

## **MEMORANDUM**

**TO:** All Employees

**FROM:** Norbert S. Klopsch, City Manager

**SUBJECT:** COVID-19 Prevention & Response

**DATE:** March 18, 2020

The city of Oakwood is fully committed to taking all reasonable steps to protect the health, welfare and safety of our community and our employees. Several measures such as full facility closures to the public at the OCC and Public Works Center, and restrictions at the City/Safety Building have already taken place. Please review the information below and on the attached CDC posters. We ask all our employees to help manage the risk of spreading illness while we continue to provide essential services to the residents and businesses of Oakwood.

- Employees who have symptoms of a contagious or communicable disease are required to stay home until the employee has been symptom-free for at least 24 consecutive hours without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
- Employees must report to their supervisor if they come in contact with anyone who has been diagnosed with coronavirus (COVID-19).
- Employees must report to their supervisor if they are diagnosed with coronavirus (COVID-19). Return-to-work policies after a diagnosis of COVID-19 are still evolving. Employees should communicate with their supervisor prior to returning to work.
- Counters, bathrooms, and other office spaces continue to be cleaned by the Sonshine Commercial Cleaning crew on Tuesday, Thursday, and Friday evenings each week. Additionally, cleaning products are readily available to anyone who wishes to wipe down any work areas throughout the day. Please contact your supervisor for details.
- Please use coughing and sneezing etiquette and follow hand washing guidelines (see posters from CDC).
- All employees should self-monitor for any symptoms of coronavirus (see attached CDC posters). If any of these symptoms occur, employees should consider being evaluated by a health care provider.
- If an employee or an employee's family member has/have a compromised immune system and have concerns regarding risks in the workplace, please contact your supervisor to discuss options.