

CITY OF CHICO



REINTEGRATION – RETURN TO WORK PLAN

Contents

I. PHASES OF RETURN TO WORK.....	3
A. Slow the Spread	3
B. Reopen – By Department/Division	3
C. Establish Protection – All Restrictions Lifted	4
II. PRIORITIES.....	4
III. CONSIDERATIONS/RECOMMENDATIONS.....	4
IV. STRATEGIES	5
V. PPE INVENTORY RECOMMENDATIONS.....	5
VI. DEPARTMENT SPECIFIC CONSIDERATIONS IN PHASES A - C.....	6
A. Administrative Services Department	6
B. City Attorney	6
C. City Manager & City Clerk	6
D. Community Development – Building/Code Enforcement/Planning/Housing	6
E. Fire Department.....	6
F. Human Resources/Risk Management.....	7
G. Police Department	7
H. Public Works – Engineering	7
I. Public Works – O & M	7
VII. GUIDELINES FOR RETURN TO WORK – PROTOCOLS.....	8

A. Safety and Health Plans 8

B. Practicing Good Hygiene 9

C. Public Notice 9

D. Measures for Maintaining Social Distancing..... 9

E. Continued Daily/Weekly Deep Cleaning of All City Facilities..... 9

VIII. RETURN TO WORK – PHASE A..... 9

 A. Main Goal: Slow the Spread..... 9

IX. RETURN TO WORK – PHASE B..... 10

 A. Main Goal: Lift Strict Physical Distancing Measures in Concerted and Careful Fashion 10

X. RETURN TO WORK – PHASE C..... 10

 A. Main Goal: Return to Normal 10

I. PHASES OF RETURN TO WORK

The purpose of the City of Chico Reintegration – Return to Work Plan is to provide a framework and establish guidelines to reopen governmental operations of the City of Chico and return to work strategy during the Covid-19 pandemic.

All actions to return to work by City employees shall be made in accordance with the City of Chico's designated Health Officer, who also serves as the County of Butte's Public Health Officer, and guidelines established by the Governor of California.

The City and County remains subject to the State's Stay-At-Home Order. The City does not have authority to modify or lift the State order to be less restrictive regarding staying at home, social distancing, and essential operations.

In order to ensure that City facilities and worksites are safe for employees and the public, the City, in order to compliment this Reintegration - Return to Work Plan, the City is adopting a number of policies and protocols designed to limit the likelihood of transmission of COVID-19 at those locations. In order to achieve such goal, the City will be implementing the following policies, procedures, and protocols:

- Social distancing policies, including use of face masks, and physical space requirements between employees;
- Cleaning and disinfecting policies;
- Temperature/symptom checking policies; and
- Confidential Medial Information Act (CMIA) policies.

The City will make available to all employees copies of these policies as applicable.

Below are the three key phases of returning to work. Each phase will be identified and implemented by the City Manager in accordance with Butte County's Attestation and Reopen Plan:

A. Slow the Spread

- Consistent with Resilience Roadmap Stage 1 (see <https://covid19.ca.gov/roadmap/>)
- Slowing the transmission of COVID-19 across the City by reducing the effective reproduction of infections;
- Increasing testing capacity to accommodate the ability to test everyone with symptoms and their close contacts; and
- Ensuring the health care system has the capacity to safely treat both COVID-19 patients and others requiring care.

B. Reopen – By Department/Division

- Consistent with Resilience Roadmap Stages 2 and 3
- Lift strict physical distancing measures in a concerted and careful fashion;
- Allow most Departments/Divisions to open; and

- Continue to control COVID-19 transmission to prevent reverting back to Phase A (Slow the spread).

C. Establish Protection – All Restrictions Lifted

- Consistent with Resilience Roadmap Stage 4
- The goals of safe and effective technologies for controlling transmission are to:
 - Meet Phases A and B;
 - Enable the lifting of all physical distancing measures; and
 - COVID-19 contracting is completely flattened with no new cases in the County.

II. PRIORITIES

The following are the priorities of the Reintegration – Return to Work Plan:

- Building a Return to Work Plan with stages for partial and full operations;
- Develop appropriate policies/procedures to ensure a successful Return to Work program;
- Ensure the safety of employees and visitors to all City owned facilities;
- Have advanced preparations to ensure that critical business functions can continue; and
- Review potential legal, operational and policy considerations related to resuming operations.

