

City of Amarillo
Personnel Policies and Procedures

Policy Title: Communicable Disease Prevention/Response/Recovery

Policy Number: 1601

Effective Date: May 18, 2020

Revised: June 29, 2020

Approved by: Jared Miller, City Manager
Mitchell Normand, Director of Human Resources

I. Purpose

This policy provides guidelines for taking precautions to ensure the health and well-being of our employees and the entire community in response to the COVID-19 pandemic. As government orders are modified or lifted, the City of Amarillo is dedicated to re-open the workplace in a manner that is safe. The purpose of this policy is to provide guidance on how employees may begin to return to work following reduced COVID-19 restrictions.

II. Definitions

Face covering - can include scarves, bandanas, cloths, protective glasses that cover they eyes and nose.

Personal Protective Equipment (PPE) – can include face covering, gloves.

Social Distancing – keeping space between yourself and other people outside of your home (six (6) feet (about 2 arms’ length) recommended), not gathering in groups, staying out of crowded places, and avoiding mass gatherings

III. Procedures

III.1 This policy is only effective upon activation by the City Manager or designee and remains effective for the duration of the activation or until amended.

IV. Cleaning

IV.1 Common shared/touched devices, including but not limited to microwaves, staplers, copiers, phones, handles, desktops, steering wheels, chairs, and other work tools and equipment should be cleaned on a schedule consistent with department needs/requirements.

IV.2 Employees are discouraged from sharing computers, keyboards, and phones where possible; and such items should be cleaned at least daily.

IV.3 Employees should clean their personal workspace at the beginning and end of every shift.

V. Protective Hygiene

V.1 Avoid touching your eyes, nose, mouth.

V.2 Wash your hands frequently and thoroughly.

VI. Social Distancing

VI.1 Employees should stay at least six (6) feet from other people.

- VI.2 Employees should avoid congregating in common areas when possible.
 - a. Employees may use breakrooms and lunch areas but shall observe social distancing guidelines.
 - 1) Management reserves the right to request employees disband if social distancing guidelines are not being observed in common areas.
- VI.3 In person meetings should be reduced in favor of phone or video conferences and emails, where possible.
- VI.4 Employees may be relocated within the work site to decrease workplace density.

VII. Personnel Protective Equipment (PPE)

- VII.1 The City of Amarillo may require employees to wear PPE, especially when social distancing is not possible. If in person meetings are needed, employees are expected to wear PPE.
 - a. The City of Amarillo will provide PPE based on availability and need.
 - b. Disposable face masks and gloves should be disposed of in an appropriate trash receptacle and should not be abandoned.
 - c. Homemade or cloth face covering should:
 - 1) Fit snugly but comfortably against the side of the face,
 - 2) Be secured with ties or ear loops,
 - 3) Allow for breathing without restriction, and
 - 4) Be able to be laundered and machine dried without damage or change to shape.
 - d. Reusable face masks and gloves should be washed after daily use and stored.
 - e. Employees should take extra care to avoid cross contamination by touching their facemasks or face.
 - f. Employees should regularly change gloves to avoid cross contamination of surfaces.
- VII.2 Employees with a disability who need a related reasonable accommodation, as defined by ADA (e.g., non-latex gloves), must communicate the need to the City of Amarillo.
 - a. The City of Amarillo may provide the requested accommodation or provide a modification/alternative if feasible and not an undue hardship on the operation of the City.

VIII. Exceptions

- VIII.1 The City Manager reserves the right to void, modify, override, and/or supplement this policy at any time for any reason based upon federal, state, or local law or on the needs of the City.