



**CITY MANAGER
EXECUTIVE ORDER 2021-14
COVID-19: FACE COVERINGS**



Health

Safety

HEALTH

SAFETY

June 30, 2021

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

Tim Gleason, City Manager

§ 14.1 AUTHORITY

This City Manager Executive Order is issued in accordance with the Bloomington City Code, Chapter 2, Section 41, that provides the City Manager may execute executive orders in relation to the health and safety of City employees.

§ 14.2 BACKGROUND

On January 30, 2020, the World Health Organization declared the outbreak of COVID-19 to be a public health emergency of international concern and on March 11, 2020, declared it a worldwide pandemic. Since that time, the City has follow the guidance of the Center for Disease Control & Prevention (“CDC”) in relation to best practices and operations. Although the City Council recently repealed its emergency ordinance and the State of Illinois entered Phase 5 of the Restore Illinois Plan, the spread of COVID-19 remains a pandemic and critical health and safety concern to the operations of the City. Accordingly, this Executive Order addresses internal face covering requirements.

§ 14.4 FACE COVERING REQUIREMENTS

- A. The City shall follow the guidance issued by the CDC in relation to face coverings, including for fully vaccinated people. This shall apply to both employees and those visiting City facilities and property.
- B. Fully vaccinated City employees defined as two weeks after their second dose in a 2-dose series of COVID-19 vaccines (e.g., Pfizer or Moderna) or two weeks after a single-dose COVID-19 vaccine (e.g., Johnson & Johnson), shall not be required to wear a face covering unless on public transit or otherwise required by applicable other law or rule as outlined by the CDC or as otherwise provided in Section 14.3.
- C. Unvaccinated City employees shall be required to wear a face covering that covers their mouth and nose, while working except as permitted in Section 14.4.

§ 14.5 VACCINATED EMPLOYEE EXCEPTIONS & VERIFICATIONS

- A. Supervisors and/or Directors that have a concern or are unsure whether an employee is following the CDC Guidelines shall refer the employee to HR for verification that the employee is either vaccinated or otherwise has an applicable exemption. This may require the employee to provide proof of vaccination. Nothing herein shall prohibit a supervisor or director from inquiring directly with an employee on whether they have been vaccinated for COVID-19. Employees are required to respond and must provide documentation to Human Resources withing 48 hours.
- B. Directors may authorize specific situations where face coverings are required and/or documentation of vaccination is required to be reported to HR as a best practice for the health or safety of employees or others, regardless of vaccinations, including enclosed exhibits at the Miller Park Zoo.

- C. Certain employees or guests at the City (or their family members) may have a higher risk for complications from COVID-19 and may therefore prefer those in close contact wear a face covering during situations where social distancing cannot be done. Where such a situation is identified, employees shall be respectful of the situation and wear a face covering during such time that they cannot social distance, even if they are vaccinated.

§ 14.4 EXCEPTIONS FOR UNVACCINATED EMPLOYEES

The following exceptions to the face covering requirements for unvaccinated employees shall apply:

- A. Employees that cannot medically tolerate a face-covering 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.
- C. Employees while working in their own 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 or individuals. 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, where six-foot social distancing cannot be complied with at all times, are required to wear face coverings.
- F. Employees while working remotely in accordance with the City's Amended Remote Work Policy and in compliance with social distancing.

§ 14.5 SIGNAGE

City Administration shall be responsible for providing, coordinating and/or posting signage stating the City is following the CDC guidelines on face coverings to encourage and support compliance.

§ 14.6 DISCIPLINE

Employees that fail to comply with this Executive Order, including lying or providing false information regarding their vaccination records, are subject to discipline up to and including termination.

§ 14.8 EFFECTIVENESS

This City Manager Executive Order 2021-14 shall be effective beginning July 1, 2021, and shall continue in effect until it is either repealed or amended further by the City Manager.