



CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES

PROCEDURE(S): COVID-19 POLICY

EFFECTIVE DATE: JUNE 25, 2020

REVISION DATE(S):

COVID-19 Policy

This policy outlines measures to minimize workplace exposure, provide safety to employees and manage the spread of COVID-19. As City employees we can have a major impact on slowing the spread of COVID-19 in our community by practicing these simple guidelines. Employees are encouraged to check this policy frequently for changes/updates of the latest Centers for Disease Control and Prevention (CDC) recommendations and guidelines.

A. Social/Physical Distancing

Maintaining a social distance of six feet or more remains the best protection against exposure to COVID-19. Additional guidelines include:

1. Avoid personal contact including shaking hands.
2. When possible, avoid in-person meetings. Use Skype, Zoom or other online conferencing, email or the phone when possible, even when people are in the same building. Unavoidable in-person meetings should be short and in a large meeting room where people can sit six feet from each other.
3. To the greatest extent possible work-related visitors to City facilities should be limited. Meetings hosted by the City should utilize one of the above-mentioned remote options. Limit personal visitors to City facilities. If visitors have to meet in person at a City facility, the visitor must wear a mask or face covering.
4. Eliminate unnecessary work travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
5. Do not congregate in work rooms, copier rooms or other areas where people socialize (other than in the break areas during lunch). Keep six feet apart when possible.

B. Masks or Face Coverings are Required Within Six Feet of Others

When social distancing is not possible, masks or face coverings of some type are required. Because individuals can be infected for 5-7 days before experiencing symptoms, masks or face coverings are an important tool in the fight to stop the spread. Masks or face coverings contain droplets from speaking, coughing and even breathing, which helps to stop the spread of germs. This helps us



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protect each other and to stop the spread of the virus.

These required measures apply to ALL EMPLOYEES whether in an office setting, field crews, public safety, or any employee meeting with others, regardless of location, and those who are in a public area. If you need a mask or face covering, or if you have any questions on your department's mask or face covering requirements, please contact your supervisor, manager, or HR.

Masks or face coverings are required to be worn if:

- When meeting with the public or coworkers.
- When in common areas such as a hallway, restroom, or copy rooms where you may encounter others
- If you are driving for work purposes with multiple people in the vehicle
- In any workplace situation where you are unable to maintain six feet social distance

Masks or face coverings are not required if:

- You are working in your office by yourself
- You are driving alone
- You are operating heavy or specialized equipment with no one else in the cab with you
- You are at an in-person meeting and able to maintain six feet social distance
- When wearing a mask poses greater safety, health or security risks than not
- While in a building that requires security surveillance or screening
- When consuming food or drinks

As noted above, all visitors to a City facility are also required to wear a mask or face covering.

C. Telework/Flexible Scheduling and Staggered Scheduling

During the COVID-19 pandemic, departments are encouraged to continue to allow for telework when appropriate and available. Staggered scheduling within departments is also available to support additional social distancing measures and will be determined by each department's director.

D. Temperature Checks for City Employees



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Temperature checks are required as employees report to work. It is important to understand that individuals may be without symptoms (or asymptomatic) for the first 5-7 days of the coronavirus. Temperatures therefore help serve as an early indicator of the virus.

The process includes:

- Employee temperatures should be taken once per day as employees enter the building. When visiting other City buildings for meetings, etc. employees are not required to get re-checked.
- Employees should stand at least six feet from others while waiting and should wear masks or face coverings.
- Space should be allowed between the line and where temperatures are taken to allow for privacy.
- Thermometers should be properly disinfected between uses IF the thermometer touches someone's skin. Antiseptic wipes have been provided with the thermometer for this purpose.
- Employees with a temperature of 100.4 or higher must leave the workplace and notify their supervisor. Their supervisor will be responsible for notifying HR.

E. Hand Hygiene and Sanitizing Guidelines/Parameters

- Follow basic CDC guidelines for handwashing for 20 seconds, disinfecting surfaces, social distancing and wearing masks or face coverings. Employees working in public areas are asked to provide a first line of defense by regularly wiping down counters with frequent contact.
- Employees have been provided with disposable disinfectant wipes, cleaner or sprays which are effective against the COVID-19 virus. If additional supplies are needed, ask your supervisor or contact Public Works/Facilities Management.

F. If You or Someone in Your Household Feels Sick or Has Been Exposed to COVID-19:

Please text, call, or email your supervisor to inform them of your condition and **DO NOT COME TO WORK** if:

- You feel sick, believe you may have been exposed to someone with COVID-19, or you have been diagnosed with COVID-19.
- Someone in your household feels sick, believes they may have been exposed to someone with COVID-19, or have been diagnosed with COVID-19.