CITY OF CLEVELAND

Mayor Justin Bibb’s COVID-19 Prevention Program (CPP)
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I. PURPOSE.

This Cleveland COVID-19 Prevention Program (CPP) provides Mayor Bibb’s guidance for best efforts to maintain healthy and safe workplaces while the City of Cleveland continues to operate on behalf of its citizens during the COVID-19 pandemic. The purpose of this CPP is to inform employees of Mayor Bibb’s plan to prevent the spread of COVID-19 and to protect the health of our employees, our citizens and our neighbors.

The CPP is predicated upon the current facts and evolving recent guidance from the Centers for Disease Control. As the recommendations from the CDC change, the provisions of the CPP will also change. Please check with your supervisor or Human Resources representative for the most recent guidance.

II. SCOPE.

The CPP applies to all of City of Cleveland facilities and workplaces with the following exceptions:

- Workplaces where there is only one employee who does not have contact with other people.
- Employees specifically exempted by state or federal law.

III. DEFINITIONS.

The following definitions apply to this CPP.

“Close contact” means someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated. This definition may be updated by subsequent Center for Disease Control (CDC) guidelines.

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

“COVID-19 benefits” means COVID-19 related benefits to which the employee may be entitled under applicable federal, state, or local laws, including COVID-19 related workers’ compensation law City benefits and leave policies, and leave guaranteed by collective bargaining agreements, MOUs (Memorandums of Understanding).

“COVID-19 case” means a person who:

- Has a positive “COVID-19 test” as defined in this section;
- Is subject to a COVID-19-related order to isolate issued by a local or state health official; or
Has died due to COVID-19, in the determination of a CDPH or per inclusion in the COVID-19 statistics of a county.

A person is no longer a “COVID-19 case” when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the State of Ohio or the Cleveland Department of Health (CDPH).

“COVID-19 exposure” means 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” as defined below. This definition applies regardless of the use of face masks.

“COVID-19 hazard” means 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, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

“COVID-19 symptoms” means fever of 100.4 degrees Fahrenheit or higher, 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, or 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:

- 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; and

- Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

“Exposed workplace” means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case. Effective January 3, 2022, the “exposed workplace” does not include buildings, floors, or other locations the infected employee did not enter.

“Face mask” means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth and fits snugly against the face and chin. The following do not constitute masks for purposes of this guidance: masks with
exhalation valves, vents, or other openings; face shields only (without mask); or masks with single-layer fabric or thin fabric that does not block light.

“Isolate” means someone who is sick or has tested positive for COVID-19 without symptoms who is keeping away from others for a specified period of time or is ordered or instructed to do so to prevent or slow the spread of the virus.

“Quarantine” means someone who has been in close contact with a person who has COVID-19 who is keeping away from others for a specified period of time or is ordered or instructed to do so to prevent or slow the spread of the virus.

IV. COVID-19 PREVENTATIVE MEASURES.

A. All City Employees Should Be Fully-Vaccinated And Boosted.

Mayor Bibb urges every City employee to become fully-vaccinated, including a booster shot, according to CDC recommendations. According to the CDC, “millions of people in the United States have received COVID-19 vaccines since they were authorized for emergency use by FDA. COVID-19 vaccines have undergone and will continue to undergo the most intensive safety monitoring in U.S. history. A growing body of evidence has shown that these vaccines are safe and effective. COVID-19 vaccines were developed using scientific methods that have been around for decades.” According to the Cleveland Clinic, University Hospitals and MetroHealth, effective COVID vaccines can substantially reduce your risk of a serious infection, hospitalization and even death. Vaccination is not mandatory for City employees.

B. Employee Physical Presence in the Workplace.

During this pandemic, and until further ordered by the Mayor, no City of Cleveland employee is permitted to report to work sick. If you are sick, experiencing flu or flu-like symptoms including, for example, fever, chills, cough or shortness of breath, you should remain at home, not report to work, and use the appropriate call-off procedures. Any employee reporting to work or present at work who is experiencing flu or flu-like symptoms including, for example, fever, chills, cough or shortness of breath, should not be at work.

C. Reporting Illness & Calling Off.

If you are at work and you have a fever, chills, a cough, shortness of breath or other flu or flu-like symptoms, you must immediately and confidentially contact your supervisor or HR representative (preferably by telephone), notify them of your need to return home, and immediately return to your home. Please continue to use the appropriate call-off procedures (for example: use the call-off line, call your supervisor or HR representative) to report any future absences.
D. Physical Distancing Protocols.

