



Safer at Home: Essential Worker and Industry Guide

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How to Use this Guide

This guide is meant to assist workers and businesses in Tulsa with determining whether their position and operations are considered essential under the [Fourth Amended Executive Order 2020-07](#) and [Amended Executive Memorandum 2020-01](#), issued by Governor Kevin Stitt on March 24 and 25, 2020. The lists and Q&A in this guide are meant as guidance only and are not meant to serve as a formal interpretation of the Executive Order. The lists and Q&A in this guide will serve as guidance for local enforcement efforts, in the absence of more specific or contradictory state or federal direction. To the extent subsequent state or federal definitions contradict this guidance, those state and federal definitions will control.

The Q&A and lists in this guide are based upon several key principles:

1. Everyone should follow [guidance from the CDC](#), as well as that of State and local government officials, regarding strategies to limit disease spread.
2. Workers should be encouraged to work remotely when possible and focus on core business activities. In-person, non-mandatory activities should be delayed until the resumption of normal operations.
3. When continuous remote work is not possible, businesses should enlist strategies to reduce the likelihood of spreading the disease. This includes, but is not necessarily limited to, separating staff by off-setting shift hours or days and/or physical distancing. These steps can preserve the workforce and allow operations to continue.

The following pages sort essential activities through the use of broad categories. Workers and employers should understand that essential activities for a single business or industry may not fall within a single category. For example, Essential IT Functions for an energy company will be described under Communications and IT, while broader essential Energy Functions will be described under Energy. As such, it is strongly recommended that you review the categories thoroughly or utilize the search function to identify keywords applicable to your work duties or your business. Furthermore, you should review Governor Kevin Stitt's [Amended Executive Memorandum 2020-01](#) to view additional workers and business activities considered essential in the State of Oklahoma. To inquire with the State of Oklahoma regarding essential business designation, please [click here](#).

Frequently Asked Questions

I AM UNSURE IF MY BUSINESS AND OUR PRIMARY ACTIVITIES FALL INTO ONE OR MORE OF THE CATEGORIES INCLUDED IN THIS GUIDE. WHAT SHOULD I DO?

All individuals and employers should immediately begin following [CDC guidance](#) as to how you can safely minimize the transmission of COVID-19, if you are not already. If you are unsure whether your business qualifies as essential, and believe it is critical that you receive an official determination that your business is essential, please use [this online form](#) to submit a request to the State of Oklahoma. *Please read all guidance before submitting a request.*

IF MY BUSINESS IS NOT CONSIDERED ESSENTIAL, WHAT SHOULD I DO?

You and your employees may continue to perform essential functions with employees or contractors as necessary to maintain the value of your business' inventory, preserve the condition of your business' physical plant and equipment, ensure security, process payroll and employee benefits and related functions.

CAN I CONTINUE MY OPERATIONS BY ALLOWING EMPLOYEES TO WORK FROM HOME OR REMOTELY?

Yes. You are encouraged to allow employees to work from home or remotely, if feasible.

DOES THE PROHIBITION ON GATHERINGS OF 10 OR MORE INDIVIDUALS APPLY TO BUSINESSES WITHIN A CRITICAL INFRASTRUCTURE SECTOR?

The Governor's Executive Order indicates that "businesses within a critical infrastructure sector...shall take all reasonable steps necessary to comply with this Order and protect their employees, workers, and patrons." If you are not already, please begin following [CDC guidance](#) as to how you can safely minimize the transmission of COVID-19.

WHAT RESOURCES ARE AVAILABLE TO ME AS AN EMPLOYER?

The CDC maintains recommendations for employers responding to COVID-19 [here](#). The City of Tulsa will maintain an updated list of local resources and information [here](#). The Tulsa Health Department maintains a resource page [here](#). To access information regarding potential disaster relief loan assistance, visit the [Small Business Administration's website](#), as well as the [Tulsa Economic Development Corporation's website](#). Resources at the State level can be found on the [Oklahoma Department of Commerce's COVID-19 Resource Page](#).

