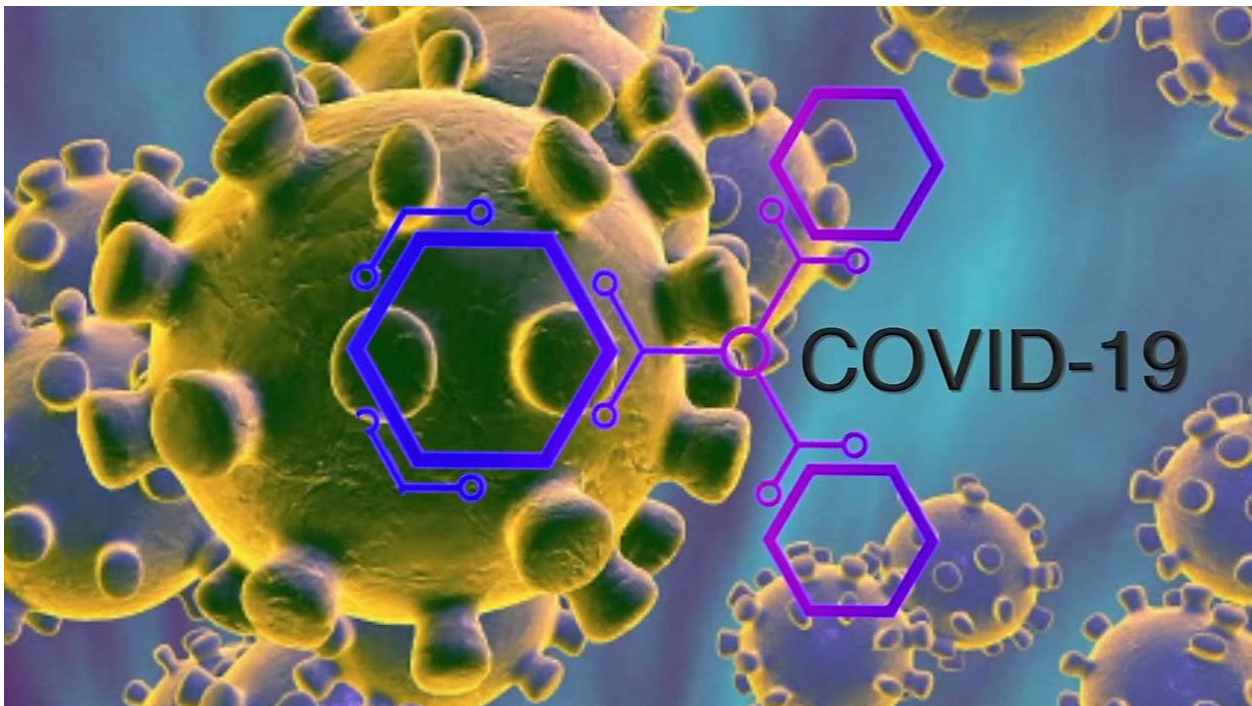




**CITY MANAGER
EXECUTIVE ORDER 2020-5
COVID-19 INTERNAL OPERATIONS**



April 15, 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.

§ 5.1 INTRODUCTION

On March 17, 2020, City Manager Executive Order 2020-1 Regarding Internal COVID-19 Operations was enacted. To account for changes in various federal laws, updated executive orders from Governor Pritzker, and best practices, City Manager Executive Order 2020-5 is now being put into effect. This Executive Order is effective immediately and shall amend and supplant certain provisions of Executive Order 2020-1 as set forth herein. All other provisions of Executive Order 2020-1 shall remain in effect. Nothing herein shall be precedent setting.

§ 5.2 AMENDMENT TO EXECUTIVE ORDER 2020-1

Section 1.13 of the City Manager Executive Order 2020-1 relating to Administrative Leave shall be superseded and replaced by Section 5.3 below.

§ 5.3 ADMINISTRATIVE LEAVE

Except as provided herein, any employee subject to §1.12(A) of City Manager Executive Order 2020-1, shall be placed on paid administrative leave until directed to return to work. An employee with a “direct exposure” may be placed on administrative leave or may, if deemed to be a critical infrastructure worker by the employee’s department director, be required to return to work based on and utilizing the safety practices set forth in the *Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19*, attached as Exhibit A. 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 being taken off paid administrative leave, the employee shall be required to apply for Emergency Family and Medical Leave Act, Emergency Sick Leave under the Families First Act or other applicable leave, in accordance with the City’s Classified Benefits Handbook and/or applicable collective bargaining agreement.



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

§ 5.4 CRITICAL WORKERS / SELF-SCREENING

Critical workers, as set forth on Exhibit A, that are directed to return to work must complete a self-screening to ensure the worker does not have:

- (a) a fever with or without chills in excess of 99.9 degrees;
- (b) uncontrollable secretions/excretions resulting in sneezing or blowing nose around third-parties;
- (c) a prolonged sore throat;
- (d) a productive/uncontrolled cough lasting more than two weeks;
- (e) influenza or COVID-19 like illness including a fever, cough, and shortness of breath; or
- (f) diarrhea associated with an acute illness

Workers must conduct the self-screening prior to coming to work. Any worker with one or more of the symptoms above shall be considered to have a communicable illness and must report the symptoms to their supervisor. In addition, any worker with one or more of the symptoms above shall not be permitted to come to work, unless directed otherwise pursuant to necessary staffing levels. Workers are responsible for monitoring their symptoms throughout the day and should report any changes to their supervisor immediately. If a worker begins to experience one or more of the above symptoms during the day, the worker shall be sent home and not permitted to continue working for the day, unless directed otherwise pursuant to necessary staffing levels.

Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19

To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

Critical Infrastructure workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

- ▶ **Pre-Screen:** Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
- ▶ **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
- ▶ **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
- ▶ **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- ▶ **Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

Employers should implement the recommendations in the Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 to help prevent and slow the spread of COVID-19 in the workplace. Additional information about identifying critical infrastructure during COVID-19 can be found on the DHS CISA website or the CDC's specific First Responder Guidance page.

INTERIM GUIDANCE

This interim guidance pertains to critical infrastructure workers, including personnel in 16 different sectors of work including:

- ▶ Federal, state, & local law enforcement
- ▶ 911 call center employees
- ▶ Fusion Center employees
- ▶ Hazardous material responders from government and the private sector
- ▶ Janitorial staff and other custodial staff
- ▶ Workers – including contracted vendors – in food and agriculture, critical manufacturing, informational technology, transportation, energy and government facilities

ADDITIONAL CONSIDERATIONS

- ▶ Employees should not share headsets or other objects that are near mouth or nose.
- ▶ Employers should increase the frequency of cleaning commonly touched surfaces.
- ▶ Employees and employers should consider pilot testing the use of face masks to ensure they do not interfere with work assignments.
- ▶ Employers should work with facility maintenance staff to increase air exchanges in room.
- ▶ Employees should physically distance when they take breaks together. Stagger breaks and don't congregate in the break room, and don't share food or utensils.





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 electric 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: _____