



# Town of Ridgway Reopening Plan

## June 10, 2020

### OVERVIEW

To protect the health and safety of Town employees and citizens in relation to the COVID-19 pandemic, the Town of Ridgway will implement the following approach to return employees to the work environment and in its opening of Town Hall to the public. This approach will take place during the month of June. This plan will be carefully implemented to ensure the health and safety of all team members and the public. Please note that nothing contained herein is absolute and our aim is to remain flexible as we work to address this unique, constantly evolving situation and the challenges that come with it.

### RESUMPTION OF BUSINESS OPERATIONS

Town Hall will remain closed to the public through Friday, June 19. On Monday, June 22, Town Hall will re-open to the public with the following guidelines that will remain in place until further notice:

1. Employees must wear a mask or face covering when interacting with members of the public. We encourage the public to continue to conduct business online, if feasible, or by phone.
2. Signs will be posted at the entrance to Town Hall stating that individuals experiencing any symptoms of COVID-19 or any other transmittable illnesses should not enter the facility but may call 970-626-5308 or email staff to conduct business. Members of the public will be required to wear masks or face coverings to enter the building. Signs stating such will be posted at the entrances to Town Hall.
3. All meetings and conferences with the public will continue to be held remotely via phone or other electronic means of participation through the end of June. If an on-site meeting is required, it will only be held with employees and attendees following social distancing protocols and using adequate personal protective equipment (PPE).
4. The Town will continue to conduct public meetings via telephone or other electronic means of participation, which are governed by the *Town of Ridgway Amended and Restated Electronic Meeting Policy for Regular and Special Meetings*.
5. The Town will cease utilizing staggered shifts and telework for all employees beginning Monday, June 22, unless the Governor's Safer at Home Executive Order is extended, to remain in full force and effect as originally promulgated, to on or after June 22. In that case, an alternative date will be pinpointed when critical government functions are no longer strongly encouraged to allow workers to telecommute whenever possible. All employees not already reporting to physical work

locations will begin to do so on that day. Any employee that is considered to be in the high-risk category will be allowed to continue working remotely. With this transition, the below Workplace Safety Enhancement Protocols shall be followed.

## **WORKPLACE SAFETY ENHANCEMENT PROTOCOLS**

The following health and safety protocols will be put in effect until further notice:

### **Employee Health Screening Procedures**

- Employees that exhibit any symptoms of illness should not report to work and should seek medical attention, while also reporting any absences to the appropriate supervisor.
- An employee who has a fever at or above 100 degrees Fahrenheit or who is experiencing coughing or shortness of breath will be sent home. The employee should monitor his or her symptoms and call a doctor or use telemedicine, if they are concerned about the symptoms.
- An employee who is sent home can return to work when:
  - He or she has had no fever for at least three days without taking medication to reduce fever during that time; and
  - Any respiratory symptoms (cough and shortness of breath) have significantly improved for at least three days; or
  - A written medical clearance from a licensed medical professional releasing the employee to return to work has been obtained.

### **Personal Protective Equipment**

Employees:

- In accordance with *Executive Order D 2020 067 Extending Executive Order D 2020 039 Ordering Workers in Critical Businesses and Critical Government Functions to Wear Non-Medical Face Coverings*, employees will be required to wear a mask or face covering when working in close contact with other employees or members of the public.
- Employees may wear their own personal mask or face covering or one can be provided by the Town of Ridgway.

Members of the Public:

- All members of the public will be required to wear a mask or face covering when entering Town Hall.

### **Cleaning Procedures**

- Frequently touched surfaces (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.) will be cleaned regularly using appropriate cleaning and disinfectant products. Employees should wear disposable gloves and face masks for all tasks in the cleaning process, including handling trash. The Town will follow Colorado Department of Public Health and Environment recommendations, available at <https://covid19.colorado.gov/cleaning-guidance>, to routinely clean and disinfect commonly touched surfaces to control the spread of the virus that causes COVID-19.
- The Town will provide sanitation supplies to employees to clean their work areas.
- Employees should practice good hand hygiene including frequent, proper handwashing, avoiding touching the face, and properly covering any cough or sneeze.

### **Social Distancing Guidelines**

All employees should try to avoid in-person meetings. Online conferencing, email or phone should be used when possible, even when employees are in the same building. Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least six feet from each other and observe other social distancing protocols, and employees should avoid shaking hands with people. Employees should not congregate in work rooms, storerooms, copier rooms or other areas where people socialize. Keep six feet apart when possible.

### **Public Contact Protocols**

Employees should observe and encourage the following to the greatest extent possible:

- Direct members of the public through the workplace to reduce unnecessary contact with other employees.
- Limit the number of people in any area of Town Hall at one time.
- Avoid handshakes or other greetings with physical contact
- Remain six feet apart.
- Use video conferencing or telephone conferencing instead of in-person meetings.
- Utilize contactless pick-up/drop-off of requested items (plans, records, bills, etc.).

Approved: \_\_\_\_\_  
Mayor John Clark

Date: \_\_\_\_\_