

From: Steven Bergstresser
To: All_City
Date: 3/16/2020 8:11 PM
Subject: Mandatory Read - Employee Update 1 - 3-16-20
Attachments: COVID-19 Communique - All City - 3-16-2020.pdf

All City Employees:

As mentioned in my previous email announcing closures of City facilities to the public, a detailed employee update is attached outlining important information for your safety and guidance as we operate under these extraordinary conditions. This reference guide will also assist you in helping residents with questions they may have.

If you have questions, please submit them to your Department Director via your immediate supervisor. We will keep you informed as quickly as possible.

Your knowledge and expertise is invaluable to our residents and the City. Thank you for your support and the effort you put forth every day to make Kettering shine. I am proud to be part of this team.

Steve

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The City of Kettering invites people with disabilities to enjoy our programs, services, parks, and facilities.

Please call [296-2439](tel:296-2439) for more information about accessibility or to request a modification.

For TTY assistance, contact Ohio Relay Service at [800-750-0750](tel:800-750-0750).

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Unless a legal exemption applies, this message and any response to it will be released if requested.

COVID-19

CORONAVIRUS DISEASE 2019 UPDATE



Employee Update 1
Released 3-16-2020

MANDATORY READ

This employee update provides critical guidance and general information for all City of Kettering employees pertaining to temporary changes in operations and procedures resulting from the coronavirus 2019 (COVID-19) pandemic. City officials have carefully considered these changes while following guidance from the State of Ohio, Public Health – Dayton and Montgomery County and the U. S. Centers for Disease Control and Prevention (CDC), along with other agencies. Our ultimate desire is to keep employees and residents safe and in good health.

Please keep this update at your workstation as a reference. Refer all questions to your Department Director via your immediate supervisor.

City Facilities Closed to Public Access: March 16 at 5:00 p.m. through April 30, 2020
All employees scheduled to work should report as usual

City of Kettering Offices and Facilities Closed to Public

- City Government Center (north and south buildings) including Council Chambers. Council meetings will continue as scheduled.
- Tax Division - Ask residents to use drop box, online services or telephone at 937-296-2502
- Public Service Building
- Yard Debris Center

Parks, Recreation & Cultural Arts Facilities Closed to Public

- Recreation Complex
- Kettering Wellness & Fitness Center (Trent)
- Rosewood Arts Centre
- Parks Maintenance
- Frazee FanFare Store
- Charles I. Lathrem Senior Center
- Polen Farm

Exceptions:

- Outdoor parks
- Polen Farm will only be available to previously scheduled private weddings and receptions.

Please direct residents who normally visit our City buildings for services to conduct their business online at www.ketteringoh.org or by use of telephone. A drop box is available outside of the north building for tax returns.

Cancellations: March 16 at 5:00 p.m. through April 30, 2020

Travel and Training for All Employees

All work-related travel and training is canceled until April 30, 2020. This includes internal training classes involving more than five employees in accordance with the six-foot distance guideline as directed by Governor DeWine. Please make necessary arrangements within your department and Finance to make appropriate cancellations.

City Volunteer Assignments

Volunteers were asked to suspend their hours until further notice as not to put them at risk. City employees able to re-deploy will assist with volunteer duties and assignments per the direction of Department Directors. Further information will be forthcoming.

Kettering Connection In-Home Visits

Committee Meetings

All regularly scheduled committee meetings (i.e., Employee Council, Wellness, Safety, etc.) are canceled.

Employee Council Luncheon – March 26, 2020

To adhere to the Governor’s mass gathering ban, the luncheon is canceled.

Boards and Commissions

Meetings canceled through April 30, 2020.

KPD Cornhole for a Cause Tournament

Canceled.

KPD Citizen Police Academy

Canceled.

Modifications for Safe Work Environment

Workspace Hygiene

Continue to sanitize surfaces as previously instructed. Until further notice, employees should refrain from potluck luncheons, sharing baked goods and snacks. Clean all kitchen areas and tables after meal breaks.

Internal Meetings

When possible, rather than meeting in offices or conference rooms, please use the telephone or email. If in-person communication is absolutely necessary, use the largest conference rooms available.

Job Interviews

All in-person recruitment interviews will be suspended until further notice.

