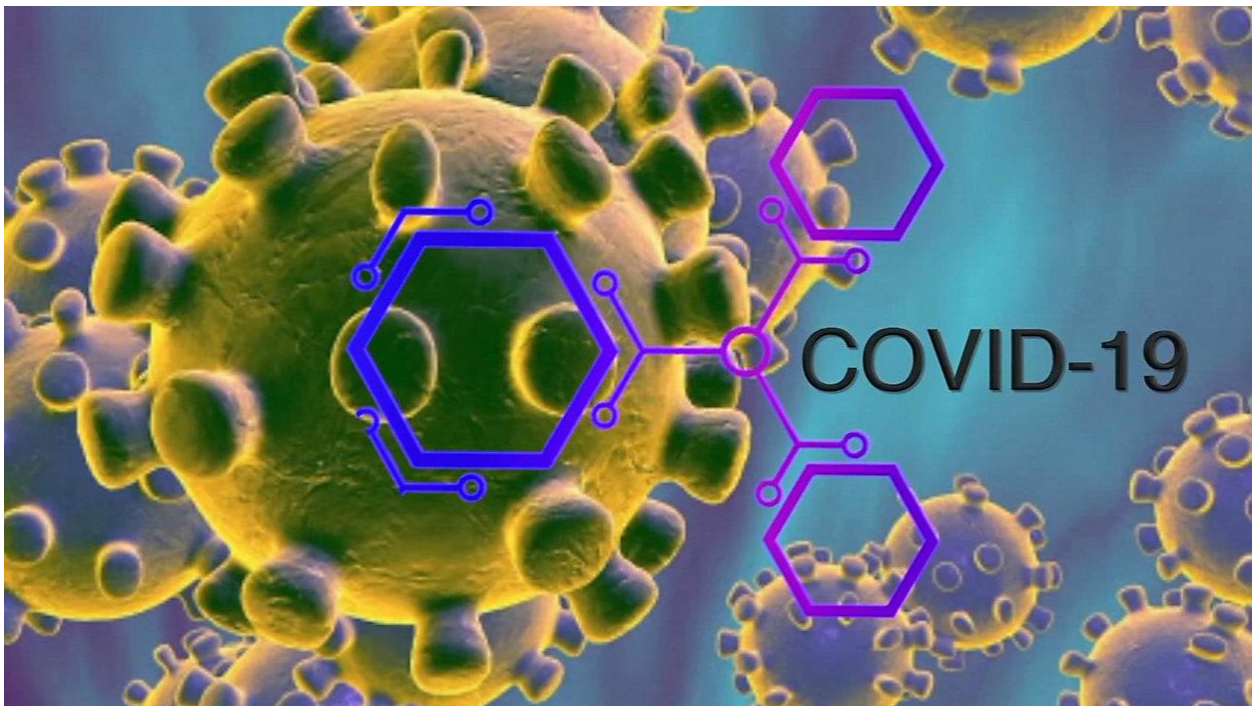




**CITY MANAGER
EXECUTIVE ORDER 2020-14
COVID-19 RETURN TO WORK**



May 28, 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, the City of Bloomington Emergency Action Plan, and City Ordinance 2020-18. The situation involving COVID-19 continues to evolve and this Executive Order may be amended or supplemented as necessary.

§ 14.1 INTRODUCTION

On April 30, 2020, Governor Pritzker issued Executive Order 2020-32, extending the stay-at-home order in Illinois. On May 5, 2020, the Governor released his Restore Illinois Plan and the City is expected to go into Phase 3 of this Plan on May 29. Phase 3 allows for manufacturing, offices, retail, barbershops and salons to re-open to the public with certain capacity and safety limitations and precautions. This Executive Order replaces the provisions of previous executive orders to account for the on-site return to work and to put in place updated provisions on internal City operations. Nothing herein shall be precedent setting.

