

**CITY OF BURLINGAME
PUBLIC WORKS DEPARTMENT**

COVID-19

**Exposure Control & Disease Preparedness
Plan**

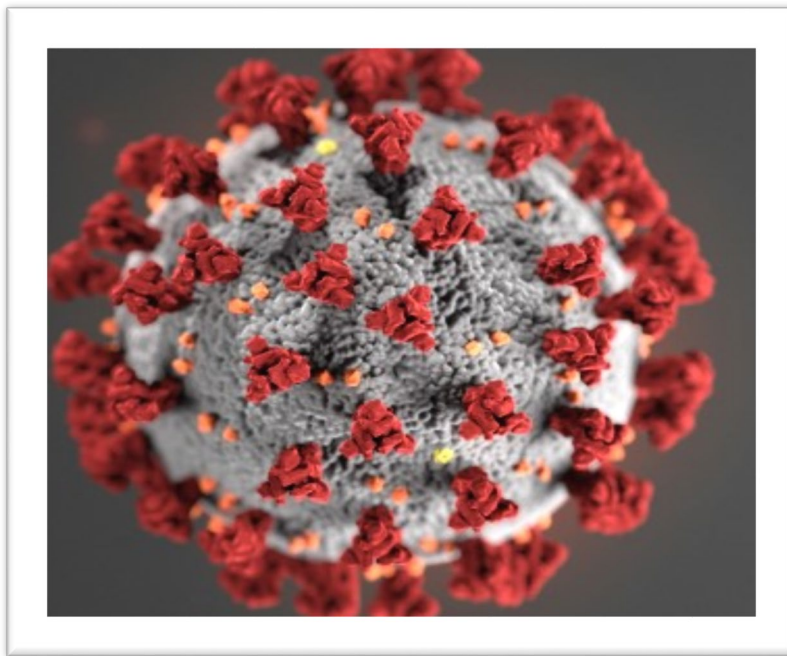


TABLE OF CONTENTS

1.0 Approving Authority.....	1
2.0 BACKGROUND.....	2
3.0 PURPOSE.....	3
4.0 DEFINITIONS	4
5.0 COMPLIANCE & RESPONSIBILITIES.....	5
6.0 COMMUNICATIONS.....	6
7.0 EXPOSURE DETERMINATION, RISK CLASSIFICATION & CONTROL MEASURES.....	7
8.0 TRAINING REQUIREMENTS	8
9.0 WORK ENVIRONMENT.....	9
10.0 EXPOSURE INCIDENTS.....	10
11.0 TRAINING	11
12.0 RECORDKEEPING	12

APPENDIX A: REVISION LOG

APPENDIX B: COMMUNICATION PROTOCOLS

APPENDIX C: CLASSIFICATION OF PERSONNEL EXPOSURE TO COVID-19

APPENDIX D: OSHA RISK PYRAMID FACT SHEET

APPENDIX E: STAFFING LEVELS BY DIVISION (ESSENTIAL SERVICES BY %)

APPENDIX F: PUBLIC WORKS CORPORATION YARD – FACILITY SPECIFIC MEASURES

APPENDIX G: PROTOCOL FOR SCREENING VISITORS

1.0 APPROVING AUTHORITY

The COVID-19 Exposure Control & Disease Preparedness Response Plan (COVID-19 ECP) at the City of Burlingame Corporation Yard will be reviewed and revised as necessary to ensure the program is current. All revisions are documented on the Revision Log (**Appendix A**).

2.0 BACKGROUND

The City of Burlingame Corporation Yard (the Yard) follows the mandate of the Injury and Illness Prevention Program regulation found in 8 CCR 3203 to provide and ensure our employees have safe and healthy workplace. Because the Yard provides water and other services, it is an essential service provider. However, in providing services, we must exercise diligence and an abundance of caution to ensure the safety of our employees. To do so, we have adopted this COVID-19 ECP, which includes procedures to be followed whether working at the Yard, and/or from home.

3.0 PURPOSE

To reduce the impact of COVID-19 outbreak conditions on Burlingame, its workers, and the public, the department is implementing this COVID-19 ECP plan to address the specific exposure risks; sources of exposure; routes of transmissions; and other unique characteristics of this virus to allow workers to safely perform jobs required to keep Burlingame running during pandemic conditions. It focuses on the need to implement engineering, administrative, and work practice controls, and use of personal protective equipment (PPE), and the considerations for doing so. In the application of this plan, during outbreaks of communicable diseases, the Yard expects our employees to consider that every person they may come into contact with is a carrier of the disease, and to act with caution.

4.0 DEFINITIONS

Administrative Controls – changes in work policy or procedures to reduce or minimize exposure to a hazard. Require action by the worker or employer.

Affected Personnel – may work where COVID-19 exposure risks are present.

Cleaning – according to the Centers for Disease Control and Prevention (CDC), cleaning removes germs, dirt, and impurities from surfaces or objects.

Close Contact – persons physically separated by approximately six feet (2 meters) or less, or a person in the same room of a person with a confirmed or probable COVID-19 infection for a prolonged period of time; or with direct contact with infectious secretions while the person was likely to be infectious.

Contaminated – the presence of potentially infectious materials on a surface or in or on an item.

Coronavirus – coronavirus are a large family of viruses which may cause illness in animals and humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered coronavirus causes coronavirus disease COVID-19.

COVID-19 – an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). Common symptoms include fever, cough, and shortness of breath. Muscle pain, sputum production, diarrhea, and sore throat are less common. The name is derived from *CORonaVirus Disease 2019*

Decontamination –the use of physical or chemical means to remove, inactive or destroy infectious substances on a service or item to the point where they are no longer capable of transmitting contaminated particles and the service or item is rendered safe for handling, use or disposal.

Disinfectant – diluted household bleach solution, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants. The CDC states that disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Engineering Controls – involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazard without relying on worker behavior.

Exposure Control Plan – a set of directives and procedures that describe exposure control activities and preventative measures that an organization uses to minimize the risk of exposing workers to viruses and other pathogens.

Hand Sanitizer – typically an alcohol-based liquid with virus killing properties that is rubbed all over the hands until it dries to help kill viruses and other pathogens when hand washing is not available. The active ingredients in CDC-recommended alcohol-based hand sanitizers, inactivates viruses that are genetically related to, and with similar physical properties as the 2019-nCoV.

