

## City Hall Re-Opening – Proposed Date June 8, 2020

1. The public will be required to wear a mask covering nose and mouth upon entering city hall.
2. Masks are available to staff who wish to wear them. Masks should be worn by employees when they are unable to maintain 6 feet of distance from the person with whom they are meeting.
3. Once the buildings are open to the public, we are asking that appointments be scheduled to the extent possible to limit walk-in traffic. We will be putting in signage regarding social distancing, flow of traffic directions, and other information needed.
4. Plexiglass barriers have been put in place in high walk-in traffic areas of City Hall.
5. The employee that is working at the reception desk in city hall will sanitize the counter after each citizen leaves the desk area.
6. To assist in keeping staff safe, a specific bathroom will be designated for use by the public.
7. Meetings should continue to be held electronically, to the extent possible, until further notice.
8. Hand sanitizer, masks, gloves, and cleaning supplies will be provided for use as needed. These items are currently available in offices and will be replenished as needed. Disinfectant wipes have also been placed at the entrances to allow ease of sanitizing door knobs, hand railings, and other “high touch” areas.
9. Employees who don't feel well or are exhibiting any symptoms of the virus should stay home (or go home, if symptoms appear during work hours) **Paid time off** will be handled on a case by case basis according to the circumstance and status of the employee.
10. Employees who provided a doctor's note to stay home from work will need a doctor's note clearing them to return to work.

## Options for Re-Convening City Council Chambers

For City Council's consideration here are a few options for evaluation. City staff will proceed with needed actions depending on the course Council chooses to take for reconvening of meetings.

- 1) Continue conducting virtual meetings until a future date.
- 2) Council could reconvene in Council Chambers and continue to provide public access to the meeting virtually.
  - a. If this option is selected:
    - i. Provide seating for Council that is appropriately distanced
    - ii. Provide partitions between Council members
    - iii. Determine whether staff will participate in person or virtually
- 3) Council could reconvene in person.
  - a. Gathering in Council Chambers for members of the public will require some planning for appropriately spacing people. If this is the route Council chooses, staff will create a workable plan for achieving this:
    - i. Require properly distanced seating/first come first serve to be seated in chambers. All other interested parties would have option to participate virtually
    - ii. People entering Council chambers would be required to wear masks, and use hand sanitizer upon entering. Sanitizing spray can be used following the meetings on the seats and other hard surfaces.

# City Hall Reopening

Proposed Date

June 8, 2020

# Preparation Completed

- Barriers have been constructed between the service desks and the public in high traffic offices.



# Preparation, continued

- Hand sanitizer, masks, gloves, and cleaning supplies will be provided for use as needed. These items are currently available in offices and will be replenished as needed. Disinfectant wipes have also been placed at the entrances to allow ease of sanitizing door knobs, hand railings, and other “high touch” areas.



# Upon Opening

- Seating and markings will be in place to encourage appropriate distancing – where possible one way traffic will be implemented
- Members of the public to wear masks when entering the building
- The employee that is working at the reception desk in city hall will sanitize the counter after each citizen leaves the desk area.
- Employees who don't feel well or are exhibiting any symptoms of the virus should stay home (or go home, if symptoms appear during work hours)

# Signage Examples

In order to keep everyone safe and healthy,

**please wear a mask when you enter the building.**



*Welcome to City Hall*

For your comfort and convenience,

disinfectant wipes are available for sanitizing door handles, handrails,  
and other high touch areas



To Help Us All Stay Safe and Healthy -



Please use appropriate physical distance of 6  
feet between you and others in the building!



for your cooperation!

# Opening Council Chambers

- Option 1 – Continue virtual meetings until a future date
- Option 2 - Council could reconvene in Council Chambers and continue to provide public access to the meeting virtually.
  - Partitions could be constructed between Council members – estimated cost between \$500-\$1800 depending on the material used and option selected.
  - Council could maintain current seating arrangement and wear masks.
  - (Note-staff could continue to participate virtually or in person)
- Option 3 – Council could reconvene in person.
  - Members of the public to wear masks, sanitize hands.
  - Seating would need to be disinfected following each meeting

# Possible seating configurations:

**Extend Council dais with temporary tables, and a separate table for staff**



**Create extra seating to form a circular and properly spaced arrangement.  
This will work only if audience will not be allowed in chambers.**



Questions/Discussion