



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  
COVID-19 WORK SAFETY PROCEDURES  
FOR CITY EMPLOYEES**

**Start of Day:**

- If you feel sick, do not come to work and immediately notify your manager.
- When you enter a City or BOE/SPS building or worksite, clean your hands thoroughly with hand sanitizer.
- Sanitize and/or wash your hands frequently.
- Maintain 6 feet distance from all other employees, contractors, and members of the public at all times.
- Stage employee start times to minimize number of people at the clock at any one moment in time, if possible.

**While at Work:**

- Sanitize and/or wash your hands frequently.
- Cover your mouth or nose if sneezing or coughing with a tissue and discard the tissue immediately in the garbage after using.
- If no tissue is available, cough or sneeze into your elbow and wash your hands ASAP.
- Maintain 6 feet distance from all other employees, contractors, and members of the public at all times.
- Do not congregate, linger or socialize in large groups (more than 10 people).

- Cease all close contact activities (e.g., 1:1s, in person meetings, etc.) to the extent possible. If such meetings must happen in person, maintain 6 feet distance from all other people in the meeting at all times
- Wipe down all equipment (e.g., forklifts, headsets, keyboards, mouses, copy machines, etc.) and other frequently touched items and surfaces.

Breaks:

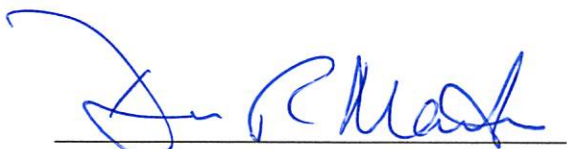
- Maintain 6 feet distance from all other employees, contractors, and members of the public at all times.
- Set up break rooms to allow people to maintain 6 feet distancing.
- Stagger breaks.
- Sanitize or wash your hands before and after breaks.

End of Day:

- Stage employee departure times to minimize number of people at the clock at any one moment in time, if possible.
- Sanitize and/or wash your hands before leaving the workplace.

General Directions:

- Tape off 6 feet on floor around Kronos clock so employees can be reminded to observe 6 feet distancing when clocking in and out.
- Conduct all meetings where possible by remote means – phone or video conferencing.
- Eliminate handshakes, hugs, and any other type of non-essential physical contact.
- If you notice someone exhibiting symptoms of COVID-19 (coughing, fever/sweating, shortness of breath), remove yourself immediately and tell your supervisor.



Mayor David R. Martin