WHERE CAN I FIND ADDITIONAL INFORMATION RELATED TO THE STATE OF OKLAHOMA'S SAFER AT HOME EXECUTIVE ORDER?

You can find information the [Oklahoma Department of Commerce's COVID-19 Resource Page](#). You can find information on all current COVID-19 related actions taken by Mayor G.T. Bynum on the City of Tulsa's [COVID-19 Resource Page](#).

WHAT INFORMATION ON BUSINESS OPERATIONS AND PLANS DOES THE STATE OF OKLAHOMA NEED FROM ME?

At this time, the State of Oklahoma is not requiring that employers submit details of their operations plans to officials.

ARE INDIVIDUALS REQUIRED TO REPORT TO GOVERNMENT OFFICIALS WHETHER THEY ARE CONSIDERED ESSENTIAL OR NON-ESSENTIAL WORKERS?

No. At this time, the State of Oklahoma does not require individuals to report or post their status as an essential or non-essential worker. Individuals should continue to minimize unnecessary trips and activities in order to reduce the potential spread of the virus. Local law enforcement officers will not require individuals or businesses to carry documentation in the community or at their place of work.

Worker and Industry Categories

CHEMICAL

- Workers supporting the chemical and industrial gas supply chains, including workers at chemical manufacturing plants, workers in laboratories, workers at distribution facilities, workers who transport basic raw chemical materials to the producers of industrial and consumer goods, including hand sanitizers, food and food additives, pharmaceuticals, textiles, and paper products.
- Workers supporting the safe transportation of chemicals, including those supporting tank truck cleaning facilities and workers who manufacture packaging items.
- Workers supporting the production of protective cleaning and medical solutions, personal protective equipment, and packaging that prevents the contamination of food, water, medicine, among others essential products.
- Workers supporting the operation and maintenance of facilities (particularly those with high risk chemicals and/or sites that cannot be shut down) whose work cannot be done remotely and requires the presence of highly trained personnel to ensure safe operations, including plant contract workers who provide inspections.
- Workers who support the production and transportation of chlorine and alkali manufacturing, single-use plastics, and packaging that prevents the contamination or supports the continued manufacture of food, water, medicine, and other essential products, including glass container manufacturing.
- Workers at nuclear facilities, workers managing medical waste, workers managing waste from pharmaceuticals and medical material production, and workers at laboratories processing test kits
- Workers who support hazardous materials response and cleanup.
- Workers who maintain digital systems infrastructure supporting hazardous materials management operations.

Worker and Industry Categories

COMMUNICATIONS AND INFORMATION TECHNOLOGY

Communications:

- Maintenance of communications infrastructure- including privately owned and maintained communication systems- supported by technicians, operators, call-centers, wireline and wireless providers, cable service providers, satellite operations, undersea cable landing stations, Internet Exchange Points, and manufacturers and distributors of communications equipment.
- Workers who support radio, television, and media service, including, but not limited to front line news reporters, studio, and technicians for newsgathering and reporting.
- Workers at Independent System Operators and Regional Transmission Organizations, and Network Operations staff, engineers and/or technicians to manage the network or operate facilities.
- Engineers, technicians and associated personnel responsible for infrastructure construction and restoration, including contractors for construction and engineering of fiber optic cables.
- Installation, maintenance and repair technicians that establish, support or repair service as needed.
- Central office personnel to maintain and operate central office, data centers, and other network office facilities.
- Customer service and support staff, including managed and professional services as well as remote providers of support to transitioning employees to set up and maintain home offices, who interface with customers to manage or support service environments and security issues, including payroll, billing, fraud, and troubleshooting.
- Dispatchers involved with service repair and restoration.

