

April 30, 2020

2020-EO-019

ORDER
Amended Work Policies & Procedures at City Facilities

On April 29, 2020, Governor Mike DeWine revised the Guidelines to re-open the Ohio Economy, therefore, City employees are advised of the following work policies & procedures beginning May 4, 2020.

I. City Employees at Home and Unable to Work

All City employees who are at home and unable to work are permitted to return to work on May 4, 2020, at their normal work time and City facility, unless notified of a change. Upon returning to work, City employees must adhere to the following guidelines:

- Monitor for a fever by taking your temperature, with a thermometer (if you have one available), prior to leaving for work. If you have a fever or other symptoms, e.g. coughing or trouble breathing, do not come into work. Notify the City immediately of your symptoms.
- Wear a mask/face covering while at work, unless one of the below exceptions applies. The City will provide each employee with a reusable mask, however, employees can also provide their own.
 - Exceptions to Mask/Face Covering:
 - The employee is prohibited by a law or regulation while on the job;
 - A face covering is not advisable for the employee due to health reasons;
 - A face covering is against documented industry best practices;
 - There is a practical reason a face covering cannot be worn by the employee; or
 - The employee is sitting alone in an enclosed work-space.
- Wash hands upon entering and exiting the building. City Employees must wash their hands and/or apply hand sanitizer at regular intervals throughout the day.
- Maintain a minimum 6 foot distance from co-workers and other people who may be in your facility/building or on a worksite. Refrain from touching a co-worker's work-station. Employee work-stations will be moved, if necessary, to maintain the minimum 6 foot distance from co-workers. If workstation can not be moved, other arrangements will be made to locate a safe workspace.
- Attempt to conduct most meetings, whether with co-workers or outside persons via Microsoft Teams. Before using a different platform, e.g. Zoom, consult with IT Department as to proper use so as to ensure security. If a meeting is conducted face to face, maintain a minimum 6 foot distance between the meeting participants.
- Clean and wipe down work-stations, work counters and work vehicles throughout the day. After using shared City equipment, e.g. printer or conference table, wipe down with sanitizing cloth. Cleaning supplies will be made available for all employees.
- Notify the City immediately if you test positive for COVID-19 or are quarantined.

II. City Employees at Home and Able to Work

City Employees who are at home and have been approved to telecommute by their supervisor are encouraged to continue working from home. However, City employees may come to work at their assigned City facility as needed, adhering to the guidelines outlined in Section I of this Order.

If an employee is working from home, the employee must follow the guidelines established below:

- Be available by phone during your normal work hours for your manager or others in the City to contact you and be ready for work during your normal work hours.
- Keep your phone nearby.



- If unable to reach 40 hours of work while at home, a combination of reporting to the office, utilizing Hilliard University resources and/or use of current leave banks should be assessed and agreed to by your supervisor.
- Follow normal call in procedures if you become ill and would be unable to work. This WILL NOT impact your paid status. If you are ill with COVID-19 symptoms or are tested for COVID-19, notify Human Resources at 614-334-1397 or via email at alund@hilliardohio.gov. If you are sick, or unable to work due to illness, you should be utilizing appropriate leave banks per the COVID-19 Leave Order.
- Notify the City if you test positive for COVID-19 or are quarantined.
- Check your work email daily. We will be communicating pertinent, but not urgent information via work email.
- Follow the guidelines set forth by the CDC to help prevent the spread of COVID-19. Use proper social distancing, hand washing and follow guidelines related to being in public contact.

III. Maintenance Employees

Operations and Recreation & Parks Maintenance Employees will remain on current schedule through May 17, 2020, unless notified of a change. Maintenance Employees are entitled to emergency paid administrative leave through May 17th. On May 18, 2020, Maintenance Employees will return to their normal work schedule and reporting procedures, but may be notified of a change in reporting stations. At all times, Maintenance Employees shall adhere to the guidelines outlined in Section I of this Order.

IV. Safety Services Employees

Safety Services employees will remain on current schedule through May 22, 2020, unless notified of a change. Safety Services employees are eligible for emergency paid administrative leave through May 22nd. On May 23, 2020, Safety Services Employees will return to their normal work schedule and reporting procedures, unless notified of a change. At all times, Safety Services Employees shall adhere to the guidelines outlined in Section I of this Order.

The City of Hilliard reserves the right to revise this order at any time.

Michelle L. Crandall
City Manager, City of Hilliard, Ohio