



City of San Juan Bautista

The "City of History"

www.san-juan-bautista.ca.us

AGENDA **REGULAR CITY COUNCIL MEETING**

TUESDAY ~ JANUARY 18, 2022 ~ 6:00 P.M.

~ PUBLIC PARTICIPATION BY ZOOM ONLY ~

Join Zoom Webinar <https://zoom.us/j/84789429632>

or call 1 (669) 900-6833
Webinar ID: 847 8942 9632

THIS MEETING WILL BE CONDUCTED PURSUANT TO GOVT. CODE §54953(e)(1)(A).

In order to minimize the spread of the COVID 19 virus the City Council is conducting this meeting by Zoom webinar and will be offering alternative options for public participation. You are encouraged to watch the meeting live on Zoom or Facebook.

PUBLIC COMMENTS WILL BE TAKEN ON AGENDA ITEMS BEFORE ACTION IS TAKEN BY THE CITY COUNCIL. DURING THE MEETING: TO PROVIDE VERBAL PUBLIC COMMENTS ON AN AGENDA ITEM DURING THIS MEETING CALL THE PHONE NUMBER LISTED ABOVE OR LOG INTO ZOOM AND ENTER THE MEETING ID NUMBER AS LISTED ABOVE.

When the Mayor announces public comment is open for the item which you wish to speak, press *9 on your telephone keypad or if joining by Zoom, use the raise your hand icon. When called to speak, please limit your comments to three (3) minutes, or such other time as the Mayor may decide, consistent with the time limit for all other speakers for the particular agenda item. Comments from other platforms will not be considered during the meeting. If you would like to participate during the meeting you MUST use Zoom.

If you are unable to join the meeting, written comments may be mailed to the Deputy City Clerk at City Hall (P.O. Box 1420, San Juan Bautista, CA 95045), or emailed to deputycityclerk@san-juan-bautista.ca.us not later than 5:00 p.m. on January 18, 2022, and will be read into the record during public comment on the item.

In compliance with the Americans with Disabilities Act, the City will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the Deputy City Clerk a minimum of 48 hours prior to the meeting at (831) 623-4661.

If you challenge any planning or land use decision made at this meeting in court, you may be limited to raising only those issues you or someone else raised at the public hearing held at this meeting, or in written correspondence delivered to the City Council at, or prior to, the public hearing. Please take notice that the time within which to seek judicial review of any final administrative determination reached at this meeting is governed by Section 1094.6 of the California Code of Civil Procedure.

A Closed Session may be called during this meeting pursuant to Government Code §54956.9 (d)(2) if a point has been reached where, in the opinion of the legislative body of the City on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the City.

Materials related to all items on this agenda are available in the agenda packet on the City website www.san-juan-bautista.ca.us subject to Staff's ability to post the documents before the meeting, or by emailing deputycityclerk@san-juan-bautista.ca.us or calling the Deputy Clerk (831) 623-4661 during normal business hours.

1. **Call to Order**
Pledge of Allegiance
Roll Call

2. **Ceremonial Items**
 - A. **Appoint Mayor**
 - B. **Appoint Vice Mayor**

3. **Public Comment**

This portion of the meeting is reserved for persons desiring to address the Council on matters not on this agenda. The law does not permit Council action or extended discussion of any item not on the agenda except under special circumstances. If Council action is requested, the Council may place the matter on a future agenda.

4. **Consent Items**

All matters listed under the Consent Agenda may be enacted by one motion authorizing actions indicated for those items so designated. There will be no separate discussion of these items unless requested by a member of the City Council, a staff member, or a citizen.

- A. **Approve Affidavit of Posting the Agenda**
- B. **Adopt the Minutes of November 16, 2021**
- C. **Adopt a Resolution of the City Council of the City of San Juan Bautista Proclaiming and Reaffirming the Existence of a Local Emergency in the City**
- D. **Adopt a Resolution of the City Council of the City of San Juan Bautista Authorizing Street Closures in the City of San Juan Bautista**
- E. **Waive Reading of Ordinances and Resolutions on the Agenda Beyond Title**

5. **Presentations, Proclamations, Informational Items and Reports**

- A. **Drought Response and Water Conservation Presentation by Shawn Novak, Water Resources Association**
- B. **Treasurer's Report and Monthly Financial Statements by City Treasurer Michelle Sabathia**
- C. **City Manager's Report**
- D. **Reports from City Council Representatives to Regional Organizations and Committees**

6. **Action Items**

- A. **Adopt A Resolution of the City Council of the City of San Juan Bautista Amending the Budget**
- B. **Adopt a Resolution of the City Council of the City of San Juan Bautista Authorizing the City Manager to Approve a Contract with Granicus to Provide Short Term Rental Host Compliance Services**

7. **Discussion**

- A. **COVID Employee Prevention Plan**
- B. **Formation of a Standing Committee on Homelessness with the Office of Education, City of Hollister and San Benito County**
- C. **COVID-19 Update**
- D. **Water and Wastewater Update**

8. **Future Agenda Items**

9. **Comments**

- A. **City Council**
- B. **City Manager**
- C. **City Attorney**

10. **Adjournment**

AFFIDAVIT OF POSTING

I, TRISH PAETZ, DO NOW DECLARE, UNDER THE PENALTIES OF PERJURY THAT I AM THE DEPUTY CITY CLERK FOR THE CITY OF SAN JUAN BAUTISTA, AND THAT I POSTED THREE (3) TRUE COPIES OF THE ATTACHED CITY COUNCIL MEETING AGENDA. I FURTHER DECLARE THAT I POSTED SAID AGENDA ON THE 13th DAY OF JANUARY 2022, AND I POSTED THEM IN THE FOLLOWING LOCATIONS IN SAID CITY OF SAN JUAN BAUTISTA, COUNTY OF SAN BENITO, CALIFORNIA.

1. ON THE BULLETIN BOARD AT CITY HALL, 311 SECOND STREET.
2. ON THE BULLETIN BOARD AT THE CITY LIBRARY, 801 SECOND STREET.
3. ON THE BULLETIN BOARD AT THE ENTRANCE TO THE UNITED STATES POST OFFICE, 301 THE ALAMEDA

SIGNED AT SAN JUAN BAUTISTA, COUNTY OF SAN BENITO, CALIFORNIA,
ON THE 13th DAY OF JANUARY 2022.



TRISH PAETZ, DEPUTY CITY CLERK

**CITY OF SAN JUAN BAUTISTA
REGULAR CITY COUNCIL MEETING
NOVEMBER 16, 2021
DRAFT MINUTES**

1. CALL TO ORDER - Mayor Leslie Jordan called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE – Council Member Flores lead the pledge of allegiance.

ROLL CALL Present: Mayor Jordan, Vice Mayor Flores, Council Members
Freeman, Edge and Freels

Staff Present: City Manager Reynolds, City Attorney Mall, Deputy City Clerk
Paetz

Report on the Special Closed Session Meeting of November 16, 2021 at 5:00 p.m.
City Attorney Mall reported that one matter was heard, and Council provided direction to staff. The meeting adjourned at 5:30 pm.

2. PUBLIC COMMENT

No public comment was received.

3. CONSENT ITEMS

- A. Approve Affidavit of Posting Agenda**
- B. Approve Affidavit of Posting Public Hearing Notice**
- C. Adopt the Minutes of September 21, 2021**
- D. Deny a Claim Filed by Kim Calame, Co-Owner of Bliss Blendz, LLP and Authorize Staff to Send the Notice of Rejection to the Claimant**
- E. Adopt a Resolution of the City Council of the City of San Juan Bautista Authorizing Guidelines for Temporary Parklet Design, Improvement and Use**
- F. Adopt a Resolution of the City Council of the City of San Juan Bautista Approving Street Closures for a Christmas Parade, 10k Run, the Arts & Crafts Fair and the Rib Cook Off**
- G. Adopt a Resolution of the City Council of the City of San Juan Bautista Proclaiming and Reaffirming the Existence of a Local Emergency in the City**
- H. Adopt Ordinance 2021-03 of the City Council of the City of San Juan Bautista Amending Section 11-29-010 to Delete Reference to Second Units; Repealing Section 11-04-050, and Adding a New Section 11-04-050 to the San Juan Bautista Municipal Code to Conform with State Regulations Relating to Accessory Dwelling Units (Exempt from CEQA) (Second Reading) (Introduced October 19, 2021)**
- I. Adopt a Resolution of the City Council of the City of San Juan Bautista Approving a Professional Services Agreement with Ridgeline Municipal Strategies LLC to Prepare a Feasibility and Financial Plan to Fulfill Requirements Set Forth by the Environmental Protection Agency Administrative Order on Consent and Terminating Its Agreement with California Municipal Advisors**



- J. Waive Reading of Ordinances and Resolutions on Tonight's Agenda Beyond Title**
- E. Adopt a Resolution of the City Council of the City of San Juan Bautista Regarding the Ralph M. Brown Act (Calif. Govt. Code 54950-54963) and Assembly Bill 361, Making Certain Findings, and Authorizing the City to Implement Remote Teleconferenced Pubic Meetings of the City Council for the Period October 19, 2021 through November 18, 2021**

Mayor Jordan commented on Item 3F, Street Closures, welcoming the opening of events in the City, and informed vendors of the City's ban on plastics and the State's new food recovery ordinance.

A motion was made by Council Member Edge and seconded by Council Member Freeman to approve all items on the Consent Agenda. The motion passed unanimously.

4. PRESENTATIONS, INFORMATIONAL ITEMS AND REPORTS

A. PG&E Undergrounding of 10,000 Miles of Line Presentation by Kristen Doud and Darin Cline

Presentation was received by Council. Discussion on causes of line fires and steps taken to address the problem, and undergrounding lines. PG&E has found with the drought there is more dry dust and dirt on the lines which contribute to possibility of fire. Insulators are scheduled to be washed the first week of December, with water. During public comment, Irvin Fegley asked where undergrounding will be done, and Cara Vonk commented that lines were undergrounded in the downtown sometime when resident Becky McGovern brought it to the council's attention.

B. Treasurer's Report and Monthly Financial Statements by City Treasurer Michelle Sabathia

City Treasurer Sabathia provided a report. No public comment received.

D. City Manager's Report

City Manager Reynolds provided a report using slides. No public comment received.

E. Reports from City Council Appointees to Regional Organizations and Committees

Council Members reported on meetings they attended. No public comment received.

5. PUBLIC HEARING ITEMS

A. Accept a Memorandum of Understanding Between San Benito County and the Cities of San Juan Bautista and Hollister for the Establishment of an Edible Food Recovery Program Consistent with California Code of Regulations, Title 14, Division 7, Chapter 12 Short Lived Climate Pollutants

Celina Stotler of Integrated Waste Management introduced Consultant Debra Kaufman who provided a slide presentation on the subject.

A motion was made by Vice Mayor Flores and seconded by Council Member Freeman to Accept a Memorandum of Understanding between San Benito County and the Cities of San Juan Bautista and Hollister for the establishment of an Edible Food Recovery Program Consistent with California Code of Regulations, Title 14, Division 7, Chapter 12 Short Lived Climate Pollutants. The motion passed unanimously.

B. Introduction of an Ordinance of the City Council of the City of San Juan Bautista Establishing an Edible Food Recovery Program Consistent with Senate Bill 1383 and Provisions Provided by the County of San Benito

A motion was made by Vice Mayor Flores and seconded by Council Member Freeman to introduce an ordinance establishing an edible food recovery program in the City of San Juan Bautista. The motion passed unanimously.

6. ACTION ITEMS

A. Adopt a Resolution of the City Council of the City of San Juan Bautista Establishing the San Juan Bautista Economic Development Citizens Advisory Committee

Community Development Director Brian Foucht reported that at the San Juan Bautista Business Forum meeting in September, there was discussion about the need for 1) enhanced resources for local business development and support; 2) organized communication and follow up with staff and City Council regarding these concerns, and 3) ongoing liaison and follow up with economic development resources in San Benito County and through State and Federal agencies. Renee Wells of the EDC offered their assistance to staff and ultimately the citizens advisory committee when formed. Staff reported a notice has been posted and publicized seeking interested persons to serve on the committee.

A motion was made by Council Member Edge and seconded by Vice Mayor Flores to adopt Resolution 2021-65 establishing the San Juan Bautista Economic Development Citizens Advisory Committee. The motion passed unanimously.

B. Adopt a Resolution of the City Council of the City of San Juan Bautista Amending the Personnel Policies Regarding Overtime Pay and Educational Incentives

City Manager Reynolds reported that staff is asking that the Personnel Policies regarding overtime pay be amended to increase pay on holidays, and that educational incentives for becoming certified in various aspects of public works and specialization for office workers be added.

A motion was made by Council Member Edge and seconded by Council Member Freels to adopt Resolution 2021-66 Amending the Personnel Policies regarding overtime pay and educational incentives. The motion passed unanimously.

C. Award a Contract for the Franklin Circle Park Project to Joe's Landscaping and Concrete in an Amount Not to Exceed \$208,701



Contract City Engineer David Rubcic reported on the project and the bid process where Joe's Landscaping and Concrete provided the lowest bid. No public comment was received.

A motion was made by Vice Mayor Flores and seconded by Council Member Freeman to adopt Resolution 2021-67 Awarding a Contract for the Franklin Circle Park Project to Joe's Landscaping and Concrete in an amount Not to Exceed \$208,70. The motion passed unanimously.

D. Award a Contract for Construction of Bathrooms at Verutti Park to Monterey Peninsula Engineering in an Amount Not to Exceed \$267,240

City Engineer David Rubcic reported on the project and the bid process where Monterey Peninsula Engineering provided the lowest bid. No public comment was received. During public comment, Cara Vonk commented on the prefab building as not what she remembered from when it went to the Planning Commission. City Engineer Rubcic responded that it complies with the specs approved by the Planning Commission.

A motion was made by Council Member Freeman and seconded by Council Member Freels to adopt Resolution 2021-68 awarding a contract for construction of bathrooms at Verutti Park to Monterey Peninsula Engineering in an amount not to exceed \$267,240. The motion passed unanimously.

E. Adopt a Resolution of the City Council of the City of San Juan Bautista Accepting a Portion of the Improvements in the Rancho Vista Subdivision

City Engineer David Rubcic reported that public improvements in this subdivision include asphalt paving, curb, gutter, sidewalks, storm drainage systems, water systems, sanitary sewer systems, pump stations, landscaping, and other improvements. Council Member Freels was concerned with flooding over the sidewalk near the park during the heavy rains in early spring this year. City Engineer Rubcic explained that it was a different engineer, city manager and now, city council, that accepted that portion of the project. Council Member Freeman was concerned with the street striping, commenting that it did not last. The City Engineer explained that it was thermal plastic, and fortunately, there are warranty bonds in place. It is anticipated that when the striping for the roundabout is performed, the subdivision will have the striping crew repair those failed area. During public comment, Rancho Vista resident Octavio Camara commented that a culvert needs to be installed under the sidewalk or flooding will continue, the striping paint needs to be applied on clean asphalt, and the streets are cracking.

A motion was made by Council Member Edge and seconded by Council Member Freeman to adopt Resolution 2021-69x Accepting a Portion of the Improvements in the Rancho Vista Subdivision. The motion passed 4-1-0-0 with Council Member Freels voting against.

7. DISCUSSION ITEMS



A. Status of the City Council Chamber Upgrades, Agenda Software, and the Return to Live Council Meetings

City Manager Reynolds provided an update on staff's efforts to upgrade technology for the live hybrid broadcast of City Council meetings, and options to return to live meetings while the upgrades occur. Meanwhile, Council will have the opportunity to try out the Library during the Special Meeting scheduled for November 30, 2021. No public comment was received.

B. Discussion Concerning Water "Empathy" for Unplanned Water Leaks

City Manager Reynolds asked that the Council discuss whether or not the City should practice empathy towards residents whose water line breaks cause unusual water consumption, by not charging for the water consumption that occurs when an accidental breakage of the line causes extraordinary water use. A remedy that was proposed was to offer a Balanced Payment Plan. During public comment, Cara feels bill should be compromised. Rochelle mentions utility assistance program currently available.

C. Consider Changing Council Meeting Start Time to 4:00 p.m.

City Manager Reynolds commented that equity and inclusion of everyone is the focus when deciding the time to start council meetings. The time to begin the meetings should include as many citizens as possible. Many of our citizens work outside the city, and including these residents is important. Sometimes having more meetings can reduce the time needed for the Regular meeting. The City Manager suggested that instead of changing the time, maybe the Council wants to consider have two meetings a month as this may shorten the time to complete the Regular meeting. During public comment Cara Vonk commented that if Council meetings begin earlier, Council will lose a lot of public participation.

D. Water and Wastewater Project Update

City Manager Reynolds presented and update of the Water and Wastewater Project, with the assistance of Consultant Tony Akel explains further. No public comment was received.

8. COMMENTS

A. City Council

No comments were received.

B. City Manager

No comments were received.

C. City Attorney

No comments were received.

D. Deputy City Clerk

No comments were received.

9. ADJOURNMENT

The meeting adjourned at 9:58 p.m.



RESOLUTION 2022-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA,
COUNTY OF SAN BENITO, STATE OF CALIFORNIA, PROCLAIMING AND REAFFIRMING
THE EXISTENCE OF A LOCAL EMERGENCY**

WHEREAS, the San Juan Bautista Municipal Code Section 5-33-040 empowers the City Council to proclaim the existence or threatened existence of a local emergency when said City is affected or likely to be affected by a public calamity and the City Council is not in session, subject to ratification by the City Council within seven days; and

WHEREAS, the San Juan Bautista City Council has been requested by the Director of Emergency Services (City Manager) of the City of San Juan Bautista to proclaim and reaffirm the existence of a local emergency therein; and

WHEREAS, conditions of disaster or extreme peril to the safety of persons and property have arisen within the City caused by a pandemic commencing on or about 8:00 a.m. on the 13th day of March, 2020, at which time the City Council of the City of San Juan Bautista was not in session; and

WHEREAS, said City Council does hereby find that the aforesaid conditions of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout the City of San Juan Bautista on the 13th day of March, 2020; and

IT IS FURTHER PROCLAIMED, REAFFIRMED AND ORDERED that during the existence of said local emergency, organization of this City shall be prescribed by law, by Ordinances and Resolutions of the City, and approved by the City Council; and

IT IS FURTHER PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of San Juan Bautista, State of California.

Dated this 18TH day of January, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

, Mayor

ATTEST:

Trish Paetz, Deputy City Clerk



RESOLUTION NO. 2022-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN
BAUTISTA AUTHORIZING CLOSURE OF STREETS FOR CERTAIN
SPECIAL EVENTS IN 2022:**

Los Padrinos Annual Car Show

**Closure of Third Street Between Washington and Muckelemi
and**

Cross Streets: Washington, Mariposa, and Polk Streets Between Second and Fourth Streets

BE IT RESOLVED that the City Council does hereby authorizes Los Padrinos to close the following streets on the day(s) and time as follows:

- Third Street from Washington Street to Muckelemi Street;
- Washington Street from Second Street to Fourth Street;
- Mariposa Street from Second Street to Fourth Street; and
- Polk Street from Second Street to Fourth Street
- Muckelemi Street from Second Street to Fourth Street

*A fire lane to the satisfaction of the Fire Marshall shall be maintained on any closed street so designated by the Fire Marshall.

PASSED AND ADOPTED this 18th day of January 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor

ATTEST:

Shawna Freels, City Clerk



WAIVER OF READING OF ORDINANCES

State law requires that an ordinance be read in its entirety prior to adoption unless the City Council waives reading beyond the title. Reading an entire ordinance at the meeting is extremely time-consuming; reading of the title alone usually gives the audience sufficient understanding of what the Council is considering.

To ensure that this waiver is consistently approved by the Council, Council should make the waiver at each meeting, thus, you should do it at this point on the Consent Agenda. The Council then does not have to worry about making this motion when each ordinance comes up on the agenda.

GC36934



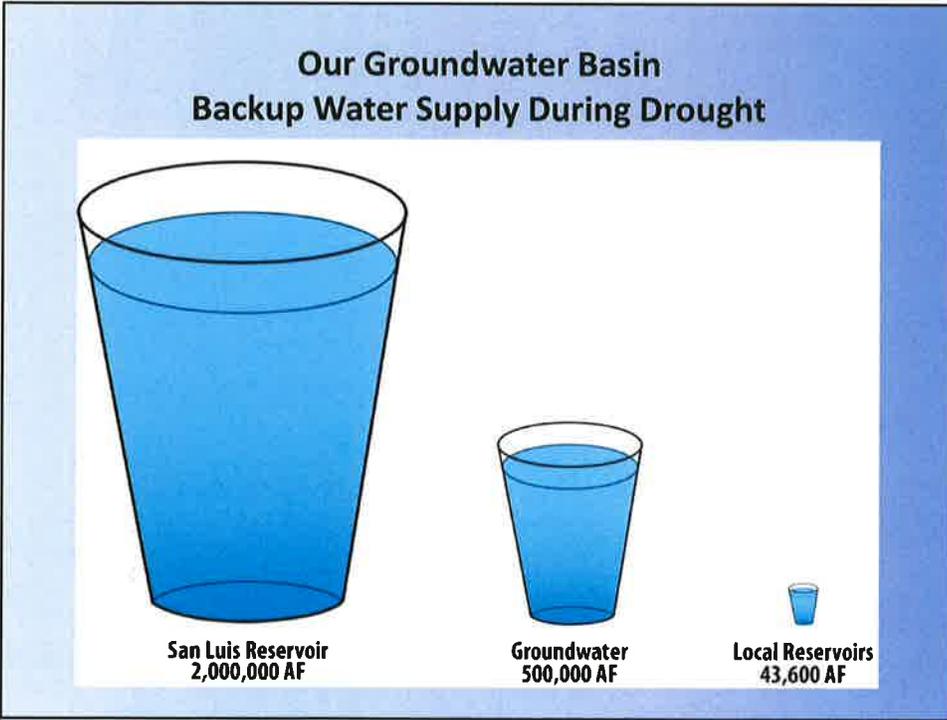
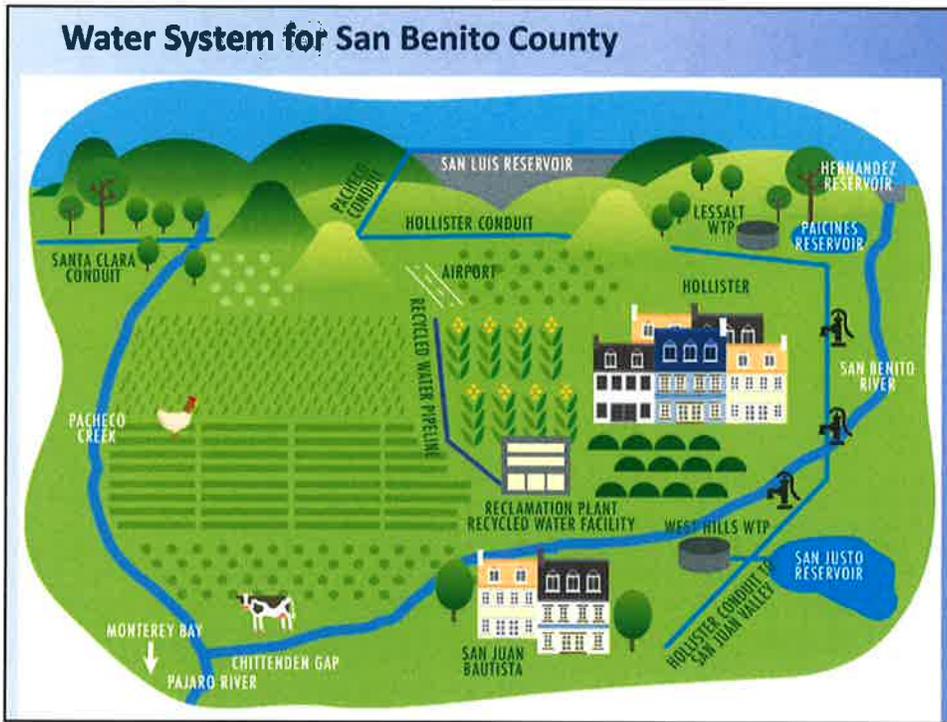
DROUGHT RESPONSE



Water Resources Association San Benito County

Brief History of Recent Drought

- **Drought persisted in California from December 2011 to March 2017.**
- **In March 2019, California was declared drought-free except for a small pocket of “abnormally dry” conditions in Southern California.**
- **California saw drought expand and worsen in 2020.**
- **Below-average precipitation, including a weak monsoon, and above-normal temperatures and evaporative demand intensified drought conditions and brought a record-breaking wildfire season.**
- **Conditions continued to deteriorate in 2020-2021.**
- **In April 2021, California declares a Drought Emergency.**



DROUGHT MONITOR – Jan. 6, 2022

California



Map released: Thurs. January 6, 2022

Data valid: January 4, 2022 at 7 a.m. EST

Intensity

- None
- D0 (Abnormally Dry)
- D1 (Moderate Drought)
- D2 (Severe Drought)
- D3 (Extreme Drought)
- D4 (Exceptional Drought)
- No Data

Authors

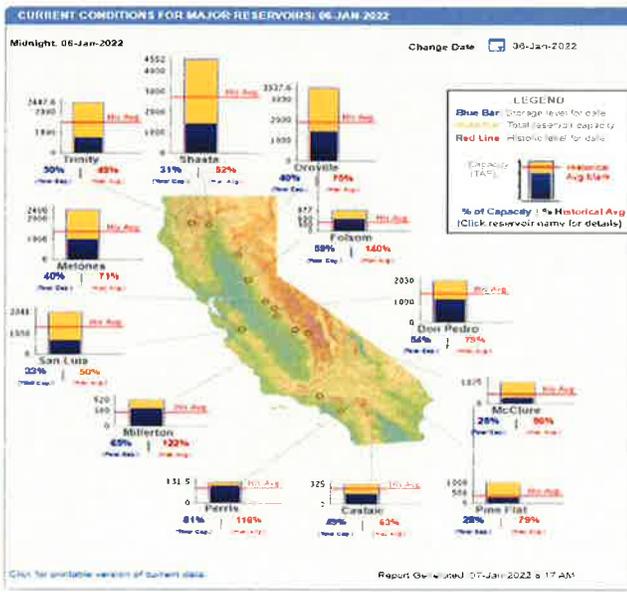
United States and Puerto Rico Author(s):
Richard Tinker, NOAA/NWS/NCEP/CPC

Pacific Islands and Virgin Islands Author(s):
Curtis Riganti, National Drought Mitigation Center

The Drought Monitor focuses on broad-scale conditions.