Infected – Being exposed to and becoming ill or contagious with a virus or other infectious agent. The invasion of an organism's body tissues by disease-causing agents, their multiplication, and the reaction of host tissues to the infectious agents and the toxins they produce.

N95 Face Mask – is a respiratory protective device designed to achieve a very close facial fit and very efficient filtration of airborne particles. When properly worn, the mask blocks at least 95 percent of very small (0.3 micron) test particles. All personnel may voluntarily wear a N95 face mask and do not need specific training, fit testing or medical evaluations for such use.

NIOSH – the National Institute for Occupational Safety and Health of the U.S. Centers for Disease Control and Prevention. NIOSH tests and approves respirators for use in the workplace.

Personnel – an employee of the City of Burlingame, visitors, contractors (on-site) volunteers, etc.

Personal Protective Equipment (PPE) – specialized clothing or equipment, such as glasses, goggles, specialized clothing and gloves, worn or used by personnel for protection against a hazard and ensure personal safety in the workplace.

Physical Distancing – also known as Social Distancing. It is a set of non-pharmaceutical interventions or measures taken to prevent the spread of a contagious disease by maintain a physical distance between people and reducing the number of times people come into close contact with each other. It involves keeping a distance of six feet (2 meters) or more from others and avoiding gathering together in large groups.

Respirator – a device worn over the mouth and nose to protect the respiratory tract by filtering out dangerous substances (such as dusts or fumes) from inhaled air. For the purpose of this regulation, a respirator is considered to be a tight-fitting air filtering respirator or SCBA system that may be worn only by those approved trained, fit tested, with a current medical evaluation.

Sanitizing – according to the Centers for Disease Control and Prevention (CDC), sanitizing lowers the number of germs on surfaces or object to a safe level, as judged by public health standards or requirements. The process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

SARS-Co-V-2 – the virus that causes COVID-10

Safe Work Practice – types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard.

Social Distancing – see physical distancing

5.0 COMPLIANCE & RESPONSIBILITIES

All public works personnel must follow the approved safe work practices, policies, directives, and regulatory requirements. The success of this plan depends to a great extent upon the cooperation and commitment of every employee. Specific responsibilities of personal are described in this section.

5.1 Safety Administrator for COVID-19 EC Plan

The **Deputy Director of Public Works Operations** is responsible for ensuring the implementation of this plan, updating as needed, and making it available to all employees. The Safety Administrator may delegate responsibilities of this plan to the Coordinators.

5.2 Coordinators for COVID-19 EC Plan

Role has been assigned to the **Divisions Managers** and **Senior Management Analyst** who shall have the authority and responsibility for

- Implementing the COVID-19 ECP and ensure procedures are relevant, current, and effective;
- Revising and amending as needed to response to changing workplace conditions and regulations. Update as needed and complete the Revision Log (**Appendix A**);
- Ensure enough PPE is available for all workers;
- Stopping some or all non-emergency city work in cases where health exposure risks are too great

Additionally, the Coordinators must **Training**

- Ensure COVID-19 ECP training is schedule, racked, and documented to meet department and Cal/OSHA requirements.

Recordkeeping

- Maintain accurate training records

5.3 Supervising Personnel

- Ensure that an adequate supply of required PPE is available for each worker;
- Require exposed personnel wear assigned PPE instructed;
- Follow protocols for meetings, etc. (**Appendix B**)

5.4 Employees

- Follow the COVID-19 ECP plan;
- Participate in safety meetings and attend all relevant training;
- Ensure an adequate PPE supply is available in their work area;
- Inform supervisor, the Safety Administrator, or HR
 - If suffering from any COVID-19 symptoms or may have been exposed to confirmed or presumed COVID-19 infected persons;
 - Are feeling generally ill

6.0 COMMUNICATIONS

6.1 The City of Burlingame is following the direction from the County of San Mateo Health Department on COVID-19. This information is getting distributed on a regular basis by the HR Department.

6.2 The Public Works Corporation Yard will follow the Communications Protocols in **Appendix B**.

7.0 EXPOSURE DETERMINATION, RISK CLASSIFICATION & CONTROL MEASURES

The risk level that Public Works Corporation Yard personnel have to COVID-19 exposure during an outbreak may vary widely depending on the workgroup and specific work task/activities.

The Public Works Department methodology to determine appropriate precautions is based on the OSHA guidelines that groups job task risk levels into four exposure levels: very high, high, medium, and lower risk (caution). The Occupational Risk Pyramid shows exposure risk levels in a pyramid shape to represent the probable risk distribution.

Refer to **Appendix C** for the Public Work Corporation Yards Risk Classifications.



7.1 General Exposure Control Measures

Exposure control measures should address the risk level associated with the various worksites and job tasks, such as where, how, and to what sources of COVID-19 might workers be exposed, including the general public, customers, and coworkers (refer to **Appendix D**).

7.2 Low Risk Exposure Control Measures

Lower exposure risk jobs do not require contact with people known to be, or suspected of being, infected with COVID-19; nor frequent close contact with the general public. Personnel in this category have minimal occupation contact with the public and coworkers.

Administrative Controls

- When handling item of unknown origin such as mail and deliveries
 - Immediate hand washing for at least 20 seconds afterward;
 - Use hand sanitizer if unable to immediately wash hands;
 - Use disposable gloves. Always follow proper glove removal and disposal procedures

Engineering Controls

- Additional engineering controls are not recommended for personnel in the lower exposure risk group.

Personal Protective Equipment

- Face coverings per CDC and health department guidelines

7.3 Medium Risk Exposure Control Measures

Medium exposure risk jobs require frequent and/or close contact with people potentially infected with COVID-19, but who are not confirmed, known or suspected as having COVID-19. In areas where there is ongoing community transmission, personnel in this category may have contact with the general public (i.e. – in schools, high-population-density work environments, and some high-volume retail settings).

Administrative Controls

- Limit work areas access to only specific personnel and members of the public required to complete the task.

Engineering Controls

- Install physical barriers such as windows between personnel and the public where feasible.

Personal Protective Equipment

- Face coverings per CDC and health department guidelines.
- Rubber/latex/nitrile or equivalent gloves.

