

FROM: Letty Juárez, H.R. Manager
 RE: POA Concerns
 December 23, 2020

COVID 19 – Protocol / Concerns / Plan / Procedures

Chief Munsey,

Thank you for your time this morning and the discussions on various topics. The following were some of the bullet points from our conversation and other areas of concern for consideration.

- What is the current “Plan” for us as officers regarding a documented exposure to Covid-19
 - June 16, 2020, Town of Colma updated HR Plan prior to that the plan was March 19, 2020.
- Testing Procedures:
 - If Officer is sent home, told to stay home, or advised to be tested, what should be done and is the current directive to quarantine for 10-14 days. [To this date, yes.](#)
 - If Officer test positive.... Next step [Refer to HR Plan](#)
 - If Officer test negative.... Next step - Can officer return to work prior to 10-14 days with one negative test? [Your HR in conjunction with Administrative Services review each individual case \(on a case-by-case basis\) to determine the specifics to each exposure \(closeness, activities etc.\) and depending on the severity determine if employee is to quarantine or self-monitor for 10-14 days \(work or not work\). To this date all employees in need have had paid time off.](#)
 - Are there considerations or a directive for family members to be tested or quarantine? [No, the town’s expectations have been that employees be responsible and honest with themselves, their family members, and in particular their supervisors regarding their direct exposures \(at home or otherwise\).](#)
- If an Officer or department member has taken a test due to the recent exposure (**employee name MUST remain confidential**) will the test cost be reimbursed? [Personal directives have been provided to employees \(on a case-by-case basis\) wishing to be tested. HR/Admin Services position remains the same from the start of COVID-19, that is:](#)
 1. [Obtain your test from your personal care physician](#)
 2. [Obtain your test from one of many free clinics/sites the County offers \(a list of sites has been provided to all employees via the City Manager’s Weekly News\).](#)
 3. [If there is no test available to employee after attempting 1 & 2, HR to refer employee to the Town’s Occupational Health Clinic \(in San Bruno\).](#)

[NOTE: Employees are asked not to pay for tests and submit for re-imburement. Instead, the Town refers employee to Occupational Health Clinics/Kaiser.](#)
- Which members are currently listed “Exposed” that should be Tested, Quarantined, or Self Monitored? [Everyone who the employee department believes \(with information from employee testing positive\) were in close contact with.](#)
 - [Where they all notified On 12/21/20 – 14 Police Department employees received notice of exposure and or possible exposure.](#)

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- What are/were the dates of “Exposer” for this recent incident [Based on information provided by both the Chief of Police and Commander Lum, the last date employees were exposed to +COVID-19 case was 12/17/2020](#)
 - If notification were/are made, can personnel be authorized for testing or advised of the eligibility for reimbursement from test?
 - ✚ [On a case-by-case basis and depending on the employee’s circumstances who is requesting to be tested, HR/Administrative Services has been providing guidance while they have been “self-monitoring” all along.](#)
 - ✚ [While the Town has had to work with several cases from the offset of COVID-19, we have/will never ask or expect a Town employee to pay for his/her COVID-19 test.](#)
 - Does second test need to be completed if negative. [Direction and protocol from the CDC and the County continue to be followed. If an employee insists on returning to work prior to the prescribed quarantine days, a second test will be required to take care of that “outlier” scenarios.](#) [On a case-by-case basis \(depending on the exposure, self-monitoring and number of days following the exposure\).](#) FYI: There has been too many cases where a negative test result was incorrect. Town has been following the 14-day rule, now may be a 10 day, again depending on each individual’s case.
- How should the hours be keyed/entered regarding payroll?
 1. Work (paid leave)
 2. Sick (with plan to have them reimbursed)
 3. Covid 19 (which category)

[This information was provided by means of employee memos from both HR and Administrative Services/Payroll. In particular, what has been titled as the “Timesheet Entry Cheat sheet” sent to everyone on April 9, 2020. We strongly recommend that employees work with their supervisors when entering their timecards.](#)

- Will there be updated directives for CPD/Officers?
 1. Directive 2020-002 Self-Assessment – Dated 03/26/2020
 2. Directive 2020-005 PPE Guidelines – Date 04/15/2020

The other area areas of concern mentioned are around finding a consistency with procedures. I know we discussed this (Covid-19) is a fluid and rapidly evolving situation, but from an outside perspective, the members feel there is not a lot of transparency or directions coming from across the street. This has left several members uneasy and raises concern if we will be covered for on-duty exposures.

[It would be helpful if everyone \(employees, supervisors, and managers etc.\) all actually, read the information that has been and will continue to be provided to the Town of Colma employees in general. I feel that we live in denial until it hits home. But then, it is recognized that all of what we need to know and understand \(to move forward with \(the COVID-19 case we’re experiencing\) is unknown.](#)

[NOTE: Please, we ask that employees do not misinterpret the meaning of “transparency” with the fact that each exposure is personal & confidential. Due to the small number of employees the Town has, it is personally](#)

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reviewed and evaluated individually on “case-by-case basis”, this is the better system for each of the employees we are working with and in helping everyone stay protected and preventing future/additional exposures.

Please feel free to reach out to me 24/7 as I am always available. (650) 997-8306. Cell# 415-860-3440.