III. CONSIDERATIONS/RECOMMENDATIONS

When addressing policies, procedures and protocols of the Reintegration - Return to Work Plan, the City shall consider the industry best-practices, State requirements, and CDC guidelines for the following:

- Age demographics, at risk populations, and related reasonable accommodations;
- City-wide deep cleaning of all facilities, equipment, and vehicles, pursuant to Cleaning and Disinfecting Policy;
- Replacement of all building HVAC air filters pursuant to Cleaning and Disinfecting Policy;
- Development of a COVID-19 FAQ for City employees;
- Implementation of a Wellness Certification Process:
 - a. Daily self-assessment/questionnaire;
 - b. Temperature checks;
 - Isolation/Self-quarantine process.
- Requiring all persons (employees, officials, and members of the public), to wear a face covering when within six feet of another individual while in City facilities or worksites;
- Review and update, if necessary, the City of Chico Illness and Injury Prevention Program;
- Development of a Checklist/Assessment for all individual departmental Return-To Work plans;
 - Telecommuting;
 - PPE;
 - Sanitizer;
 - Signage;

- Social Distancing.
- Review of City vehicle usage and controls (e.g., social distancing, PPE, disinfectant, etc.);
- Review and modification of shared office spaces, shared equipment, and breakrooms to ensure successful social distancing;
- Review existing telework policy – allowing the opportunity for flexible staffing with Department Director and City Manager discretion;
- Ensure mass communication strategies for all City Staff regarding return-to-work plans, including citizen communication regarding service/staff availability;
- Install Plexi-glass barriers, if needed, at all front-counter locations;
- Evaluate existing PPE and the procurement of additional needed PPE;
- Review all non-essential travel for City staff; and
- Evaluate modes of “online” business availability, including point of sale processing options – thus encouraging social distancing.

IV. STRATEGIES

When creating policies, procedures and protocols of the Reintegration - Return to Work Plan, the City shall consider the following:

- Continue to adhere to County and State Orders regarding social distancing (large gatherings, etc.):
 - a. City Council Meetings;
 - b. Commission/Board Meetings;
 - c. Department/Division Meetings;
 - d. Park Reservations; and
 - e. Community Gatherings.
- Continue to develop PPE capacity;
- Provide mandated training to all City employees via *Target Solutions* (online training/learning platform):
 - a. Personal Protective Equipment (PPE) – 14 min;
 - b. Respiratory Protection – 18 min;
 - c. Common Illness Prevention – 11 min;
 - d. MRSA Awareness – 12 min;
 - e. Coronavirus Awareness – 10 min;
 - f. Coronavirus Cleaning and Disinfection Workplace – 10 min;
 - g. COVID-19 related City of Chico Policies/Procedures.

V. PPE INVENTORY RECOMMENDATIONS

When addressing policies, procedures and protocols of the Reintegration - Return to Work Plan, the City shall evaluate the following Personal Protective Equipment (PPE) as potentially applicable for department use or as appropriate for particular settings:

PPE ITEMS
1. Masks
2. Nitrile Gloves
3. Infrared Thermometers
4. Disinfect Spray/Wipes
5. Spray Bottles
6. Hand Sanitizer Dispensers and Floor Stands
7. Hand Sanitizer
8. Hand Soap
9. Paper Towels
10. Glasses/Face Shields
11. Bio-Hazard Cleaner
12. Electrostatic Sprayer (e.g., Clorox Total 360)

VI. DEPARTMENT SPECIFIC CONSIDERATIONS IN PHASES A - C

A. Administrative Services Department

- Recommendation for working from home options for all departments each Friday
 - Energy savings achieved; allows for remote desktops to stay “up to speed”;
- IT Staff will continue to provide services working a blended approach – both remotely and on-site;
- Consider elimination of RDO Flex Schedules, and transition to employees working from home 1 – 2 days per week;

B. City Attorney

- Offices are designed to support proper social distancing (1 employee per workspace);
- The department is positioned to be flexible for remote work and on-site service.

