

CITY OF WASHINGTON
RE-OPENING OF CITY

Date: 5/7/20

To: Honorable Mayor and City Council

Fm: Advisory Sub-Committee

Ref: Re-Opening of the City of Washington

Once Governor Wolf re-opens the South-West Portion of the Commonwealth, it will be necessary for the City of Washington to re-open under a new normal. The following is a recommendation from the Advisory Sub-Committee.

1. The City of Washington Police Department

- (a) Social Distancing will be practiced (2 Citizens Max in Lobby)
- (b) Mask/Splash Guards will always be worn when out or dealing with the public
- (c) Work areas and eating areas will continue to be sanitized
- (d) Tours of the Police Department will be cancelled for the year 2020
- (e) Gloves will be worn when dealing with money/credit/debit cards
- (f) Follow all the guidelines recommended by the CDC/Pa Department of Health

2. The City of Washington Fire Department

- (a) Social Distancing will be practiced
- (b) Mask/Splash Guards will always be worn when out or dealing with public
- (c) Work area and eating areas will continue to be sanitized
- (d) Tours of the Fire Department will be cancelled for the year 2020
- (e) Follow all the guidelines recommended by the CDC/Pa Department of Health

3. The City of Washington Parking Department

- (a) Social Distancing will be practiced
- (b) Mask/Splash Guards will always be worn when out or dealing with the public
- (c) Work areas and eating areas will continue to be sanitized

- (d) Gloves will be worn when dealing with money/credit/debit cards
- (e) Employee will enter and exit the building through the man-door of the garage
- (f) Follow all the guidelines recommended by the CDC/Pa Department of Health

4. The City of Washington Street Department

- (a) Social Distancing will be practiced
- (b) Mask/Splash Guards will always be worn when out or dealing with the public
- (c) Work areas and eating areas will continue to be sanitized
- (d) Gloves will be worn when dealing with any type of waste material
- (e) Follow all the guidelines recommended by the CDC/Pa Department of Health

5. The City of Washington City Hall

- (a) Social Distancing will be practiced
- (b) Mask/Splash Guards will always be worn when dealing with the public
- (c) Work areas and eating areas will continue to be sanitized
- (d) Gloves will be worn when dealing with Money/Credit/Debit Cards
- (e) There will be in place a flow of traffic pattern for foot traffic entering and exiting City Hall as well as while in City Hall
- (f) Employees will either use the restroom in the Tax Office or the up-stairs restroom. The restroom on the main floor will be only used by the public, and cleaned thereafter
- (g) Follow all the guidelines recommended by the CDC/Pa Department of Health

6. The City of Washington Parks Department

- (a) Social Distancing will be practiced
- (b) Mask/Splash Guards will always be worn when dealing with the public
- (c) Work areas and eating areas will continue to be sanitized
- (d) Gloves will be worn when dealing with Money/Credit/Debit Cards
- (e) Gloves will be worn when dealing with any type of waste material
- (f) Follow all the guidelines recommended by the CDC/Pa Department of Health

7. Signage for the City of Washington

- (a) In all Public Areas
 - (1) Washington Park
 - (2) City Hall

- (3) Police Department
- (4) Street Department
- (5) Fire Department

****Respect Social Distancing, Facial Covering Shall Be Used Before Entering****

8. Temperatures

- (a) All employees will do a self-check at their residence prior to coming to work
- (b) Should the employee have sign of Co-Vid 19 they shall not come to work and notify their department head. Department Head will record this, weekly file will be kept.
- (c) Should employee show signs of the Co-Vid 19, employee will be sent home. Department heads will follow Protocol procedures
- (d) Should an employee become sick at their residence with CO-Vid 19 like symptoms, employee will not come to work, employee reporting off work will notify the department head of the Co-Vid 19 symptoms and department heads will follow the CDC recommendations, as to quarantine and sanitizing of the work place.

9. Agenda Meetings/Council Meeting

- (a) Third Class City Code States the following:

11005. Meetings of council, notice and participation by telecommunication device.

(a) Meetings.--

(1) Council shall hold stated meetings at least once each month, and at other times as may be fixed by ordinance, and continue them as long as the transaction of the public business demands .

