



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	03/16/2020	Department	City Council
Agenda Item	2.1 Adopt City Manager's COVID-19 Announcement		
Est. Cost	n/a		

Background Information

The City Manager prepared and distributed the attached announcement regarding city employees.

The City Council is being asked to adopt this announcement so that in the event the city seeks reimbursement from FEMA or other grant opportunities, it can be verified that all necessary steps were put into place.

Requested Action	'I move to adopt the attached announcement from the City Manager regarding COVID-19 procedures and protocols.'
City Manager and/or Finance Review	The City Manager recommends the above action.
Council Vote/ Action Taken	
Departmental Follow-Up	

City Clerk Use Only	1 st Reading _____	Advertised _____	EFFECTIVE DATE _____
	2 nd Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____

As we are now being faced with the possibility that any one of our team, or one of our household family members could be diagnosed with the virus, we are immediately implementing the following until further notice:

- No travel to meetings/trainings will be allowed unless approved by your department head.
- If you need to attend a meeting, a conference call is recommended and time will be allowed to do so.
- If you have a vacation planned, your travel destination(s) should be shared with your supervisor so that upon your return it will be determined if you can return to work immediately.
- The website will be updated periodically with pertinent information regarding our city services.

DIAGNOSED OR EXPOSED:

- If you have been diagnosed with COVID-19, or have been exposed to COVID-19, or need to take care of someone in your immediate household who has been diagnosed, please contact your supervisor or Human Resources immediately so that a plan can be put in place for you.
- We will require that you not return to work before the 14-day recommended self-quarantine has passed and you have been medically cleared to return to work.
- We will be treating this as a paid leave of absence and employees will not be charged sick or vacation time. Employees will need to provide medical documentation to Human Resources that states they have been diagnosed with, exposed to, or are caring for someone in their immediate household who has been diagnosed with COVID-19. (exception to this would be a diagnosis due to travel that was personally planned)
- All other illnesses (flu, cold, allergies, etc...) will be subject to our sick time policy.

HOW IS THE CITY PREPARING?

- We have been working with both local and national public health resources to ensure we have the most up-to-date information to help us make informed decisions.
- We are working with departments to plan for operational adjustments in the event of a large number of staff absences or a shut down.
- Information regarding the Coronavirus has been placed on our website for the public and will be updated as new information becomes available. The Mayor and City Manager will be conducting FB Live events twice a week (Tuesday's and Thursday's) regarding COVID-19 updates.
- We are working with services in the city to provide help with things such as food, medications, etc. during a self-quarantine if needed.

PROTECTING YOURSELF AND YOUR CO-WORKERS

- You should take the usual precautions for avoiding any respiratory viruses:
 - Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- **Clean and disinfect frequently touched objects and surfaces.**
- If you think that you might have any symptoms of COVID-19, or have been exposed to COVID-19, please call your Primary Care Physician before going to the walk-in clinic or hospital.
- Please observe the 4-6' distance rule when interacting with the public. Do not be afraid to ask people to step back.