

CITY OF LAUREL  
OFFICE OF THE MAYOR



CRAIG A. MOE  
MAYOR

**Executive Order No. 2020-07**

**Subject:** COVID-19 Personnel Wellness  
Check-In Policy

**Effective Date:** March 23, 2020

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 have declared a Municipal Civil Public Health Emergency in the City of Laurel due to an outbreak of disease (COVID-19) which does constitute an imminent threat to the health, safety and welfare of the City and its citizens.

The transmission of the novel CORONAVIRUS (COVID-19) in the City, County and the State continues to be a public health threat to the citizens, business community, employees and visitors in the City of Laurel.

It is for that reason that I have directed the following; Any employee, elected official, resident, or vendor, entering the City of Laurel Municipal Center will go thru a COVID-19 Personnel Wellness Check prior to entering the facility. The City's Risk Management Officer is tasked with implementing and managing this program. **This executive order shall take effect on Monday, March 23, 2020 at 6:00 a.m., until further notice.**

The Risk Management Officer will also coordinate with the Laurel Police Department to develop a COVID-19 Personnel Wellness Check Program for employees, visitors, and persons in custody who enter the Laurel Police Department's building.

**Attachments:**

COVID-19 Personnel Wellness Check-In Guidelines

A handwritten signature in blue ink, appearing to read 'Craig A. Moe', written over a horizontal line.

Craig A. Moe  
Mayor

Received and filed March 23, 2020:

A handwritten signature in blue ink, appearing to read 'Kimberley A. Rau', written over a horizontal line.

Kimberley A. Rau, MMC  
Clerk to the City Council



**MAYOR AND CITY COUNCIL OF LAUREL  
OFFICE OF EMERGENCY MANAGEMENT**



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**LAUREL EMERGENCY OPERATIONS CENTER:  
COVID-19 Operations**

**COVID-19 PERSONNEL WELLNESS CHECK-IN  
GUIDELINES**

March 22, 2020

EFFECTIVE MARCH 23, 2020, AT 6:00 A.M., THE FOLLOWING PROCEDURES WILL BE IN EFFECT FOR ALL EMPLOYEES ENTERING THE CITY MUNICIPAL BUILDING.

- ALL EMPLOYEES WILL USE THE EMPLOYEE'S REAR DOOR ENTRANCE TO MUNICIPAL CENTER! **NO EXCEPTIONS.**
- UPON ENTERING THE MUNICIPAL CENTER ALL EMPLOYEES WILL BE SCREENED FOR A COVID-19 WELLNESS CHECK WHICH INCLUDES THE FOLLOWING STEPS:
  - #1 - SANITIZING HANDS.
  - #2 – CHECKING TEMPERATURE WITH DIGITAL THERMOMETER
  - #3 – COMPLETING THE WELLNESS QUESTIONNAIRE & SIGN THE WELLNESS CHECK-IN SHEET.
- ALL EMPLOYEES LEAVING THE BUILDING, FOR MORE THAN 30 MINUTES AND RETURNING THE SAME DAY WILL BE RE-SCREENED EVERY TIME THEY RE-ENTER THE BUILDING.
- ALL DELIVERIES WILL BE MADE TO THE OUTER FRONT LOBBY AREA ONLY.