



**Title:** City Manager Directive – COVID-19

**Directive Number:** 2020-01

**Date:** March 17, 2020

**Effective:** Immediately

**Administered by:** Jerald R Gilbert, City Manager

**CITY OF ENID**

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[www.enid.org](http://www.enid.org)

**PURPOSE:** The following directive is issued to provide guidance to employees regarding the COVID-19 Pandemic and precautionary measures to be taken for the next 30 days. These guidelines are fluid and are subject to change as the situation develops.

- 1) Employees who are ill should not report to work; but should follow call in procedure to advise supervisors of the situation. Supervisors should be attentive to employees and are vested with authority to immediately send employees home who are exhibiting symptoms of illness, including but not limited to coughing, sneezing, or signs of fever. If a supervisor sends an employee home; the employee will need medical clearance before returning to duty.
- 2) Employees should avoid out of state travel.
  - a. Public Funded: All public funded travel should be minimized to the extent possible, opting for phone and/or video conferences. Public funded, out of state travel should be immediately cancelled or postponed.
  - b. Personal Travel: Employees are encouraged to avoid out of state travel. Employees who have recently traveled or are planning to travel on personal business should consider if they have sufficient leave time in the event they need to self-quarantine upon return.
- 3) Self-quarantine: Employees who have been in proximity to someone testing positive for COVID-19 should self-quarantine. Employees may utilize accrued sick leave to cover self-quarantine absences. Self-quarantine will require medical clearance before resuming back to work status.
- 4) Social Distancing: Employees are required to limit work related public contact and practice social distancing. Social distancing is defined as leaving 3 – 6 feet of distance between you and co-workers or members of the public and avoiding gatherings of people.

Supervisors should determine which activities compromise this requirement and develop alternate methods to limit close proximity work spaces. Non-essential meetings and social events should be postponed.

- 5) Control and Prevention: All employees must focus attention on prevention and control by adherence to the following:
  - a. Frequent hand washing with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
  - b. Avoid touching your eyes, nose, or mouth.
  - c. Limit spread of person's infectious respiratory secretions, by sneezing or coughing into the elbow, not the hand. Forego customary handshake exchanges or other direct contact.
  - d. Maintain cleanliness of work spaces using soap and water or disinfecting wipes. Shared workspaces should be wiped with disinfectant between shifts.
  - e. Use universal precautions in contacts with customers and co-workers.
- 6) Essential Services: Directors and supervisors should identify essential services, and determine minimum staffing levels necessary to maintain said services. They should also identify a designee to be vested with supervisory authority in the event the department head needs to self-quarantine. Some facilities have closed to the public now such as the library and the service center, and more may close as risk assessments are made. However, all healthy employees should still report to work.