



GEM of the DESERT

La Quinta City Facilities Reopening Plan

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Plan Responsibility

Jon McMillen, City Manager, or his designee is the city's COVID-19 Reopening Plan administrator, who has the authority and responsibility for implementing the city's plan. The administrator is responsible for:

- Communicating this plan to all city employees
- Distributing COVID-19 safety communications to employees
- Engaging with employees and soliciting feedback and concerns
- Implementing COVID-19 preventative measures identified in the plan
- Arrange for safety committee meetings (if applicable)
- Monitor CDC guidance on domestic and international travel
- Communicating employee COVID-19 cases to health authorities in accordance with federal and state laws
- Updating the plan to include new COVID-19 information

All managers and supervisors are responsible for becoming familiar with this plan and shall be prepared to answer questions from employees. Managers and supervisors must follow this plan at all times to ensure that proper hygiene and safety practices prevent the spread of COVID-19.

Employees are also responsible for becoming familiar with the plan and following the safety practices outlined.

Phased in Approach

Initially, City Hall will open on an appointment only basis for the public. Employees who have been telecommuting can be phased back to the workplace as is necessary to deliver services to the community while maintaining safe operations. This can be accomplished by staggering start times, establishing alternating days for onsite reporting and returning to the office workspace in phases until the entire workforce is back while taking into consideration individual circumstances (such as age, pre-existing conditions, etc.).

Employee Safety Precautions

The City has incorporated workplace modifications, increased cleaning and sanitizing as well as providing personal protective equipment to maximize the protection of employee and visitor health.

Assessments have been completed at City facilities and the following protective measures have been implemented or are recommended:

- Plexiglass and sneeze guards
- Automated no-touch doors
- Dedicated entrance for the public
- Additional signage
- Thermal imaging system
- Physical distancing through reconfiguration of work areas
- Requirement of staying home when sick
- Limited access to communal areas such as kitchen areas and large conference rooms
- Avoid using other employees' phones, desks, offices, or other work tools and equipment. If necessary, clean and disinfect them before and after use.
- Continue virtual meetings or conference calls when possible and limit the size of in person meetings
- Use of face coverings
- Practice social distancing and avoid large gatherings

Cleaning and Disinfecting

The following is CDC guidance on cleaning and disinfecting that the city will follow:

Cleaning and Disinfecting your Facility (PDF)

Cleaning and Disinfection for Community Facilities: Interim Recommendations for U.S. Community Facilities with Suspected/Confirmed Coronavirus Disease 2019 (COVID-19)

Cleaning and Disinfection for Non-emergency Transport Vehicles

Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes

City staff will follow manufacturer instructions for use of all cleaning and disinfecting products.

The city will install high efficiency air filters and increase ventilation rates in office environments. Air filters will be replaced at the frequency recommended by the city's HVAC contractor.

Temperature & Symptom Checks for Employees

In order to minimize potential exposure to COVID-19 in the workplace, until further notice, prior to the start of a work shift and any subsequent reentry, all employees who physically report to work will complete a COVID-19 Employee Health Self-Certification, which will include a self-temperature check (Attachment A). Upon completion, the self-certification must be provided to Human Resources or other employer-designated manager. Employees working remotely should complete the questionnaire and send via email to Human Resources only if the employee will have in-person contact with colleagues or business partners during their workday. The city will maintain all health information as a confidential medical record in compliance with state and federal law, including but not limited to, the Americans with Disabilities Act, the Fair Employment and Housing Act, and the Confidentiality of Medical Information Act.



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Self-temperature checks must be conducted by the employee using city provided infrared thermometers located at City Hall, Public Works Yard and the Wellness Center. Each location will have instructions posted on how to use the thermometer. Employees must wear gloves when handling the thermometer. The thermometer must be disinfected before and after each use. If the city designates an assigned temperature reader, the individual administering temperature checks will be properly trained on the procedure, use PPE, and understand and comply with confidentiality considerations. PPE may include gloves, masks, goggles, and a gown.

All visitors and/or contract employees must perform temperature checks upon entry into City facilities.

Employee Exposure to COVID-19

Any employees who reports an actual or suspected exposure to COVID-19 will be required to quarantine themselves in their residence (“self-quarantine”) for a minimum of 14 days. After the completion of the necessary self-quarantine period, employees may return to work provided they meet the criteria below: The criteria required to end the self-isolation period depend on whether or not the employee has been tested for COVID-19:

IF TESTED

- The employee no longer has a fever (without the use of medicine that suppresses or reduces fevers)

AND

- Other symptoms have improved (e.g., cough or shortness of breath have improved)

AND

- The employee received two negative tests in a row, 24 hours apart

IF NOT TESTED

- The employee had no fever for at least 3 full days (without the use of medicine that suppresses

AND

- Other symptoms have improved (e.g., cough or shortness of breath have improved)

AND

- At least 7 days have passed since the employee’s symptoms first appeared



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The employee is required to provide Human Resources with appropriate certification from a health care provider. If an employee is reasonably unable to obtain timely certification from a health care provider, the employee may complete and submit an appropriate self-certification (Attachment B or C).

