

Hello Everyone,

As the Coronavirus Disease 2019 (COVID-19) situation continues to evolve, the City is continuing to review its services and practices in response to the challenge. Your safety and wellbeing are of extreme importance. This update identifies new direction related to **employee travel** and how we are conducting both **staff and public meetings**. These new actions are intended to keep you and the public safe. This new direction is also in compliance with guidelines and recommendations that Alameda County Public Health announced on March 10, 2020. As you know, the City's Fire Department staff is leading the City's response to COVID-19 at the direction of the Alameda County Public Health Department and in coordination with Alameda County Office of Education, the Fremont Unified School District, and the Centers for Disease Control and Prevention (CDC).

New Direction Regarding Travel and Meetings:

- **Travel / Training for City Staff:** At this time, the City Manager has directed staff to cancel or postpone all non-essential work-related travel and attendance at meetings and conferences until further notice.
 - Department management teams are working to determine what travel is essential. Each instance of travel will be considered on a case by case basis, but most *essential* travel is defined as travel that will result in an activity or training that is legally required or necessary maintain continuity of our core services and operations.
 - Please bring all planned travel and offsite training to your management team's attention, so that it can be assessed.
- **Large Meetings and Events:** The City will be cancelling or rescheduling large community events and public meetings that are not required to maintain the continuity of government. We will reassess conducting events and meetings on a rolling 30-day time horizon as advised by the County.
 - In order to maintain continuity of government, regularly scheduled City Council meetings, City Commission meetings, and other official meetings with City Council representation will continue to be held. However, we will be reconfiguring our City Council chambers and other meeting venues to provide for more social distancing and encouraging public participation online. It may be necessary to make additional changes to how essential meetings are conducted and the City will remain responsive to new direction and best practices.
 - All other community meetings will be cancelled or postponed at this time and wherever possible we will be offering other platforms (webinars, Open City Hall, etc.) for community input on topics whenever possible.
 - If in doubt about whether or not you should conduct a meeting or event, consult with the County's guidance (<http://www.acphd.org/2019-ncov.aspx>) and your department management team to determine how best to proceed.

At-Risk Staff Members: All precautions put in place to protect vulnerable or at-risk staff members remain in place.

- **What At-Risk Staff Members Should Do:** We are advising that *at-risk* members of our workforce telecommute if possible or use accrued leaves if assigned work is not conducive to telecommuting. At-

risk individuals are defined by the CDC as older adults (typically over 60) and people who have severe chronic medical conditions such as heart, lung or kidney disease. Early data suggest older people are twice as likely to have serious COVID-19 illness. What to do if you are at higher risk:

- If you are a vulnerable or at-risk individual and believe you have a job you can do from home, please discuss this option with your supervisor. Generally, stay at home as much as possible.
 - Make sure you have access to several weeks of medications and supplies in case you need to stay home for prolonged periods of time.
 - When you go out in public, keep away from others who are sick, limit close contact and wash your hands often.
 - Avoid crowds.
 - Stay up to date on CDC Travel Health Notices.
- **At-Risk Based Requests to Use Leaves or Telecommute:** If you have a health condition and are unsure whether it places you in the vulnerable population, ask your personal health care provider. If your health care provider advises you to stay away from work, contact your supervisor or management team to request the use of telework. You should not disclose your medical condition or other personal information, only that you believe you are in a vulnerable group, and that you are requesting permission to work remotely. Not all assignments are appropriate for telework, but your departments will make an effort to grant the requests when they can. The general criteria for approving telework can be found attached.

Stigma and Discrimination: It is important to remember that people – including those of Asian descent – who do not live in or have not recently been in an area of ongoing spread of the virus that causes COVID-19, or have not been in contact with a person who is a confirmed or suspected case of COVID-19 are not at greater risk of spreading COVID-19 than other Americans. For more information about stigma and resilience, please review the following CDC information (<https://www.cdc.gov/coronavirus/2019-ncov/about/related-stigma.html>)

The Latest Public Information: In general, we encourage everyone to keep themselves up to date on the situation by monitoring the Alameda County Public Health Department website at the following link: (<http://www.acphd.org/2019-ncov.aspx>). The CDC is also updating its website daily with current information and advice for the public (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>).

Regular Healthy Behavior: Please keep yourself and your coworkers healthy by doing the following:

- Avoid close contact with sick people.
- If you feel sick, let your supervisor know that you will not be coming to work. The City's regular leave policies and agreements are in effect, but supervisors are aware that, if in doubt about being sick, employees are advised to stay home and use leave.
- While sick, limit contact with others as much as possible.
- Cover your nose and mouth when you cough or sneeze. Avoid touching your eyes, nose and mouth. Germs spread this way.
- Clean and disinfect surfaces and objects that may be contaminated with germs.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.

- Use cleaners containing at least a 60% alcohol or a bleach solution (like Clorox) to clean work surfaces like counters that might regularly be touched by the public.
- Use sanitizing wipes to clean shared equipment and personal workspaces each day, including personal desks and the interior of shared City vehicles.
- Limit person-to-person contact (like handshaking) if possible.
- The CDC is not recommending the use of facemasks for the general public (facemasks are not regarded to be effective in preventing the spread of the virus but stockpiling or using the masks inappropriately may reduce their availability to hospitals and first responders that need them).

If you are experiencing stress or fear related to Coronavirus, please contact the City's Managed Health Network (MHN) to access the City's employee assistance program. The flyer to access their services is attached this email. If you are a staff member that has questions about your own leave or benefits, or if you are a manager that needs help interpreting this guidance, please contact your department management team or the **HR Department at (510)-494-4660**.

Thank you,

Allen DeMers | Human Resources | City of Fremont
510.494.4651 | ademers@fremont.gov