Information Technology:

- Workers who support command centers, including, but not limited to Network Operations Command Center, Broadcast Operations Control Center and Security Operations Command Center.
- Data center operators, including system administrators, HVAC & electrical engineers, security personnel, IT managers, data transfer solutions engineers, software and hardware engineers, and database administrators.
- Client service centers, field engineers, and other technicians supporting critical infrastructure, as well as manufacturers and supply chain vendors that provide hardware and software, and information technology equipment (to include microelectronics and semiconductors) for critical infrastructure.
- Workers responding to cyber incidents involving critical infrastructure, including medical facilities, SLTT governments and federal facilities, energy and utilities, and banks and financial institutions, and other critical infrastructure categories and personnel.
- Workers supporting the provision of essential global, national and local infrastructure for computing services (including cloud computing services), business infrastructure, web-based services, and critical manufacturing.
- Workers supporting communications systems and information technology used by law enforcement, public safety, medical, energy and other critical industries.
- Support required for continuity of services, including janitorial/cleaning personnel.

Worker and Industry Categories

COMMERCIAL FACILITIES

- Workers to ensure continuity of building functions.
- Security staff to maintain building access control and physical security measures.
- Hotel Workers where hotels are used for COVID-19 mitigation and containment measures.

Worker and Industry Categories

DEFENSE INDUSTRIAL BASE

- Workers who support the essential services required to meet national security commitments to the federal government and U.S. Military. These individuals, include but are not limited to, aerospace; mechanical and software engineers, manufacturing/production workers; IT support; security staff; security personnel; intelligence support, aircraft and weapon system mechanics and maintainers.
- Personnel working for companies, and their subcontractors, who perform under contract to the Department of Defense providing materials and services to the Department of Defense, and government-owned/contractor-operated and government-owned/government-operated facilities.

Worker and Industry Categories

ENERGY

Electricity industry:

- Workers who maintain, ensure, or restore the generation, transmission, and distribution of electric power, including call centers, utility workers, reliability engineers and fleet maintenance technicians.
- Workers needed for safe and secure operations at nuclear generation.
- Workers at generation, transmission, and electric blackstart facilities.
- Workers at Reliability Coordinator (RC), Balancing Authorities (BA), and primary and backup Control Centers (CC), including but not limited to independent system operators, regional transmission organizations, and balancing authorities.
- Mutual assistance personnel.
- IT and OT technology staff for EMS (Energy Management Systems), SCADA systems, and utility data centers; Cybersecurity engineers; cybersecurity risk management.
- Vegetation management crews and traffic workers who support.
- Environmental remediation/monitoring technicians.
- Instrumentation, protection, and control technicians.

Petroleum workers:

- Petroleum product storage, pipeline, marine transport, terminals, rail transport, road transport.
- Crude oil storage facilities, pipeline, and marine transport.
- Petroleum refinery facilities.
- Petroleum security operations center employees, workers who support emergency response services.
- Petroleum operations control rooms/centers.
- Petroleum drilling, extraction, production, processing, refining, terminal operations, transporting, and retail for use as end-use fuels or feedstocks for chemical manufacturing.
- Onshore and offshore operations for maintenance and emergency response.
- Retail fuel centers such as gas stations and truck stops, and the distribution systems that support them.

Natural and propane gas workers:

- Natural gas transmission and distribution pipelines, including compressor stations.
- Underground storage of natural gas.
- Natural gas processing plants, and those that deal with natural gas liquids.
- Liquefied Natural Gas (LNG) facilities.
- Natural gas security operations center, natural gas operations dispatch and control rooms/centers natural gas emergency response and customer emergencies, including natural gas leak calls.
- Drilling, production, processing, refining, and transporting natural gas for use as end-use fuels, feedstocks for chemical manufacturing, or use in electricity generation.
- Propane gas dispatch and control rooms and emergency response and customer emergencies, including propane leak calls.
- Propane gas service maintenance and restoration, including call centers.

Hazardous Materials:

- Workers at nuclear facilities, workers managing medical waste, workers managing waste from pharmaceuticals and medical material production, and workers at laboratories processing test kits.
- Workers who support hazardous materials response and cleanup.
- Workers who maintain digital systems infrastructure supporting hazardous materials management operations.

