



# City of Moore Oklahoma

301 N. Broadway, Moore, Oklahoma 73160-5130 • (405) 793-5000 • [www.cityofmoore.com](http://www.cityofmoore.com)

TO: City of Moore Employees  
FROM: Brooks Mitchell, City Manager  
DATE: March 12, 2020  
RE: **\*UPDATED MARCH 18, 2020\***  
Coronavirus COVID-19

A handwritten signature in black ink, appearing to be "BM", written over the name "Brooks Mitchell, City Manager".

The City of Moore, following guidelines and recommendations from the Centers for Disease Control (CDC), is taking the following steps to mitigate risks of infection/transmission of COVID-19 within its workforce:

1. If you are experiencing symptoms of acute respiratory illness such as a cough, fever, shortness of breath or difficulty breathing, **DO NOT COME TO WORK**. Call your supervisor or department head and you will be given paid administrative leave to cover your scheduled shifts for the next 3 calendar days. During those 3 days, we encourage you to remain at home except to see a doctor and be tested for COVID-19.
  - a. If you are not tested for COVID-19, you can return to work after you have had no fever for at least 72 hours without the use of medicine that reduces fever, AND other symptoms have improved, AND at least 7 days have passed since your symptoms first appeared. If you are unable to provide the results of a COVID-19 test, the 3 days of paid administrative leave will be converted and charged to accrued paid leave, and any additional time will be charged to accrued paid leave.
  - b. If you are tested for COVID-19 and test negative, you may return to work after the 3 calendar days; however, if any additional time off is needed due to illness, that additional time will be charged to accrued paid leave.
  - c. If you are tested for COVID-19 and test positive, you are required to stay away from work/remain in quarantine for an additional 14 calendar days from the date of the test, which will be charged to accrued paid leave. Employees who have tested positive for COVID-19 can return to work when they no longer have a fever; AND other symptoms have improved; AND they have received two negative tests in a row, 24 hours apart. Employees who have tested positive for COVID-19 must provide a statement from the treating physician that the employee is able to return to work, pursuant to 5.1(3A) of our current policy and procedure manual.
2. If you have:
  - a. traveled to or from an area with widespread or ongoing community spread (as indicated by a Level 3 Travel Health Notice per the CDC at the time of travel in that area), you will be required to remain away from work for a period of 14 calendar days *from the time you LEFT the area*. The time away from work will be charged to accrued paid leave except for the first 3 days, which will be paid administrative leave. You may return to work after the 14 calendar days, if you have been symptom free for at least 24 hours.
  - b. been in close contact with a COVID-19 case (defined by the CDC as being within 6 feet for a prolonged period of time, such as while caring for, living with, or sharing a waiting area or room), OR you have had direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on), you will be required to remain away from work for a period of 14 calendar days *from the MOST RECENT time of contact*. The time away from work will be charged to accrued paid leave except for the first 3 days, which will be paid administrative leave. You may return to work after the 14 calendar days, if you have been symptom free for at least 24 hours.
  - c. disembarked from a cruise ship any time after March 5, 2020, you will be required to stay away from work for a period of 14 calendar days *from the time you disembark*. The time away from work will be charged to accrued paid leave except for the first 3 days, which will be paid administrative leave. You may return to work after 14 calendar days, if you have been symptom free for at least 24 hours.

If you have any questions or concerns, contact Brian Miller at ext. 6070 or Christine Jolly at ext. 6004.