



Date: May 15, 2020
To: All Employees
From: Alan Shear, Assistant City Manager
Re: Work Environment Guidelines – COVID-19

The City of Benicia will begin the process to reopen City facilities that have been closed to the public effective Monday May 18, 2020. As stated in the update issued May 8th, our goal is to reopen to the public beginning June 1.

The intent of the City of Benicia is to create and maintain a safe work environment for its employees and a safe space for the community to conduct public business. The purpose of this memo is to mitigate City of Benicia employees' potential exposure to the COVID-19 virus and comply with the Social Distancing orders from the State of California and Solano County.

This memo informs employees of the overall measures the City is taking and the precautions we must each follow to ensure a safe working environment for one another. As this is an everchanging situation and the fact it is hard to anticipate every situation, we anticipate updates will be needed as we move into this next phase. It will take all of us, working together, to succeed in preventing the spread of COVID-19. Together, we can accomplish great things. We welcome your suggestions for any workplace changes or accommodations.

Individual departments may have more specific policies addressing their needs and requirements; those guidelines accompany this policy. If questions arise, please work with your manager/supervisor.

Social Distancing Protocol

"Social Distancing" is maintaining at least a six-foot separation from all persons whenever possible, not gathering in large groups, and using a comparable level of protection against exposure to respiratory droplets or secretions using personal protective equipment, including face coverings and disposable gloves, or other physical or administrative controls.

Maintaining Social Distancing

Measures to maintain at least six feet separation between all persons at all City facilities, both employees and members of the public.

1. Signage and floor decals at least six feet apart in customer line areas inside the facilities and on sidewalks at public entrances with signs directing customers to use the decals to maintain the proper distance.
2. Employee desks and individual workstations are separated by a minimum of six feet or a physical barrier between the work areas is provided.
 - a. Employees that typically work in the field, on construction projects, or at the water and/or wastewater plant(s) can achieve this measure by wearing face coverings, or other appropriate personal protective equipment, when tasks require workers to be within six feet of each other.
 - b. In general, face coverings must be worn whenever there are two or more City employees riding in the same vehicle. Departments may have specific policies addressing this issue.
3. All employees are instructed to maintain at least six feet distance from the public and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, operate machinery, perform repairs or maintenance, provide public health and safety, moving about the office in the course of conducting regular City business, or as otherwise necessary. In these instances, employees should wear a face covering or other appropriate personal protective equipment.
4. Building maintenance will be installing a plexiglass barrier/sneeze guard at all public counters.
5. Employees may telework per the City's telework policy, work alternate shifts, or utilize other options as practical. Please work with your manager/supervisor.

Face Coverings

Face coverings are an effective way to reduce the spread of COVID-19 when used properly. In order to keep City employees safe, community members, with a few exceptions, are required to wear a face covering when visiting a City facility. Per the CDC, face coverings should not be placed on children younger than 2 years of age, those with underlying respiratory issues (e.g. asthma, etc.), or is otherwise unable to remove the cover without assistance.

City of Benicia employees are required to wear face coverings while at work when social distancing of six feet cannot be maintained or when barriers such as partitions, walls or other physical dividers are not present to reduce the spread of COVID-19. Employees are also required to wear a face covering when they are interacting in the workspace of other employees less than six feet apart. As stated previously, individual departments may have more specific policies addressing their individual needs and requirements depending on the job.

City employees will be provided appropriate personal protective equipment, including face coverings and disposable gloves, for their work tasks. Employees are required to wear face coverings when interacting with the public or working in areas visited by the public. The face covering shall cover the mouth and nose. Appropriate accommodations will be made upon request.

Emergency Responders and employees with industry-specific requirements shall continue to follow appropriate protocols regarding face coverings and other personal protective equipment.

Employees Exhibiting Symptoms of COVID-19

A key element in maintaining a safe work environment is ensuring that employees exhibiting COVID-19 symptoms do not enter the workplace, potentially infecting other employees. Prior to entering the workplace, employees should conduct a general self-screening of COVID-19 symptoms (see list of symptoms below). Employees are informed not to come to work if they are not feeling well and to inform their supervisor of their condition.

The CDC has listed the following as symptoms of COVID-19.

