



OFFICE OF PERSONNEL & LABOR RELATIONS

CITY OF SYRACUSE, MAYOR BEN WALSH

Memorandum

TO: All Essential Workers
FROM: Robert Laport, Safety Officer
CC: Donna D. Briscoe, Interim Director Personnel
Corey Driscoll Dunham, Director of Operations
DATE: April 2, 2020
RE: Important Safety Reminders

Important Safety Practice Reminders During this Coronavirus Public Health Emergency

Please review these important safety reminders and best practice tips for all Crews, Crew Leaders, Supervisors, Superintendents and Commissioners in our essential operations.

1. By order of Governor Cuomo and County Executive Ryan McMahon, all employees in the workplace **must** practice social distancing. Every effort must be made to maintain at least 6 feet of distance between employees.
2. Due to these social distancing requirements, employees should not congregate in rest or work areas, even on break time.
3. The City has taken extra precautions to facilitate this social distancing requirement. For example, sanitation crews have been offered alternative transportation via bus to avoid co-workers riding in one cab together. Employees should be taking advantage of this resource.
4. Everyone must use appropriate PPE at all times. This includes vest, gloves, mask and safety glasses. Protective coveralls are also available.
5. Continue to follow all OSHA and PESH standards. Please be safe at all times.

If you feel you are not being provided with adequate supplies or work practices to ensure your safety and the safety of those around you, please contact your supervisor, me, and/or the individuals listed at the bottom of this memo. The safety of the workforce is a top priority for us all. Individuals who report safety concerns or violations will not be subject to any retaliation.

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Please remember that workplace safety practices are intended not only for your safety, but the safety of your co-workers and the public. This is especially true in the context of this coronavirus pandemic.

Thank you for your cooperation.

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