

City of Roswell Georgia

COVID-19 RE-ENTRY PLAN 2020



INTRODUCTION

This document is an entry plan and describes federal guidelines, actions and planning leading up to the opening of City services after COVID-19. This entry plan is designed to focus on safety of community and work force. Center for Disease Control (CDC), Georgia Department of Public Health (GDOPH) and Atlanta Fulton County Emergency Management Agency (AFCEMA).

THE PLAN CONTAINS 3 PHASES TO BE EXECUTED:

Phase I: Continue to ENCOURAGE TELEWORK, whenever possible and feasible with business operations. If possible, RETURN TO WORK IN PHASES. Close COMMON AREAS where personnel are likely to congregate and interact, or enforce strict social distancing protocols. Minimize NON-ESSENTIAL TRAVEL and adhere to CDC guidelines regarding isolation following travel. Strongly consider SPECIAL ACCOMMODATIONS for personnel who are members of a VULNERABLE POPULATION.

Phase II: Continue to ENCOURAGE TELEWORK, whenever possible and feasible with business operations. Close COMMON AREAS where personnel are likely to congregate and interact, or enforce moderate social distancing protocols. NON-ESSENTIAL TRAVEL can resume. Strongly consider SPECIAL ACCOMMODATIONS for personnel who are members of a VULNERABLE POPULATION.

Phase III: Resume UNRESTRICTED STAFFING of worksites.

The three phases will be based on federal, state and or local decisions to relax restrictions or remove restrictions currently in place.

GOALS:

This entry plan addresses the following goals:

1. Resume city services that prioritizes health and safety of public and city staff.
2. Assure compliance with mandates, rules and or laws given from federal, state and or local entities.
3. Prepare a comprehensive re-entry plan that supports a safe entry to the work place and city services.
4. Review plan in an effort to reevaluate and revise operating guidelines and procedures as needed and or applicable to support health and safety of the public and work place.

EXPECTED OUTCOMES:

It is expected that each department will develop the implementation methods to reach the goals of this re-entry plan thereby enabling the safe and efficient return to services post COVID-19.

The methods shall:

1. Support established phase re-entry efforts for a safe work place.
2. Support established new-norm efforts post COVID-19 as an effort to safeguard public and work force.
3. Continued review of established safety practices and continuation of safety practices that support current and future potential viruses and disease that could impact the city and its ability to provide services.

Public Safety

FIRE DEPARTMENT

Phase I

- Continue current operational model and evaluate changes in morbidity, mortality, response and etc.
- Continues use of PPE and screening processes.
- Extra precaution for long term senior facilities.
- Social and or controlled distancing for any (limited) training.
- Consider bi-weekly ZOOM meeting for continuity of departmental information.
- Monitor workforce for indicative symptoms: self-monitoring of temperature and in office temperature checks.

Phase II

- Continue current operational model and evaluate changes in morbidity, mortality, response and etc.
- Continues use of PPE and screening processes.
- Extra precaution for long term senior facilities.
- Social and or controlled distancing for any (limited) training.
- Consider bi-weekly ZOOM meeting for continuity of departmental information.
- Monitor workforce for indicative symptoms: self-monitoring of temperature and in office temperature checks.

Phase III

- Review response modal pre and post COVID and determine new norm.
- Continue COVID 911 screening and precautions to known hotspots.
- Continue use of HEPA filtration on fire station and EOC HVAC systems
- Routine scheduled deacon of apparatus as new-norm.
- Nebulized treatment precautions and filtration (HEPA) as new-norm.
- Bag-Valve Mask precautions and filtration (HEPA) as new-norm.

Fire Marshal's Office

Phase I

- Fire Marshal and Deputy Fire Marshal will continue to review plans and assist with construction inspections as needed using appropriate PPE, (Cloth mask, rubber gloves), while maintaining social distancing.
- No in-office meetings with non-city employees will be conducted. We will recommend video conferencing whenever possible.
- Administrative Assistant to continue current work schedule until modified by the Fire Chief or Deputy Fire Chief.
- Fire prevention Lt. will maintain and disinfect all educational equipment, props and trailers, as well as assist inspectors and office staff as needed
- Assistant Fire Marshals continue conducting construction and outside site inspections using appropriate PPE, (Cloth mask, rubber gloves), while maintaining social distancing.
- Fire Hydrant Inspector continues fire hydrant maintenance using appropriate PPE when needed, while maintaining social distancing.

Phase II

- Fire Marshal and Deputy Fire Marshal will continue to review plans and assist with construction inspections as needed using appropriate PPE, (Cloth mask, rubber gloves), while maintaining social distancing.
- No in-office meetings with non-city employees will be conducted. We will recommend video conferencing whenever possible.
- Fire prevention Lt. will maintain and disinfect all educational equipment, props and trailers, as well as assist inspectors and office staff as needed. Will start scheduling PR details and education classes for the future.
- Administrative Assistant to continue current work schedule until modified by the Fire Chief or Deputy Fire Chief.
- Assistant Fire Marshals continue conducting construction inspections and outside site inspections. Assistant Fire Marshals will begin conducting business license inspections using appropriate PPE, (Cloth mask, rubber gloves), while maintaining social distancing.
- Fire Hydrant Inspector continues fire hydrant maintenance using appropriate PPE when needed, while maintaining social distancing.
- All staff will be provided with a cloth mask to be used at their discretion when social distancing cannot be maintained.

Phase III

- Fire Marshal and Deputy Fire Marshal will return to regular assignments to include reviewing plans and assist with construction inspections as needed using appropriate PPE, (Cloth mask, rubber gloves), while maintaining social distancing.
- Limit in office meetings to 1-2 non-city employees, require cloth masks and maintain social distancing. We will continue to recommend video conferencing whenever possible.
- Fire prevention Lt. will return to regular assignments to include maintaining and disinfecting all educational equipment, props and trailers, as well as assist inspectors and office staff as needed. Will start attending PR details and teaching education classes, while maintaining social distancing.
- Administrative Assistant to return to regular office schedule and assignments while maintaining social distancing.
- Assistant Fire Marshals will resume maintaining their zone to include all inspection types and duties using appropriate PPE, (Cloth mask, rubber gloves), at their discretion when unable to maintain social distancing.
- Fire Hydrant Inspector continues fire hydrant maintenance using appropriate PPE when needed, while maintaining social distancing.

POLICE DEPARTMENT

Phase I

- Continues use of PPE and screening processes.
- Continue to follow the recommended social distancing guidelines
- Continue the utilization of telecommuting as much as possible while maintaining essential services to the citizen
- Relocate Permits to the secondary lobby allowing Permits to resume on a limited basis (1-2 days a week) while limiting employee exposure as much as practical and possible
- Provide appropriate PPE for Permits employees (Face Shields, gowns, N95 masks, wipes, gloves)
- Have telecommuting support staff prepared to rotate once a week to a records position to manage increased public demand.
- Encourage all staff to wear a face covering while in the building
- Allow high risk employees to work from home when possible and appropriate
- In anticipation of an increase in positive cases as the State reopens, the police department is requesting additional N95's, gloves, and decontamination equipment to provide our officers and employees with daily protection.
- Set up a hand sanitization station in both lobbies with signs advising the public to use them
- The secondary lobby will remain the only public access lobby. The main lobby will be only used for officer interviews when limited privacy is required

Phase II

- Continue the PPE and social distancing measures listed in Phase one
- Increase Permits operations to 3 days a week (if needed)
- Evaluate the possible opening of the main lobby.

Phase III

- Continue PPE and social distancing measures listed in Phase one and two
- Reopen the main lobby (if not already opened in Phase 3)
- Resume normal Permitting and Records work while following the appropriate PPE and social distancing guidelines for phase 3

911 COMMUNICATION

- Continues use of PPE and screening processes.

ADMINISTRATION

ADMINISTRATION

- *Continues use of PPE and screening processes.*

BUILDING OPERATIONS

PHASE I

- Obtain supply of facemasks for 7 employees.
- Obtain supply of disinfectant wipes.
- Remove chairs from break rooms to discourage congregating.
- Advise Building Ops staff and janitorial service of re-entry date and staff scheduling.
- Create plan with janitorial service for frequent cleaning and use of disinfectant on high touch surfaces:
 - Elevator buttons
 - Door handles
 - Counters
 - Vending machine buttons
 - Stair rails
- Advise janitorial staff of social distancing requirement and use of facemasks.
- Discuss whether packages should be accepted at security desk to limit exposure.
- If needed, print or order additional signage about social distancing at City Hall.
- Install MERV 13 air filters.

PHASE II

- Continued use of PPE and screening processes.
- Vulnerable staff [Building Operations Coordinator] will continue to telework with limited time

in the office.

- Staff will wear facemasks when working together (closer than 6 ft.) and whenever social distancing cannot be maintained.
- Staff will practice social distancing at all work locations.
- Staff will disinfectant high-touch areas before and after work is done.

PHASE III

- Reevaluate and revise operating plans and guidelines as needed.

CITY CLERK

PHASE I, II, III

- There are no issues with The City Clerk and Deputy City Clerk with social distancing. In regards to the two part time administrative employees they share one office and would not work for both of them being here at the same time. Once we have the date of when City Hall will officially open to employees I (City Clerk) will talk to them about a rotating schedule so they are here different hours or different days. One of the Part Time Administrative employees may stay out until Phase III.