RESERVOIR CONDITIONS – Jan. 6, 2022

California Data Exchange Center - Reservoirs



WHAT ARE WE DOING?

IMMEDIATE & FUTURE

Due to the extreme conditions, local water agencies implemented Stage 1-Voluntary Water Conservation Measures contained in the Water Shortage Contingency Plan



**STAGE 1 WATER SHORTAGE CONTINGENY PLAN HAS BEEN ENACTED
VOLUNTARY WATER CONSERVATION GUIDELINES**

OUTDOOR WATER RESTRICTIONS

- Landscape watering shall be limited and restricted to no more than three (3) days per week with a duration of fifteen (15) minutes watering per water day per station.
- No watering of landscaping between the hours of 9am and 5pm by means other than drip irrigation or hand watering with a quick acting positive shut off nozzle.
- No washing down sidewalks, driveways, or other hardscape surfaces.
- No watering landscape in a manner that causes runoff to adjacent property, non-irrigated areas, private and public walkways, roadways, or parking lots.
- No washing of cars without the use of a quick acting, positive shutoff nozzle.
- No operation of decorative fountains or other water features unless the water is recirculated.

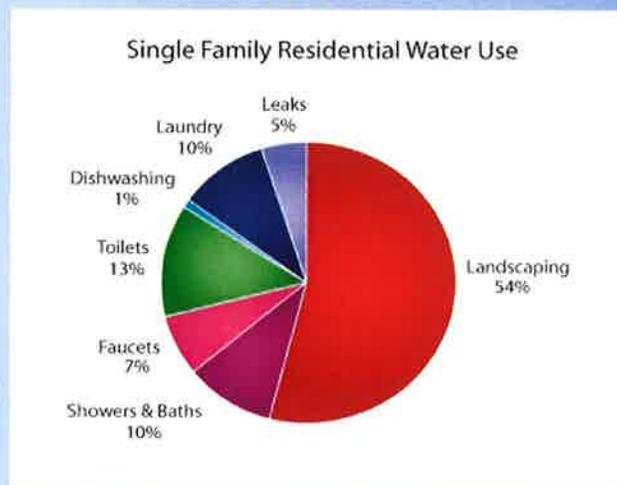
GENERAL

- Leaks, breaks and malfunctions of irrigation systems and plumbing equipment causing waste of water shall be repaired and corrected within a reasonable amount of time

PROHIBITONS AFFECTING COMMERCIAL BUSINESSES

- Restaurants and other food service establishments are requested to serve water on request.
- Operators of hotels and motels must provide guests with the option of choosing not to have towels and linens laundered daily and prominently display notice of this option.

Why focus on landscapes to conserve water?



Turf Uses Lots of Water

- ◆ 500 square feet of turf uses approximately 750 gallons of water per month (9,000 gallons per year)
- ◆ Promote plants more appropriate to our climate/rainfall that use less water.
- ◆ SBC receives 11"-13" of rain per year.
- ◆ Turf can use up to 60" per year!



WRASBC Turf Removal Program 2014-2015 & MWELO

- Over 100,000 square feet of turf were removed through program
- Resulting in approximately 1,800,000 gallons of water diverted from turf irrigation each year
- New homes constructed since 2010 are subjected to the Model Water Efficient Landscape Ordinance (MWELo)
- MWELo promotes efficient water use in new and retrofitted landscapes.
- Provisions of MWELo state total turf area shall not exceed 25% of the landscape area.

AGENCY ACTIONS TO REDUCE WATER USE:

- ◆ **Continuous focus on urban irrigation and water-wise landscape education and outreach.**
- ◆ **January 2022 – March 2022:**
 - **Drought presentation to Boards and Councils in SBC. Contact Service Organizations and San Benito County Association of Realtors for presentations.**
 - **Water conservation reminders through online media, social media and print**
 - **Establish Water Waste Email Address for residents to report water waste**
 - **All water agencies to review their infrastructure for leaks and repair immediately**

AGENCY ACTIONS TO REDUCE WATER USE:

- ◆ **January 2022 – March 2022 continued**
- Start production:**
 - **Videos for schools on various water related topics**
 - **Virtual workshops for agricultural customers (water efficiency, nutrient management, soil management, etc.)**
- ◆ **April 2022:**
 - **Start large campaign to encourage efficient irrigation practices before start of irrigation season. Promote irrigation check by WRASBC**
 - **Earth Day (April 22, 2022) Virtual or in-person celebration in collaboration with the SBC Chamber of Commerce Green Committee**
 - **WRASBC newsletter (bill insert)**

AGENCY ACTIONS TO REDUCE WATER USE:

◆ May 2022 (Water Awareness Month)

- Proclamations to declare May as Water Awareness Month
- Banners, ads, articles for local media
- Farmer's Market starts-WRASBC booth
- Drought response update to Councils and Boards in SBC



IMMEDIATE CUSTOMER ACTIONS TO REDUCE WATER USE:

- Replace your turf or grass with a water-friendly garden with drought-tolerant plants. Install water-efficient equipment throughout your home, i.e., water-efficient showerhead, toilet, etc.
- Go 'Dirty for the Drought,' and hold off on washing your car. When you're ready, take it to a car wash that recycles its water.
- Water plants early in the AM or at night. Shutoff irrigation system when rain is imminent.
- Use a broom to sweep down your driveway or porch instead of hosing it down.
- Repair leaks immediately
- Have a pool or spa? Cover them to reduce evaporation and save energy.



Water use in Hollister Urban Area

- **1998= 220 gallons per person per day**
- **2020= 117 gallons per person per day**



- In 2015, during the last drought, the state mandated a 25% reduction in water use from pre-drought levels for every Californian.
- The Hollister Urban Area exceeded that amount (28%)
- If 25% reduction mandates are in place in 2022, water use would have to drop to 88 gallons per person per day

POSSIBLE FUTURE WATER CONSERVATION PROGRAMS/ACTIONS:

- **Turf Removal Program (state and/or local funds)**
- **Incentive to use Free WRASBC Water-Wise Landscape Plans. \$250 gift card upon completion of water-wise landscape transition . Post before and after pictures on social media.**
- **Leak Notification Program**
- **Use of Recycled Water for Construction and/or Dust Control instead of potable water**

*Mandatory water conservation mandates could be imposed by the state in 2022

The BrightAction platform makes it easy to help your community take simple, everyday actions and make an impact.



Community Media Platform

Assist agencies in creating custom engagement campaigns that fit unique communities and cultures.



QUESTIONS?



Shawn Novack
Water Resources Association
San Benito County

www.wrasbc.org

(831) 637-4378



Treasurer's Report
For the Five Month Period Ended November 30, 2021
(42% of fiscal year)

General Fund ~

General revenues are running at 43% for the year to date. Correspondingly, general fund expenditures are at 30% for the year to date. The net effect is a positive change in general fund balance of \$308k.

Water Enterprise Fund ~

The water enterprise fund revenues are running at 40% for the year to date, and expenses are also at 45%. The net effect is a positive change in the water enterprise fund of \$170k.

Sewer Enterprise Fund ~

The sewer enterprise fund revenues are running at 41% for the year to date, and expenses are at 41%. The net effect is a positive change in the sewer enterprise fund of \$142k.



City of San Juan Bautista
Expenditures ~ Budget Vs. Actual

City Council Meeting
 January 18, 2022

For the Five Month Period Ended November 30, 2021

EXPENDITURES	FY21	FY22	Annual		YTD	
<u>Fund</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>	<u>42%</u>	<u>Note</u>
General Fund	670,745	620,323	2,050,876	(1,430,553)	30%	B
Special Revenue Funds:						
Capital Projects Fund	1,214,143	102,404	2,477,368	(2,374,964)	4%	A
Community Development	245,040	172,765	650,768	(478,003)	27%	
COPS	41,667	41,667	100,000	(58,333)	42%	
Parking & Restroom Fd	886	17,410	117,899	(100,489)	15%	A
Gas Tax Fund	5,282	5,489	100,784	(95,295)	5%	
Valle Vista LLD	8,120	33,317	25,928	7,389	128%	C
Rancho Vista CFD	17,100	19,887	58,716	(38,829)	34%	
Copperleaf CFD	3,019	6,178	21,945	(15,767)	28%	
Development Impact Fee Funds						
Public/Civic Facility	1,125	1,125	169,540	(168,415)	1%	A
Library	1,850	8,650	29,440	(20,790)	29%	A
Storm Drain	1,430	1,430	10,932	(9,502)	13%	A
Park In-Lieu	125	2,806	17,884	(15,078)	16%	A
Public Safety	355	355	180,852	(180,497)	0%	A
Traffic	180	180	5,432	(5,252)	3%	A
Internal Service Funds:						
Blg Rehab. & Replace	-	-	25,000	(25,000)	0%	A
Vehicle Replacement	3,410	-	-	-		
Enterprise Funds:						
Water:						
Operations	284,613	327,839	725,548	397,709	45%	
Capital	118,915	83,326	547,705	464,379	15%	A
Sewer						
Operations	353,203	330,995	805,565	474,570	41%	
Capital	97,076	230,869	717,205	486,336	32%	
TOTAL Funds	2,447,053	1,386,692	8,839,387	7,452,695	16%	

Footnotes:

- A** ~ Capital fund transfers/costs are budgeted to be incurred by these funds. Since the costs/transfers occur sporadically during the year, they do not always align with the to date percentages, or prior year amounts. Additionally, some projects have been moved to the next fiscal year.
- B** ~ Variance to last year is due to a County Communications invoice for 63k last year, and not yet incurred this year.
- C** ~ Costs are greater than budget due to one time maintenance, paid through assessment reserves.



City of San Juan Bautista
Revenues ~ Budget Vs. Actual
For the Five Month Period Ended November 30, 2021

Item #5B
City Council Meeting
January 18, 2022

REVENUES	FY21	FY22	Annual		YTD	
Fund	Actuals	Actuals	Budget	Difference	42%	Notes
General Fund	972,651	927,845	2,137,076	(1,209,231)	43%	A
Special Revenue Funds:						
Capital Projects Fund	1,214,143	102,404	905,111	(802,707)	11%	C
Community Development	60,356	27,503	404,514	(377,011)	7%	B
COPS	65,914	59,857	100,000	(40,143)	60%	
Parking & Restroom Fd	7,772	6,890	25,000	(18,110)	28%	A
Gas Tax Fund	40,159	148,183	375,784	(227,601)	39%	
Valle Vista LLD	9,047	10,803	25,928	(15,125)	42%	
Rancho Vista CFD	24,018	24,465	58,716	(34,251)	42%	
Copperleaf CFD	8,863	9,144	21,945	(12,801)	42%	
Development Impact Fee Funds:						
Park Development	20,536	-	-	-		
Public/Civic Facility	1,767	-	-	-		
Library	2,377	-	-	-		
Storm Drain	38,288	-	-	-		
Parking In-Lieu	-	-	-	-		
Park In-Lieu	10,426	-	-	-		
Public Safety	1,839	-	-	-		
Traffic	45,821	-	-	-		
Internal Service Funds:						
Blg Rehab. & Replace	15,833	15,833	38,000	(22,167)	42%	
Vehicle Replacement	25,000	25,000	60,000	(35,000)	42%	
Enterprise Funds:						
Water						
Operations	503,070	497,409	1,239,670	(742,261)	40%	
Capital	207,493	-	576,400	(576,400)	0%	C
Sewer						
Operations	470,911	472,569	1,142,430	(669,861)	41%	
Capital	12,488	-	733,275	(733,275)	0%	C
TOTAL Funds	2,786,122	1,400,060	7,843,849	6,443,789	18%	

A ~ Prior year revenue was higher due to a \$43k grant received in November of last year, as well as lower T.O.T. revenue in the current year. This impacts Restroom and Road fund as well.

B ~ These funds are developer derived and are recognized when received.

C ~ The timing of the projects and the related revenue does not always align with the year-to-date percentages.



City of San Juan Bautista
Warrant Listing
As of December 31, 2021

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
101.000 · Union Bank			
101.001 · Operating Acct. 1948			
12/08/2021	215194	All Clear Water Services	-4,100.00
12/08/2021	215195	AVAYA	0.00
12/08/2021	215196	Brigantino Irrigation, Inc.	-77.79
12/08/2021	215197	Carlos Figueroa.	-93.49
12/08/2021	215198	Charter Communications	-548.19
12/08/2021	215199	Clark Pest Control	-97.00
12/08/2021	215200	Core & Main	-196.12
12/08/2021	215201	Department of Transportation	-23.16
12/08/2021	215202	Ernesto Soto.	-75.26
12/08/2021	215203	Hollister Auto Parts, Inc.	-21.59
12/08/2021	215204	Home Depot Credit Services	-103.03
12/08/2021	215205	Jessica Nunley	-163.82
12/08/2021	215206	KBA Docusys	-230.39
12/08/2021	215207	Level 1 Private Security.	-5,197.50
12/08/2021	215208	Local Government Commision	-788.50
12/08/2021	215209	Luz Veronica Zapata.	-74.69
12/08/2021	215210	Mandell Municipal Counseling	-4,292.00
12/08/2021	215211	Mc Kinnon Lumber Co., Inc.	-20.70
12/08/2021	215212	Monterey Bay Analytical Services	-3,895.40
12/08/2021	215213	P G & E	-807.33
12/08/2021	215214	Quadient Leasing USA, Inc.	-473.47
12/08/2021	215215	Rx-Tek	-734.00
12/08/2021	215216	Sentry Alarm System	-339.22
12/08/2021	215217	Smith & Enright Landscaping	-3,640.00
12/08/2021	215218	State Compensation Insurance Fund	-2,250.58
12/08/2021	215219	Toro Petroleum Corp.	0.00
12/08/2021	215220	True Value Hardware	0.00
12/08/2021	215221	US Bank	0.00
12/08/2021	215222	Vanessa Tellez.	0.00
12/08/2021	215223	Wendy L. Cumming, CPA	0.00
12/08/2021	215224	AVAYA	-250.66
12/08/2021	215225	Toro Petroleum Corp.	-180.51
12/08/2021	215226	True Value Hardware	-45.64
12/08/2021	215227	US Bank	-993.37
12/08/2021	215228	Vanessa Tellez.	-74.30
12/08/2021	215229	Wendy L. Cumming, CPA	-5,546.25
12/10/2021	215230	Felix Quezada	-165.00
12/10/2021	215231	Level 1 Private Security.	-608.00
12/10/2021	215232	Randazzo Enterprises INC.	-165.00
12/10/2021	215233	Vicki Saxton	-95.00
12/15/2021	215234	Karl D. Bjarke	-1,356.03
12/15/2021	215235	Angel Solache.	-700.00
12/15/2021	215236	att.com	-70.75



**City of San Juan Bautista
Warrant Listing
As of December 31, 2021**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
12/15/2021	215237	Bartle Wells Associates	-7,875.00
12/15/2021	215238	Ca Association Code Enforcement Officers	-95.00
12/15/2021	215239	Core & Main	-389.88
12/15/2021	215240	CSG Consultants, Inc.	-21,960.00
12/15/2021	215241	Cypress Water Services	-6,505.40
12/15/2021	215242	Design Line & Granger	-406.41
12/15/2021	215243	Devin Brooks	-56.91
12/15/2021	215244	Harris & Associates	-8,788.75
12/15/2021	215245	Mandell Municipal Counseling	-1,769.00
12/15/2021	215246	Monterey Bay Analytical Services	-1,544.50
12/15/2021	215247	P G & E	-4,522.37
12/15/2021	215248	Printing Systems Inc	-77.52
12/15/2021	215249	Ready Refresh	-392.46
12/15/2021	215250	San Benito County Chamber of Commerce	-265.00
12/15/2021	215251	San Benito County Clerks Office	-2,456.75
12/15/2021	215252	Sentry Alarm System	-150.00
12/15/2021	215253	Sprint	-456.88
12/15/2021	215254	SWRCB	-3,326.00
12/15/2021	215255	U.S. Postmaster	-1,000.00
12/17/2021	215256	at&t	-90.33
12/17/2021	215257	J.V. Orta's Rent A Fence	-225.00
12/17/2021	215258	Level 1 Private Security.	-4,725.00
12/17/2021	215259	P G & E	-6,847.39
12/17/2021	215260	Pinnacle Healthcare Medical Group	-150.00
12/17/2021	215261	Sentry Alarm System	-612.00
12/21/2021	215262	AFLAC	-290.69
12/21/2021	215263	Ferguson Enterprises LLC	-15.77
12/21/2021	215264	First Alarm	-440.37
12/21/2021	215265	Monterey Bay Economic Partnership	-3,000.00
12/21/2021	215266	US Bank Equipment Finance	-249.61
12/21/2021	215267	Valero Wex Bank	-940.09
12/21/2021	215268	Wellington Law Offices	-2,500.00
12/21/2021	215269	United Rotary Brush Corporation	-546.21
12/21/2021	215270	Wright Bros. Industrial Supply	-253.40
Total 101.001 · Operating Acct. 1948			-121,417.43
Total 101.000 · Union Bank			-121,417.43
TOTAL			-121,417.43





REVISED 01.25.2022

CITY OF SAN JUAN BAUTISTA CITY COUNCIL REPORT

AGENDA TITLE: MID-YEAR BUDGET ADJUSTMENTS

MEETING DATE: JANUARY 18, 2022

DEPARTMENT HEAD: DON REYNOLDS, CITY MANAGER

RECOMMENDED ACTION:

It is recommended that the City Council adopt the attached resolution making certain amendments to the Fiscal Year 2021/22 Operations Budget and Capital Improvement Budget and Budget the use of American Rescue Plan Funds received this Fiscal Year in the amount of \$250,000.

BACKGROUND INFORMATION:

The City's budget "cadence" is in full swing this year, for the second year in a row following the confusion caused by the COVID-19 State of Emergency during FY 2019/20. The City has closed its books for FY 20/21 last summer and completed its Audit for FY 2020/21 on December 21, 2021. The Audit confirmed that the City's FY 2020/21 Budget was conservative. In general, the fund balances are stronger than anticipated when the Budget for FY 2021/22 was considered in the Spring of 2021.

The 2021/20 Mid-Year budget approved the new Assistant City Manager/Community Development Director position. This increase in staffing has greatly balanced and improved the City's organizational capacities. The FY 2021/22 budget has three bold objectives, two of which are staffed by the new Assistant City Manager. An allocation of \$100,000 each was set aside to serve each of these three objectives:

1. Public Safety Initiative (assigned to the City Manager)
2. General Plan Amendment- correcting the current Sphere of Influence and Urban Growth Boundary to limit growth to less than 2% a year; (assigned to the ACM)
3. Third Street Master Planning (assigned to the ACM).

Public Safety Initiative

The City established a Public Safety Ad-Hoc Committee in July and August 2021, and its first meeting was on August 16, 2021. It includes Mayor Jordan, Councilmember Freels, Commissioners Delgado, Medeiros, and the Community At-Large member Rachel Ponce. The



Mayor is the Chair, and Rachel Ponce is the Vice-Chair. After five meetings, the Committee has been working hard to review the relationship between various contract services (Police, Fire, Private Security) and City staff. It recommended that the Sherriff recruit a dedicated officer for the City, the City Council approved the position, and the Sherriff is filling the position now. At its last meeting, the Committee received a report from the City Manager and Police Chief of King City that implemented a successful camera system in its city over the past three years. The camera system has been very effective for King City, and staff is looking into proposals for a system like theirs in San Juan Bautista. In the next three meetings, the Committee hopes to have a specific recommendation formed for the use of the Initiative Budget.

General Plan Amendment-Urban Growth Boundary

The City is currently developing its infrastructure master plans using an amended growth projection of 1.9%. AMBAG, in 2020, projected the City's annual growth at 1%. The current General Plan has it at 3% (49 homes per year- way too high). The Urban Growth Committee met five times in the fall of 2020 and twice recently in 2021. In 2021, EJ Sabathia joined Commissioners Lopez and Delgado, ~~Councilmember Edge, Mayor Jordan~~, and Councilmember Freels. After just two meetings, they came to an agreement on a revised sphere of influence. This sphere of influence will go before the Commission and City Council for consideration early this Spring. Once reviewed by the Planning Commission and accepted by the City Council, the proposed Sphere of Influence will be presented to the County for agreement. The LAFCO process can be initiated. Adding a CEQA review or amending the General Plan's EIR will bring the cost close to the estimated \$100,000 budget.

Third Street Master Plan

One of the Assistant City Manager's first duties was to take on the Downtown Business Forum, and the future of Parklets. The Parklet Sub-Committee met several times last fall, and recently the HRB, Planning Commission and City Council adopted Parklet Design Guidelines. Business Forum members suggested a more action-oriented approach and communication with the City Council on economic development concerns. On November 16, 2021, the City Council adopted Resolution 2021-65 and established the City of San Juan Bautista Economic Development Citizens Advisory Committee (EDCAC). On December 21, 2021, the City Council appointed 11 members to the EDCAC, and their first meeting was Wednesday January 12th. The Business Forum continues as a viable vehicle for information sharing among the business community.

This background lays the foundation for the Third Street Master Plan. A "Main Street" Master Plan requires engaged and committed stakeholders, and the EDCAC is intended to provide this. These "champions" of Third Street will drive a complete re-design of this historic economic development engine. The importance of the need for a Master Plan has proven-out in the consideration of re-opening Third Street to special events, expanding them to the side streets and the Alameda/Soccer Field parking area. To that end, the City retained a traffic engineer to evaluate the impacts and safety concerns (if any) when the City closed the two-lane street to a one-way street. It is assumed



that a design consultant will be retained and use most if not all of the \$100,000 allocation, to include a robust engagement strategy, urban design experts, the civil engineering needed to implement safety pre-cautions, modern best practices for storm water management and relocating infrastructure.

Eventually, the City will consider an "Economic Development Element" for its General Plan. Acting much like the former "Strategic Planning Committee," the EDCAC's work will also require engaged, committed citizens, property-owners, business owners, educators and artists.

