



## COVID-19 EMERGENCY EMPLOYEE INFORMATION – UPDATED MAY 22, 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 almost daily.

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. My goal is that you are be safe and heathy when you go home to your families after work.

Please review the information below and if you have any questions, contact my office or the Finance Department.

We will tentatively be opening City offices to the public on June 15<sup>th</sup>. That date could change, but that is our current target date. In the time between now and then we are planning to do a number of things to better protect you, but we all have a role to play in this. I hope to have sneeze shields in place for all those locations where the public can come into our offices. You don't have to wear a mask, but if you choose to do so, we will have cloth masks available for you or you can bring your own mask from home.

We will start screening all employees when we come to work. This screening will look different in each building and each department, but we will be asking each of you to take your temperature before coming to work and when you get here you will be asked those questions you have all heard by now – do you have any new chills?; new cough?; Shortness of breath; new sore throat? and others. If you say yes to any of those questions you will be sent home and we will start a process to evaluate how and when you come back to work. If you are sent home you are eligible for one of two kinds of sick leave that is available through the City or Federal government.

We have ordered handheld infrared forehead thermometers. When these arrive you will no longer have to take your temp at home. We'll do it at your building before you begin work.

When we open to the public we will be “upping” our game in cleaning too, but we do need everyone's help in this which means helping to make sure your space and the space and equipment you share with others is sanitized. We will follow the Center for Disease Controls recommendation for cleaning which includes:

- At least a once per day cleaning of frequently touched surfaces like door handles, light switches, railings, faucets, copiers and fax machines.
- Asking you to wash your hands frequently and use hand sanitizer before and after using shared equipment.

- We will have gloves available for those who touch cash, papers or other items that might be handed to employees by the public.
- We will put up additional signage to help keep the public in the “public only” spaces and, in some cases, we may provide additional physical barriers.
- If you are out in the field and customers come up to you to visit, you can certainly alert them that, “We are practicing social distancing rules and I am happy to talk while we maintain our six feet separation.”

Social distancing while working and on break should be the norm and again, stay home if you are sick.

What happens if we have a suspected or confirmed case of COVID-19 in the workplace? Employees who have symptoms when they arrive at work or become sick during their work hours will be sent home. If you develop symptoms outside of work you should notify your supervisor and stay home until you have achieved 72 hours without symptoms without use of any medications. We encourage you to use Doctor on Demand and review with your health care provider whether or not you should have a COVID test.

What happens if we have a confirmed case in the workplace? We will let those folks who we believe may have had contact with that employee know. HIPAA rules prohibit both the City and you as an individual employee from sharing names of anyone infected, but we will do our best to let you know the timeline of any possible exposure you may have had and we will continue screening at the start of your shift just as you should continue to self-assess.

If an employee has been exposed to a person with a confirmed case of COVID-19, meaning that you have been in “close contact” with someone who tested positive, you should stay home, contact your supervisor and should remain at home for 14 days while practicing social distancing.

It is important that we all assess ourselves for symptoms regularly and go home right away if ill. Each of us should practice careful and frequent hand hygiene, not touch our faces with unwashed hands, and use proper respiratory etiquette.

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