INFORMATION TECHNOLOGY

- Continues use of PPE and screening processes.
- Continues use of PPE and screening processes.
- IT will not have no more than 2 customers in the IT Suite, using the 6ft distancing principal.
- Continue to use Zoom for meetings and training.
- IT will need better fitting masks, gloves, and additional disinfecting wipes and disinfectant spray, since we will have higher foot traffic coming in/out of the IT suite to support customers.
- 30 days – IT staff will come in on a rotation schedule. We will test having 50% of our staff come onsite and the other 50% remote every other day, with social distancing in mind.
- 60 days we will continue the 50% onsite / 50% remote.
- 90 days we will review having full staff onsite based on the condition of COVID-19 and advise for City Management & Mayor.

COMMUNITY RELATIONS

- Continues use of PPE and screening processes.
- Stagger in-office work days so that no more than 5 staff people are in the office on any given day.
- Staff will continue working from home on the days they are not in the office.

HUMAN RESOURCES

PHASE I, Pre-Entry Planning

- April 16 – April 30, 2020
 1. Order face masks (for face-to-face customer interactions)
 2. Order Gloves (for handling customer items)
 3. Order disinfectant wipes (for regular office and door handle disinfection)

PHASE II, Entry Plan Execution

- May 1-May 31, 2020
 1. Will stagger HR Staff onsite and telework schedules. This will roughly equate to half off and half on any given day of the workweek. This will provide for minimal staff coverage for walk-in customer service, while minimizing exposure risk.
 2. Will routinely wipe down door handles and office furniture throughout the work day.
 3. Will monitor staff for COVID symptoms and send home as needed.

PHASE III, Post Entry Re-Evaluation

- June 1 – June 30, 2020
 1. Will evaluate effectiveness of onsite/telework schedules to determine the potential of implementing long-term.

COURT SERVICES

- Continues use of PPE and screening processes.
- Continues use of PPE and screening processes.
- First 30 days - No Court sessions until May 18.
- 30-60 days - Gradual reopening with limited defendants. Maximum number of Defendants allowed in Court will be 30 with no family members. Table set up in back to utilize back row bench in order to maintain social distancing while Prosecutor conducts pre-trials. Officers, Judge, Prosecutor and Court Administrator only personnel in courtroom. Clerks behind security glass will handle paperwork. Gradual reentry of clerks starting with 3 and ramping up to all 5. Clerks will be spaced 6 feet apart at front counter and be provided masks, sanitizer and hopefully gloves. Probation to be removed from Court and allowed to meet with probationers in their office.
- Judge and Court Administrator and Prosecutor and Paralegal to remain 6 feet apart as much as possible.
- No Defendants allowed to loiter in rotunda of City Hall.
- After 60 days, shorter, less crowded sessions may require an increase in the number of sessions held but that is TBD.
- Clerks will be brought in as required until fully staffed while maintaining social distancing.

LEGAL

- Continues use of PPE and screening processes. Legal will need cleaning supplies.
- Legal Office shall continue social distancing within office space and limit contact with public through security glass.
- In the first 30 days, City Attorney, Paralegal and Risk Manager will return to work gradually. Two or three days a week for first 30 days.
- 30 – 60 days City Attorney, Paralegal and Risk Manager return full time and Assistant City Attorney and Administrative Assistant gradually returning to office (1 or 2 days a week) but working from home when not in office. After 60 days, will continue to limit contact with public through security glass as the new norm and bring back Assistant City Attorney and Administrative Assistant gradually.

PROBATION

PHASE I, II, III

- Continues use of PPE and screening processes.
- Social distance. We will continue to have
- Check in by email and voicemail for probationers.
- Install Plexiglas barriers at our desks for people coming from court.
- Probationers to remain in the court room while paperwork is prepared and then we get them from the court room.
- One at a time in the office.
- No more waiting area in probation.

SPECIAL EVENTS

PHASE I

- Continues use of PPE and screening processes.
- Return to work/continue to telework 2-3-days a week
- Katie and I in office opposite days/together one day a week
- Will need 4 masks: additional needed if organizers come to office without proper protection.

PHASE II

- Continue teleworking: one member of staff always in office. Together one day a week.
- Begin to reschedule postponed events from March-May
- Begin pre event meetings: all zoom or Fidelity conference calls
- Begin to allow events to take place: follow moderate social distancing protocols

PHASE III

- Continue teleworking (if feasible)
- Continue pre and post event meetings through zoom and Fidelity where feasible
- Continue to follow moderate social distancing when approving all events

SECURITY

- Continues use of PPE and screening processes.
- On point of entry for City Hall, 2 officers to help speed up the single point entry.
- Setting guidelines on cleaning the tables and bowls along with hand washing and glove replacement.
- Establish social distancing with floor markings/ tape to show social distance.

GRANTS

PHASE I

- Continues use of PPE and screening processes.
- Receptionist will telework.
- Social and or controlled distancing for first 30 days of re-entry.

PHASE II, III

- Receptionist will work from City Hall office

ENVIROMENTAL PUBLIC WORKS

ALL DIVISIONS (FLEET, SOLID WASTE, STORMWATER, SUPPORT SERVICES, WATER)

- Continues use of PPE and screening processes.
- Routine scheduled decontamination of shared space & apparatus as new-norm.
- Division specific items, if necessary, are noted below.

Phase I

- Staff should shelter in place and complete assigned work via telework from home, as applicable.
- Staff with and without telework options to be scheduled for limited office work to prepare for Phase 2.
- Use of recommended PPE when applicable: cloth mask, gloves, and frequent hand washing/use of hand sanitizer, etc.
- Monitor workforce for indicative symptoms: self-monitoring of temperature and in office temperature checks.
- Maintain social and/or controlled distancing through limited staff scheduling.
- Avoid non-essential travel.
- Meetings with public by appointment only.

Phase II

- Vulnerable individuals should shelter in place and complete assigned work via telework from home, as applicable.
- Staff to return to office assignments with use of recommended PPE when applicable. Staff are required to use a cloth face mask when meeting with visitors or other staff when social distancing cannot be maintained.
- Monitor workforce for indicative symptoms: self-monitoring of temperature and in office temperature checks.
- Maintain social and/or controlled distancing.
- Avoid non-essential travel.
- Meetings with public by appointment only.

Phase III

- Staff to continue with or return to office assignments with use of recommended PPE as applicable. Staff are required to use a cloth face mask when meeting with visitors.
- Limit face-to-face meetings to no more than two visitors with staff in the Trans/EPW conference room at a time, or no more than 6 people total. Disinfect table top surface after each meeting.
- Continue to maintain social distancing.
- Minimize non-essential travel.

EPW SUITE 235 RECEPTION / OFFICE AREA

Phases I & II - Closed to the Public with information desk outside the suite with directions on who to call/email, answers to common questions, and blank forms.

Phase III

- Complete disinfection of common area hard surfaces and furniture daily.
- Establish furniture layout to accommodate strict social distancing protocols by moving chairs.
- Create and post signage indicating limited number of
- visitors to be allowed at a time in the waiting area

WATER

- Distribution Crews to work on staggered shift schedules for first 30 days. (1st crew: 7-4, 2nd crew 9-6). Minimize contact between crews.
- Admin Assistant will continue to telework for first 30 days
- Distribution crews will be able to perform and complete work via tablets in their trucks.
- No more than 4 persons in the upstairs office.
- Plant may operate as normal but maintain social distancing between operators. (1 operator in the control room per shift. Operations Manager and Assistant Operations manager may work from home or in their office.

SOLID WASTE

- Phase II - Recycling Center scheduled to open May 5th with reduced public access hours due to anticipated volume and traffic.
- Arrange alternatives for 5 helpers (normally community service workers)

COMMUNITY DEVELOPMENT

ALL COMMUNITY DEVELOPMENT STAFF

Phase I

- Staff should shelter in place and complete assigned work via telework from home, as applicable.
- Staff with and without telework options to be scheduled for limited office work to prepare for Phase 2.
- Use of recommended PPE when applicable: cloth mask, rubber gloves, and frequent hand washing/use of hand sanitizer, etc.
- Monitor workforce for indicative symptoms: self-monitoring of temperature and in office temperature checks.
- Maintain social and/or controlled distancing through limited staff scheduling.
- Avoid non-essential travel.

Phase II

- Vulnerable individuals should shelter in place and complete assigned work via telework from home, as applicable.
- Staff to return to office assignments with use of recommended PPE when applicable. Staff are required to use a cloth face mask when meeting with visitors.
- Monitor workforce for indicative symptoms: self-monitoring of temperature and in office temperature checks.
- Maintain social and/or controlled distancing.
- Avoid non-essential travel.

Phase III

- Staff to continue with or return to office assignments with use of recommended PPE as applicable. Staff are required to use a cloth face mask when meeting with visitors.
- Continue to maintain social distancing.
- Minimize non-essential travel.