Capital Improvement Plan ("CIP") Status

The CIP has 7 categories; streets, utilities, parks, community facilities, equipment, studies and special initiatives (the three described above). CIPs are subject to community supported needs and design, final building plans, competitive bidding, award of contract, and acquisition/construction. They often expand past the fiscal year, and accounting for them in multiple years sets them apart from the Operations Budget. This why some grant projects and special studies are accounted for in the CIP because they can also expand across fiscal years. They are the "exception" to the "brick and mortar" projects.

In FY 20/21, the City CIP Budget appropriated approximately \$4.9 million for 42 projects. The status of the CIP at the end of FY 20/21 can be summarized as follows:

1. Completed 14 projects, spending most of the \$1.7 million on the Third Street Re-Construction project, Water and Wastewater Master Plans, and a new sewer line to support the Iron and Manganese Treatment Plant at Well 6.
2. Initiated 14 new CIPs – Including the design of the Force Main to Hollister, 4 park related projects, and 3 planning grant studies. (\$2.7 million)
3. Did not initiate 14 projects (\$0.5 million)

During the first 6-months of the Fiscal Year, the Capital Improvement Plan ("CIP") has been focused on completing the work begun in prior years (#2 above). All 4 park improvement projects are moving forward this Fiscal Year, including Franklin Park, Verutti Park restrooms, completing the Luck Park Master Plan, and initiating the grant funded Trail Plan (Active Transportation Plan). Utility Projects underway include the transfer switches installed at Wells 1 and 5, and the Dias Lift Station upgrades with new pumps and control panel. All of the 5 studies identified are now moving forward or have been completed including the Sewer Rate Study completed in December.

Staff was asked the status of the Waste Water Treatment Plant ("WWTP"). On Friday Karl Bjarke and the City Manager met with the Plant Operator, to learn about the current status of permit violations. It was recommended that the system be upgraded to reduce the load being handled by the disinfectant system. Staff will provide detailed review of the status of the WWTP under



“Discussion” in this Agenda. Staff recommends that a new CIP be added to the Budget Resolution in the amount of \$33,000 from the Wastewater Enterprise Fund to upgrade the Wastewater Treatment Plant aeration and filtration system. These repairs and upgrades will reduce the number of violations anticipated at the WTPP in the next year (Exhibit C in the Resolution).

One of the largest and most important street improvements now underway is the Round-About at Rancho Vista. This is not City funded *and not on the CIP*, but continues to be a focus for our City Engineer. It is estimated to be completed this fall.

Grant Status

Since Fiscal Year 20/21, the City has been awarded 10 grants; 5 from State and 5 from Federal resources. The Federal grants all relate to the COVID-19 relief funds. State grants are related to housing and community development, transportation planning, and parks.

Federal Grants			
		CARES ACT	\$ 50,000
	CDBG	CARES ACT CV-1	\$ 63,558
	CDBG	CARES ACT CV-2 and 3	\$ 231,284
		CARES Act Arreage	\$ 54,342
	ARP	American Rescue Plan	\$ 503,322
State Grants			
	HCD	LEAP	\$ 60,000
	HCD	REAP	\$ 23,450
	HCD	SB2	\$ 160,000
	CAL-Trans	ATP	\$ 188,000
	Prop 68	Parks Per-Capita prgm	\$ 177,000
TOTAL for FY 20/21 and half of FY 21/22			\$ 1,510,956

Within the CIP, is \$243,450 awarded in FY 20/21 from three State Housing and Community Development Grants (HCD). The Local Area Planning Grant ("LEAP") award of \$60,000 has been used primarily for the Accessory Dwelling Unit (or "ADU") work completed last fall. The balance is being used now to evaluate the City's inclusionary housing ordinance. The SB2 Grant award of \$160,000 is being re-invented based on recent work by the Urban Growth Boundary Committee. A new scope of work and agreement will be coming forward to the Council to consider a revised "specific plan area" that indues the industrial corridor on San Juan Hollister Road. The Regional

Action Planning Grant or "REAP" award is only \$23,450, and it will be used to pay for staff-time committed to implementing the SB2 grant.

Also awarded in FY 2021, is the \$188,000 Cal Trans Grant (plus a \$25,000 General Fund match requirement) to develop the City's plan for a "Trail System," (CIP 21-02). This is also known as the "Active Transportation Plan." A Plan which connects through bike or pedestrian paths, all of the City's assets for recreation and cultural uses (and beyond to include regional bike and trail plans). The non-profit Local Government Commission ("LGC") has been retained for this robust community engagement exercise, and before the holidays, working with staff hired an excellent consultant to do the work. This community engagement and planning project will begin by the end of February.

The City also received in FY 20/21, \$50,000 from the original federal CARES Act. These funds went toward reimbursing the City for its work with the Disaster Services Worker-Community Liaison position, that helped local businesses during the first 12-months of COVID. Since then, the City was awarded another \$63,558 in CARES ACT CV-1 funds, and \$231,284 in CARES ACT CV2+3 funds. These funds allocated through the Community Development Block Grant ("CDBG") have been combined into regional programs through two Memorandum of Understandings (MOU's) to help all County residents struggling to pay their utilities, and help to pay for the regional Hollister homeless shelter services and repairs.

Since awarding the grant writing contract to California Consulting in August 2021, the City has applied for and been awarded \$231,242 from three new grants. Two of these grants total \$177,000, are from Proposition 68, and are allocated for Franklin and Verutti Parks. The third grant awarded is for \$54,341.81, and it is from a CARES ACT/COVID awarded to the State Water Board to be used to pay for funds lost during COVID for unpaid water bills. Most of these "losses" tie back to one business in the hospitality industry, and approximately 20-residential accounts.

Attachment 3 is a list of grants assigned to California Consulting. Three very important applications are the United States Department of Agriculture ("USDA"), Community Development Block Grant ("CDBG"), and State Revolving Loan Fund ("SRF") applications. USDA and CDBG will help fund \$6 million of the sewer force main to Hollister. The USDA and SRF programs will provide very low interest loans for both the Sewer Force Main and the import of drinking water from the West Hills Treatment Plant. Additional grants are being explored for parks and trails, economic development, electric charging stations, Third Street Master Plan, and eventually affordable housing and housing rehabilitation.

American Rescue Plan (ARP) Status

On August 17, 2021, the City Council discussed potential uses for the American Rescue Plan funds estimated to be \$503,332. The Federal "Final Rule" regulating how the funds can be used had not been published yet, but staff's report provided a general framework for the Council to consider. Staff listed 5-priorities:



1. City's full fiscal recovery;
2. Partnering with Public Health or Community Foundation to help families adversely impacted by COVID-19;
3. Leveraging funds for regional benefits (Broadband);
4. Capital Improvements for youth and teens; and
5. Capital improvements to expand senior programs.

An in-depth discussion followed, resulting in a general consensus around three focused areas: fiscal recovery, teen programs and senior programs. As the sales tax revenue is stronger than anticipated, fiscal recovery was not going to require all of the funds, there is room to consider programs for teens and seniors. The focus for teens was out-door recreation with a primary emphasis on basket-ball. The focus for seniors was developing a senior center, or at least improving the Community Hall acoustics to provide senior services in this building.

Half of the anticipated \$500,000 "ARP" funds were intended to be received prior to the end of Fiscal Year 20/21, but instead \$251,661 arrived July 13th. These funds remain available for allocation and use. The second half is expected by the end of this Fiscal Year and will be added in the FY 22/23 budget.

DISCUSSION:

Operational Budget

General Fund Revenues are trending higher than expected. Expenses are 13% below budget. By Year's end without changing anything, the City could be adding as much as \$308,000 to its General Fund Reserve. The current unallocated balance is at \$2.6 million. This is considered the "GF Reserve." The 2015 Reserve Policy only suggests 20 percent of the operating expense be held in reserve. Expenses budgeted for the General Fund equal \$1.8 Million. The City's current "Reserve" is currently at 1.5 years of expenses, assuming the General Fund holds tight on expenses. Staff only suggests a few operational adjustments to the General Fund budget and a reduction in contracts for planning of \$100,000. This savings is the result of hiring a full-time planner. Because proposed reductions exceed increases, the next impact is a positive balance adding an estimated \$82,500 to the General Fund Reserve.

Staff only suggests a few operational adjustments to the General Fund budget and a reduction in contracts for planning of \$100,000. This savings is the result of hiring a full-time planner. Because proposed reductions exceed increases, the next impact is a positive balance adding an estimated \$82,500 to the General Fund Reserve.

The enterprise funds are also experiencing a surplus, but the operational cost at the Water Operations need an increase of \$18,600. This is because the new Treatment Plant at Well 6 is on-line for the whole fiscal year, and the new Microvi (nitrate) system was added to the water operations. This added cost is more than off-set by an increase in revenue that will result in a



\$100,000 surplus in this enterprise fund by year-end. The Wastewater fund will see smaller growth, but it is estimated to be under budget by June 30, 2022.

CIP Budget

A few funding adjustments are needed for the CIP. When Franklin Park and Verutti Park came to the City Council for the contract award, budget adjustments were approved to help fund the increased cost estimates. Much of these costs come from a Proposition 68 State Parks Grant, (\$100,000 Prop. 68 for Franklin Park, and \$77,000 for Verutti Park) and after the fact, the State increased the Grant by \$952 dollars reducing the General Fund contribution by that same amount. Staff is requesting the water and wastewater enterprise funds support an additional \$30,000 for the preparation of a rate study, that will be needed to pay for the capital improvements to import drinking water from the West Hills Water Treatment Plant.

The City will work towards implementing its street improvements this spring. One bid package will be written address the seven streets identified in the original CIP. Hopefully bid-award can be approved this spring and the work completed before next fall.

Three FY 20/21 projects in the CIP have been initiated. The Library Heating and Airconditioning system was installed last fall, by a local vendor spending only \$10,000 of the \$20,000 budget. The second project still underway is the City Council Chamber upgrades. An RFP was prepared and sent out soliciting bids in December, that are due February 5. At least two qualified vendors have replied. The acoustical improvements for the Community Hall have been re-restarted. The City is working on a new proposal for acoustics from a national retail firm that specializes in these solutions. The original plans and October 2017 study are being reviewed and a new recommendation is expected this month. These specifications will be bid in March.

ARP/CIP

The City needs to budget its ARP Funds for last fiscal year in the amount of \$250,000 this fiscal year. Attachment 2 is a summary of the "Final Rule" for ARP funds, published just last week. "ARP" specifically targeted for state and local government is now referred to as the "Coronavirus State and Local Fiscal Recovery Funds (CSLFRF).

A new very attractive option is now available for the use of these funds. It adds great clarity, flexibility, and ease of use. The first option described in the "Final Rule" allows the application of a "standard revenue loss" amount of \$10 million when using CSLFRF to replace lost revenue. This option allows the City to place these funds directly into their General Fund, to replace as much as \$10,000,000 in lost sales tax, transit-oriented tax, rental revenue and other sources of General Fund monies, without too much red-tape and stream-line reporting. This amount greatly exceeds the City's actual lost revenues. This would turn the CSLFRF of \$503,000 into "General Fund" revenues, gives the City Council great flexibility when allocating these funds.



One small use of funds for the City Council to consider is support for local businesses. The last two grant programs administered under the CARES Act, released approximately \$22,000 each to about 14 different businesses. Businesses had to be open for a year before COVID hit the economy. It left new businesses at a loss for help. By re-allocating funds for a new grant program at a total allocation of \$25,000 for existing businesses, and \$20,000 for business that have opened since March 17, 2019, the City really helped the whole economy as we face a fourth spike in pandemic outbreak.

The City has been requested to join a new regional standing committee in collaboration with the County and City of Hollister on homelessness. In the long-term (2-5 years) the City's participation can help leverage grant funds for the whole region. But until that time, any fiscal contribution would have to come from the General Fund. If the City Council wants to consider contributing this fiscal year to a "Homeless Coordinator" position to help outreach in San Juan Bautista, and write grants to support the work, maybe a small contribution from CSLFRF could be considered "seed money."

The City is buying 200-self test kits for COVID Testing consistent with the COVID Prevention Plan in a separate report on this Agenda. These test kits should last the City 6-months until the end of the fiscal year and will cost approximately \$5,000.

For the mid-year budget, staff is seeking a CIP allocation for the balance of \$175,000 for improvements (design, purchase, install etc.) that will come from a proposed new joint-use agreement with the Aromas San Juan Bautista Unified School District. This conversation began last fall as a conversation about how to best fence the buildings to allow public access to basketball. But after discussing the plans for San Juan School with Superintendent Huntoon and community leader Theresa Lavagnino, we are also wrapping into the CIP a possible contribution for the new track and field, and access/fencing for the newly constructed children's playground.

This "lump-sum" will be further defined as progress is made. Additional conversation about the track, its funding and schedule have yet to occur. Improving the parking lot at the soccer field has also been attractive idea because it could double capacity if done efficiently.

Last week, the Superintendent and City Manager agreed to this schedule:

- | | |
|-------------------|---|
| January 31, 2022 | Define conceptual options for amenities and locations |
| February 28, 2022 | Proposals solicited |
| March 7, 2022 | ASJUSD Facility Committee |
| April 19-20 | ASJUSD Board & City Council |



ARP Funds		FY 21/22		
	COVID Tests			\$ 5,000
	Business Grants			\$ 25,000
	New start-up Businesses			\$ 20,000
	Homeless programs			\$ 25,000
	School/Facility Joint Use Program			\$ 175,000
				\$ 250,000
ARP Funds FY 22/23				
	TBD			

Exhibit C of the Resolution

Perhaps the second round (FY 2021/22) of ARP funds could be considered if the project requires additional funding.

The second ARP priority from last August's discussion, helping seniors with a better facility for senior services, has already begun. The Community Hall acoustic repair project is underway with \$50,000 budgeted. If acoustical repairs exceed that amount, then the Second Phase of CSLFRF can be considered to support this project so it can be completed.

Budget Calendar

The new budget calendar has begun. In February and March, the City will review its Strategic Plan, now entering its third year. The draft budget will be presented in May, with hearings in May and June. As projected, the Budget will be adopted the second week of June, 2022.

FISCAL IMPACT:

This report requests that the Operational Budgets be amended by reducing expenditure \$69,000, and increasing the Capital Improvement Budget by \$975. It seeks an appropriation of \$251,000 of CSLFRF (ARP) to kick-start teen access to school recreational resources on campus when school is closed. It references future grant opportunities and future CSLFRF appropriations for next Fiscal Year.

ATTACHMENTS:

1. Mid-Year Budget Resolution
2. California Consulting Grant "Work-to-Date"
3. Coronavirus State and Local Fiscal Recovery Act Final Rule Summary

RESOLUTION NO. 2022-XX

A RESOLUTION OF THE CITY OF SAN JUAN BAUTISTA MAKING CERTAIN FINDINGS IN RELATION TO THE FY 2021/22 BUDGET AND APPROVING CERTAIN ADJUSTMENTS AT THE MID-YEAR TO ACCOUNT FOR SEVERAL SMALL VARIANCES FROM THE ORIGINAL FY 2021/22 BUDGET

WHEREAS, Resolution 2021-34 was adopted June 15, 2021, and the City adopted its budget for FY 2021/22; and

WHEREAS, Resolution 2021-75 was adopted December 21, 2021, the City Council received its audit for FY 2020/21, and the auditor opinion is unmodified, or it is a “clean” report with no material findings; and

WHEREAS, in the attached staff report, analyzing the audit results and final fund balances moving forward, and after reviewing City’s budget performance over the past six months staff has summarized its Mid-Year budget review in the two attachments (“Exhibits A” and “B”), one for revenue adjustments and one for expenditure adjustments; and

WHEREAS, as a result of its review, staff anticipates substantial growth in the general fund revenues, particularly attributable to a 30% growth in Sales Tax (Exhibit A); General Fund expenditures are 13% below budget, that can be summarized as follows:

- 1) **General Fund** ~ General revenues are running at 43% for the year to date. Correspondingly, general fund expenditures are at 30% for the year to date. The net effect is a positive change in general fund balance of \$308k; and

WHEREAS, as a result of its review, the Water Enterprise fund and Wastewater Enterprise Funds can be summarized as follows:

- 1) **Water Enterprise Fund** ~ The water enterprise fund revenues are running at 40% for the year to date, and expenses are also at 45%. The net effect is a positive change in the water enterprise fund of \$170k,
- 2) **Sewer Enterprise Fund** ~ The sewer enterprise fund revenues are running at 41% for the year to date, and expenses are at 41%. The net effect is a positive change in the sewer enterprise fund of \$142k; and

WHEREAS, Exhibit B outlines a few one-time adjustments in its major contracts to adjust for cost increase beyond the budget amounts increasing some expenditures while reducing other major contracts, with a net savings of \$63,900, suggesting that the savings and revenue increases be targeted for the reserves in the respective funds; and

WHEREAS, the Operational Budget will be amended to American Rescue Plan – Coronavirus State and Local Fiscal recovery Fund (“CSLFRF”) include allocations provided in Attachment “C” to this resolution (four COVID related programs and one new Capital Improvement Program related to the joint use of school facilities);



WHEREAS, The Capital Improvement Budget be further amended adding \$975 to CIP 21-01 from Proposition 68 grant funds and reducing the General Fund Contribution by the same amount.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of San Juan Bautista:

- 1) That the Staff report submitted for the January 18, 2022 Council meeting and its conclusions are hereby deemed to be true and correct, and are made a part of this resolution by reference.
- 2) That the completed Audit of the FY 2020/21 has confirmed and finalized the fund balances heading into FY 2022/23, and that a Mid-Year Budget review of this fiscal year's activity has been completed and that the assumptions and projections made in prior budget preparations have been confirmed and quantified.
- 3) The details of the recommended Mid-Year Budget adjustments for Fiscal Year 2021/22 are provided in Exhibit "A" for revenues, and Exhibit "B" for expenditures and "C" for the allocation of \$250,000 of American Rescue Plan- Coronavirus State and Local relief Funds..
- 4) That the balance of savings in all funds will be used to increase the reserve amounts in each of the three funds for consideration of new programs and initiatives during FY 22/23.

PASSED AND ADOPTED at a regular meeting of the San Juan Bautista City Council on the 18rd day of January, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

XX, Mayor

ATTEST:

Trish Paetz, Deputy City Clerk

Attachments:

A- Revenue Summary

B- Expense Summary

C- Allocation of Coronavirus State and Local Fiscal Relief Funds



EXHIBIT A
FY 2021/22 MID-YEAR BUDGET REVENUE ADJUSTMENTS

REVENUES	Annual	Proposed		
Fund	Budget	Revised	Budget	Difference Footnotes
General Fund	2,137,076	2,137,076		-
Special Revenue Funds:				
Capital Projects Fund	2,477,368	2,477,368		-
Community Developer	404,514	404,514		-
COPS	100,000	100,000		-
Parking & Restroom Fd	25,000	25,000		-
Gas Tax Fund	100,784	100,784		-
Valle Vista LLD	25,928	25,928		-
Rancho Vista CFD	58,716	58,716		-
Copperleaf CFD	21,945	21,945		-
Development Impact Fee Funds:				
Public/Civic Facility	-	-		-
Library	-	-		-
Storm Drain	-	-		-
Park In-Lieu	-	-		-
Public Safety	-	-		-
Traffic	-	-		-
Zone 1 TIMF	-	-		-
Internal Service Funds:				
Blg Rehab. & Replace	38,000	38,000		-
Vehicle Replacement	60,000	60,000		-
Enterprise Funds:				
Water				
Operations	1,239,670	1,239,670		-
Capital	576,400	576,400		-
Sewer				
Operations	1,142,430	1,142,430		-
Capital	733,275	733,275		-
TOTAL Funds	9,141,106	9,141,106		-

Footnotes ~



EXHIBIT B

FY 2021/2022 MID-YEAR EXPENDITURE ADJUSTMENTS

EXPENDITURES	Annual	Proposed	
<u>Fund</u>	<u>Budget</u>	<u>Budget</u>	<u>Variance</u>
General Fund	2,050,876	2,068,376	17,500
Special Revenue Funds:			
Capital Projects Fund	2,477,368	2,477,368	-
Community Development	650,768	550,768	(100,000)
COPS	100,000	100,000	-
Parking & Restroom Fd	117,899	117,899	-
Gas Tax Fund	100,784	100,784	-
Valle Vista LLD	25,928	25,928	-
Rancho Vista CFD	58,716	58,716	-
Copperleaf CFD	21,945	21,945	-
Development Impact Fee Funds			
Public/Civic Facility	169,540	169,540	-
Library	29,440	29,440	-
Storm Drain	10,932	10,932	-
Park In-Lieu	17,884	17,884	-
Public Safety	180,852	180,852	-
Traffic	5,432	5,432	-
Internal Service Funds:			
Blg Rehab. & Replace	25,000	25,000	-
Vehicle Replacement	-	-	-
Enterprise Funds:			
Water:			
Operations	725,548	744,148	18,600
Capital	547,705	547,705	-
Sewer			
Operations	805,565	805,565	-
Capital	717,205	717,205	-
TOTAL Funds	8,839,387	8,775,487	(63,900)

Mid Year Budget
Attachment 2

Don Reynolds

From: Deanna Sessums <dsessums@calcities.org>
Sent: Tuesday, January 11, 2022 11:01 AM
To: Deanna Sessums
Subject: Cal Cities Update: Final Rule issued on Coronavirus State and Local Fiscal Recovery Funds

Monterey Bay City Managers: In case you missed it, late last week the US Department of the Treasury issued ARPA final rules. The good news is cities may elect a \$10 million standard revenue loss rather than calculating actual losses and as you know the funds can then be used for any general government purpose except reserves and/ or pensions. This is the flexibility we were looking for. More details below.



Jan. 7, 2022

TO: City Managers and Fiscal Officers
CC: Mayors and Council Members
FR: Melanie Perron, Deputy Executive Director of Advocacy and Public Affairs,
League of California Cities
RE: U.S. Department of the Treasury Final Rule: Coronavirus State and Local
Recovery Funds

The U.S. Department of the Treasury has issued the Final Rule on the use of Coronavirus State and Local Fiscal Recovery Funds, which were established under the American Rescue Plan Act. Securing funding and resources to help cities in their pandemic recovery was one of Cal Cities' top priorities in 2020 and 2021, and ensuring cities have the information they need to access and spend those dollars is equally important. The Final Rule provides additional clarity and flexibility for the use of recovery funds, most notably the following:

- **Replacing lost public sector revenue:** Under a new option, recipients may select a \$10 million standard revenue loss amount or complete a full revenue loss calculation when replacing lost revenue. Recipients selecting the \$10 million allowance may use that amount — in many cases their full award — for government services with streamlined reporting requirements. More than 90% of California's non-entitlement city allocations fall within the \$10 million standard allowance.



- **Public health and economic impacts:** The Final Rule clarifies that recipients may use funds for capital expenditures that support eligible COVID-19 public health or economic responses. Crucially, it expands the types of households and communities presumed to be "impacted" and "disproportionately impacted" by the pandemic and provides a broader set of uses available for these communities. It also allows for broader uses to restore and support government employment.
- **Premium pay:** The new guidance expands the number of eligible workers who can receive premium pay without a written justification, with a focus on low-income and frontline workers performing essential work.
- **Water, sewer, and broadband infrastructure:** The Final Rules broadens eligible broadband infrastructure investments to include projects that address challenges with broadband access, affordability, and reliability, and adds additional eligible water and sewer infrastructure investments, including a broader range of lead remediation and stormwater management projects.

Cities are encouraged to refer to the [Overview of the Final Rule](#), and the [full text of the Final Rule](#) for more information.

In July 2021, Cal Cities submitted a [comment letter](#) to the Treasury Department regarding the Coronavirus State and Local Fiscal Recovery Funds Interim Final Rule. The letter highlighted nearly 30 areas needing additional flexibility or clarification, including how local governments can calculate revenue loss and track and report premium pay allocations to non-government employment sectors eligible for premium pay grants. The Treasury Department's Final Rule provides much-needed clarity on those issues.

Cal Cities will continue to provide information about the administration of local fiscal recovery funds so cities can focus on responding to the crisis in their communities and maximize the impact of their funds. For more information or questions, please contact Senior Policy and Legislative Affairs Analyst Jessica Sankus at jsankus@calcities.org.

