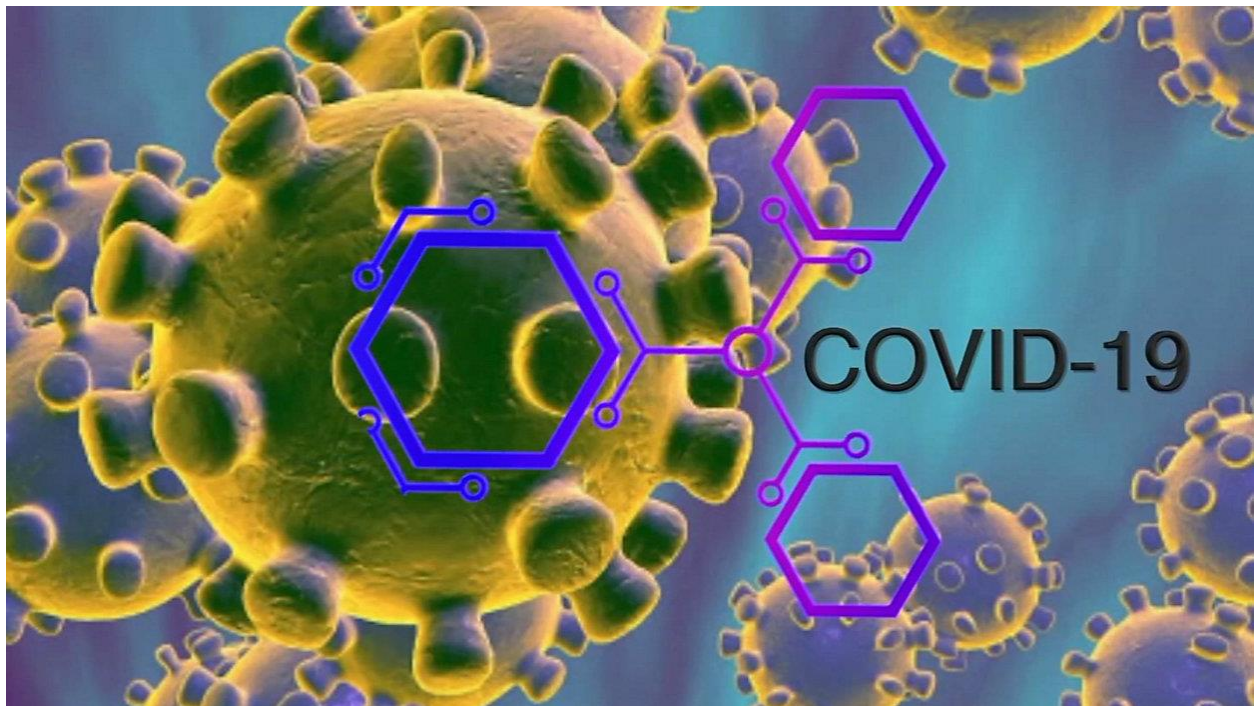




**CITY MANAGER
EXECUTIVE ORDER 2021-11
COVID-19 INTERNAL OPERATIONS**



May 28, 2021

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.

§ 11.1 INTRODUCTION

On May 17, 2021, the Governor issued Executive Order 2021-10 implementing his Bridge Plan. The Bridge Plan increases capacity at various businesses and events. This City Manager Executive Order follows the guidance of the State and best practices designed to provide a safe work environment. Nothing herein shall be precedent setting.

§ 11.2 CITY FACILITIES

Nearly all City business, including the payment of utility bills, can be conducted at the City Hub located in the Government Center at 115 E. Washington Street in Bloomington. The City Hub is and shall remain open to the public. All City park facilities, including the Arena and BCPA, shall be open and subject only to restrictions or limitations outlined by the Governor’s executive orders regarding the COVID-19 pandemic. Any City facility holding a public meeting shall be open as required by law. City facilities where limited public business is conducted may be closed for security reasons, except for appointments and for any meetings subject to the Open Meetings Act.

§ 11.3 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 current maximum office occupancy capacity guideline outlined in the Bridge to Phase 5 Plan of 60% shall be followed, unless exempted for essential personnel, including police, fire and public works or as otherwise directed by the City Manager. As part of this “Bridge” phase, Directors are expected, where feasible, to start bringing employees back on-site to work as the City transitions to normalized operations.
- C. Fully vaccinated employees shall not count against the capacity limit. The term “fully vaccinated” shall be defined as two weeks after an employee receives their second dose in a 2-dose series of vaccines (e.g., Pfizer or Moderna) or two weeks after a single-dose vaccine (e.g., Johnson & Johnson), shall not count against the 60% capacity limit. To verify vaccinations status, an employee may be referred to Human Resources. Employees are



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

required to respond and must provide documentation to Human Resources within one (1) business day.

- D. Department Directors may permit employees that have the capacity to work remotely to do so under the City's Amended Remote Work Policy (attached hereto). 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 Amended Remote Work Policy.
- E. When practical, employees are encouraged to use teleconferencing and video conferencing while at their desk in lieu of in-person contact.
- F. Employee arrival and departure times may be adjusted to limit contacts and interactions.

§ 11.4 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 any personal health issues that may be related to COVID-19. All directors shall notify the Deputy City 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 symptoms identified in Section 11.8(A) below during the day, the employee may 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.
- E. When an employee calls in sick or for leave to care for another dependent, the employee's supervisor (or designee) must go through a screening document, to be provided by Human Resources, to ensure there is no symptom or circumstance that might be related to COVID-19. Where there are "yes" answers to the screening document, the information must then be shared with Human Resources for potential follow-up and/or other directives.