Worker and Industry Categories

FINANCIAL

- Workers who are needed to process and maintain systems for processing financial transactions and services (e.g., payment, clearing, and settlement; wholesale funding; insurance services; and capital markets activities).
- Workers who are needed to provide consumer access to banking and lending services, including ATMs, and to move currency and payments (e.g., armored cash carriers).
- Workers who support financial operations, such as those staffing data and security operations centers.
- Workers responding to cyber incidents involving critical infrastructure, including banks and financial institutions.
- Customer service and support staff, including managed and professional services as well as remote providers of support to transitioning employees to set up and maintain home offices, who interface with customers to manage or support service environments and security issues, including payroll, billing, fraud, and troubleshooting.

Worker and Industry Categories

FOOD AND AGRICULTURE

- Workers supporting groceries, pharmacies and other retail that sells food and beverage products.
- Restaurant carry-out and quick serve food operations and carry-out and delivery food employees.
- Food manufacturer employees and their supplier employees—to include those employed in food processing (packers, meat processing, cheese plants, milk plants, produce, etc.) facilities; livestock, poultry, seafood slaughter facilities; pet and animal feed processing facilities; human food facilities producing by-products for animal food; beverage production facilities; and the production of food packaging.
- Farm workers to include those employed in animal food, feed, and ingredient production, packaging, and distribution; manufacturing, packaging, and distribution of veterinary drugs; truck delivery and transport; farm and fishery labor needed to produce our food supply domestically.
- Farm workers and support service workers to include those who field crops; commodity inspection; fuel ethanol facilities; storage facilities; and other agricultural inputs.
- Employees and firms supporting food, feed, and beverage distribution, including warehouse workers, vendor-managed inventory controllers and blockchain managers.
- Workers supporting the sanitation of all food manufacturing processes and operations from wholesale to retail.
- Company cafeterias - in-plant cafeterias used to feed employees.
- Workers in food testing labs in private industries and in institutions of higher education.
- Workers essential for assistance programs and government payments.
- Employees of companies engaged in the production of chemicals, medicines, vaccines, and other substances used by the food and agriculture industry, including pesticides, herbicides, fertilizers, minerals, enrichments, and other agricultural production aids.
- Animal agriculture workers to include those employed in veterinary health; manufacturing and distribution of animal medical materials, animal vaccines, animal drugs, feed ingredients, feed, and bedding, etc.; transportation of live animals, animal medical materials; transportation of deceased animals for disposal; raising of animals for food; animal production operations; slaughter and packing plants and associated regulatory and government workforce.
- Workers who support the manufacture and distribution of forest products, including, but not limited to timber, paper, and other wood products.
- Employees engaged in the manufacture and maintenance of equipment and other infrastructure necessary to agricultural production and distribution.

Worker and Industry Categories

GOVERNMENT OPERATIONS, FUNCTIONS AND FACILITIES

Law Enforcement, Public Safety, First Responders:

- Personnel in emergency management, law enforcement, Emergency Management Systems, fire, and corrections, including front line and management.
- Emergency Medical Technicians.
- 911 call center employees.
- Fusion Center employees.
- Hazardous material responders from government and the private sector.
- Workers – including contracted vendors -- who maintain digital systems infrastructure supporting law enforcement and emergency service operations.

Water and Wastewater:

- Employees needed to operate and maintain drinking water and wastewater/drainage infrastructure, including:
 - Operational staff at water authorities
 - Operational staff at community water systems
 - Operational staff at wastewater treatment facilities
 - Workers repairing water and wastewater conveyances and performing required sampling or monitoring
 - Operational staff for water distribution and testing
 - Operational staff at wastewater collection facilities
 - Operational staff and technical support for SCADA Control systems
 - Chemical disinfectant suppliers for wastewater and personnel protection
 - Workers that maintain digital systems infrastructure supporting water and wastewater operations

Public Works:

- Workers who support the operation, inspection, and maintenance of essential dams, locks and levees.
- Workers who support the operation, inspection, and maintenance of essential public works facilities and operations, including bridges, stormwater systems, water and sewer main breaks, fleet maintenance personnel, construction of critical or strategic infrastructure, traffic signal maintenance, emergency location services for buried utilities, maintenance of digital systems infrastructure supporting public works operations, and other emergent issues.
- Workers such as plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences.
- Support, such as road and line clearing, to ensure the availability of needed facilities, transportation, energy and communications.
- Support to ensure the effective removal, storage, and disposal of residential and commercial solid waste and hazardous waste.

