



**COVID-19 EMERGENCY
EMPLOYEE INFORMATION –
UPDATED APRIL 23, 2020**

Thank you all for your continued service to our community during the COVID-19 emergency. As you know it is my wish to continue to provide information related to this event as new information is released. Please review the information below and if you have any questions, contact my office or the Finance Department.

Thank you for continuing to practice good personal hygiene (covering your cough and sneezes, washing your hands for 20 seconds or more, etc....) and social distancing manners. Along with staying home when you don't feel well, your efforts will help ensure we all remain healthy.

Doctor on Demand – Extended Opportunity

The first offering for this opportunity has ended. The Minnesota Healthcare Consortium and Blue Cross Blue Shield is extending this same opportunity for another period of time, however, with a slightly different member experience.

Same Opportunity / Different Process

- This opportunity includes all types of Doctor on Demand visits including mental health. The visit does not need to be COVID-19 related.
- No member cost for all Doctor on Demand visits for members participating in the Minnesota Healthcare Consortium Health Insurance Pool that is offered through your local service cooperative.
- This extended opportunity is **effective 4/14/20 through 6/14/20**.

Here are a few updates on things that people have mentioned to me. My goal is to let you know where we are at on a number of topics:

- **How to reach employees who are or have been approved to work from home?** Each of these employees is able to access their City emails and voicemails when working from home and you can set up a time to visit with them if needed. In addition, they have provided home or cell number where they can be reached so if you have that you can give them a ring. If you are working from home, please remember to check your email and voicemail on a regular basis throughout the day.
- **What's the status of our COVID-19 supplies?** Unfortunately, we are out of sanitizer and wipes; however, we continue to try and find sources and will distribute as soon as we get anything. If you feel the need to bring something from home, please check with your Department Director and if they agree you will be eligible for reimbursement provided you have a receipt. Thanks for your help on this. In

the meantime we do have plenty of Lysol spray and paper towels. That works really well too.

- **Are HIPAA rules still in play?** – HIPAA is the federal legislation that makes all medical information private and confidential and it is still in effect. If we have someone who gets sick with COVID or anything else it can't be shared with employees. However, if someone does get Corvid, we have an obligation to let co-workers know we have had Corvid in our work place. We just cannot say who tested positive. If we do get a case, we will let folks know and likely start a protocol related to start of work day. As a final reminder on this topic, if you are sick, please stay home and call your supervisor.
- **Is the City in good financial shape?** – Sally, the Council and I are on top of our finances. I know other cities have had layoffs and furloughs. We are just not in the same situation they are.
- **Are we still hiring summer employees?** Public Works summer help will start pretty much as usual, but Recreation and Pool folks may be on a different time line. It depends on when and what is allowed open under the Governor's Order. We will follow the Governor's order and Minnesota Public Health guidelines on all these issues.
- **Do we need to wear our ID's?** I'm not sure if word is getting to everyone, but during this time City employees should be wearing their ID's. If you don't have an ID please let my office know and Barbara will provide you one.

If you have any other questions please know you can call me, stop by or email me. I am always open to employees who have questions.

Thanks for all you are doing for our community. Please take care of yourself, your family and stay positive. What you do matters.

Thank you,
Todd