

CITY OF BLOOMFIELD, NEW MEXICO
Ordinance 519

AN ORDINANCE AMENDING ORDINANCE NO. 429 RELATING TO ADOPTION OF THE CITY OF BLOOMFIELD EMPLOYEE HANDBOOK

WHEREAS, according to Section 3 of Ordinance 429, all amendments to the City of Bloomfield Employee Handbook must be made via amendments adopted by ordinance;

WHEREAS, the City of Bloomfield desires to amend the City of Bloomfield Employee Handbook by revising section 9 Employee Conduct adding 9.19 Pandemic Infectious Disease Control Policy

WHEREAS, the City intends that all other aspect of Ordinance No. 429 and the City of Bloomfield Employee Handbook remain unaltered and in full force and effect

THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF BLOOMFIELD THAT FOLLOWING REVISIONS IN SECTION NINE (9) OF THE EMPLOYEE HANDBOOK BE IN FULL FORCE AND EFFECT UPON ADOPTION OF THIS ORDINANCE:

9.19 Pandemic Infectious Disease Control Policy

PANDEMIC / EPIDEMIC OUTBREAK

Infectious Disease Control Policy

The City of Bloomfield will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of the City of Bloomfield during any such period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

The City of Bloomfield is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

The City of Bloomfield will follow the CDC's and the New Mexico Department of Health's current guidance for return to work for each pandemic/epidemic outbreak.

In the event anyone within the City is discovered or suspected to have a communicable disease that may result in an epidemic/pandemic, that person shall be immediately quarantined pending

further medical examination, as recommended or mandated by state and national protocols. Local and state health officials shall be notified immediately as required.

Preventing the Spread of Infection in the Workplace

The City of Bloomfield will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. Human Resources is designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also install alcohol-based hand sanitizers throughout the workplace and in common areas. Foot type door openers will be installed on all self closing type doors.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

Temperature Screening

All employees will have their temperature taken upon reporting to work; and prior to entering any other departments in the City.

Each employee will be screened privately using a touchless forehead thermometer. The employee's temperature will be documented, and the record will be maintained as a private medical record. An employee who has a fever at or above 100 degrees Fahrenheit will be sent home.

Time spent waiting for the health screening should be recorded as time worked for nonexempt employees.

Limiting Travel

All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions.

Telecommuting

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your department head for consideration and approved by the City Manager.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness. [See Sick Leave Policy].

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances only and should only be shared with Human Resources, your department heads, first aid and safety personnel, and government officials as required by law.

Social Distancing & Facemask Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, the City of Bloomfield may implement these social distancing guidelines to minimize the spread of the disease among the staff.

During the workday, employees are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, wear a facemask, minimize the meeting time, choose a large meeting room and sit at least six feet each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.

4. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
6. Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

Outside activities

Employees are encouraged to the extent possible to:

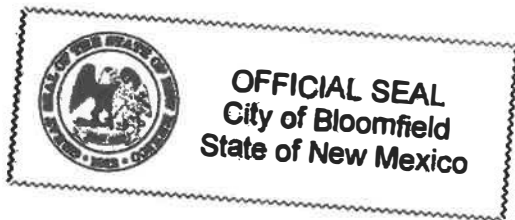
1. Avoid public transportation (walk, cycle, drive a car)
2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

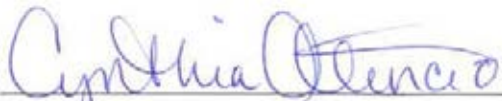
Compliance

Violation of this or any City policy may lead to disciplinary action, up to and including termination as outlined in Section 11 of City policy.

Except for the changes set forth above, the provisions of the City of Bloomfield Employee Handbook of the Bloomfield Municipal Code are hereby ratified and confirmed.

Passed, Adopted and Signed this 10th day of January 2022.




