



COVID-19 POLICY AND PROCEDURES

The purpose of this policy is to protect City of Blackfoot employees and their families, customers and vendors from the spread of COVID-19, as much as is possible. As such, and until further notice, the City is adopting the following policies and procedures:

Face Coverings

City of Blackfoot Employees

Employees will be required to wear face coverings over their nose and mouth at any time that it may not be possible to maintain at least six (6) feet of social distancing between themselves and other employees, members of the public or vendors while in City Hall or any other City office or workplace. If a protective barrier is being used, such as a sneeze guard, the requirement may be relaxed at the direction of the Department Head.

Customers, Vendors and Visiting Members of the Public

Customers, Vendors and visiting members of the Public will be required to wear face coverings over their nose and mouth at any time that it may not be possible to maintain at least six (6) feet of social distancing between themselves and others while in City Hall or in any other City office or workplace, whether that be indoor or outdoor. It is the responsibility of the individual to provide their own face covering.

Feasibility and Adaptations

The City recognizes that wearing masks may not be possible in every situation or for some people. In some situations, wearing a mask may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns. Adaptations and alternatives should be considered whenever possible to increase the feasibility of wearing a mask or to reduce the risk of COVID-19 spreading if it is not possible to wear one. Face coverings should not be worn by children under the age of 2, or anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance. Additional specifics may be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

Availability of Cleaning/Sanitizing Products

Each Department will be responsible for providing, and making available to employees and the public, hand sanitizer and sanitizing wipes as well as face coverings, should it be required.

Open Meetings

The City encourages the Public to attend Open Meetings; however, the Public is reminded that this attendance may be in-person or through a virtual meeting service. The City will do everything possible to accommodate individuals in-person at open meetings. If a safe distance is not able to be maintained,

City employees and/or officials have the authority to instruct individuals, who are not providing testimony, to attend the meeting utilizing a complimentary virtual meeting service that will be provided by the City. The City also has a limited number of tablet devices, as well as the availability of wireless internet in the parking lot, that may be utilized if individuals do not have either a smart phone and/or internet capability at their home.

Taking of Temperatures

The City is utilizing a secure body temperature monitoring camera to detect the temperature of all individuals who enter the Library and City Hall. Anyone with a temperature of 100.4 or above will be asked to utilize a remote means of conducting business with the City, to include on-line or call-in payments, virtual meeting services and, for employees who are able, remote work arrangements. This device is being securely monitored and information is not being stored. Signs will be posted at all entrances.

Travel Restrictions

The City of Blackfoot will follow all travel restrictions that are enacted by the Governor's Order and Southeastern Idaho Public Health (SIPH.)

Remote Work Protocol

The City of Blackfoot will follow and support remote work mitigation strategies. These strategies will be based, in part, on the current risk level as determined by individual circumstances and the COVID-19 Regional Response Plan as adopted by SIPH. Individual circumstances include evaluating COVID-19 risks to home and family, and associated health risks to the individual. This policy allows and encourages eligible administrative positions to work off-site in order to reduce the number of individuals clustered at a central work environment.

Critical Infrastructure

City Administration will do their utmost to comply with this Policy and maintain best practices; however, the City has a responsibility to maintain critical infrastructure and as such, may vary from this Policy if shortages exist.

Individual Responsibility

If City employees are ill, they must stay home and notify their supervisor. If they are home for COVID-19 reasons, they are required to be tested for COVID-19 per the current best practices and will not be required to utilize PTO or Sick time, per the City's COVID-19 Emergency Leave Policy. Should City employees arrive to work ill, they will be instructed by their supervisor to return home.

Due to ongoing research resulting in the changing nature of the Centers for Disease Control and Prevention (CDC) recommendations, the City will follow the most recent SIPH and CDC recommendations for testing and isolation. More information may be found at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/duration-isolation.html>.

Abuse of this policy by a City employee will result in disciplinary action, up to and including termination. The City reserves the right to revise this policy without notice due to changing conditions related to the control of COVID-19.

Abuse of this policy by a member of the public, patron or vendor may result in their access to City-owned facilities being denied.

The ultimate goal of this plan is to ensure that healthcare capacity is maintained for ALL patients needing care—not just COVID-19 patients, and to minimize adverse impact to the City's economy as much as possible, while still protecting the health of our employees and their families, our citizens, customers and vendors.