



Interim COVID-19 Employee Safety Policy

As the City continues reopening facilities to the public and resuming more typical operations, workplace equity, employee and public health, and employee peace of mind are still of utmost importance. This policy identifies employee responsibilities for preventing the spread of COVID-19 and keeping themselves safe while working in City facilities. This includes employees who have been entering or working in City buildings since the pandemic's inception and those who are returning to a City facility.

This policy became effective on June 29, 2020, and it will remain in effect until it is discontinued by the City Manager. It is consistent with the City's [Occupational Safety and Health Policy](#).

Policy

The City has made operational adjustments regarding the use and cleaning of facilities and it has instituted protocols for employee movement and safety. This policy requires each employee to comply with [Protocols and Guidelines for Working in a City Building](#) and it depends upon employees' use of good judgment to keep themselves and others as safe as possible.

Facility protocols and employee expectations have been established for the following activities:

- Entering and exiting a City building
- Moving from place to place inside a City building
- Individual workspaces
- Work areas (e.g. office suites)
- Respiratory etiquette
- Hand hygiene
- Employees' becoming sick before or after arriving to work

Because the impact of COVID-19 and/or health guidelines may change, this policy may be adjusted accordingly. The City will communicate substantive changes in advance when possible. Each link in this policy will take employees to the most current version of the linked document.

The City realizes that these protocols are new and may feel overwhelming to employees at first. For this reason, employees are encouraged to consult with their supervisor as often as needed to resolve any questions or concerns they may have. Because the potential consequences of non-compliance are serious, intentional or repeated violations of this policy will result in disciplinary action, up to and including dismissal.