7.4 High Risk Exposure Control Measures

High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 such as those during various public health services; such as COVID-19 disease contact tracing or screening programs that are reasonably anticipated to be provide to cases or suspected COVID-19 cases.

PW Corporation Yard personnel do not participate in high COVID-19 exposure risk activities

7.5 Very High Risk Exposure Control Measures

Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 such as those during caused by specific medical, postmortem, laboratory procedures, and in police, firefighter and other emergency responder activities.

PW Corporation Yard personnel do not participate in high COVID-19 exposure risk activities

7.6 Remote Personnel – Working at Home

Telecommunicating personnel are classified as having lower workplace exposure risks as such personnel shall not work in close proximity to any other Burlingame public works personnel or other work-related contacts.

Administrative Controls

- Follow CDC and County Health Department guidelines

Engineering Controls

- None required

Personal Protective Equipment

- None required

8.0 SAFE WORK PRACTICES

The Yard follows the principles of ensuring protection through the ANSI/ASSP Hierarchy of Controls. Elimination of personal contact by staying at home and substitution of the use of webinars for direct contact are always the preferred methods. However, there will be times when employees will be required to wear protective gloves and/or masks. Fabric masks will be worn when working in public while mandatory orders are in effect. The exception to the fabric masks will be the use of respiratory protective equipment required for the work to be performed. All PPE will be appropriate to the work requirements being performed. The Yard will provide the protective equipment at no cost to employees.



9.0 GENERAL HEALTH PRACTICES

At all times, Yard employees are encouraged to develop and maintain healthy habits, at work and when at home. Practicing hygiene and good health encourages strong immune systems which can encourages the prevention of viruses and diseases. These include, but are not limited to:

- Getting plenty of rest.
- Taking time to rejuvenate, whether through hobbies, reading, or relaxing.
- Eating a nutritious diet, with plenty of vegetables and fruits.
- Exercising.
- Taking vitamins and, when advised, health supplements.
- Good hygiene, including frequent hand washing.

Housekeeping

As a practice, the Yard ensures our office is clean and regularly disinfected. ~~Commercial disinfecting products approved by the EPA will be used.~~ During times when communicable diseases are a concern, additional cleaning precautions will be made. These procedures include, but are not limited to:

- Avoiding handshakes and other physical contact.
- ~~Frequently disinfecting office surfaces, such as door handles, keyboards, bathroom keys, telephones, desks and tables, chairs, the kitchen surfaces, and all equipment.~~
- Providing hand sanitizer by doorways to allow employees to sanitize their hands when entering the office.

- Reminders to wash hands often ~~and refrain from touching faces.~~
- Opening doors to increase ventilation.

Standard entry procedure applies for restrooms, including use of hand sanitizer, followed by wiping all handles with a disinfecting wipe. An existing procedure should be followed:

- After use, hands must be washed.
- Wipe faucet handles with a disinfectant wipe.
- Light hand sanitizer application followed by application of hand lotion.
- ~~Spray the room with aerial disinfectant.~~
- Use a wipe to exit the restroom to avoid touching the handle.

Stay at Home Orders

At all times, including flu and cold season as well as when a communicable disease is determined to be of pandemic proportions, employees who are believed to be ill and are exhibiting symptoms of an illness are encouraged to stay away from the office. If an employee becomes symptomatic with an illness during the workday, they will be sent home.

When required by regulators during a pandemic, the Deputy Director of Public Works Operations may announce a stay-at-home order for any non-essential personnel. This will include employees who are not assigned to critical operations.

Work should be continued remotely as much as possible. Means of providing services will include, but not limited to the following:

- Clients with scheduled work will be reviewed to ensure that they are considered “essential” before services are provided. If the client does not fall into the essential category, services will be rescheduled.
- Meetings will be conducted through phone calls and/or webinars as much as possible.
- Services that are essential will be provided while observing mandatory social distancing.

Social Distancing

~~As stated by the Centers for Disease Control (CDC), the accepted distance for social distancing is six feet. Employees will make every effort to maintain this distance. This will include setting chairs in the training center at six foot intervals, standing six feet apart during discussions, and avoid having more than one person at a time in the kitchen area. Additionally, when required to be at the Yard, employees should maintain social distancing.~~

Work Scheduling

- Based on staffing needs, the department/divisions could revise work schedules to reduce personnel, without negative unintended consequences to operations (**Appendix E**);
- Establish staggered work shifts (i.e. - shift start and shift end times);
- ~~Modify multi-person activities to provide as much distance between workers as possible~~
- ~~When possible, have workers act as solo contributors to eliminate close contact with other personnel;~~
- ~~If solo contributors are not possible, use matched personnel groups (i.e. - fixed member teams) to limit person's contact circle.~~

~~Vehicles & Clean-Cable Rule~~

- ~~Vehicle cabins and exterior handles to be cleaned each work shift;~~
- ~~Always consider the outside handles to be dirty, at a minimum wash/sanitize hands after touching handles.~~
- Typical Vehicle Exposure Control Supplies

- Disinfectant & rags or antiseptic wipes for interior cleaning
- Hand Sanitizer
- Rubber/Latex/Nitrile gloves

Meetings & Trainings

- Refer to **Appendix B**

10.0 EXPOSURE INCIDENTS

Refer to guidelines from the HR Department

11.0 TRAINING

Training and instructions to personnel when the COVID-19 ECP plan is initially implemented

12.0 RECORDKEEPING

Training records must be kept for the period of the COVID-19 outbreak plus 1 year minimum and/or in accordance with the City of Burlingame's retention record policy.

Exposure Incident Records are considered personal medical records. These records will be kept with the HR Department and must be kept confidential.

APPENDIX A REVISION LOG

[illegible]

Corporation Yard - Communication Protocols

I. General Information and Updates

- a. **Email** – email will be the primary tool for correspondences to the Corporation Yard personnel. This will include those messages coming from the Human Resources Department.
 - i. **Access to an Internet Connection**– the instructions from the IT department have been distributed to all personnel at the Corporation Yard for accessing the Burlingame Web Email. The instructions provide a step by step guidance on how to open a web browser and go to their city email account (City iPhone or iPad, Personnel PC or Smart phone or tablet). **Do not save your password on shared City devices!*
 - ii. **No Access to an Internet Connection** – If an employee does not have access to a device or the internet, here are additional options.
 - 1. Corp Yard PCs are still available. They should be used by one user at a time.
 - 2. Leadworkers can provide daily updates with crew during a tailgate meeting (follow meeting guidelines below).

