



## Respiratory Virus Guidance

Each year, respiratory viruses are responsible for millions of illnesses and thousands of hospitalizations and deaths in the United States. In addition to the virus that causes COVID-19, there are many other types of respiratory viruses, including flu and respiratory syncytial virus (RSV). The good news is there are actions you can take to help protect yourself and others from health risks caused by respiratory viruses.

### Symptoms

Respiratory viruses may cause both upper respiratory tract symptoms (the vocal chords and above) and lower respiratory tract symptoms (below the vocal chords). Some viruses also affect the nose, throat and lungs, and can lead to serious lung infections, such as pneumonia.

Examples of respiratory virus symptoms

- Fever
- Chills
- Fatigue (tiredness)
- Cough
- Runny or stuffy nose
- Decrease in appetite
- Sore throat
- Vomiting
- New loss of taste or smell
- Headache, muscle or body aches
- Diarrhea
- Weakness

### Risk Factors

Illnesses caused by common respiratory viruses like COVID-19, flu, and RSV can make anyone sick. However, some people have risk factors that can increase their chances of getting very sick (severe illness).

#### Groups of people at a higher risk for respiratory illnesses

**Older adults** whose immune systems tend to not work as well and are more likely to have underlying health conditions.

**Young children** have immune systems that are still developing and small airways.

**People with weakened immune systems** can have lower defenses against infections and their bodies may have a harder time building lasting protection from immunization or prior infection.

**People with disabilities** are more likely to have underlying medical conditions, live in congregate settings, or experience factors and conditions stemming from social determinants of health that increase their risk for poor outcomes from respiratory infections.

**Pregnant and recently pregnant people** because pregnancy can cause changes in the immune system, heart, and lungs that make people more likely to get very sick from respiratory viruses.

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## Prevention

There are actions you can take to help protect yourself and others from health risks caused by respiratory viruses.

- **Immunizations** are available for all three major fall and winter respiratory diseases – flu, COVID-19, and RSV (for groups eligible for RSV immunization).
- Washing hands and **improving airflow** in the places where people live and work are important to lowering risk from respiratory viruses.
- Effective treatments are available for those who get flu or COVID-19 and are recommended for those at higher risk for severe illness. Treatment can reduce severe illness, hospitalization, and death.
- Additional prevention strategies
- Everyday actions like masking and physical distancing can provide an additional layer of protection.
- Tests are available that can quickly detect these respiratory viruses so patients don't delay treatment and other actions that can protect their family, friends, and coworkers.

## What to do when you are sick

CDC recommends you stay home and away from others until at least 24 hours after both your symptoms are getting better overall, and you have not had a fever (and are not using fever-reducing medication). Resume normal activities and use added prevention strategies over the next five days. Core prevention strategies

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## Equitable & Transparent Pay Practices

### Pay Equity

It's September which means it's time for the annual pay equity review. Here's all you need to know about the annual pay equity review plus other helpful information about pay.

**Q:** What is pay equity anyway?

**A:** Pay Equity is the concept of compensating employees similarly for performing similar work regardless of their identity (race, gender, etc.)

**Q:** What is the annual pay equity review?

**A:** Since 2018, the City has conducted an annual pay equity review of all employees in non-sworn positions to ensure that employees performing similar work are paid similarly.

**Q:** Why is pay equity important?

**A:** Pay equity promotes employee morale and inclusivity. It's also known to reduce turnover and it helps employees feel valued.

**Q:** Is pay equity the same thing as pay equality? Will my pay be changed to be equal to my coworker's pay?

**A:** No. Pay equity is meant to ensure employees performing similar levels of work are paid similarly. So there can still be differences among you and your coworkers. Other important factors such as experience level, qualifications, and time in classification are taken into account as well.

**Q:** What do I need to do to make sure my pay is reviewed as part of the review?

**A:** NOT A THING! All non-sworn employees are automatically reviewed by the Compensation section of HR.

**Q:** What if my supervisor doesn't mention anything to me about the pay equity review during the process? Does that mean I was left of the review list?

**A:** No. If you aren't notified about receiving a pay equity adjustment, that simply means your current pay meets the pay equity policy's criteria. Read more in Section 217.8 and in the appendix of Section 200 in Personnel Policies & Procedures Manual (PPPM) at [cityoftulsa.org/policies](http://cityoftulsa.org/policies).

**Q:** What if I have questions about my pay?

**A:** All questions about your pay and future development should be directed to your supervisor during your one-on-one meetings with them. You can also find a wealth of information online as described below.

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## Pay Transparency

The City values employee pay transparency and wants to make sure you know where to look to find the answers to all your questions concerning pay. Did you know many of the City's transparent pay practices were in effect years before many of the recent pay transparency laws that have taken effect over the past decade throughout the United States? The City is also a community leader in Pay Equity and has inspired many other organizations in the community to follow our practices.