Upcoming Final Rule briefings

The Treasury Department is hosting two webinars for fund recipients and affected stakeholders to provide an overview of the Final Rule. Officials may submit questions in advance of the webinars when registering. A recording will be shared the following week for those unable to participate. Please use the links below to register:

- Monday, Jan. 10, 2022, at 1:00 p.m. PT: [Register here.](#)
- Wednesday, Jan. 12, 2022, at 10:00 a.m. PT: [Register here.](#)



Attachment 2

Cal Cities will continue to provide important updates and resources that help cities in their pandemic recovery. City officials seeking current information about the American Rescue Plan Act and additional tools for recovery are encouraged to visit the Cal Cities [Guide to Local Recovery](#) webpage.



City of San Juan Bautista Grants

Attachment 3
mid year Budget

Grant #	Agency	Grant Name	Due Date	Description/Project	Amount	Grant Writer	Status
1	HUD	CDBG	TBD - after 1/1/2022	Cecily to discuss with city	TBD	Cecily Harris	In Progress
2	Cal OES	2 HMGP programs	12/31/2021 (NO)	Audra to discuss project with city	TBD	Audra Lee	In Progress
3	FEMA	2 BRIC	1/28/2022	will support states, local communities, tribes and territories as they undertake hazard mitigation projects, reducing the risks from disasters and natural hazards. The guiding principles are supporting communities through capability- and capacity-building, encouraging and enabling innovation; promoting partnerships; enabling large projects; maintaining flexibility; and providing consistency.	TBD	Audra Lee	In Progress
4	CA Water Board	SJB SRF (David)	End of Dec.	To help finance the construction of a sewer to the City of Hollister. project goal is to comply with EPA standards. Amount of the loan will depend upon project feasibility relative to project construction and ability to repay, in this case through increased water rates.	TBD	David Marquez	In Progress
5	USDA	USDA Water & Waste Disposal Loan & Grant Program in California	Fall 2022, goal is to submit early	To move waste water from SJB to Hollister for treatment.	TBD	Melissa Noriego	In Progress
6	Caltrans	Clean California Local Grant Program	2/1/2022	Call set with Brian Foucht to discuss on 12/9/21 to determine if city has project.	TBD	Cecily Harris	In Progress
7	CA Water Board	Water and Wastewater Atrreage Payment Program	12/6/2021	Residential and commercial water arrearages	\$54,341.81	Jaimie Lewis	Submitted and Pending
8	CA State Parks	Proposition 68, Per Capita	10/26/2021	New restroom building at Verutti Park. Installing a pre-cast concrete restroom structure with water, sewer and electrical connections.	\$77,000	Cecily Harris	Awarded
9	CA State Parks	Proposition 68, Per Capita	10/26/2021	New park will have bocce ball, hopscotch, benches, bbq grill, picnic tables, irrigation, landscaping, curbs/curb ramps.	\$100,000	Cecily Harris	Awarded
10	CalTrans	Active Transportation Program (ATP)	3/2022 or 4/2022	Roads and Public Works projects.	TBD/No Match	Unassigned	Waiting





CITY OF SAN JUAN BAUTISTA CITY COUNCIL REPORT

AGENDA TITLE: ADOPT A RESOLUTION AUTHORIZING THE CITY MANAGER OR DESIGNEE TO APPROVE A CONTRACT WITH GRANICUS TO PROVIDE SHORT TERM RENTAL HOST COMPLIANCE SERVICES.

MEETING DATE: January 18, 2022

DEPARTMENT HEAD: Brian Foucht, Community Development Director

RECOMMENDED ACTION(S):

Adopt a resolution authorizing the City Manager to execute a contract with Granicus for Short Term Rental host compliance.

BACKGROUND INFORMATION:

SJB MC Section 3-9 requires that a Short Term Rental (STR) Permits be obtained for transient occupancies of 29 days or less and a Transient Occupancy Tax (TOT) of 12% of monthly proceeds is required.

DISCUSSION

The City Council adopted Resolutions 2021-54 and 55 establishing procedures, standards and fees for STRs. Staff has anecdotal evidence that there are several unpermitted STRs operating within the City; however, it is not possible to reliably identify the address of these rentals for code enforcement follow-up.

Granicus provides a complete suite of Short Term Rental regulatory and financial services, including identification of non-compliant properties, communication with hosts and host platforms, tax collection and automatic auditing. The City may be able to take advantage of those services in the future; however, staff believes that more limited, initial service will be helpful in determining whether the company will be an effective partner in achieving a higher rate of compliance. The volume of identified unpermitted STRs will also help determine whether additional services are warranted.

FISCAL IMPACT

Fees required are intended to off – set the cost of STR address identification services.

Attached:

Resolution Authorizing the City Manager to execute a contract for STR Host Compliance Services.



RESOLUTION NO. 2022-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL
SERVICES AGREEMENT WITH GRANICUS FOR SHORT TERM RENTAL HOST
COMPLIANCE SERVICES**

WHEREAS, the City of San Juan Bautista has adopted regulations, standards and procedures for Short Term Rentals (STRs) within Chapter 3-9 and Resolutions 2021-54 and 55;

WHEREAS, STR occupancies are irregular and often seasonal or influenced by local or regional events;

WHEREAS, effective implementation of regulations, standards and procedures designed to ensure the public health, safety and general welfare requires ongoing monitoring to identify trends and individual STR occupancies;

WHEREAS, the firm of Granicus proposes limited services to identify addresses where STR occupancies are occurring, with annual costs anticipated to from permit fees and penalties

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of San Juan Bautista:

- 1) That the City Council hereby authorizes the City Manager to execute an Agreement with Granicus in an amount not to exceed \$2,500 to identify STR addresses. And
- 2) That the City hereby appropriates \$2,500 from the Community Development Budget Account 170.17.606.000 to pay for initial, recoverable expenses related to this project.

PASSED AND ADOPTED at a regular meeting of the San Juan Bautista City Council on the 18th day of January, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor

ATTEST:

Trish Paetz, Deputy City Clerk





408 Saint Peter Street, Suite 600
Saint Paul, MN 55102
United States

THIS IS NOT AN INVOICE

Order Form
Prepared for
San Juan Bautista, CA

Granicus Proposal for San Juan Bautista, CA

ORDER DETAILS

Prepared By: Kester Bonsu
Phone:
Email: kester.bonsu@granicus.com
Order #: Q-165468
Prepared On: 12/21/2021
Expires On: 01/30/2022

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Period of Performance: The term of the Agreement will commence on the date this document is signed and will continue for 12 months.

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Address Identification - Setup and Configuration	Up Front	1 Each	\$0.00
Address Identification - Online Training	Up Front	1 Each	\$0.00
SUBTOTAL:			\$0.00

New Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Address Identification	Annual	1 Each	\$2,500.00
SUBTOTAL:			\$2,500.00

PRODUCT DESCRIPTIONS

Solution	Description
Address Identification	Ongoing monitoring of 60+ Short Term Rental websites including major platforms Airbnb, VRBO, HomeAway, Booking.com, FlipKey, & Expedia. Our machine learning will deduplicate all known Listings into unique Rental Units, where our identification team will provide owner contact information for further enforcement. This product includes:- Ongoing monitoring of all listings in your jurisdiction - Updating listing activity and details every 3-5 days - Screenshot activity of every listing - Deduplication of listings into unique Rental Units - Activity dashboard and map to monitor trends and breakdown of compliance
Address Identification - Setup and Configuration	Setup and configuration of the platform to facilitate the systematic identification of the addresses and owner's contact information for short-term rentals located in a specific local government's jurisdiction. <i>Note: The implementation timeline for Client is dependent on Granicus' receipt of all data from Client required to complete the services, including assessor data and registration files, in the format agreed upon by the parties prior to project kick-off. Any fees associated with the collection or receipt of required data will be borne by Client.</i>
Address Identification - Online Training	Virtual training session with a Granicus professional services trainer.



TERMS & CONDITIONS

- Link to Terms: https://granicus.com/pdfs/Master_Subscription_Agreement.pdf
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of San Juan Bautista, CA to provide applicable exemption certificate(s).
- Granicus certifies that it will not sell, retain, use, or disclose any personal information provided by Client for any purpose other than the specific purpose of performing the services outlined within this Agreement.
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- Notwithstanding anything to the contrary, Granicus reserves the right to adjust pricing at any renewal in which the volume has changed from the prior term without regard to the prior term's per-unit pricing.

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	[] - No [] - Yes
Billing Address:		PO Number: <i>If PO required</i>	
Billing Email:		Billing Phone:	

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-165468 dated 12/21/2021 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

San Juan Bautista, CA	
Signature:	
Name:	
Title:	
Date:	





CITY OF SAN JUAN BAUTISTA CITY COUNCIL REPORT

AGENDA TITLE: COVID PREVENTION PLAN

MEETING DATE: JANUARY 18, 2022

DEPARTMENT HEAD: DON REYNOLDS, CITY MANAGER

RECOMMENDED ACTION(S):

That the City Council receive the draft City Covid Prevention Plan (“CPP”).

BACKGROUND INFORMATION:

Before December 7, 2021, City staff was advised to follow the CDC protocols in regards to anything to do with COVID – 19 safety. The City Manager and the Assistant both tested voluntarily when they had a cold or other related symptoms to assure that they were not positive for COVID. Others were also asked to voluntarily tests if they felt flu symptoms. After December 7, 2021, the attached COVID-19 and Return to Work Policy” was provided to all City employees with CDC protocols attached.

The Federal Occupational Safety and Health Administration (OSHA) had established an “Emergency Temporary Standard” for work-place safety standards related to COVID 19 prevention and spread. These mandates are being challenged in court and may be tied up for several months. An Appeals Court re-instated the vaccine and testing requirements December 17th, while the case made it through the system.

As a “State Plan State” California is required to adopt its own OSHA regulations that is at least as restrictive as the Federal OSHA policy. California has 30-days to adopt a policy after the federal policy is adopted. As of December 21, 2021, the Cal OSHA Board had postponed the adoption of the Federal regulation. If ultimately approved, any employer with more than 100 employees would need to require every employee to be vaccinated, or conduct weekly testing.

In anticipation of having a federal OSHA policy, working with the California Department of Public Health (CDPH), Cal/OSHA has developed a “COVID Prevention Plan” (“CPP”) for businesses with more than 100-employees. It goes into effect January 14, 2022. This is a twenty-page comprehensive strategy for all varieties of employees in a work-place, as it relates to vaccinations, and exposure to those who are positive for COVID. It defines how and when testing is required



under many different scenarios. It stipulates when and for how long quarantines have to be observed. It defines various forms of testing, and defines “face coverings.”

Attachment 3 and 4 are emails from CIRA, the City’s joint powers insurance authority and injury prevention consultant summarizing the new CPP. The CPP is provided in the fourth Attachment. Although the City is exempt from these policies, it is beneficial to have this administrative policy to be certain that the employees follow the correct protocols, and are treated fairly. Note that the employer is required to pay for testing and time needed to have the tests taken.

DISCUSSION:

The attached CPP is provided to the City Council not for action, but for clarity and to demonstrate that the City is actively protecting the public and its employees from the spread of COVID-19. When the State of Emergency ends, the need for this policy will also end. To implement the policy, unvaccinated employees will be required to test every Monday, or after traveling out-of-state, or when they have come in close contact to a positive COVID carrier. Any employee who comes in close contact with a positive COVID carrier, or experiences flu symptoms, is required to test positive before returning to work. They cannot return to work if they test positive, until they can produce a negative test, and follow the quarantine protocols. Those who are vaccinated in this case, may be able to return within five days of they wear a mask.

The City has reached out to the Fire Department to secure tests. It seems as though this will happen either through Cal-OES or through the County OES. City staff will be trained by the Fire Department to administer the test. Unvaccinated staff will be tested each Monday morning, and to others who otherwise require testing. This greatly simplifies the administration of this protocol, keeping everyone as safe as possible. It will greatly reduce the cost, the time needed for testing, and assure easy access.

ATTACHMENTS:

- 1) December 7, 2021, COVID 19 Return to Work Policy
- 2) December 21 Email from CIRA
- 3) January 10, email from CIRA with COVID Prevention Plan
- 4) Cal/OSHA CPP- most recent version



City of San Juan Bautista

The "City of History"
Office of the City Manager

MEMORANDUM

TO: CITY STAFF
FROM: DON REYNOLDS, CITY MANAGER
DATE: DECEMBER 7, 2021
SUBJECT: COVID-19 AND RETURN TO WORK POICY

The City employees will protect the public and each other by notifying their supervisor when they feel sick from possible COVID-19 flu symptoms, and leave work if feeling any of the symptoms described in the attached list from the CDC, until the symptoms have gone.

Before returning to work, the employee must have a negative test result and provide proof of it to the Administrative Services Manager/IIR.

Free Testing is available at the Hazel Hawkins Health Center:

SUNDAYS - THURSDAYS
7:00 AM - 7:00 PM
Hazel Hawkins Community Health Center
Building 2, Suite B
930 Sunset Drive
Hollister, CA 95023

**Make an appointment
at:
lhi.care/covidtesting
or
call 1-888-634-1123.**

The City will do its best to follow the guidelines from Cal OSHA and the CDC to protect its employees, and the public. In the second attachment, the CDC outlines "What to do if you are sick." The 5th protocol includes testing to see if it is COVID-19. The 3rd attachment describes testing in general.

If a COVID-19 test result is negative and the symptoms have dissipated, return to work as usual. The City will pay for the test and time required to get tested.

If a test result is positive, there is a whole quarantine that is required for vaccinated and unvaccinated employees. Seek guidance from the Administrative Services Manager under this circumstance.

Free COVID-19

Testing!

**WALK-INS
AVAILABLE**

***(BASED ON AVAILABILITY)**

**SUNDAYS - THURSDAYS
7:00 AM - 7:00 PM**

**Hazel Hawkins Community Health Center
Building 2, Suite B
930 Sunset Drive
Hollister, CA 95023**



**Make an appointment at:
lhi.care/covidtesting or
call 1-888-634-1123.**

¡Prueba de COVID-19 Gratis!

¡Citas disponibles
todo el día,

no se requiere cita!

*(BASADO EN LA DISPONIBILIDAD)



Centro de Salud Comunitario Hazel Hawkins
Edificio 2, Suite B
930 Sunset Drive
Hollister, CA 95023

Para registrarse, visite:
lhi.care/covidtesting o llame
1-888-634-1123.



COVID-19

Symptoms of COVID-19

Updated Feb. 22, 2021

Watch for Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19. Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

Feeling Sick?

[Check Symptoms with Self-Checker](#)

[Get Tested for COVID-19](#)

When to Seek Emergency Medical Attention

Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake



- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

If You Are Sick

- › [Check symptoms with Coronavirus Self-Checker](#)
- › [Get tested](#)
- › [What to do if you are sick](#)
- › [Isolate if you are sick](#)
- › [When to quarantine](#)
- › [How to care for someone who is sick](#)

Difference between COVID-19 & Flu

Influenza (Flu) and COVID-19 are both contagious respiratory illnesses, but they are caused by different viruses. COVID-19 is caused by infection with a new coronavirus (called SARS-CoV-2), and flu is caused by infection with [influenza viruses](#).

COVID-19 seems to spread more easily than flu and causes more serious illnesses in some people. It can also take longer before people show symptoms and people can be contagious for longer. More information about differences between flu and COVID-19 is available in the different sections below.

Because some of the symptoms of flu and COVID-19 are similar, it may be hard to tell the difference between them based on symptoms alone, and [testing](#) may be needed to help confirm a diagnosis.

While more is learned every day about COVID-19 and the virus that causes it, there is still a lot that is unknown . This page compares COVID-19 and flu, given the best available information to date.

Handouts & Videos





What to Do If You Are Sick

Updated Mar 17, 2021

If you have a fever, cough or **other symptoms**, you might have COVID-19. Most people have mild illness and are able to recover at home. If you are sick:

- Keep track of your symptoms.
- If you have an **emergency warning sign** (including trouble breathing), call 911.

Steps to help prevent the spread of COVID-19 if you are sick

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to care for yourself and to help protect other people in your home and community.



Stay home except to get medical care

- **Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other **emergency warning signs**, or if you think it is an **emergency**.
- **Avoid public transportation**, ride-sharing, or taxis.



Separate yourself from other people

As much as possible, **stay in a specific room** and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a mask.

Tell your **close contacts** that they may have been exposed to COVID-19. An infected person can spread COVID-19 starting 48 hours (or 2 days) before the person has any symptoms or tests positive. By letting your close contacts know they may have been exposed to COVID-19, you are helping to protect everyone.

- Additional guidance is available for those living in **close quarters and shared housing**.
- See **COVID-19 and Animals** if you have questions about pets.
- If you are diagnosed with COVID-19, someone from the health department may call you. Answer the call to slow the spread.



Monitor your symptoms

Symptoms of COVID-19 include fever, cough, or other symptoms



Symptoms of COVID-19 include fever, cough, or other symptoms.

- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities may give instructions on checking your symptoms and reporting information.

When to seek emergency medical attention

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.



Call ahead before visiting your doctor

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office,** and tell them you have or may have COVID-19. This will help the office protect themselves and other patients.



Get Tested

- If you have symptoms of COVID-19, get tested. While waiting for test results  [224 KB, 2 pages], you stay away from others, including staying apart from those living in your household.
- You can visit your [state, tribal, local](#) , and territorial health department's website to look for the latest local information on testing sites.



If you are sick, wear a mask over your nose and mouth

- **You should wear a mask over your nose and mouth** if you must be around other people or animals, including pets (even at home).
- You don't need to wear the mask if you are alone. If you can't put on a mask (because of trouble breathing, for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.
- Masks should not be placed on young children under age 2 years, anyone who has trouble breathing, or anyone who is not able to remove the mask without help.

Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders.

Cover your coughs and sneezes





- **Cover your mouth and nose** with a tissue when you cough or sneeze.
- **Throw away used tissues** in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



Clean your hands often

- **Wash your hands** often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water** are the best option, especially if hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.

COVID-19



Avoid sharing personal household items

- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly after using them** with soap and water or put in the dishwasher.



Clean all “high-touch” surfaces every day

- **Clean and disinfect** high-touch surfaces in your “sick room” and bathroom; wear disposable gloves. Let someone else clean and disinfect surfaces in common areas, but you should clean your bedroom and bathroom, if possible.
- **If a caregiver or other person needs to clean and disinfect** a sick person's bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and disposable gloves prior to cleaning. They should wait as long as possible after the person who is sick has used the bathroom before coming in to clean and use the bathroom.

High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**
- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
 - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
 - Use a product from [EPA's List N: Disinfectants for Coronavirus \(COVID-19\)](#) .
 - [Complete Disinfection Guidance](#)



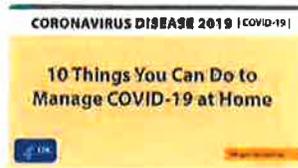
When you can be around others after being sick with COVID-19

Deciding when you can be around others is different for different situations. Find out when you can safely end home isolation.



For any additional questions about your care, contact your healthcare provider or state or local health department.

Video and Fact Sheet



VIDEO

10 Things You Can Do to Manage COVID-19 at Home

Video Length: 00:01:32

Watch Video



FACT SHEET

Caring for yourself at home: 10 things to manage your health

What you can do if you have possible or confirmed COVID-19:

File Details: 484 KB, 1 page

View PDF in English

Other Languages

More Information

[Travelers](#)

[Businesses](#)

[Households](#)

[Healthcare Professionals](#)

[People Who Need Extra Precautions](#)

[Health Departments](#)

[People Who Are Sick](#)

[Laboratories](#)

[Caregivers](#)

[ASL Video Series: Use the Coronavirus Self Checker](#)

[Schools](#)

Last Updated Mar. 17, 2021





COVID-19

Test for Current Infection

Updated Oct. 27, 2021

Viral tests are used to look for current infection

A viral test checks specimens from your nose or your mouth to find out if you are currently infected with the virus that causes COVID-19. Viral tests can be performed in a laboratory, at a testing site, or at home or anywhere else. Two types of viral tests are used: nucleic acid amplification tests (NAATs) and antigen tests.

Who should get tested

The following people should get tested for COVID-19:

- People who have symptoms of COVID-19.
- People who have come into close contact with someone with COVID-19 should be tested to check for infection:
 - Fully vaccinated people should be tested 5–7 days after their last exposure.
 - People who are not fully vaccinated should get tested immediately when they find out they are a close contact. If their test result is negative, they should get tested again 5–7 days after their last exposure or immediately if symptoms develop.
- People not fully vaccinated with COVID-19 vaccine who are prioritized for expanded community screening for COVID-19.
- People not fully vaccinated with COVID-19 vaccine who have been asked or referred to get testing by their school, workplace, healthcare provider, state, tribal, local [link](#) or territorial health department.

Who does not need to be tested

The following people who have been exposed to someone with COVID-19 do **not** need to get tested if they do not have COVID-19 symptoms:

- People who have tested positive for COVID-19 within the past 3 months and recovered, as long as they do not develop new symptoms, do not need to get tested.

COVID-19 viral testing tool

The COVID-19 Viral Testing Tool is an interactive web tool designed to help both healthcare providers and individuals understand COVID-19 testing options. This tool helps healthcare providers quickly access the most relevant, actionable information to determine what type(s) of COVID-19 testing they should recommend to patients. The tool helps individuals determine what type of test they should seek. After test results are in, the tool can help interpret test results and guide next steps.

The online, mobile-friendly tool asks a series of questions, and provides recommended actions and resources based on the user's responses.





COVID-19 Viral Testing Tool

A tool to help you understand COVID-19 testing options.

[Get Started](#)

How to get a viral test

- Visit your [state, tribal, local](#) [link icon](#), or territorial health department's website to look for the latest local information on testing.
- Visit your healthcare or public health department clinic provider to get a self-collection kit or self-test.
- You and your healthcare provider might consider either [self-collection kit](#) or a [self-test](#) if you have symptoms of COVID-19 and can't get tested by a healthcare provider.

Positive viral test



If you test positive for the virus that causes COVID-19, take the following steps to protect others regardless of your COVID-19 vaccination status: [Isolate at home](#) and isolate away from others for at least 10 days.

- If you do not have any symptoms, you should still [isolate at home](#) for at least 10 days.
- If you develop symptoms, continue to isolate for at least 10 days after symptoms began as long as symptoms have improved, and no fever is present for at least 24 hours without use of fever-reducing medications.
- Most people have mild COVID-19 illness and can recover at home without medical care.
- Contact your healthcare provider as soon as possible if you are more likely to get very sick because of being an older adult or having [underlying medical conditions](#) or if your symptoms get worse.



Talk to your healthcare provider or local health department to find out how long to isolate if you:

- Are severely ill with COVID-19 or have a weakened immune system;
- Had a positive test result followed by a negative result; or
- Test positive for many weeks after the initial result.

Negative viral test

If you test negative for the virus that causes COVID-19, the virus was not detected.



If you have symptoms of COVID-19:

- You may have received a false negative test result and still might have COVID-19. You should isolate away from others.
- Contact your healthcare provider about your symptoms, especially if they worsen, about follow-up testing, and how long to isolate.

If you do not have symptoms of COVID-19, and you were exposed to a person with COVID-19:

- You are likely not infected, but you still may get sick.



- Self-quarantine at home for 14 days after your exposure.
 - Persons who are fully vaccinated with COVID-19 vaccine do not need to self-quarantine at home
 - For residents of non-healthcare congregate settings (e.g. correctional and detention facilities, group homes) and employees of residential congregate settings and high-density workplaces (e.g. meat and poultry processing and manufacturing plants), refer to [CDC's recommendations for fully vaccinated people](#).
- Contact your local health department regarding options to reduce the length of quarantine. If symptoms develop during home quarantine:
 - Contact your healthcare provider about follow-up testing; and
 - **Isolate at home** separated away from others.

If you do not have symptoms of COVID-19 and do not have a known exposure to a person with COVID-19:

- You do not need to self-quarantine.

Take steps to protect yourself



Whether you test positive or negative for COVID-19, you should take preventive measures to **protect yourself and others**.

