

*****It is important to remember that these plans are fluid and can change with updated guidelines from the State and other public health agencies.***

Town of Erie Facility Reopening

Summary of Plan

Strategy Statement

- Reopen programs and services in compliance with state and federal regulations, adhering to all safety protocols for visitors and staff
 - Gradual reopening of buildings and Town facilities
 - Continue using alternative service options and modified scheduling to the extent possible
 - Monitor community health to determine when adjustments are needed to staffing levels and service options
- Intended to be flexible and used in concert with other guiding documents and policies

Decision Making Criteria

- Metrics used to help determine opening criteria/levels include:
 - National, state, county, and local orders
 - CSC and Prevention Guidelines
 - Ability to acquire necessary cleaning supplies and PPE for Staff

Reopening Facilities

- Reopening facilities May 4, 2020
- Distancing guidelines required
- Staff continues to telework to extent possible – number of staff present at one time for a given area will be less than 50% of full staffing levels for that area
- Visitors asked to refrain from coming to Town facilities unless absolutely necessary.
- Staff will ensure visitors to their area do not exceed gathering limits and that distancing requirements are adhered to
- Visitors will be required to wear masks

Proposed Actions to Promote Distancing and Reduce Potential Risk of Infection

- Survey indicated service impacts and limitations due to facilities being closed/available by appointment only and employees working remotely, and alternative service options being utilized has been minimal. As a result, we recommend these practices continue to the extent possible until conditions improve.
- Universal facility precautions will include:
 - Posting signage for distancing and mask requirements at all entry points to building, in breakrooms, and at entrances to meeting rooms
 - Posting hygiene reminders in restrooms and breakrooms
 - Install hand sanitizer dispensers at each entrance with signage requiring usage upon entry
- Building specific precautions in areas as appropriate include:
 - Spacing markers on floors in higher traffic customer service areas

- Plexiglas barriers in customer service areas that do not currently have barriers
- Town Hall, LAWSC, and PD: open to those requiring a service not available using another service option
- Water and Wastewater Treatment: open to essential personnel only
 - Arrangements may be made at alternate locations for service requests from residents
 - Non-essential vendor services and visits postponed until conditions improve

Hours of Operation

- Open 30 minutes late and close 30 minutes early
- This will allow staff to assist with additional cleaning such as wiping down frequently touched surfaces and common areas
- Frequent mid-day cleanings will also be implemented by staff

Essential Services and Staffing Numbers

- Services provided by the Town are essential. More detail is provided in the full plan document regarding department specific activities.
- Meeting room availability will be reduced
- Work that can be done remotely will continue to be done remotely to allow for distancing requirements for employees who need to be on-site
- Modified schedules/shifts and transitioning employees to areas to alternate duties where additional hours are available will be utilized where possible
- Employees with small children who can work remotely should be given the first option for remote work
- Staff who are unable to work remotely but have small children and cannot return to working on-site due to a lack of childcare should work with their supervisor. One option that might be applicable would be FMLA under the Families First Coronavirus Response Act.
- Department Directors shall provide a list of employees that may report to Town Hall, the days of the week that may occur, and a reason for needing to be on site to the Risk Manager
- Workspaces not in use due to remote work may be repurposed to allow additional space with appropriate distancing for employees who do not have an option to work remotely
- PD staffing will return to normal schedules, but distancing and mask requirements will be followed.

Staff Safety Considerations

- Staff safety is a priority –
 - telecommuting still encouraged where possible
 - social distancing requirements
 - personal protective equipment including masks required
 - will try to make thermometers available for staff who wish to check their own temperatures
 - Employees who are in a higher risk group and have concerns regarding their work requirements should work with their supervisor

- Risk Manager will continue to track exposures and symptoms and impact on staffing levels
- Staff will assist with cleaning of frequently touched surfaces and personal workspaces
- The ability to secure necessary PPE and cleaning supplies is imperative

Communication

- A variety of communication methods will continue to be utilized
- Plan will be clearly communicated with the community and staff as appropriate
- A FAQ will be put together to assist those who answer questions from the community
- Risk Manager will continue to notify Facilities if it is suspected that additional cleaning services to a location are needed to reduce the risk of infection

Expense Implications

- The estimated cost for cleaning/disinfecting services and supplies for the year due to COVID-19 is approximately \$34,800.