

Interoffice Memo



To: All City Employees
From: Nancy Riegel, Administrative Services Director
Re: Calling-In during the COVID-19 Pandemic

As relayed in previous communications, your health is extremely important to us and we want to make certain preventative measures are in place, along with easy to follow guidelines.

Are you not feeling well and/or experiencing any of the following symptoms?:

- Dry Cough
- Fever
- Shortness of Breath

If so, what are your next steps?

- Stay home
- Call your supervisor and let him/her know you are not feeling well
- Call your doctor

Should your doctor determine you need to have COVID-19 testing, please contact the Human Resources Officer to relay any special instructions, i.e. self-isolation of x number of days until your test results come back. At this time, you should complete the Families First COVID-19 Emergency Paid Leave/Expanded Family & Medical Leave Request Form.

Should your test results come back positive, please contact the Human Resources Officer immediately. The Human Resources Officer will then notify the local health department. The local health department will make the determination as to whether co-workers must be advised of the potential exposure to the COVID-19 virus.

Please note, all information you provide to the Human Resources Officer will be kept confidential and only shared with those on a “need to know” basis.

These are definitely trying times and we are in uncharted waters; working diligently to keep you safe and informed. Please let me know if you have any questions and/or concerns.

Stay well!
Nancy