



## CITY OF RANCHO CUCAMONGA

### VOLUNTEER

#### 2019 NOVEL CORONAVIRUS (PANDEMIC) POLICY

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EFFECTIVE: 7/7/2020

UPDATED 8/17/2020

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APPROVED: RN

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On January 31, 2020, the U.S. Department of Health and Human Services declared a public health emergency in the United States related to COVID-19. On March 4, 2020, California declared a state of emergency related to COVID-19. On March 10, 2020, The County of San Bernardino declared a public health emergency. On March 18, 2020, the City of Rancho Cucamonga passed a Resolution proclaiming existence of a local emergency due to COVID-19. Effective April 1, 2020 the Families First Coronavirus Response Act (FFCRA) went into effect (see Appendix A). Eligible employees may use their leave to supplement the FFCRA related paid leave up to their daily pay amount if it is greater than the FFCRA set pay for eligible leave. On November 30, 2020, Cal/OSHA's Emergency Regulations went into effect. The City developed a COVID-19 Prevention Program (CPP) to address these emergency regulations. Where this policy and the CPP conflict, the CPP takes precedent. Please note that all City employees have been determined to be essential workers.

Novel Coronavirus disease 2019 (COVID-19) is a respiratory illness caused by a virus called SARS-CoV-2. The Center for Disease Control and Prevention's (CDC's) understanding of how the virus spreads is evolving as they learn more about it, so check the [CDC website](#) for the latest information. The virus is thought to spread mainly from [person to person](#):

- Between people who are [in close contact with one another \(within about 6 feet\)](#).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.

Recent studies indicate that the virus can be spread by people who are not showing symptoms. It may be possible that a person can get COVID-19 by [airborne transmission or by touching a surface or object](#) that has the virus on it and then touching their own mouth, nose, or possibly their eyes. These are not thought to be the main way the virus spreads, but the CDC is still learning more about this virus.- <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

#### **SYMPTOMS (According to current CDC information):**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

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Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Conjunctivitis
- Rash on skin, or discoloration of fingers or toes

This list does not include all possible symptoms. CDC will continue to update this list as they learn more about COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> and [https://www.who.int/health-topics/coronavirus#tab=tab\\_3](https://www.who.int/health-topics/coronavirus#tab=tab_3)).

The CDC recommends people seek medical attention for the following emergency warning signs\*.

Look for **emergency warning signs\*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face
- Loss of speech or movement

\*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

**Call 911 or call ahead to your local emergency facility:** Notify the operator that you are seeking care for someone who has or may have COVID-19.

### **PURPOSE:**

To establish a policy related to the COVID-19 Pandemic to meet our duty to provide a safe environment for our volunteers.

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### **POLICY PROVISIONS:**

This policy may change as additional information from the CDC, the California Department of Education (CDE), and/or the San Bernardino County Health Department (SBCHD), The Occupational Safety and Health Administration (OSHA), The California Division of Occupational Safety and Health, better known as Cal/OSHA, and/or Any Other Formerly Recognized Government Related Agency.

#### **A. COVID-19 Vaccinations**

The City has determined that the vaccination of volunteers is a business necessity to reduce the direct threat of COVID-19. In order to maintain a safe and healthy workplace, volunteers who work with the public, employees, or other volunteers are required to be fully vaccinated in accordance with [CDC guidelines](#).

According to the CDC: People are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

Volunteers are required to share their COVID-19 Vaccination Record Card with their supervisor who will then provide the City's Human Resources Department with the date of their final dose. This information will be maintained in a confidential medical file by the City's Human Resources Department.

The City recognizes that volunteers with qualifying disabilities under the Americans with Disabilities Act (ADA) and volunteers with sincerely held religious beliefs under Title VII may request medical or religious accommodations. Qualifying volunteers are entitled to a reasonable accommodation process under which the City must determine whether there is a reasonable accommodation that will allow the volunteer to continue to perform their essential job functions without posing a direct threat to the workplace.