ADMINISTRATIVE STAFF

Phase I

- Complete disinfection of Community Development reception area, POD room, Conference Room C, and common area hard surfaces and furniture, including copy machines and kitchen areas.
- Rearrange POD furniture to establish staff side of meeting space and public side of meeting space; confirm door security with Building Operations before Phase 2 and before City Hall is re-opened to the public.
- Establish furniture layout to accommodate strict social distancing protocols by removing tables and arranging limited number of chairs to accommodate appropriate distancing.
- Create and post signage for a sign-in location at the accessible counter section for visitors to stop at when re-entry begins.
- Create and post signage indicating limited number of visitors to be allowed at a time in the Community Development reception area; notice to include instructions once reception space is full; 6-foot markings to be placed in hallway from Community Development door towards the ground level security entrance.
- Re-arrange forms and applications to a single area within staff side of reception area.
- Remove all supplies that do not require daily access by front desk staff out of the reception area to create maximum space to accommodate social distancing; counter surfaces should be kept as clear as practicable.

Phase II

- Complete routine scheduled disinfection of Community Development reception area, POD room, Conference Room C, and common area hard surfaces and furniture, including copy machines and kitchen areas.
- Enforce requirement that all visitors to Community Development are to wear face mask in an effort to protect the workforce and themselves from virus spread.
- Enforce strict social distancing protocols by limiting the number of customers in the reception area to allow for appropriate distancing; chair arrangement to be maintained to accommodate appropriate distancing. Visitors are to be directed to follow instructions posted for when the reception area is at capacity.
- Sign-in sheet entries for visitors to Community Development to be completed by staff person at the accessible counter section; visitors are not to sign themselves in.

Phase III

- Continue routine scheduled disinfection of Community Development reception area, POD room, Conference Room C, and common area hard surfaces and furniture, including copy machines and kitchen areas.

- Enforce requirement that all visitors to Community Development are to wear face mask in an effort to protect the workforce and themselves from virus spread.
- Enforce social distancing protocols by limiting the number of customers in the reception area to allow for appropriate distancing; chair arrangement to be maintained to accommodate appropriate distancing. Visitors are to be directed to follow instructions posted for when the reception area is at capacity.
- Sign-in sheet entries for visitors to Community Development to be completed by staff person at the accessible counter section; visitors are not to sign themselves in.

GIS STAFF

Phase I

- Complete disinfection of hard surfaces in GIS offices.

Phase II

- Complete routine disinfection of hard surfaces in GIS offices.

Phase III

- Continue routine disinfection of hard surfaces in GIS offices.

PLANNING & ZONING STAFF

Phase I

- Complete disinfection of Planning & Zoning Conference Room, common area and kitchen area hard surfaces and furniture, including copy machine.

Phase II

- Complete routine disinfection of Planning & Zoning Conference Room, common area and kitchen area hard surfaces and furniture, including copy machine.
- Limit face-to-face meetings to no more than two visitors in the POD room at a time. Disinfect table top surface after each meeting.
- Perform limited site visits utilizing appropriate PPE.

Phase III

- Continue routine disinfection of Planning & Zoning Conference Room, common area and kitchen area hard surfaces and furniture, including copy machine.
- Limit face-to-face meetings to no more than two visitors with one staff person in the POD room at a time, or no more than 3 visitors with one staff person in the Planning & Zoning Conference Room at a time, or no more than 8 to 10 people total in Conference Room C. Disinfect table top surface after each meeting.
- Perform site visits utilizing appropriate PPE.

ENGINEERING STAFF

Phase I

- Complete disinfection of Engineering Division meeting table.
- Site inspections of active Land Disturbance Permits to continue at limited level (greater than one acre disturbance, within 200-feet of state waters, or other projects identified as hotspot or compliances) using appropriate PPE.
- Site inspections for Tree Removal Permits or landscape installation to continue using appropriate PPE.

Phase II

- Complete routine disinfection Engineering Division meeting table.
- Limit face-to-face meetings to no more than two visitors in the POD room at a time. Disinfect table top surface after each meeting.
- Resume Preconstruction meetings on site (no office meetings) for issued Land Disturbance Permits using appropriate PPE.
- Resume regularly scheduled weekly inspections of all active Land Disturbance Permits using appropriate PPE.
- Site inspections for Tree Removal Permits or landscape installations to continue using appropriate PPE.

Phase III

- Continue routine disinfection of Engineering Division meeting table.
- Limit face-to-face meetings to no more than two visitors with one staff person in the POD room at a time, or no more than 8 to 10 people total in Conference Room C. Disinfect table top surface after each meeting.
- Continue Preconstruction meetings for issued Land Disturbance Permits using appropriate PPE.
- Continue regularly scheduled weekly inspections of all active Land Disturbance Permits using appropriate PPE.
- Site inspections for Tree Removal Permits or landscape installations to continue using appropriate PPE.

BUILDING STAFF

Phase I

- Building inspections of active Building Permits to continue at limited level (no interior inspections of occupied residential structures) using appropriate PPE.

Phase II

- Limit face-to-face meetings to no more than two visitors in the POD room at a time. Disinfect table top surface after each meeting.
- Resume Preconstruction meetings on site (no office meetings) for issued Building Permits as necessary using appropriate PPE.
- Building inspections of active Building Permits to continue at limited level using appropriate PPE; phase in interior inspections of occupied residential structure with controlled distancing.

Phase III

- Limit face-to-face meetings to no more than two visitors with one staff person in the POD room at a time, or no more than 8 to 10 people total in Conference Room C. Disinfect table top surface after each meeting.
- Continue Preconstruction meetings on site for issued Building Permits as necessary using appropriate PPE.
- Resume Building inspections of active Building Permits using appropriate PPE.

CODE ENFORCEMENT STAFF

Phase I

- Code Enforcement inspections of active code complaints to continue at limited level (no illegal signs, no parking complaints) using appropriate PPE.

Phase II

- Limit face-to-face meetings to no more than two visitors in the POD room at a time. Disinfect table top surface after each meeting.
- Resume Code Enforcement inspections of applicable active code complaints using appropriate PPE.

Phase III

- Limit face-to-face meetings to no more than two visitors with one staff person in the POD room at a time, or no more than 8 to 10 people total in Conference Room C. Disinfect table top surface after each meeting.
- Continue Code Enforcement inspections of all active code complaints using appropriate PPE.

FINANCE

ALL FINANCE STAFF

Phase I & II

- Non-public facing staff should shelter in place and complete assigned work via telework from home, as applicable.
- Public facing staff will report to work with alternating work schedules at minimum staffing levels to limit exposure. When not reporting, public facing staff will telework.
- Use of recommended PPE when applicable: cloth mask, rubber gloves, and frequent hand washing/use of hand sanitizer, etc.
- Monitor workforce for indicative symptoms: self-monitoring of temperature and in office temperature checks.
- Maintain social and/or controlled distancing through limited staff scheduling.
- Avoid non-essential travel.

Phase III

- Staff to return to normal work office assignments with use of recommended PPE as applicable.
- Continue to maintain social distancing.
- Minimize non-essential travel.

FINANCE OFFICE AREAS

Phases I-III

- Suite 210 Waiting Area
 - Complete disinfection of common area hard surfaces and furniture.
 - Establish furniture layout to accommodate strict social distancing protocols by removing chairs.
 - Create and post signage indicating limited number of visitors to be allowed at a time in the waiting area; notice to include instructions once reception space is full; 6-foot markings to be placed leading out to rotunda towards Room 220. Potential use of queue lines to direct individuals to payment line or Court line.
 - Doors to waiting area from rotunda will remain open so visitors can see if space is available.
- Suite 130 Waiting Area
 - Complete disinfection of common area hard surfaces and furniture.
 - Establish furniture layout to accommodate strict social distancing protocols by removing chairs.
 - Create and post signage indicating limited number of visitors to be allowed at a time in the waiting area; notice to include instructions once reception space is full; 6-foot markings to be placed leading out to rotunda.
 - Doors to waiting area from rotunda will remain open so visitors can see if space is available.
- Suite 130 Kitchen
 - Place signs to limit number of individuals allowed in kitchen area at once to enforce social distancing guidelines.

