

**CITY OF LAUREL
OFFICE OF THE MAYOR**



**CRAIG A. MOE
MAYOR**

Executive Order No. 2021-15

Subject: Revised Personnel Wellness
Check-In Guidelines

Effective Date: August 6, 2021

Pursuant to the powers granted to me by Section 2-176 and Section 2-177 of the Laurel City Code, I, Craig A. Moe, Mayor of the City of Laurel hereby establish the Revised Personnel Wellness Check-In Guidelines for all City of Laurel Elected Officials, City Employees and vendors that will enter a City of Laurel Building/Facility.

The COVID-19 metrics for Prince George's County and the State of Maryland have increased recently, likely due to the "Delta Variant" and vaccine hesitancy. Therefore, in order to protect the health and safety of all employees, elected officials and vendors, the attached Revised Personnel Wellness Check-In Guidelines shall be followed regardless of vaccination status.

This Executive Order supersedes Executive Order No. 2021-11, *COVID-19 Personnel Wellness Check-In Policy*. These new guidelines will go into effect August 6, 2021 at 8:00 am and shall remain in effect until further notice.

Attachment:

Personnel Wellness Check-In Guidelines

A handwritten signature in black ink, appearing to read "Craig A. Moe".

**Craig A. Moe
Mayor**

Received and filed August 5, 2021:

A handwritten signature in blue ink, appearing to read "Kimberley A. Rau".

Kimberley A. Rau, MMC, Clerk to the City Council

**PERSONNEL WELLNESS CHECK-IN GUIDELINES
FOR CITY OF LAUREL EMPLOYEES, ELECTED OFFICIALS AND VENDORS
FOR ALL CITY BUILDINGS/FACILITIES**

(Attachment to Executive Order No. 2021-15- Effective August 6, 2021)

All employees and elected officials entering a City building/facility, **regardless of vaccination status**, shall complete the following:

- Enter via employee entrance, where temperature meter is located
- Face Mask **is** required upon entering a City building/facility and in accordance with the current City of Laurel Mandatory Face Mask policy
- Sanitize hands
- Check temperature at meter at least once a day and at each building/facility visited during the day

All vendors working in any City building/facility, **regardless of vaccination status**, shall complete the following upon entering:

- Face Mask to be worn throughout building/facility
- Sanitize hands
- Check temperature at meter

All deliveries will continue to be made to the outer front lobby at which time they will be sanitized by the receptionist using the UV Lighting room. After that, the deliveries can be provided to the employee or department. This is for the Municipal Center deliveries only.