Personal Travel

Domestic – In addition to CDC guidelines, City administration strongly encourages employees to carefully consider their well-being, that of their families, coworkers and community when traveling outside the immediate area. Any employee who traveled outside the state of Ohio since March 1, and is symptomatic, should contact Human Resources.

The CDC has not restricted travel inside the United States. While they list several considerations on their website, travel is not restricted at this point. Should the CDC recognize areas of concern within the United States, further quarantine protocol may be implemented. As mentioned, work-related travel is discontinued.

International & Cruise Ship – Any employee who has traveled internationally or on a cruise ship in the past 14 days, or has had close contact with someone who has traveled internationally or on a cruise ship in the past 14 days, or has had close contact with a person confirmed to have, or being evaluated for the COVID-19 infection, must stay home for 14 days.

Please contact Human Resources at 937-296-2446 to discuss appropriate measures to protect yourself and others. As always, information about employee's health conditions is treated in compliance with applicable laws.

Other Important Information

Employee Leave

The City will operate under all normal leave and workplace policies as set forth in the respective collective bargaining agreements, personnel ordinance and/or administrative policies and the Family Medical Leave Act. Any such provisions are consistent with Ohio Department of Health recommendations and with action steps identified by the Centers for Disease Control and Prevention (CDC) and any and all other applicable agencies.

Employees are encouraged to stay at home if they are not feeling well or are exhibiting flu-like symptoms. Employees should remain at home until at least 48 hours after a fever is gone without fever-reducing medication. Employees who report to work who are observed by a supervisor experiencing flu-like symptoms will be sent home by the Department Director or designee and will be directed to remain at home until well. Decisions to send an employee home from work will be made on a case-by-case basis by the Department Director in conjunction with Human Resources, when necessary. Employees will be required to use available sick leave for such absences and may use other available leave balances upon exhaustion of all sick leave. If all available leave is exhausted, the City may approve unpaid leave in accordance with City policy. No employee shall be disciplined for being absent without leave for a COVID-19 related event. All ADA, HIPAA, FMLA and other applicable laws will be followed.

Employee Leave Due to School Closure / Childcare Conflicts

Employees who need to care for children due to school closures will follow protocol for snow days and use accrued vacation or personal leave.

Telecommuting / Working from Home

Employees will continue to follow normal work protocol. We continue to monitor and assess whether telecommuting is a viable option given our service model and capabilities.

Virtual Doctor Visits

During this time, the CDC asks us not to inundate the healthcare system for non-emergent illnesses. Please consider utilizing the United Healthcare app for virtual doctor visits. They are equipped to conduct COVID-19 assessments. COVID-19 testing is covered under our medical plan, as well.

Ways You Can Help

- Visit www.ketteringoh.org for updates and links to the CDC and other health agencies
- Stay home if you are sick
- Use virtual visits for medical appointments when appropriate
- Protect your household and family members
- Minimize travel
- Use a sponge with water to seal envelopes

COVID-19 Impact Review

As we know, Coronavirus disease 2019 (COVID-19) is a respiratory illness that is spreading from person to person in parts of the United States. The virus that causes COVID-19 is a novel (new) coronavirus that was first identified during an investigation into an outbreak in Wuhan, China. The Centers for Disease Control and Prevention (CDC) believes the virus spreads mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching his or her own mouth, nose or possibly their eyes.

Risk of infection with COVID-19 is higher for people who are close contacts of someone known to have COVID-19--for example healthcare workers or household members. Other people at higher risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19. People can help protect themselves from respiratory illness with everyday preventive actions. Because the health and safety of our employees are among the City's highest priorities, we want to reiterate the following guidance from the CDC:

- Avoid close contact with people who are sick
- Avoid touching your eyes, nose and mouth
- Avoid shaking hands
- Stay home when you are sick
- Cover your cough or sneeze with your arm or inner elbow
- Clean and disinfect frequently-touched objects and surfaces using household cleaners and EPA registered disinfectants that are appropriate for the surface, following label instructions.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating and after blowing your nose, coughing or sneezing.

- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Always wash hands with soap and water if hands are visibly dirty.

Contingency plans are in place to accommodate City of Kettering employees and residents as this situation progresses. Please read all communications to stay informed as changes are announced.

Thank you for your continued patience and dedication to providing exceptional services to our residents. Each of us has an important role; and, together, we will navigate through this as smoothly as possible with positive outcomes.