



EXECUTIVE ORDER 2020- 07

AN EXECUTIVE ORDER REPEALING EXECUTIVE ORDERS 2020-02 AND 2020-05 AND 2020-06 IN PART TO PROVIDE A SINGLE COHESIVE ORDER REGARDING THE TEMPORARY ORDERS MADE DURING THE LOCAL EMERGENCY RESULTING FROM COVID-19

WHEREAS, On March 18, 2020, the Mayor issued a Proclamation declaring a Local Emergency as a result of the COVID-19 pandemic;

WHEREAS, on March 18, 2020, the United States Congress passed and President Donald J. Trump signed into law, H.R. 6201, which includes the Emergency Paid Sick Leave Act and the Emergency Family and Medical Leave Expansion Act;

WHEREAS, the Mayor issued Executive Order 2020-02 on March 20, 2020, Executive Order 2020-05 on April 8, 2020, and Executive Order 2020-06 on May 14, 2020 and desires to condense the orders into a single cohesive updated order;

WHEREAS, the Mayor recognizes the critical role the City's emergency responders play in helping the City and the broader community and the importance of having those emergency responders available to continue those critical functions;

WHEREAS, the City has continued to provide essential services to the businesses and residents of the City of South Salt Lake throughout the course of the Local Emergency with little to no disruption to those services; and

WHEREAS, it is imperative that the City continue to assess daily the risk due to COVID-19, staffing levels, business demands and needs of the community, critical infrastructure and supply chain, budgetary constraints as well as other factors and be prepared to respond in an agile manner during these uncertain times;

NOW, THEREFORE, pursuant to the authority granted me by virtue of my office, I hereby issue this executive order.

- I. Repeals Executive Orders 2020-02 and 2020-05 in their entirety and Executive Order 2020-06 except paragraph (i) which reads: Section XIV of the Personnel Policies and Procedures Manual is temporarily amended to extend the accrual year for sick and vacation leave through June 26, 2020. This paragraph shall be retroactive to March 18, 2020 and shall expire on June 27, 2020.
- II. Leave Benefits
 - A. Requests to use Vacation hours for Emergency Pandemic Leave will be considered on a case-by-case basis.

CHERIE WOOD
MAYOR

220 E MORRIS AVE
SUITE 200
SOUTH SALT LAKE CITY
UTAH
84115
O 801.483.6000
F 801.483.6001

- B. Per the Federal Emergency Paid Sick Leave Act all employees, including Emergency Responders, shall receive sick leave as provided in H.R. 6201.
- C. Per the Federal Emergency Family and Medical Leave Expansion Act all employees, with the exception of Emergency Responders, shall be entitled to paid FMLA leave as provided in H.R. 6201.
- D. The following are considered “Emergency Responders” for purposes of assessing benefit eligibility:
 - 1. Public Safety Employees
 - 2. Information Technology Employees
 - 3. Department of Finance Employees
 - 4. Employees of Water, Stormwater, Sewer, Streets, Engineering, and Building Divisions
 - 5. Employees of Community Development Department
 - 6. Members of the Mayor’s Office of Disaster and Emergency Services
 - 7. Employees of the Justice Court
 - 8. Members of the Mayor’s Cabinet
 - 9. Employees of Animal Services
 - 10. Employees of the Public Assets Department whose job functions relate to maintenance/operation of buildings or the city’s fleet
 - 11. Promise Department employees who have been assigned to the temporary emergency childcare services

III. COVID-19 Protocols

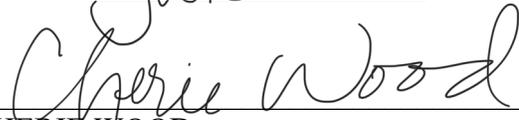
- A. Any employee exhibiting any symptom associated with COVID-19 shall immediately contact their direct supervisor and Human Resources.
- B. Stay Home Pandemic Quarantine
 - 1. Under the following circumstances non-public safety employees will be subject to a Stay Home Pandemic Quarantine and shall isolate at home and not report to their regular work station or any other City facility:
 - i. Any employee who has had close contact (within 6 feet) for a prolonged period of time with an individual with a confirmed COVID-19 diagnosis.
 - ii. Any employee who has exhibited any symptom associated with COVID-19.
 - 2. Public safety employees should comply with the sick leave orders of their respective departments.
- C. Testing. Any employee subject to the circumstances identified in paragraph (III)(B)(1)(i) or (ii) is ordered to seek a COVID-19 test, to the extent such testing is reasonably practicable, and are to notify their Department Director and Human Resources Director as soon as reasonably practicable, of the results of any COVID-19 test received.

- D. Employees in the work place will be subject to daily temperature monitoring in accordance with the issued standard operating procedures.
- E. Employees in the work place shall refrain from unnecessary travel to other employee's work stations or within any City facility and, to the extent practicable, shall limit themselves to their regular work station, unless otherwise directed by their department director or the Mayor or her designee.
- F. Employees with individual situations who are unable to report to work shall contact the Mayor's Office for further direction.
- G. Employees reporting to any physical work location outside of their own home are ordered to wear a face covering when engaging in face-to-face business with the public, within six (6) feet of another individual, or when occupying public spaces or common areas of City facilities or buildings.
- H. Employees must at all times comply with any proclamation, rule, directive, declaration, or order issued at any level of government related to the COVID-19 Pandemic.
- I. Employees who are telecommuting during the Local Emergency are required to perform their job function from the approved location in their Temporary Telecommuting Agreement.

The importance of all employees in limiting the spread of COVID-19 cannot be overstated. In our duties and service to the public, we are committed to the highest level of service and betterment of the community. While we strive to provide exemplary service, this task can at times be burdensome. The COVID-19 pandemic has forced unwanted and uncomfortable adjustments in all of our lives. This executive order is intended to empower each employee to take the appropriate steps to care for themselves, their families, and the broader community so we as a City can do our part in flattening the curve and hopefully preventing further illnesses and deaths.

THIS ORDER IS TO TAKE EFFECT IMMEDIATELY and shall supersede and replace any conflicting City policy or order for the duration of the emergency. This Order and Executive Orders 2020-03 and 2020-04 are repealed upon the Mayor's declaration of the expiration of the Local Emergency or if expressly repealed before then.

DATED THIS 11th DAY OF June, 2020.



CHERIE WOOD
MAYOR

ATTEST:

Craig D. Burton

CRAIG D. BURTON
CITY RECORDER