



Covid-19 Guidelines

The City of Alexander City is committed to provide a healthy and safe work environment. In light of the COVID-19 pandemic, with the desire to limit exposure and transmission, the following safeguards and guidelines have been established:

Cleaning and Hygiene

- To ensure our workplaces are clean and hygienic, surfaces such as door handles, counters, desks, phones, or other commonly touched surfaces, are disinfected frequently
- Shared equipment and tools are disinfected regularly, such as shovels, lawnmowers, weed eaters, power tools, etc.
- Hand sanitizer dispensers are located in prominent places around the workplace and are encouraged to be used frequently
- Handwashing and other health measure posters are displayed, reminding employees to wash their hands often, cough into their elbow, stay home if sick, etc.
- Any position involving food preparation, appropriate PPE is worn, and all food safety measures are followed
- No employee will share any equipment which touches the face, nose or mouth, such as headphones, masks, hard hats, safety glasses, cell phones, etc.

Social Distancing

- Employees are to 'socially distance' (six feet apart) when possible
- The use of telework will be utilized when feasible and necessary
- Employees are not to congregate in break areas, or other common meeting areas
- Use phones and/or video conferencing to reduce the need for face-to-face meetings
- Breaks and breakrooms should be managed to reduce communal use of space at one time
- In reception areas, seating is limited and spaced six feet apart
- Where there are waiting lines, tape is used on the floor marking six foot intervals
- Plexiglass shields are in place for employees who assist citizens such as taking utility payments, issuing building permits, business licenses, and library employees

Employees Illness

- All employees are encouraged to stay home if sick
- If an employee becomes sick while at work, they will be kept in an isolated area until they can either drive home or someone pick them up. If respiratory symptoms are present, they will be given a mask to wear
- Public Safety employee's temperature will be checked before shift start and sent home if temperature is elevated
- If an employee is tested positive for Covid-19, or are exposed, they are to quarantine for 14 days.
- Employees are assured they will be paid for such self-quarantines

General

- Encourage employees to report any safety and health concerns
- Business travel is limited
- Encourage the maintaining of healthy habits, such as getting enough sleep, eating healthy, and exercising regularly

The City's response to Covid-19 will continue to evolve as necessary, and this guide may change with time as we deploy best practices for our work environment.