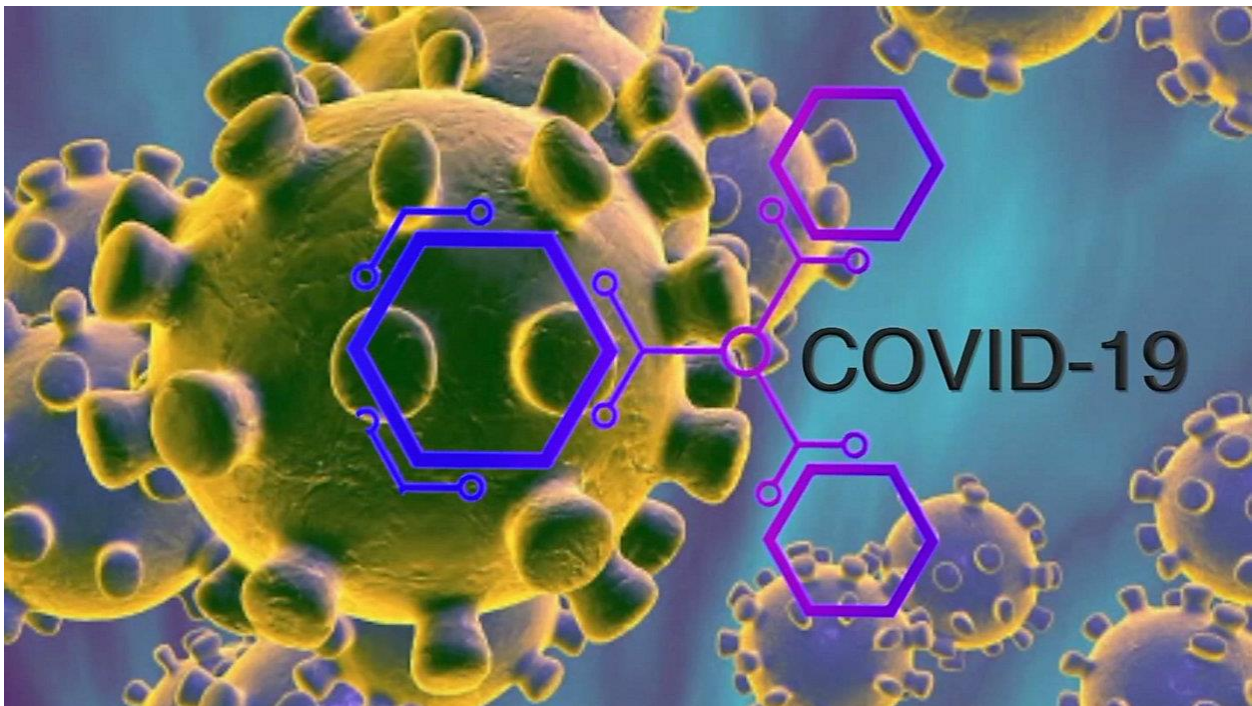




**CITY MANAGER
EXECUTIVE ORDER 2020-17
COVID-19 INTERNAL OPERATIONS**



June 25, 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.

§ 17.1 INTRODUCTION

On May 5, 2020, the Governor released his Restore Illinois Plan and the City is expected to go into Phase 4 of this Plan on June 26. Phase 4 is titled “Revitalization” and opens additional sectors of the economy, including retail, entertainment venues, personal care services and health clubs, bars and restaurants, manufacturing and other non-essential businesses. In addition, Phase 4 allows gatherings up to 50 people. Although many sectors of the economy are reopening in Phase 4, there are various capacity limitations, restrictions and best practices that remain in place. This City Manager Executive Order follows the guidance and best practices designed to provide a safe work environment. Nothing herein shall be precedent setting.

§ 17.2 CITY FACILITIES

All City facilities and/or offices shall be open by appointment only. In addition, the following City facilities shall be open to the public: (1) designated Park facilities (including Miller Park Zoo); (2) the lobby of the Police Department; (3) the City of Bloomington Library; (4) the customer service window at the Arena; and (5) City facilities for public meetings in accordance with the law. City facilities may also be used for Administrative Court and as otherwise approved by the City Manager.

§ 17.3 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 guideline of 50% shall be followed, unless exempted for essential personnel, including police, fire and public works or as otherwise directed by the City Manager.
- C. Department Directors may permit employees that have the capacity to work from home to do so under the City’s Remote Work Policy. In some cases, employees may be required to work remotely where feasible to limit office capacity. All employees working remotely will have to comply with the City’s Remote Work Policy.
- D. When practical, employees shall use teleconferencing and videoconferencing while at their desk in lieu of in-person contact.



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

- E. Employee arrival and departure times to may be adjusted to limit contacts and interactions.
- F. The number of in-person meetings should be limited.

§ 17.4 HEALTH MONITORING & REPORTING

- A. All employees are responsible for and must monitor and report any personal health issues that may be related to COVID-19. This is necessary and required for the health of the employees, the employee's co-workers and the general public. As part of this employees must be on alert for symptoms of fever, cough, or shortness of breath and any other COVID-19 symptoms and report same to their supervisor.
- B. 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 notify 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.
- C. 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.
- D. Where appropriate and authorized, employees that have been potentially exposed by a co-worker or other work-related exposure, will be notified.

§ 17.5 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.

§ 17.6 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) Modify employee traffic, where necessary, to minimize contact (one-way traffic, designated entrance and exit);
 - (iii) 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;
 - (iv) Minimize the use of shared work materials / equipment (e.g., copiers, office supplies);
 - (v) When practical, reduce the use of shared papers and encourage use of digital tools; and
 - (vi) 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.

§ 17.7 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.

§ 17.8 QUARANTINE REQUIREMENTS - EMPLOYEES WITH COVID-19 ILLNESS OR SYMPTOMS

- 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 or as otherwise may be recommended by the McLean County Health Department.
- D. An employee may be required to report to work, regardless of the symptoms identified in Section 17.8(A) if they are considered a critical worker and are directed to do so by a supervisor pursuant to necessary staffing levels.

§ 17.9 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 to 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.

§ 17.10 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.

§ 17.11 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.

§ 17.12 EXTERNAL INTERACTIONS

Suppliers, vendors and visitors shall be required to wear face coverings over their nose and mouth when entering workspaces.

§ 17.13 COMMUNICATIONS

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

§ 17.14 BUSINESS TRAVEL

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

§ 17.15 GENERAL OPERATIONS

- A. Business Continuity. 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 City Department shall continue to ensure the operations of the Department continue in an organized and professional manner and in accordance with all applicable rules, regulations and executive orders.
- B. Permits & Transactions. To limit exposure risks, City Departments with public interaction should continue 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 and other services may be made in person at the Arena.
- C. 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 Facilities Department is responsible for the acquisition and distribution of any necessary cleaning supplies and products. Any questions regarding purchases and/or the tracking of expenditures should be directed to the City's Procurement Office at ext. 2277.

§ 17.16 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.

§ 17.17 REPEAL / EXECUTIVE ORDERS

Effective June 26, 2020, the provisions of City Manager Executive Order 2020-14 and 2020-15 shall be repealed and no longer in effect.

§ 17.18 EFFECTIVENESS

This City Manager Executive Order 2020-17 shall be effective beginning June 26, 2020 through August 31, 2020, unless repealed or amended further by the City Manager.