination of my employment.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Full Name: \_\_\_\_\_



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Signature

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Date

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Print Name

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Company Name