Department of Recreation, Parks, Historic and Cultural Affairs

Registration Offices

Phase I

- Online Registration only

Phase II

- Walk Up Registration accepted if Recreation Centers and City Hall Offices are Open
- When handling registration, encourage the use of Credit cards
- Cash and Check Handling procedures
 - When accepting cash or checks from someone, at no time should you touch the person's hand
 - After handling cash and checks, staff should immediately use hand sanitizer or wash their hands
 - Designate a table where Jacque will count money for the deposit. This area should be wiped down and sanitized after the deposit has been completed and the cash sealed in a bag.
- Work with Building Operations to set Social Distancing Markers in the hallway
- Request that families should not bring kids to City Hall when registering
- Fee waiver registration by appointment
- Tables, Front Counter and Credit Card Machines should be wiped down hourly
- Remove Children's area

Phase III

- Registration returns to normal operations
- Reserve Room 105, if possible, to maintain limited social distancing during busy registration periods. Otherwise, continue using social distancing markers in the hallway.
- Request that families should not bring kids to City Hall when registering
- Tables, Front Counters and Credit Card Machines should be wiped down every 2 hours

Special Events

Phase I

- No events held because of Social Distancing

Phase II

- No events held because of Social Distancing

Phase III

- Food Truck Fridays and Movies Under the Stars

- Limit # of people through ticketed entry (How do we determine the # of people allowed at the event?)
- All food trucks required to adhere to social distancing guidelines for lines
- Determine if park should be closed to just the event only
- For July 4th, consider only doing fireworks at Roswell Area Park, with no music, Food Trucks or inflatables.
 - Keep the park closed up until _hours prior to the event

Facility Reservations

Phase I

- No rentals permitted because of Social Distancing Guidelines

Phase II

- No Rentals permitted
- Allow for individuals to come and look at facilities
- Work with Parks Division on enhanced cleaning of River Landing on a daily basis
- Begin to accept facility reservations that would fall within Phase III and beyond time frame

Phase III

- Reservations at facilities where camps and programs are held on a regular basis will not be allowed during the week thru July 5th.
 - This allows for maintenance to provide additional cleaning as needed during camp time
 - Saturday rentals will be allowed but limited to 1 reservation per building
 - A decision on whether to extend this out will be made no later than June 19th.
 - Once reservations begin, do not utilize rooms used regularly for Camps until they have ended for the Summer
- Thru July 5th, shelters can only be reserved once a day
 - This will allow staff adequate time to clean shelters for reservations
- Develop additional cleaning procedures with contracted cleaning company at the Roswell River Landing and Old Mill Machine Shop to include:
 - Wiping down all tables and chairs with a disinfectant.
 - Wiping down all doors and door handles
 - Sanitizing kitchen areas
 - Cleaning and sanitizing floors
- Require renters to bring their own ice and not utilize machines on site.
- Still encourage physical distancing.

City Hall Staffing

Phase I

- Administrative Offices at City Hall to operate on a minimum 50% staffing protocol, moving towards full staffing by the end of Phase I
- A minimum of 2 Administrative Staff will work to maintain phone coverage on site and to assist with other responsibilities as needed
- Breakroom remains closed except for storing food
- Determine what staff, if any, will need to use the CARES act to take time off to care for children or at risk individuals

Phase II

- Administrative Offices at City Hall return to full staffing
- If City Hall is open to the public, registration returns to normal operations
 - Fee waiver registration by appointment only
- New Hires needing to submit information may only do so by appointment only
- Determine when Carolyn Trobaugh can return to work.
- Breakroom can be used but limited to 2 people at a time, it is the responsibility of staff to clean thoroughly after use
- Community food must be in prewrapped individual packaging

Phase III

- Return to normal operations, but encourage social distancing.
- Breakroom can be used by more than 2 people at a time, but should be cleaned after each usage.

Athletic Division – Summer Re-Entry Plan(s)

Athletic Staff

Phase II

- Return to work/offices during Phase II. (Exception – high-risk employees return to work during Phase III)
- All common areas closed in order to avoid congregating and limited interaction. (i.e. kitchen, break room, copier room, etc.)

Athletic Camps/Programs

Phase III

Indoor:

- Single point of entry and exit for check-in and checkout.
- Requirement to sanitize hands before and after entering/exiting the facility.
- No more than 10 participants in any specific area with a buffer of 8 feet minimum between each group.
- When possible, clean and sanitize equipment between uses.
- Defined areas/lines for participants to stand when rotating and while waiting their turn.
- Participants will be instructed to bring their own personal water bottle(s) and food.

Outdoor:

- Single point of entry and exit for check-in and checkout.
- No more than 10 participants in any specific area with a buffer of 8 feet minimum between each group.
- When possible, clean and sanitize equipment between uses.
- Hand sanitizer required before and after leaving the field.
- Participants will be instructed to bring their own personal water bottle(s) and food.

Gymnastic Camps/Programs

Phase II (Team Gymnastic Participants Only)

PAC Building:

- No more than 50 participants at a time in the building. This would include exercise rooms, front and back equipment areas.
- Gymnastic and Performing Art staff and participants will be required to enter and exit through specified doors (Example – Performing Art staff and participants through doors on the left side of the building, Gymnastic staff and participants through the doors on the front of the building).
- Staggered times for different participant groups (team levels) entering and exiting the facility (one-way in, one-way out).
- Sanitizer stations throughout the gym that provides hand sanitizer, disinfectant solution, and paper towels for staff/participants to utilize.
- Requirement to sanitize hands before and after entering/exiting the gym.
- Observation room/areas closed to spectators until further notice.

Activities/Instruction:

- No more than 5 or 6 participants in any specific area with a buffer of 8 feet minimum between each station.
- Defined areas/lines for participants to stand when rotating and while waiting their turn.
- Participants will be required to use their own chalk in lieu of a community chalk bucket.
- Instructor/staff will be required to clean and sanitize each piece of equipment between uses.
- Participants will be instructed to bring their own personal water bottle(s) and food.

Phase III (Camps/Classes/Team Participants)

PAC Building:

- Extend building hours for the summer to be open from 9 am to 9 pm to account for operating camps in the morning/early afternoon and teams in the afternoon/evening.
- Gymnastic and Performing Art staff and participants will be required to enter and exit through specified doors (Example – Performing Art staff and participants through doors on the left side of the building, Gymnastic staff and participants through the doors on the front of the building).
- Staggered times for different camp/class groups to utilize while entering and exiting the facility (one-way in, one-way out).
- Sanitizer stations throughout the gym that provides hand sanitizer, disinfectant solution, and paper towels for staff/participants to utilize.
- Requirement to sanitize hands before and after entering/exiting the gym.
- Observation room/areas closed to spectators until further notice.

Activities/Instruction:

- No more than 5 or 6 participants in any specific area with a buffer of 8 feet minimum between each station.
- Defined areas/lines for participants to stand when rotating and while waiting their turn.
- Participants will be required to use their own chalk in lieu of a community chalk bucket.
- Instructor/staff will be required to clean and sanitize each piece of equipment between uses.
- Participants will be instructed to bring their own personal water bottle(s) and food.

Racquet Sports Academy/Camps/Programs

Phase II (Brandt Tennis Academy Participants Only)

- Outdoor racquet courts unlocked.
- No more than 7 or 8 participants in any specific area with a buffer of 8 feet minimum between each station.
- Defined areas/lines for participants to stand when rotating and while waiting their turn.
- Staggered times for different participant groups (team levels) entering and exiting the facility (one-way in, one-way out).
- Hand sanitizer required before and after leaving the court.
- When possible, clean and sanitize equipment between uses.
- Participants will be instructed to bring their own personal water bottle(s) and food.

Phase III (Academy/Camps/Classes)

- Outdoor racquet courts available for reservation(s) through online portal.
- No more than 10 participants in any specific area with a buffer of 8 feet minimum between each group.
- When possible, clean and sanitize equipment between uses.
- Hand sanitizer required before and after leaving the court.
- Participants will be instructed to bring their own personal water bottle(s) and food.

Cultural Services Division - Re-Entry Operational Protocol

Cultural Arts Center

Phase I

- Building remains **closed to the public**, but City staff begin planning to reopen sections of the facility
- Maintain staggered shifts for staff in the building in combination with work-from-home
- Continue disinfection of restrooms, kitchen, doors and surfaces used by staff
- Use masks when staff are in contact with other staff or contractors
- Monitor staff for symptoms, including daily temperature checks
- Staff who are sick should not report to work
- Ensure that supplies are ordered for Phase 2, including sufficient face masks for staff, hand sanitizer and disinfecting wipes

Phase II

- Building opens to CAC tenants (Georgia Ensemble Theatre and Roswell Historical Society/City Research Library and Archives) to open their offices to staff following these protocols:
- City Staff and CAC tenants continue to maintain staggered shifts in the building in combination with work-from-home
- Staff working together in shared offices or common work spaces should maintain physical distancing (6 feet of separation and masks) and practice personal hygiene (frequent hand washing and/or use of hand sanitizer)
- Continue disinfection of kitchen, doors and surfaces used by staff
- Public restrooms should be deep cleaned every morning and should be cleaned with disinfecting wipes or sprays multiple times throughout the day
- Add regular disinfection of elevator and stairwell doors and handrails
- Continue monitoring staff for symptoms. Staff who are sick should not report to work
- Ensure that supplies are ordered for Phase 3, including public hand sanitizer stations, large supplies of masks and disposable gloves for staff, and large supplies of disinfecting wipes, in anticipation of audiences (*each organization responsible for providing its staff with PPE*)
- Prepare communication to the public about safety protocols for reopening to audiences
- Train staff in safety protocols for reopening to audiences
- GET and CAC Box Offices open to Public (Monday – Friday only)
- No more than 10 individuals will be allowed in to purchase tickets at one time (*Not sure how we will "gate" this*)
- Signage at the front entrance will strongly encourage physical distancing including the use of face coverings while inside the building
- Each box office window should have one bottle of hand sanitizer for the patron and a second bottle for staff use only
- Staff should wear face masks when in contact with the public
- Staff should wear disposable gloves when taking payments and/or use hand sanitizer immediately after each transaction

