



MANAGING COVID-19 AND MAINTAINING SAFE AND HEALTHY WORKSITES

April 7, 2022

Revision: May 12, 2022

5/12/2022 Revision update: All employees regardless of booster status, are required to test (ideally with a rapid test) on day 3-5 after a close contact exposure.

City guidance on COVID-19 has adapted to the evolving local and state health and safety regulations, with continued attention to prevention and a greater focus on limiting COVID-19 exposure. To maximize a healthy and safe work environment, all City departments must adopt and follow the requirements as outlined below. This Policy applies to all City employees, contractors and volunteers and is guided by all applicable Health Orders and Public Health guidance.

Masking Requirements in the Workplace:

Effective March 19, 2022, and pursuant to guidance from the state and local health officers, masking is strongly recommended but no longer required in CCSF worksites for both employees and the public, except in high-risk settings: such as acute care hospitals, skilled nursing facilities, intermediate care facilities, jails, and homeless shelters.

Within a setting where unmasking is allowed, employees may choose to continue to wear a face mask. Departments must provide face masks if requested.

In the setting of a workplace outbreak (3 or more cases within a 14 day period), employees will be required to mask until the area is no longer in outbreak status.

Employees in departments with an elevated risk of disease exposure have stricter face covering requirements as defined by the Cal/OSHA Aerosol Transmissible Disease Standard ("ATD Standard"). Departments may require greater measures to meet these standards.

Acceptable face masks include a well-fitting non-vented respirator, such as N95, KN95, or KF94. A well-fitting surgical/procedural mask with a cloth mask worn over it is also acceptable. Cloth masks alone are no longer recommended.

COVID-19 Symptom Screening:

Health screening remains an important tool in preventing the spread of COVID-19. Departments must require employees to be free of new or otherwise unexplained COVID-19 symptoms before reporting to the workplace each day. While the City no longer requires employees to submit answers to the symptom questionnaire, City employees are required to assess their health on a daily basis. Employees who report to work in person must be free of symptoms of

COVID-19 infection that are either new or not explained by another non-COVID-19 reason (including fever at or above 100.4, chills, sweats, cough, shortness of breath, sore throat, persistent sneezing or runny nose, difficulty breathing, fatigue, body aches, headache, loss of smell or taste, nausea, vomiting, or diarrhea). Employees who feel ill should not report to on-site work and stay in contact with their supervisor.

Close Contact Exposure to COVID -19:

Employees who have had a close contact to a person testing positive for COVID-19 (defined as closer than 6 feet, for more than 15 minutes over a 24-hour period, whether masked or unmasked) should continue to come to work.

- They must wear a mask for 10 days following the COVID-19 exposure.
- They must test (preferably a rapid antigen test) between days 3 - 5 after a close contact exposure, and upload those results to People & Pay.
- They must continue to monitor for the development of any COVID-19 symptoms, and isolate, test, and seek care as needed.

If unable to test or employee chooses not to test, the employee must leave the worksite after 5 days to complete days 6 to 10 in quarantine, regardless of booster status. Telecommuting should be offered if feasible.

After COVID-19 Illness:

Employees who have completed a 10-day quarantine from the beginning of symptoms (or if asymptomatic from the date of the test) do not need any further testing after their initial diagnostic positive test.

Employees may return to work sooner than 10 days after completing five days of quarantine and obtaining a negative rapid test taken on or after day five assuming that their symptoms are improving and they do not have a fever. There can be exceptions to quarantine rules in some emergency management and health sectors for asymptomatic employees. Departments with employees working in these settings may override the above rules consistent with applicable health orders or regulations.

Employee COVID-19 test results must be uploaded by the employee in the self-service portal in People & Pay as soon as possible and before they return to the workplace. For employees without regular access to a computer or internet service, departments may assist the employee with uploading test results.

General Prevention:

Practicing regular hand hygiene, including regular cleaning of your workspace continues to be recommended.

The practice of physical social distancing is encouraged where possible.

Tracking of COVID-19:

Departments continue to track COVID-19 prevalence amongst their staff. Management of exposure and workplace contact tracing is expected and detailed in the documents below.

A COVID-19 outbreak is defined as more than 3 cases in a given work area over a 14-day period. Outbreaks must be reported to DPH and DHR. Management of outbreaks is contained in the policy referenced below.

Resources:

SFDPH current health order: <https://www.sfdph.org/dph/alerts/files/C19-07-Safer-Return-Together-Health-Order.pdf>

DHR: Managing workplace exposure and contact tracing:
<https://sfdhr.org/sites/default/files/documents/COVID-19/Management-COVID-19-Workplace-Investigations-and-Staff-Notifications.pdf>

DHR: Managing Outbreaks/Multiple infections of COVID-19
<https://sfdhr.org/sites/default/files/documents/COVID-19/COVID-19-Managing-Outbreaks-Multiple-Infections.pdf>

DHR Link and instructions for uploading to People & Pay:
<https://sfdhr.org/sites/default/files/documents/COVID-19/Self-Reporting-Test-Results-PeoplePay.pdf>