

The Downtown San Diego Partnership's Updated Coronavirus (COVID-19) Policies and Procedures Effective Immediately

The Downtown San Diego Partnership (DSDP) continues to monitor published guidance regarding COVID-19 from public health agencies, including the World Health Organization, CDC (Centers for Disease Control), and other national/local agencies. We remain dedicated and vigilant to following all legally required precautions and safety measures, and the health and safety of our employees is always DSDP's priority. We are also monitoring and maintaining compliance with new state and local health orders. At this time, DSDP plans to maintain operations, as permitted by state and local law.

As this pandemic situation continues to evolve and change, DSDP has adopted the following updated COVID-19 policies and procedures. Please note, these updated policies are effective immediately and supersede and replace any previously issued COVID-19 policies. These policies are subject to change at the sole discretion of DSDP.

Disclaimer: These policies are subject to change without prior notice, if necessary, to keep the DSDP's policies in compliance with State and Federal laws.

General Notice: Employee Health and Hygiene

- The Downtown San Diego Partnership urges employees to regularly wash their hands with soap and water for at least twenty seconds. When washing hands is not possible, use hand sanitizer that contains at least 67% alcohol or ethanol.
(Hand Sanitizer continues to be available in the workplace for all employees to use but is not a substitute for hand washing)
- The Downtown San Diego Partnership continues to provide disposable disinfectant wipes in the workplace so that employees may frequently (before/after each use) wipe down all company equipment, work surfaces, doorknobs, phones, keyboards, desks, etc.
- The Downtown San Diego Partnership urges employees to cover their mouth and nose with a tissue when coughing or sneezing. Remember to throw the tissue into a waste basket and wash your hands after you cough or sneeze. If tissue is unavailable, please cough or sneeze into elbow or shoulder, not hands.

Section 1.1 - The Workplace

Exposure Risk Assessments. As a precaution, DSDP evaluates an employee's risk for COVID-19 and maintains compliance with the following return to work protocols:

- Employees who are ill or experiencing any COVID-19 symptoms such as coughing, fever of 100 degrees or more, shortness of breath, or any other symptoms of COVID-19 must stay home.
- Employees with COVID-19 symptoms should notify their supervisor, seek medical care, and care for themselves at home. If applicable, a self-quarantined employee may request to work remotely.

- An employee may discontinue isolation and return to work under the following conditions:
 - At least 3 days (72 hours) have passed since symptoms have resolved (without the use of medications for fever or other symptoms); and
 - At least 10 days have passed since symptoms first appeared.
 - If symptoms continue or you test positive for COVID-19, please notify HR immediately.
- Any employee who has close contact with another who is suspected or confirmed to have COVID-19, must notify their supervisor and Human Resources immediately. If necessary, DSDP will notify any affected employees of a potential exposure, while maintaining employee confidentiality to the greatest extent possible.
- Exposed employees must self-isolate at home, monitor their health for symptoms, and contact their healthcare provider.
 - Employees will be asked to work remotely or stay home for 72 to self-isolate and monitor for symptoms.
 - If an employee has symptoms during that period, they must remain home until medically cleared to return to work. Otherwise, if the employee has no symptoms, they may be allowed to return to work, subject to additional precautions, including wearing a face coverings at all times while at work and maintaining social distancing.
- The Downtown San Diego Partnership will continue to follow its regular Family Medical Leave policies, as required by law. Employees caring for a family member suffering COVID-19 symptoms or illness must remain home and self-quarantine according to CDC guidelines. If leave is longer than 3 days, please contact Human Resources regarding FMLA, FFCRA, and/or sick leave options available.
- Upon arriving to work, employees will be screened for COVID-19 symptoms. Any employee who appears to have any symptoms associated with COVID-19 (i.e., cough, shortness of breath) upon arrival to work or who becomes ill during the workday must notify their supervisor and will be sent home immediately. Employees should cover their noses and mouths with a tissue when coughing or sneezing. If tissue is unavailable, please cough or sneeze into elbow or shoulder, not hands.
 - Employees who are or become ill, must follow DSDP's applicable self-quarantine protocol, described above. Employees will be asked to work remotely and/or remain home and self-isolate until cleared to return to work.

- Employees may use accrued paid time off (PTO) for COVID-19 related absences. If an employee has no accrued PTO available, remote work may be requested. All employees requesting remote work must obtain prior written approval from their supervisor.
- If an employee does not have any accrued PTO (and are not eligible for any other leave options) or remote work is not possible, please contact Human Resources. DSDP will work with the employee and supervisor on reasonable alternative potential work options, if possible.

Section 1.2 -Travel

Business Travel

- In order to minimize risks to the health and safety of its employees and their families, DSDP has suspended all employee business travel, effective immediately.
- Please notify Human Resources immediately if you have traveled on international business in the last two weeks.

Personal Travel

- In light of CDC guidance and the statewide Stay-at-Home orders, DSDP strongly urges all employees to postpone any non-essential international travel during this time.
- Upon return from *non-essential* international travel, employees must undergo a mandatory self-quarantine for 14 days from the return date. During the self-quarantine period, employees will not be allowed to physically report to work and may be required to provide return to work medical authorization. Please note, employees subject to the self-quarantine period under this policy may elect to use available sick time, vacation time, and/or may be eligible for EDD unemployment benefits.
- In the absence of express federal and/or state legal requirements, employees who reside outside of the United States are not subject to this international travel self-quarantine requirement for purposes of commuting to and from their residence to work and/or other essential purposes.

DSDP Travel Log

- We kindly ask that any employee planning international recreational travel for any purpose other than essential business to please notify Human Resources of their travel plans and travel dates **in advance**.

- Prior to your return to work after any international travel (business or personal), please contact Human Resources to confirm that you are not experiencing COVID-19 symptoms before returning to work.

Section 1.3 - Remote Work Options

In light of state and county public health orders, DSDP is actively evaluating and taking all necessary steps in order to be able to offer remote work to eligible employees. Employees authorized to work remotely who require additional work supplies should notify their supervisor and/or Human Resources.

Section 1.4 – Childcare Issues and School Closures

If an employee is experiencing or anticipated experiencing childcare related issues because of school and/or daycare closures due to COVID-19 precautions, please notify your manager and Human Resources as soon as possible.

Eligible employees may be granted remote work or temporary leave under the FFCRA and/or other available leave to attend to qualifying childcare needs.

Employees without available PTO or who have exhausted FFCRA leave and/or other available leave options may request leave without pay. Please contact Human Resources regarding your potential leave and wage replacement options.

Confidentiality of Medical Information

DSDP is committed to maintaining employee confidentiality and health information as required by law. All employee medical information disclosed to DSDP will be treated as a confidential medical record to the greatest extent possible.

Compliance with Federal, State and Local Directives

The Downtown San Diego Partnership will continue to monitor and update these policies as necessary to maintain compliance with any and all applicable federal, state, and local directives regarding COVID-19.

**** This policy applies to all guest and visitors of the Downtown San Diego Partnership****

Human Resources Contact Information

Tyler Duncan HR Generalist – tduncan@improvedtsd.org

If unavailable, please contact:

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