- Do you have a fever above 100.4 degrees?
- Do you have a persistent cough?
- Do you have a sore throat?
- Are you experiencing shortness of breath?
- Do you have chills?
- Are you experiencing muscle pain?
- Have you lost the sense of taste or smell?

If the answer is “yes” to any of the above questions, the employee shall notify their supervisor/manager and stay home to self-isolate. The list of symptoms is not inclusive. Please consult your healthcare provider for any other symptoms that are severe or concerning to you. Additional information, including a symptom self-assessment tool, is available on the CDC website at [cdc.gov/coronavirus/2019](https://www.cdc.gov/coronavirus/2019)

If an employee conducts a self-assessment while at the workplace and determines they are symptomatic of COVID-19, they shall notify their supervisor immediately and return home to contact their healthcare provider.

It is recognized that some employees may have ongoing, non-contagious, conditions that could exhibit one or more of the above symptoms. The above list is intended to address new conditions employees may be experiencing that could be caused by COVID-19. Please consult your healthcare provider if you have questions and concerns.

Signage

Signage will be posted at the public entrance to every City facility to inform employees and members of the public that face coverings are required to enter the facility and to practice social distancing by maintaining a minimum six feet from one another.

Floor decals will indicate keeping at least six feet apart in customer line areas inside the facility and on sidewalks at public entrances directing the public to maintain the proper safe distance.

Other Mitigating Efforts

Employees are required to practice hygienic practices to limit the spread of the coronavirus, including:

- not touching their face with unwashed hands or with gloves;
- frequently washing hands with soap and hot water for at least 20 seconds;
- use of hand sanitizer with at least 60% alcohol;
- cleaning and disinfecting frequently touched objects, common areas and high contact surfaces such as workstations, keyboards, telephones, handrails, office machines, cabinets, shared tools, light switches and doorknobs;
- covering the mouth and nose with cloth or a tissue when coughing or sneezing; if cloth or a tissue are not available, coughing or sneezing into one's elbow;
- not shaking hands or engaging in any unnecessary physical contact.

Hand sanitizer, soap and water, and effective disinfectant will be made available to all employees to use to limit the spread of the coronavirus. Disinfecting all high-contact surfaces, including office equipment, public counters, and anywhere else there is direct interaction with the public, should occur frequently.

Break Rooms

Employees may not congregate in break rooms for any purpose, especially for food preparation, storage or consumption. Food consumption can be done outdoors, at an employee's desk, or an indoor area approved by the department. Individual departments may have specific policies addressing their needs and requirements. If questions arise, please work with your manager/supervisor.

Employee Acknowledgement

The City of Benicia views employee safety as a top priority and wants to ensure all employees receive this memo and abide by its terms. Therefore, all employees are required to sign the acknowledgement form attached to this memo and return it to Human Resources. If you have any questions about this memo, please contact your department or Kim Imboden in Human Resources.

Thank you for everything you do for the City of Benicia. Stay safe and healthy.

ACKNOWLEDGEMENT

I have been provided a copy of the memo on Work Environment Guidelines - COVID 19 issued on May 15, 2020. I acknowledge that I have read, understood, and agree to abide by this memo.

Printed Name:	
Signature:	
Department:	
Position:	
Date Signed:	

THIS ACKNOWLEDGEMENT PAGE WILL BE ADDED TO YOUR PERSONNEL FILE TO DOCUMENT THAT YOU ARE AWARE OF AND UNDERSTAND THIS MEMO.

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The following COVID-19 policies are effective as of May 18, 2020 for the Community Development Department:

Staff Policies while working with co-workers at City Hall

1. Staff members shall maintain at least six feet distance from the public and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary. Where six feet separation cannot be routinely maintained, the use of a physical, transparent barrier shall be used.
2. Staff members shall be required to wear face coverings when they are within the public areas of City Hall.
3. Staff members shall not be required to wear a face covering working alone in a private office or workstation or when 6 feet of distance to a co-worker can be maintained.
4. The use of the break room will be extremely limited. Staff members are encouraged to bring food and drink items for consumption and to keep them in your office or workspace or outside location.
5. To facilitate physical distancing, staggered work arrival times and telework requests may be accommodated. All requests to the Department Director shall be made in writing. Approvals will also be in writing.
6. Staff members are asked to stay home when you are feeling ill.