- (b) All Agenda Meetings should be cancelled; they will be handled using electronic Devices. I.e.: e-mail, Zoom or cellular devices.
- (b) All Council Meeting should be held in the early afternoon, to mitigate exposure
- (c) Council Chamber will be set up to accommodate social distancing (6'x6'x6'x6' per Chair
- (d) Mask will be worn by all in attendance
- (e) Public will enter/exit through door on east side of Council Chambers
- (f) Public will have their temperature check by Fire/Police Chief prior to entry
- (g) Public will address Council from the designated area of Council Chambers
- (h) Public will not approach council, should they have anything to present to council they will place it on the table before council
- (h) Public will exit in orderly fashion, respecting social distancing

10. Cleaning/Sanitizing

- (a) Our House operated by Aaron Wrubleski, will be in charge if cleaning and sanitizing
- (b) They will wipe down with anti-bacterial wipes but not limited to door handles, counter-top, and public restroom, they will remove standing trash, and sweep and mop floors.
- (c) Cleaning Personnel will be contacted immediately for sanitizing if the need arises
- (d) Cleaning Personnel will also sanitize Police and Fire Vehicles
- (e) Cleaning personnel will sanitize public areas (1) once per hour
- (f) Cleaning Personnel will wear mask and gloves while in the performance of their job
- (g) Councilman Joe Manning will be the Supply Coordinator

We would make the following recommendation for closure for the entire year of 2020, this recommendation is based on the CDC:

- (a) Social Distancing
- (b) Large gathering of people
- (c) To prevent second wave of Coronavirus
- (d) The report of Influenzas Season and Co-Vid-19 in the fall appearing together

11. Closures

- (a) Washington Park Pool
- (b) All Pavilions in the Park/Community Pavilion
- (c) See Exception Below—Farmers Market
- (d) Car shows
- (e) All parades and fireworks
- (f) Youth Baseball/Twist/Pony World Series

12. Farmers Market

- (a) To open June 18, 2020
- (b) Farmers Market to Indemnify the City of Washington/Per E.H.D. Recommendation

1. Vendor Guidelines

- (a) All vendors and Volunteers must wear face mask
- (b) Vendors must have a person who will handle money and not product sold

- (c) All vendors must have a barrier table in front of their display table to deter customers from touching and reaching over
- (d) Vendors must have Hand Sanitizer dispensers at their station
- (e) Vendors spaces will have an open space between each stall and will be staggered
- (f) Vendors and Volunteers must wear gloves
- (g) All items for sale must be bagged by the vendor
- (h) No Food Samples
- (i) No food to be sold that is not already boxed and not open to eat in public areas
- (j) No pets permitted

2. Site Changes for the Market

- (a) There will be an entrance designated in the front and one in the rear
- (b) At each entrance and exit there will be hand sanitizers available for the public
- (c) All Vendors business contact information will be on the website and they may take preorders if they choose to do so directly from the customer and available for pick up on market day
- (d) All SNAP tokens will be collected and sanitized each week
- (e) Port-a-johns will be for Vendor and Volunteer only
- (f) There will be no community table
- (g) There will be no music or any event that would cause people to linger after shopping

13. Protocols for execution upon discovery that the business has been exposed to a person who is a probable or confirmed case of COVID19, including:

- (a) close off areas visited by the person who is a probable or confirmed case of COVID-19. Open outside doors and windows and use ventilation fans to increase air circulation in the area. Wait a minimum of 24 hours, or as long as practical, before beginning cleaning and disinfection. Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas including but not limited to employee break rooms, conference or training rooms and dining facilities, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines used by the ill person, focusing especially on frequently touched areas;
- (b) identify employees that were in close contact (within about 6 feet for about 10 minutes) with a person with a probable or confirmed case of COVID-19 from the period 48 hours before symptom onset to the time at which the patient isolated;
 - (i) If the employee remains asymptomatic, the person should adhere to the practices set out by the CDC in its April 8, 2020 Interim Guidance for implementing Safety Practice for Critical Infrastructure Workers Who May

Have had Exposure to a Person with Suspected or Confirmed COVID-19;

- (ii) If the employee becomes sick during the work day, the person should be sent home immediately. Surfaces in the employee's workspace should be cleaned and disinfected. Information on other employees who had contact with the ill employee during the time the employee had symptoms 3 and 48 hours prior to symptoms should be compiled. Others at the workplace with close contact within 6 feet of the employee during this time would be considered exposed;
- (iii) Promptly notify employees who were close contacts of any known exposure to COVID-19 at the business premises, consistent with applicable confidentiality laws;
- (iv) ensure that the business has a sufficient number of employees to perform the above protocols effectively and timely.

14. General Public

- (a) No person/s will enter any City of Washington building without the use of a mask or Facial Covering.

15. Amendments

- (a) This plan may need to be reviewed as recommendations from the CDC and Pa Department of Health and the Governor's Office changes, to ensure that the City of Washington stay compliant with the Commonwealth.

Adopted 5/7/2020