



City of Muscatine



AGENDA ITEM SUMMARY

DATE: 11/05/20

STAFF

Carol Webb, City Administrator

SUBJECT

A Resolution authorizing the City Administrator to issue and implement a policy regarding measures to be taken by City employees and by the public when entering City facilities to prevent the spread of COVID-19.

EXECUTIVE SUMMARY

The purpose of this item is to consider a Resolution authorizing the City Administrator to issue and implement a policy regarding measures to be taken by City employees and by the public when entering City facilities to prevent the spread of COVID-19. This policy outlines expectations regarding the use of protective measures recommended by the Center for Disease Control for preventing the spread of COVID-19 including social distancing, wearing of face coverings, and staying home when sick.

STAFF RECOMMENDATION

Staff recommends approval of the Resolution.

BACKGROUND/DISCUSSION

As a result of the COVID-19 public health emergency, governmental agencies are taking steps to protect the health and safety of their employees. These steps include implementing policies regarding the use of protective measures to prevent employees from being exposed to COVID-19.

Staff has drafted such a policy, which outlines protective measures to be taken by employees and the public when entering public facilities, including social distancing, the use of face coverings, frequent hand washing, cleaning and disinfecting frequently touched surfaces, and staying home when sick.

Exceptions to wearing face coverings include:

1. If an employee is working independently in their workspace;
2. If they are able to maintain a safe distance of at least 6 feet from colleagues and customers;
3. If it is otherwise impractical to wear a face covering (e.g. while eating, sleeping, etc.); or,
4. When temporarily removing a face covering for purposes of identification or in other similar situations.

5. When there are departmental exceptions based on a unique operating environment or job function.

CITY FINANCIAL IMPACT

Funding received from the Iowa COVID-19 Local Government Relief Fund will be used to pay for any expenses associated with implementation of this policy.

ATTACHMENTS

Council Resolution

Proposed COVID-19 Preventive Measures Policy

Resolution 2020-0379

APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO
ISSUE AND IMPLEMENT A POLICY REGARDING MEASURES TO BE TAKEN
BY CITY EMPLOYEES AND BY THE PUBLIC WHEN ENTERING CITY FACILITIES
TO PREVENT THE SPREAD OF COVID-19

WHEREAS, on March 11, 2020 the World Health Organization declared the COVID-19 outbreak a global pandemic; and

WHEREAS, on March 13, 2020 the President of the United States declared the COVID-19 outbreak a National Emergency; and

WHEREAS, on March 17, 2020 the Governor of the State of Iowa declared the COVID-19 outbreak a State emergency; and

WHEREAS, on October 16, 2020 the Governor of the State of Iowa declared that a public health disaster emergency continues to exist throughout the State of Iowa and strongly encouraged Iowans to take measures to prevent the spread of COVID-19, including limiting interactions, wearing facial coverings, and social distancing; and

WHEREAS, on October 28, 2020 the Centers for Disease Control and Prevention (CDC) advised that people who are physically near (within 6 feet) a person with COVID-19 or have direct contact with that person are at greatest risk of infection; and

WHEREAS, the CDC has advised the best way to prevent the spread of COVID-19 is through social distancing at least 6 feet from one another, covering your mouth and nose with a mask when around others, washing your hands, avoiding crowded spaces, staying home when sick, and routinely cleaning and disinfecting, and

WHEREAS, multiple cases of COVID-19 have been confirmed by state and local officials in Muscatine County and the number of confirmed cases are increasing over the recent past.

IT IS THEREFORE, RESOLVED, by the City Council of Muscatine, Iowa as follows:

The City Administrator is authorized to issue, implement, and enforce a policy containing measures to protect City employees and the public when entering City facilities from the spread of COVID-19 until such policy is deemed unnecessary by the City Administrator.

attest

Diana Broderson, Mayor

Carol Webb, City Administrator



Carol Webb
City Administrator
City Hall, 215 Sycamore St.
Muscatine, IA 52761-3840
[HYPERLINK](#)
["mailto:Cwebb@muscataineio](mailto:Cwebb@muscataineio)

MEMORANDUM
DRAFT

To: All City Employees

FROM: Carol Webb, City Administrator

DATE: November 06, 2020

RE: City Policy re: Face Coverings and other Measures to Prevent the Spread of COVID-19

The City continues to monitor our workplace and implement safety measures based on guidance from the Centers for Disease Control and Prevention (CDC) and other government organizations.

In line with those safety measures, this policy is provided regarding the use of face coverings and other protective measures to be taken by employees and the public when entering public facilities to prevent the spread of COVID-19.

Face Coverings Policy

Until further notice, it is the expectation that employees wear a face covering while at work except in the following situations:

1. You are working independently in your workspace;
2. You are able to maintain a safe distance of at least 6 feet from your colleagues and customers and are not moving about in a public space (e.g. in hallways, public restrooms, etc.);
3. It is otherwise impractical to do so (e.g. while eating, sleeping, etc.); or,
4. When temporarily removing a face covering for purposes of identification or in other similar cases.

What is a face covering and will the City provide one for me?

A face covering is generally a cloth, bandana, or other type of material that covers an employee's mouth and nose. The CDC recommends the wearing of cloth face coverings in public places or when it is impossible to practice social distancing. The City will distribute masks to all City employees, however you are free to wear any appropriate mask that meets the definition above.

What if I have questions about wearing a face covering while I am performing certain duties or in certain work environments?

Some City departments may implement safety protocols that are unique to their operating environment and their job function. It is within the authority of the department director to do so provided that those protocols align with this policy.

If you have questions or concerns about how to comply with this policy or inquiries into department specific protocols, please discuss them with your direct supervisor and/or your department director.

What other protocols should I be following in addition to face coverings?

While the CDC indicates that a face coverings can help prevent the spread of the disease, it is most effective when combined with other safety measures such as social distancing, frequent hand washing, and cleaning and disinfecting frequently touched surfaces. A reference sheet that includes these and other measures provided by the CDC is attached to this memo and available at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.htm>.

What if I am feeling sick?

If you feel sick or if you are experiencing any symptoms of COVID-19 (fever, cough, difficulty breathing, chills, headache, muscle pain, sore throat, or new loss of taste or smell), let your supervisor know and follow standard City policy regarding sick leave contained in the employee handbook.

If you have any questions or comments about the use of masks or face coverings in the workplace, or about any other safety-related issues, please contact your direct supervisor, department director, or Human Resources. We are committed to your safety and to providing a safe work environment for all employees.

We thank you for your cooperation as we work to ensure that we continue to provide public services to our community.