Staff Policies when working with the public

- Staff members shall direct the limitations of the number of community members in a public facility (for public meetings, meetings with applicants, etc.) at any one time and shall make accommodations to ensure community members and employees are able to maintain at least a six-foot distance from one another.
- Tape or other markings shall be installed to ensure at least a six feet distance for customer line areas inside City Hall and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance shall be provided as needed and practical.

Employee Acknowledgement

All employees are required to sign the acknowledgement form attached to this policy.

Alan Shear

From: Mike Dotson
Sent: Wednesday, May 13, 2020 3:56 PM
To: Alan Shear
Subject: Parks and Building Maintenance

- Face Coverings
 - Must be worn whenever working in close quarters with other staff or the public.
 - Optional when working alone or when able to keep adequate social distance from others.
 - Optional when driving (no passengers)
 - Face coverings are not to be worn if they interfere with other PPE that may be required to operate certain tools and equipment.
 - Face coverings must be worn whenever there are two or more people riding together in a vehicle.

Mike Dotson
Director
Benicia Parks and Community Services
707-746-4285
250 East L Street
Benicia, CA 94510
mdotson@ci.benicia.ca.us



From: [Erik Upson](#)
To: [Alan Shear](#)
Subject: Police Staff Direction Regarding Covid-19
Date: Thursday, May 14, 2020 12:44:15 PM
Attachments: [image002.png](#)
[image004.png](#)
[image005.png](#)
Importance: High

As we begin to see some rollbacks in the restrictions associated with Covid-19, I wanted to take a moment to reinforce some very important things with you, to keep you safe over the coming months and insure we are fully operational and ready to protect this community.

Nothing has changed with Covid-19 itself. It is still just as transmittable. In fact, as it has mutated, it has gotten even more transmittable. It is still just as deadly, especially to our most vulnerable. We are still at high risk, given our work. We still do not have proven treatments (though some are looking promising) and we certainly do not have a vaccine (though again, there is some promising advances on this front).

Thus, it is imperative that we continue to take every reasonable action in our control to prevent the transmission of this virus amongst our staff.

List of protective actions:

- No more than 2 staff in break room at any given time. Do not sit and eat in the break room. Consider eating in groups in the Briefing Room, where you can have appropriate social distance, with doors and windows open or outdoors. We should have picnic tables set up outside the station shortly. Every shift please wipe down break room surfaces daily (refrigerator, microwaves other publicly touched spaces).
- Stay 6' from other staff whenever possible. We'll be putting some new floor markings down in the communications center and signage, please respect that guidance.
- Masks (same guidelines as previously put out, but please try and wear them in public, anytime you are likely to be within 6' of someone, including a co-worker...set the example)
- Patrol teams to decon Briefing Room and beginning of every shift (use wipes with bleach or spray with alcohol). Also open doors and windows of Briefing Room to allow for air flow.
- Wash hands multiple times, at least every time you enter the building. 20 seconds with hot soapy water. This is still the number one prevention tool!
- Decon your personal space (desk, vehicle) at the beginning of every shift. Again, use wipes with bleach or spray with alcohol.
- Consider your off-duty behavior as well. Be responsible! Your actions off-duty could put your team at risk.

The department will continue deconning the fleet every week, and after every transport. Facilities Maintenance staff will continue the daily wipe-down of community surfaces.

Additionally, we are working to transition all toilets, urinals, sinks, soap dispensers, and paper towel dispenser to touchless systems. We will continue our lobby protocols and are working on more permanent marking solutions for that space.

We are working on obtaining air filters capable of filtering out Covid-19 to place in Dispatch and the Briefing Room.

Supervisors will continue to consider directing quarantine for any staff with any symptoms on paid admin leave status. We strongly encourage anyone feeling ill to call their supervisor, remain at home and get tested as quickly as possible. We will also continue to take everyone's temperature at the beginning of shift until further notice.

Here's a good piece on avoiding the risks: <https://www.erinbromage.com/post/the-risks-know-them-avoid-them>

Here's some tips on decon: <https://www.sciencealert.com/here-s-the-expert-advice-on-which-cleaning-products-to-use-against-coronavirus>

Beginning of Shift Well Check:

All staff shall have their temperature taken at the beginning of the shift. Admin staff please use the Dispatch thermometer. Use gloves when operating or wipe down with a disinfectant wipe before and after use.

