

CITY OF LAUREL
OFFICE OF THE MAYOR



CRAIG A. MOE
MAYOR

Executive Order No. 2021-11

Subject: Revised Personnel Wellness
Check-In Guidelines

Effective Date: June 1, 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 an City of Laurel Building/Facility.

As the transmission of the COVID-19 continues to drop at the State, County and City level, the attached Revised Personnel Wellness Check-In Guidelines shall be followed. As you will note, we have established two levels, one for those elected officials and employees that have been **fully vaccinated** and those elected officials and employees that have **not been fully vaccinated**.

This Executive Order supersedes Executive Order No. 2020-07, *COVID-19 Personnel Wellness Check-In Policy*. These new guidelines will go into effect June 1, 2021 and shall remain in effect until further notice.

Attachment:

Personnel Wellness Check-In Guidelines



Craig A. Moe
Mayor

Received and filed May 28, 2021:



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. 2021-11 Effective June 1, 2021)

All employees and elected officials that have been **fully vaccinated** will follow the listed guidelines below:

- Enter via employee entrance, where temperature meter is located.
- Face Mask is not required, but strongly encouraged when around large groups.

Upon entering the City building/facility the following shall be completed:

- Sanitize hands
- Check Temperature at meter at least once a day

All employees and elected officials that have **not been fully vaccinated** will follow the listed guideline below:

- Enter via employee entrance, where temperature meter is located.
- Face Mask is required to be worn at all times except while sitting at a desk, alone.

Upon entering the City building/facility the following shall be completed:

- Sanitize Hands
- Check temperature at meter each time you enter a building/facility
- Continue to wear Face Masks to your office
- Face Mask to be worn throughout building/facility if not at desk
- When dealing with other employees and public Face Mask is to be worn

All vendors working in any City building/facility will be asked if they have been fully vaccinated by the department/person calling upon the services of the vendor at which time the following will be followed:

Upon entering the City building/facility the following shall be completed:

- Sanitize Hands
- Check temperature at meter
- Face Mask to be worn thru out building/facility if **not fully vaccinated**

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.