

EXECUTIVE ORDER NO. 03-2020

**TEMPORARY CLOSING OF FACILITIES TO THE PUBLIC
ORDER DIRECTING DELIVERY OF ESSENTIAL SERVICES
TELEWORKING DIRECTIVE**

WHEREAS, in response to outbreaks of the coronavirus disease (COVID-19) the President of the United States, the Secretary of Health and Human Services and the Governor of the State of Indiana have all declared a public health emergency which has resulted in numerous directives all intended to control the spread of the virus in the United States;

WHEREAS, the government of the City of Anderson is obligated to protect and to ensure the public safety and welfare of our community, including its employees, while ensuring delivery of essential city services to the public;

WHEREAS, in furtherance of these directives and obligations the City of Anderson will, during this crisis, take all reasonable steps to continue to provide essential city services while acting responsibility to prevent the spread of this virus and protect its employees and citizens;

WHEREAS, in order to meet these responsibilities it is necessary to temporarily modify the Sick/Leave Policies for all employees for the City of Anderson including, but not limited to contract, exempt, non-exempt, union, and non-union employees;

NOW THEREFORE, I Thomas J. Broderick, Jr., by virtue of the authority vested in me as Mayor of the City of Anderson and the laws of the City of Anderson and State of Indiana do hereby order that:

1. Public physical facilities of the City of Anderson, including, but not limited to the Anderson City Hall, Anderson Park Department physical facilities, Anderson Central Services facility, CATS facilities, Water and Pollution Control facilities, Anderson Fire Department facilities, Anderson Police Department facilities, will be closed to the public, except as provided for herein, until further notice.

2. During the closure of the physical facilities noted herein all essential services provided for to the public with these facilities shall continue to be provided in the manner provided for herein.

3. All city employees shall continue to report to work as ordinarily scheduled, except as excused pursuant to Executive Order 02-2020 or as otherwise provided for herein or allowed by policy that is not inconsistent with this directive.

4. Citizens may transact official business with the city via telephone, email and by using the City of Anderson Web site. Payments of utilities may be made by mail, drive through payment at Anderson City Hall, through drop boxes located near the utility drive through window and located on 7th Street immediately west of the utility office, on-line through the city website or via the Telelink Bill pay system. City employees will be available by telephone in all departments during

regular work hours. Appointments will be provided for citizens to transact essential services, if necessary.

5. Public Parks will remain open at the present time, provided no persons will be allowed to use the parks for events involving over 10 people, and those using the parks are encouraged to use social distancing. Citizens should avoid having their children use playground equipment. Citizens who have tested positive for the coronavirus disease (COVID-19), been identified by a health care professional as a person requiring quarantine, are experiencing any of the following symptoms associated with COVID-19 (Runny nose, sore throat, dry cough, fever, or difficulty breathing), have been diagnosed with the flu, or have been diagnosed with flu like symptoms, shall not use the parks.

6. Public safety provided by the Anderson Police Department and the Anderson Fire Department will continue without interruption, except in-person services in the lobby of the Anderson Police Department shall be limited. Citizens are asked to call to determine what services will be available.

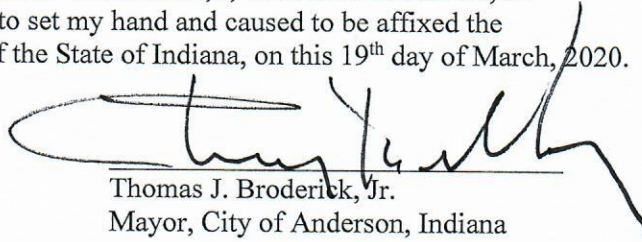
7. The CATS downtown terminal shall remain open at this time, but no person shall be in the terminal or use CATS/NIFTY LIFT transportation that has tested positive for the coronavirus disease (COVID-19), been identified by a health care professional as a person requiring quarantine, is experiencing any of the following symptoms associate with COVID-19 (Runny nose, sore throat, dry cough, fever, or difficulty breathing), has been diagnosed with the flu, or has been diagnosed with flu like symptoms, without a specific diagnosis. Persons using the bus system for travel shall only use the system for travel that is allowed under Executive Order 01-2020, the terms of which are incorporated by reference.

8. All department heads shall provide to the Mayor and Chairman of the Board of Works a proposed written plan for their respective departments that may allow employees to work from home or remotely via teleworking, where possible, providing there is no interruption of essential services. In no event shall more than 50% of a departments work force be absent from their physical office location due to teleworking. Department heads may allow in their plan for rotation of employees between in-office work and teleworking in a manner that allows all employees to have the benefit of minimized physical contact to provide for social distancing, provided essential services are not interrupted. These teleworking plans will not be available to Anderson Police Department Officers or Anderson Fire Department Officers, without authorization of the Mayor. All departments may adjust schedules to account for employee shortages should they occur due to sickness. No plan shall be implemented without approval of the Mayor or Chairman of the Board of Works.

9. All departments shall require employees teleworking to remain in communication and be available for communication with supervision during their teleworking shift. All employees shall be in attendance at their physical work place as required by their supervisor.

This Executive Order is in effect immediately upon execution and shall remain in effect until rescinded.

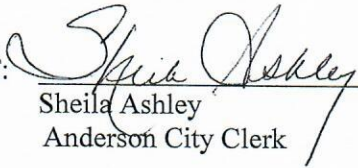
IN TESTIMONY WHEREOF, I, Thomas J. Broderick, Jr.
Have hereunto set my hand and caused to be affixed the
Great Seal of the State of Indiana, on this 19th day of March, 2020.



Thomas J. Broderick, Jr.
Mayor, City of Anderson, Indiana



ATTEST:



Sheila Ashley
Anderson City Clerk