Anyone with a fever (100.4 or higher), or other symptoms of Covid-19, shall immediately mask up and separate from staff pending instructions.

Masks:

-
The CDC recently put out guidelines recommending people wear masks anytime outdoors (especially in areas where social distancing is difficult to achieve) to protect yourself and to help slow the spread of COVID-19. Currently, all of our patrol and investigators have been issued N95 masks and our inventory should last a few months. We are working toward building our inventory in case this turns into a longer event. All employees assigned to work from home or assigned to the police department have or will soon be issued cloth masks. We also an inventory of disposable surgical masks and have a larger order on the way. All of the department supervisors have been issued a supply of masks so if you need one please ask.

I am strongly recommending all employees wear a mask anytime while working outside of the building or their vehicle. I'm mandating the use of a mask in the following situations (minus exigent circumstances):

- Anytime an employee reasonably believes they will come within 6 feet of a community member
- Anytime an employee reasonably knows they will need to enter a confined environment, e.g. residence, suspect vehicle, restaurant etc.
- Anytime an employee is dealing with a prisoner inside the holding area
- Anytime an employee is transporting a suspect or other community member inside a vehicle.
- During any in person interviews

Appendix X - Public Works Department

1. Employees shall always wear appropriate, task specific personal protective equipment.
2. Employees shall maintain Social Distancing whenever practicable.
3. Social Distancing guidelines will not prevent employees from completing tasks that require employees to work together in close proximity.
4. If employees are working in close proximity and face coverings are not required for the specific tasks, employees shall wear face coverings unless there is an underlying health issue (already vetted through Human Resources Department) or wearing of face coverings presents a health and safety issue that would jeopardize employee health.
5. Employees should encourage contractors to follow these guidelines whenever practicable.



Benicia Fire Department – **Standing Orders**

Subject: COVID-19 EMS Response

Section: COVID-19

Effective Date: March 25, 2020

SO # 1

Page: 1 of 4

Revised Date:

Procedure:

- PSAPs will ask **all** patients to move outside if they are able to.
- If the PSAP determines the caller fits the criteria for COVID-19 precautions, the dispatcher **shall** advise the responding crews to “*utilize appropriate PPE*”
 - The dispatcher must receive confirmation from responding crews that the message was received
- The appropriate PPE Measures **for all patient contacts** should be a minimum of N95 mask, eye protection and gloves.
 - N95 masks should be re-used until soiled or damaged.
 - Personal eyeglasses and contact lenses are NOT considered adequate eye protection
- A gown should only be worn by first responders if they are directly involved in patient care and there is high potential for splash concerns (such as attempting airway procedures, carrying patients to the stretcher, treating unstable patients) *
- A surgical mask should be placed on patients who are exhibiting respiratory symptoms (e.g. SOB, Cough, Sneezing).
 - If possible, have them place the mask on themselves.
- Be cognizant of where you are setting down your EMS Equipment, if at all possible, try to limit how much equipment you are bringing in and limit setting it down inside the house. Equipment needs to be disinfected after every call.
- If patient is outside prior to arrival, Fire Department Captain and Engineer should remain staged near the apparatus and the Fire Department Paramedic should approach the patient while maintaining 6 feet distance unless patient presents as unstable by definitions below.

For all Calls

- First Responders should maintain 6 feet distance unless the patient presents as unstable.
 - Refer to First Responder Directive during COVID-19 Pandemic sent March 20th, 2020.
- When possible, patients should be asked to exit the home/building into an outside area.
- First Responders should not routinely don PPE during initial response to calls
- All responders should keep six feet of distance whenever possible from the patient on all medical calls when obtaining a detailed history and performing an initial assessment.
- The number of responders within the patient area (Six Feet) should be limited as much as possible.



Benicia Fire Department – **Standing Orders**

Subject: COVID-19 EMS Response

Section: COVID-19

Effective Date: March 25, 2020

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Revised Date:

- For First Responder BLS and ALS, no patient physical contact is required if the patient appears stable during the initial assessment. Further physical assessment can be delayed for ALS Transport. A stable patient:
 - Is alert, oriented, able to speak with the provider and answer all questions.
 - Does not appear to be in significant respiratory distress.

Fire Department arrives prior to Medic Ambulance.

