**Employees**

**Enid**: Today we are working on a remote work policy to implement, but this will not work for most of my workforce either.  I know we are also considering splitting our team in two and working them one week on and one week off at a time.  All paid.  I believe Edmond is contemplating or has implemented this measure for their work force.

**Stillwater**: Stillwater started a one week on, one week off plan today.  Those at home are subject to call, must answer email etc., as though they are at the office working.  Those off are on Administrative leave drawing a full paycheck.

**Jenks**: In Jenks we have Police, Fire, Public Works, Building Inspections, Utility Billing and Aquarium Biologists working normal hours – all other departments have been sent home.  Those employees that can work from home are doing so and those that cannot are simply being paid their normal salary/hourly rate and asked to stay at home.

**Cushing**: We have some employees working from home. I am counting their time as administrative time with full pay. We have issued some of our team members laptops for use at home. All are subject to call back.

**McAlester**: The time they are off is it utilizing vacation, comp or sick leave balances.

**Glenpool**: We are working through this issue and will likely make a decision tomorrow morning.  I would anticipate at least some of our employees will be allowed to work from home, but it will be on a case-by-case basis and subject to approval from their Dept Head.  Police, Fire, and Public Works will not be allowed to work from home, although I am considering allowing Public Works to split weeks like some others have mentioned.  Our emphasis will be on not stopping development; so planning, building inspections, engineering, etc will need to either work at the office or have a solid plan so that service levels do not drop when working from home.  We also need a way to keep the water dept moving open for new contracts and turn-offs for those that are moving.

**Owasso**: Please take some time to re-evaluate those in your department who could be working remotely, and that includes you. You should give some careful thought to a plan for continuity of “chain of command” should you need to self-quarantine. Possibly have at least one of your key people working from home at any given time so that someone is available to be here if you can’t. I’ve asked (Assistant City Manager) to work from home effective immediately. He will be available by phone and can be reached should you have any operational questions or concerns that he could help resolve. I’ve also asked a couple others to consider following the HR Department lead by alternating your people in a way that works for their schedules. The goal is to reduce the number of people in our offices and workspaces. You might even consider a one week on, one week off plan where those at home are subject to call, must answer email etc., as though they are at the office working.

Which was a follow-up to this 3/16 email:

Effective Immediately: Please carefully consider all of your full-time employees who can work remotely from home and use your best judgment to encourage that and do so starting tomorrow through the end of March.

For many of your people who must perform their jobs at their work stations or as per normal responsibilities in the field, we expect that having fewer people in our offices will meaningfully reduce the risk of exposure and spread of viruses to others.

**Roland**: We decided our policy will be if exposure was work related the employee will not be required to use leave. However if exposure was due to personal travel they will be required to use their leave.

**Glenpool**: We informed our employees that we will pay for their time off (up to two weeks) if they are sent home because of symptoms or if they are having to self-quarantine because a family member is symptomatic.  This time would not affect their regular earned leave. For those that have traveled out of country, we are following the CDC tier 3 country guidelines and not doing anything for those that have travelled out of state.  My Executive Team will likely be visiting about tightening restrictions for both of these travel plans soon.