

# MEMORANDUM

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**TO:** All Employees of the City of Ogdensburg  
**FROM:** City Manager Stephen P. Jellie  
**DATE:** January 12, 2022  
**SUBJECT:** Coronavirus Protocol – All Municipal Facilities

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With the continued rise in COVID cases in the immediate area it is necessary to maintain precautions to protect the health and safety of all city employees and the public. **Effective 13 January 2022** the following protocol will be used in all municipal facilities and will remain in effect until rescinded by the City Manager.

**ALL CITY OF OGDENSBURG MUNICIPAL OFFICES WILL BE CLOSED TO THE PUBLIC MONDAY, WEDNESDAY AND FRIDAY UNTIL FURTHER NOTICE. RESIDENTS REQUIRING SERVICE CAN CALL THE OFFICE THEY NEED ASSISTANCE FROM FOR CONTROLLED ENTRY APPOINTMENTS FOR THOSE FUNCTIONS THAT CANNOT BE ACCOMPLISHED ELECTRONICALLY OR THROUGH USE OF POSTAL SERVICE, COMMON CARRIER OR DROP BOX LOCATED JUST LEFT OF THE HANDICAP ENTRANCE ON CAROLINE STREET AT CITY HALL.**

**CITY OFFICES WILL BE OPEN ON TUESDAY AND THURSDAY; HOWEVER, WE ASK THAT RESIDENTS ONLY SHOW UP FOR BUSINESS THAT CANNOT BE ACCOMPLISHED THROUGH OTHER MEANS.**

**FAMILY, FRIENDS, VISITORS AND OFF DUTY EMPLOYEES WILL NOT BE ALLOWED IN CITY FACILITIES FOR NON-OFFICIAL VISITS.**

- A. Wearing of Personal Protective Equipment (PPE) – While present in a municipal facility all City Employees and visitors shall be required to cover their nose and mouth with a mask when at least 6 ft. of distance cannot be maintained. The City will provide appropriate personal protective equipment to employees.
- B. Persons (including employees) at Risk Shall be Prohibited from Entering Government Facilities –
- (1) Any person who (1) has been diagnosed with, or has had close contact with anyone diagnosed with, COVID-19, and has not obtained medical clearance to appear in public; or (2) has been directed to self-quarantine, isolate or self-monitor for the coronavirus by any doctor, hospital or health agency, and has not obtained medical clearance to appear in public, or (3) has traveled internationally in the previous 14 days; or (4) has flu-like symptoms (including cough, sore throat, temperature of 100.40 or higher, shortness of breath) (collectively, "Persons at Risk") should not enter a municipal building or facility.

(2) Persons at Risk having business to conduct at a municipal facility should contact the City Clerk by telephone or email and follow instructions on how to proceed.

(3) Department heads may inquire to ensure that visitors to a facility under their management understand and are in compliance with this directive.

C. Persons at Risk Entering Municipal Facilities – If a visitor who self-identifies as a Person at Risk as described in par. B enters a municipal facility, Management personnel shall take the following steps:

(1) City Manager, or Facility Department Head shall be notified; and

(2) City Manager, or Facility Department Head shall notify the visitor of the procedure described in section A, and request that the visitor leave the municipal facility immediately and call the contact number (City Clerk) for further information.

(3) If the visitor declines to leave the building, the Police Department *may* be contacted to assess the situation and take appropriate steps (including contacting local medical assistance).

(4) At earliest opportunity, appropriate personnel shall conduct sanitization of areas contacted by the visitor.

D. City and Municipal Employees –

(1) If a City employee self-identifies as a Person at Risk as described in par. B, the employee:

i. shall not come to work;

ii. shall notify a work supervisor of the circumstances;

iii. shall contact a personal medical provider or public health provider and follow medical instructions; and

iv. shall provide a medical excuse from their doctor to their immediate supervisor.

(2) If a City employee self-identifies as a Person at Risk as described in par. B and is present at work:

i. the employee shall immediately notify a work supervisor of the circumstances and shall go home, contact a medical provider or public health provider, and follow medical instructions;

ii. the supervisor shall immediately notify the City Manager;

iii. at earliest opportunity, appropriate personnel shall conduct sanitization of areas contacted by the employee; and

iv. City Manager or Department Head shall apprise other appropriate supervisory personnel of steps as directed by health authorities.

E. Receipt of Notification of a confirmed Coronavirus Diagnosis – In the event that the City receives notice that a municipal visitor or employee has been diagnosed with the coronavirus:

(1) The City Manager or respective Department Head shall inform other facility employees, and shall prepare a C2 Form that includes the name of the diagnosed person. The City Manager shall contact the diagnosed person, inquire whether

that person consents to the disclosure of his or her identity as part of follow-up health and safety notifications to department staff, and note in the C2 Form whether such consent has been received.

- (2) Management personnel shall review records of any municipal locations contacted by the diagnosed person, and the duration and nature of such contacts over the prior two weeks.
- (3) Municipal employees within these contact areas shall be notified immediately about the diagnosis and the contact. If the diagnosed person has given permission for disclosure of his or her identity, that name may be disclosed in the course of such notification. If not, as required by current law, that identity shall not be disclosed; instead, the diagnosed person shall be described in a general fashion (e.g., "a City Hall employee," "a member of the Police Department," etc.). In either case, employees shall be provided with all available details about the scope of the diagnosed person's presence, time and whereabouts in the impacted municipal facility, instructed to contact their personal physicians to receive medical advice, provided excused leave to seek medical advice if they choose, and directed to notify the Department Head of any further developments or medical directives.
- (4) Best efforts shall be made immediately to notify all other members of the public who were in the contact areas during the relevant periods, while keeping the name of the diagnosed person confidential.
- (5) Local administrators shall inform other municipal personnel in the impacted facility of the incident at earliest opportunity, while keeping the name of the diagnosed person confidential unless granted permission to disclose it (as described in pars. 1 and 4).
- (6) At earliest opportunity, appropriate personnel shall conduct sanitization of areas contacted by the person diagnosed.
- (7) A public statement describing the incident, without disclosing the identity of the diagnosed person shall be posted on the City's internal web portal and public website.

In all instances described above, the respective Department Head shall be notified and a C2 Form shall be prepared. The report shall describe all municipal areas visited by the Person at Risk, and time of such visits. Appropriate public notice shall issue whenever a Person at Risk is determined to be a high or medium risk for coronavirus contagion according to CDC standards. The Department of Public Safety will follow up with reports of suspected diagnosed courthouse visitor cases as circumstances dictate.

The health and safety of our community and workforce remains the top priority for the City of Ogdensburg government. As always, thank you for your dedication and cooperation.