



# CITY OF EVANSVILLE

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OFFICE OF THE MAYOR  
LLOYD WINNECKE

May 8, 2020

RE: City of Evansville - Coronavirus  
Back on Track Indiana Plan

Dear Office Holders, Department Heads and City Employees:

On Friday, May 1, 2020, Governor Holcomb announced the statewide “Back on Track Indiana” plan and issued Executive Order 20-26 ( “EO” ) to begin preparations for easing back into normalcy. Vanderburgh County and the City of Evansville extended their Joint Emergency Declaration aligning the local action with the Governor’s EO 20-26. Local jurisdictions may impose greater restrictions if conditions deem it necessary, but at this time the City of Evansville, in conjunction with the Vanderburgh County Commissioners, have decided to follow the Governor’s guidance.

Commencing on Tuesday, May 26, employees may return to their offices, subject to any further determination by the Mayor and the County Commissioners. Employees with unique needs requiring the continuation of tele-working may be accommodated. If you have particular needs, please work with your supervisor to address your individual circumstances. On Monday, June 15, the public will be permitted to enter the Civic Center with health-screening restrictions.

We will continue to monitor the COVID-19 situation in the City of Evansville in consultation with the Vanderburgh County Health Department, local hospitals, and other state and local officials in determining the next steps for the City.

EO 20-26 requires plans be in place by May 11, 2020 to ensure safe environments for employees and members of the public served by government. Each office and department must implement procedures to protect its employees and safely serve the public. The City will require the following safeguard protocols:

- Remote Work – Can continue beyond May 26 in coordination with, and the approval of, the appropriate supervisor.
- Vulnerable Employees – Those 65 and over and individuals with identified high-risk conditions are particularly vulnerable to coronavirus. These individuals should coordinate with their superior about continued tele-working.
- Employee Access Points to Civic Center. Until further notice, access to the Civic Center and the Courts Building will be limited to the front and back public entrances to the Administration Building and the public access entrance to the Courts Building so that proper screening can be performed.

- Employee Screening Procedures – Employees will be screened daily with a no-touch thermometer for temperature upon arrival for work. Employees with a temperature of greater than 100 degrees Fahrenheit will be sent home and encouraged to seek medical attention. Employees will also be required to complete a brief self-written assessment at the start of each work week. Public safety employees (including the EFD, EPD and VCSO) will follow screening procedures to be adopted by their individual departments
- Employees with Symptoms – Any employee with COVID-19 symptoms shall stay at home and seek testing. Contact the Vanderburgh County Health Department for local test sites.
- Employee Hygiene and Sanitation – Upon returning to the office on May 26, employees will be provided with their own supply of hand sanitizer. Employees should regularly clean their hands. Also, each office will be provided with its own supply of office sanitizing equipment. Employees shall sanitize their own personal work space with this equipment. The Building Authority will continue its work to regularly disinfect the common areas of the Civic Center.
- Personal Protective Equipment – The City will provide at least two (2) cloth masks for each employee. Cloth masks shall be worn at all times in common areas of the Civic Center and when dealing with the public.
- Social Distancing – The City will mitigate exposure in the workplace by implementing social distancing guidelines. Floor markings, ensuring a minimum of 6 feet between individuals, will be placed in offices that are open to the general public.
- Workplace Cleaning and Disinfection – The Building Authority has implemented practices according to CDC guidelines, with regular cleaning of high-touch surfaces throughout the workday and at the close of business or between shifts in the Civic Center.
- Personal Hygiene – The Building Authority has installed sanitizing stations to ensure that employees and visitors have ready access to hand sanitizer. The Building Authority has installed plexiglass “sneeze” shields throughout the Civic Center. Employees are encouraged to bring or buy their own drinks and avoid water fountains.
- Signage – The Building Authority will post signage about health policies and practices in common areas for employees and members of the public to see.
- Public Access to Civic Center – When the Civic Center is re-opened to the public, all visitors to the Civic Center will be screened for temperature upon arrival. If visitors are not exhibiting COVID-19 symptoms, they will be processed through security in the normal course. All visitors to the Civic Center will be required to wear face coverings.

Guidelines for Employee Interactions with the Public. When interacting with the public and visitors, all employees:

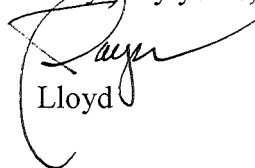
- Should ensure 6 feet of separation between employees and visitors. If this is not possible, contact the Building Authority to install barriers.
- Should be trained on importance of hygiene and sanitation and shall be provided with regular updates about personal COVID-19 mitigation and office safeguards.
- Should ensure that there is at least 6 feet of space between individuals in all group gatherings.
- Shall wear face coverings when interfacing with members of the public, and in common areas of the Civic Center.

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- Should ensure that all high-touch items within each office be cleaned after each use.
- Should reduce exposure to others and stagger lunch and break times.
- Should refrain from gathering in common areas and limit capacity.
- Should adhere to signage that will be placed to advise guests to not enter offices if they are symptomatic or if they have tested positive.
- Should be aware that face coverings for visitors will be available upon request (e.g. masks, scarves).
- Should strive to increase, maintain and promote online and telephonic services, and post signage outside of office advising public how to use online services.
- Should work with their supervisors to promote and implement no-touch access and payments, if possible, by propping open doors.

Very truly yours,



Lloyd