

Columbus City – Phased Process/ Guidelines to Re-open City Services

On April 16th, Governor Eric Holcomb along with several other Midwestern governors announced plans for re-opening the economy in the region, with a target date of early May, to begin a phased-in approach.ⁱ On Friday, May 1, Governor Holcomb released state “Back on Track” guidelines which identify five (5) phases of stay-at-home and then re-opening beginning May 4.

“Phasing in sectors of our economy will be most effective when we work together as a region. This doesn’t mean our economy will reopen all at once, or that every state will take the same steps at the same time. But close coordination will ensure we get this right. Over time, people will go back to work, restaurants will reopen, and things will go back to normal. We look forward to working together as one region to tackle this challenge together.”-Governor Holcomb

Factors considered by the state and each region as we reopen:

- 1) Sustained control of the rate of new infections and hospitalizations.
- 2) Enhanced ability to test and trace.
- 3) Sufficient health care capacity to handle resurgence.
- 4) Best practices for preventing the spread of COVID-19 in the workplace.

City Goal: Provide guidelines and best practices to transition City services from the Indiana state stay-at-home order, to more normalized business and social interaction. These guidelines should strongly support actions and behavior prioritizing safety and health of citizens, residents, city employees, health care providers, and first responders. Guidelines need to incorporate **phased in steps to mitigate the risk of the virus re-emerging:**

Note: Due to the ever-changing environment, these guidelines are subject to change:

1. Timing – Based on Indiana State “Back on Track” Phased Guidelines

- a. **Phase 2 – May 4 First Week** – Employees only in the City buildings – allow staff time to get back into routines.
- b. **Phase 3 – May 24** – begin allowing public in buildings using appointments.

2. Health of our Employees

- a. **Employee Training** – all employees will be trained on prevention guidelines; Human Resources will provide resources to Departments on OSHA, CDC guidelines and best practices. **ALL EMPLOYEES must go through training.**
 - i. HR will provide training to Department Heads about Prevention Guidelines for Employees training (not mandatory but if needed);
 - ii. Each department will provide training to their staff in the way which best meets the needs of the employees – which includes both virtually or in written form;
 - iii. Department Heads and supervisors are responsible for employee training and need to keep account of the training; employees are not required to sign off on training;
 - iv. Training of all active employees shall be done by May 15. If employees are not currently working, they need training as soon as they return to work;
- b. **Infrared Thermometers** – City has ordered 10 non-touch thermometers which can be used with City employees as they report to work each day. Human Resources will provide guidelines for use. CDC recommended guidelines are 100.4 degrees Fahrenheit or below is acceptable.

NOTE: Initially, guidelines are not requiring temperature readings for City employees (except Fire and Police). This policy may change if the virus threat increases;
- c. Continue to report all possible/potential COVID-19-like symptoms to Human Resources as ***quarantine process shall continue;***
- d. Per city attorney- ***anyone exhibiting symptoms (example: coughing) may be asked to leave, sit separately, etc.,*** during Phase I of re-opening. Always offer essential services remotely in this situation and provide them with a phone number/business card of whom to call for service;
- e. ***All employees shall refrain from*** using other employee's phones, desks, offices, or other work tools and equipment, when possible. If it is necessary, the employee using the item shall clean and disinfect the item and/or before and after use.
- f. ***Close common areas during Phase 2:*** break rooms/lunch rooms should remain closed; lunch and breaks should be taken outside six feet apart or walking breaks outside, at their desks or in their personal vehicles or assigned city vehicles alone; group lunches are discouraged during Phase 2 of re-opening as it's possible a "second wave" of illness could occur when we re-open;

- g. **Minimize non-essential travel** and adhere to CDC guidelines regarding isolation following travel; employees should be prepared for potentially unpaid quarantine absences if they travel out of state/country, as self-quarantine without symptoms is not covered by emergency pay under the FFCRA;
- h. Strongly consider **special accommodations for personnel who are members of a vulnerable population**, working closely with Human Resources;
- i. **Human Resources will continue to track quarantines and illness: Employees who feel sick** should notify their supervisor with as much notice as possible but at minimum, consistent with department/city policy guidelines on call-in procedures, and stay home (while out sick or quarantined, do not go out into community unless it meets emergency or essential function guidelines and make every effort to have others shop for them/use delivery so that illness is not spread into community);

