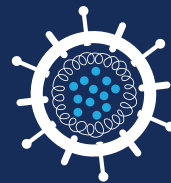




CITY OF
BLOOMINGTON

MAY 15, 2020

**HEALTHY CITY
OPERATIONS:
WORKPLACE
PROTOCOLS**



bloomington.in.gov/covid19

CITY PROTOCOLS FOR FACILITIES

As health experts recommend the gradual reopening of businesses and other operations in our community, the City will implement and follow the protocols set forth below for protecting the safety and welfare of City employees and visitors to City facilities and worksites.

Compliance With CDC And Other Health Authority Guidelines

The City will operate its facilities and work sites in compliance with guidelines for addressing COVID-19 that have been issued by the CDC and other federal, state, and local health and safety authorities (“Guidelines”). City protocols will be updated periodically to remain consistent with any updates to those Guidelines.

Personal Hygiene and Workplace Sanitation

Employee Responsibilities:

- Employees shall wash their hands frequently and thoroughly while in the workplace. Where soap and running water are not immediately available, the City will provide hand sanitizer or alcohol-based hand rubs containing at least 60% alcohol.
- Employees shall wear masks when interacting with others. The masks should be clean before each use and should be laundered between uses.
- Employees shall practice respiratory safety and etiquette by coughing and sneezing into a sleeve, elbow or tissue.
- Employees will be asked to clean and sanitize the surfaces interior to a department throughout the workday. Interior shared work spaces and individual work areas must maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and all shared elements of the work environment.
- Employees will be requested to have their workspaces “clean and clear” at the end of the workday and to disinfect them prior to leaving for the day. Personal workspaces, work surfaces, and equipment are to be cleaned and sanitized by the employee.
- Employees who have a City vehicle assigned to them or share the vehicle with other employees shall clean and disinfect regularly and after each use. Supplies will be available in each vehicle.
 - The City will provide products for use with EPA-approved effectiveness against COVID- 19 and ask that employees follow the manufacturer’s instructions for use of all cleaning and disinfection products. Any necessary supplies should be requested from the Facilities Division staff through the City’s Worktrack Program.

- Employees should refrain from using other employees' phones, desks, offices, or their other work tools and equipment, whenever possible. Where equipment must be shared, employees shall routinely disinfect them. This includes copiers, cabinet and drawers handles and common counters.

City of Bloomington Responsibilities:

- City facilities and worksites will be thoroughly cleaned during non-operating hours in accordance with CDC guidelines and recommendations.
- The City will provide PPE to employees in accordance with OSHA and CDC recommendations, and appropriate to each employee's work circumstances and the possible hazards to the employee.
- Employees will be provided with tissues and trash receptacles.
- The City will provide products for use with EPA-approved effectiveness against COVID- 19 and ask that employees follow the manufacturer's instructions for use of all cleaning and disinfection products. Any necessary supplies should be requested from the Facilities Division staff through the City's Worktrack Program
- The surfaces exterior to departments will be the responsibility of Public Works to disinfect. The following will be disinfected regularly during the day by Public Works staff and upon indication of additional need.
 - Breakrooms
 - Restrooms
 - Common Areas
 - Stairwells
 - Elevator

Signs will be posted in appropriate places throughout City facilities to remind employees of personal hygiene and sanitation protocols.

Adjustments to How We Work

- Employees who can work from home will be permitted to continue working from home, with supervisor approval.
- Nonessential travel to locations outside of Monroe County will be prohibited.
- Employees will be required to maintain the recommended 6 feet of social distance from each other if at all possible. Masks shall be worn whenever employees leave their desk spaces.
- The number of employees in a small room should be limited to one at a time. In other locations, please observe the marked occupancy limits.
- Supervisors will insure that desks and workstations are separated by 6 feet or more, or separated by a physical barrier.
- Employees should minimize in-person interactions with colleagues in their own and other departmental offices. Employees needing to interact with a colleague from another office should generally notify the colleague first to let them know they are coming.
- Departments will explore and implement policies and practices for flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts, alternating days or extra shifts) that reduce the total number of employees in a facility or in close proximity at a given time.
- The hours during which facilities are open to the public and to employees may be limited to allow for enhanced workspace cleaning and sanitizing.
- Face-to-face meetings of potentially 10 or more people will continue to be held virtually using Google Meet or Hangout, Zoom, or other means of communication that do not require participants to be physically in the same space. Meetings of Boards and Commissions will continue to be held virtually for as long as legally permitted by the State.
- Smaller meetings of fewer than 10 people may be held in a City conference room if it is possible to separate people from each other by 6 feet, however virtual meetings are preferred and strongly encouraged.

