



## Boost Your Immune System

It's no surprise immune systems help the human body fight off infectious diseases. In fact, billions of germs, which aren't all bad, come in contact with the human body every day. Your immune system helps fight off infections. Keeping a healthy immune system can come from a variety of activities, but it starts with your overall health.



### Get the Nutrients You Need

With COVID-19 making everyone take the backseat to its potentially deadly effects, you can take the driver's seat when it comes to what you eat and how much water you consume.

The biggest way you can help boost your immune system and its response to potentially infectious diseases is to consume the right foods. This means filling at least half of your plate with fruits and vegetables, while splitting the other half with lean proteins and grains. Drinking a lot of water is also another way to help your body fight off and flush harmful toxins. Simply put, the best way to boost your immune system is to eat a healthy and balanced diet.

### Are You Sleeping?

Getting enough sleep is also beneficial to your immune system. Without sufficient sleep, your body makes fewer cytokines, a type of protein that targets infection and inflammation, effectively creating an immune response. Cytokines are both produced and released during sleep, causing a double whammy if you skimp on shut-eye.

To stay healthy, get the recommended seven to eight hours of sleep a night. This will keep your immune system in fighting shape, and also help protect you from other health issues including heart disease, diabetes and obesity.

### A Little Exercise Goes a Long Way

Finally, with our personal schedules all over the place, lacing up your sneakers for a run might be the last thing you want to do right now. But the simple act of moving your body more can provide a powerful tool for fighting infection.





## School Year Changes & Your Work Schedule

School schedule changes are impacting many in the Tulsa metro, and we know many of you will be affected by changes in your kids' schedules.

For this reason, the Mayor has approved an [amended policy to Section 1000](#) of the Personnel Policies and Procedures that will allow differing schedule options to non-sworn employees directly affected by changes in the upcoming school year.

Any schedule changes you elect will need to be approved by your supervisor/manager and your department head.

### A few of the schedule options are as follows:

- Furloughed employees may opt for a different furlough schedule to coincide with your child's school schedule
- Employees may apply for expanded FMLA benefits provided by the Families First Corona Virus Response Act
- Employees may request a different work schedule on a temporary basis.
- Flexible telecommuting schedules may be requested when your job duties are able to support work outside of normal business hours – all telecommuting requests must be approved based on the remote work policy in PPPM 826.



# WEAR IT. DON'T SHARE IT!



## Covid-19 Safety at Work

Now that most employees are back at work, the City has taken steps to keep employees safe. If you haven't already, save the COVID-19 Hotline number, (918) 596-1207, in your phone's contact list. If you think you have COVID-19, or you came in contact with someone who tested positive or is showing symptoms, call that hotline. Do not report to work if you have symptoms or are awaiting test results. Follow all advice from City Medical before returning to work.

### **If you work around someone who tests positive, here's what you can expect:**

1. City Medical will conduct detailed contact tracing of that employee's manager and team members who came in contact with them to determine whether any action is required on their part
2. If you haven't been contacted by City Medical, you can keep working uninterrupted
3. Once everyone has been contacted, maintenance staff will thoroughly disinfect that area before allowing employees to return

**\*NOTE\*** Entire floors and work areas will not be notified unless City Medical believes there is an immediate risk to all employees in that area

## Hypochlorous Acid

Bottles of "hypochlorous acid" have been placed in high-traffic work areas and can be used to spray down high-touch surfaces. This spray is an all-natural sanitation enhancement and has been used in the agricultural, manufacturing and healthcare industries. It is proven to kill bacteria and harmful micro-organisms in a very short time and can be sprayed on surfaces and in all environments, including your desk area. It's as simple as "Spray and Walk Away."

## Staying Safe With RAPID Reporting

COVID-19 can create potential safety concerns in your work area, such as the placement of desks or the availability of sanitation materials. If you see something that makes you uncomfortable, first speak with your supervisor about your concerns. To make a report, you can fill out a RAPID form, either with your name on it or anonymously.

Ask your supervisor where the RAPID forms are for your work area. RAPID forms can be used for a variety of work-related safety concerns, such as the placement of chords or faulty equipment. RAPID forms aren't meant to get anyone in trouble, rather to report potentially unsafe working conditions so the City can take action.

## Commitment to Safety

The City of Tulsa is committed to maintaining the safety of its employees and working environments. Though COVID-19 has impacted the way in which we serve our customers and conduct certain business, it hasn't affected the City's commitment to safety and the safety rules and regulations that are already in place. Whether you're driving a City vehicle, operating heavy machinery, or simply working from your desk, please keep safety at the top of your mind.