II. Tele-Communications

- i. **iPhone or landline** - this will be the primary tool for general communications between supervisors and staff.
- ii. **Use of text messaging** – this will be an secondary (additional) tool for communications between supervisors and staff

III. Assigning of Work Tasks to Personnel

- i. **iPad** – this will be the primary tool for assigning work tasks to personnel (crews and/or individuals).
- ii. **iPhone** (voice or text) – this will be the secondary tool for assigning work tasks to personnel (crews and/or individuals).

IV. Meetings a. In Person –

- i. ~~Allowed for meetings of three people or less~~
- ii. If attended indoors, all non-vaccinated or non-City employee participants must wear face mask.
- iii. ~~Practice Social Distancing (6 feet separation min.)~~
- iv. Wash hands, if any materials are passed out or shared.

b. Virtual

~~i. Required for meetings of 4 or more people.~~ The format for these meetings:

1. Digital video meeting platforms such as *Zoom* or *Facetime*
2. Conference Call (Voice)

**Information for these meetings (meeting minutes, etc.) should be sent via email, whenever possible.*

V. Trainings a. Safety Tailgates

- i. **Computer Maintenance Management System CMMS (Cartegraph)** - safety tailgates have been set-up as a ‘Training’ activity in Cartegraph under the category, ‘activity’. The safety training can include attachments to be reviewed individually (i.e. - documents, web links, and videos).
- ii. **Via Email** – safety training programs or safety documents can be sent to staff’s city email account.

b. Safety Training

- i. All group trainings are currently postponed.
- ii. The primary method for safety training will be through the city’s online safety platform, TargetSolutions. All public works personnel have a password to TargetSolutions. If staff member does not have access to an internet connection, refer to Section I, ii.

Fleet
Exposure Classification

Organization City of Burlingame
Division Fleet
Personnel/Crew General Activities
Typical Crew Size 1
Minimum Crew Size 1
Crew Count 2
Crew Config Solo - staff work independently and generally do not work closely with other workers

Crew Risk Category
Lower Exposure COVID-19 Risk (Caution)

TASKS					
Work Area	Task	Task Freq.	Mission Critical	COVID Freq	COVID Category
Corp Yard	Repair equipment and tools as needed	Daily	Medium	Normal	Low Risk
	Task PPE All, as needed COVID PPE Face Covering				
Corp Yard	Shop Maintenance, record keeping, fuel tank maint.	As Needed	Medium	Normal	Low Risk
	Task PPE All, as needed COVID PPE Face Covering Additional Info Record keeping, vehicle lgos, BAAQMD record keeping				
Corp Yard	Acquiring parts for vehicle repair and maintenance	Daily	Medium	Normal	Low Risk
	Task PPE All, as needed COVID PPE Face Covering Additional Info Potentially visiting parts store or shops to get materials/parts				
Corp Yard	On site vehicle repairs	As Needed	Medium	Normal	Low Risk
	Task PPE All, as needed COVID PPE Face Covering Additional Info Repairs on site for trucks and equipment				
Corp Yard	Pre-trip Inspections	Daily	Medium	Normal	Low Risk
	Task PPE Gloves COVID PPE Face Covering				
Corp Yard	Required maintenance on vehicles	Daily	Medium	Normal	Low Risk
	Task PPE All, as needed COVID PPE Face Covering Additional Info Work in Shop				

**Facilities
Exposure Classifications**

Organization City of Burlingame
Division Facilities
Personnel/Crew General Activities
Typical Crew Size 1
Minimum Crew Size 1
Crew Count 4
Crew Config Solo - staff work independently and generally do not work closely with other workers

Crew Risk Category
Medium COVID-19 Risk

TASKS					
Work Area	Task	Task Freq.	Mission Critical	COVID Freq	COVID Category
City Facilities	Facilities Maintenance	As Needed	Medium	Normal	Medium Risk
Task PPE	Standard PPE				
COVID PPE	Face Covering				
Additional Info	Routine maintenance, painting, electrical work, plumbing, etc.				
City Facilities	Handling facility request	As Needed	Medium	Normal	Medium Risk
Task PPE	Standard PPE				
COVID PPE	Face Covering				
Additional Info	Door repairs, switches, light bulbs, etc.				
Corp Yard	Field visits with Contractors ,etc.	As Needed	Medium	Normal	Medium Risk
Task PPE	Standard PPE				
COVID PPE	Face Covering				
Additional Info	Adhere to Social Distancing				

Street Sewer (Solo)
Exposure Classification

Organization City of Burlingame
Division Street & Sewer
Personnel/Crew General Activities
Typical Crew Size 1
Minimum Crew Size 1
Division Count 20
Crew Config

Crew Risk Category
Lower Exposure COVID-19 Risk (Caution)

Solo - staff work independently and generally do not work closely with other workers

TASKS					
Work Area	Task	Task Freq.	Mission Critical	COVID Freq	COVID Category
Corp Yard	Pre-trip Inspections	Daily	Medium	Normal	Low Risk
Task PPE	Gloves				
COVID PPE	Face Covering				
Corp Yard	On site duties and tasks	As Needed	Medium	Normal	Low Risk
Task PPE	All, as needed				
COVID PPE	Face Covering				
Additional Info	This includes all other assigned and routine activities				

**Street Sewer (Combined)
Exposure Classifications**

Organization City of Burlingame
Divisions S & S
Personnel/Crew Maintenance
Typical Crew Size 1+
Minimum Crew Size 1
Division Count 20
Crew Config **Combined** - workers are mixed and matched into crews frequently

Crew Risk Category
Medium Exposure COVID-19 Risk

TASKS					
Work Area	Task	Task Freq.	Mission Critical	COVID Freq	COVID Category
City Wide	Emergency calls	Daily	Medium	Normal	Medium Risk
Task PPE	Gloves				
COVID PPE	Face Covering				
Additional Info	Respond to repair main and/or service; adhere to Social Distancing				
City Wide	Stand-by responder	As Needed	Medium	Normal	Medium Risk
Task PPE	All, as needed				
COVID PPE	Face Covering				
Additional Info	Respond to calls after hours; adhere to Social Distancing				
City Wide	Customer Service (Sewer 83)	Daily	Medium	Normal	Medium Risk
Task PPE	All, as needed				
COVID PPE	Face Covering				
Additional Info	Respond to citizen and city calls; adhere to Social Distancing				
Various Locations	All other tasks & duties within division	Daily	Medium	Normal	Medium Risk
Task PPE	All, as needed				
COVID PPE	Face Covering				
Additional Info	This includes all other assigned and routine activities; adhere to Social Distancing				

