

Guidance for Employees Working in City Facilities:

This guidance applies to all City of Springfield employees working in a City facility – including employees called in to staff the EOC. **Read this guidance thoroughly if you are coming into work at a City facility.**

This guidance applies regardless of whether you come into the City for only a short period of time (i.e. to pick up needed documents), for your regular shift, or any other reason. **First responders and Operations staff may be directed to follow other or additional procedures and utilize specific PPE.** Talk to your supervisor about any special PPE requirements or cleaning procedures.

- **Do NOT come to work if you feel sick or if you have been exposed to someone who is sick with COVID-19 symptoms.**
 - Symptoms of COVID-19 include fever, chills, shortness of breath, body aches, and/or cough.
 - Take your temperature before reporting to work if in doubt; a temperature above 100.4°F with an oral thermometer indicates a fever.
 - Stay home at least 7 days after the onset of symptoms or 72 hours after symptoms are gone, whichever is longer.
 - Notify your supervisor if someone in your home or that you have been in close contact with develops a fever or any of these symptoms. Do not come to work unless instructed to do so.
- Do not touch your eyes, nose, or mouth. Cover your cough with your sleeve or elbow.
- Wash your hands 20-30 seconds with warm water or use City-provided hand sanitizer often. Always wash hands with soap and water if they are visibly dirty, before eating or preparing food, and after removing PPE such as gloves.
- Do not share food, drinks, or eating utensils. If food is ordered for employees, each order should be separately packaged, or one person may be designated to serve food. The person serving food must wash hands twice and wear gloves.
- If you need medical attention, the Wellness Center is remaining open during their normal business hours.
- Social Distancing:
 - Maintain at least 6 feet of space between you and another person at all times, unless it is technically impossible (i.e. when needing ride in a work vehicle or perform physical tasks in close proximity).
 - Avoid any in-person meetings that are not absolutely necessary. Use GoToMeeting or other method of communication.
 - If an in-person meeting is essential, keep the number of people at a minimum.

- For employees who need to use a work vehicle, maximum of two people in the vehicle at one time. Keep windows open as much as possible to increase ventilation.
- Clean and disinfect all high-touch areas regularly. At minimum, disinfect these areas twice daily – when you arrive and when you leave the workplace. Some surfaces will need to be disinfected more frequently, as detailed below.
 - How to Disinfect:
 - If a surface is visibly dirty, clean with soap and water before disinfecting.
 - Disinfect using City-provided disinfectant or Lysol wipes (or equivalent).
 - Perform routine environmental cleaning:
 - Clean your way in and clean your way out: Clean everything you touch as you arrive to work, and clean again last thing before you leave the workplace.
 - In addition, routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - Use disposable wipes for commonly used surfaces (for example, doorknobs, keyboards and mouse, remote controls, desks, phone receivers and dial pads), if available. Wipe down before each use.
 - Vehicles: Disinfect high-touch areas in the vehicle before each use. Limit the number of occupants to the minimum necessary. Leave windows open as much as possible, while in use, to increase ventilation.
- Avoid sharing equipment among employees:
 - Phones:
 - Use the speaker-phone function as much as possible.
 - If using the receiver, do not touch it to your face.
 - Do not share phones. If more than one person must answer/use a phone, disinfect after each use.
 - Personal phones and other handheld devices – keep put away as much as possible to limit contamination.
 - When not a security risk, leave doors open to minimize touching doorknobs /opening and closing.
 - Work out spaces (SPD and Fire/EMS only; Operations work out room has been closed) – Disinfect exercise equipment thoroughly before AND after each use. Gyms should be closed to all non-department employees.

- Mail and other outside documents:
 - For City Hall, incoming mail will be routed to the post office and staff will be identified to pick it up. USPS and FedEx deliveries to City Hall will be rerouted to Operations while City Hall is closed. If you are a City Hall employee, please do not order any deliveries until further notice.
 - For staff handling mail, use gloves when handling mail or documents from the public or of unknown source, or let sit in open air for 72 hours.
 - Don (put on) and doff (take off) gloves appropriately to limit contamination. See these instructions for the correct way to don and doff gloves:
<https://www.cdc.gov/vhf/ebola/pdf/poster-how-to-remove-gloves.pdf>.