Employees should wear masks, use physical barriers (plexiglass or other barriers) and/or be separated from other persons by at least six feet at all times, except where circumstances do not allow for such physical distancing, where the employee’s work requires momentary shorter distances (handing off documents, operating machinery that requires a shorter distance for a short period of time, etc.) or except for momentary contact while employees are in movement in the workplace. Methods to promote physical distancing include, but are not limited to reducing the number of persons in the workplace, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work and break times; and, where applicable, adjusted work processes or procedures to allow greater distancing between employees.

E. Face Masks.

The City will provide employees with appropriate face masks if an employee does not have face masks of their own. Employees are required to wear face masks over the nose and mouth while in the workplace. Face shields are not a substitute for face masks, although they may be worn in conjunction with face masks. The following are exceptions to the requirement to wear face masks in the workplace:

1. When an employee is alone in a room or office.

2. While eating or drinking in designated break rooms, provided that employees practice physical distancing during such times as they are eating and drinking in break rooms and comply with posted room capacity limits.

3. Employees wearing approved respiratory protection equipment as necessitated by the work they are performing.

4. Employees who have a documented medical condition or mental health condition or disability that prevents them from wearing a face mask, or who are hearing-impaired or are communicating with a hearing-impaired person. Alternatives will be considered through Human Resources (HR) on a case by case basis.

5. Visitors entering the workplace will be required to wear face masks consistent with the above requirements.

6. Employees who are performing specific tasks that make wearing a face mask infeasible and, as to such situations, the exception to the face mask requirement is only during the duration of the specific task being performed.
F. Hand washing and Hand Sanitizing.

Employees are encouraged to wash their hands often. Hand washing should be with soap and water for a minimum of 20 seconds, or hand sanitizer if soap and water are unavailable, and should be for a minimum of 20 seconds. The City has installed hand sanitizing stations and dispensers throughout the workplace. Hand washing should occur before and after using the restroom, eating, coming and going to and from work, after interactions with others, after contacting shared surfaces or equipment, before and after wearing masks or gloves, and after blowing nose or sneezing.

G. Cleaning and Disinfecting Protocol.

The City of Cleveland has established routine schedules to clean and disinfect common surfaces and objects in the workplace, including, but is not limited to, all high touch areas, such as door handles, restrooms, counters, copy machines, equipment with touch screens, staircase handrails, elevator buttons, and any shared equipment. The process of disinfecting includes providing disinfecting products and any PPE required for their safe use.

At fixed work locations, the City has installed cleanable, solid partitions that effectively reduce aerosol transmission between employees and between employees and members of the public entering the workplace.

H. Limiting Non-Essential Visits and Travel.

1. Visitors to the workplace will be asked to verify that they have no fever and are symptom free before entering the workplace. Employees should maintain social distancing from visitors. Visitors will also be required to wear a face mask or face covering.

2. All non-essential business travel should be avoided if at all possible and employees should check the CDC's Traveler’s Health Notices prior to travel.

V. COMMUNICATIONS REGARDING COVID-19 ISSUES.

A. Notifying Your Supervisor or HR.

Employees are required to immediately report to their supervisor and/or the Human Resources Manager any of the following:

1. The employee experiencing any COVID-19 symptoms.

2. The employee’s possible COVID-19 exposure, whether work-related or not.

B. Accommodation Process for Employees with Medical or Other Conditions Putting Them at Increased Risk of Severe COVID-19 Illness.

Employees who are at increased risk of severe illness from the virus that causes COVID-19 (i.e., hospitalization, admission to the ICU, intubation or mechanical ventilation, or death) as listed in the CDC guidelines at the time, should contact their Human Resources (HR) section for an individualized assessment of their potential accommodation needs. Medical certification may be required to facilitate the accommodation request.

HR will evaluate the request to verify whether the employee is a qualified individual and to determine if the requested accommodation is reasonable, and will engage in the interactive process with the employee.


Under limited circumstances, the City may require employees who report to work at the City’s worksites or facilities to be tested for COVID-19; however, a COVID-19 negative test result is not required for an employee to return to the workplace after testing positive or being a COVID-19 case.