C. City Manager & City Clerk

- Offices are designed to support proper social distancing (1 employee per workspace);
- The department is positioned to be flexible for remote work and on-site service.

D. Community Development – Building/Code Enforcement/Planning/Housing

- The department is positioned to be flexible for remote work and on-site service;
- Permanent partition is required at the second-floor counter;
- Reconfiguration of seating and other social distancing markings needed at second-floor counter;
- CDD will hold less face-to-face meetings; remotely when possible;
- Scheduling appointments will continue.

E. Fire Department

- Code Enforcement division will slowly transition back to on-site work;
- Continue screening for floor personnel, including hygiene practices such as “no boots” inside each living spaces;

- Increased vacation use per shift from a maximum of 2 off per day to 2.5 per day per the pre-COVID policy;
- Moved E6 from Station 3 back to Station 2.
- Will evaluate integrating additional “remote” days for select support and code enforcement staff.

F. Human Resources/Risk Management

- The department is positioned to be flexible for remote work and on-site service.
- Goal – WFH, alternating days, at least 2 days per week - Flexible staffing is a key recruitment/retention tool;
- Interviews will continue to be evaluated for remote capabilities;
- Onboarding processes will be continued with proper social distancing.

G. Police Department

- Patrol and Dispatch schedules will be maintained with flexibility in mind to ensure continuity of service;
- Temporary Holding Facility operating with limitation on non-essential bookings – monitoring of prisoner intake continues;
- With limited exceptions, Detective Bureau, Traffic, School Resource Unit, and Target have returned to a standard schedule and assignments;
- Volunteer Groups (VIPS, Chaplains, Interns, and BST) will remain suspended until City employees commence the transition to reopening City facilities;
- Evidence continues with altered hours to limit staff overlap;
- Records is split into two teams: A and B. Team A will transition back to a Monday to Wednesday shift while Team B will overlap with a Wednesday to Friday shift. Front counter and lobby will be open to the public on a limited basis. As the City enters Phase C; the front lobby will be opened Monday - Thursday from 0800 -1600;
- Live scan and Police report access will remain on a scheduled basis;
- Due to scheduling issues, Animal Services Units will return to “normal” with additional social distancing and PPE as a priority;
- Admin staff will continue to work from home as dictated by the department – with small office spaces, the department needs to ensure proper social distancing.

H. Public Works – Engineering

- Alternating staff hours to a Monday and Wednesday, and a Tuesday and Thursday schedule – allow adequate social distancing for on-site staff. The remaining days would be remote, work from home;
- The department is positioned to be flexible for remote work and on-site service;
- Long term – the intent is to allow all staff to work from home on Fridays.

I. Public Works – O & M

- PW O&M will hold less face-to-face meetings; remotely when possible;
- Front counter will remain closed to the general public except for appointments where social distancing can be achieved.
- Hand sanitizers will be placed at main entrances to O&M facilities.
- All O&M operated vehicles will have a PPE inventory including hand sanitizer, nitrile gloves, and N95 masks.

- Employees operating light duty vehicles with more than one staff member will be encouraged to wear N95 masks while in transit.
- Social distancing will continue to be practiced.
- Permanent partition at 965 Fir Street front counter will be pursued for permanent safety.
- Intensive wipe downs and cleanings of office space will continue.
- Staff will wipe down touch points on vehicles after each shift.

