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Walt Schuld
Interim Chief of
Police

DATE: January 28, 2021
TO: All KPPCSD Employees
FROM: Walt Schuld, Interim Chief of Police
SUBJECT: **UPDATED POLICY:** COVID-19 Procedures & Notifications

To clarify the KPPCSD's current protocol on how to handle the reporting of COVID-19 cases and exposure, the following information and frequently asked questions are being provided. In the event of a positive case or direct exposure to a positive case, please adhere to the following procedures.

- A COVID-19 **exposure** is defined as: within 6 feet, for 15 cumulative minutes, within 2 days of illness onset. If an employee's contact with a COVID-positive subject does not specifically apply within the limits of this definition, then it is not considered an exposure.
- If you experience the most common symptoms such as fever and chills, cough, shortness of breath, or difficulty breathing, remove yourself from the workplace, inform your supervisor, and isolate for 10 days after the onset of symptoms. Consult with a healthcare provider if needed. An email notification to [REDACTED] describing the exposure circumstances should be sent ASAP. This internal email notification is mandatory and may be completed by the employee or the supervisor.
- **7 DAY QUARANTINE:** Once notified of an employee's exposure, the supervisor will inform the employee to quarantine at home and request testing. If testing results are subsequently negative and the employee remains asymptomatic, the employee must quarantine for 7 days. Updates regarding employee health and status will be made using [REDACTED].
- **14 DAY QUARANTINE:** If test results are positive for COVID-19, the employees must quarantine for 14 days from illness onset. Updates regarding employee health and status will be made using [REDACTED].

Supervisors Requirement:

For purposes of this requirement, a “*qualifying individual*” means a person who can establish any of the following requirements:

- A laboratory-confirmed case of COVID-19.
- A positive COVID-19 diagnosis from a licensed health care provider.
- A COVID-19 related isolation order issued by a public health official; or
- Death due to COVID-19 as determined by the County public health department.

Upon receiving information an employee tested positive for COVID-19, the supervisor shall complete the following procedures:

1. Instruct sick employee to self-isolate at home until they are well and for at least 10 days after symptoms began.
2. If they tested positive but did not have any symptoms at the time of testing, they should isolate at home for 10 days from **the date the test was performed**. For instructions for self-isolation and health monitoring, employees can visit <https://bit.ly/2BX8eFQ>
3. Send a notification to department administration [REDACTED]
4. Enter the required information in the SDRMA web portal (instructions attached).
5. Provide the employee with a DWC-1 form as soon as possible (email).
6. Include in the administration notification any contact tracing information you received from the employee during your SDRMA interview to include potential exposure to members of the KFD or members of the public. (These questions are part of the SDRMA forms) Contact tracing to prevent continued spread of COVID-19 is important. [Contact tracing - Coronavirus COVID-19 Response \(ca.gov\)](#)
7. **Supervisors general questions should be limited to:**
 1. Places they have been.
 2. The people spent time with while on duty and off-duty.
8. KPCSD administration (Police Chief/Captain) will notify members of the KPD including the exclusive representative of the affected bargaining unit (Sgt. Nath) of the exposure/positive test and any contact tracing information they have using group email [REDACTED].
9. KPCSD administration (Police Chief/Captain) will notify Kensington Fire Officials of the exposure/positive test and any contact tracing information they have using group email [REDACTED]. Members include:
 - Battalion Chief Joe Grupalo
 - Fire Captain Brian Chesahareck
 - Fire Captain Chris Renshaw
 - Fire Captain Rune Hoyer-Nielsen

- Fire General Manager William Hansel
- Kensington Fire Chief Michael Pioni
- General Manager Marti Brown
- Police Chief Walter N. Schuld
- Police Captain Michael Gancasz

10. When the employee's isolation period is complete, and they are no longer experiencing symptoms, it is not necessary to require a negative test for them to return to work. Retesting of employees who were previously diagnosed with COVID-19 is NOT recommended within 3 months, including retesting after an infection for clearance to return to work.
11. KPPCSD Supervisors will make every effort to notify employees who may have been exposed and ensure all potentially contaminated surfaces/equipment are disinfected including areas shared with the fire department.
12. The Centers for Disease Control and Prevention ("CDC") recommends, and Contra Costa County Public Health ("CCCPH") requires social distancing, also referred to as physical distancing, to reduce the spread of SARS-CoV-2, the virus that causes COVID-19. To support the protection for employees and the public minimizing the risk of exposure, additional strategies and practices are in order. These include adherence to social distancing, limiting entry to public buildings, and cleaning and disinfecting principles and practices.
13. Employees are encouraged to review the CCCPH Emergency Order (No. HO-COVID 19- 08) and subsequent orders as well as the California Occupational Safety and Health Act of 1973 which addresses safe and healthy working conditions for all workers. (Labor Code § 6300, et seq.)
14. To limit the spread, transmission, and infection of COVID-19, access to the Kensington Public Safety Building will be limited to those employees employed with the KPPCSD and the KFPD during this uncertain time.