3. Safe Buildings – Public in buildings allowed in Phase 3 (May 24th)

- a. No Family Members allows in buildings – unless they work in the building, for the City or have City business to conduct;
- b. City employees are considered Visitors when they go into buildings other than the ones they work in and must follow rules for the public;
- c. Continue Restrictions to Public through Phase 2. Keep building or office locked at entrances and **open only by appointments during Phase 2 of opening** (all building and office entrances should have signs explaining how to make an appointment and hours- all social media/websites should be updated as well, as well as voicemail messages)
- d. **On-line fee payments** – The Clerk Treasurer’s Office has developed online payment features on the City’s website. See Clerk-Treasurer’s office if you need fee payments for your office.
- e. **Welcome stations**
 - i. Staff a **“welcome station”/reception center at building entrances** where community members check in, use hand sanitizer, and get masks to wear and gloves if they are going to enter. Decisions to staff welcome/reception area can be made based upon likely frequency of public visits at your building
- f. **Signage:**
 - i. **Place city signage by every entrance** requiring people with certain symptoms **not** to enter, and those who do enter to: 1) have appointments and/or 2) wear masks; and/or 3) practice social distancing (six feet); and/or 4) limit number of people in building at any one time;

and/or 5) keep visits short/for essentials. Individual departments may also post signs regarding social distancing, limit numbers of people;

- ii. City will provide consistent signage and floor markers at each building for both employees and the public;

4. Safe Areas – Public Areas – City Staff currently updating based on Indiana State “Back on Track” Phasing Guidelines:

- a. ***Large venues (sit-down dining, sporting venues, playgrounds, etc.)*** can operate under strict physical distancing protocols with additional cleaning schedules.

Departments shall re-open larger venues/programs in stages according to state guidelines released on May 4.

5. Staffing levels – bringing back employees safely

a. Staffing levels – Internal:

- i. If possible, ***return employees to work in phases***: in departments where employees can work 6 feet apart, they may return as needed to staff departments and work on projects; wear PPE as directed by individual supervisor; telework is encouraged if minimum number of people to open an office is present;

b. Staffing levels – External (work outside)

- i. Many vehicles such as sweepers, tractors, and mowers are single person vehicles. When using other vehicles, such as trucks, employees shall be assigned a job duty in a vehicle by themselves, whenever feasible;
- ii. If two employees or more must travel in a single vehicle, masks shall be provided daily and shall be required. Open window partially to bring in fresh air;
- iii. When working, if social distance cannot be maintained masks shall be provided and required;
- iv. Gloves shall be provided as they have been under current policy. Most jobs require gloves as part of their PPE during normal times;
- v. Sanitizers and cleaning disinfectants shall be available to all employees and used frequently;
- vi. Hats, safety vests, safety glasses, safety shoes, gloves, etc. shall be provided and worn as required;
- vii. Employee daily meetings have been postponed until further notice;
- viii. Supervisors will have daily job duties posted so employees can get started to eliminate congregation at the beginning of shifts;
- ix. Multiple shift, start times to help eliminate multiple employees in one location: 4am-Noon, 6am-2pm, 7am-3pm, 8am-4pm, and 9am-5pm;
- x. All employees are provided proper PPE and sanitizing supplies;

- xi. One employee assigned to clean facilities daily – following City mandated cleaning procedures;
 - xii. Employees will clean and sanitize vehicles daily – following City mandated cleaning procedures;
 - xiii. Begin and end day (Clock-in and clock-out) procedure – no time clock;
- c. **Continue at home staffing** – if it makes sense;
 - i. **Encourage tele-work**, with appropriate documentation of hours worked as directed by CTO;
- d. **Emergency Pay timeline**
 - i. Goal to reduce by reasonable percentage each pay period;
 - ii. **End use of Emergency Pay Code 150 in all timekeeping/timesheets as it is no longer available as of May 5.** Federal FFCRA (Families First Coronavirus Response Act) emergency pay will continue to be available through December 31st, with Human Resources approval within the limits and structure of the Act, for **eligible** employees/departments;
- e. **Schedules for departments**
 - i. Consider maintaining ***different/modified shift schedules to minimize contact*** between employees (adding second shifts who work at different times, dispatch employees directly to job sites, etc.); Employees can get permission from supervisors to take 30 minutes for lunch rather than full hour to reduce time in buildings.
- f. **Childcare Issues** – This will be handled on a case by case basis as there is legal guidance on how to deal with this. Please have Supervisor and Department Head refer to Human Resources with specific questions or requests.