If the City requires an employee to be tested, the employee will be informed of the reason testing is needed. The City will also inform the employee of the possible consequences of a positive COVID-19 test, which may include, but is not limited to, a requirement that employees isolate and not report to City worksite(s) during the high-risk exposure period, and satisfying the minimum criteria to return to work.

D. Communication Regarding COVID-19 Hazards.

The City will in its discretion, from time to time, notify employees and subcontracted employees or other persons who were at the affected workplace of any potential COVID-19 exposure at a City worksite or facility where a COVID-19 case and employees and/or other identifiable persons were present on the same day.

The City will also use reasonable best efforts to notify employees of cleaning and disinfecting measures the City is undertaking in order to ensure the health and safety of the worksite or facility where the potential exposure occurred.

VI. INVESTIGATING AND RESPONDING TO COVID-19 CASES IN THE WORKPLACE.

When the City learns of a COVID-19 case in the workplace, The City will use reasonable best efforts to take the following steps to the extent feasible:

1. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or
diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.

2. Determine categories of persons who may have had a COVID-19 exposure by evaluating the activities of the COVID-19 case and locations at the workplace which were or may have been visited by the COVID-19 case during the high-risk exposure period.

3. Give notice of the potential COVID-19 exposure to employees who may have had COVID-19 exposure and their authorized representatives, if any.

4. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

VII. IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS.

The City will take reasonable steps to implement the following in City workplaces:

- Conduct periodic workplace-specific evaluations.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, City workplaces.
- Review applicable orders and general and industry-specific guidance from the CDC, State of Ohio and the CDPH related to COVID-19 hazards and prevention.
- Periodically evaluate existing COVID-19 prevention controls in City workplaces and the need for different or additional controls.
- Conduct periodic as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with City COVID-19 policies and procedures.

VIII. EMPLOYEE PARTICIPATION AND SCREENING

City employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards.

The City will screen City employees by directly screening employees with non-contact thermometers, requiring appropriate masking and social-distancing, and encouraging all employees to become fully-vaccinated.

IX. EDUCATION, TRAINING AND COMMUNICATION.

The City will establish a hotline, website and communications program to provide education, training and instruction on COVID-19 prevention. This education will include, but is not limited to:
A. The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks, sneezes, coughs, or exhales; an infectious person may have no symptoms.

B. COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

C. Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.

D. The importance and effectiveness of full vaccinations.

E. The City’s policy, procedure, and work practices in place in order to control and reduce exposure to COVID-19 virus.

F. Staying at home if an employee is sick with flu like symptoms or acute respiratory illness or has a fever using an oral thermometer, signs of fever, and any other symptoms for 24 hours without the use of fever-reducing or other symptom-altering medicines. Employees must report suspected COVID-19 type illness or positive test result first to their immediate supervisor or otherwise consistent with the City’s call-off policy and subsequently to Human Resources as soon as possible.

G. The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing should be combined with other controls, including face masks and hand hygiene, to increase effectiveness.

H. 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.

I. Proper use of face masks and the fact that face masks are not respiratory protective equipment but are intended to primarily protect other individuals from the wearer of the face mask.

J. When sneezing; use a tissue and throw it away. Do not keep it and reuse it. If an employee does not have a tissue, the employee should sneeze into their elbow or shoulder and wash their hands with soap for 10 to 20 seconds.

K. COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth. Avoid touching mouth, nose, or eyes with contaminated or potentially contaminated hands.
X. REPORTING AND RECORDKEEPING.

The City’s HR section or supervisor will report information about COVID-19 cases at the workplace to the CDPH whenever required by law, and shall provide any related information requested by the CDPH. The City’s HR section or supervisor will report immediately to CDPH any COVID-19-related serious illnesses or death of an employee occurring in the workplace or in connection with any employment. This report can be made online or via phone. Notifications should include the employee’s name, date of exposure, work location, hospital (if applicable), date of COVID test, employee contact information, and any other applicable or requested information.

This CPP will be made available at the workplace to employees, authorized employee representatives, and to CDPH representatives immediately upon request.

XI. EXCLUSION OF COVID-19 CASES FROM THE WORKPLACE.

A. Employees who are COVID-19 cases are excluded from the workplace until the return to work requirements (below) are met.

B. Employees who are COVID-19 exposures are excluded from the workplace for any applicable quarantine or isolation period recommended by the CDC or the CDPH in its most recent guidance.