



**Issued July 31, 2020**

Pursuant to emergency powers as set forth in Connecticut General Statute Section 28-8a and Section C3-10-10 of the Charter of the City of Stamford, I hereby issue the following Executive Order.

### **MAYOR'S EXECUTIVE ORDER**

#### **CITY EMPLOYEE SAFETY WHEN WORKING AT THE GOVERNMENT CENTER DURING THE COVID-19 PANDEMIC**

The protection of the health and well-being of the City's workforce during COVID-19 pandemic is a primary concern. While we continue to work on an official reopening plan for the Government Center that will include measures to provide for the health and safety of our employees and visitors, many city employees have already been reporting to work at the Government Center. This Executive Order sets forth certain requirements that all employees must follow to gain entry to and remain in the Government Center. These requirements are for the protection of all employees and visitors who enter the Government Center and are guided by CDC guidelines and the Governor's Executive Orders pertaining to the COVID-19 pandemic.

1. All employees shall properly wear a facemask or face covering while in the building. Limited exceptions are when an employee is working alone in his or her office and in certain circumstances when an employee has an approved medical exemption. The City provides face masks to all employees.
  - The facemask or face covering shall cover your nose and mouth and fit securely to your chin.
  - The facemask or face covering shall fit snugly against the sides of your face.
  - Do not touch the face mask or face covering and if you do, wash your hands or use a hand sanitizer to disinfect.
  
2. Employees, upon entering the building, shall use the hand sanitizers in the lobby and will have their temperature taken in the lobby before entering the security check area. An employee with a temperature above 99° will not be permitted to enter the facility. In the event an employee is barred entry to a City facility, the employee should immediately do the following:
  - Contact their supervisor informing the supervisor that they were barred entry.
  - Contact their health care provider to discuss their medical condition.
  - Contact their HR Generalist to discuss leave benefits available to them under COVID-19 related city policies and their collective bargaining agreement.

The employee will be permitted to resume work upon presenting medical clearance from their health care provider. The medical clearance from the employee's health care provider is to be provided to Human Resources.

3. Lobby and garage elevators shall have a maximum capacity of four individuals. When elevators are at this capacity, employees should wait for the next available elevator or use the stairs to access upper floors. Tile markers will be placed in each elevator indicating the standing location for each individual.
4. Employees shall routinely use hand sanitizer throughout the work day including upon entering the building and while accessing various touch points throughout the building (i.e. door handles, elevator buttons, etc.). Each department should ensure that they order sufficient hand sanitizer for each employee's desk and conference room in their department.
5. Employees, after use, are responsible for sanitizing printers, scanner, phones, computer, monitors etc. Sanitizing wipes are available for employees for this purpose.
6. Until we have completed our risk assessment and the Government Center is officially reopened and a reopening plan is in place and communicated to all employees, department heads should continue to permit employees to work remotely and limit the number of employees reporting to the Government Center.
7. The Office of Operations is responsible for addressing the routine sanitizing of all touch points in the building and individual department needs for employee safety such as installing Plexiglas barriers and relocating work spaces to maintain social distancing.



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Mayor David R. Martin