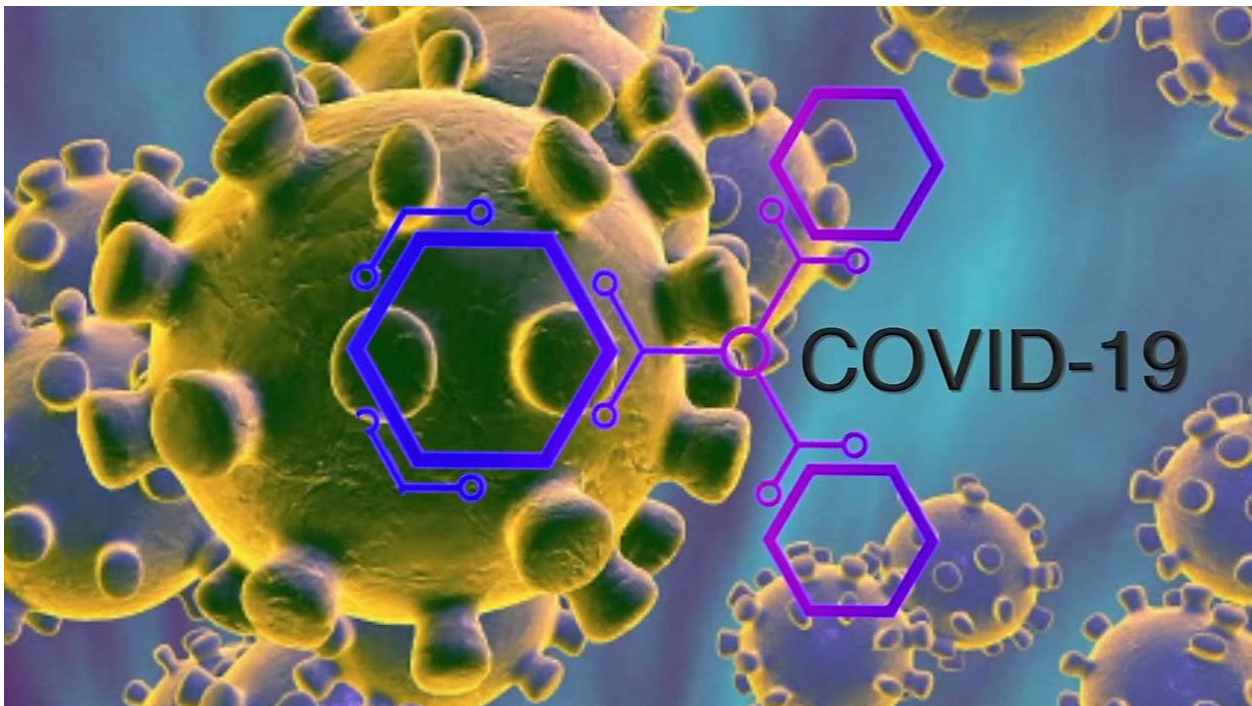




**CITY MANAGER  
EXECUTIVE ORDER 2020-11  
COVID-19 INTERNAL OPERATIONS**



May 5, 2020

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

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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.

## § 11.1 INTRODUCTION

On April 30, 2020, Governor Pritzker issued Executive Order 2020-32, extending the stay-at-home order in Illinois and requiring additional social distancing protocols, including requirements on masks. Under Governor Pritzker's Executive Order 2020-32, employees are required to wear face coverings where maintaining a six-foot social distance is not possible at all times.

## § 11.2 FACE COVERING REQUIREMENTS

City employees shall be required to wear a face covering that covers their mouth and nose, while working except as required in Section 11.4.

## § 11.3 PROVISION OF FACE COVERINGS

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.

## § 11.4 EXCEPTIONS

The following exceptions to the face covering requirements shall apply:

- A. 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.
- B. 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.



### 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.

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

[www.cdc.gov](http://www.cdc.gov)

[dph.illinois.gov](http://dph.illinois.gov)

[health.mcleancountyil.gov](http://health.mcleancountyil.gov)

- C. 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.
- D. 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.
- E. 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.
- F. Employees while working remotely at their residence.
- G. Department Director's may approve other exemptions for employees within their Department where the required six-foot social distancing may be complied with.

#### **§ 11.5 DISCIPLINE**

Employees that fail to comply with this Executive Order are subject to the City's disciplinary procedures.

#### **§ 11.6 EFFECTIVENESS**

This City Manager Executive Order 2020-11 shall be effective through May 31, 2020, unless repealed or amended further by the City Manager.