



To: Oelwein City Council

From: Dylan Mulfinger, City Administrator

Subject: COVID-19 (Coronavirus) Limited Staffing Policy

Date: 4/13/20

Now it is more important than ever to make sure that employees are safe. Department heads must continue to talk to employees to make sure they have everything squared away at home, have the needed childcare, and have the time to help any of their family members. If you have employees out right now, I encourage you to check in on them on a regular basis.

The City is now moving to a limited staffing arrangement. If Departments do not need all staff members at the same time, department heads should arrange schedules. Department heads should manage departments so that employees have limited social interaction and that their jobs only require one person. The city is currently focused on essential duties and ensuring employees are safe.

The goal for the city is to ensure that every staff member can make it through this pandemic safely. The city will need to continue to function at a bare minimum. Department Heads should encourage their employees when they are not at work to stay home and limit themselves from travel and public spaces.

Departments should allow for work from home when possible. If a department's limited staffing results in one person in one building each day, that is enough. Bare minimum staffing should only occur as a last resort for departments. If city staff can limit the spread and set an example, the city must for the community. Employees sent home to achieve minimum staff requirements will be placed on administrative leave.