Water (Solo)
Exposure Classifications

Organization City of Burlingame
Division Water
Personnel/Crew General Activities
Typical Crew Size 1
Minimum Crew Size 1
Division Count 13
Crew Config Solo - staff work independently and generally do not work closely with other workers

Crew Risk Category
Lower Exposure COVID-19 Risk (Caution)

TASKS					
Work Area	Task	Task Freq.	Mission Critical	COVID Freq	COVID Category
Corp Yard	Pre-trip Inspections	Daily	Medium	Normal	Low Risk
Task PPE	Gloves				
COVID PPE	Face Covering				
Corp Yard	On site duties and tasks	As Needed	Medium	Normal	Low Risk
Task PPE	All, as needed				
COVID PPE	Face Covering				
Additional Info	This includes all other assigned and routine activities				

**Water (Combined)
Exposure Classifications**

Organization City of Burlingame
Divisions Water
Personnel/Crew Maintenance
Typical Crew Size 1+
Minimum Crew Size 1
Division Count 13
Crew Config **Combined** - workers are mixed and matched into crews frequently

Crew Risk Category
Medium Exposure COVID-19 Risk

TASKS					
Work Area	Task	Task Freq.	Mission Critical	COVID Freq	COVID Category
City Wide	Emergency calls	Daily	Medium	Normal	Medium Risk
Task PPE	All, as needed				
COVID PPE	Face Covering				
Additional Info	Respond to repair main and/or service; adhere to Social Distancing				
City Wide	Stand-by responder	As Needed	Medium	Normal	Medium Risk
Task PPE	All, as needed				
COVID PPE	Face Covering				
Additional Info	Respond to calls after hours; adhere to Social Distancing				
City Wide	Customer Service (Water 93)	Daily	Medium	Normal	Medium Risk
Task PPE	All, as needed				
COVID PPE	Face Covering				
Additional Info	Respond to citizen and city calls; adhere to Social Distancing				
Various Locations	All other tasks & duties within Division	Daily	Medium	Normal	Medium Risk
Task PPE	All, as needed				
COVID PPE	Face Covering				
Additional Info	This includes all other assigned and routine activities; adhere to Social Distancing				

Worker Exposure Risk to COVID-19

Classifying Worker Exposure to SARS-CoV-2

Worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may depend in part on the industry type and need for contact within 6 feet of people known to have, or suspected of having, COVID-19.

OSHA has divided job tasks into four risk exposure levels, as shown below. Most American workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels.

Occupational Risk Pyramid for COVID-19

VERY HIGH EXPOSURE RISK

Jobs with a high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers include:

- Healthcare and morgue workers performing aerosol-generating procedures on or collecting/handling specimens from potentially infectious patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.

HIGH EXPOSURE RISK

Jobs with a high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

- Healthcare delivery, healthcare support, medical transport, and mortuary workers exposed to known or suspected COVID-19 patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.

MEDIUM EXPOSURE RISK

Jobs that require frequent/close contact with people who may be infected, but who are not known or suspected patients. Workers in this category include:

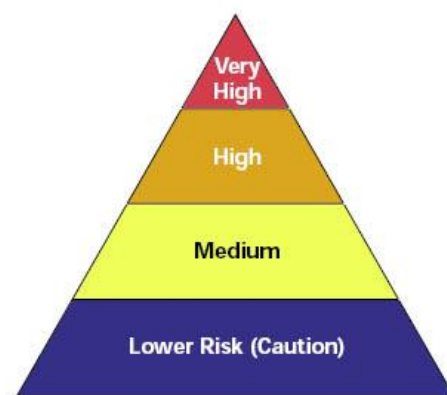
- Those who may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings), including individuals returning from locations with widespread COVID-19 transmission.

LOWER EXPOSURE RISK (CAUTION)

Jobs that do not require contact with people known to be, or suspected of being, infected.

- Workers in this category have minimal occupational contact with the public and other coworkers.

For more information, see the [Guidance on Preparing Workplaces for COVID-19](#).



The four exposure risk levels represent probable distribution of risk.

APPENDIX E

Street, Storm Drain and Sewer Divisions

% Staffing	Number of Staff	Key Infrastructure Maintained	Schedule	Notes
100%	Supervisors: 2 Leadworkers:7 Sweepers: 2 Maintenance:8 Total = 19	Sewer System, Storm System, Streets, Sidewalks, Signs pump stations, customer service calls, Sweeping weekly SSO's construction	5/40	Full operations
75%	Supervisors: 1 Leadworkers:4 Sweepers: 2 Maintenance:6 Total = 13	Sewer System, Storm System, 75% Streets, 50%Sidewalks, Pump stations, customer service calls, Sweeping weekly SSO's 50% construction	5/40	Sewer Main Cleaning, PS wet well maintenance Lateral PMs, CCTV Sewer Cleaning, CCTV Sewer Inspections, Customer Service, SSO Response, Street sweeping, Street Crew- potholes, tripping hazards, Downtown Maintenance, etc. Pump Station maintenance
50%	Supervisors: 1 Leadworkers:3 Sweepers: 1 Maintenance:5 Total = 10	Sewer System, 50% Streets, 25% Sidewalks, Pump stations, customer service calls, Sweeping bi-weekly SSO's 25% construction,	5/40	Sewer Main Cleaning, Lateral PMs, CCTV Sewer Cleaning, CCTV Sewer Inspections, PS wet well maintenance, Customer Service, SSO Response, Street sweeping, Street Crew-potholes, tripping hazards, Downtown Maintenance, etc.
25%	Supervisors: 1 Leadworkers:1 Sweepers: 1 Maintenance:2 Total = 5	Sewer mains, pump stations, customer service, SSOs, sweeping bi-weekly	5/40	Sewer Main Cleaning Lateral PMs Customer Service, SSO response Street sweeping