- The Box office window and counter, computer, keyboard, phone, card reader and work station should be cleaned with a disinfecting wipe or spray once an hour
- Lines should be marked on the floor in front of the Box Office for patrons to stand in line six feet apart
- Signage should be placed on the Box Office Window regarding personal hygiene and physical distancing to stop the spread of COVID-19
- Lobby opens to public
- Outgoing art exhibits may be de-installed
- New art exhibits may be installed
- No more than 10 individuals will be allowed to view art at one time
- Hand sanitizer available in the lobby for the public
- Signage at the front entrance will strongly encourage physical distancing including the use of face coverings while inside the building
- Signage should be placed throughout the Lobby regarding personal hygiene and physical distancing to stop the spread of COVID-19
- Staff should wear face coverings and maintain physical distance when interacting with the public
- Roswell Historical Society/City Research Library and Archives may reopen to the public (If they wish)
- No more than 2 individuals will be allowed into the Research Library at one time
- Signage at the entrance to the Library will strongly encourage physical distancing including the use of face coverings while inside
- Library should have one bottle of hand sanitizer for visitors and a second bottle for staff use only
- Staff/volunteers should wear face masks when in contact with the public
- Library surfaces should be cleaned with a disinfecting wipe or spray once an hour, or immediately following use by a visitor

Phase III (assumes that live performance venues are allowed to open to audiences)

- Phase Highlights applies to renters as well as City-produced events)
- CAC Opens for Live Performances
- Limit number of tickets sold for each event to <150 to allow for social distancing in the lobby and restrooms, and to reduce the number of staff required to work events
- All ticketing should be general admission and will require staff/ushers to manage seating
- Every other row, or every third row, will be closed. Ushers will have to stagger seating to ensure distance between groups
- For assigned seating, all sales will have to be made by phone to ensure distance between groups
- Communication via email to ticket holders about safety protocols and physical distancing when attending a performance
- Cleaning during and between shows will have to be enhanced. Arm rests and door handles will have to be wiped down, bathrooms and lobby areas disinfected continuously

- Ushers, staff and crew will need masks and gloves
- Ushers can hand out disinfecting wipes to patrons to wipe down their own seating area upon entry
- Consider requiring or recommending that patrons wear masks.
- Multiple hand sanitizer dispensers must be available in lobby
- Concessions should be eliminated
- Crowd control will be crucial in the lobby, box office, and restroom lines
 - taped lines to keep people six feet apart in the restroom line
 - Lines should be marked on the floor in front of the Box Office for patrons to stand in line six feet apart
 - No post-show gatherings in the lobby
 - No Step and Repeats allowed, no souvenir sales
 - Staff should wear disposable gloves when taking payments and/or use hand sanitizer immediately after each transaction
 - The Box office window and counter, computer, keyboard, phone, card reader and work station should be cleaned with a disinfecting wipe or spray once an hour
 - Signage should be placed on the Box Office Window and throughout the Lobby regarding personal hygiene and physical distancing to stop the spread of COVID-19
 - Backstage dressing room capacity limited to no more than 20 individuals per room
 - Backstage restrooms will need to be cleaned following each performance
 - Hand Sanitizer must be available to performers
 - Signage should be backstage and in dressing rooms regarding personal hygiene and physical distancing to stop the spread of COVID-19
 - All performers should arrive with hair and makeup done. Dressing rooms will be used for cast holding areas only
 - Backstage restrooms will need to be cleaned following each individual performance. Lessees may have multiple performances in one day; time must be allowed in between shows to thoroughly clean backstage areas
 - Lessees must monitor backstage dressing rooms and bathrooms to ensure compliance with physical distancing
 - Eating prohibited backstage
 - Stage floor and equipment must be thoroughly and frequently cleaned
 - Additional supplies for more frequent cleaning of stage and equipment will need to be purchased, such as Roscoe floor cleaner, disinfectant wipes and spray, isopropyl alcohol, and an increased supply of mop heads and cleaning cloths
 - Microphones and headsets may not be shared between individuals and must be cleaned daily
 - Backstage and tech booth surfaces must be cleaned and disinfected each day

Performing Arts

Phase I

- Planning stage
- Develop staffing plan for absenteeism due to illness; physical distancing, bathroom and lunch monitoring, including expense for additional staffing
- Order usual supplies and additional cleaning supplies as they potentially become available
- Communicate through email with staff about upcoming info as we know it
- Get facilities (dance studios, stage (CAB); Community Room (ERRC) ready.
- Staff to continue building sanitation practices
- Stock up on liquid soap, sanitizer, medical grade cleaning/disinfecting supplies
- Stock up on masks for part-time employees.
- Purchase bucket for soaking toys/props in soapy water.
- Purchase individual packets of arts and crafts supplies for each individual user/participant.
- No t-shirts due to extra cost in supplies and less participant income. No tie-dye craft for Kinder camps due to no summer t-shirts.
- Write up instructions for camp staff and facility maintenance for extra cleaning of door handles, stereo equipment, classrooms, hallways, gym stage, bathrooms, chairs, desks, cubbies, ballet barres, props, toys, arts & crafts supplies
- Write instructions & guidelines for parents entering building- sanitizing lunch boxes, bring own wipes if possible, removal of campers if showing signs of illness (enter info in Camp doc)
- Stock up on pens/pencils that can be kept by participants or sanitized and reused for any paperwork that needs to be filled out if not done online.
- Develop tenting plan and signage to route performing art participants to side entrance of building
- Rug/Mats needed at exterior entrance to keep dirt from tracking into studio.
- Several picnic tables needed outside exterior studio doors for snack and lunch breaks.
- Colored tape lines to guide campers, show where to stand, distance control while waiting to check-in to camp.

Phase II

- Filter into building to sanitize everything. Training meeting for staff for camp and sanitizing requirements (late Phase II)
- Put colored tape to guide participants on "lanes" and where to stand while waiting in place.
- Train staff on CDC procedures for childcare programs; Camp Doc usage
- Set limits on June camp as a test-Max number of kids to each camp to 8-10 (with 1 instructor/1 asst.)
- Split large camps if needed & possible
- Set building limits and camp rotations schedules with gymnastics for bathrooms.

- Set up tables in Studio 3, 4 and CAB gym for lunches
- Plan on chairs set apart for families to watch musical theatre performances in gym (instead of bleachers)

Phase III

- Staff reports
- Teachers consistently conduct am & pm wellness checks on each other and all campers and report any signs of illness to supervisor and parents.
- Camps begin with reduced numbers to allow social distancing.
- Check in and pickup at exterior doors of PAC large side doors for St 4, outside doors to studio 1,2 3.
- Staff to continue daily sanitation of equipment and performing arts studios Regular scheduled hand sanitation intervals Have campers eat at tables only. Set up some inside of studios and at CAB (full day MT camp.) Make sure staff has gloves and cleaning supplies to wipe down tables after eating.
- No food sharing. Have parents sanitize lunch boxes etc.

Visual and Fine Arts

Art Center West

Phase I

- ACW and parks remain closed

Phase II

- Organize another pick up campaign with spring participants to claim remaining spring works and personal items outside the building. Personal items will be picked up the week of 5/25.
- Limited studio interaction begins for interested volunteer staff after 5/10, based on help needed. Emphasis on distancing, masks, and gloves in common spaces. Other than staff, ACW will remain closed through phase 2.
- Clay facility will be divided into three sections; wheel, youth, and hand building through phase 3.
 - Each program will remain in their assigned section (above) and will have an assigned entrance, bathroom and secondary egress as well as all materials necessary for individual programs.
 - Each room will be divided partitioned off in accordance to fire codes.
- Forging and welding classes- will need to share restroom facilities based on other studio use and need on class-by-class evaluation. Classes will be limited to 8 participants for smithing

programs and 5 for welding classes. Shared tools will need to be cleaned between uses with wipes. Gloves will be encouraged when applicable.

Phase III

- access to all staff practicing safety protocols for summer training and preparations
- 6/1 – Summer programs begin (distancing protocols remain 6 ft. inside) will need to limit max participants accordingly- (6 youth, 6 wheel, 7 hand building)
 - Each program will remain in their assigned section (above)
 - All Bathrooms, doorknobs and lights switches will be sanitized each morning and between classes when applicable
- 5/28 – 6/4 – Building wood-burning kiln with guest builder (from out of state). I will look into and make hotel and car arrangements for the week, but will push forward with the build while maintaining mask and distancing protocols as much as possible.

Beyond Phase III

- Consideration for 4-week alternative adult programming for month of July for participants wanting to participate, but not during the first month of summer.
 - Independent Study areas will be limited

Camp and Program Protocols:

- Criteria for participation - if someone or someone in the home is sick they should not attend class or camp programs. Adults will be asked to leave if they come sick. Youth participants will be asked to wait in a supervised location away from camp activities while their parents are called and for pick up.
 - Due to a high number of at risk patrons, masks should be required through 6/15 for adult classes (that is only 2 weeks into the session). After 6/15 they will be encouraged, but made optional.
- Participant Health Standards, including Camp Docs health standards criteria acknowledgement form: above... is there a standard camp document already that require a signature that says any participant cannot come due to fever within 24 hours?
- Safety training and protocol for staff – and staff accountability to uphold safety standards. Docusign contracts for accountability if necessary based on dictated protocols. Agree to wear masks (provided) and gloves (provided) in common areas through phase 3.
- Expectations of Independent Contractors in ensure safety and health standards are met. Encourage the use of personal masks and gloves through phase 3 –Difficult due to nature of our processes, but contractors will be encouraged to instruct, help and demonstrate while maintaining as much distance as possible. Instructors will be responsible for creating flow to and from equipment and cleaning stations to maintain as much distance as possible.
- Check In/Check Out Process per Facility to ensure acceptable social distancing: This should not be a problem based on class size as long as sign in is not required and visual and verbal contact suffice. All pick-ups will be made outside the building through phase 3 (weather permitting).