Last Updated Oct. 27, 2021



Attachment 2

Trish Paetz

From: Erike Young <eyoung@cira-jpa.org>
Sent: Tuesday, December 21, 2021 11:23 AM
To: Erike Young
Cc: Kin Ong; Amy Northam; Yahaira Martinez; Tracey Smith-Reed; Heather McGroarty; Carmela Beckman-Spector
Subject: CIRA ALERT: Revised Cal/OSHA ETS and CDPH Requirements

Dear CIRA Members-

In the past week, two significant changes regarding COVID prevention practices were announced by CDPH and Cal/OSHA. The CDPH guidance became effective December 15th, while the newly revised Cal/OSHA requirements will not go into effect until January 14th. The following is a summary of the major provisions of each and how they interact with each other.

CDPH Face Covering Requirement

Face coverings are now required in all public spaces, which includes office work areas, regardless of vaccination status from December 15th-January 15th. The current ETS requires that employers follow guidance from the CDPH, so this guidance is a requirement for employers. Once the guidance expires, on January 15th, employers will be required to follow the new ETS standard that becomes effective the day before.

Cal/OSHA Revised COVID Emergency Temporary Standard – January 14th

The Cal/OSHA Standards Board approved a revision to the ETS at its December 15, 2021 board meeting and will become effective on January 14, 2022. Cal/OSHA has provided a [press release](#) regarding the changes. CIRA will be providing an updated COVID Prevention Plan (CPP) to members prior to the January 14th implementation date. Major changes to the revised standard include:

- **"COVID-19 test"**
The updated regulations amend the definition of a "COVID-19 test" to exclude tests that are both self-administered and self-read, unless observed by the employer or a telehealth proctor. This change will preclude employees from conducting self-administered tests at home in order to satisfy expedited return to work requirements for employees who have had a close contact exposure.
- **"Face covering"**
The definition of "face covering" to require that fabric face coverings not let light pass through when held up to a light source. The regulations allow clear masks to facilitate communication with hearing impaired persons or others with special communication needs, as specified.
- **Free Testing For All Employees Following A Close Contact Exposure** *Makes sense*
Employers are now required to make COVID-19 testing available at no cost and during paid time to employees who were fully vaccinated before the "close contact" with a COVID-19 case occurred, even if they are asymptomatic.
- **Additional Requirements For Recently Recovered COVID Cases and Fully Vaccinated Employees Who Have Close Contact**
Employees who have recently recovered from COVID-19 and those who are fully vaccinated are not required to be excluded from the workplace after "close contact" but must wear a face covering and maintain six feet of physical distancing for 14 calendar days following the last date of contact.
- **Unvaccinated Employees Who Have Close Contact**
The amended regulations reinstitute the 14-day quarantine, up from 10 days, unless the employee satisfies the requirements for an expedited return-to-work. However, the regulations provide two exceptions to the general rule: (1) where 10 days have passed since the close contact and the employee wears a face covering and maintains six feet of



distance while at the workplace for 14 days following the close contact; or (2) Seven days have passed since the close contact and the employee tested negative for COVID-19 with a specimen taken at least five days after the close contact and the employee wears a face covering and maintains six feet of distance while at the workplace for 14 days following the close contact.

Reminder: ETS Exemption for Fire Operations with Aerosol Transmissible Disease (ATD) Program

As noted in prior alerts, Fire Departments should have in place an ATD program due to providing paramedic and emergency medical services. Those employees who fall under the ATD program are exempt from the ETS requirements, including quarantine requirements for close contacts. See [Cal/OSHA FAQs](#) and noted below

If the firefighter performs emergency medical services (EMS) duties, such as those of a paramedic, emergency medical technician or first responder; or if the firefighter otherwise provides support in the field to those performing EMS duties, the firefighter has occupational exposure to aerosol transmissible diseases (ATDs), as defined in section 5199, and is covered by the requirements of section 5199, and not the ETS. This is true even when that firefighter performs tasks that do not necessarily involve potential exposure to ATDs, e.g., when responding to non-EMS calls and when otherwise traveling in fire department vehicles; when performing routine tasks, such as training and maintenance; and while engaged in the normal routines of a fire station, including meals and sleeping.

If your fire department does not have an ATD program, please have your Fire Chief contact Erike Young at 916-926-2842 or eyoung@cira-jpa.org.

Federal OSHA Mandatory Vaccination Status

The Federal OSHA Emergency Temporary Standard remains in limbo and with Federal Appeals court reinstating the vaccine and testing requirements in its December 17th decision. It is expected that the case will ultimately be decided by the Supreme Court. As a "state plan state", California is required to adopt regulations that are at least as effective as Federal OSHA within 30 days of their adoption. At this time, the Cal/OSHA Standards Board has postponed the adoption of the Federal regulation until it makes its way through the courts. If ultimately approved, any employer with over 100 employees would need to require employees to be vaccinated or conduct weekly testing.

If you have any questions, please contact Erike Young at 916-926-2842 or eyoung@cira-jpa.org.

Best regards,

Erike Young | Risk Manager | CIRA
2330 E. Bidwell Street, Folsom, CA 95630
Phone: 916-927-7727
Cell: 916-926-2842

****PLEASE NOTE MY NEW CONTACT INFORMATION ABOVE. REMIF AND PARSAC MERGED TO BECOME CIRA EFFECTIVE 07/01/21.****

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Attachment 3

Don Reynolds

From: Erike Young <eyoung@cira-jpa.org>
Sent: Monday, January 10, 2022 9:51 AM
To: Erike Young
Cc: Kin Ong; Amy Northam; Yahaira Martinez; Tracey Smith-Reed; Heather McGroarty; Carmela Beckman-Spector; rollie@borettiinc.com; Abel Varela; james@borettiinc.com
Subject: CIRA Alert: Revised Cal/OSHA COVID ETS and Public Safety ATD Webinar
Attachments: Revised COVID-19 Prevention Program template 01102022.docx

Dear CIRA Members-

On Friday, January 14th, the revised Cal/OSHA COVID Emergency Temporary Standard (ETS) will become effective. The revised standard has some significant changes in terms of what is an approved face covering and that it will also now align with CDPH quarantine guidelines as they are issued. I have attached an updated COVID Prevention Plan (CPP) that includes the updated language in RED. Please note that the CPP reflects language approved by the Cal/OSHA Standards Board and includes a reference to CDPH.

CIRA will be hosting a webinar this Thursday, January 13th, at 9:00 am to discuss the changes, as well as exemptions from the ETS for your Fire and Police Departments who have an Aerosol Transmissible Disease (ATD) program in place. If your department(s) don't have a written program in place, CIRA has templates and training available. **Please invite your Fire and Police Chiefs to this webinar.**

Please register for the webinar at https://us06web.zoom.us/meeting/register/tZMvfu-uuqTsrG9ETmb9O8chb89oTmoXby_RS

Finally, I have included the updated CDPH quarantine requirements, which Cal/OSHA clarified do apply to the workplace. You can begin implementing today. Please note that all of the new guidelines allow for employees to be tested after day 5 and upon a negative test can return to work.

Table 1: Exclusion Requirements for Employees Who Test Positive for COVID-19 (Isolation)

Requirements apply to **all** employees, regardless of vaccination status, previous infection, or lack of symptoms.

- Employees who test positive for COVID-19 must be excluded from the workplace for at least 5 days.
- Isolation can end and employees may return to the workplace after day 5 if they are not present or are resolving, **and** a diagnostic specimen* collected on or after day 5 is negative.
- If an employee is unable or chooses not to test and their symptoms are resolving, isolation can end and the employee may return to the workplace.
- If an employee has a fever, isolation must continue and the employee may not return to work until the fever resolves.
- If an employee's symptoms other than fever are not resolving, they may return to work until their symptoms are resolving **or** until after day 10 from the onset of symptoms.
- Employees must wear face coverings around others for a total of 10 days after testing, especially in indoor settings. Please refer to the section in this FAC [coverings](#) for additional face covering requirements.

* Antigen test preferred.

Table 2: Employees Who Are Exposed to Someone with COVID-19 (Quarantine)



Requirements apply to employees who are:

- Unvaccinated⁺; OR
- Vaccinated and booster-eligible⁺⁺ but have **not** yet received their booster dose.⁺⁺⁺

⁺Includes persons previously infected with SARS-CoV-2 within the last 90 days.

⁺⁺See Table 4 for definition of booster-eligible.

- Employees must be excluded from the workplace for at least 5 days after contact with a person who has COVID-19.
- Exposed employees must test on day 5.
- Quarantine can end and exposed employees may return to the workplace if symptoms are not present **and** a diagnostic specimen* collected on day 5 is negative.
- If an employee is unable or chooses not to test¹ and does not have symptoms, quarantine can end and the employee may return to the workplace after day 10.
- Employees must wear face coverings around others for a total of 10 days, especially in indoor settings. Please refer to the section in this FAQ on [face coverings](#) for additional face covering requirements.
- If an exposed employee tests positive for COVID-19, they must follow the requirements above in Table 1.
- If an exposed employee develops symptoms, they must be excluded pending a test.
- Employees are strongly encouraged to get vaccinated or boosted.

* Antigen test preferred.

⁺⁺⁺Employers are not required to exclude asymptomatic employees in this category if:

- A negative diagnostic test* is obtained within 3-5 days after last exposure to a case;
- Employee wears a face covering around others for a total of 10 days (please refer to the section in this FAQ on [face coverings](#) for additional face covering requirements); and
- Employee continues to have no symptoms.

Table 3: Employees Who Are Exposed to Someone with COVID-19 (No Quarantine Required)

Requirements apply to employees who are:

- Boosted; OR
- Vaccinated, but not yet booster-eligible.^x

^x (See Table 4 for definition of booster-eligible)

Employees do not need to quarantine if they:

- Test on day 5 with a negative result.
- Wear face coverings around others for 10 days after exposure, especially in indoor settings. Please refer to the section in this FAQ on [face coverings](#) for additional face covering requirements.
- If employees test positive, they must follow isolation recommendation
- If employees develop symptoms, they must be excluded pending the results of a test.

If you have any questions prior to the webinar, please contact me at eyoung@cira-jpa.org or 916-926-2846.

Best regards,

Erike Young | Risk Manager | CIRA
2330 E. Bidwell Street, Folsom, CA 95630
Phone: 916-927-7727
Cell: 916-926-2842

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Attachment 4

COVID-19 Prevention Program

Revised 01/10/2022

PURPOSE:

The purpose of the City's COVID-19 Prevention Program ("CPP") is control exposures to the SARS-CoV-2 virus that may occur at City worksites.

AUTHORITY AND RESPONSIBILITY

This CPP applies to all employees except for employees who do not have contact with other persons, employees who are teleworking, or who are covered under the City's Aerosol Transmissible Disease (ATD) program.

The City Manager has overall authority and responsibility for implementing the provisions of this CPP. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand. This applies to contract employees who work with City staff on a daily basis.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

DEFINITIONS:

For the purposes of the CPP, the following definitions shall apply:

"Close Contact" Being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period" defined by this section. This definition applies regardless of the use of face coverings.

Exception: Employees have not had a close contact if they wore a respirator required by employer and used in compliance with section 5144, whenever they were within six feet of the COVID-19 case during the high-risk period.

"COVID-19" means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

"COVID-19 case" A person who: (1) Has a positive "COVID-19 test" as defined in Section 3205 (2) Has a positive COVID-19 diagnosis from a licensed health care provider; or (3) Is subject to COVID-19-related order to isolate issued by a local or state health official; or (4) Has died due to COVID-19, in determination of a local health department or per inclusion in the COVID-19 statistics of a county.

"COVID-19 hazard" Exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei,

which most commonly result from a person or persons exhaling, talking or vocalizing, coughing or sneezing, or from procedures performed on a person that may aerosolize saliva or respiratory tract fluids. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

“COVID-19 symptoms” means one of the following: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

“COVID-19 test” means a viral test for SARS-CoV-2 that is both: (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable; and (3) not both self-administered and self-read unless observed by the employer or an authorized telehealth proctor.

“Exposed Group” All employees at a work location, working area, or a common area at work, where an employee was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply;

A) For the purposed of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.

B) If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.

C) If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and all persons were wearing face coverings at the time the COVID-19 case was present, other people at the work location, working area, or common area are not part of the exposed group.

NOTE: An exposed group may include the employees of more than one employer.

“Face covering” A surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers (i.e., fabrics that do not let light pass through when held up to a light source) that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a



solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric. This definition includes clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet this definition and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

“Fully vaccinated” The employer has documented that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single dose COVID-19 vaccine. Vaccines must be FDA approved; or have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO). The second dose of the series must not be received earlier than 17 days (21 days with a 4-day grace period) after the first dose.

“High-risk exposure period” The following time period: (1) For COVID-19 cases who develop COVID-19 symptoms: from 2 days before they first develop symptoms until all of the following are true; it has been 10 days since symptoms first appeared, 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved. (2) For COVID-19 cases who never develop COVID-19 symptoms: from 2 days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

“Respirator” A respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matters, such as an N95 filtering facepiece respirator.

“Worksite” For the limited purposes of COVID-19 prevention regulations only, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter, locations where the worker worked by themselves without exposure to other employees, or to a worker's personal residence or alternative work location chosen by the worker when working remotely.

IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

The City will implement the following at our worksites:

- Conduct worksite-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form or similar form.
- Evaluate employees' potential worksite exposures to all persons at, or who may enter, our worksite.



- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls at our worksites and the need for different or additional controls.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form, or similar form, to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Screening Employees for COVID-19 Symptoms

The City possesses authority to require employees to be screened for COVID-19 symptoms prior to entering a worksite. Each worksite will either require employees to self-screen according to CDPH guidelines or will direct screen employees when they come to work by taking employee temperatures and asking about potential symptoms prior to entering a worksites. When direct screening is used indoors, face coverings will be worn by both the screener and unvaccinated employees using a non-contact thermometer used.

Should an employee present COVID-19 symptoms during an administered screening or a self-screen, the City will instruct the employee to remain at or return to their home or place of residence and not report to work until such time as the employee satisfies the minimum criteria to return to work. The City will advise employees of any leaves to which they may be entitled during this self-quarantine period. Further, the City has adopted policies and procedures that ensure the confidentiality of employees and comply with the CMIA, and will not disclose to other employees the fact that the employees presented COVID-19 symptoms.

Ventilation and Filtration Efficiency

For indoor locations, we will evaluate how to maximize ventilation with outdoor air to the highest level of filtration efficiency compatible with the existing ventilation system and whether the use of portable or mounted high efficiency particulate air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.

We will review applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention. These orders and guidance are both information of general application, including Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments by the California Department of Public Health (CDPH) and information specific to our industry, location, and operations.

CORRECTION OF COVID-19 HAZARDS

The City will implement effective policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.

This includes, but is not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted related to the identification and evaluation of COVID-19 hazards and investigating and responding to COVID-19 cases at City worksites.

CONTROL OF COVID-19 HAZARDS

Face Coverings

For all employees who are not fully vaccinated, we will provide face coverings and ensure they are worn when indoors or in vehicles and where required by orders from the CDPH. We will ensure required face coverings are clean and undamaged, and they are worn over the nose and mouth.

When employees are required to wear face coverings, the following exceptions apply:

- A. When an employee is alone in a room or vehicle.
- B. While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
- C. Employees wearing respirators required by the employer and used in compliance with CCR Title 8 section 5144.
- D. Employees who cannot wear face coverings due to a medical or mental health condition or disability or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- E. Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

Any employee not wearing a face covering, pursuant to the exceptions listed in items (d) and (e) above, and not wearing a non-restrictive alternative when allowed by Section 3205 (c)(6)(E) shall be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19 during employee paid time and at no cost to the employee.

When face coverings are not required, we will provide face coverings to employees upon request, regardless of vaccination status.

Cleaning and disinfecting

The City's cleaning and disinfecting policy requires the following:



1. Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels. The **City** will inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.
2. Prohibiting the sharing of personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing will be minimized and such items and equipment shall be disinfected between uses by different people. Sharing of vehicles will be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.
3. Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.

Hand sanitizing

In order to implement effective hand sanitizing procedures, the City will

- Evaluate handwashing facilities.
- Determine the need for additional facilities.
- Encourage and allow time for employee handwashing.
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encourage employees to wash their hands for at least 20 seconds

Personal protective equipment (PPE)

The City will evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

Upon request, we will provide respirators for voluntary use, in compliance with subsection 5144 (c)(2) to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. We will encourage their use and ensure employees are provided with a respirator of the correct size.

The City provides eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Additional measures will be utilized as required by state and local health departments.



We will make COVID-19 testing available, during employee paid time, at no cost to employees with COVID-19 symptoms who are not fully vaccinated.

INVESTIGATING AND RESPONDING TO COVID-19 CASES

In the event that employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, the **City** will instruct the employees to remain at or return to their home or place of residence and not report to a worksite until such time as the employees satisfy the minimum criteria to return to work. An investigation will be conducted to determine who may have had close contact with COVID-19 case.

All employees who had potential COVID-19 close contact in our workplace will be:

- Informed of their possible exposure to COVID-19 in the workplace while maintaining confidentiality
- Offered COVID-19 testing through their health provider or if not covered by insurance offered testing through another provider at no cost during their working hours
- Provided information on benefits as outlined in the Training and Instruction section
- Advised of the temporary closing of the general area where the infected employee(s) worked until cleaning is completed
- Advised of the deep cleaning of the entire area where the infected employee(s) worked and may have been 

The **City** will protect the confidentiality of the COVID-19 cases and will not disclose to other employees the fact that the employees tested positive for or were diagnosed with COVID-19. The **City** will keep confidential all personal identifying information of COVID-19 cases unless expressly authorized by the employees to disclose such information or as other permitted or required under the law.

Contact Tracing

The **City** will utilize Appendix C: Investigating COVID-19 Cases for or similar form in order to determine:

1. The date on which the employees tested positive, if asymptomatic, or the date on which the employees first presented COVID-19 symptoms, if symptomatic;
2. The COVID-19 cases recent work history, including the day and time they were last present at a **City** worksite; and
3. The nature and circumstances of the COVID-19 cases' contact with other employees during the high-risk exposure period, including whether there were any COVID-19 close contacts.

If the **City** determines that there were any COVID-19 close contacts, the **City** will instruct those employees to remain at their home or place of residence and not report to

a City worksite until such time as the employees satisfy the minimum criteria to return to work.

Reporting the Potential Exposure to Other Employees

The **City** will comply with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and institutions as required based on the individual circumstances: (1) employees who were present at a worksite when the COVID-19 case was present; and (2) subcontracted employees who were present at the worksite.

The **City** will provide COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 close contact at a worksite. The **City** will provide these employees with information regarding COVID-19-related benefits to which the employees may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act (FFCRA), Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the **City's** own leave policies, and leave guaranteed by contract.

The **City** will continue to provide and will maintain these employees' earnings, seniority, and all other employee rights and benefits, including the employees' right to their former job status, as if the employees had not been removed from their jobs.

The **City** may require that these employees use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

Investigation to Determine Whether Workplace Conditions Contributed to COVID-19 Exposure

The **City** will conduct an investigation in order to determine whether any worksite conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

SYSTEM FOR COMMUNICATING

The **City's** goal is to ensure there is effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- **City** policy requires that employees immediately report to their manager or supervisor or to the Department of Human Resources any of the following: (1) the employee's presentation of COVID-19 symptoms; (2) potential close contact to a person with COVID-19; (3) possible COVID-19 hazards at worksites. Any employee making such a report can do so without fear of reprisal.

- City policy provides for an accommodation process for employees who have a medical or other condition identified by the Centers for Disease Control and Prevention (“CDC”) or the employees’ health care provider as placing or potentially placing the employees at increased risk of severe COVID-19 illness.
 - To request an accommodation under the **CCP** policy, employees may make a request with their manager or supervisor or the Department of Human Resources.
- Where testing is not required, how employees can access COVID-19 testing
- In the event the City is required to provide testing because of a worksite exposure or outbreak, the City will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- COVID-19 testing is not required for employees who are fully vaccinated before the close contact and do not have symptoms, and for COVID-19 cases who have returned to work and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 90 days after their first positive test.
- Information about COVID-19 hazards employees (including other employees and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

TRAINING AND INSTRUCTION OF EMPLOYEES

The City will provide training and instruction that includes:

- COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick and vaccination leave, if applicable, workers’ compensation law, local governmental requirements, our leave policies, and leave guaranteed by contract, and Section 3205.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.



- Our policy for providing respirators, and the right of employees who are not fully vaccinated to request a respirator for voluntary use as stated in this program, without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use under this section or section 3205.1 through 3205.4, training will be provided on how to properly wear the respirator, and how to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with the seal.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings are intended to primarily protect people around the user.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policy, how to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- The conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained. Employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

REPORTING, RECORDKEEPING, AND ACCESS

It is the City's policy to:

- Report information about COVID-19 cases at a City worksite to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).



- Make our written COVID-19 Prevention Program available at the worksite to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

EXCLUSION OF COVID-19 CASES

Where we have a COVID-19 case in our workplace and employees who had a close contact, we will limit transmission by:

- Ensuring COVID-19 cases are excluded from the workplace until our return-to-work requirements are met, with the following exceptions:
 - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms so long as such employees wear a face covering and maintain six feet of distance from others at the workplace for 10 days following the last date of close contact COVID-19 exposure; and
 - COVID-19 cases who returned to work pursuant to the aforementioned requirements and have remained free of COVID-19 symptoms for 90 days after the initial onset of COVID-19 symptoms or for COVID-19 cases who never developed COVID-19 symptoms for 90 days after the first positive test, so long as such employees wear a face covering and maintain six feet of distance from others at the workplace for 10 days following the last date of close contact COVID-19 exposure. (See CDPH Guidelines for changes)

Additionally, if an employee is not excluded in accordance with the above exceptions, the CITY will provide such an employee with information about any applicable precautions recommended by the California Department of Public Health (“CDPH”) for persons with a close contact COVID-19 exposure.

- Continuing and maintaining an employee’s earnings, seniority, and all other employee rights and benefits whenever we’ve demonstrated that the COVID-19 exposure is work related. This will be accomplished by:
 - Allowing them to work remotely when they can fulfill their duties from home
 - Providing employees at the time of exclusion with information on



available benefits.

RETURN-TO-WORK CRITERIA

The City will ensure that COVID-19 cases are excluded from the worksite until the individual satisfies the minimum return to work criteria as noted below or as issued by the CDPH pursuant to the Governor's executive order, whichever is shorter:

- COVID-19 cases with COVID-19 symptoms will not return to a City worksite until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to a City worksite until a minimum of 14 days have passed since the date of specimen collection of their first positive COVID-19 test.
 - The 14-day return to work timeline can be shortened to 10 days if the employee wears a face covering and maintains six feet of distance from others while at the workplace for 14 days following the last known close contact COVID-19 exposure.
 - The 14-day return to work timeline can be shortened to seven (7) days if the employee tests negative for COVID-19 with a specimen taken at least five (5) days after the last known close contact COVID-19 exposure and the employee wears a face covering and maintains six feet of distance from others while at the workplace for 14 days following the last known close contact COVID-19 exposure

Persons who have a close contact may return to work as follows (See CDPH for Updates):

- Vaccinated employees and those COVID-19 cases who have been symptom free within 90-days of first positive test, may remain at work so long as such employees wear a face covering and maintain six feet of distance from others at the workplace for 14 days following the last date of close contact COVID-19 exposure.
- Unvaccinated employees who had a close contact but never developed any COVID-19 symptoms may return to work when 14 days have passed since the last contact.
 - The 14-day return to work timeline can be shortened to 10 days if the employee wears a face covering and maintains six feet of distance from others while at the workplace for 14 days following the last known close contact COVID-19 exposure.



- The 14-day return to work timeline can be shortened to seven (7) days if the employee tests negative for COVID-19 with a specimen taken at least five (5) days after the last known close contact COVID-19 exposure and the employee wears a face covering and maintains six feet of distance from others while at the workplace for 14 days following the last known close contact COVID-19 exposure.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 14 days from the time the order to isolate was effective.

Provision of Information Concerning Benefits to Excluded Employees

At the time of exclusion, the City will provide the excluded employees the information on benefits to which the employees may be entitled under applicable federal, state, or local laws.

