



AMENDED EMERGENCY ORDER DES-05-20

Pursuant to the Proclamation of a State of Emergency by California Governor Gavin Newsom on March 4, 2020 in response to the rapid spread of the novel coronavirus (COVID-19), the Governor's Executive Orders (including but not limited to N-33-20), the City's Proclamation of a Local Emergency dated March 16, 2020, and the Orders of the Sacramento County Health Officer dated March 19, 2020, April 7, 2020, May 1, 2020, May 22, 2020, May 26, 2020, June 12, 2020, and June 19, 2020, and Government Code Section 8634, I hereby issue the following Order:

1. This Emergency Order DES-05-20 (Amended) replaces and supersedes Emergency Order DES-05-20 dated June 29, 2020.
2. Under Emergency Order DES-02-20 issued on April 1, 2020, non-essential permanent City employees designated by the Human Resources Department were directed to stay home, and the decision for those employees to return to duty have been made as needed on a case-by-case basis. All permanent City employees performing essential services continued to report to their normal and customary duty stations and work locations.
3. All non-essential permanent City employees previously directed to stay home under Emergency Order DES-02-20 are directed to return to their full-time work schedule effective July 1, 2020.
4. Returning to work full-time, however, does not mean that all employees must return to working on-site at their regular work location. While the COVID-19 public health emergency remains in effect, the City supports continuing with work from home, staggered shifts, and partial work at home days to limit the number of employees physically at work; however, such schedules must be approved in advance by the employee's Department Director.
5. Until termination of the local emergency, City employees (both essential and non-essential) reporting to City facilities must follow and comply with the COVID-19 Prescreening Protocol attached hereto as Exhibit "A" prior to shift. Time spent going through the COVID-19 Prescreening Protocol shall be counted as compensable work time for the employee.
6. City employees are encouraged not to report to work if they are sick or do not feel well. Employees will be directed to return home and seek medical attention if they show signs and

symptoms of COVID-19 exposure, or if their body temperature exceeds 100.5 degrees Fahrenheit.

7. Until termination of the local emergency, City-hired contractors and consultants coming to City facilities shall be subject to the COVID-19 Prescreening Protocol (Exhibit "A") prior to meeting with City employees. As an infectious disease mitigation measure to protect the health, safety and welfare of City employees and the public, no contract amendment or change order for additional time or compensation will be made for going through the COVID-19 Prescreening Protocol.

8. City-hired contractors and consultants are encouraged not to visit City facilities if they are sick or do not feel well. Those individuals will be directed to leave City facility and seek medical attention if they show signs and symptoms of COVID-19 exposure, or if their body temperature exceeds 100.5 degrees Fahrenheit.

9. As directed in email to all City Employees dated June 18, 2020:

- A. Members of the public entering any indoor City facility must wear a mask or face covering unless exempt from the statewide mask mandate.
- B. Every City employee must wear a mask or face covering when entering a City building *whether or not it's open to the public*. In other words, the moment the employee reaches for the handle of the door to enter the building (whether it's a public entrance or an employee-only entrance), the employee must put on a mask or face covering.
- C. Employee may remove mask/face covering ONLY upon reaching the employee's cubicle, office, or workspace, AND there is no one around less than six feet away.
- D. Employee must wear mask or face covering whenever leaving personal workspace, or whenever another person enters the employee's workspace who might come within six feet of the employee. This includes walking through hallways, visiting common areas, using elevators, and/or visiting the restroom (*again, even if those spaces are not open to the public*).
- E. Employee must wear mask or face covering at all times in areas accessible by the public, *whether or not members of the public are present*.
- F. Employees working outside City facilities must carry a mask or face covering, and shall put it on immediately if a person is approaching who is likely to come within six feet of the employee.
- G. Employees exempt from the statewide mask mandate shall notify Human Resources Department and provide supporting documentation from the employee's treating physician.

10. Due to the State and Sacramento County Health Officer's directions and strong recommendation to avoid all indoor in-person activities in the interest of limiting the spread of COVID-19 and protecting the life, health and safety of Folsom residents, the City Public Library and the Andy Morin Sports Complex are hereby closed effective from the date of this Order until further notice. Outdoor curbside and pick-up library services may be provided.

Failure of any person to comply with this Order and any order issued by a law enforcement officer pursuant to this Order constitutes an imminent threat to public health.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the City of Folsom, its departments, officers, employees, or any other person.

If any provision of this Order to the application thereof to any person or circumstances is held to be invalid, the remainder of the Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.

This Order shall be filed in the City Clerk's Office and given widespread publicity and notice.