- Food and Common Areas Protocols: Other than staff, there will be a no food anywhere in the studio through our summer session (8/1). Eating outside will be encouraged for all adult program participants with all food waste going into the dumpster rather than interior trash can or refrigerator. Camp duration does not require snack or lunch.
- Cleaning Protocols, including areas that need increased/specialized attention:
 - Bathroom cleaning protocols for staff and heighten on a daily basis.
 - Light switches and doorknobs cleaned daily with provided cleaners/wipes.
 - Many surfaces are canvas covered... we will need cleaning supplies for soft and hard surfaces.
- Maximum participants phasing: if distancing protocols remain 6 ft. inside during phase 3, we will need to limit max participants accordingly- 6 youth, 6 wheel, 7 hand building – still within budget, but minimum. We should be able to add more sections to accommodate any additional interest while maintaining minimum enrollment.
- Communication plan to participants: Once standards and protocols are clarified, constant communication with participants will resume with many updates and reminders, as well as in building reminders.

Visual Arts Center

Phase I

- As the VAC's next scheduled programs are summer camp, the facility should remain closed during this time period. This time can be spent thoughtfully and proactively preparing policy and making decisions/policies regarding programs. Camp maximums should be held at 6 participants for rooms 101& 102; 8 participants for rooms 104, 103, and clay studio. These limitations will insure that proper social distancing guidelines will be met, and can be relaxed as the situation changes.
- Coordinators and supervisors for Strokes camp will need to meet and brainstorm about solutions for handling the Strokes load, as there are numerous participants at this point. Currently, with social distancing guidelines in place (6 ft. between persons) the Art Classroom can only handle 6 kids. That's not including the instructor. Outdoor venues can be considered for use, but these are subject to weather concerns, also ease of bathroom use and safety.

Phase II

- As the VAC's next scheduled programs are summer camp, the facility should remain closed during this time period.
- During this time, decisions about what camps will proceed need to be made. Camps below minimum or with no registrants need to be cancelled. This will reduce the participant load on the facility and result in an environment in accordance with the National guidelines. We should consider limiting the max load of the facility to 50 persons per camp week.

- Standards need to be developed during this time period and independent contractors and staff informed of these. Staff also needs to be given the option during this time period to opt-out. Decisions concerning their programs can then proceed and proactive plans to find replacement instructors can be made, if applicable.
- If the plans presented to staff/independent contractors are not agreeable to them, this is the time period in which they need to inform the coordinator of supervisor. Plans can then commence to find replacement instructors or consider program cancellation.

Phase III

- No summer camp during May. The last week in May needs to be spent cleaning/organizing the facility and training summer camp staff.
- There will be no Tessellation Exhibition during the Summer Programming. We will exhibit Strokes Canvases and other artwork from summer camps, as it is created.
- A notice should be sent to participants, department wide, that emphasizes the importance of regulating children's health and staying home if they are ill or have a temperature.
- Training needs to take place at this time for staff who will be running programs. This should include direction on the use of a mask and hand sanitizer.
- Check In/Check Out Process will require taping off areas to allow check in at multiple locations in the building (at the classroom)
- Cookouts should be cancelled. If social distancing protocols are maintained with class /camp loads, students should be able to eat their snack or lunch from home in the classroom or take it outside to eat as a group.
- For our first summer camps held in June, we need to encourage to staff wear masks.
- For our Summer camps locking the facility in accordance to the VAC opening/closing procedures after programs begin for the day. This will keep numerous individuals from entering the building, some of whom just do so to use the bathroom facilities.
- Cleaning using sanitizing materials should take place in the morning in all areas before camp/programs begin. Again, after the program ends. Bathroom cleaning should take place before, between, and at the end of camp for the day.
- Maximum participants phasing needs to be considered early. These maximums can be increased if the situation dictates.
- As we develop new policies and procedures, each needs to be individually considered how and when we communicate to the participants.

Special Events

Phase I-II

- **no special events**

Phase III

Riverside Sounds:

- **Staff Health Protocol-** All staff should abide by CDC guidelines throughout the event. That includes the use of masks, gloves and sanitizing. Each staff member will have their temperature checked before the event preparation starts at the beginning of the day. If any staff member shows a high temperature in the fever range, that staff member will be asked to distance themselves and go home without repercussions.
- **Distancing-** Ticket the event to control the amount of people attending. Ticket attendants at the front with parking attendants. (Additional 2 staff members). Tickets and event pages will need to be created and marketed. Measurements of the space to know how many groups can fit and attend. Additional barricades and spot markers purchased and additional time to place all distancing items. That would require all staff members to be available and budgeted for additional hours. (Day would potentially start at noon for all staff members)
- **Food and Beverages-** Abide by all ServSafe Certified guidelines along with all CDC food and beverage related restrictions and guidelines. OR allow only BYO Beverage/Food. Provide (plastic) chain link stanchions to create a safe distance between customers.
- **Parking-** Designated parking spots for those who have tickets to the event. Give each vehicle that is registered a parking pass to show to the parking attendants at the front of the park. (Will cause traffic to back up) Leave overflow parking for normal park goers. Space out all vehicles to abide by the 6 ft. distancing protocol. All parking attendants need to be monitoring the vehicles coming and going to assure safe distancing.
- **Bathrooms-** Large multi-stall bathrooms will be shut down to limit more than two people in at a time OR we will have an attendant at each bathroom to monitor the lines and the amount of people in the bathrooms at a time. That would require more paid staff at each restroom. (at least two) Offer sanitizing stations throughout the park. Including foot pump sinks that can be around \$200 for a rental or around \$800 to purchase. Deep cleaning will need to happen before and after the event. Top to bottom sanitation by park maintenance crew. All bathrooms will need to be cleaned every 1 - 2 times throughout the event.
- **Artists-** Require bands to keep 6ft distance with staff and community. Ask that they follow all bathroom and food protocols. Allow time for them to take a long enough break to get to the bathroom/food in time, or allow them to have priority in line. No merch or meet and greets.
- **Playgrounds-** Keep all playgrounds roped off. If playgrounds in parks are open, have attendants monitoring the amount of people/children in the playground throughout the event. That would require up to three additional staff members.

- **Normal Park Goers-** If the park is still open to the public during events, we will allow them to utilize the overflow parking only. Otherwise, Park will need to closed at a designated time prior to start of concert to ensure only ticketed participants are in the park area.
- **PAC and Lee J Howard-** Limited contact with the community and staff. Practice safe distancing from artists. The main concern is PAC setting up and touching all gear that the artists will touch and use. PAC needs to properly sterilize all equipment both pre and post show. Ask that both staff groups wear masks.

Historic Assets Re-Entry Plan

Phase I (First of May)

Staffing:

- Full-time staff return to site administrative offices
- Only one staff member will be on site at this time. Encourage Zoom platform meetings as necessary between staff reporting to work or utilize social distancing guidelines when necessary.
- Staff expected to walk grounds on a regular basis to assess and document any public traffic.
- Part-time staff still on furlough.
- **Volunteers:** Not on site with the exception of garden volunteers (no more than five at a time) practicing social distancing and CDC recommendations. Vulnerable individuals encouraged not to participate.
 - Site Coordinators will communicate with other volunteers to discuss possible return to operations during Phase III.
- **Cleaning:**
 - Adjust operations to contract with vendor to sanitize and clean restrooms at least three times a week for all three houses in preparation for opening houses to the public in Phase III. Services will be adjusted according to observed visitor flow.
 - Per CDC recommendations, staff are expected to clean touchpoint services (door handles, counters, desk surface spaces) once in the morning and before leaving at close of administrative office areas.
- **Programs/Events:**
 - Classes and lecture programs transition to on-line.
 - Continue planning with social media and building tours on-line.

Phase II (Starting roughly May 18)

Staffing:

- Request that essential part-time staff return to work with a staggered schedule so that limited staff are in facilities at a time.
- **Barrington:** Liat Westerman, Michele Glazer to prepare for an adjusted Lavender Festival and event programs; Helen Wenham for grounds maintenance; Beth O'Donovan to prepare for adjusted rental program – coordination at all houses.

- **Bulloch:** Jenny Goldemund to prepare for camp and Family Days at all houses; Geoff Lambousis for projects/maintenance.
- **Smith:** Michael Kraemer for ground maintenance assistance at all sites; Betsy Teasley-Trope for exhibit install.
- Remaining Part-time staff still on furlough.
- Staff expected to walk grounds on a regular basis to assess and document any public traffic.
- **Grounds:**
 - Reopen grounds and parking lots for public access to enjoy grounds but buildings remain closed.
 - Yard signage at entry points and doors stating adjusted operations; encourage use of OnCell property tours.
 - Restrooms open – based off of other park facilities.
- **Cleaning:**
 - Adjust operations begin with contracted vendor to sanitize and clean restrooms at least three times a week – depending upon traffic flow – for all three houses.
 - Per CDC recommendations, staff are expected to clean touchpoint services (door handles, counters, desk surface spaces) once in the morning and before leaving at close of administrative office areas.
 - Isolate work areas and restroom usage by staff.
- **Programs/Events:**
 - Continued classes and lectures to on-line format.
 - Continued planning with social media and building tours on-line.
 - Continued encouraging public to use OnCell property tours.
 - Regular admission ticketing operations are moved to on-line RecTrac services in order to limit use of physical currency or touchpoints in preparation for opening in Phase III.