This includes any benefits available under workers' compensation law, the FFCRA, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, the City's own leave policies, and leave guaranteed by contract.

Allowance by Cal/OSHA for an Employee to Return to Work

If there are no violations of state or local health officer orders for isolation or quarantine, Cal/OSHA may, upon request, allow employees to return to a worksite on the basis that the removal of employees would create undue risk to a community's health and safety.

In such cases, the City will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employees at the worksite and, if isolation is not possible, the use of respiratory protection in the workplace.

MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS

If there are three or more COVID-19 cases within a 14-day period or a worksite is identified by the local health department as the location of an outbreak, this section of CPP will stay in effect until there are no new COVID-19 cases detected at that worksite for a 14-day period.

COVID-19 testing

We will make COVID-19 testing available at no cost to all employees within the exposed group except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period, or for COVID-19 cases who did not develop symptoms after returning to work, no testing is required for



90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test. COVID-19 testing will be provided at no cost to employees during employees' working hours.

COVID-19 testing consists of the following:

- Testing shall be made available to all employees in the exposed group and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
- After the first two COVID-19 tests, we will continue to make COVID-19 testing available once a week at no cost to all employees in the exposed group who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until this section no longer applies, pursuant to more protective stringent state or local health department mandates or guidance. Any employees in the exposed group who are not wearing respirators required by this policy and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where it can be demonstrated that six feet of separation is not feasible, and except for momentary exposure while persons are in movement. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.

All employees in the exposed group shall wear face coverings when indoors or when outdoors and less than six feet from another person.

Notice shall be given to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.

An evaluation of the worksite will be completed to determine whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

Exclusion of COVID-19 cases

The City will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the worksite in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.



COVID-19 investigation, review and hazard correction

In addition to the CPP **Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards**, the City will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.

- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.

- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.

In buildings or structures with mechanical ventilation, we will filter recirculated air with minimum efficiency reporting value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable mounted high efficiency particulate air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, will implement their use to the degree feasible.

MAJOR COVID-19 OUTBREAKS

If there are 20 or more COVID-19 cases within a 30-day period, this section of CPP will stay in effect until there are no new COVID-19 cases detected at that worksite for a 14-day period.

COVID-19 testing



In addition to outbreak testing requirements, testing will be made available to all employees in the exposed group, regardless of vaccination status twice a week, or more frequently if recommended by the local health department. COVID-19 testing will be provided at no cost to employees during employees' working hours.

The City will provide a respirator for voluntary use in compliance with subsection 5144 (c)(2) to employees in the exposed groups and will determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.

Any employees in the exposed group who are not wearing respirators required by this policy and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where it can be demonstrated that six feet of separation is not feasible, and except momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.

At workstations where an employee in the exposed group is assigned to work for an extended period of time and where physical distancing requirements in this policy is not maintained at all times, the employer shall install cleanable solid partitions that effectively reduce transmission between the employee and other persons.

The City will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.

Exclusion of COVID-19 cases

The City will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the worksite in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

The City will comply with the requirements of the CPP **Investigating and Responding to COVID-19 Cases**.



Appendix A

Current CDPH Quarantine Guidance as of 1/14/22

Table 1: Exclusion Requirements for Employees Who Test Positive for COVID-19 (Isolation)

Requirements apply to all employees, regardless of vaccination status, previous infection, or lack of symptoms.

- Employees who test positive for COVID-19 must be excluded from the workplace for at least 5 days.
- Isolation can end and employees may return to the workplace after day 5 if symptoms are not present or are resolving, and a diagnostic specimen* collected on day 5 or later tests negative.
- If an employee is unable or chooses not to test and their symptoms are not present or are resolving, isolation can end and the employee may return to the workplace after day 10.
- If an employee has a fever, isolation must continue and the employee may not return to work until the fever resolves.
- If an employee's symptoms other than fever are not resolving, they may not return to work until their symptoms are resolving or until after day 10 from the positive test.
- Employees must wear face coverings around others for a total of 10 days after the positive test, especially in indoor settings. Please refer to the section in this FAQ on [face coverings](#) for additional face covering requirements.

* Antigen test preferred.

Table 2: Employees Who Are Exposed to Someone with COVID-19 (Quarantine)

Requirements apply to employees who are:

- Unvaccinated; **OR**
- Vaccinated and booster-eligible but have not yet received their booster dose.

Includes persons previously infected with SARS-CoV-2 within the last 90 days.

See Table 4 for definition of booster-eligible.

- Employees must be excluded from the workplace for at least 5 days after their last close contact with a person who has COVID-19.
- Exposed employees must test on day 5.
- Quarantine can end and exposed employees may return to the workplace after day 5 if symptoms are not present and a diagnostic specimen collected on day 5 or later tests negative.
- If an employee is unable or chooses not to test and does not have symptoms, quarantine can end and the employee may return to the workplace after day 10.
- Employees must wear face coverings around others for a total of 10 days after exposure, especially in indoor settings. Please refer to the section in this FAQ on [face coverings](#) for additional face covering requirements.
- If an exposed employee tests positive for COVID-19, they must follow the isolation requirements above in Table 1.
- If an exposed employee develops symptoms, they must be excluded pending the results of a test.
- Employees are strongly encouraged to get vaccinated or boosted.

Antigen test preferred.

Employers are not required to exclude asymptomatic employees in this category if:

- A negative diagnostic test* is obtained within 3-5 days after last exposure to a case;
- Employee wears a face covering around others for a total of 10 days (please refer to the section in this FAQ on [face coverings](#) for additional face covering requirements); and
- Employee continues to have no symptoms.

Table 3: Employees Who Are Exposed to Someone with COVID-19 (No Quarantine Required)



Requirements apply to employees who are:

- Boosted; OR
- Vaccinated, but not yet booster-eligible.

(See Table 4 for definition of booster-eligible)

Employees do not need to quarantine if they:

- Test on day 5 with a negative result.
- Wear face coverings around others for 10 days after exposure, especially in indoor settings. Please refer to the section in this FAQ on **face coverings** for additional face covering requirements.
- If employees test positive, they must follow isolation recommendations above.
- If employees develop symptoms, they must be excluded pending the results of a test.





City of San Juan Bautista

The "City of History"

Office of the City Manager

MEMORANDUM

TO: CITY STAFF
FROM: DON REYNOLDS, CITY MANAGER
DATE: DECEMBER 7, 2021
SUBJECT: COVID-19 AND RETURN TO WORK POICY

The City employees will protect the public and each other by notifying their supervisor when they feel sick from possible COVID-19 flu symptoms, and leave work if feeling any of the symptoms described in the attached list from the CDC, until the symptoms have gone.

Before returning to work, the employee must have a negative test result and provide proof of it to the Administrative Services Manager/HR.

Free Testing is available at the Hazel Hawkins Health Center:

SUNDAYS - THURSDAYS
7:00 AM - 7:00 PM
Hazel Hawkins Community Health Center
Building 2, Suite B
930 Sunset Drive
Hollister, CA 95023

Make an appointment

at:

lhi.care/covidtesting

or

call 1-888-634-1123.

The City will do its best to follow the guidelines from Cal OSHA and the CDC to protect its employees, and the public. In the second attachment, the CDC outlines "What to do if you are sick." The 5th protocol includes testing to see if it is COVID-19. The 3rd attachment describes testing in general.

If a COVID-19 test result is negative and the symptoms have dissipated, return to work as usual. The City will pay for the test and time required to get tested.

If a test result is positive, there is a whole quarantine that is required for vaccinated and unvaccinated employees. Seek guidance from the Administrative Services Manager under this circumstance.



Free COVID-19 Testing!

**WALK-INS
AVAILABLE**

***(BASED ON AVAILABILITY)**

SUNDAYS - THURSDAYS

7:00 AM - 7:00 PM

Hazel Hawkins Community Health Center

Building 2, Suite B

930 Sunset Drive

Hollister, CA 95023



**Make an appointment at:
lhi.care/covidtesting or
call 1-888-634-1123.**



¡Prueba de COVID-19 Gratis!

¡Citas disponibles
todo el día,

no se requiere cita!

*(BASADO EN LA DISPONIBILIDAD)



Centro de Salud Comunitario Hazel Hawkins
Edificio 2, Suite B
930 Sunset Drive
Hollister, CA 95023

Para registrarse, visite:
lhi.care/covidtesting o llame
1-888-634-1123.



COVID-19

Symptoms of COVID-19

Updated Feb. 22, 2021

Watch for Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19. Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

Feeling Sick?

[Check Symptoms with Self-Checker](#)

[Get Tested for COVID-19](#)

When to Seek Emergency Medical Attention

Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake



- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

If You Are Sick

- › [Check symptoms with Coronavirus Self-Checker](#)
- › [Get tested](#)
- › [What to do if you are sick](#)
- › [Isolate if you are sick](#)
- › [When to quarantine](#)
- › [How to care for someone who is sick](#)

Difference between COVID-19 & Flu

Influenza (Flu) and COVID-19 are both contagious respiratory illnesses, but they are caused by different viruses. COVID-19 is caused by infection with a new coronavirus (called SARS-CoV-2), and flu is caused by infection with [influenza viruses](#).

COVID-19 seems to spread more easily than flu and causes more serious illnesses in some people. It can also take longer before people show symptoms and people can be contagious for longer. More information about differences between flu and COVID-19 is available in the different sections below.

Because some of the symptoms of flu and COVID-19 are similar, it may be hard to tell the difference between them based on symptoms alone, and [testing](#) may be needed to help confirm a diagnosis.

While more is learned every day about COVID-19 and the virus that causes it, there is still a lot that is unknown . This page compares COVID-19 and flu, given the best available information to date.

Handouts & Videos



What to Do If You Are Sick

Updated Mar. 17, 2021

If you have a fever, cough or [other symptoms](#), you might have COVID-19. Most people have mild illness and are able to recover at home. If you are sick:

- Keep track of your symptoms.
- If you have [an emergency warning sign](#) (including trouble breathing), call 911.

Steps to help prevent the spread of COVID-19 if you are sick

If you are sick with [COVID-19](#) or think you might have [COVID-19](#), follow the steps below to care for yourself and to help protect other people in your home and community.



Stay home except to get medical care

- **Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other [emergency warning signs](#), or if you think it is an [emergency](#).
- **Avoid public transportation, ride-sharing, or taxis.**



Separate yourself from other people

As much as possible, **stay in a specific room** and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a mask.

Tell your [close contacts](#) that they may have been exposed to COVID-19. An infected person can spread COVID-19 starting 48 hours (or 2 days) before the person has any symptoms or tests positive. By letting your close contacts know they may have been exposed to COVID-19, you are helping to protect everyone.

- Additional guidance is available for those living in [close quarters](#) and [shared housing](#).
- See [COVID-19 and Animals](#) if you have questions about pets.
- If you are diagnosed with COVID-19, someone from the health department may call you. [Answer the call](#) to slow the spread.



Monitor your symptoms

[Symptoms of COVID-19 include fever, cough, or other symptoms.](#)



Symptoms of COVID-19 include fever, cough, or other symptoms.

- Follow care instructions from your healthcare provider and local health department. Your local health authorities may give instructions on checking your symptoms and reporting information.

When to seek emergency medical attention

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.



Call ahead before visiting your doctor

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office,** and tell them you have or may have COVID-19. This will help the office protect themselves and other patients.



Get Tested

- If you have **symptoms of COVID-19**, get tested. While waiting for **test results**  [224 KB, 2 pages], you stay away from others, including staying apart from those living in your household.
- You can visit your **state, tribal, local** , and **territorial health department's website** to look for the latest local information on testing sites.



If you are sick, wear a mask over your nose and mouth

- **You should wear a mask over your nose and mouth** if you must be around other people or animals, including pets (even at home).
- You don't need to wear the mask if you are alone. If you can't put on a mask (because of trouble breathing, for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.
- Masks should not be placed on young children under age 2 years, anyone who has trouble breathing, or anyone who is not able to remove the mask without help.

Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders.

Cover your coughs and sneezes





- Cover your mouth and nose with a tissue when you cough or sneeze.
- Throw away used tissues in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



Clean your hands often

- Wash your hands often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Use **hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water** are the best option, especially if hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.

COVID-19



Avoid sharing personal household items

- Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- Wash these items thoroughly after using them with soap and water or put in the dishwasher.



Clean all “high-touch” surfaces every day

- Clean and disinfect high-touch surfaces in your “sick room” and bathroom; wear disposable gloves. Let someone else clean and disinfect surfaces in common areas, but you should clean your bedroom and bathroom, if possible.
- If a caregiver or other person needs to clean and disinfect a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and disposable gloves prior to cleaning. They should wait as long as possible after the person who is sick has used the bathroom before coming in to clean and use the bathroom.

High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- Clean and disinfect areas that may have blood, stool, or body fluids on them.
- Use household cleaners and disinfectants. Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
 - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
 - Use a product from [EPA's List N: Disinfectants for Coronavirus \(COVID-19\)](#) .
 - [Complete Disinfection Guidance](#)



When you can be around others after being sick with COVID-19

Deciding when you can be around others is different for different situations. Find out when you can safely end home isolation.



For any additional questions about your care, contact your healthcare provider or state or local health department.

Video and Fact Sheet



VIDEO
10 Things You Can Do to Manage COVID-19 at Home

Video Length: 00:01:32

[Watch Video](#)



FACT SHEET
Caring for yourself at home: 10 things to manage your health

What you can do if you have possible or confirmed COVID-19:

File Details: 484 KB, 1 page

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[Households](#)

[People Who Need Extra Precautions](#)

[People Who Are Sick](#)

[Caregivers](#)

[Schools](#)

[Businesses](#)

[Healthcare Professionals](#)

[Health Departments](#)

[Laboratories](#)

[ASL Video Series: Use the Coronavirus Self Checker](#)

Last Updated Mar. 17, 2021





COVID-19

Test for Current Infection

Updated Oct. 27, 2021

Viral tests are used to look for current infection

A viral test checks specimens from your nose or your mouth to find out if you are currently infected with the virus that causes COVID-19. Viral tests can be performed in a laboratory, at a testing site, or [at home or anywhere else](#). Two types of viral tests are used: [nucleic acid amplification tests \(NAATs\)](#) and [antigen tests](#).

Who should get tested

The following people should get tested for COVID-19:

- People who have [symptoms of COVID-19](#).
- People who have come into close contact with someone with COVID-19 should be tested to check for infection:
 - [Fully vaccinated people](#) should be tested 5–7 days after their last exposure.
 - People who are not fully vaccinated should get tested immediately when they find out they are a close contact. If their test result is negative, they should get tested again 5–7 days after their last exposure or immediately if symptoms develop.
- People not fully vaccinated with COVID-19 vaccine who are prioritized for expanded [community screening](#) for COVID-19.
- People not fully vaccinated with COVID-19 vaccine who have been asked or referred to get testing by their school, workplace, healthcare provider, [state, tribal, local](#) [🔗](#) or [territorial health department](#).

Who does not need to be tested

The following people who have been exposed to someone with COVID-19 do **not** need to get tested if they do not have COVID-19 symptoms:

- People who have [tested positive for COVID-19 within the past 3 months and recovered](#), as long as they do not develop new symptoms, do not need to get tested.

COVID-19 viral testing tool

The COVID-19 Viral Testing Tool is an interactive web tool designed to help both healthcare providers and individuals understand COVID-19 testing options. This tool helps healthcare providers quickly access the most relevant, actionable information to determine what type(s) of COVID-19 testing they should recommend to patients. The tool helps individuals determine what type of test they should seek. After test results are in, the tool can help interpret test results and guide next steps.

The online, mobile-friendly tool asks a series of questions, and provides recommended actions and resources based on the user's responses.





COVID-19 Viral Testing Tool

A tool to help you understand COVID-19 testing options.

Get Started

How to get a viral test

- Visit your [state](#), [tribal](#), [local](#) [link](#), or [territorial](#) health department's website to look for the latest local information on testing.
- Visit your healthcare or public health department clinic provider to get a self-collection kit or self-test.
- You and your healthcare provider might consider either [self-collection kit](#) or a [self-test](#) if you have symptoms of COVID-19 and can't get tested by a healthcare provider.

Positive viral test



If you test positive for the virus that causes COVID-19, take the following steps to protect others regardless of your COVID-19 vaccination status: [isolate at home](#) and isolate away from others for at least 10 days.

- If you do not have any symptoms, you should still [isolate at home](#) for at least 10 days.
- If you develop symptoms, continue to isolate for at least 10 days after symptoms began as long as symptoms have improved, and no fever is present for at least 24 hours without use of fever-reducing medications.
- Most people have mild COVID-19 illness and can recover at home without medical care.
- Contact your healthcare provider as soon as possible if you are more likely to get very sick because of being an older adult or having [underlying medical conditions](#) or if your symptoms get worse.



Talk to your healthcare provider or local health department to find out how long to isolate if you:

- Are severely ill with COVID-19 or have a weakened immune system;
- Had a positive test result followed by a negative result; or
- Test positive for many weeks after the initial result.

Negative viral test

If you test negative for the virus that causes COVID-19, the virus was not detected.



If you have [symptoms of COVID-19](#):

- You may have received a false negative test result and still might have COVID-19. You should isolate away from others.
- Contact your healthcare provider about your symptoms, especially if they worsen, about follow-up testing, and how long to isolate.

If you do not have symptoms of COVID-19, and you were exposed to a person with COVID-19:

- You are likely not infected, but you still may get sick.



- Self-quarantine at home for 14 days after your exposure.
 - Persons who are fully vaccinated with COVID-19 vaccine do not need to self-quarantine at home
 - For residents of non-healthcare congregate settings (e.g. correctional and detention facilities, group homes) and employees of residential congregate settings and high-density workplaces (e.g. meat and poultry processing and manufacturing plants), refer to [CDC's recommendations for fully vaccinated people](#).
- Contact your local health department regarding options to reduce the length of quarantine. If symptoms develop during home quarantine:
 - Contact your healthcare provider about follow-up testing; and
 - [Isolate at home](#) separated away from others.

If you do not have symptoms of COVID-19 and do not have a known exposure to a person with COVID-19:

- You do not need to self-quarantine.

Take steps to protect yourself



Whether you test positive or negative for COVID-19, you should take preventive measures to [protect yourself and others](#).

Last Updated Oct. 27, 2021

Trish Paetz

From: Erike Young <eyoung@cira-jpa.org>
Sent: Tuesday, December 21, 2021 11:23 AM
To: Erike Young
Cc: Kin Ong; Amy Northam; Yahaira Martinez; Tracey Smith-Reed; Heather McGroarty; Carmela Beckman-Spector
Subject: CIRA ALERT: Revised Cal/OSHA ETS and CDPH Requirements

Dear CIRA Members-

In the past week, two significant changes regarding COVID prevention practices were announced by CDPH and Cal/OSHA. The CDPH guidance became effective December 15th, while the newly revised Cal/OSHA requirements will not go into effect until January 14th. The following is a summary of the major provisions of each and how they interact with each other.

CDPH Face Covering Requirement

Face coverings are now required in all public spaces, which includes office work areas, regardless of vaccination status from December 15th-January 15th. The current ETS requires that employers follow guidance from the CDPH, so this guidance is a requirement for employers. Once the guidance expires, on January 15th, employers will be required to follow the new ETS standard that becomes effective the day before.

Cal/OSHA Revised COVID Emergency Temporary Standard – January 14th

The Cal/OSHA Standards Board approved a revision to the ETS at its December 15, 2021 board meeting and will become effective on January 14, 2022. Cal/OSHA has provided a [press release](#) regarding the changes. CIRA will be providing an updated COVID Prevention Plan (CPP) to members prior to the January 14th implementation date. Major changes to the revised standard include:

- **“COVID-19 test”**

The updated regulations amend the definition of a “COVID-19 test” to exclude tests that are both self-administered and self-read, unless observed by the employer or a telehealth proctor. This change will preclude employees from conducting self-administered tests at home in order to satisfy expedited return to work requirements for employees who have had a close contact exposure.

- **“Face covering”**

The definition of “face covering” to require that **fabric face coverings not let light pass through when held up to a light source**. The regulations allow clear masks to facilitate communication with hearing impaired persons or others with special communication needs, as specified.

- **Free Testing For All Employees Following A Close Contact Exposure**

Employers are now required to make COVID-19 testing available at no cost and during paid time to employees who were fully vaccinated before the “close contact” with a COVID-19 case occurred, even if they are asymptomatic. *Makes sense*

- **Additional Requirements For Recently Recovered COVID Cases and Fully Vaccinated Employees Who Have Close Contact**

Employees who have recently recovered from COVID-19 and those who are fully vaccinated are not required to be excluded from the workplace after “close contact” but must wear a face covering and maintain six feet of physical distancing for 14 calendar days following the last date of contact.

- **Unvaccinated Employees Who Have Close Contact**

The amended regulations reinstitute the 14-day quarantine, up from 10 days, unless the employee satisfies the requirements for an expedited return-to-work. However, the regulations provide two exceptions to the general rule: (1) where 10 days have passed since the close contact and the employee wears a face covering and maintains six feet of



distance while at the workplace for 14 days following the close contact; or (2) Seven days have passed since the close contact and the employee tested negative for COVID-19 with a specimen taken at least five days after the close contact and the employee wears a face covering and maintains six feet of distance while at the workplace for 14 days following the close contact.

Reminder: ETS Exemption for Fire Operations with Aerosol Transmissible Disease (ATD) Program

As noted in prior alerts, Fire Departments should have in place an ATD program due to providing paramedic and emergency medical services. Those employees who fall under the ATD program are exempt from the ETS requirements, including quarantine requirements for close contacts. See [Cal/OSHA FAQs](#) and noted below

If the firefighter performs emergency medical services (EMS) duties, such as those of a paramedic, emergency medical technician or first responder; or if the firefighter otherwise provides support in the field to those performing EMS duties, the firefighter has occupational exposure to aerosol transmissible diseases (ATDs), as defined in section 5199, and is covered by the requirements of section 5199, and not the ETS. This is true even when that firefighter performs tasks that do not necessarily involve potential exposure to ATDs, e.g., when responding to non-EMS calls and when otherwise traveling in fire department vehicles; when performing routine tasks, such as training and maintenance; and while engaged in the normal routines of a fire station, including meals and sleeping.

If your fire department does not have an ATD program, please have your Fire Chief contact Erike Young at 916-926-2842 or eyoung@cira-jpa.org.

Federal OSHA Mandatory Vaccination Status

The Federal OSHA Emergency Temporary Standard remains in limbo and with Federal Appeals court reinstating the vaccine and testing requirements in its December 17th decision. It is expected that the case will ultimately be decided by the Supreme Court. As a "state plan state", California is required to adopt regulations that are at least as effective as Federal OSHA within 30 days of their adoption. At this time, the Cal/OSHA Standards Board has postponed the adoption of the Federal regulation until it makes its way through the courts. If ultimately approved, any employer with over 100 employees would need to require employees to be vaccinated or conduct weekly testing.

If you have any questions, please contact Erike Young at 916-926-2842 or eyoung@cira-jpa.org.

Best regards,

Erike Young | Risk Manager | CIRA
2330 E. Bidwell Street, Folsom, CA 95630
Phone: 916-927-7727
Cell: 916-926-2842

****PLEASE NOTE MY NEW CONTACT INFORMATION ABOVE. REMIF AND PARSAC MERGED TO BECOME CIRA EFFECTIVE 07/01/21.****

This email and any files or attachments transmitted with it may contain privileged or otherwise confidential information. If you are not the intended recipient, or believe that you may have received this communication in error, please advise the sender via reply email and immediately delete the email you received.



Don Reynolds

From: Erike Young <eyoung@cira-jpa.org>
Sent: Monday, January 10, 2022 9:51 AM
To: Erike Young
Cc: Kin Ong; Amy Northam; Yahaira Martinez; Tracey Smith-Reed; Heather McGroarty; Carmela Beckman-Spector; rollie@borettiinc.com; Abel Varela; james@borettiinc.com
Subject: CIRA Alert: Revised Cal/OSHA COVID ETS and Public Safety ATD Webinar
Attachments: Revised COVID-19 Prevention Program template 01102022.docx

Dear CIRA Members-

On Friday, January 14th, the revised Cal/OSHA COVID Emergency Temporary Standard (ETS) will become effective. The revised standard has some significant changes in terms of what is an approved face covering and that it will also now align with CDPH quarantine guidelines as they are issued. I have attached an updated COVID Prevention Plan (CPP) that includes the updated language in RED. Please note that the CPP reflects language approved by the Cal/OSHA Standards Board and includes a reference to CDPH.