6. Employee with Virus or exposure to Virus

- a. We will follow protocols from Columbus Regional Health and Bar. County Public Health when this occurs. (See Appended documents);

7. PPE – Personal Protection Equipment – PPE Needs:

- a. City responsible for supplying PPE:
 - i. **Masks:** Use of masks in Phase 2 is dependent on various factors:
 - 1. If working externally, a mask is required unless you are able to be at least six (6) feet from others;

2. If working internally, masks are required unless you are in an office or cubicle by yourself or work six (feet) from others; Masks must be worn while employee is moving around in space with other employees or the public;
 3. A mask is required if you are in a vehicle with another employee (unless related to that employee);
 4. City employees will follow State of Indiana guidelines if they are more stringent from those listed above;
- ii. **Hand Sanitizer** – Each facility is responsible for procuring their own hand sanitizer but can work with other departments if it is more efficient and cost efficient;
 - iii. **Gloves** – City employees should follow department guidelines on use of gloves;
- b. **Proper use of PPE** – See CFD video
 - i. <https://youtu.be/kZpEJ1ybyg4>
 - c. **Supply** – City will supply PPE if required on the job;
 - d. How to prioritize needs

8. Meetings

- a. Based on Indiana State “Back on Track” Phasing guidelines, Public meetings can **resume May 24** – unless state order is extended. We will continue to use **WEBEX meetings for necessary meetings until that time.**
- b. Continue use of WebEx whenever possible with City employees and outside vendors;
- c. Department Heads and supervisors need to have weekly meetings with employees to keep them up-to-date and informed;
- d. If need in-person meetings, use Social Distancing guidelines (6 feet), use proper PPE and designate an attendee to clean tables, chairs, etc., following meeting with wipes or other cleaning supplies. Also look for alternate venues with increased space (ie. Fair Oaks);

9. Use of Vehicles

a. Cleaning schedule:

- i. Vehicles should be cleaned daily – at the end of each shift by the employee using the vehicle, following City mandated cleaning procedures;

b. Number of employees in vehicle

- i. ***Travel to/from city locations separately*** (do not share vehicles whenever possible)
- ii. If two employees or more must travel in a single vehicle, masks shall be provided daily and shall be required. Open window partially to bring in fresh air;

10. Cleaning of Buildings

- a. Develop a ***frequent schedule of cleaning doorknobs, handles, fixtures, handrails, chair-arms, bathrooms during the day*** when the building is open;
- b. **Cleaning supplies** – availability should be monitored by designated employee in each department;
- c. Cleaning should be done following City mandated cleaning procedures;

11. Communication

a. Internal – for city employees

- i. Continue to use WEBEX for meetings whenever possible during Phase 2 of re-opening;
- ii. Department Heads and supervisors need to have weekly meetings with employees to keep them up-to-date and informed;

b. External – the public

- i. Continue to use electronic public meetings to the fullest extent possible consistent with Governor's emergency order – **at least until May 24, following State Guidelines (Under Review).**
- ii. Put specific webpage on City website with special notices about closures, schedules, etc.
- iii. **Notice to Public:** Consult with City Administration on changes to meeting schedules to make sure proper notice is given to the public.

12. Reschedule of Events/Programs – To be determined by individual departments (with input by the Mayor and City Council as needed). Decisions will be made based up Indiana State “Back on Track’ Phasing Guidelines and individual criteria for each department which is based on specific circumstances.

13. Funding Considerations:

- a. ***Seek HR pre-approval for any hiring:*** full-time, part-time and seasonal as we may re-assign employees who are under-utilized and we may not be able to hire some employees based upon revised budgetary expectations for 2020;
- b. Continue to look for ways to reduce spending in 2nd quarter in non-essential line-items;

ⁱ April 16 Press Release, Governor’s Office, <https://calendar.in.gov/site/gov/event/midwest-governors-announce-partnership-to-reopen-regional-economy/>

Appended Documents:

- 1. Training Guidelines**
- 2. Cleaning Procedures**
- 3. CRH Guidelines for Exposed Employees**