Transit, Transportation and Logistics:

- Mass transit workers.
- Maritime transportation workers - port workers, mariners, equipment operators.
- Air transportation employees, including air traffic controllers, ramp personnel, aviation security, and aviation management.

Worker and Industry Categories

GOVERNMENT OPERATIONS, FUNCTIONS AND FACILITIES (CONTINUED)

Other Community-based Government Operations and Essential Functions:

- Workers to ensure continuity of building and outdoor facilities functions.
- Workers to ensure the continuity of animal control and animal welfare functions.
- Security staff to maintain building access control and physical security measures.
- Elections personnel.
- Federal, State, and Local, Tribal, and Territorial employees who support Mission Essential Functions and communications networks.
- Trade Officials (FTA negotiators; international data flow administrators).
- Weather forecasters.
- Workers that maintain digital systems infrastructure supporting other critical government operations.
- Workers at operations centers necessary to maintain other essential functions, to specifically include professionals supporting development permitting and inspection functions.
- Workers who support necessary credentialing, vetting and licensing operations for transportation workers.
- Customs workers who are critical to facilitating trade in support of the national emergency response supply chain.
- Educators supporting public and private K-12 schools, colleges, and universities for purposes of facilitating distance learning or performing other essential functions, if operating under rules for physical distancing.
- Hotel Workers where hotels are used for COVID-19 mitigation and containment measures.

Worker and Industry Categories

HEALTHCARE AND PUBLIC HEALTH

- Workers providing COVID-19 testing; Workers that perform critical clinical research needed for COVID-19 response.
- Caregivers (e.g., physicians, dentists, psychologists, mid-level practitioners, nurses and assistants, infection control and quality assurance personnel, pharmacists, physical and occupational therapists and assistants, social workers, speech pathologists and diagnostic and therapeutic technicians and technologists).
- Hospital and laboratory personnel (including accounting, administrative, admitting and discharge, engineering, epidemiological, source plasma and blood donation, food service, housekeeping, medical records, information technology and operational technology, nutritionists, sanitarians, respiratory therapists, etc.).
- Workers in other medical facilities (including Ambulatory Health and Surgical, Blood Banks, Clinics, Community Mental Health, Comprehensive Outpatient rehabilitation, End Stage Renal Disease, Health Departments, Home Health care, Hospices, Hospitals, Long Term Care, Organ Pharmacies, Procurement Organizations, Psychiatric Residential, Rural Health Clinics and Federally Qualified Health Centers).
- Manufacturers, technicians, logistics and warehouse operators, and distributors of medical equipment, personal protective equipment (PPE), medical gases, pharmaceuticals, blood and blood products, vaccines, testing materials, laboratory supplies, cleaning, sanitizing, disinfecting or sterilization supplies, and tissue and paper towel products.
- Public health / community health workers, including those who compile, model, analyze and communicate public health information.
- Blood and plasma donors and the employees of the organizations that operate and manage related activities.
- Workers that manage health plans, billing, and health information, who cannot practically work remotely.
- Workers who conduct community-based public health functions, conducting epidemiologic surveillance, compiling, analyzing and communicating public health information, who cannot practically work remotely.
- Workers performing cybersecurity functions at healthcare and public health facilities, who cannot practically work remotely.
- Workers conducting research critical to COVID-19 response.
- Workers performing security, incident management, and emergency operations functions at or on behalf of health care entities including healthcare coalitions, who cannot practically work remotely.
- Workers who support food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals, such as those residing in shelters.
- Pharmacy employees necessary for filling prescriptions.
- Workers performing mortuary services, including funeral homes, crematoriums, and cemetery workers.
- Workers who coordinate with other organizations to ensure the proper recovery, handling, identification, transportation, tracking, storage, and disposal of human remains and personal effects; certify cause of death; and facilitate access to mental/behavioral health services to the family members, responders, and survivors of an incident.

