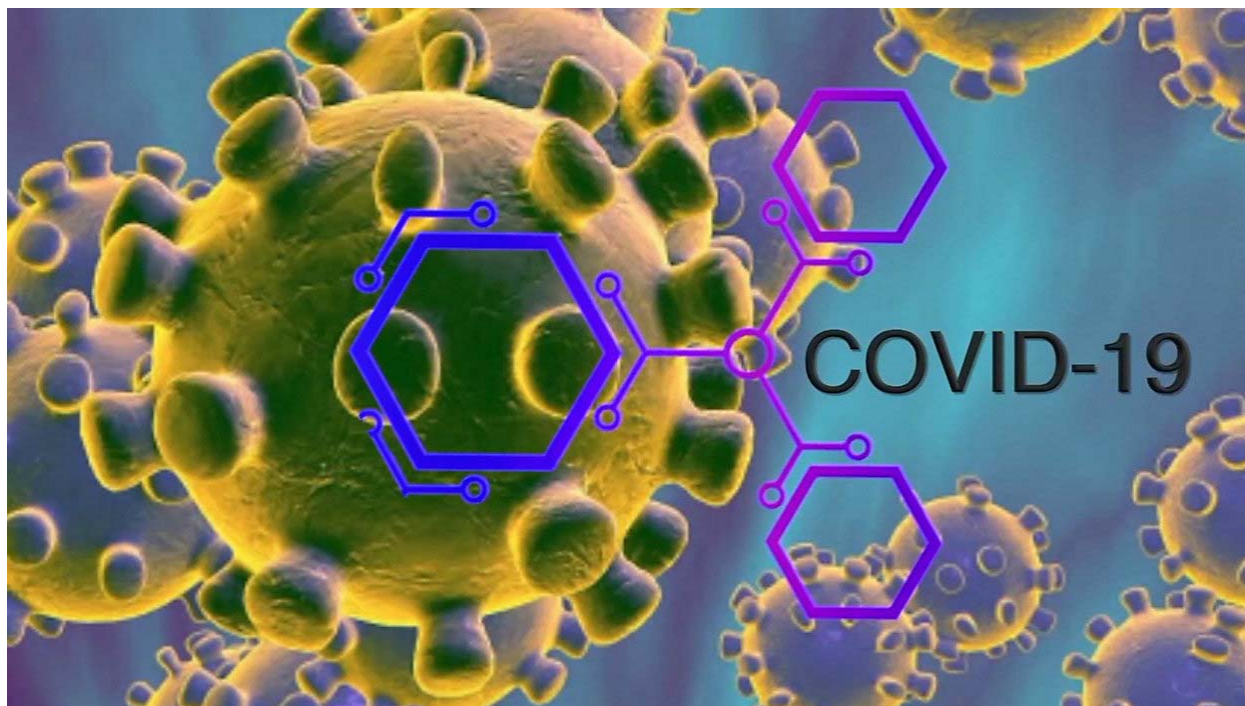




**CITY MANAGER
EXECUTIVE ORDER 2020-1
COVID-19 INTERNAL OPERATIONS**



March 17, 2020

A handwritten signature in black ink, appearing to read "Tim Gleason".

Tim Gleason, City Manager

This City Manager Executive Order is issued in accordance with the Bloomington City Code, Chapter 2, Section 41, and the City of Bloomington Emergency Action Plan. The situation involving COVID-19 is rapidly evolving and this Executive Order may be amended or supplemented as necessary.

§ 1.1 INTRODUCTION

The City of Bloomington has been closely monitoring reports and recommendations from our local, state, and national health agencies regarding COVID-19 (commonly known as Coronavirus) and continues to take proactive action to prepare for the well-being of our residents and employees. Accordingly, in accordance with the City's emergency action plan and pursuant to the authority of the City Code, this Executive Order is effective immediately. This executive order is designed to provide concise, clear and effective directions for the internal operational handling of the COVID-19 National Emergency. Nothing herein shall be precedent setting.

§ 1.2 GENERAL OPERATIONS

The business of the City will continue. While efforts are taken to minimize exposure risks, the City provides essential services and functions to the residents of Bloomington and the greater community. Accordingly, each Department shall ensure the essential operations of the Department continue in an organized and professional manner and in accordance with this Executive Order.

