

From: Mark Schwieterman
To: All_City
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Subject: Important Timeline Information for City of Kettering Employees Relative to COVID-19
Attachments: What You Need to Know Now Final.pdf

Good afternoon.

Attached is a video and one-page document listing important information and action dates for employees as we continue to progress through the pandemic. **Our goal is to have all City employees working in City offices and work spaces beginning June 29.**

As always, department directors and supervisors will keep employees informed and are happy to answer questions.

Thank you for your cooperation and unwavering commitment to serving the public as one, unbeatable team.

Mark

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COVID-19

CORONAVIRUS DISEASE 2019 **UPDATE**

Together Again, Kettering!

WHAT YOU NEED TO KNOW NOW



CITY OF KETTERING

June 5, 2020

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Currently Happening

- Department directors and upper-level management are no longer working remotely. Other personnel continue to utilize alternate work schedules. First responders and essential personnel unable to work remotely continue working in City work spaces.
- Out-of-state travel is reported to department directors and documented in Human Resources. Employees return to work if asymptomatic.
- Illness and sick leave requests are reported to department directors. If COVID symptoms are present, Human Resources is notified.
- Shielding, extra sanitization, masks, gloves, signage and cordoning are in place to direct foot traffic and lessen points of contact. Xs are in place to adhere to social distancing guidelines. Masks are required while walking into and out of buildings and while outside of office or workspace.

Starting June 15

- Out-of-state travel will be reported to your department director through your immediate supervisor. Please include travel dates and destination only. Your supervisor or director will contact you prior to returning to work to ask if you are asymptomatic. Human Resources will be notified if COVID-related symptoms result.
- Continue reporting COVID related sick leave and symptoms to directors.

Starting June 29

- All employees return to working in City offices and workstations.
- Shielding and personal protection equipment (PPE) will be in place to accommodate full-functioning offices and workstations.
- Employees continue to sanitize office surfaces and door handles at least twice daily in addition to Public Service daily cleaning.

The COVID-19 Recovery Task Force is updating the Recovery Plan with in-depth details for your reference. This will include protocol for employees who test positive for COVID. Please direct questions to your supervisor or department director.