Frequently Asked Questions

When are face-coverings required?

Face coverings are required when entering The Public Safety Building, regardless of whether you are six feet of physical distance away from other people. Exemptions apply to single occupant offices when the door is closed or when actively eating or drinking on breaks or mealtimes.

How long should I isolate if I develop symptoms?

If you have completed testing and are awaiting results (person under investigation or PUI), continue to remain in isolation. The duration of your isolation period is a minimum of 7 days, regardless of whether you receive a negative test, or your symptoms resolve before your isolation period ends. If you receive a positive test, inform your supervisor.

What should I do if I am not experiencing symptoms and test positive?

If you are not experiencing symptoms, but receive a positive test, remove yourself from the workplace, inform your supervisor, and isolate for 14 days. If you develop symptoms before your isolation period ends, inform your supervisor, and isolate for an additional 10 days after the onset of symptoms

What are supervisor and manager responsibilities for reporting positive COVID-19 cases?

If an employee is in isolation, quarantine, or a confirmed positive case, notify and work with your Department Supervisory Staff to identify potential and confirmed positives in the workplace and instruct each person on what to do individually.

What are supervisor and manager responsibilities for responding to employees with COVID-19 symptoms?

A sick employee that reports symptoms consistent with COVID-19 should be instructed to stay home or leave the workplace and review the steps in the guidance for follow-up. Notify your Department Supervisor of the symptomatic employee by phone or using [REDACTED].

What is minimum distance?

Employees and members of the public entering and using City facilities must always maintain a minimum physical distance of **six feet** between themselves and any other person. While on duty at any City facility, employees must also minimize exposure to and contact with others.

To the extent that existing arrangements of workstations or furniture, including in break rooms or lunchrooms, do not provide for adequate spacing, they must be rearranged to provide for such spacing. If furniture cannot be rearranged to allow for adequate spacing, seats or desks that would encroach on the six-foot distance must be clearly marked as prohibited for use.

Staff may designate one-way hallways, where appropriate, and mark such one-way hallways with clear signage; staff may designate separate routes for entry and exit into office spaces to help maintain social distancing and lessen the instances of people closely passing each other.

A Reduction of In-Person Employee Headcount at Any Given Time?

To reduce the spread of the virus that causes COVID-19, the Chief of Police has allowed, encouraged, or required remote work as appropriate. The Chief of Police has implemented flexible, or staggered work hours, as needed. Due to the small size of our Public Safety Building, entry will be limited to only those employees who are on-duty first responders or those considered essential staff working in the normal course of their duty.

Employees should refrain from unnecessary social visits to other employees' workstations; employees should refrain from congregating in confined spaces, such as lunch or break rooms; if in-person cannot be avoided, employees must observe the requirement that they always maintain a minimum physical distance of six feet between themselves and any other person. Employees are prohibited from permitting social visitors (visitors who are not on official business) into any non-public areas of any City facility.

What About Wearing of Facial Coverings?

The CCPH Officer has issued Orders that require individuals to wear cloth face coverings. Members of the public who enter a City facility must wear a face covering during their time in the facility. Employees working at a City worksite must use professionally appropriate cloth face coverings when working in open or shared workspaces.

A "cloth face covering" is a material that covers the nose and mouth. It may be secured to the head with ties or straps or simply wrapped around the lower face. It may be made of a variety of materials, such as cotton, silk, or linen. Acceptable cloth face covering options include but are not limited to bandana; neck gaiter; homemade face covering; scarf; and tightly woven fabric, such as cotton t-shirts and some types of towels.

Police and other City workers who are required to use N95 masks or other Personal Protective Equipment (PPE) in their jobs will continue to follow existing customary work practices. This guidance is meant as a requirement for all employees when N95 masks are not required. Cal OSHA advises that employees should not use cloth face coverings in cases when doing so would be dangerous, such as when vision might be obstructed or when using tools or equipment could become entangled with the covering.

Is Handwashing Required?

Employees are expected to wash their hands (for a minimum of 20 seconds) or use hand sanitizer when a sink is not available, every 60 minutes, and after any of the following activities: using the restroom, sneezing, touching the face, blowing the nose, cleaning, sweeping, mopping, smoking, eating, drinking, entering or leaving the facility, going on break, and before and after their work shift.

Riding in City Vehicles?

Wherever feasible, City vehicles should be occupied by only one person. If two employees are required for a task in the field, they should ride in separate vehicles. If sharing a vehicle cannot be avoided, employees should wear their face coverings while in the vehicle. City vehicle door

handles, seatbelts, seats, and steering wheels must be sanitized before each use of the vehicle. A bottle of sanitizer must be placed in each City vehicle and replaced or refilled when empty.