§ 1.3 FACILITY CLOSURES / ARENA

All City facilities shall be closed to the public effective March 18, 2020. The only exception shall be the lobby area of the City of Bloomington Police Department. Any other exceptions must be detailed and permitted via a supplemental Executive Order. The exterior ticket windows at the Grossinger Motors Arena (Front Street & Madison Street) shall be open to service cash payments for water bills and to serve as a temporary and remote Office of the City Clerk. The hours of operation of this outdoor ticket window shall be 8:00 a.m. to 4:30 p.m., Monday through Friday.

§ 1.4 PERMITS & TRANSACTIONS

To limit exposure risks, Departments with public interaction should explore innovative ways to allow the public to do business with the City remotely. All financial and permitting transactions with the City must either be done online, via the telephone or the mail. Cash payments for water billing may be made in person in accordance with § 1.3.



HEALTH OFFICIAL RECOMMENDATIONS

1. Practice social distancing;
2. Washing your hands often;
3. Avoid touching your eyes, nose and/or mouth with unwashed hands;
4. Avoid contact with sick people;
5. Stay home if you are sick;
6. Cover your mouth/nose with a tissue or sleeve when coughing or sneezing; and
7. Clean and disinfect frequently touched objects and surfaces.

For more information on COVID-19 and related health information, please visit the following websites:

www.cdc.gov

dph.illinois.gov

health.mcleancountyil.gov

§ 1.5 COMMUNICATIONS

The City's Communication Manager shall be responsible for issuing timely press releases providing information on the City's actions regarding COVID-19 and sharing updates as they become available.

§ 1.6 CITY COUNCIL MEETINGS

The seating arrangement at City Hall shall be modified for social distancing at City Council meetings. The Communications Manager shall provide notifications encouraging citizens to watch the live stream of meetings and to submit any public comments via writing to the City Clerk. At each City Council meeting, the City Clerk shall provide copies of written comments to each City Council Member and shall announce at the meeting the names of individuals that submitted written comments. Directors that do not have any agenda items at the City Council meeting shall in lieu of attendance watch said meetings via live stream at www.cityblm.org.

§ 1.7 SANITATION

The Director of each Department is responsible for implementing supplemental cleaning of the Department's offices and taking other measures to assist with the sterilization of the Department's operating space. The Facilities Department shall be responsible for additional cleanings and providing guidance on same.

§ 1.8 EVENTS EXCEEDING 50 PEOPLE

In accordance with guidance from the Center for Disease Control ("CDC"), all City events expected to have a crowd in excess of 50 people shall be cancelled or, where feasible, may be postponed until after May 1, 2020.

§ 1.9 BUSINESS TRAVEL

All non-essential business travel is cancelled. This includes any travel outside of McLean County unless it is deemed essential by the City Manager. Attendance at all conferences and trainings through May 1, 2020, is cancelled unless remote attendance is a possibility and/or the attendance is approved by the City Manager.

§ 1.10 LEAVE FOR CHILD CARE

As a result of the closure of community schools, any employee that needs to miss work for child-care purposes may take any available leave (e.g., sick, vacation, personal days, etc.). In addition, employees may take unpaid leave. All leave is subject to the approval of the Department Director. Employees may not bring their children to work.

§ 1.11 PROCUREMENT

All purchases and/or expenditures made as a result of the City's response to the COVID-19 outbreak must be tracked and coded in Munis. The purchase of cleaning and necessary supplies by each Department is authorized to be made from any source via Pcard, direct requisition, store accounts, Citywide Purchasing Programs, and/or reimbursement upon proper receipts. The authority for expenditures under this Section 1.11 shall be \$5,000, however, the City Manager may authorize greater amounts on a case-by-case basis. Any questions regarding these purchases and/or the tracking of expenditures should be directed to the City's Procurement Office at ext. 2277.

§ 1.12 ILLNESS / STAYING HOME / SELF QUARANTINE

If an employee is sick or suspects to be ill with COVID-19, the employee must follow the guidelines of the CDC attached hereto as Appendix A. In addition:

- (A) Any employee must notify his/her supervisor and stay home and self-quarantine if:
 - (1) the employee has symptoms of COVID-19, defined as feeling sick with a fever, cough, or difficulty breathing, or has tested positive for COVID-19;
 - (2) the employee resides with a family member or other individual that is either demonstrating symptoms of, or is confirmed to have, COVID-19;
 - (3) is reasonably believed by a supervisor to be demonstrating symptoms of COVID-19 and is ordered stay home by the director of the employee's Department;
 - (4) has had direct exposure to someone that tested positive for COVID-19; or
 - (5) is otherwise ordered by a proper authority to self-quarantine.
- (B) For purposes of § 1.12(A)(4), the term "direct exposure" means the following: (1) caring for a sick person with COVID-19; (2) being within 6 feet of a sick person with COVID-19 for about 10 minutes; (3) or being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.).
- (C) If it is subsequently determined that an employee does not have COVID-19 and/or has a low risk for exposure, the employee must return to work as dictated by the director of the employee's Department.
- (D) Employees shall be required to obtain proper documentation of either the employee's illness or a family/household member illness, including physician notes, unless directed otherwise by the City. Where such documentation is not feasible due to the burden on health care providers, the employee shall be required to submit an affidavit or other certification related to the circumstances of the leave.
- (E) It is anticipated a variety of circumstances will arise that are not identified herein. Accordingly, requests or orders to take leave may also be determined on a case-by-case basis by the City Manager.