Phase III (Starting roughly end of May/June 1)

- Staff able to return to work as normal with enhanced cleaning protocol in place.
 - Need full staff or adjusted support immediate to execute larger events at Barrington (Lavender Festival, June 13, and Bluegrass and BBQ, July 4).
 - Volunteers and staff in place for adjusted operations.
 - Houses reopen for visitors to adjusted operations.
- **Adjusted Visitation Operations:**
 - Move fully to on-line ticket sales via RecTrac to limit touchpoints with currency or transactions. Will enable staff to simply view ticket confirmation on-line or via visitor phone at a distance.
 - Enforce procedures with handling currency if needed, such as requesting that currency be placed on container verses hand-to-hand movement. Use of disinfectant spray or hand sanitizer after each transaction.
 - Temporarily remove hand-held reproductions or hands-on engagement objects during tours and from rooms.
 - Stanchion rooms and assess furnishings/object placement to limit touchpoints.

- Due to the fact that the high majority of our docent volunteer/visitor relations core are elderly/vulnerable population, I recommend the following:
- Focus on Self-guided tours: Continue to build tour experience for the OnCell option; will allow visitors to self-guide through house at their own pace while practicing distancing.
- Limit guided tours to one in the morning, one in the afternoon, with limited numbers if necessary.
- Staffing will require at least two people to run new operations:
 - Gift Shop Operator: Will greet guests and monitor sales transaction
 - House Supervisor: Responsible for answering visitor tour questions and supervising security of house and collections while visitors self-guide. Will offer limited guided tours.
 - Both will be responsible for grounds supervision and cleaning protocol during day.
- **If docent volunteer core does not return due to health concerns:**
 - With limited staffing, may have to close Bulloch Gift Shop and move visitor access point to house.
 - Will have to consider adjusting open hours or staff training to move between houses.
 - Require a staggered ticketing time for admissions purchased through RecTrac.
- **Cleaning:**
 - Use contract vendor to sanitize and clean restrooms and administrative work areas at least three times a week – depending upon traffic flow – for all three houses.
 - Using CDC recommendations, assign staff with daily cleaning protocol for work areas and touch points in work areas, minimum of once mid-morning and before closing. In case of heavier than usual visitation; staff will coordinate to immediately clean afterwards during downtime.
 - Purchase and stock hand-less, hand sanitizer, dispensers in key public areas if possible and request use upon entering house. Minimum of two at each site; total six.
 - Interior of Historic Homes with Collections:
 - Temporarily remove sensitive collection pieces (textiles, paper) to storage so that risk of contamination cleaning is mitigated.
 - Note that biocidal fog solution or bleach may not be used around collections.
 - Utilize instead a mild soap/water mixture via spray bottle and soft washable cloths as necessary on hard surfaces.
- **Camp:**
 - Will follow general overall health safety protocol as established by other camps.
 - Request that camp participants come prepared with:
 - Hand Sanitizer
 - Re-usable bottles for drinks; lunch and snacks from home.
 - Masks if they prefer.
 - Emphasizing a hand washing protocol
 - Using physical distancing when possible within activity layouts; use outside spaces such as Pavilions where participants can spread out.

- Altered check-in, check-out process:
 - Utilize pavilion and porch areas with tape markers on grounds to ask families to distance while in line.
- Feel confident with facilities being used that we can implement safety protocols in a responsible way. Camp is limited to 20 participants.
- **Events:**
 - Coordinate with Special Events Department and internal divisions to ensure uniform approach to large-scale events and rental protocols.
 - Will analyze layout to evaluate if we can adjust vendor tent placement to encourage as much space as possible between vendors and pedestrian pathways.
 - Rent hand sanitizer stations to place throughout event and at restrooms.
 - Secure staff to regularly clean restrooms throughout events.

Parks Division Re-entry Protocol

Written Protocol for cleaning Facilities

- All buildings will be following CDC recommendations at all times. Please see attached.
- Employees should always wear proper PPE while performing any cleaning.
- Additional PPE may need to be provided and used; this will be covered in the specialty area section.
- Maintenance staff will clean facilities daily two hours prior to open of business.
- Maintenance staff will schedule an additional cleaning of restrooms mid-day.
- Maintenance staff will continue to follow normal preventative actions; including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
- Maintenance staff employees are going to be required wash their hand regularly while cleaning.
- Maintenance staff will wear cloth masks if having to work under six feet social distancing.
- Hard and soft areas will be cleaned before applying sanitizer.
- High touch surfaces will continue to be wiped down regularly.
- Our EPA registered, CDC approved, cleaner is 3M Disinfectant Non Acid Bathroom Cleaner (NABC) and properly diluted bleach solution. Both have a dwell time of 10 minutes. It will be applied damp and allowed to air dry.
- Building staff will be responsible for cleaning personal electronics. Tablets, cell phones, corded telephones, keyboards, etc. Please follow the manufacturer's guidance. Any disinfecting wipes or alcohol based wipes at least 70% alcohol will be fine. Remember to let dry thoroughly.
- Routine cleanings of buildings will continue as normal in accompaniment with additional sanitations.

Written Protocol for Outdoor Restrooms

- All outdoor restroom cleanings will follow CDC recommendations at all times. Please see attached.
- Employees should always wear proper PPE while performing any cleaning.
- Additional PPE may need to be provided and used; this will be covered in the specialty area section.
- Maintenance staff will clean facilities daily two hours prior to open of business.
- Maintenance staff will schedule an additional cleaning of restrooms mid-day.
- Maintenance staff will continue to follow normal preventative actions; including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
- Maintenance staff employees are going to be required wash their hand regularly while cleaning.
- Maintenance staff will wear clothe masks if having to work under six feet social distancing.
- Hard and soft areas will be cleaned before applying sanitizer.
- High touch surfaces will continue to be wiped down regularly.
- Our EPA registered, CDC approved, cleaner is 3M Disinfectant Non Acid Bathroom Cleaner (NABC) and properly diluted bleach solution. Both have a dwell time of 10 minutes. It will be applied damp and allowed to air dry.
- Routine cleanings of outdoor restrooms will continue as normal with additional sanitizing.

Specialty Areas

- **Work out: outdoor**
 - Maintenance staff clean area daily.
 - Maintenance staff will sanitize once a week with appropriate cleaning methods based on surface type.
- **Work out: Indoor**
 - All workout equipment will be wiped down daily by maintenance staff before opening for business.
 - Throughout the day instructors will continue to clean. (ARC only)
 - Maintenance staff is to sanitize fully once a week with spray fogger.
 - Participants will be encouraged to use the provided wipes as often as possible.
- **Pool:**
 - RAP outdoor pool:
 - Restroom – maintenance staff is to sanitize fully once a week with spray fogger.

- **RAAC POOL:**
 - All pool related equipment will be wiped down daily by maintenance staff before opening for business.
 - Throughout the day instructors are encouraged to continue to clean.
 - Maintenance staff is to sanitizer fully at a minimum of once a week with spray fogger.
 - Participants will be encouraged to use the provided wipes as often as possible.
 - Building will be cleaned by maintenance staff using the provided written protocols.
 - Locker room - maintenance staff is to sanitize fully at a minimum of once a week with spray fogger.
- **Dance rooms:**
 - Instructors will be encouraged to continue to clean throughout the day.
 - Maintenance staff will clean entire area prior to open of business.
 - Maintenance staff will sanitize fully at a minimum of once a week with spray fogger.
- **Adult recreation:**
 - Maintenance staff will clean entire area prior to open of business.
 - Maintenance staff will be sanitizing the entire building in sections on a weekly basis.
- **Gymnastics:**
 - Maintenance staff will clean entire area prior to open of business.
 - Maintenance staff will be sanitizing the entire building in sections on a weekly basis.
 - Instructors will be encouraged to continue to clean throughout the day.
 - Third party cleaning services will be using the CDC recommendations with their cleanings.
- **Child care rooms:**
 - Maintenance staff will clean entire area prior to open of business.
 - Instructors will be encouraged to continue to clean throughout the day.
 - Room will be sterilized at a minimum of once a week with appropriate cleaning methods based on surface type.
 - Large rooms for group activity: (Fifty or more during level three re-entry)
 - Protocols will continue to be defined as needed.

Recreation Services Division

Recreation Staff

Phase II

- Return to work/offices during Phase II. (Exception – high-risk employees return to work during Phase III)

Day Camps

Phase III

Full Day Camp:

- No more than 50 participants at a time in the building.
- Single point of entry and exit for check-in and checkout.
- Additional hand sanitizer stations in facilities.
- No more than 10 participants in any specific area with a buffer of 8 feet minimum between each group.
- Hourly bathroom cleaning.
- Add hand sanitizer/wipes to the camp list of items to bring.
- First few weeks of camp disposable water bottles and lunch bags.
- Bins or hooks provided to keep backpacks off the gym floor.
- Outside disinfecting shoe stations to cut down on germs especially with younger kids that sit on gym floors and hands touch.