Water Division

% Staffing	Number of Staff	Key Infrastructure Maintained	Schedule	Notes
100%	Supv: 2 Serv Ops (W93): 1 USA's: 1 WQ Lead: 1 Meter Reader: 1 Water Srv Crew: 3 UDF Flushing, Fire Flows: 2 Meter Shop Upgrades & Maint: 1 Reservoir & PRV Maint: 2 Total = 14	Maintenance Crew (2) *UDF flushing crew *Fire Hydrant flow testing Maintenance Crew (1) *Water meter tag request *Water meter upgrades Maintenance Crew (2) *Reservoir maintenance *PRV maintenance	5/40	
75%	Supv: 2 Serv Ops (W93): 1 USA's: 1 WQ Lead: 1 Meter Reader: 1 Water Srv Crew: 3 Total = 9	Water Leadworker crew (3) *Install water services and meters	5/40	
50%	Supv: 2 Serv Ops (W93): 1 USA's: 1 WQ Lead: 1 Meter Reader: 1 Total = 6	WQ Supervisor (1) *Oversee daily Water Quality regulatory regulations Meter Reader (1) *read water meters *troubleshoot and repair meters with no reads	5/40	
25%	Supv: 1 Serv Ops (W93): 1 USA's: 1 WQ Lead: 1 Total = 4	Ops Supervisor (1) *Oversee daily operations Water Service operator (1) *Daily pump checks *Respond to service request *Customer service calls USA Locator/Inspector (1) *Perform locates & inspections Water Quality Leadworker (1) *weekly regulatory samples *monitor water quality in system	5/40	essential functions only; ends April 7, 2020

Facilities Division

% Staff	Number of Staff	Key Infrastructure Maintained	Schedule	Notes
100%	Lead: 1 Maintn Wrkr: 2 Maint Electrician: 1 Total = 4	Maintain all key components such as, the building envelope, HVAC, electrical, and plumbing for all City owned facilities Maintain Street lights, Parking lot lights and Parks lighting Maintain electrical for sewer, storm and water pump stations.	5/40	Full operations
75%	Lead: 1 Maintn Wrkr: 1 Maint Electrician: .5 Total = 2	Reduce preventative maintenance by 25 percent Pump Stations & Street lights	5/40	Essential functions; reactive maintenance;
50%	Maintn Wrkr: 1 Maint Electrician: .5 Total = 1.5	Reduce preventative maintenance by 50 percent Pump Stations & Street lights	5/40	Essential functions; reactive maintenance;
25%	Maintn Wrkr: 1 Maint Electrician: .5 Total = 1.5	Reduce preventative maintenance by 75 percent Pump Stations & Street lights	5/40	Reactive maintenance only

Fleet Division

Staffing	Number of Staff	Key Infrastructure Maintained	Schedule	Notes
100%	Auto Mechanic: 2	Provide full service across all departments (118 vehicles & trucks, and 132 pieces of equipment)	5/40	Full Operation
75%	Auto Mechanic: 1.5	Police, Public Works, and Community Development/Building	5/40	Essential functions; reactive maintenance; monitor fueling station
50%	Auto Mechanic: 1	Police, Public Works, and Community Development/Building	5/40	Minimum essential functions; reactive maintenance; monitor fueling station
25%	Auto Mechanic: 1	Police, Public Works, and Community Development/Building	5/40	Minimum essential functions; reactive maintenance; monitor fueling station

City of Burlingame Protocols for Maintaining a Safe and Healthy Workplace in Light of COVID-19

PUBLIC WORKS CORPORATION YARD – FACILITY SPECIFIC MEASURES

Address: 1361 North Carolan Ave, Burlingame, CA 94010

Departments/Divisions: Public Works Maintenance Operations (Facilities, Fleet, Street & Sewer, & Water Divisions)

A. Use of Shared Areas

The Corporation Yard (Corp Yard) is ~~not currently~~ open to the public. ~~When it is open (Stage 3 or 4), public access to such areas at any one time may be limited to the number of individuals identified below:~~ (No limitations are in place)

Public Area	Maximum number of persons allowed in the area at any given time (this figure includes agency personnel who may also be in the area with members of the public)
Front Lobby	2

The Corp Yard maintains several communal areas, which are utilized by City employees. These communal areas are listed below. Access to such areas at any one time may be limited to the number of individuals identified in the chart below. (No limitations are in place)

Communal Area	Maximum number of employees permitted in the area at a given time
Kitchen	4
Large Conference Room	3
Training Room	8
Elevator	4
Copy Room Upstairs	2
Locker room(s)	6
Division Crew Rooms	3
Fitness Room	2

B. Public Notice

- ☐ A Copy of the facility Social Distancing Protocol is posted at each public entrance of the facility/worksites to inform all employees and members of the public that they must not enter the facility 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 identified by the Centers for Disease Control (“CDC”). ~~Signage states that, while in the facility/worksites, individuals must maintain a minimum six-foot distance from one another.~~

- A copy of the City's Social Distancing and Individual Responsibility Policy is made available on the City's website and has been distributed to all employees.

C. Employee Health and Safety

- The City directed everyone who is able to continue to telework to do so until further notice. This is not available for 99% of Corp Yard staff.
- To reduce in-person head counts on any given work day, the City Manager has authorized the Human Resources Director/Department Directors to allow, encourage, or require remote work as appropriate for any given employee or class of employees. The City Manager has also authorized the Human Resources Director/Department Directors to implement flexible or staggered work schedules (e.g., staggered start times or days at the worksite) as needed. ~~The Corp Yard has staggered start and finish times to limit personnel in locker rooms~~
- For those employees who participate in the City's rideshare/carpooling program as part of the Transportation Incentive Program (TIP), the City has temporarily discontinued the rideshare/carpooling portion of the TIP to address social distancing concerns.
- The City has canceled non-essential travel.
- The City has directed all employees not to come to work if they are sick, including, but not limited to, exhibiting any symptoms of COVID-19 (e.g., cough, fever, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, or other symptoms consistent with COVID-19 identified by the Centers for Disease Control ("CDC")).
- The City is requiring employees to complete a Pre-Shift Health Screening of symptoms and temperature check before the beginning of each workday, in accordance with their facility pre-shift screening procedures. This is required before allowing employees to enter the facility pursuant to guidance provided by the CDC, the Department of Fair Employment and Housing ("DFEH") and the Equal Employment Opportunity Commission ("EEOC").
- The City has identified the local health department contact at San Mateo County Public Health Department with whom it will communicate regarding information about COVID-19 outbreaks at the City (see Section 2 for Health Department Contact). The City will assist the San Mateo County Public Health Department in facilitating contact tracing for employees who test positive for COVID-19.
- The City is requiring all non-vaccinated employees to use an approved face covering at work when indoors or sharing a vehicle ~~interacting with the public and other employees~~, and the City is providing such face coverings at no cost to any employees who do not bring their own.
- ~~The City has directed all employees that a cloth face covering must be worn at all times, except if an employee is in their own office and their door remains closed.~~
- ~~The City has directed all employees who wear cloth face coverings to wash such face coverings.~~
- Unvaccinated employees must wear a face covering indoors and in a vehicle if more than one person is present (with some exceptions):
 - When alone in a room or vehicle
 - When eating and drinking
 - When an accommodation is required
 - When job duties make a face covering infeasible or create a hazard