Worksite and Facility Controls

- Where visitors may come to a City facility, and/or in-person interactions may happen, the City will install clear signage and markers outside and inside of facilities to indicate required spacing between visitors and between visitors and employees.
- Human occupancy within facilities will be limited to a maximum density of 50 square feet per person. Once that level of occupancy is reached, other visitors will be asked to wait in their cars or in lines outside, spaced 6 feet apart.
- At all public entrances, visitors will be encouraged to refrain from entering if they can do their business by phone or online, and will be directed to refrain from entering the property if they, or anyone they have been in contact with, are experiencing symptoms of COVID-19 or have experienced symptoms in the 72 hours prior to their intended visit to a City facility.
- Signage will alert visitors that they must wear masks or facial coverings as recommended by the CDC or they will not be allowed in the City's facilities. If they enter without a mask, they will be asked to leave and return wearing a mask, or one will be provided to them.
- Either dividers or visible floor markings will be placed in entryways and lobbies requiring incoming traffic to walk on only one side of the space, and outgoing on the other side, to encourage visitor separation of at least 6 feet. Signage will be prominently placed to encourage visitors to comply with these social distancing measures.
- Visitors will be reminded to maintain 6 feet of separation from others whenever possible while in the building or at the worksite, and to refrain from touching their nose, mouth, and eyes.
- Where in person transactions cannot be avoided, employees will do the following:
 - Visitors offering credit cards should utilize credit card receptacles without exchanging the card with an employee.
 - During each transaction, employees and visitors should maintain a distance of at least 6 feet unless separated by a transparent barrier
 - Employees should wash hands or utilize hand sanitizer after each transaction, or wear disposable gloves.
- In restrooms, every other sink and urinal will be taped off to encourage proper spacing, and signage will be posted encouraging proper hygiene.
- Elevator occupancy will be limited to a maximum of 2 unrelated people. Family groups or those requiring assistance may ride together.

The City will explore the effectiveness and feasibility of the following additional controls to prohibit the spread of infection at its worksites and facilities:

- At locations where employees must interact with visitors, installing physical barriers such as plexiglass guards, or providing personal transparent face shields.
- Installing drop boxes for city-customer transactions.
- Transitioning in-person transactions to online wherever possible.
- Installing high-efficiency air filters.

Health Self-Assessments and Isolation of Sick People

- Employees shall perform a self-assessment daily prior to the beginning of their work shift for signs and symptoms of COVID-19, including taking their temperature and checking for cough, body aches, difficulty breathing, or chills. Employees should not report to work if they are experiencing any symptoms of COVID-19 or have experienced symptoms in the 72 hours prior to the start of their working day. Any symptoms should be communicated to their respective supervisors.
- Employees who show up to work with flu-like symptoms (e.g., cough, body aches) will be sent home. Any symptoms should be communicated to their respective supervisors, and employees will be directed to HR and Risk for further screening.
- Employees, whether at home or at work, must report when they are sick or experiencing symptoms of COVID-19 to their supervisors and the Risk Department. Employees will then be screened by the Risk Department.
- Employees may be required to report the results of their self-assessment at the beginning of their work shift.



Isolation for Employees Suspected of Having COVID-19 While at Work

- Potentially infectious people, or those exhibiting symptoms of COVID-19 at work, will be moved to a temporary location away from employees and visitors. Although most worksites do not have specific isolation rooms, designated areas with closable doors may serve as isolation rooms until potentially sick people can be removed from the worksite.
- The number of personnel entering isolation areas will be restricted.
- Staff who appear to be exhibiting symptoms of COVID-19 will be required to inform their supervisors and report to Risk at 812-349-3553 for COVID-19 screening and possible testing referral.

Communication with Employees about Health and Safety and Employee Benefits

- The City will periodically update employees about sick leave, other leave policies and other benefits related to dealing with COVID-19 and health issues.
- The City will provide appropriate training, education, and informational material about essential job functions and worker health and safety, including proper hygiene practices and the existence and use of any workplace controls.
- The City will periodically conduct Pulse surveys to solicit and address employee concerns.
- Human Resources and the Risk Department will continue to provide employees with up-to-date education and training on COVID-19 risk factors and protective behaviors.

Personal Protective Equipment (PPE)

- The City will provide PPE to employees in accordance with OSHA and CDC recommendations, and appropriate to each employee's work circumstances and the possible hazards to the employee.
- The Risk Department or qualified supervisors will conduct ongoing training sessions on proper use and maintenance of PPE for employees.



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