§ 1.13 ADMINISTRATIVE LEAVE

Any employee subject to §1.12(A) shall be placed on paid administrative leave until directed to return to work. Employees put on administrative leave shall be considered “quarantined” meaning that said employees shall not leave their place of residence except for emergency situations and/or as further directed by the City. Employees that are asymptomatic and able to work are required to do so in accordance with the City’s Remote Work Policy. *See* Appendix B. If an employee is not able to return to work after the administrative leave period, the employee shall be required to take sick leave, or other applicable leave, in accordance with the City’s Classified Benefits Handbook and/or applicable collective bargaining agreement.

§ 1.14 THIRD PARTY EXPOSURE

It is possible, and likely, that employees will come into contact with an individual that has not tested positive for COVID-19, but that has been exposed to another individual that has tested positive for COVID-19 (a/k/a “contacts of contacts”). At this time, the CDC does not classify these exposures as even a “low” risk. Accordingly, these employees are to continue working. This guidance and the directives may change if the individual that the employee came into contact with becomes symptomatic, a self-quarantine order for the employee is advised or ordered by a health care professional, or as otherwise directed by the City Manager. Employees with a known third party exposure should notify their supervisor immediately and, depending on the circumstance and guidance from health care professionals, may be ordered to go on administrative leave in accordance with the same provisions of § 1.13.

§ 1.15 REPORTING REQUIREMENTS / INFORMATION SHARING

The supervisors of all City employees shall be required to immediately report to the directors of their Departments when any employee reports a COVID-19 related matter under § 1.12 and § 1.14. All directors shall provide at least daily updates to the City’s Communication Manager on any operational issues they are experiencing related to COVID-19. In addition, all directors shall provide updates to either the director or assistant director of the Human Resources Department related to any employee issues covered by § 1.12 and § 1.14 as they occur.

§ 1.16 GENERAL SICK LEAVE / VACATION TIME

- (A) Employees that are ill and unable to come to work for reasons not related to COVID-19 must take their allocated sick or other available and appropriate leave time.
- (B) An employee that is unable to take his/her vacation time prior to May 1, 2020, as a result of the COVID-19 outbreak, shall not lose their vacation and may instead carry it over to the next year. This must be documented with the employee’s supervisor and the City’s Human Resource Department.

§ 1.17 SOCIAL DISTANCING

All employees shall be required to implement social distancing practices. Employees should consider whether internal meetings in person are necessary and if not, should replace same with phone conferences or email communications.

§ 1.18 TELECOMMUTING

On a case-by-case basis, each Department Director may permit employees that have the capacity to work from home to do so under the City's Remote Work Policy. *See* Appendix B. Implementation of telecommuting will be easier for some City Departments compared to others but may be necessary to ensure the continuation of City services and/or to meet operational needs. To assist with the facilitation of telecommuting, the Information Services Department is directed to make the provision of electronic access a priority.

§ 1.19 INTERGOVERNMENTAL COOPERATION

The directors of every Department, or their designees, shall be responsible for reviewing intergovernmental agreements that are applicable to their Departments and working with their counterparts in the McLean County, the Town of Normal and other communities to ensure continuity of operations and planning.

§ 1.20 PRIVACY

Except as required by law, nothing herein shall allow the City to release the private identifiable health care or medical information of its employees. The City will maintain and confidentiality of those seeking healthcare and those who may be party of any contact investigation.

§ 1.21 QUESTIONS / FURTHER DIRECTION

Questions regarding this Executive Order, or the implementation thereof, should be directed to the director of your Department. Department directors shall work with the City's Communication Manager to answer and provide necessary direction.

§ 1.22 EXCEPTIONS

When it is deemed in the best interest of the City and/or the public health, the City Manager may, in writing, alter or waive the requirements of this Executive Order.