Pay Transparency is defined as the degree to which employers are open about what, why, how and how much employees are compensated — and to what degree they allow employees to share that information with others. Keep in mind that pay transparency doesn't mean revealing what each employee is making. It's about establishing and communicating pay practices that help employees understand how their salary is set in the context of market and business realities.

Leading research shows that pay transparency boosts morale significantly, reduces turnover and improves employee satisfaction and is the single best protection against biases based on gender, age, and race.

### Where to find information on Pay Practices:

Between the [Cityoftulsa.org](http://Cityoftulsa.org) website and Munis Employee Self Service (Munis ESS), you can access all City pay scales, use a pay check estimator tool, find information on promotional pay, progressions, compensation policies and more.

The City remains steadfast in its commitment to transparency and wants employees to have a good grasp of its pay and compensation practices.

So take some time to review the following resources.

- [Pay scales](#)
- [Paycheck Simulator](#)
- [Personnel Policies & Procedures Section 200: Classification, Compensation, and Hours of Work](#), including pay equity, shift pay differential, supervisor pay differential, and more.





# Preparing for Disasters

**Not if, but when: Every U.S. state and territory is at risk of disasters.**

Disasters disrupt thousands of lives every year, leaving behind lasting effects on people and property. After a disaster, many others in your community need help as well. For this reason, local first responders and other assistance may not be able to reach you right away. You and your family can take simple steps now to prepare for emergencies. By doing so, you take back control—even in the uncertainty of disaster.

## How to Prepare for Disasters

To prepare yourself and your family for a disaster, you should:

### Know Your Risks

**Understand the risks you and your family may face.** Most communities face many types of hazards. It is important to learn the risks specific to your home and the ways to assess your risks if you are away from home. Know how and when to take action before, during, and after different hazards.

### Make a Plan

**Make a communications plan and prepare for both evacuating and sheltering.** Prepare for your family's unique needs with customized plans and supplies. In addition, use your social networks to help friends and family members prepare and participate in community-wide disaster preparedness activities. Moreover, you should gather emergency supplies and secure the information and important documents you will need to start your recovery.

### Take Action

**Put your plan into action.** Be ready and able to face disasters, no matter where you are and when they occur. It is important to get the insurance you need and understand your coverage options. Moreover, you should make a list of your personal property and its condition and protect your property by considering how to minimize damage. Practice your disaster plans, take advantage of existing alert and warning systems, and explore ways to serve your community.

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## Basic Protective Actions for all Disasters

There are proven measures or “**protective actions**” that you can take to protect your family and property **before, during, and after a disaster**. The better we as a Nation understand these measures, the more lives we can protect and save.

These important actions will help keep you prepared for all disasters:

- Have the skills to assess the situation quickly and to take effective action to protect yourself.
- Get involved with preparedness training and volunteer programs.
- Put together an emergency fund of cash and supplies.
- Decrease the potential impacts of hazards.
- Prepare a family disaster plan and practice the plan.

Remember to be inclusive in your disaster planning and consider the needs of children, the elderly, and those with disabilities or access and functional needs. Also, be sure to consider the transportation needs for you and your family, recognizing that a disaster may impact normal routes and transportation methods. Finally, you should also make sure to plan for your pets and service animals, which are frequently overlooked in disaster planning.

Many disasters happen with little or no warning. You need to be ready with the appropriate skills and knowledge to act immediately—often before you have instructions from authorities. After an event, it is important to first assess the situation before deciding to stay or change your location.

1. **Assess the Situation:** When something happens without warning, it is important to take a few seconds to figure out your most effective next steps. This includes identifying the type of event that occurred and whether there is immediate danger, such as damaged buildings or downed power line. The goal is to be safe and stay out of harm’s way.
2. **Decide to Stay or Change Location:** The next step is to decide whether it is safe to stay in your current location. In some situations, you should stay where you are, while in others the safest option is to change locations.

## Planning for Emergency Action at Work

Each workgroup has a facility emergency action plan designed with detailed information to educate employees on the critical actions necessary to protect themselves and others from specific hazards. In addition to training employees annually on their facility emergency action plan, evacuation drills and practice sessions are needed to ensure employees not only understand the emergency actions but also have the skills needed to take action when disaster strikes.

For information on your facility emergency action plan, reach out to your workgroup’s facility manager. Employees who work in City Hall can access the City Hall Emergency Action Plan from the employee website in the [DocLibrary](#).

## Additional Resources

Additional resources to assist in developing plans and strategies for dealing with an emergency can be found at [www.Ready.gov/plan](http://www.Ready.gov/plan) and on the [Tulsa Area Emergency Management Agency website](#).

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