City of Burlingame Protocols for Maintaining a Safe and Healthy Workplace in Light of COVID-19

- ☐
- ☐ The City has notified all members of the public that they will not be permitted to enter or remain in the facility unless they wear cloth face coverings. The City provided such notice by posting signage at each public entrance of the facility.
- ☐ Disinfection is no longer required
- ☐ No Physical distancing or partitions are required
- ☐ Equipment sharing is allowed
- ☐ No Face coverings required for fully vaccinated employees after verified by HR
- ☐ Vaccination status must be documented and certified by the City, or you wear a face covering
- ☐ Face coverings exclude scarfs, ski masks, balaclavas, bandanas, turtlenecks, collars, or single layers of fabric
- ☐ The City must provide unvaccinated employees with approved respirators (N95) for voluntary use when working indoors or in a vehicle with others, upon request. Instruction must be given before you can wear one (see your Safety Committee representative for a N95).
- ☐ Fully vaccinated employees without symptoms do not need to be tested or quarantined after close contacts with COVID-19 cases unless they have symptoms.
- ☐ The City has evaluated ventilation systems to maximize outdoor air and increase filtrations efficiency, and evaluate the use of additional air cleaning systems.
- ☐ The City offers testing at no cost to employees during paid time to symptomatic unvaccinated employees, regardless of whether there is a known exposure.
- ☐ ~~The City has arranged desks or individual workstations in such a manner so that employees are separated by at least six feet where possible, installed barriers and sneeze guards where not, or moved employee work location.~~
- ☐ ~~When not possible, shared work stations and desks are sanitized before and after each use, by the employee using them.~~
- ☐ ~~Break rooms, restrooms, locker rooms, gym, and other common areas are disinfected frequently and thoroughly, according to the following schedule:~~
 - ☐ ~~Breakrooms: ___ Daily _____~~
 - ☐ ~~Restrooms: ___ Daily _____~~
 - ☐ ~~Locker room: ___ Daily _____~~
 - ☐ ~~Conference rooms/training room: ___ before and after each use, by the occupants, and daily by the contracted cleaners~~
 - ☐ ~~Gym: ___ Daily _____~~
 - ☐ ~~City vehicles: before and after each use, by the occupants~~
 - ☐ ~~Elevators: ___ Daily _____~~
 - ☐ ~~Other common areas (list each and describe cleaning schedule): copy rooms- (daily)~~
- ☐ ~~The City has removed, to the extent practicable, soft and porous materials in communal work areas (e.g., fabric couches and chairs, area rugs).~~
- ☐ ~~The City has directed all employees to discontinue the use of shared office equipment to the extent practicable, or in the alternative to, sanitize shared surfaces and objects (e.g., conference room chairs and tables, counter tops, refrigerator door handles, agency vehicles keyboards, shared office supplies) after use and to wash hands before and after use.~~
- ☐ ~~The City has directed all employees to sanitize certain parts of an agency vehicle after each use, including outside handles, steering wheels, rearview mirrors,~~

City of Burlingame Protocols for Maintaining a Safe and Healthy Workplace in Light of COVID-19

- ~~radios, buttons on doors used to control windows and mirrors, gearshifts, and keys. The City will place disinfectant and cleaning supplies in each vehicle.~~
- ☐ ~~The City has directed all employees to regularly sanitize their workstation and the surfaces and high touch areas in their departments, this includes tools and machinery used.~~
 - ☐ The City has directed all employees to frequently wash their hands with soap and water, or use sanitizer when a sink is not available, approximately every 60 minutes, for 20-seconds and after the following activities: using the restroom, sneezing, touching their face, blowing their nose, touching the refrigerator, using shared equipment such as tool handles and vehicles, cleaning, sweeping, mopping, smoking, eating, drinking, entering and leaving the building, going on a break and before the start of their work shift.
 - ☐ Employees are allowed breaks, as needed, to wash their hands.
 - ☐ The City has placed tissues/paper towels and no-touch disposal receptacles at locations where they can be easily accessed by employees and members of the public, including but not limited to ~~outside of every restroom~~, public entrance and entrance to a City facility if such an entrance requires an individual to touch a door handle in order to enter.
 - ☐ Disinfectant and related supplies are available to all employees at the following location(s): *Each department within the Corp Yard has their own cleaning supplies that are restocked by the facilities department or the department custodial staff.*
 - ☐ Hand sanitizer that contains at least 60% ethanol or 70% isopropanol is available to all employees at the following location(s): *Each department within the Corp Yard has their own hand sanitizer materials that are restocked by the facilities department or the department custodial staff.*
 - ☐ Soap and water are available to all employees at the following location(s): *All restrooms, the locker rooms, and the kitchen.*
 - ☐ The City has suspended the use of shared food and beverages (e.g. bringing in lunch for meetings that is shared “buffet style.” The agency has also discontinued the use of food and beverage equipment (which is shared by employees) ~~including coffee brewers.~~
 - ☐ The City has instructed staff to replace in-person meetings with other means of communication, including but not limited to telephone calls, e-mails, or video conferences.
 - ☐ The City has increased the frequency of air filter replacement and HVAC system cleaning and upgraded the filters to MERV 13 where possible and 11 where 13 is not compatible.
 - ☐ The City has increased airflow into the Corp Yard by opening the outside air dampers to the HVAC system, reducing the circulated airflow and diluting the air.
 - ☐ The City has canceled all in-person training and moved training to online where possible.
 - ☐ The City will provide training to all employees and officials regarding the measures it is taking and is requiring individuals to take to maintain a safe and healthy working environment in accordance with State guidelines.
 - ☐ ~~Copies of this Protocol have been distributed to all employees in the following manner(s): Via work email to all employees, posted on the Human Resources Department webpage, and via email to union representatives.~~

Job classifications or facilities to which specific measures may not apply and reason for such exemption(s): All Corp Yard staff are essential workers, and so exempt from health orders and social distancing when their job duties do not allow for it. At all other times, all staff will follow social distancing protocols.

