



MEMORANDUM

TO: All City Employees
FR: Brad J. Townsend, City Manager
DT: April 29, 2020
RE: City Re-Opening Plan

With the Governor's announcement of a phased reopening of the State economy on May 1st, we are targeting a phased reopening of City operations beginning May 4th.

Phase One:

Beginning May 4th, Service, Parks, Recreation and Utility Department Employees will return to their regular work schedules prior to the shutdown. Social distancing will be required for all employees and department directors will ensure compliance with the Governor's applicable guidelines for operation. Police, Fire, EMS, Refuse and administrative employees will continue to work as currently scheduled.

Employee temperatures will be taken at the beginning of each work day. If the temperature scan is ($\geq 100.4^{\circ}\text{F}$); and, or you have signs/symptoms of seasonal flu (coughing, sore throat, shortness of breath, chills, headache, vomiting, muscle aches, diarrhea), employees **shall**:

- Immediately isolate from other personnel;
- Immediately be sent home and isolate from family;
- Contact your health care provider to assist you in assessing whether or not you should seek further treatment for possible COVID-19 symptoms. For your safety and the safety of others, it is critical that you follow your health care provider's or health department official's instructions;
- Contact the Department Director, supervisor or HR;
- DO NOT return to work until fever-free for **48 hours for non-COVID-19** illnesses without the use of fever reducing medications;
- DO NOT return to work until fever-free for **72 hours for COVID-19** confirmed or presumptive cases without the use of fever reducing medications.

Each Department will keep a log as a confidential record that all staff have been screened. Information about your health will be treated confidentially. If you have concerns, contact your Department Director.

Continued Preventative Measures:

1. Clean workspaces and common areas
 - i. The City will provide for as clean a workplace as practical, to include the cleaning of surfaces, objects and areas frequently used such as bathrooms, conference rooms, etc.
 - ii. Extra care will be taken to use specific disinfecting cleaners with additional focus on cleaning doorknobs, railings, handles, etc.
 - iii. Each employee should ensure their individual workspace is regularly cleaned and disinfected. The City will provide (to the extent possible) supplies for the cleaning. Special attention to telephones, keyboards, work surfaces, etc. should be considered, and employees should wipe down those areas at the beginning and end of each workday.

2. Personal Preventative Steps
 - i. All employees shall engage in frequent hand washing and use of available hand sanitizer in the interim of washing hands.
 - ii. Employees shall make every effort to cough and/or sneeze into disposable tissues and in every case covering mouth and nose, preferably in the elbow or shoulder. Tissues shall be disposed immediately into waste baskets and hand washing/sanitizing directly after.

3. Personal Protective Gear
 - i. Unless advised upon order or recommendation of the respective public health officials, it is not necessary for a healthy employee to wear personal protective equipment (masks, gowns, gloves, etc.) to perform regular workplace duties. However, masks should be worn if minimum social distancing cannot be maintained for less than ten (10) minutes.
 - ii. The exception is public safety personnel following established health and safety response protocols.
 - iii. Should an employee performing essential duties be in an exposure risk situation, protective equipment such as masks, gloves, gowns, etc. will be provided by the City.

City Facilities

Public access to the service and parks garage, water and wastewater plants, fire stations and senior center will remain prohibited until further notice.

The Civic Center shall be reopened to the public on Monday, May 4th, by **appointment only**. The public will be informed on how to contact various City departments to request an appointment. Enclosed meeting spaces within the Civic Center will be limited to official business and City activities only. No outside groups or gatherings will be scheduled or conducted in city meeting rooms or spaces.

Face to face meetings should be avoided if possible. If a face-to-face meeting cannot be avoided, the time of the meeting shall be minimized, and a large meeting space providing for a minimum 6-foot distance of separation should be used, with a maximum of 10 people. Meetings will be limited to required attendees only and should refrain from shaking hands or other close contact.

The Civic Center will be opened to the public for those required to attend Mayor's Court on **Monday, May 11th**. Staff will ensure appropriate social distancing to limit attendance to no more than 10 persons at any one time.

Phase 2:

All employees not otherwise assigned to work from home will return to their normal work schedule on **Tuesday, May 12th**. The Civic Center will be opened to the public as specified by the guidelines applicable to the Consumer, Retail and Services sectors. Social distancing practices for customers will be put into place with a maximum capacity of 50% of the fire code capacity of the Civic Center or to the limits allowed by a six-foot social distancing strategy. Employees required to interact with the public at the designated service windows will be issued N95 protective masks as an additional layer of safety. All employees will be issued cloth masks for use per the Governor's guidelines.

Enclosed meeting spaces within the Civic Center will continue be limited to official business and City activities only. No outside groups or gatherings will be scheduled or conducted in city meeting rooms or spaces.

Employee temperatures will be taken at the beginning of each work day and phase one protocols followed. Enhanced cleaning protocols will continue as outlined in phase one,

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but each employee will be expected to keep their individual workspace as clean and sanitary as possible during the work day. Please see your supervisor if you have any questions.

Park Facilities

Per the Governor's directive to limit public gatherings, Wilson Park Pool will remain closed until further notice. Playgrounds, basketball courts, shelters and public restrooms will also remain closed to promote social distancing. Walking and bike trails and open spaces are available for use so long as social distancing is practiced.

Baseball fields, soccer fields and football fields will also remain closed until further notice. Summer and fall youth leagues are suspended until further notice. City staff will work closely with various youth organizations on a reopening plan when the limits on public gatherings are lifted.

The City of West Carrollton intends to remain prepared to take proactive steps to protect the workplace from the spread of COVID-19. It remains the goal of the City to implement strategies to continue effective operation of essential City services and to strive for the safety of employees within the workplace.

If you have any questions, please let your supervisor or me know.

BJT: me