Worker and Industry Categories

MANUFACTURING

- Workers necessary for the manufacturing of materials and products needed for medical supply chains, transportation, energy, communications, food and agriculture, chemical manufacturing, nuclear facilities, the operation of dams, water and wastewater treatment, emergency services, and the defense industrial base.
- Workers for manufacturers and distributors of communications equipment.
- Workers for manufacturers and supply chain vendors that provide hardware and software, and information technology equipment (to include microelectronics and semiconductors) for critical infrastructure.
- Manufacturing and production workers who support the essential services required to meet national security commitments to the federal government and U.S. Military.
- Workers managing waste from pharmaceuticals and medical material production.
- Workers who maintain digital systems infrastructure supporting hazardous materials management operations.
- Food manufacturer employees and their supplier employees—to include those employed in food processing (packers, meat processing, cheese plants, milk plants, produce, etc.) facilities; livestock, poultry, seafood slaughter facilities; pet and animal feed processing facilities; human food facilities producing by-products for animal food; beverage production facilities; and the production of food packaging.
- Workers who support the manufacture and distribution of forest products, including, but not limited to timber, paper, and other wood products.
- Employees engaged in the manufacture and maintenance of equipment and other infrastructure necessary to agricultural production and distribution.
- Manufacturers, technicians, logistics and warehouse operators, and distributors of medical equipment, personal protective equipment (PPE), medical gases, pharmaceuticals, blood and blood products, vaccines, testing materials, laboratory supplies, cleaning, sanitizing, disinfecting or sterilization supplies, and tissue and paper towel products.
- Manufacturers and distributors (to include service centers and related operations) of packaging materials, pallets, crates, containers, and other supplies needed to support manufacturing, packaging staging and distribution operations.

Worker and Industry Categories

TRANSPORTATION SYSTEMS, TRANSPORTATION AND LOGISTICS

- Employees supporting or enabling transportation functions, including dispatchers, maintenance and repair technicians, warehouse workers, truck stop and rest area workers, and workers that maintain and inspect infrastructure (including those that require cross-border travel).
- Employees of firms providing services that enable logistics operations, including cooling, storing, packaging, and distributing products for wholesale or retail sale or use.
- Mass transit workers.
- Workers responsible for operating and dispatching passenger, commuter and freight trains and maintaining rail infrastructure and equipment.
- Maritime transportation workers - port workers, mariners, equipment operators.
- Truck drivers who haul hazardous and waste materials to support critical infrastructure, capabilities, functions, and services.
- Automotive repair and maintenance facilities.
- Manufacturers and distributors (to include service centers and related operations) of packaging materials, pallets, crates, containers, and other supplies needed to support manufacturing, packaging staging and distribution operations.
- Postal and shipping workers, to include private companies.
- Employees who repair and maintain vehicles, aircraft, rail equipment, marine vessels, and the equipment and infrastructure that enables operations that encompass movement of cargo and passengers.
- Air transportation employees, including air traffic controllers, ramp personnel, aviation security, and aviation management.
- Workers who support the maintenance and operation of cargo by air transportation, including flight crews, maintenance, airport operations, and other on- and off- airport facilities workers.

Best Practices for Essential Workers and Businesses

Workers and businesses classified as Essential are allowed to continue operations under the Safer at Home Executive Order. However, all individuals and businesses should follow [CDC-recommended guidance](#) to minimize the spread of COVID-19. We recommend you implement the following practices and encourage you to take every step possible to minimize virus transmission while continuing your operations.

PROVIDE REMOTE WORK SOLUTIONS

For those employees who are not required to be at your facility, provide the opportunity to work remotely or from home. Minimizing the number of employees at a facility will reduce human-to-human contact and slow the spread of transmission of the virus. [Check out these useful tips from Tulsa Remote.](#)

OFFSET SHIFT SCHEDULES

For businesses operating multiple shifts, consider offsetting shift schedules to minimize worker contact as one shift ends and another begins.

SUSPEND NON-ESSENTIAL TRAVEL

Travel and trips, particularly those to hot-spots, should be suspended or, at a minimum, dramatically reduced. Employees who travel should practice physical distancing and should consider quarantining themselves upon return.