Volunteers requesting any statutory exemption from receiving a COVID-19 vaccination may be required to provide supporting documentation, certification, or other evidence or information permissible by law. Each request will be considered under the applicable statutes, including the ADA and Title VII, but volunteers should understand that the City cannot, and is not legally required to, provide accommodations to all volunteers who make such a request.

#### **B. Daily Temperature and Symptom Checks**

Volunteers will have their temperatures taken through non evasive means (infrared thermometer) and must review symptoms and indicate if they have any of the symptoms or none of the symptoms each day they participate in a program and/or volunteer. The information obtained will not be maintained other than a daily log indicating that the information was obtained. Volunteers with Temperatures at or over 100.4 degrees or having any of the symptoms will be sent home as indicated in Section B.

**C. Volunteers Exhibiting Symptoms Common to COVID-19 or Those That Test Positive for COVID-19**

In order to provide for the safety of other program participants, volunteers, employees, and the public any volunteer showing symptoms associated with COVID-19 (as listed above) or those that may test positive for COVID-19 must stay at home. Volunteers must notify their supervisor or Department of the absence and the reason. Volunteers exhibiting the symptoms of COVID-19 or testing positive from COVID-19 are directed to follow CDC guidelines and self-isolate at home and not be at a City facility or participate in a City program until they meet the requirements to discontinue isolation.

For the safety of our workforce, the City will also ask volunteers exhibiting symptoms and those that have tested positive for COVID-19 to provide a list of employees and volunteers (name and date of exposure) you had close contact with at work (within 6 feet for more than fifteen minutes in a 24 hour period) from the time of your potential exposure (approximately two days from when the volunteer first exhibited symptoms and/or first took a test that returned a positive result, or from the day the volunteer had contact with someone with a positive COVID-19 test).

Persons with COVID-19 who have or had symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

1. At least 10 days have passed since symptom onset; **and**
2. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; **and**
3. Other symptoms have improved.

Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

1. 10 days after the date of their first positive test for COVID-19.

Volunteers who are self-quarantined in accordance with Section A of this policy, may work remotely if possible.

**D. Volunteers That Have Been in Close Contact with Someone Who Has Tested Positive for COVID-19 and Volunteers Who Reside with Someone That Has Been in Close Contact with Someone Who Has Tested Positive for COVID-19 – who have no symptoms**

In order to provide for the safety of our employees, volunteers, program participants and the public, volunteers who have been in close contact (within 6 feet for more than fifteen minutes in a 24 hour period) to an individual who has tested positive for COVID-19, or reside with someone who has been in contact with someone who tested positive for COVID-19 within the last fourteen days may not be at a City facility or participate in a City program for fourteen

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(14) days. Cal/OSHA recommends that you self-isolate during this time. Volunteers must inform their supervisors as soon as they are aware of these situations.

For the safety of our workforce, the City will also ask volunteers exhibiting symptoms and those that have tested positive for COVID-19 to provide a list of employees and volunteers (name and date of exposure) you had close contact with at work (within 6 feet for more than fifteen minutes in a 24 hour period) from the time of your potential exposure (approximately two days from when the volunteer first exhibited symptoms and/or first took a test that returned a positive result, or from the day the volunteer had contact with someone with a positive COVID-19 test).

#### E. Travel Related Reasons for Quarantine

For volunteers returning from international travel, from another State, or from travel on a cruise ship, (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html> and <https://wwwnc.cdc.gov/travel/page/covid-19-cruise-ship>), the City asks that you to do one of the following:

1. Get tested 3-5 days after travel **AND** not be at a City facility or participate in a City program for 7 days after travel.
  - a. Even if you test negative, stay home for the full 7 days.
  - b. If your test is positive or you develop COVID-19 related symptoms, inform your supervisor or HR immediately.
2. If you don't get tested, you may not be at a City facility or participate in a City program for 10 days after travel.
  - a. If you develop COVID-19 related symptoms, inform your supervisor or HR immediately.