Cynthia Atencio, Mayor

ATTEST:


Crystal L Hornberger City Clerk

Affidavit of Publication

Ad # 0005062149

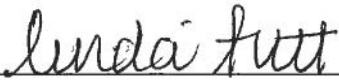
This is not an invoice

CITY OF BLOOMFIELD
915 N 1 ST ST

BLOOMFIELD, NM 87413

I, being duly sworn say: **Farmington Daily Times**, a daily newspaper of general circulation published in English at Farmington, said county and state, and that the hereto attached Legal Notice was published in a regular and entire issue of the said DAILY TIMES, a daily newspaper duly qualified for the purpose within the State of New Mexico for publication and appeared in the internet at The Daily Times web site on the following days(s):

12/28/2021



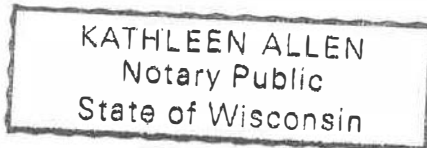
Legal Clerk

Subscribed and sworn before me this December 28, 2021:


State of WI, County of Brown
NOTARY PUBLIC

1-7-25

My commission expires



Ad # 0005062149
PO #: Ord 19
of Affidavits 1

This is not an invoice

Legal Notice
CITY OF BLOOMFIELD, NEW MEXICO
Notice of Intent to Adopt Ordinance 519

Notice is hereby given of the title and of a general summary of the subject matter contained in Ordinance No. 519, approved for posting and duly with the intent to adopt by the City Council of the City of Bloomfield, New Mexico, on January 10, 2022. A complete copy of the ordinance is available for public inspection at the office of the City Clerk, 915 N First Street, Bloomfield, New Mexico 87413

AN ORDINANCE AMENDING ORDINANCE No. 429 RELATING TO ADOPTION OF THE CITY OF BLOOMFIELD EMPLOYEE HANDBOOK

WHEREAS, according to Section 3 of Ordinance 429, all amendments to the City of Bloomfield Employee Handbook must be made via amendments adopted by ordinance; **WHEREAS**, the City of Bloomfield desires to amend the City of Bloomfield Employee Handbook by revising section 9 Employee Conduct adding 9.19 Pandemic Infectious Disease Control Policy **WHEREAS**, the City intends that all other aspect of Ordinance No. 429 and the City of Bloomfield Employee Handbook remain unaltered and in full force and effect

A general summary of the subject matter of the Ordinance is contained in its title. This notice constitutes compliance with Section 3-17-5, NMSA 1978. A complete copy of Ordinance is available for inspection at the office of the City Clerk. You may call the City Clerk's office at 505-632-6304 or email her at cmartinez@bloomfieldnm.gov.

I hereby certify that the above public notice was posted at the following locations on Thursday December 23, 2021.
Kare Drug Farmers Market Roadside Restaurant
Citizens Bank Bank of Southwest Bloomfield Public Library
In witness whereof I set my hand and seal for the City of Bloomfield this 23rd day of December 2021.

Crystal L Martinez Hornberger, City Clerk
#5062149, Daily Times, Dec. 28, 2021

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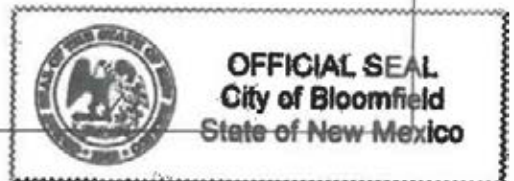
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Crystal L. Martinez

Crystal L. Martinez Hornberger, City Clerk



CITY OF BLOOMFIELD, NEW MEXICO
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The City of Bloomfield, New Mexico, hereby gives notices of the City Council meeting for Monday, January 10, 2022, at 6:00pm at 915 N First Street, Bloomfield, New Mexico. At such meeting the City Council will hold a public hearing concerning and will consider for adoption the Ordinance described below. Complete copies of the proposed Ordinance are available for public inspection during the normal and regular business hours of the City Clerk, 915 N. First Street, Bloomfield, New Mexico.

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Outside activities

Employees are encouraged to the extent possible to:

1. Avoid public transportation (walk, cycle, drive a car)
2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

Compliance

Violation of this or any City policy may lead to disciplinary action, up to and including termination as outlined in Section 11 of City policy.

Except for the changes set forth above, the provisions of the City of Bloomfield Employee Handbook of the Bloomfield Municipal Code are hereby ratified and confirmed.

Approved and Signed this 13th day of December 2021.



Cynthia Atencio
Cynthia Atencio, Mayor

ATTEST:

Crystal L. Hornberger
Crystal L Hornberger City Clerk