§ 14.2 STAFFING LEVELS & CONTACT LIMITS

- A. Each Department Director is responsible for establishing the staffing and attendance levels and requirements of the Department's employees in accordance with the provisions of this Executive Order.
- B. The maximum office occupancy capacity of 50% shall be followed, unless exempted. Employees may be required to work remotely where feasible to limit office capacity. Employees working remotely will have to comply with the City's Remote Work Policy.
- C. When practical, employees shall use teleconferencing and videoconferencing while at desk vs in-person contact.
- D. Employee arrival and departure times to may be adjusted to limit contacts and interactions.
- E. The number of in-person meetings should be limited. If an in-person meeting is necessary, limit to 10 people with social distancing.

§ 14.3 HEALTH MONITORING & REPORTING

- A. Employees must take their temperature prior to reporting on-site to a City facility for work. Employees with temperature of 99.9 and above shall be prohibited from reporting on-site to work.
- B. All employees must be on alert for symptoms of fever, cough, or shortness of breath and taking temperature to self-monitor and report same to their supervisor.



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

- C. 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 or potential illness. 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 related to COVID-19 as they occur.
- D. Employees are responsible for monitoring their symptoms throughout the day and should report any changes to their supervisor immediately. If an employee begins to experience one or more of the above symptoms during the day, the employee shall be sent home and not permitted to continue working for the day, unless directed otherwise pursuant to necessary staffing levels as a critical worker.
- E. Where appropriate and authorized, employees that have been potentially exposed by a co-worker or other work-related exposure, will be notified.

§ 14.4 FACE COVERING REQUIREMENTS

- A. City employees shall be required to wear a face covering that covers their mouth and nose, while working in accordance with this Section.
- B. To the extent resources are available, the Human Resources Department shall be responsible for providing face coverings to City employees and contractors. Employees may alternatively utilize their own face coverings as long as it adequately covers their mouth and nose. All face coverings must be free from offensive and/or inappropriate designs and compliance with the City's dress code.
- C. The following exceptions to the face covering requirements shall apply:
 - (i) Employees that cannot medically tolerate a face-covering. In such a situation, the employee must communicate with the Human Resources Department and provide medical documentation supporting the inability to wear a face covering *prior* to reporting to work and performing any job duties. If an employee is medically unable to wear a face covering, the City will review the job responsibilities and options available to allow, where feasible, the employee to continue to perform the essential functions of their position.
 - (ii) Employees while eating and/or drinking are not required to wear a face covering while doing so, so long as they follow other applicable sanitation practices and are situated at least six feet away from other individuals.
 - (iii) Employees while working in their own in an enclosed space (e.g., a private office or cubicle) are permitted to work without a face covering as long as they are working within the enclosed space and are maintaining a six-foot social distance from other employees. It should be noted that face coverings for these, and all other employees, must be utilized when moving around City facilities, including but not limited to walking in hallways, common areas, restrooms, lounges, etc., where a six-foot distance cannot be maintained at all times.

- (iv) Employees while operating vehicles are permitted to drive without a face covering if they are operating the vehicle solely without other passengers and so long as the interior of the vehicle is properly disinfected after use.
- (v) Employees while working outdoors are permitted to work without wearing a face covering if they are working individually and outside of potential public interaction. Employees working outside and within public spaces where six-foot social distancing cannot be complied with at all times are required to wear face coverings.
- (vi) Employees while working remotely at their residence.
- (vii) Department Director's may approve other exemptions for employees within their Department where the required six-foot social distancing may be complied with.

§ 14.5 SANITATION / CLEANING / DISINFECTING

- A. 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.
- B. The City will provide hand washing capability or sanitizer to employees. Frequent hand washing practicing by employees must take place, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer will be available.
- C. Cleaning and disinfecting shall be conducted in compliance with best practice protocols, including:
 - (i) Clean and disinfect common areas (e.g., restrooms, cafeterias) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; and
 - (ii) Workstations should be disinfected by employees upon entering office and before leaving for the day, with cleaning products provided by the City.
- D. The following best practices should be followed to ensure a sanitized work environment:
 - (i) When practical, avoid seating directly facing each other;
 - (ii) Remove personal items from desk to allow for easier cleaning (clean desk policy);
 - (iii) Modify employee traffic, where necessary, to minimize contact (one-way traffic, designated entrance and exit);
 - (iv) Discourage use of shared workspaces, desks, offices and reduce surface contact via no-touch doors and elevators, disposable desk/keyboard covers for any necessary shared workspaces;
 - (v) Minimize the use of shared work materials / equipment (e.g., copiers, office supplies);
 - (vi) When practical, reduce the use of shared papers and encourage use of digital tools; and
 - (vii) Limit usage of telephone receivers to one receiver per person.