- Crew members determine the appropriate PPE measures.
 - Only crew member(s) making Pt contact need to don appropriate PPE.
- Fire Department Paramedic enters home first to make a quick visual assessment of Pt.
 - Engineer and Captain remain at doorway.
- Captain notifies Medic Ambulance of appropriate level of PPE and if they need to enter.
- **Ideally, Paramedic can instruct Pt to walk outside prior to full assessment.**
 - If Pt cannot and/or refuses to walk outside, Paramedic will assess Pt and call Engineer, then Captain if further assistance is needed.

Fire Department arrives with Medic Ambulance.

- Crews (Fire Department and Medic) determine the appropriate PPE measures.
 - Only crew members making Pt contact need to don appropriate PPE.
- Fire Department Paramedic and Medic Ambulance Paramedic enters home to make a quick visual assessment of Pt.
 - All other crews remain at doorway.
- **Ideally, Paramedics can instruct Pt to walk outside prior to full assessment.**
 - If Pt cannot and/or refuses to walk outside, Paramedics will assess Pt and call additional crew members as needed.

Fire Department arrives after Medic Ambulance.

- Crew Members determine the appropriate PPE measures.
 - Only crew members making Pt contact need to don appropriate PPE.
- Medic Ambulance Paramedic enters home first to make a quick visual assessment of Pt.
 - All other crews remain at doorway.
- Medic Ambulance Paramedic notifies Fire Department of appropriate level of PPE.
- **Ideally, Paramedic can instruct Pt to walk outside prior to full assessment.**



Benicia Fire Department – **Standing Orders**

Subject: COVID-19 EMS Response

Section: COVID-19

Effective Date: March 25, 2020

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Revised Date:

- If Pt cannot and/or refuses to walk outside, Paramedic will assess Pt and call Fire Department Paramedic first, then additional crew as needed.

*We are in a significant shortage of gowns. The first responder should only consider wearing a gown when there is high potential for splash concerns (such as attempting airway procedures, carrying patients to the stretcher, treating unstable patients)

Appropriate PPE Measures per CDC Interim Guidance for Emergency Medical Services

- EMS clinicians who will directly care for a patient with possible COVID-19 infection or who will be in the compartment with the patient should follow Standard, Precautions and use the PPE as described below. Recommended PPE includes:
 - N-95 or higher-level respirator or facemask (if a respirator is not available),
 - N95 respirators or respirators that offer a higher level of protection should be used instead of a facemask when performing or present for an aerosol-generating procedure
 - Eye protection (i.e., goggles or disposable face shield that fully covers the front and sides of the face). Personal eyeglasses and contact lenses are NOT considered adequate eye protection.
 - A single pair of disposable patient examination gloves. Change gloves if they become torn or heavily contaminated, and isolation gown.,
 - If there are shortages of gowns, they should be prioritized for aerosol-generating procedures, care activities where splashes and sprays are anticipated, and high-contact patient care activities that provide opportunities for transfer of pathogens to the hands and clothing of EMS clinicians (e.g., moving patient onto a stretcher).
- When the supply chain is restored, fit-tested EMS clinicians should return to use of respirators for patients with known or suspected COVID-19.

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-for-ems.html>

Precautions for Aerosol-Generating Procedures

- Consult with medical control before performing aerosol-generating procedures for specific guidance
- EMS clinicians should wear an N95 or higher-level respirator in addition to the other PPE described above whenever performing aerosol-generating procedures



Benicia Fire Department – **Standing Orders**

Subject: COVID-19 EMS Response

Section: COVID-19

Effective Date: March 25, 2020

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- EMS clinicians should exercise caution if an aerosol-generating procedure (e.g. BVM ventilation, oropharyngeal suctioning, endotracheal intubation, nebulized treatments, CPAP, Bi-POAP, or CPR)
- If possible, the rear doors of the transport vehicle should be opened, and the HVAC system should be activated during aerosol-generating procedures before transport begins. This should be done away from pedestrian traffic.

This procedure shall remain in effect until the Fire Chief rescinds the Standing Order



Benicia Fire Department – **Standing Orders**

Subject: Workforce Maintenance

Section: COVID-19

Effective Date: March 27, 2020

SO # 2

Page: 1 of 1

Revised Date:

Purpose:

This Standing Order is to memorialize the Policy dated March 24, 2020 from the State EMS Authority to implement the Emergency Proclamation from the Governor of California to maintain the medical workforce.