§ 11.5 FACE COVERING REQUIREMENTS

The City follows the CDC guidance on face coverings. For more information and any applicable exceptions please see City Manager Executive Order 2021-10.

§ 11.6 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. The director of the employee's department shall be responsible for ensuring the proper cleaning is performed.

§ 11.7 SOCIAL DISTANCING

Employees, unless fully vaccinated, 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.

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

- A. Unless cleared through the screening process set forth in Section 11.8(B), employees shall not report to work, or be allowed to remain at work, if sick or symptomatic with any of the following:
- Cough, shortness of breath or difficulty breathing;
 - Fever or chills;
 - Muscle pain, headache, sore throat; or
 - New loss of taste or smell
- B. Employees with any of the symptoms listed in Section 11.8(A) must: (1) notify their supervisors; and (2) contact Human Resources at 434-2222 prior to reporting to or remaining at work. Human Resources is responsible for making the final determination on whether the employee may report to or remain at work. Nothing herein shall limit the Police Department and Fire Department from independently managing screenings for employees within their respective Departments.
- C. As a result of having one or more of the symptoms identified in Section 11.8(A), the employee may be required to quarantine and/or be prohibited from coming to work. 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 location. In some situations, employees may be required to have a negative test for COVID-19 before returning to work at a City facility or provide proof of a COVID-19 vaccination to Human Resources. Exceptions may be made for fully vaccinated employees in accordance with CDC guidelines. In such cases, Human Resources is responsible for verifying any applicable vaccination documentation.
- D. If an employee does test positive for COVID-19, the employee shall remain isolated at home for a minimum of 10 days after symptom onset. Employees may return to work following at least a 10-day isolation, at least 24 hours with no fever (without with fever-reducing medication) and other symptoms of Covid-19 are improving. For severe cases employees maybe required to provide a release from a medical provider to return to work.
- E. An employee may be required to report to work, regardless of the symptoms identified in Section 11.8(A) if they are considered a critical worker, as designated by the City Manager, and as directed to do so by a Department Head pursuant to necessary staffing levels.
- F. As the list of symptoms of COVID-19 is long and somewhat fluid, employees must be mindful of any new illness or condition and should treat such seriously. If there is a possibility that such new illness or condition could be related to COVID-19, the employee should not report to work and instead should notify their supervisor and seek immediate treatment and/or testing. Supervisors are also responsible for being mindful of employees that appear ill that have not self-reported.

§ 11.9 EMPLOYEES WITH EXPOSURE TO COVID-19

Any employee who has had close contact with a co-worker or any other person who has tested positive for COVID-19 must notify his/her supervisor as soon as they are aware of the exposure and shall not return to work until cleared by the City. Human Resources must also be notified of the exposure. An exposed employee may be required to quarantine for up to 14 days after the last/most recent contact with the infectious individual. In accordance with CDC and/or IDPH guidelines an employee may not be required to quarantine if proof of receiving a COVID-19 vaccination is provided to Human Resources or if CDC and/or IDPH guidance provides another exception to quarantining as determined by Human Resources. The employee may be required to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. Upon request of the Human Resources, employees must provide their applicable vaccination records within one business day of such a request and shall notify Human Resources if they have been fully vaccinated from COVID-19.

§ 11.10 LEAVE FOR EMPLOYEES RELATED TO COVID-19

- A. Employees that are not permitted to work on-site as a result of COVID-19 due to quarantine requirements or because of testing positive for COVID-19, may be eligible for leave under the Families First Coronavirus Response Act (as may be extended either by the City or federal law). Any leave not covered by these Acts may use personal, sick, vacation or other time. Questions should be referred to Human Resources.
- B. Employees that are required to quarantine may be allowed by their Director to work remotely if: (1) the employee is either asymptomatic or experiencing minor symptoms; and (2) the employee can meet the hourly requirements of the City and can work with full productivity and efficiency remotely. An employee working remotely in this instance must do so from their residence, unless another arrangement is approved by the City Manager. In addition, said employees working remotely under this Section 11.10 must remain quarantined.

§ 11.11 LEAVE FOR CHILD CARE

An employee that is able to work remotely is not required to take leave as long as said employee is able to continue meeting the hourly requirements of the City and can work with full productivity and efficiency. This includes where a child or dependent is able to take care of themselves and should not include situations where the child or dependent needs the repeated attention and/or close supervision of the employee. Directors may also approve flex schedules that do not interfere or interrupt the delivery of City services. A copy of any approved flex schedule must also be sent to the City Manager.

§ 11.12 COMMUNICATIONS

The City Manager's office 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.

§ 11.13 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 is approved to travel for business, the employee must follow CDC considerations to protect themselves and others during the trip.

§ 11.14 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. 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.

§ 11.15 DISCIPLINE

Any employee that fails to abide by any of the provisions of this Executive Order or otherwise violates same shall be subject to discipline, up to and including termination.

§ 11.16 REVOCATION

City Manager Executive Order 2021-08 is hereby revoked in its entirety and is no longer in force and effect.

§ 11.17 EFFECTIVENESS

This City Manager Executive Order 2020-11 shall be effective beginning June 1, 2021 through June 30, 2021, unless repealed or amended further by the City Manager.