



Memorandum

To: SSL City Employees
From: Mayor Cherie Wood
Date: June 3, 2020

Re: Executive Order 2020-07

Over the past several months, we have navigated the impacts of a global pandemic. We have continued to provide essential services to the citizens and businesses in our City, all while complying with Federal, State, and Local guidelines and orders. This has been in addition to maintaining our personal health and wellbeing and that of our families. It has been a heavy lift, and I commend each of you for showing up, be it in person or while telecommuting, day in and day out with professionalism and willingness to get the job done.

In an effort to condense the executive orders for employees into a single cohesive update, please find Executive Order 2020-07 attached.

Highlights (See EO 2020-07 for full text):

- Executive Order 2020-02: Updating Sick & Vacation Leave – Repealed in its entirety
- Executive Order 2020-05: COVID19 Leave Update – Repealed in its entirety
- Executive Order 2020-06: Changes to Vacation and Travel Restrictions – Repealed with the exception of:
 - 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.*
- If you have symptoms associated with COVID-19, immediately contact your supervisor and Human Resources.
- If you have had close contact with an individual with a confirmed COVID-19 diagnosis or are exhibiting symptoms associated with COVID-19, you should be tested and report the results to your Department Director and the Human Resources Director.
- Employees may resume travel outside the state. Employees requesting time off to travel must do so on the travel request form approved by their Department Director.
- Employees in the workplace will be subject to daily temperature checks.
- Employees in the workplace are to avoid unnecessary travel within city facilities.
- Employees are to wear face coverings when reporting to a physical work location outside of their own home when:
 - engaging in face-to-face business with the public
 - within 6 feet of another person
 - occupying public spaces or common areas

CHERIE WOOD
MAYOR

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Please review Executive Order 2020-07 in its entirety and contact your supervisor with any questions.

Note: Executive Orders 2020-03 Land Use Applications and 2020-04 Temporary Telecommuting remain in effect.