VII. GUIDELINES FOR RETURN TO WORK – PROTOCOLS

A. Safety and Health Plans

- All employees who are able to continue to telework shall do so until further notice;
- To reduce in-person head counts on any given workday, the City Manager will allow, encourage, or require remote work as appropriate for any given employee or class of employees. The City Manager has further authorized the implementation of flexible or staggered work schedules (e.g.: staggered start times or days at the worksite) as needed;
- The City Manager has cancelled all non-essential travel in excess of 300 miles for Chico, CA;
- Continued replacement of “in-person” meetings with other means of communication, including but not limited to telephone calls, e-mails, video conferencing;
- Continued hand sanitizer stations at the entrances to high traffic City facilities;
- Conduct City-wide trainings, as noted above;
- Ensure that all sick employees, or those exhibiting any symptoms of COVID-19, remain at home;
- Protect the health and safety of all City employees;
- Conducting symptom checks before allowing employees to enter facility/worksites pursuant to guidance provided by the CDC, the Department of Fair Employment and Housing (DFEH) and the Equal Employment Opportunity Commission (EEOC). Symptom checks may include temperature checks;
- Advise employees and the general public of protocols for social distancing and the need for facial coverings when within six feet of individuals;
- Require that all employees use a cloth face mask at work when interacting with the public and other employees. The City shall provide such face coverings to any employee who does not bring their own. Employees shall wash such face covering after each shift;
- Notify all members of the public that they will not be permitted to enter or remain in the facility/worksites unless they wear face coverings. Communication of said requirement is posted on the City’s website and at the public entrance of each facility/worksites;
- Monitor conditions and immediately take steps to limit and mitigate any rebounds or outbreaks by restarting a phase or returning to an earlier phase, depending upon severity. City will follow CDC and BCHD guidelines to monitor the process.

B. Practicing Good Hygiene

- Employees will be expected to wash hands with soap and water or use hand sanitizer if no water is readily available, pursuant to Centers for Disease Control; (CDC) Guidelines, especially after touching frequently used items of surfaces;
- Avoid touching face;
- Sneeze or cough into tissue, or the inside of your elbow;
- The City shall provide hand sanitizer, disinfectant, and cleaning supplies, as necessary;
- Disinfect frequently used items and surfaces as much as possible.

C. Public Notice

- Ensure that signage is posted at each public entrance of the facility/worksites to inform all employees and members of the public that they may not enter the facility/worksite if they have a cough, fever, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, or other symptoms consistent with COVID-19 as identified by the CDC. Signage states that while in the facility/worksite, individuals must maintain a minimum six-foot distance from one another.

D. Measures for Maintaining Social Distancing

- Signage to be placed outside of each City facility/worksite that instructs people to remain at least six feet apart, including when waiting to enter the facility/worksite;
- Spacing requirements on the floor of each “public space” in City facilities, ensuring that proper social distancing occurs, shall be established;
- When using City vehicles, if feasible, travel shall be limited to one employee per vehicle;
- Access for plan review, payment processing, etc. shall be made by appointment only, or facilitated via a contact-less process.

E. Continued Daily/Weekly Deep Cleaning of All City Facilities

- Increase frequency of replacing HVAC air filters in City facilities;
- Implement general disinfection measures: contracted cleaning crew deep cleaning, employee disinfection, etc.

VIII. RETURN TO WORK – PHASE A

A. Main Goal: Slow the Spread

- During this Phase, the City shall consider the following and adhere to the established Safety and Health Plan(s):
 - Follow orders as given by the Governor and Local Health Official
 - Continue to encourage remote and telework based on operational needs and feasibility;

- Begin return to work in phases (% of department) based on feasibility and operational need;
- Close/restrain common areas such as areas of lobby, breakroom, conference rooms, etc.;
- Enforce strict meetings/gatherings;
- Encourage ADA/Reasonable Accommodations for vulnerable populations
- Restrict non-business essential travel.

IX. RETURN TO WORK – PHASE B

A. Main Goal: Lift Strict Physical Distancing Measures in Concerted and Careful Fashion

- During this Phase, the City shall consider the following:
 - Follow orders, guidelines and plans of the Governor and Local Health Official;
 - Continue to encourage remote and telework based on operational needs and feasibility;
 - Increase return to work in phases (% of department) based on feasibility and operational need;
 - Moderate the use of common areas such as lobby, breakrooms, conference rooms, etc.;
 - Moderate strict meetings/gatherings – with the continued practice of social distancing;
 - Encourage ADA/Reasonable Accommodations for vulnerable populations;
 - Resume business essential travel – limited distance.

X. RETURN TO WORK – PHASE C

A. Main Goal: Return to Normal

Meet Phases A and B and enable the lifting of all physical distancing measures. At this Phase, the contraction of COVID-19 is completely flattened with no new cases and with no evidence of the COVID-19 spread.

- During this Phase, the City shall consider the following:
 - Follow orders as given by the Governor and Local Health Official;
 - Continue to encourage remote and telework based on operational needs and feasibility;
 - Resume normal City operations, gatherings, etc.