Fort Building Camp:

- No more than 10 participants in any specific area with a buffer of 8 feet minimum between each group.
- Drop minimum to insure social distancing.
- Hand sanitizer required before and after leaving the fort building site.
- Cancel Friday night sleepover and have it end at 10:00.
- Have boxed food for Friday night prepared for campers.

Culinary Camp:

- Change maximum to 6 per camp to accommodate social distancing in the kitchen as well as add an extension to the bar area.
- Curriculum changes to include clean-up as well as prep.
- Hour between camps will need deep cleaning - two Parks staff and one hour to flip the kitchen.

Adventure Camp:

- Limiting the number of campers to attend modified trips as social distancing on bus will leave approximately 25 campers.
- Have hand sanitizer on the bus and have assigned seats to venues.

- Too fluid with outside entities not opening example Six Flags, White Water, etc...to make determination.
- Cancel cookouts and instead eat at Cici's or local restaurant.

Adult Recreation Center

Phase III

- Requesting disposable gloves and masks for front counter and part-time staff.
- Install plexiglass at Adult Recreation Center registration office.
- Add tape on the floor so Seniors will know where to stand - same as other businesses.
- Add additional hand sanitizer stations throughout the building.
- Provide wipes for computer alcove and for computer classes.
- Cancel all social programs for the month of June with luncheons and social events starting back in July.
- Modify facility hours to accommodate fitness and class schedules. Suggestion currently, is 8:00 - 5:00.
- Cancel rentals over 50 for the month of May.

Waller Park Recreation Center

Phase III

- Add hand sanitizer stations throughout the building.
- Change maximum of Adaptive Camp to meet social distancing requirements.
- Change start date.
- Independent contractor to provide masks and gloves for instructors.
- Limit water pool play stations and field trips.

Fitness Classes/Fitness Room at BJCAB

Phase II

- Requirement for participants to bring their own Yoga mat.
- Spacing class times to allow for cleaning.
- Set a maximum of 12 participants in classrooms.
- Remove all blankets, blocks and belts or assign them to participants permanently for summer.
- Wipe down equipment after use.
- Suspend basketball for the month of June for AM Express.

Fitness Classes/Fitness Room at ARC

Phase III

- Requirement for participants to bring their own Yoga mat.
- Spacing class times to allow for cleaning.
- Set a maximum of 12 participants in classrooms.

- Remove all blankets, blocks and belts or assign them to participants permanently for summer.
- Unplug and space out equipment in the fitness room to allow for social distancing.
- Allow personal training only in the personal training room.
- Modify fitness room hours.
- Limit number allowed in room at one time.
- Wipe down equipment after every use.

Roswell Adult Aquatic Center

Phase II

- Requesting disposable gloves and masks for front counter and part-time staff.
- Install plexiglass at the Aquatic Center counter area.
- Add tape on the floor so patrons will know where to stand - same as other businesses.
- Add additional hand sanitizer stations throughout the building.
- Open for 65 and younger during Phase II then open for all ages during Phase III.
- Close spa until further notice.
- Increase cleaning schedule for facility.

Roswell Area Park Pool

Phase II

- Install plexiglass at the front counter area.
- Add tape on the floor so patrons will know where to stand - same as other businesses.
- Add hand sanitizer stations.
- Add a hand wipe station for patrons to use to wipe down chairs and/or umbrellas.
- Increase cleaning schedule for facility.
- Cancel Wibit for Memorial Day weekend.

TRANSPORTATION

TRANSPORTATION STAFF

ENGINEERING, PLANNING, ADMINISTRATIVE STAFF (CITY HALL)

Phase I

- Continual disinfection of all common areas (lobby, etc.) where staff interact or share entry/exit points (doors, stairs, elevators, restrooms, coffee/break areas, copy areas, fridge, etc.)
- Coordination with Building Operations on what housekeeping will be doing nightly to clean the suite vs. what staff should be responsible for.
- Continue disinfection of vehicle interiors, field equipment, and shared hand tools.
- Continue self-disinfection of personal work areas and office equipment (desks, computers, keyboards, phones, cell phones, pens, etc.).
- Continue policy of only one employee per vehicle, unless in extreme circumstances in which case PPE shall be utilized.
- Staff should shelter in place and complete assigned work via telework from home, as applicable.
- Encourage telecommuting of office professional staff when appropriate and feasible to minimize employee interaction within building facility.
- Use of recommended PPE when in office: cloth mask, rubber gloves, and frequent hand washing/use of hand sanitizer, etc.
- Monitor workforce for indicative symptoms: self-monitoring of temperature and in office temperature checks.
- Maintain social and/or controlled distancing; take measures to maintain distancing from general public and contractor personnel while in the field or at work sites.
- Continue to avoid in-person meetings; conduct meetings with internal and external participants by videoconference or conference call. Essential internal meetings with field staff to continue to be held in non-confined spaces, preferably outdoors in order to maintain safe-distancing. It has been recommended to staff to try to increase distancing to 10-15 feet rather than 6 feet whenever possible.
- Avoid non-essential travel.

Phase II

- Maintain all applicable procedures from Phase 1.
- Adjust schedules for office personnel to transition back to being in office building closer to full-time (40 hours per week), while continuing to maintain safe distancing and separation as much as possible.

- Promote culture of routinely wearing masks and other PPE within the office environment to safely accommodate likelihood of more internal and external interactions.
- Develop specific procedures and protocols for externally requested field meetings and office meetings.
- Suite 235 will not be open to the general public. If City Hall is open at some point, coordinate with Building Operations to set up information in the hall regarding phone/email contact to address popular concerns.

Phase III

- Maintain all Phase 1 and Phase 2 disinfection and symptom monitoring procedures.
- Staff to continue transition to regular office assignments and schedules with use of recommended PPE: cloth mask, rubber gloves, and frequent hand washing/use of hand sanitizer, etc.
- Continue to maintain social distancing.
- Continue to encourage meetings by videoconference or phone conference.
- Continue to refrain from non-essential in-person meetings or gatherings.
- Limit essential meetings to no more than 10 persons.
- Minimize non-essential travel.
- Implement routine planning and evaluation activities for the possibility of a resurgence or second wave of the outbreak.
- Establish procedures and protocols for scheduled visitors (non-employees) to enter Suite 235. Scheduled meetings or phone contact only, no interaction between administrative staff and non-employees.

TRAFFIC OPERATIONS AND CONSTRUCTION (HEMBREE)

Phase I

- Continue disinfection of common areas where staff interact or share entry/exit points (doors, stairs, elevators, restrooms, coffee/break areas, copy machine areas, refrigerators, etc.)
- Continue disinfection of vehicle interiors, field equipment, and shared hand tools.
- Continue self-disinfection of personal work areas and office equipment (desks, computers, keyboards, phones, cell phones, pens, etc.).
- Continue policy of only one employee per vehicle, unless in extreme circumstances in which case PPE shall be utilized.
- Essential staff will continue working on flexible work schedules with their supervisors (staggered/segregated/split shifts, night work, weekend work, etc.) to prioritize employee safety and distancing while still providing essential services.
- Encourage telecommuting of office professional staff when appropriate and feasible to minimize employee interaction within building facility.
- Continue to use recommended PPE at all times: cloth mask, rubber gloves, and frequent hand washing/use of hand sanitizer, etc.
- Monitor workforce for indicative symptoms: self-monitoring of temperature and in office temperature checks.

- Maintain social and/or controlled distancing; take measures to maintain distancing from general public and contractor personnel while in the field or at work sites.
- Continue to avoid in-person meetings; conduct meetings with internal and external participants by videoconference or conference call. Essential internal meetings with field staff to continue to be held in non-confined spaces, preferably outdoors in order to maintain safe-distancing. It has been recommended to staff to try to increase distancing to 10-15 feet rather than 6 feet whenever possible.
- Avoid non-essential travel.

Phase II

- Maintain all applicable procedures from Phase 1.
- Adjust schedules for office personnel to transition back to being in office building closer to full-time (40 hours per week), while continuing to maintain safe distancing and separation as much as possible.
- Promote culture of routinely wearing masks and other PPE within the office environment to safely accommodate likelihood of more internal and external interactions.
- Develop specific procedures and protocols for externally requested field meetings and office meetings.

Phase III

- Maintain all Phase 1 and Phase 2 disinfection and symptom monitoring procedures.
- Staff to continue transition to regular office assignments and schedules with use of recommended PPE: cloth mask, rubber gloves, and frequent hand washing/use of hand sanitizer, etc.
- Continue to maintain social distancing.
- Continue to encourage meetings by videoconference or phone conference.
- Continue to refrain from non-essential in-person meetings or gatherings.
- Limit essential meetings to no more than 10 persons.
- Minimize non-essential travel.
- Implement routine planning and evaluation activities for the possibility of a resurgence or second wave of the outbreak.
- Establish procedures and protocols for scheduled visitors (non-employees) to enter the 2nd floor offices at Hembree. Scheduled meetings or phone contact only, no interaction between staff and non-employees.