CIRA will be hosting a webinar this Thursday, January 13th, at 9:00 am to discuss the changes, as well as exemptions from the ETS for your Fire and Police Departments who have an Aerosol Transmissible Disease (ATD) program in place. If your department(s) don't have a written program in place, CIRA has templates and training available. **Please invite your Fire and Police Chiefs to this webinar.**

Please register for the webinar at https://us06web.zoom.us/meeting/register/tZMvfu-uqTsrG9ETmb9O8chb89oTmoXby_RS

Finally, I have included the updated CDPH quarantine requirements, which Cal/OSHA clarified do apply to the workplace. You can begin implementing today. Please note that all of the new guidelines allow for employees to be tested after day 5 and upon a negative test can return to work.

Table 1: Exclusion Requirements for Employees Who Test Positive for COVID-19 (Isolation)

Requirements apply to **all** employees, regardless of vaccination status, previous infection, or lack of symptoms.

- Employees who test positive for COVID-19 must be excluded from the workplace for at least 5 days.
- Isolation can end and employees may return to the workplace after day 5 if they are not present or are resolving, **and** a diagnostic specimen* collected on or after day 5 is negative.
- If an employee is unable or chooses not to test¹ and their symptoms are resolving, isolation can end and the employee may return to the workplace.
- If an employee has a fever, isolation must continue and the employee may not return to work until the fever resolves.
- If an employee's symptoms other than fever are not resolving, they may not return to work until their symptoms are resolving **or** until after day 10 from the onset of symptoms.
- Employees must wear face coverings around others for a total of 10 days after a positive test, especially in indoor settings. Please refer to the section in this FAC [coverings](#) for additional face covering requirements.

* Antigen test preferred.

Table 2: Employees Who Are Exposed to Someone with COVID-19 (Quarantine)



Requirements apply to employees who are:

- Unvaccinated⁺; **OR**
- Vaccinated and booster-eligible⁺⁺ but have **not** yet received their booster dose.⁺⁺⁺

⁺Includes persons previously infected with SARS-CoV-2 within the last 90 days.

⁺⁺See Table 4 for definition of booster-eligible.

- Employees must be excluded from the workplace for at least 5 days after contact with a person who has COVID-19.
- Exposed employees must test on day 5.
- Quarantine can end and exposed employees may return to the workplace if symptoms are not present **and** a diagnostic specimen* collected on day 5 is negative.
- If an employee is unable or chooses not to test[†] and does not have symptoms, quarantine can end and the employee may return to the workplace after day 10.
- Employees must wear face coverings around others for a total of 10 days, especially in indoor settings. Please refer to the section in this FAQ on [face coverings](#) for additional face covering requirements.
- If an exposed employee tests positive for COVID-19, they must follow the requirements above in Table 1.
- If an exposed employee develops symptoms, they must be excluded pending a test.
- Employees are strongly encouraged to get vaccinated or boosted.

* Antigen test preferred.

⁺⁺⁺Employers are not required to exclude asymptomatic employees in this category if:

- A negative diagnostic test* is obtained within 3-5 days after last exposure to a case;
- Employee wears a face covering around others for a total of 10 days (please refer to the section in this FAQ on [face coverings](#) for additional face covering requirements); and
- Employee continues to have no symptoms.

Table 3: Employees Who Are Exposed to Someone with COVID-19 (No Quarantine Required)

Requirements apply to employees who are:

- Boosted; OR
- Vaccinated, but not yet booster-eligible.^{*}

^{*} (See Table 4 for definition of booster-eligible)

Employees do not need to quarantine if they:

- Test on day 5 with a negative result.
- Wear face coverings around others for 10 days after exposure, especially in indoor settings. Please refer to the section in this FAQ on [face coverings](#) for additional face covering requirements.
- If employees test positive, they must follow isolation recommendations.
- If employees develop symptoms, they must be excluded pending the results of a test.

If you have any questions prior to the webinar, please contact me at eyoung@cira-jpa.org or 916-926-2846.

Best regards,

Erike Young | Risk Manager | CIRA
2330 E. Bidwell Street, Folsom, CA 95630
Phone: 916-927-7727
Cell: 916-926-2842

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City of San Juan Bautista

COVID-19 Prevention Program

Revised 01/10/2022

DRAFT

PURPOSE:

The purpose of the City of San Juan Bautista's ("City") COVID-19 Prevention Program ("CPP") is control exposures to the SARS-CoV-2 virus that may occur at City worksites.

AUTHORITY AND RESPONSIBILITY

This CPP applies to all employees except for employees who do not have contact with other persons, employees who are teleworking, or who are covered under an Aerosol Transmissible Disease (ATD) program.

The San Juan Bautista City Manager has overall authority and responsibility for implementing the provisions of this CPP. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

DEFINITIONS:

For the purposes of the CPP, the following definitions shall apply:

"Close Contact" Being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period" defined by this section. This definition applies regardless of the use of face coverings.

Exception: Employees have not had a close contact if they wore a respirator required by employer and used in compliance with section 5144, whenever they were within six feet of the COVID-19 case during the high-risk period.

"COVID-19" means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

"COVID-19 case" A person who: (1) Has a positive "COVID-19 test" as defined in Section 3205 (2) Has a positive COVID-19 diagnosis from a licensed health care provider; or (3) Is subject to COVID-19-related order to isolate issued by a local or state health official; or (4) Has died due to COVID-19, in determination of a local health department or per inclusion in the COVID-19 statistics of a county.

"COVID-19 hazard" Exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing or sneezing, or from procedures performed on a person that may aerosolize saliva or respiratory tract fluids. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

“COVID-19 symptoms” means one of the following: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

“COVID-19 test” means a viral test for SARS-CoV-2 that is both: (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable; and (3) not both self-administered and self-read unless observed by the employer or an authorized telehealth proctor.

“Exposed Group” All employees at a work location, working area, or a common area at work, where an employee was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply;

A) For the purposed of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.

B) If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.

C) If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and all persons were wearing face coverings at the time the COVID-19 case was present, other people at the work location, working area, or common area are not part of the exposed group.

NOTE: An exposed group may include the employees of more than one employer.

“Face covering” A surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers (i.e., fabrics that do not let light pass through when held up to a light source) that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric. This definition includes clear face



coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet this definition and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

“Fully vaccinated” The employer has documented that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single dose COVID-19 vaccine. Vaccines must be FDA approved; or have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO). The second dose of the series must not be received earlier than 17 days (21 days with a 4-day grace period) after the first dose.

“High-risk exposure period” The following time period: (1) For COVID-19 cases who develop COVID-19 symptoms: from 2 days before they first develop symptoms until all of the following are true; it has been 10 days since symptoms first appeared, 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved. (2) For COVID-19 cases who never develop COVID-19 symptoms: from 2 days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

“Respirator” A respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matters, such as an N95 filtering facepiece respirator.

“Worksite” For the limited purposes of COVID-19 prevention regulations only, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter, locations where the worker worked by themselves without exposure to other employees, or to a worker's personal residence or alternative work location chosen by the worker when working remotely.

IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

The City will implement the following at our worksites:

- Conduct worksite-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form or similar form.
- Evaluate employees' potential worksite exposures to all persons at, or who may enter, our worksite.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls at our worksites and the need for different or additional controls.



- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form, or similar form, to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Screening Employees for COVID-19 Symptoms

The City possesses authority to require employees to be screened for COVID-19 symptoms prior to entering a worksite. Each worksite will either require employees to self-screen according to CDPH guidelines or will direct screen employees when they come to work by taking employee temperatures and asking about potential symptoms prior to entering a worksite. When direct screening is used indoors, face coverings will be worn by both the screener and unvaccinated employees using a non-contact thermometer used.

Should an employee present COVID-19 symptoms during an administered screening or a self-screen, the City will instruct the employee to remain at or return to their home or place of residence and not report to work until such time as the employee satisfies the minimum criteria to return to work. The City will advise employees of any leaves to which they may be entitled during this self-quarantine period. Further, the City has adopted policies and procedures that ensure the confidentiality of employees and comply with the CMIA, and will not disclose to other employees the fact that the employees presented COVID-19 symptoms.

Ventilation and Filtration Efficiency

For indoor locations, we will evaluate how to maximize ventilation with outdoor air to the highest level of filtration efficiency compatible with the existing ventilation system and whether the use of portable or mounted high efficiency particulate air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.

We will review applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention. These orders and guidance are both information of general application, including Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments by the California Department of Public Health (CDPH) and information specific to our industry, location, and operations.

CORRECTION OF COVID-19 HAZARDS

The City will implement effective policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.

This includes, but is not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted related to the identification and evaluation of COVID-19 hazards and investigating and responding to COVID-19 cases at City worksites.



CONTROL OF COVID-19 HAZARDS

Face Coverings

For all employees who are not fully vaccinated, we will provide face coverings and ensure they are worn when indoors or in vehicles and where required by orders from the CDPH. We will ensure required face coverings are clean and undamaged, and they are worn over the nose and mouth.

When employees are required to wear face coverings, the following exceptions apply:

- A. When an employee is alone in a room or vehicle.
- B. While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
- C. Employees wearing respirators required by the employer and used in compliance with CCR Title 8 section 5144.
- D. Employees who cannot wear face coverings due to a medical or mental health condition or disability or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- E. Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

Any employee not wearing a face covering, pursuant to the exceptions listed in items (d) and (e) above, and not wearing a non-restrictive alternative when allowed by Section 3205 (c)(6)(E) shall be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19 during employee paid time and at no cost to the employee.

When face coverings are not required, we will provide face coverings to employees upon request, regardless of vaccination status.

Cleaning and disinfecting

The City's cleaning and disinfecting policy requires the following:

1. Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels. The City will inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.
2. Prohibiting the sharing of personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments,



and tools. When it is not feasible to prevent sharing, sharing will be minimized and such items and equipment shall be disinfected between uses by different people. Sharing of vehicles will be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.

3. Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.

Hand sanitizing

In order to implement effective hand sanitizing procedures, the City will

- Evaluate handwashing facilities.
- Determine the need for additional facilities.
- Encourage and allow time for employee handwashing.
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encourage employees to wash their hands for at least 20 seconds

Personal protective equipment (PPE)

The City will evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

Upon request, we will provide respirators for voluntary use, in compliance with subsection 5144 (c)(2) to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. We will encourage their use and ensure employees are provided with a respirator of the correct size.

The City provides eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Additional measures will be utilized as required by state and local health departments.

We will make COVID-19 testing available, during employee paid time, at no cost to employees with COVID-19 symptoms who are not fully vaccinated.

INVESTIGATING AND RESPONDING TO COVID-19 CASES

In the event that employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, the City will instruct the employees to remain at or return to their home or place of residence and not report to a worksite until such time as the employees satisfy the minimum criteria to return to work. An investigation will be conducted to determine who may have had close contact with COVID-19 case.



All employees who had potential COVID-19 close contact in our workplace will be:

- Informed of their possible exposure to COVID-19 in the workplace while maintaining confidentiality
- Offered COVID-19 testing through their health provider or if not covered by insurance offered testing through another provider at no cost during their working hours
- Provided information on benefits as outlined in the Training and Instruction section
- Advised of the temporary closing of the general area where the infected employee(s) worked until cleaning is completed
- Advised of the deep cleaning of the entire area where the infected employee(s) worked and may have been ???

The City will protect the confidentiality of the COVID-19 cases and will not disclose to other employees the fact that the employees tested positive for or were diagnosed with COVID-19. The City will keep confidential all personal identifying information of COVID-19 cases unless expressly authorized by the employees to disclose such information or as other permitted or required under the law.

Contact Tracing

The City will utilize Appendix C: Investigating COVID-19 Cases for or similar form in order to determine:

1. The date on which the employees tested positive, if asymptomatic, or the date on which the employees first presented COVID-19 symptoms, if symptomatic;
2. The COVID-19 cases recent work history, including the day and time they were last present at a City worksite; and
3. The nature and circumstances of the COVID-19 cases' contact with other employees during the high-risk exposure period, including whether there were any COVID-19 close contacts.

If the City determines that there were any COVID-19 close contacts, the City will instruct those employees to remain at their home or place of residence and not report to a City worksite until such time as the employees satisfy the minimum criteria to return to work.

Reporting the Potential Exposure to Other Employees

The City will comply with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and institutions as required based on the individual circumstances: (1) employees who were present at a worksite when the COVID-19 case was present; and (2) subcontracted employees who were present at the worksite.

The City will provide COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 close contact at a worksite. The



City will provide these employees with information regarding COVID-19-related benefits to which the employees may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act (FFCRA), Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the City's own leave policies, and leave guaranteed by contract.

The City will continue to provide and will maintain these employees' earnings, seniority, and all other employee rights and benefits, including the employees' right to their former job status, as if the employees had not been removed from their jobs.

The City may require that these employees use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

Investigation to Determine Whether Workplace Conditions Contributed to COVID-19 Exposure

The City will conduct an investigation in order to determine whether any worksite conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

SYSTEM FOR COMMUNICATING

The City's goal is to ensure there is effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- City policy requires that employees immediately report to their manager or supervisor or to the Department of Human Resources any of the following: (1) the employee's presentation of COVID-19 symptoms; (2) potential close contact to a person with COVID-19; (3) possible COVID-19 hazards at worksites. Any employee making such a report can do so without fear of reprisal.
- City policy provides for an accommodation process for employees who have a medical or other condition identified by the Centers for Disease Control and Prevention ("CDC") or the employees' health care provider as placing or potentially placing the employees at increased risk of severe COVID-19 illness.
 - To request an accommodation under the CCP policy, employees may make a request with their manager or supervisor or the Department of Human Resources.
- Where testing is not required, how employees can access COVID-19 testing
- In the event the City is required to provide testing because of a worksite exposure or outbreak, the City will communicate the plan for providing testing



and inform affected employees of the reason for the testing and the possible consequences of a positive test.

- COVID-19 testing is not required for employees who are fully vaccinated before the close contact and do not have symptoms, and for COVID-19 cases who have returned to work and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 90 days after their first positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

TRAINING AND INSTRUCTION OF EMPLOYEES

The City will provide training and instruction that includes:

- COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick and vaccination leave, if applicable, workers' compensation law, local governmental requirements, our leave policies, and leave guaranteed by contract, and Section 3205.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Our policy for providing respirators, and the right of employees who are not fully vaccinated to request a respirator for voluntary use as stated in this program, without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use under this section or section 3205.1 through 3205.4, training will be provided on how to properly wear the respirator, and how to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with the seal.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.



- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings are intended to primarily protect people around the user.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policy, how to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- The conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained. Employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

REPORTING, RECORDKEEPING, AND ACCESS

It is the City's policy to:

- Report information about COVID-19 cases at a City worksite to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the worksite to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.



EXCLUSION OF COVID-19 CASES

Where we have a COVID-19 case in our workplace and employees who had a close contact, we will limit transmission by:

- Ensuring COVID-19 cases are excluded from the workplace until our return-to-work requirements are met, with the following exceptions:
 - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms so long as such employees wear a face covering and maintain six feet of distance from others at the workplace for 10 days following the last date of close contact COVID-19 exposure; and
 - COVID-19 cases who returned to work pursuant to the aforementioned requirements and have remained free of COVID-19 symptoms for 90 days after the initial onset of COVID-19 symptoms or for COVID-19 cases who never developed COVID-19 symptoms for 90 days after the first positive test, so long as such employees wear a face covering and maintain six feet of distance from others at the workplace for 10 days following the last date of close contact COVID-19 exposure. ([See CDPH Guidelines for changes](#))

Additionally, if an employee is not excluded in accordance with the above exceptions, the CITY will provide such an employee with information about any applicable precautions recommended by the California Department of Public Health (“CDPH”) for persons with a close contact COVID-19 exposure.

- Continuing and maintaining an employee’s earnings, seniority, and all other employee rights and benefits whenever we’ve demonstrated that the COVID-19 exposure is work related. This will be accomplished by:
 - Allowing them to work remotely when they can fulfill their duties from home
 - Providing employees at the time of exclusion with information on available benefits.

RETURN-TO-WORK CRITERIA

The City will ensure that COVID-19 cases are excluded from the worksite until the individual satisfies the minimum return to work criteria as noted below or as issued by the CDPH pursuant to the Governor’s executive order, whichever is shorter:

- COVID-19 cases with COVID-19 symptoms will not return to a City worksite until all the following have occurred:



- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to a City worksite until a minimum of 14 days have passed since the date of specimen collection of their first positive COVID-19 test.
 - The 14-day return to work timeline can be shortened to 10 days if the employee wears a face covering and maintains six feet of distance from others while at the workplace for 14 days following the last known close contact COVID-19 exposure.
 - The 14-day return to work timeline can be shortened to seven (7) days if the employee tests negative for COVID-19 with a specimen taken at least five (5) days after the last known close contact COVID-19 exposure and the employee wears a face covering and maintains six feet of distance from others while at the workplace for 14 days following the last known close contact COVID-19 exposure

Persons who have a close contact may return to work as follows ([See CDPH for Updates](#)):

- Vaccinated employees and those COVID-19 cases who have been symptom free within 90-days of first positive test, may remain at work so long as such employees wear a face covering and maintain six feet of distance from others at the workplace for 14 days following the last date of close contact COVID-19 exposure.
- Unvaccinated employees who had a close contact but never developed any COVID-19 symptoms may return to work when 14 days have passed since the last contact.
 - The 14-day return to work timeline can be shortened to 10 days if the employee wears a face covering and maintains six feet of distance from others while at the workplace for 14 days following the last known close contact COVID-19 exposure.
 - The 14-day return to work timeline can be shortened to seven (7) days if the employee tests negative for COVID-19 with a specimen taken at least five (5) days after the last known close contact COVID-19 exposure and the employee wears a face covering and maintains six feet of distance from others while at the workplace for 14 days following the last known close contact COVID-19 exposure.



- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 14 days from the time the order to isolate was effective.

Provision of Information Concerning Benefits to Excluded Employees

At the time of exclusion, the City will provide the excluded employees the information on benefits to which the employees may be entitled under applicable federal, state, or local laws.

This includes any benefits available under workers' compensation law, the FFCRA, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, the City's own leave policies, and leave guaranteed by contract.

Allowance by Cal/OSHA for an Employee to Return to Work

If there are no violations of state or local health officer orders for isolation or quarantine, Cal/OSHA may, upon request, allow employees to return to a worksite on the basis that the removal of employees would create undue risk to a community's health and safety.

In such cases, the City will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employees at the worksite and, if isolation is not possible, the use of respiratory protection in the workplace.

MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS

If there are three or more COVID-19 cases within a 14-day period or a worksite is identified by the local health department as the location of an outbreak, this section of CPP will stay in effect until there are no new COVID-19 cases detected at that worksite for a 14-day period.

COVID-19 testing

We will make COVID-19 testing available at no cost to all employees within the exposed group except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period, or for COVID-19 cases who did not develop symptoms after returning to work, no testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test. COVID-19 testing will be provided at no cost to employees during employees' working hours.

COVID-19 testing consists of the following:

- Testing shall be made available to all employees in the exposed group and then again one week later. Negative COVID-19 test results of employees with COVID-

19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.

- After the first two COVID-19 tests, we will continue to make COVID-19 testing available once a week at no cost to all employees in the exposed group who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until this section no longer applies, pursuant to more protective stringent state or local health department mandates or guidance. Any employees in the exposed group who are not wearing respirators required by this policy and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where it can be demonstrated that six feet of separation is not feasible, and except for momentary exposure while persons are in movement. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.

All employees in the exposed group shall wear face coverings when indoors or when outdoors and less than six feet from another person.

Notice shall be given to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.

An evaluation of the worksite will be completed to determine whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

Exclusion of COVID-19 cases

The [City](#) will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the worksite in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

COVID-19 investigation, review and hazard correction

In addition to the CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, the [City](#) will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.



- Insufficient air filtration.
- Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.

In buildings or structures with mechanical ventilation, we will filter recirculated air with minimum efficiency reporting value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable mounted high efficiency particulate air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, will implement their use to the degree feasible.

MAJOR COVID-19 OUTBREAKS

If there are 20 or more COVID-19 cases within a 30-day period, this section of CPP will stay in effect until there are no new COVID-19 cases detected at that worksite for a 14-day period.

COVID-19 testing

In addition to outbreak testing requirements, testing will be made available to all employees in the exposed group, regardless of vaccination status twice a week, or more frequently if recommended by the local health department. COVID-19 testing will be provided at no cost to employees during employees' working hours.

The City will provide a respirator for voluntary use in compliance with subsection 5144 (c)(2) to employees in the exposed groups and will determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.

Any employees in the exposed group who are not wearing respirators required by this policy and used in compliance with section 5144 shall be separated from other



persons by at least six feet, except where it can be demonstrated that six feet of separation is not feasible, and except momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.

At workstations where an employee in the exposed group is assigned to work for an extended period of time and where physical distancing requirements in this policy is not maintained at all times, the employer shall install cleanable solid partitions that effectively reduce transmission between the employee and other persons.

The City will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.

Exclusion of COVID-19 cases

The City will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the worksite in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

The City will comply with the requirements of the CPP **Investigating and Responding to COVID-19 Cases**.



Appendix A

Current CDPH Quarantine Guidance as of 1/14/22

Table 1: Exclusion Requirements for Employees Who Test Positive for COVID-19 (Isolation)

<p>Requirements apply to all employees, regardless of vaccination status, previous infection, or lack of symptoms.</p>	<ul style="list-style-type: none">• Employees who test positive for COVID-19 must be excluded from the workplace for at least 5 days.• Isolation can end and employees may return to the workplace after day 5 if symptoms are not present or are resolving, and a diagnostic specimen* collected on day 5 or later tests negative.• If an employee is unable or chooses not to test and their symptoms are not present or are resolving, isolation can end and the employee may return to the workplace after day 10.• If an employee has a fever, isolation must continue and the employee may not return to work until the fever resolves.• If an employee's symptoms other than fever are not resolving, they may not return to work until their symptoms are resolving or until after day 10 from the positive test.• Employees must wear face coverings around others for a total of 10 days after the positive test, especially in indoor settings. Please refer to the section in this FAQ on face coverings for additional face covering requirements. <p>*Antigen test preferred.</p>
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Table 2: Employees Who Are Exposed to Someone with COVID-19 (Quarantine)

<p>Requirements apply to employees who are:</p> <ul style="list-style-type: none"> • Unvaccinated; OR • Vaccinated and booster-eligible[†] but have not yet received their booster dose.[‡] <p>[†]Includes persons previously infected with SARS-CoV-2 within the last 90 days.</p> <p>[‡]See Table 4 for definition of booster-eligible.</p>	<ul style="list-style-type: none"> • Employees must be excluded from the workplace for at least 5 days after their last close contact with a person who has COVID-19. • Exposed employees must test on day 5. • Quarantine can end and exposed employees may return to the workplace after day 5 if symptoms are not present and a diagnostic specimen[†] collected on day 5 or later tests negative. • If an employee is unable or chooses not to test and does not have symptoms, quarantine can end and the employee may return to the workplace after day 10. • Employees must wear face coverings around others for a total of 10 days after exposure, especially in indoor settings. Please refer to the section in this FAQ on face coverings for additional face covering requirements. • If an exposed employee tests positive for COVID-19, they must follow the isolation requirements above in Table 1. • If an exposed employee develops symptoms, they must be excluded pending the results of a test. • Employees are strongly encouraged to get vaccinated or boosted. <p>[†]Antigen test preferred.</p>
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[‡]Employers are not required to exclude asymptomatic employees in this category if:

- A negative diagnostic test* is obtained within 3-5 days after last exposure to a case;
- Employee wears a face covering around others for a total of 10 days (please refer to the section in this FAQ on [face coverings](#) for additional face covering requirements); and
- Employee continues to have no symptoms.