The State EMS Authority is recommending that all prehospital care personnel be screened before the start of their shift for fever and respiratory symptoms. The screening process will attempt to ensure the employee is healthy to be at work and or allow for early identification to prevent degradation of the workforce.

Procedure

The Company Officer will ensure each crew member at their respective station is evaluated at the beginning of the shift, and every twenty-four hours until the end of their tour.

The employee will be evaluated for the following:

- Temperature of 100.4 degrees Fahrenheit or more
- Absence of shortness of breath
- New or change in cough
- Sore throat.

The results will be recorded on the Employee Illness Screening Log and any abnormal findings will be communicated to the Division Chief or Acting Battalion Chief on duty. The Employee Illness Screening Log will only be used for a single tour and will be forwarded to the Division Chief of EMS.

If the employee is ill and has a fever above 100.4 degrees Fahrenheit, the employee should be asked to don a surgical mask and isolate themselves from other employees until a disposition is determined between the Chief Officer and the employee.

This procedure shall remain in effect until the Fire Chief rescinds the Standing Order.



Benicia Fire Department – **Standing Orders**

Subject: Wearing of Turnouts on Medical Calls

Section: COVID-19

Effective Date: April 1, 2020

SO # 3

Page: 1 of 1

Revised Date:

Purpose:

This Standing Order has been implemented to limit crew exposure and contamination of turnouts to possible COVID-19 Virus on medical calls.

Procedure

Effective immediately crews will stop wearing turnouts on medical calls.

This procedure shall remain in effect until the Fire Chief rescinds the Standing Order.



Benicia Fire Department – **Standing Orders**

Subject: Response to Non-Medical Calls

Section: COVID-19

Effective Date: April 1, 2020

SO # 4

Page: 1 of 1

Revised Date:

Purpose

This Directive has been implemented to minimize public risk and minimize potential crew exposure scenarios.

Procedure

On all calls for service, personnel will be required to wear a face mask or N95 mask and safety glasses upon entering all occupancies unless a SCBA Mask is indicated. The engine company captain should assess the call and attempt to limit amount of personnel entering the occupancy. Constant radio communication is required between the crew member(s) entering the occupancy and the crew member(s) staged outside. If at any time more help is necessary, the crew member(s) always can request additional help or resources.

Examples of calls include, but not limited to public service requests, lift assists, welfare checks, smoke / fire / CO alarms.

This procedure shall remain in effect until the Fire Chief rescinds the Standing Order.



Benicia Fire Department – **Standing Orders**

Subject: Return to Work Criteria

Section: COVID-19

Effective Date: April 1, 2020

SO # 5

Page: 1 of 2

Revised Date:

Return to Work Criteria for a Fire Department Employee with Confirmed COVID-19

Use one of the below strategies to determine when the Employee may return to work:

1. *Test-based strategy.* Exclude from work until
 - Resolution of fever without the use of fever-reducing medications **and**
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
 - Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected ≥ 24 hours apart (total of two negative specimens)[1]. See [Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens for 2019 Novel Coronavirus \(2019-nCoV\)](#).

2. *Non-test-based strategy.* Exclude from work until
 - At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
 - At least 7 days have passed *since symptoms first appeared*

If the Employee was never tested for COVID-19 but have an alternate diagnosis (e.g., tested positive for influenza), criteria for return to work should be based on that diagnosis.

Return to Work Practices and Work Restrictions

After returning to work, the Employee should:

- Attempt to maintain a 6' social distance from coworkers or the public while at work until all symptoms are completely resolved or until 14 days after illness onset, whichever is longer
- Adhere to hand hygiene, respiratory hygiene, and cough etiquette in [CDC's interim infection control guidance](#) (e.g., cover nose and mouth when coughing or sneezing, dispose of tissues in waste receptacles)
- Self-monitor for symptoms, and seek re-evaluation from a medical professional if respiratory symptoms recur or worsen



Benicia Fire Department – **Standing Orders**

Subject: Return to Work Criteria

Section: COVID-19

Effective Date: April 1, 2020

SO # 5

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Revised Date:

Footnotes

¹All test results should be final before isolation is ended. Testing guidance is based upon limited information and is subject to change as more information becomes available. In persons with a persistent productive cough, SARS-CoV-2-RNA might be detected for longer periods in sputum specimens than in upper respiratory tract (nasopharyngeal swab) specimens.