**IT IS SO ORDERED:
DES-05-20 (AMENDED)**

Date: July 2, 2020

By: _____



Elaine Andersen
City Manager
Director of Emergency Services

EXHIBIT A

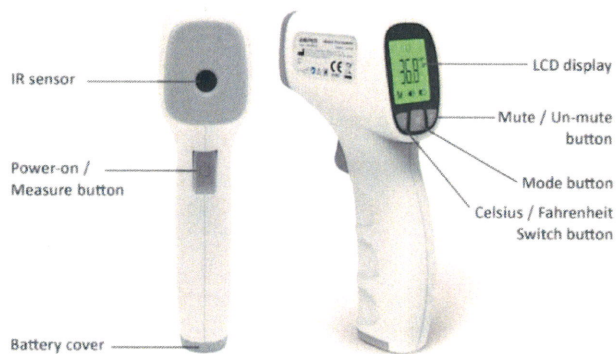
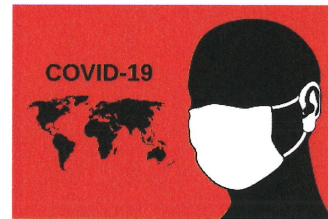
[COVID-19 SCREENING PROTOCOL]



Supervisor's Daily COVID-19 Prescreening

Supervisor (or designee approved by the department director) has employee check in prior to shift. Keeping proper 6-foot distancing when possible and **both wearing a face mask**, supervisor should ask employee health questions and administer temperature check. If employee passes this prescreening, supervisor should have employee sanitize hands before starting work. If employee does not pass the prescreening, he or she should be sent home and supervisor should notify Human Resources. Supervisor must update a report log recording prescreening completion each day.

Health Questions

1. Have you had at least two of the following symptoms in the last 24 hours?
 - a. Fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle aches (general malaise or fatigue), headache, sore throat, or new loss of taste or smell?
2. Have you or anyone in your household with whom you are currently living had:
 - a. a fever in the last 24 hours?
 - b. been told by a medical provider to stay at home due to COVID-19 symptoms?



- The  symbol indicates the Forehead temperature mode. The  symbol indicates the Object temperature mode.

Temperature Check

1. Pick up thermometer and press button to turn it on; make sure it is in **forehead mode**, hold the thermometer ½ - 1 inch away from employee's forehead and then press and release the measure button. The forehead temperature will be displayed on the screen.
 - a. If the reading is between 97.5 and 99.0, one reading is sufficient. If the reading is outside of that range, a second reading should be conducted.
 - b. If the second reading is between 97 and 100 degrees and within 0.3 degrees of the first, it is accepted. If it is more than 0.3 degrees different from the first reading, a third reading should be taken.
 - c. If employee has a temperature reading above 99.5 degrees but below 100.5 degrees tell them to monitor how they are feeling and get rechecked in 4 hours.
 - d. If employee has a **temperature at or above 100.5 degrees they should be told to leave the building and go home**, monitor their symptoms, and contact their healthcare provider.

QUICK GUIDE

1. Part hair
2. Wipe sweat
3. Point at the center (1-3cm)



To avoid a false positive reading, if employee arrives at work after physical exercise or on a “hot” day, or when there is a significant change from outside to inside temperatures, advise employee to wait 5 minutes before screening.

Sanitize Hands

Have employee disinfectant hands before leaving area. Have the employee use a paper towel to pick up the spritzer and sanitize their hands.

Log Daily Report

Notify Human Resources immediately should any employee fail the health screen or temperature check and needed to be sent home.

Update Health Screen Report Log listing all employees in your group. Clearly check by each employee's name that they completed the health questionnaire, the temperature check, and the hand sanitizing. Make sure today's date is indicated.

Decision Making

1. If an employee answers "yes" to any of the above questions you should tell the employee to go home, further monitor symptoms, and contact a healthcare provider on when it is appropriate to return to work.
2. If employee has a **temperature at or above 100.5 degrees, they should be told to leave the building and go home**, monitor their symptoms, and contact their healthcare provider.

Return to Work Guidelines

The City is following the current recommendations of the CDC and/or the treating health care provider for employees to return to work:

If you develop COVID-19 symptoms:

- If you have had COVID-19 symptoms that have resolved, and your health care provider clears you in writing, you may return to work.
- If you have not had a test or a health provider's clearance, you can return after these three things have happened: You have had no fever for at least 3 days AND other symptoms have improved AND at least 10 days have passed since your symptoms first appeared.
- If are tested for COVID-19, you can return if you have no fever, symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

If a person in your household tests positive:

- Anyone who has close contact with someone with COVID-19 should stay home for 14 days after exposure based on the time it takes to develop illness.

Failure to Take Screening

If an employee refuses to take any part of the screening, remind them that it is an official policy of the City, and that failure to comply with it is a violation and subject to discipline. Further, they are not cleared for work and will either use their Annual Leave or be on Administrative Leave without Pay until in compliance.