

# CITY OF OLYMPIA EXECUTIVE ORDER

Instructions: The City Manager or his designee will invoke the following steps to respond to a pandemic event. These steps are listed in order of increasing severity, but steps do not have to be instituted in order. As each step is invoked, the associated box will be initialed by the City Manager or his designee and an effective date recorded. The action will remain in effect until repealed by a specifically written new executive administrative order.

It is the intent that employees will be given every opportunity to use all possible leave banks during this time so as not to reach the point of leave without pay. It remains within the discretion of the City Manager to adjust leave policies to best respond to the needs caused by the pandemic at the time of the problem.

By order of the City Manager and in response to a pandemic threat, City of Olympia employees are hereby directed as follows:

	<b>Effective Date</b>	<b>Action</b>
1	_____	Employees who come to work with symptoms of fever and/or coughing and/or sneezing are requested to go home or are required to wear a mask while at work. If they go home, their sick leave/annual leave bank will be charged.
2	_____	Employees and family members are encouraged to be vaccinated. The City will pay for employee vaccinations received at the city's request.
3	_____	Employees who come to work with symptoms of fever and/or coughing and/or sneezing will be sent home. Their time will be charged to paid Administrative Leave for that day and sick leave for any subsequent days.
4	_____	Employees who have sick family members will not be allowed on City premises. Their time will be charged to sick leave, vacation, annual leave and compensatory time before leave without pay will be granted.

- 5 \_\_\_\_\_ Emergency declared by Thurston County Health Officer.
- 6 \_\_\_\_\_ Emergency declared by Olympia City Council.
- 7 \_\_\_\_\_ Vaccination is mandatory. Proof of vaccination will be required before any employee may report to work. Employees who are not vaccinated will not be allowed to work and must use sick leave, vacation, annual leave and compensatory time before leave without pay will be granted.
- 8 \_\_\_\_\_ Employees will be screened upon reporting for work and in the event they display signs and symptoms of illness (based on Health Department Guidelines) will be sent home. They will be charged paid administrative leave on the first day and Sick Leave/Annual Leave on any subsequent days.
- 9 \_\_\_\_\_ All employees, except those who are crucial to basic city emergency services or emergency operations management will be sent home and not allowed to return to work until directed by the City Manager. Their time will be charged to paid Administrative Leave.

**BY AUTHORITY OF:**

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**Steve Hall, City Manager**