



April 1, 2020

Dear Broken Arrow Retailer:

The City of Broken Arrow is working alongside the Tulsa County Health Department, Broken Arrow Chamber of Commerce, and our sister cities in the Tulsa Metropolitan Area to limit the spread of COVID-19 in our region. Effective today, the City is under a shelter in place order for all residents until April 30, 2020. Pursuant to the order, all citizens are asked to only leave their homes for essential work and for essential personal business (e.g. groceries, medicine, gas, doctor's visits, care for loved ones, etc.).

As a result of the current situation, BA City and Chamber officials are being questioned daily about what essential businesses in the community are doing to help with these mitigation efforts. The purpose of my letter is to enlist your help to insure we get through unprecedented situation safely and together!

As you know, on March 29, 2020, Governor Kevin Stitt's issued his Sixth Amended Executive Order 2020-07 to address the ongoing COVID-19 pandemic in Oklahoma. I have enclosed a copy of Governor Stitt's Order for your review. In paragraph 19 of his Order, Governor Stitt ordered critical infrastructure businesses to take all reasonable steps necessary to comply with his Order and protect their employees, workers and patrons during this pandemic. For commercial establishments such as yours, the United States Centers for Disease Control and Prevention recommends both employees and customers practice good hygiene and avoid crowding in stores to keep the public safe from COVID-19. I have enclosed a copy of the CDC's "Keeping the Workplace Safe" guidance for your review.

Over the last few days, I have sent out members of city staff to a number of the retail establishments in our community to determine what measures have been taken to comply with the Governor's Order and CDC guidelines. From our observations, many businesses have taken preventive measures to protect their employees and customers. Your efforts are greatly appreciated! Notwithstanding, right now we have too many people using trips to the store as a family outing. To meet our goal of reducing the spread, we would like to ask you place greater emphasis on: (1) preventing large crowds from gathering inside your store; and (2) measures that make it easier for customers to stay at least 6 feet away both inside and outside your establishment. It is critical that measures addressing these two areas be taken as soon as practicable.

To that end, the City's Economic Development Manager Norm Stephens will be contacting your local stores to visit with you about how we can work together to keep our community safe. If you have a preferred contact person for these discussions please let Mr. Stephens know. He can be reached at 918-259-2410.

We really appreciate you help and cooperation during this pandemic.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael L. Spurgeon". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Michael L. Spurgeon
City Manager

cc: City Council