§ 1.23 DISCIPLINE

Any employee that fails to abide by this Administrative Order or otherwise abuses the provisions on administrative leave, staying home, telecommuting and/or caring for children shall be subject to discipline, up to and including termination.

§ 1.24 EFFECTIVENESS

This Executive Order 2020-1 shall be effective immediately and until May 1, 2020, unless otherwise amended, revoked, extended or replaced by written order of the City Manager.

What to do if you are sick with coronavirus disease 2019 (COVID-19)

If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.

Stay home except to get medical care

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

Separate yourself from other people and animals in your home

People: As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

Animals: Do not handle pets or other animals while sick. See [COVID-19 and Animals](#) for more information.

Call ahead before visiting your doctor

If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

Wear a facemask

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

Cover your coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately wash your hands with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60-95% alcohol covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

Avoid sharing personal household items

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water.

Clean your hands often

Wash your hands often 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, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

Clean all "high-touch" surfaces every day

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

Monitor your symptoms

Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). **Before** seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.

Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

Discontinuing home isolation

Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.



For more information: www.cdc.gov/COVID19



Remote Work Policy

The City of Bloomington may allow employees to temporarily work from home for circumstances such as inclement weather, pandemics, special projects or business travel in order to promote continuity of operations by allowing employees to continue their work at an approved alternative worksite. Remote work allows employees to work at home, on the road or in a satellite location for all or part of their workweek. The City of Bloomington considers remote work to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. These arrangements are approved on an as-needed basis by each Department Head, subject to the approval of the City Manager, with no expectation of on-going continuance and focuses first on the operational needs of the City.

Remote work may be appropriate for some employees and jobs but not for others. Remote work is not an entitlement, a citywide benefit, and it in no way changes the terms and conditions of employment with the City. Before entering into any remote work agreement, the employee and Department Head, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and supervisor will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful remote workers.
- Job responsibilities. The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a remote work arrangement.
- Equipment needs and scheduling issues. The employee and supervisor will discuss the physical workspace needs. The employee is responsible at all times to safeguard all equipment, records, services and communications. Employees must protect the confidentiality of all electronic and verbal communications.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.
- The employee and supervisor will agree on the number of days of remote work allowed each week, the work schedule the employee will maintain, the manner and frequency of communication and a methodology for measuring the employee's work results/productivity.
- Remote work employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked in compliance with established policy and procedure.
- Employees understand that they remain liable for injuries to third persons and/or members of employee's family at employee's remote work location. Employee

agrees to defend, indemnify and hold harmless employer from and against any and all claims or liability resulting from any injury to persons (including death) or damage to property caused by the services provided by the employee or by the employee's willful misconduct, negligent acts or omissions in the performance of the employee's duties and obligations under the agreement.

Evaluation of remote worker performance will include regular interaction by phone and e-mail between the employee and the supervisor to evaluate performance, work output and completion of objectives.

On a case-by-case basis, the City of Bloomington will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each remote work arrangement. The human resource and information system departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The City accepts no responsibility for damage or repairs to employee-owned equipment. The City reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The employee must take appropriate action to protect the items from damage or theft. Upon termination of employment, or remote work situation all City property will be returned to the City, unless other arrangements have been made.

The employee will establish an appropriate work environment within his or her home for work purposes. The City will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. Consistent with the City's expectations of information security for employees working at the office, remote work employees will be expected to ensure the protection of proprietary city and citizen information accessible from their home office. Department heads will have the discretion to approve the removal of paper files from City premises.

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Remote work employees are responsible for notifying their supervisor and Medcor immediately following any injury while working. Employees are unable to have in-person meetings in their home unless preapproval is received from the Department Head.

Employee Acknowledgement:

1. I understand that I am responsible for maintaining the security and safety of the equipment and data entrusted to me. I agree to immediately surrender all city-owned equipment, files, and/or materials in the event that either this remote work agreement and/or my employment terminates. I understand that if I do not return this equipment in good working order, except for reasonable wear and tear, I will be responsible for reimbursing City of Bloomington the current value of the equipment.
2. I agree that all other remote work-related equipment or out-of-pocket expenses are my responsibility.
3. I agree to comply with the Remote Work policy, and I have received a copy of it.
4. I agree to provide all appropriate liability, theft, and damage insurance at my own expense.
5. I further agree to hold employer harmless for any liability to any third-party claims arising out of the remote work arrangement.
6. I further understand that the tax consequences (if any) with setting up my remote workspace are entirely my responsibility.

Employee Signature: _____ Date: _____

Department Head Signature: _____ Date: _____