SUSPEND NON-ESSENTIAL VISITORS TO FACILITIES

Non-essential visitors to your facility should be reduced or suspended all together to protect on-site employees.

URGE EMPLOYEES TO STAY AT HOME WHEN SICK

Ensure employees are able to utilize sick leave when not feeling well. Do not require a doctor's note for employees who are sick. Proactively establish measures to monitor employee health conditions, such as recorded temperature checks at the beginning and end of shifts.

FOLLOW CDC GUIDANCE

Monitor the [latest CDC](#) and public health guidance regarding best practices for minimizing virus transmission. Follow local media reports and distribute guidance to employees. Post guidance on personal best-practices in regular intervals throughout your facility to ensure all employees have access to critical information and guidance.

Best Practices for Non-Essential Workers and Businesses

Workers and businesses classified as Non-Essential are not allowed to continue operations under the Safer at Home Executive Order. This page is meant to provide recommendations to support these individuals and businesses in the best manner possible.

IDENTIFY AND ESTABLISH YOUR ESSENTIAL FUNCTIONS

Businesses may continue to perform essential functions with employees or contractors as necessary to maintain the value of the business' inventory, preserve the condition of the business' physical plant and equipment, ensure security, process payroll and employee benefits and related functions.

CONSIDER PROVIDING OR REQUEST REMOTE WORK OPTIONS

Employers should consider whether non-essential workers have the ability to work remotely. Employees should request that their employers provide consideration for allowing staff to work remotely. [Check out these useful tips from Tulsa Remote.](#)

REVIEW DISASTER RELIEF ASSISTANCE OPPORTUNITIES

We recognize extraordinary acts such as this Executive Order have real impacts on your business and employees. We have compiled a [list of resources available to businesses](#) on our website and will be updating them on an ongoing basis. Key resources for small businesses include the [U.S. Small Business Administration's Disaster Relief Loans](#).

DISTRIBUTE INFORMATION ON FILING FOR UNEMPLOYMENT BENEFITS

Businesses who must consider furloughing or laying off employees should provide information to staff regarding the availability of Unemployment Insurance benefits. Governor Kevin Stitt has waived waiting periods for individuals applying for benefits during this emergency. We have compiled a [list of resources available to individuals](#) under the Additional Resources section of our COVID-19 resource page. Individuals may file for Unemployment Insurance benefits [online](#).

CONTINUE TO FOLLOW CDC AND PUBLIC HEALTH GUIDANCE

All residents should continue to follow [guidance from the CDC](#) and public health entities regarding how to slow the transmission of COVID-19. This includes following proper physical distancing recommendations. For individuals with questions regarding what activities are considered essential under this Order, please view our comprehensive FAQ guide.

Toolkit and Sample Messages for Employer Communications

This Toolkit is meant to help employers with messaging the impact of the State of Oklahoma's Safer at Home Executive Order to impacted employees. The goal of this Order is to minimize non-essential work, travel and activities, and therefore prevent the further spread of COVID-19. The City of Tulsa is committed to supporting businesses, their employees, and Tulsa residents throughout and after this public health emergency. To view an up-to-date list of resources and information, please visit: www.cityoftulsa.org/covid-19

HOW TO USE THIS TOOLKIT

1. Check out the Safer at Home: Essential Worker and Business Guide to determine whether your business and employees are considered essential under the Executive Order.
 - a. Evaluate whether your employees are able to work remotely. For tips on remote work, visit [Tulsa Remote's website](#).
 - b. Immediately implement [CDC-recommended practices](#) for minimizing the spread and transmission of the COVID-19 virus.
2. Identify which employees are considered essential or non-essential under the Safer at Home Executive Order.
3. Utilize the sample messages provided in this toolkit to communicate to your employees. Couple these messages with information tailored for your business and workers, and provide links to local, state, and federal resources that can support your employees and their families during this public health crisis.

