

COVID-19 Safety Guidelines for Maintaining a Healthy Work Environment

- Stay home if you are sick, except to get medical care.
- Inform and contact your supervisor, Manager or Director and Human Resources if you are sick or if you have a sick household member at home with a diagnosis of COVID-19 or symptoms of COVID-19, including under the care of a healthcare provider seeking a diagnosis or under medical direction to home isolate.
- Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.
- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. Learn more about coughing and sneezing etiquette on the CDC website. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- Cover your face with a cloth face at all times while you are doing work for the City outside of your home. For those whose job duties require an enhanced level of respiratory protection, continue to use the proper personal protective equipment as necessary.
- Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface. Visit <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2> to find the current list of products that meet EPA's criteria.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Before using any City vehicle that is used by multiple persons, clean and disinfect all portions of the vehicle with which you may come in contact (i.e., seat, steering wheel, dashboard, etc.). Supplies for doing so will be kept inside each vehicle.
- If you do not feel comfortable performing a specific job duty based on potential COVID-19 exposure, contact your supervisor, Manager or Director for further direction. This includes employees who are working outside of the office.
- Practice social distancing by avoiding any situations where persons are gathered and by maintaining distance (approximately 6 feet or 2 meters) from others. Conduct necessary interactions by telephone in lieu of in-person communications if at all possible.
- If job duties require that you have in-person contact with others, maintain appropriate distance while doing so and do not shake hands. If circumstances will

not allow you to maintain the necessary distance, or if the person with whom you need to make contact appears to have any COVID-19 symptoms, do not engage in the job duties, and contact your supervisor, Manager or Director for further direction.

- The City shall provide recommended safety equipment per the CDC guidelines for employees who have job duties that require them to work at a non-remote job location. If supplies are delayed due to emergency related conditions, alternative job location will be provided.
- Abide by all federal, state and local government health orders.