However, if the employee receives a doctor's written diagnosis that the illness is not COVID-19, the quarantine does not apply, and the employee can return to work when 1) he/she is asymptomatic without medication for at least 24 hours; 2) has met any other standards set by his/her health care provider; and 3) he/she contacts Human Resources for approval to return to work.

Employee exposure to COVID-19 will remain confidential. If an employee is sent home due to actual or suspected exposure, they will not be identified by name.

How and when to Wear a Face Mask

Keys points to remember:

- Face coverings do not protect the wearer and are not personal protective equipment (PPE).
- Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
- Cloth face masks should fit snugly but comfortably against the side of the face, be secured with ties or ear loops, include more than one layer of fabric and should be washed regularly.

Employees working in an office do not necessarily need to wear face coverings at all times. When employees are in the common areas where people are around then he or she should be cautious and use discretion. If the ability to maintain social distancing of 6 feet or less cannot be achieved, then a face covering will be necessary. If an employee works in a cubical that is in close proximity to another (and a barrier is not in place) or has to attend a meeting in a conference room where the social distancing requirement cannot be maintained a mask should be worn. Also, when an employee is in a City vehicle they do not need to wear a face mask unless they are riding with another co-worker.

Employee Training

The city will provide training to all employees on the elements of this plan. Employees will be provided a copy of the plan in advance of implementation and training. Training will be conducted via online delivery, videoconferencing or in-person (if appropriate social distancing can be maintained). Employees will have an opportunity to ask questions.

If employees are unable to participate on the date(s) of their scheduled training, the city will provide make-up training.

Training will include the following:

- Overview of the city's COVID-19 Reopening Plan and required acknowledgment of receipt of covid-19 exposure control plan (Attachment D)
- Information about COVID-19
- Explanation about transmission and preventative measures implemented
- Explanation of the procedure employees must follow if exposed to COVID-19
- Use of Personal Protective Equipment (PPE)

Also, an employee COVID-19 training class with a comprehension quiz will be assigned to all employees through [JPIA website](#). The class name is "Protecting Yourself Against COVID-19 And Other Contagious Illnesses".

Daily Basics Apply to Everyone

- Wear your assigned mask or face covering according to established CDC recommendations.
- Wash your hands often with soap and water for at least 20 seconds.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick or becoming sick then contact your supervisor immediately to notify him or her that you will not be in.
- Self-screen at home before completing on site temperature and symptoms check.
- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue (not your hands) and throw the tissue in the trash.
- Do not shake hands.
- Customers and visitors with COVID-19 concerns can send an email to covid19@laquintaca.gov.



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COVID-19 Testing at Indio Fair Grounds

Are you interested in being screened for COVID-19? Make an appointment and get tested.

Testing is available at several locations and open to anyone, whether they have symptoms or not, and there are no out-of-pocket costs to individuals. Participants will be asked to provide information about their health insurance, but there is no charge or copay. Individuals will be tested with or without providing insurance information.

Appointments are required. To schedule an appointment, visit www.rivcoph.org/coronavirus/testing or call 800-945-6171.

Closest Location:

Indio Fairgrounds, Lot #5
46350 Arabia St, Indio 92201
Tuesday through Saturday
6:30am to 11:30am



**OFFICE OF THE CITY MANAGER
TEL (760) 777-7100**

ATTESTATION

**LA QUINTA CITY HALL & CITY FACILITIES
ADOPTION OF REOPENING PLAN
WITH COVID-19 PREVENTION MEASURES**

Dated: June 17, 2020

The City of La Quinta hereby confirms compliance with Riverside County Safe Reopening Guidelines, updated June 12, 2020, for the reopening of La Quinta City Hall and other City Facilities. The La Quinta City Council approved the La Quinta Reopening Plan Outline at its Regular Meeting on June 16, 2020 (Reopening Plan). With the adoption of the Reopening Plan, and implementation of its provisions, COVID-19 prevention measures have been established with components addressing employee health, client and customer health, signage, and state and county guidance for Office Settings/Professional Services.

A copy of the Reopening Plan is available on the City's Official Website at: www.laquintaca.gov, and with the City Clerk's Office at City Hall.

ATTEST:

Jon McMillen, City Manager
City of La Quinta, California

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