

MEMORANDUM

TO: ALL EMPLOYEES
FROM: MAYOR STEVE SPEBAR
CLERK-TREASURER JOHN HAYNES
IN RE: NEW COVID RULES FOR THE WORKPLACE
DATE: NOVEMBER 17, 2020

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As all employees are aware, the number of positive cases and hospitalizations in the State of Indiana is currently increasing beyond the initial numbers in March, April, and May of this year.

Governor Holcomb recently revoked the Stage 5 status of the state and in Executive Order 20-48, he issued new regulations to fight the spread of COVID 19 in the state.

As a result, we believe it is in the best interests of the health and safety of our employees and our community to issue the following revised regulations regarding COVID 19. These regulations shall apply to all employees, full or part-time as well as consultants working out of city facilities.

1. PUBLIC BUILDINGS

- A. Effective Wednesday, November 18, 2020 at 12:01 a.m., all public buildings will be closed to the public except by appointment only. This includes City Hall, the Police and Fire Stations, the Basin, the Public Work Facility, and the Mascot Hall of Fame.
- B. All employees shall continue to work their normal shifts.
- C. All meetings should be held by zoom or teleconference whenever possible.

2. MASK MANDATE

- A. Effective Wednesday, November 18, 2020 at 12:01 a.m., all employees will always be required to wear a mask whenever the employee is being compensated by the City.
- B. This will include all workplaces, whether indoors or outdoors, and in vehicles and buildings.

3. SOCIAL DISTANCING

- A. Effective Wednesday, November 18, 2020 at 12:01 a.m., in all building where employees gather, such as break rooms, conference rooms, and offices, employees must maintain a social distance (6) of six feet. Furniture should be removed or replaced to accomplish this.
- B. For those Departments where employees all use a timeclock at the same time, each department will be addressed individually to find the most effective way to operate.

4. SANITATION REQUIREMENTS

- A. Whenever an employee uses a city vehicle, all drivers are responsible for sanitizing the vehicle at the end of his/her shift and any other time the employee deems it necessary.
- B. Whenever an employee uses the restroom, the employee shall be responsible for wiping down all water faucet handles and door handles upon exit.

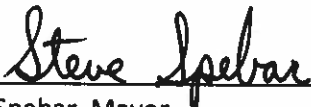
5. **VACATION TRAVEL**

- A. We strongly advise employees to use extreme caution in scheduling travel during vacations in the near future.
- B. A travel ban may be initiated if conditions so warrant or if ordered by executive order.

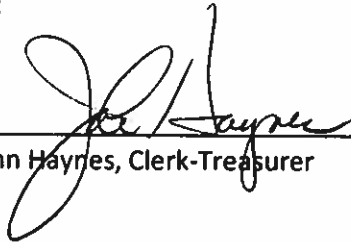
6. **DURATION**

- A. These regulations shall remain in effect until December 12, 2020, unless rescinded, modified, or extended.
- B. In the event the Governor of the State of Indiana enacts stricter measures, these regulations will be subject to change.

So, ordered and approved this 17th day of November, 2020:



Steve Spebar, Mayor



John Haynes, Clerk-Treasurer

THINK SMART - BE SAFE