

MESSAGE FROM THE CITY MANAGER

The health and safety of all who enter our workplace is our number one priority. It is my hope that you and your families are all doing well. While we prepare our facilities for a safe return to onsite work, we are keeping in mind all who have been impacted by the pandemic in our workplaces and in our community.

As we continue towards a new normal, you should know the changes we are implementing are the result of hours of collaboration and discussions with our Executive Team, members of the Emergency Operations Center, and numerous staff members. We want to thank all who worked collaboratively to create a Return to Onsite Work Playbook which provides an awareness of new health and wellbeing protocols, readiness for our workforce and steps to ensure our facilities are ready for your return. I also want to extend a thank you to the staff members onsite doing deep cleaning, maintenance, construction, and other projects to prepare our facilities for a larger return to the workplace.

The information contained in the Playbook represents the City's current practices regarding the operation of its facilities during this time of the unprecedented COVID-19 pandemic. The Playbook covers such topics as:

- How we're approaching the Phased Reopening of Oregon
- Guidelines for Department Action Plans
- Guidelines preparing City facilities for the return of employees and visitors
- Guidelines and recommendations for and increased frequency of hand washing
- Guidelines and recommendations for physical distancing
- Guidelines for appropriate use and application of Personal Protective Equipment
- Cleaning and disinfecting work areas and work areas

During this challenging time, I encourage all employees and their families to continue their efforts at work and home to control the spread of COVID-19 and to stay safe. I am inspired daily by your dedication and ask that you continue *working together* to ensure the health and safety of our team.

Please take care of yourselves and your families and together we will get through this.

Nancy Newton

Springfield City Manager

COVID-19 — RETURN TO WORKPLACE GUIDE

Your Health in Mind

Your health is our top priority as we prepare to return to our workplaces. Following guidance from federal and state health experts, we've developed several resources including a Playbook, training, processes and communications.

What We've Done

To ensure you return to a safe work environment, we've implemented the following:

- Cleaned and disinfected all shared use workstations
- Cleaned all City Hall carpets
- Cleaned and disinfected all common areas – including break and lunch areas, locker rooms, restrooms and more
- Instituted daily and weekly cleaning protocols.
- Established hand sanitizer stations in areas where soap and water are not nearby
- Implemented physical distancing actions
- Developed training content in the form of a COVID-19 Playbook and job aids
- Designed measures to control the flow of people entering and exiting facilities
- Designed distancing measures in placement of workstations

Self-Check

If you have COVID-19 symptoms, do not come to work.

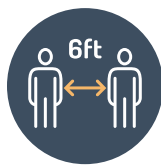
If you experience symptoms at work:

- Maintain a six-foot distance from others
- For severe symptoms, follow emergency medical process; otherwise, notify your supervisor or Human Resources
- Call the Wellness Center and be evaluated if available. Go home, contact your healthcare provider
- Report confirmed cases to your supervisor or Human Resources.

Temperature Scanning

The Wellness Center is available by appointment to do temperature scans. If your temperature scan is above normal, you will be encouraged to visit your personal health care provider and must be clear of COVID-19 symptoms for 3 days before being allowed to return to onsite work.

Physical Distancing



Stay 6 feet (two arm's lengths) away from others. Workstations and office areas will continue to be evaluated to ensure 6 feet of physical distancing.

Face Coverings



Effective July 1, 2020, the state mandated face coverings, face shields, or masks be worn in all indoor public spaces in Oregon. All employees, visitors,

patrons, vendors, and contractors are required to wear face coverings when in public or common spaces in City facilities, unless an exemption applies. The following persons are not required to wear a face covering, shield or mask:

- Persons under the age of 12
- Persons who require an accommodation or exemption under federal or state law.

Closure of Common Areas

Small meeting rooms and onsite fitness centers areas where physical distancing can't be maintained will be closed until further notice. Other common areas may be closed on a building-by-building basis.

Breaks and Meals



Microwaves and appliances are available for use. Employees are required to clean microwave before and after each use.

Hand Washing/Sanitizing

Regular handwashing is one of the best ways to prevent the spread of germs. CDC recommends washing hands often with soap and water for 20 seconds.



In high traffic areas where employees will not have access to soap and water, hand sanitizer stations have been added.

Workstation and Office Cleaning



You touch it, you clean it! Shared workstations and common areas should be cleaned after each use. Cleaning disinfectants will be provided.

Employees are responsible to clean their own workstations daily.

What You Can Do

To ensure the health and safety of all, we need to start working differently and we must work together. Make the commitment to:

- Read and understand all communications
- Self-check your health daily
- Follow the processes and guidelines for physical distancing
- Participate in cleaning and disinfecting your work areas
- Practice proper handwashing and sanitizing
- Cough and sneeze into tissues or your elbow
- Ask questions and focus on your health and the health of your co-workers
- **If you experience any COVID-19 symptoms, stay home**