- E. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting shall be performed as soon after the confirmation of a positive test as practical.

§ 14.6 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.

§ 14.7 EMPLOYEES WITH COVID-19 ILLNESS OR SYMPTOMS / QUARANTINE REQUIREMENTS

- A. Employees may not report to, or be allowed to remain at, work if sick or symptomatic with any of the following:
 - o Cough, shortness of breath or difficulty breathing;
 - o Fever of 99.9 degrees or above;
 - o Chills, muscle pain, headache, sore throat; or
 - o New loss of taste or smell.
- B. Sick or symptomatic employees will be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations.
- C. If an employee does contract COVID-19, the employee shall remain isolated at home for a minimum of 10 days after symptom onset and may be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart.
- D. An employee may be required to report to work, regardless of the symptoms identified in Section 14.7(A) if they are considered a critical worker and are directed to do so by a supervisor pursuant to necessary staffing levels.

§ 14.8 EMPLOYEES WITH EXPOSURE TO COVID-19

Any employee who has had close contact with a co-worker or any other person who is diagnosed with COVID-19 may be required quarantine for 14 days after the last/most recent contact with the infectious individual. The employee will be required to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. Any such employee must notify his/her supervisor as soon as they are aware of the exposure.

§ 14.9 LEAVE FOR EMPLOYEES RELATED TO COVID-19

Employees that are not permitted to work as a result of COVID-19 due to quarantine requirements or because of contracting COVID-19, may be eligible for leave under the Families First Act, including the Emergency Family and Medical Leave Act and Emergency Sick Leave Act. Any leave not covered by these Acts may use personal, sick, vacation or other time. Questions should be referred to Human Resources.

§ 14.10 LEAVE FOR CHILD CARE

Any employee that needs to miss work for child-care purposes may be eligible for expanded partial paid FMLA benefits. Employees may use other available leave time (e.g., sick, vacation, personal days, etc.) to cover the remainder of their pay. If FMLA benefit time is exhausted, employees may continue to use other available leave time (e.g., sick, vacation, personal days, etc.) for child-care purposes. Questions should be referred to Human Resources. Employees may not bring their children to work.

§ 14.11 BUSINESS TRAVEL

Non-essential business travel, including the physical attendance at conferences and/or seminars, is prohibited unless approved by a Department Director or the City Manager. If an employee must travel for business, the employee must follow CDC considerations to protect themselves and others during trip.

§ 14.12 PUBLIC EVENTS

All City events shall be limited in size to the requirements mandated by state and/or federal law.

§ 14.13 CITY FACILITIES

All City facilities and/or offices shall remain closed to the public, except by appointment, designated Park facilities, the lobby of the Police Department, and the customer service window at the Arena. The City's Administrative Court system may also resume operations.

§ 14.14 EXTERNAL INTERACTIONS

- A. Departments shall keep a log of all external suppliers, vendors and any visitors who enter the office.
- B. Suppliers, vendors and visitors shall be required to wear face coverings over their nose and mouth when entering workspaces.

§ 14.15 DISCIPLINE

Any employee that fails to abide by this Administrative Order or otherwise violates same shall be subject to discipline, up to and including termination.

§ 14.16 AMENDMENT / MODIFICATION OF PREVIOUS EXECUTIVE ORDERS

The provisions of this Executive Order 2020-14, shall modify and supersede all previous executive orders of the City Manager that conflict with the provisions herein, including that Sections 1.12 and 1.13 of City Manager Executive Order 2020-1 shall be specifically repealed and no longer effective.

§ 14.17 EFFECTIVENESS

This City Manager Executive Order 2020-14 shall be effective immediately through June 30, 2020, unless repealed or amended further by the City Manager.