This procedure shall remain in effect until the Fire Chief rescinds the Standing Order.



Benicia Fire Department – **Standing Orders**

Subject: Suspension of Ride-A-Longs

Section: COVID-19

Effective Date: March 24, 2020 (E-mail)

SO # 6

Page: 1 of 1

Revised Date:

Purpose

This Directive has been implemented to reduce exposure risks to non-essential employees in the efforts to follow the social distancing orders from the Governor of the State of California and preserve limited Personal Protective Equipment due to national shortages.

Procedure

Non-essential personnel are being restricted from ride-a-longs. This includes reserves, explorers, volunteers and public ride-a-longs.

This procedure shall remain in effect until the Fire Chief rescinds the Standing Order.



Benicia Fire Department – **Standing Orders**

Subject: Uniform Options

Section: COVID-19

Effective Date: April 3, 2020

SO # 7

Page: 1 of 1

Revised Date:

Purpose

This Standing Order is being implemented to allow crews an additional options for Class B Uniforms.

Procedure

Wildland / BDU's may be worn as uniform pants on a daily basis.

If an event or activity is requiring a Class B uniform shirt per the uniform policy, an approved Polo Shirt will be worn when the Wildland / BDU uniform option is being exercised.

This procedure shall remain in effect until the Fire Chief rescinds the Standing Order.



Benicia Fire Department – **Standing Orders**

Subject: Social Distancing and Facemasks

Section: COVID-19

Effective Date: April 4, 2020

SO # 8

Page: 1 of 2

Revised Date: May 7, 2020

Purpose

This Order has been implemented to assist in protecting personnel while on duty from contracting and or spreading the COVID-19 Virus by minimizing close contact and complying with the Social Distancing orders from the Governor of California.

Definitions

Face covering – A mask that covers the mouth and the nose. This may be of cloth construction, or it may be a commercially available surgical or N95 mask.

Social Distancing – Actively maintaining a separation between individuals and other individuals or groups, with a goal of maintaining at least six (6) feet between individuals

Procedure

- I. While on duty, personnel shall make every effort to follow the Social Distancing Orders from the Governor of California. Personnel shall wear a face covering anytime they are in close contact with another person (unable to maintain social distancing). These situations would include, but not be limited to: Engine Checks, Station Cleaning, Preparing meals, Grocery Shopping, and Errands.
- II. Personnel shall wear a face covering at all times when interacting with the public. If interactions are outdoors and social distancing of at least 6-feet can be maintained, personnel will not be required to wear a face covering.
- III. All station visits should be limited to on duty crews and staff. When achievable, all station visits should be limited to outside. No visitors are allowed in the station unless approved beforehand by the supervisor. In the event a visitor does enter the station, they will be required to wear a facemask.
- IV. All briefings will be held in the apparatus bay where social distancing can be maintained.
- V. Personnel shall make every effort to maintain social distancing during multi-company drills, trainings, and other interactions.



Benicia Fire Department – **Standing Orders**

Subject: Social Distancing and Facemasks

Section: COVID-19

Effective Date: April 4, 2020

SO # 8

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Revised Date: May 7, 2020

- VI. A maximum of 3 personnel will be allowed in the gym at a time while working out. All personnel in the gym must actively maintain social distancing. The exterior door and windows to the gym should be open during PT time to provide fresh air into the gym. Captains are encouraged to come up with a workout schedule prior to their morning briefing. Follow extensive disinfecting of the gym after use.
- VII. A face covering will be worn whenever shopping in town.
- VIII. Personnel shall carry a face covering with them at all times when on duty.

This procedure shall remain in effect until the Fire Chief rescinds the Standing Order.

The following are some guidelines on the use of the N95 and cloth masks.

N95 masks:

- Discard N95 respirators contaminated with blood, respiratory or nasal secretions, or other bodily fluids from patients.
- Discard N95 respirators following close contact with any patient co-infected with a confirmed infectious disease requiring contact precautions (COVID-19).
- Clean hands with soap and water or an alcohol-based hand sanitizer before and after touching or adjusting the respirator (if necessary for comfort or to maintain fit).
- Discard used N95 respirators after each shift.

Cloth masks:

Here is a link to CDC on the proper use and cleaning of cloth masks.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

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