In addition, the CDC recommends these actions for 14 days after you return from travel to protect others from getting COVID-19:

- Stay at least 6 feet/2 meters (about 2 arm lengths) from anyone who did not travel with you, particularly in crowded areas. It's important to do this everywhere — both indoors and outdoors.
- Wear a mask to keep your nose and mouth covered when you are in shared spaces outside of your home, including when using public transportation.
- If there are people in the household who did not travel with you, wear a mask and ask everyone in the household to wear masks in shared spaces inside your home.
- Wash your hands often or use hand sanitizer with at least 60% alcohol.
- Avoid being around people who are at increased risk for severe illness.
- Watch your health: Look for symptoms of COVID-19, and take your temperature if you feel sick.

In accordance with CDC guidelines on fully vaccinated people, fully vaccinated volunteers (14 days since your second shot and within 6 months of the date you became fully vaccinated) are exempt from Section D Travel Related Reasons for Quarantine in the COVID-19 policy.

Volunteers using this exemption are required to share their COVID-19 Vaccination information with the Human Resources Department and the date of their final dose will be noted and kept as a confidential medical record. Volunteers should still be required to follow the CDC recommended actions above for the 14 days after returning from travel.

**F. Washing Your Hands, Face Coverings and Social Distancing**

According to the CDC, Hand hygiene is an important part of the U.S. response to COVID-19. Practicing hand hygiene, which includes the use of alcohol-based hand rub or handwashing, is a simple yet effective way to prevent the spread of pathogens and infections. The City asks volunteers to consider washing their hands frequently and at a minimum when visibly soiled, before eating, and after using the restroom. Hands should be washed with soap and water for at least 20 seconds or with alcohol-based hand rub with greater than 60% ethanol or 70% isopropanol - <https://www.cdc.gov/handwashing/when-how-handwashing.html>.

To provide the safest possible working environment, the City requires all volunteers to wear face coverings in all City facilities and when interacting with anyone including other staff. The CDC recommends wearing face coverings in public settings (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>).

The CDC recommends that we all “**Avoid close contact** (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>).” This practice is referred to as “Social Distancing.”

- Avoid close contact with people who are sick, even inside your home. If possible, maintain 6 feet between the person who is sick and other household members.
- Put distance between yourself and other people outside of your home.
  - Remember that some people without symptoms may be able to spread virus.
  - Stay at least 6 feet (about 2 arms’ length) from other people.
  - Do not gather in groups.
  - Stay out of crowded places and avoid mass gatherings.
  - Keeping distance from others is especially important for people who are at higher risk of getting very sick.

We expect volunteers to practice social distancing to the greatest extent possible when working on-site, and we expect supervisors to remind volunteers of this practice. Supervisors should provide direction to your volunteers on this practice as questions arise.

Volunteers are empowered to let others know their concerns if this practice is not followed. Here are a few phrases you could use: For your safety and mine please maintain a six-foot distance; Please respect social distancing norms; I would appreciate if we kept a six-foot distance to practice social distancing. Please follow-up with your supervisor should problems arise.

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### **G. This Policy May Be Amended as Needed in order to Meet the Best Practices as Outlined by the CDC, CDE, SBCHD, OSHA, Cal/OSHA or Any Other Formerly Recognized Government Related Agency.**

The City may from time to time amend this policy as needed.

The City provides access to water and soap at all facilities. We will work to provide additional hand sanitizer, disinfectant wipes, and ongoing cleaning in compliance with CDC recommendations - <https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html>.

Volunteers who have assigned office space should use the last 10 minutes before the end of their day to clean their work area using the provided disinfectants. Disinfectants, disposable towels and gloves will be provided to all sites.

Volunteers with questions or concerns regarding this policy or COVID -19 can speak to their Supervisor, Manager, Department Head, and/or Human Resources (Extension 2418).

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I Certify that I have read, understood, and agree to follow the City's COVID-19 Novel Coronavirus Policy for Volunteers.

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Signature

Date

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Printed Name

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Signature of Parent/Guardian if under 18

Date

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Name of Parent/Guardian if under 18

Name of Participant (Child)