Note: *This toolkit and other resources related to the State of Oklahoma's "Safer at Home" Executive Order are meant to provide guidance to Tulsa businesses, but should not be construed as a formal interpretation of the Executive Order. To request a determination of whether your business is essential or non-essential, [click here](#).*

Toolkit and Sample Messages for Employer Communications

WORKERS AND EMPLOYERS CONSIDERED NON-ESSENTIAL

- On March 24, 2020, the State of Oklahoma issued a "[Safer at Home](#)" [Executive Order](#), which restricts activities within the State in order to protect Oklahomans against the spread of the COVID-19 virus.
- Following a review of the Executive Order, we have determined that our business performs activities considered non-essential.
 - Alternative language: Following a review of the Executive Order, we have determined that our business is explicitly listed as one which is required to close by 11:59 p.m. on March 25, 2020.
- The activities outlined as essential in the Order are based upon federal guidance from the U.S. Department of Homeland Security.
- During this period, we will be working to maintain Essential Functions. Under the Order, any business may continue to perform essential functions with employees or contractors as necessary to maintain the value of the business' inventory, preserve the condition of the business' physical plant and equipment, ensure security, process payroll and employee benefits and related functions.
- We urge all employees to continue implementing CDC guidance on best practices to minimize the spread of the COVID-19 virus. You can find information on current recommendations [here](#).
- This Order will still allow you to perform key essential activities, including:
 - Go to the grocery, convenience or warehouse store
 - Go to the pharmacy to pick up medications and other healthcare necessities
 - Go to medical appointments (check with your doctor or provider first)
 - Go to a restaurant for take-out, delivery or drive-thru
 - Care or support a friend or family member
 - Take a walk, ride your bike, hike, jog and be in nature for exercise — just keep at least six feet between you and others in the community.
 - Walk your pets and take them to the veterinarian if necessary
 - Help someone to get necessary supplies
- If you would like to support Tulsa area businesses during this public health emergency, view [this information compiled by Tulsa People](#).
- If you or your family are in need of assistance during this public health emergency, you can identify resources at the following locations:
 - [City of Tulsa COVID-19 Resource Center](#)
 - [Tulsa Restaurant Employee Relief Fund](#)
 - [Tulsa Area United Way](#)
 - [Federal Families First Coronavirus Response Act](#)

Toolkit and Sample Messages for Employer Communications

WORKERS AND EMPLOYERS CONSIDERED ESSENTIAL

- On March 24, 2020, the State of Oklahoma issued a [Safer at Home” Executive Order](#), which restricts activities within the State to protect Oklahomans against the spread of COVID-19.
- Following a review of the Executive Order and corresponding [Federal guidance](#) on critical infrastructure workforce, we have determined that our business performs activities that are primarily considered essential.
- The activities outlined as essential in the Order are based on federal guidance from the U.S. Department of Homeland Security.
- During this period, we urge all employees to continue implementing CDC guidance on best practices to minimize the spread of COVID-19. You can find information on current recommendations [here](#).
- In addition to urging our employees to implement best practices, we have taken the following steps to ensure you are safe at work: *[employers should enumerate steps taken and increased measures now being taken as a result of the Executive Order]*.
- In addition to allowing our work to continue, this Order will still allow you to perform key essential activities, including:
 - Go to the grocery, convenience or warehouse store
 - Go to the pharmacy to pick up medications and other healthcare necessities
 - Go to medical appointments (check with your doctor or provider first)
 - Go to a restaurant for take-out, delivery or drive-thru
 - Care or support a friend or family member
 - Take a walk, ride your bike, hike, jog and be in nature for exercise — just keep at least six feet between you and others in the community.
 - Walk your pets and take them to the veterinarian if necessary
 - Help someone to get necessary supplies
- If you would like to support Tulsa area businesses during this public health emergency, view [this information compiled by Tulsa People](#).
- If you or your family are in need of assistance during this public health emergency, you can identify resources at the following locations:
 - [City of Tulsa COVID-19 Resource Center: Additional Resources](#)
 - [Tulsa Restaurant Employee Relief Fund](#)
 - [Federal Families First Coronavirus Response Act](#)
 - [Tulsa Area United Way](#)