Table 3: Employees Who Are Exposed to Someone with COVID-19 (No Quarantine Required)



Requirements apply to employees who are:

- Boosted; OR
- Vaccinated, but not yet booster-eligible.*

* (See Table 4 for definition of booster-eligible)

Employees do not need to quarantine if they:

- Test on day 5 with a negative result.
- Wear face coverings around others for 10 days after exposure, especially in indoor settings. Please refer to the section in this FAQ on **face coverings** for additional face covering requirements.
- If employees test positive, they must follow isolation recommendations above.
- If employees develop symptoms, they must be excluded pending the results of a test.





CITY OF SAN JUAN BAUTISTA CITY COUNCIL REPORT

AGENDA TITLE: **DISCUSS THE FORMATION OF A STANDING COMMITTEE ON HOMELESSNESS WITH THE OFFICE OF EDUCATION, CITY OF HOLLISTER AND THE COUNTY**

MEETING DATE: JANUARY 18, 2022

DEPARTMENT HEAD: DON REYNOLDS, CITY MANAGER

RECOMMENDED ACTION(S):

It is recommended that the City Council consider the formation of a standing committee to address the needs of homelessness with the Office of Education, the City of Hollister and the County.

BACKGROUND INFORMATION:

The governance of homeless issues and the creation of responsive policies have evolved over the years. San Benito County Department of Public Health has taken the lead on these matters, and much of the homeless funding comes directly to this jurisdiction. The County belongs to the Coalition of Homeless Service providers, to allocate the annual Housing and Urban Development funding that comes to the Continuum of Care with Monterey County. Vice Mayor Cesar Flores sits on the Leadership Council for the Coalition with other City Mayors. San Benito County has a SB County Homeless Provider Council, that meets once every two months to learn about progress and opportunities regarding homeless services and systems. They are scheduling a retreat next month to work out a strategic plan. Vice Mayor Flores also sits on this committee. The Community Action Board is a broader representation of the community that acts as an oversight board concerning all matters related to low-income persons, housing, and service needs. Their vision includes "Ending Poverty by Empowering People."

In the past eight-months, the City has joined the City of Hollister and the County in two Memorandum of Understandings (MOU's) to help with homeless issues using CARES Act Funds (through the Federal Community Development Block Grant, or "CDBG"). Resolution 2021-16 approves the allocation of the City \$63,558 CARES CDBG V1 to help low-income persons with their utilities. Despite weekly outreach and counselling, this program is struggling to attract applicants from San Juan Bautista, and needs to spend all of its funding in the next 5-months. Resolution 2021-57 appropriates \$231,284 of Federal CARES ACT 2/3 CDBG to help pay for \$1



million to the Hollister homeless shelter operations and capital improvements. This program is just getting started.

DISCUSSION:

The Intergovernmental Committee represented by Mayor Jordan and Councilmember Freeman (Vice Chair), has had several conversations regarding homeless issues. At the January 6 IG Committee meeting, the Mayor of Hollister requested the Cities and County to consider establishing a new permanent standing committee on Homelessness. He expressed a desire to have just a local jurisdiction committee. The State continues to fund homeless program that are made available to counties and cities, to be used directly by these agencies and/or distributed to homeless service providers. These funds need to be considered with regional priorities in mind, as one solution can often cause unintended regional impacts.

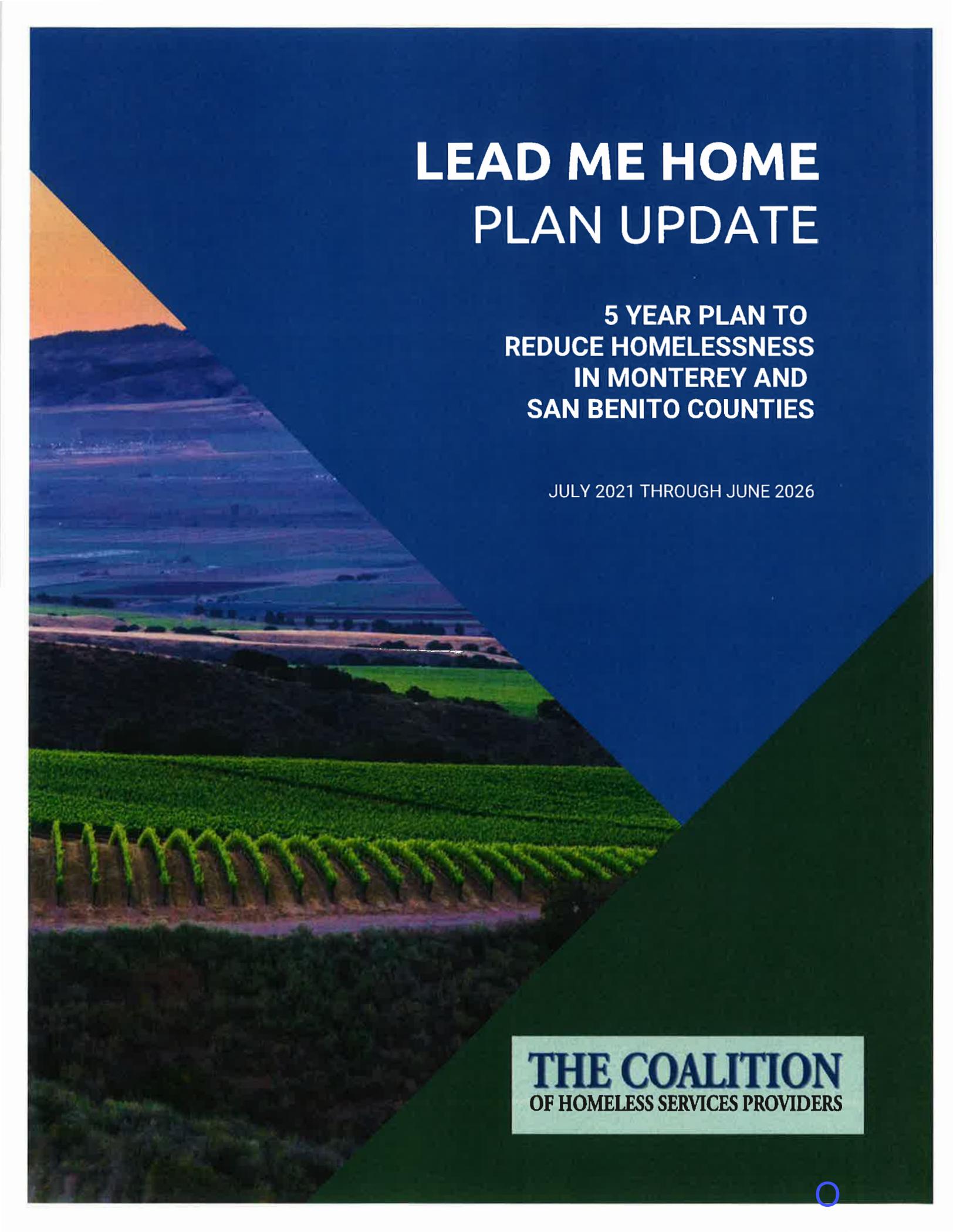
It was agreed that the Office of Education will also be represented. As proposed, the new “San Benito Homeless Committee” will include two representatives from each jurisdiction, and one from the Office of Education. This Committee will establish fiscal priorities and help to focus resources effectively.

The County has also mentioned to concept of funding a homeless coordinator to serve the three jurisdictions. Perhaps this position could help staff the new Subcommittee. More important for San Juan Bautista, is having regional response team (“navigation” team) appointed to respond quickly if homeless issues were to arise in this City. The Coordinator could staff this type of mobile response, and this service would help our City direct transient homeless persons to the services they need and to the place where the services are located. This position and this response team is the direction the City was seeking when CDBG funds became available in 2020 through the CARES Act for homeless services. If the City buys into to funding this position than its ability to dictate local outcomes will improve. **The County has adopted a new Five-Year Plan attached to this staff report.** It is attached for the City Council’s consideration.

The fiscal responsibilities of this Homeless Subcommittee have to be considered. It is expected that the Committee will generate budget considerations for each jurisdiction. If the City were to contribute to homeless programs today, the only resource would be the General Fund. A second temporary resource may be the American Rescue Plan funds (the use of these funds is discussed in the Mid-Year Budget Report). The best-case scenario and best outcome would be the ability to apply to HCD and other resources collectively for regional funding, be it Federal Tax Credits used for affordable housing, CDBG or any other HUD funded programs. Knowing that the City’s Housing Element and Regional Housing Needs Assessment will expect affordable housing to be built in San Juan Bautista in the next five years, funds could be applied for collectively and used to support these efforts as well.

FISCAL IMPACT:

To be determined. The City does not have staff resources other than the City Manager and Code Enforcement to address homeless needs and services in the City.



LEAD ME HOME PLAN UPDATE

**5 YEAR PLAN TO
REDUCE HOMELESSNESS
IN MONTEREY AND
SAN BENITO COUNTIES**

JULY 2021 THROUGH JUNE 2026

THE COALITION
OF HOMELESS SERVICES PROVIDERS



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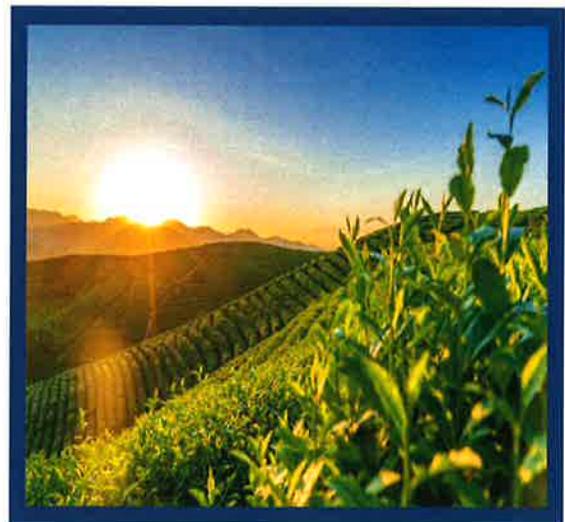
EXECUTIVE SUMMARY

The Lead Me Home Plan Update provides a five-year roadmap for the Monterey and San Benito County Continuum of Care (CoC) and its partners to achieve the vision that all people in the region live in decent, safe, and affordable housing from which they access services and supports that stabilize their lives. This Plan has been developed by the Lead Me Home Leadership Council of Monterey and San Benito Counties (the Continuum of Care board) and coordinated by the Coalition of Homeless Services Providers (CHSP), in partnership with the County of Monterey Department of Social Services, County of Monterey Health Department, County of San Benito Health and Human Services Department, and the City of Salinas. It builds upon and extends the vision articulated in the original Lead Me Home (LMH) 10-Year Plan. Key priorities for the Leadership Council in the Plan update were to ensure the Plan is informed by local data, integrates input from local stakeholders, and is aligned with national best practices.

The LMH Plan Update sets out the ambitious goal of reducing the total population of people experiencing homelessness in Monterey and San Benito Counties by 50% over five years (July 2021 to June 2026). Measurable performance targets have been established for each year of the plan, including targets for improvement in program performance as well as for creation of new housing inventory. To achieve these lofty goals, the Plan identifies a set of overarching strategies:

1. Increase Participation in Homelessness Solutions by Leaders and Key Stakeholders from Across the Region.

The community will embrace a regionwide vision for reducing homelessness that is informed by data and equity considerations, improve coordination across jurisdictions, and engage all stakeholders in being part of the solution to homelessness.

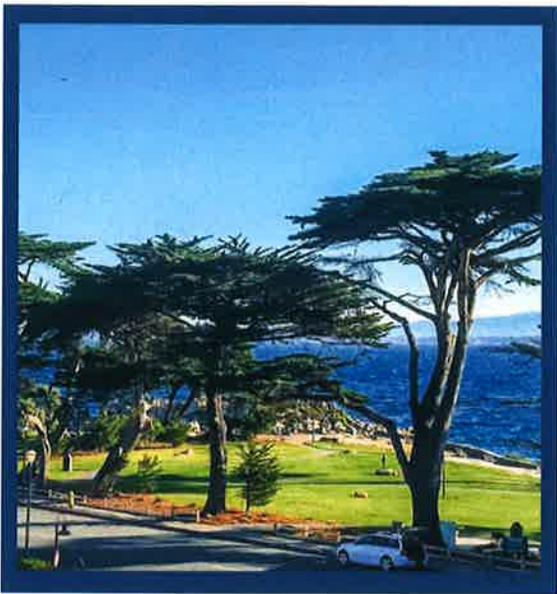


2. Improve the Performance of the Homelessness Response System.

Homelessness response system leadership and key stakeholders will design and implement a system that is highly effective at providing housing pathways for people experiencing homelessness, establish targets and measure progress towards program and system goals, and strategically expand housing and services inventory.

3. Expand Service-Oriented Responses to Unsheltered Homelessness.

Political leadership, funders, providers, and other stakeholders will be responsive to feedback from people experiencing homelessness about their needs and goals, with a focus



on increasing the services available to address the immediate health and safety needs of people who are unsheltered.

A Year One Action plan sets out the key first steps the Continuum of Care, Leadership Council, CHSP, counties, cities, providers, and other key stakeholders will undertake to begin implementation, as well as processes for annual assessment and reporting on progress towards meeting goals and targets.

The Lead Me Home Plan Update calls for everyone in the community to join together in

being part of the solution to homelessness. Aligning and coordinating around a shared set of objectives and strategies will ensure that the efforts of individuals, organizations, and jurisdictions have the maximum possible impact. By setting measurable goals, using data to assess progress, and continually improving and refining the work, Monterey and San Benito counties can make it possible that everyone in the community has a home.



V. YEAR ONE ACTION PLAN

The tables below present the specific action steps that will be implemented in Year One of this Five-Year Plan to achieve the identified goals and targets.

Year One Action Plan: July 2021 to June 2022							
STRATEGY AREA 1: Increase Participation in Homelessness Solutions by Leaders and Key Stakeholders from Across the Region							
	Action/Activity	Lead Entity	Supporting Entities	Begin	End	Funding Source	Strategy
a	Organize a regional convening to launch the LMH Five-Year Plan	CHSP	MC, SBC, CoS	Aug. 2021	Sept. 2021	N/A	1.1
b	Present LMH Five-Year Plan to jurisdictions for adoption (Counties, cities)	CHSP	LC Members	Aug. 2021	Dec. 2021	N/A	1.1
c	Following the launch, meet with stakeholders not currently engaged in homelessness solutions to orient them to the plan and identify how they can support implementation, including: criminal justice system reps (probation, courts), healthcare (hospitals, clinics, residential facilities, large employers)	CHSP	LC Members	Oct. 2021	Dec. 2021	N/A	1.5
d	Develop coordinated investment plan for FY 2021-2022 homelessness assistance funding from State and federal sources; present to the community	LC Funding Committee	CHSP, MC, SBC, CoS	July 2021	Aug. 2021	TBD	1.2
e	Convene affordable housing working group to begin developing a regional strategy to increase production, including revisiting possibility for a Housing Trust Fund or bond measure, recruiting developers to the region, and exploring innovative housing types such as modular units, tiny homes, and ADUs	LC Housing Pipeline Committee	CHSP, MC, SBC, CoS	Jan. 2022	Ongoing	TBD	1.3

STRATEGY AREA 1: Increase Participation in Homelessness Solutions by Leaders and Key Stakeholders from Across the Region

Action/Activity		Lead Entity	Supporting Entities	Begin	End	Funding Source	Strategy
f	Develop plan to launch a Lived Experience Advisory Board, modeled after the Youth Advisory Board	CHSP	Work group of people with lived experience	Jan. 2022	June 2022	TBD	1.4
g	Update data on race and ethnicity in homelessness response system services, convene CoC work group to advance racial equity in the homelessness response system	CHSP	Work group of CoC members	Jan. 2022	June 2022	TBD	1.6

STRATEGY AREA 2: Improve the Performance of the Homelessness Response System

Action/Activity		Lead Entity	Supporting Entities	Begin	End	Funding Source	Strategy
a	Develop pilot project to implement targeted prevention and diversion; identify funding sources to scale up	CHSP	Prevention partners	Jan. 2022	June 2022	TBD	2.1
b	Re-establish CORE outreach working group to develop strategy for coordinated outreach and streamlined access to shelter and navigation centers	CHSP	Outreach partners	Oct. 2021	Ongoing	TBD	2.2
c	Increase investment in rapid rehousing, navigation services, housing focused case management, and other interventions to improve the ability of emergency shelters to help participants secure housing upon exit	CHSP/CoS	LC	July 2021	June 2022	ESG, others	2.4
d	Develop program to provide incentives to property owners to rent to people experiencing homelessness	CHSP	LC	TBD	TBD	TBD	2.4
e	Design and implement Coordinated Entry (CARS) system for youth to streamline access to housing for this population	CHSP	YAB, Youth system work group	July 2021	Dec. 2021	TBD	2.4
f	Secure opportunities to expand inventory of Housing Choice Vouchers, starting with the Emergency Housing Vouchers offered to the Housing Authority in May 2021	CHSP, MC, SBC	Housing Authority	July 2021	June 2022	EHV funding	2.4

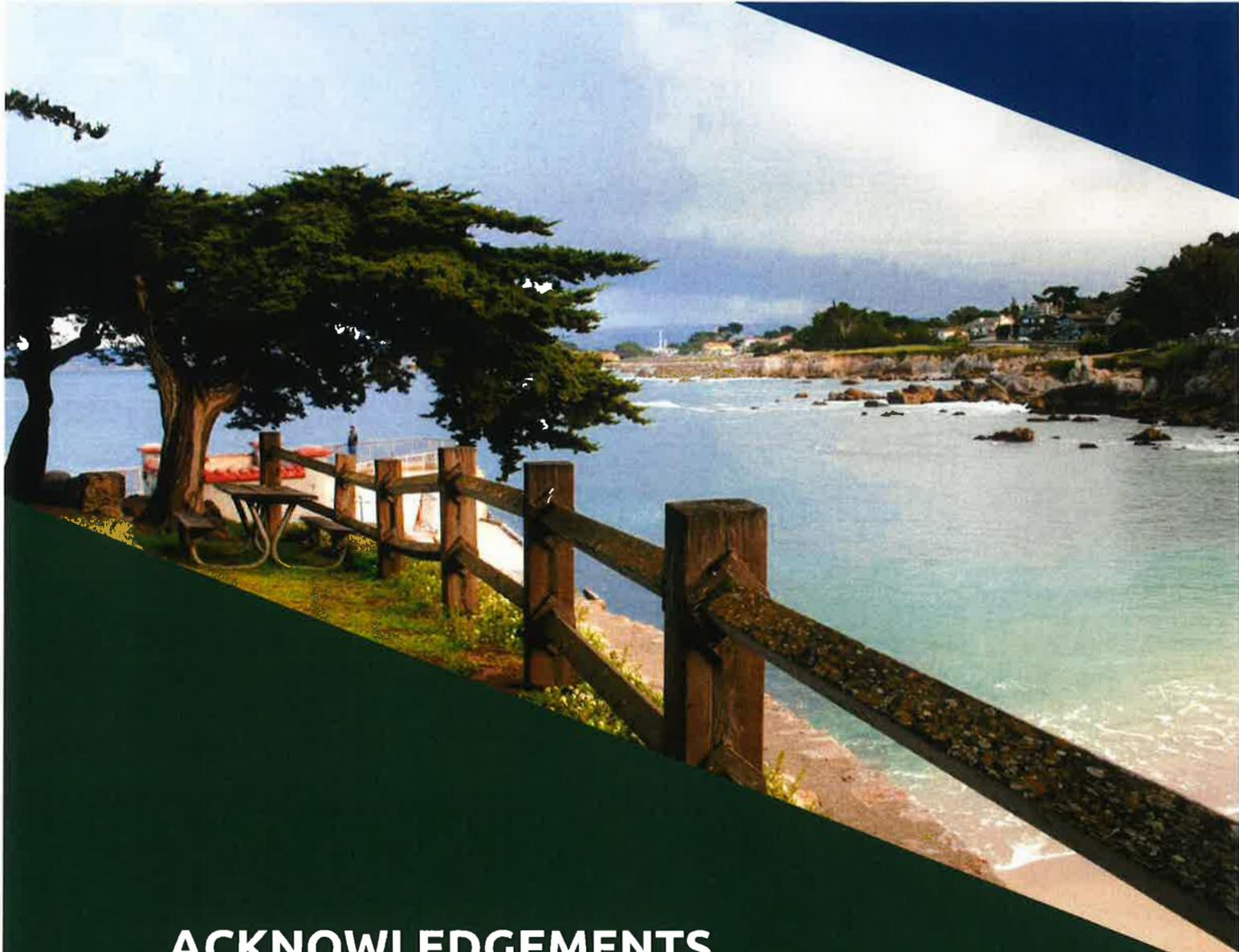


STRATEGY AREA 2: Improve the Performance of the Homelessness Response System

Action/Activity		Lead Entity	Supporting Entities	Begin	End	Funding Source	Strategy
g	Continue investing in acquisition and conversion of motels to provide permanent housing for people experiencing homelessness; apply for new Homekey program funding available from the State of CA for projects in Salinas and King City (due August 2021).	CHSP, CoS, MC	LC	July 2021	Aug. 2021	Homekey	2.4
h	Establish policies relating to termination and exit protocols for CoC and ESG-funded housing programs	CHSP	Housing partners	Sept. 2021	Dec. 2021	TBD	2.5
i	Review and update existing CoC level operational standards for shelters, with a focus on alignment to Housing First principles (low barriers to entry, person centered policies); partner with large shelter operators to identify and implement changes to policies and practices to lower barriers to participation in shelter	CHSP	MC, SBC, CoS	Jan. 2022	June 2022	TBD	2.6
j	Explore providing storage and pet facilities at existing shelters	CHSP	MC, SBC, CoS	Jan. 2022	June 2022	TBD	2.3
k	Convene work group to explore feasibility of adding a small shelter in South County to address regional inequities in shelter access	CHSP, MC	South County cities	Jan. 2022	June 2022	TBD	2.3
l	Issue RFP for affordable family housing at 845 E. Laurel Drive	CoS	MC	TBD	TBD	TBD	2.4
m	Adopt performance targets for shelter, TH, RRH, and PSH from the Five-Year Plan and begin to integrate into RFPs, contracts, and other accountability measures	CHSP, MC, SBC, CoS, other funders	LC	July 2021	Dec. 2021	TBD	2.7
n	Develop HMIS reports to track and report on program and system outcomes, including progress in meeting performance targets as well as racial and ethnic disparities	CHSP	LC	Jan. 2022	Dec. 2022	TBD	2.7

STRATEGY AREA 3: Expand Service-Oriented Responses to Unsheltered Homelessness

	Action/Activity	Lead Entity	Supporting Entities	Begin	End	Funding Source	Strategy
a	Continue to expand and improve provision of basic needs to encampments (nutrition, health, hygiene, PPE, trash removal)	CoS, MC, SBC	CHSP	July 2021	June 2022	TBD	3.1
b	Continue to improve communication and collaboration with encampment residents by convening regular meetings with encampment leaders	CoS, MC	CHSP	July 2021	June 2022	TBD	3.2
c	Engage encampment leaders in plan for developing a Lived Experience Advisory Board (see above under Strategy 1)	CHSP	Work group of people with lived experience	Jan. 2022	June 2022	TBD	3.3
d	Develop communications materials to share with the community explaining the CoC's strategy on encampments, message that providing safe places for people to go is a responsibility for all jurisdictions	CHSP	CoS, MC, SBC	July 2021	Dec. 2021	TBD	3.3
e	Provide training and information to outreach teams to ensure they are equipped to provide people in encampments with connections to available services and supports as well as information about how to access available shelter and housing	MC, CoS, CHSP	TBD	July 2021	June 2022	TBD	3.4
f	Convene a working group including representation from Monterey County, San Benito County, city jurisdictions, and people with lived experience of homelessness to begin developing a common set of guidelines relating to encampment response	CHSP	Counties, cities, people with lived experience	Jan. 2022	June 2022	TBD	3.1



ACKNOWLEDGEMENTS

The Coalition of Homeless Services Providers (CHSP) and the Collaborative Planning Group would like to thank the many community stakeholders, organizations, and people with lived experience of homelessness for their participation in the process to update the Lead Me Home Plan. Thank you to Focus Strategies for technical assistance in developing the Plan.