D. Measures Designed to Keep People At Least Six Feet Apart and Prevent Unnecessary Contact

- ☐ ~~The City has placed signage outside the facility that instructs people to remain at least six feet apart, including when waiting to enter the facility.~~
- ☐ ~~When the Corp Yard is open to the public, the City will place tape or other markings at least six feet apart in public areas inside the facility where people frequently line up with signs directing members of the public to use the markings to maintain the requisite distance.~~
- ☐ ~~The City has instructed all employees to maintain at least a six-foot distance from members of the public and from each other, except employees whose job duties require them to come into closer contact with others or as otherwise necessary.~~
- ☐ ~~The City has instructed all employees using City vehicles that, if feasible, only one person should occupy a vehicle at a time, and that if two employees are required for a task in the field, they should ride in separate vehicles.~~
- ☐ ~~The City is providing for contactless payment systems. The Corp Yard takes no payments.~~

E. Measures to Prevent Crowds from Gathering

- ☐ ~~When the Corp Yard opens, the City will limit the number of members of the public in the worksite at any one time, which allows for members of the public and employees to more easily maintain at least a six-foot distance from one another at all practicable times.~~
- ☐ The City is streaming public meetings for Council, Boards, and Commissions, including providing opportunities for public comment. Meetings may be accessed through the City Clerk's website:
https://www.burlingame.org/departments/city_clerk/index.php
Public comments may be sent to publiccomment@burlingame.org.

F. Measures to Increase Sanitation for the Public

- ☐ Restrooms normally open to the public will remain open to the public when the Corp Yard is opened.
- ☐ The City has removed, to the extent practicable, soft and porous materials in public areas (e.g., fabric couches and chairs, area rugs). Where the City has removed seating, it has replaced such seating with chairs that can be easily disinfected.
- ☐ Disinfectants that are effective against COVID-19, such as disposable wipes, are available in all department areas.
- ☐ Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, in communal areas, in restrooms and anywhere else inside the facility/worksite where people have direct interactions. ~~When the Corp Yard is open again this is already available.~~
- ☐ ~~When the Corp Yard opens to the public, the City will disinfect all payment portals, pens, clipboards and other shared supplies utilized by members of the public after each use.~~
- ☐ ~~The City is disinfecting all high-contact surfaces frequently.~~

City of Burlingame Protocols for Maintaining a Safe and Healthy Workplace in Light of COVID-19

- The City has discontinued the use of rental equipment to the extent practicable.

G. Communications

- Social Distancing information and educational materials are readily available on:
 - The City Human Resources Department Website:
https://www.burlingame.org/departments/human_resources/covid-19_employee_link.php
 - Postings at building entrances.
 - Postings on employee bulletin boards, where available.
- Meeting Agendas include review of social distancing protocols.

- City-wide and Department Safety Committees are involved in helping to promote awareness about social distancing, signs and symptoms, and COVID-19 prevention strategies.
- Employees are educated on:
[Social Distancing During Coronavirus](#)
[COVID-19 Prevention Tips](#)
[What to do if you are sick?](#)
[What should you know about Covid-19?](#)
[Stop the Spread of Germs](#)
[Coping with Stress During Infectious Disease Outbreaks](#)

You may contact the following person with any questions or comments about this Protocol:

Contact Name: Michael Heathcote
Job Title: Interim Deputy Director of Public Works
Operations Phone Number: 650-558-7673
Email Address: mheathcote@burlingame.org

Date Adopted: July 1, 2020
Date Last Revised: July 6, 2021



PUBLIC WORKS CORPORATION YARD

Protocol for Screening Visitors (any non-city employee)

The Public Works Corporation Yard will require all visitors (non-city employees) to have appointments prior to arriving at the Yard. Additionally, visitors must submit a health screening form (see below) prior to gaining access into the facility.

Prior to your arrival, please perform a *self-inquiry* with yourself as to whether you're experiencing: Fever, Fatigue, Dry cough, Loss of appetite, Muscle aches, Shortness of breath, Cough, Headache, Cold symptoms, Nausea, Diarrhea, Loss of smell/taste.

Upon your arrival, please contact the appropriate Division Manager or their designee.

1. Staff will perform a Temperature Screening with forehead thermometer. If temperature of 100.4 degrees Fahrenheit or higher, you will not be allowed to remain in facility.
2. If temperature check clears, please sign-in on 2nd Floor of Bldg. A.

You will be required to wear a mask at all times while at the Corporation Yard and

Please adhere to all Social Distancing guidelines:

- *Maintain 6ft* - Maintain a minimum physical distance of six feet between yourself and any other person(s) at all times. While at the facility, visitors must also minimize exposure to and contact with others.
- *No touching* - Visitors are prohibited from engaging in handshakes, hugs, or any other unnecessary physical contact with any person at any time while on City premises or otherwise.
- *Room Guidelines* – Please follow the posted room guidelines and maximum room occupancy throughout the Corporation Yard.

Health Screening Form

Name: _____

Company: _____

Phone: _____

Email: _____

	Yes	No
Have you been in contact with people that were infected, suspected or diagnosed with COVID-19?		
Have you or anyone in your household traveled within the last 21 days?		
Please state whether you've experienced/are experiencing the following:		
Fever		
New Cough		
Shortness of Breath or difficulty breathing		
Chills		
Muscle aches or body aches		
Headache		
Sore throat		
New loss of taste or smell		
Nausea		
Vomiting or Diarrhea		

Date: _____

Signature: _____