

City of Scottsbluff, Nebraska

Monday, May 18, 2020

Regular Meeting

Item Reports5

Council to receive an update regarding the City's response to COVID-19.

Staff Contact: Rick Kuckkahn, Interim City Manager

City of Scottsbluff COVID-19 Plan to Resume City Services

I. Purpose:

This plan is meant to furnish city officials and department heads with a logical guideline to bring city employees back to work with their safety and the citizen's safety as their highest priority.

II. Policy:

With the guidance from the following; Governor's Directed Health Measure (DHM), Panhandle Public Health District (PPHD), and League Association of Risk Managers (LARM) the city of Scottsbluff will plan to return employees to work and begin to restore all city services to the community. This four phase proposal is only a recommendation, it would be impossible to anticipate every circumstance that may be encountered. Department heads in conjunction with the City Manager, will have general discretion to return to typical operations, while limiting employee and community member exposure to COVID-19.

III. Procedure:

As personal protective equipment (PPD) has recently become available and personal safety protocols have been established, it is becoming possible for city workers to return to work in a well thought out safe manner. Department heads will create scheduling strategies that will encourage social distancing limiting employee's exposure to each other, and tactics that will limit unnecessary contact with community members. Employees will not congregate together in break rooms, offices or common areas. Employees will be expected to sanitize their work spaces, restrooms, kitchens, vehicles, and shared equipment such as copy machines, phones in common areas etc. Department heads will limit one person to a vehicle whenever possible. PPE, including gloves, masks, and hand sanitizer will be readily available to all employees.

A. Phase 1 – current operations

1. City offices will remain closed to the public in general. City services will be conducted on-line, through the mail or by appointment. While the risk to city workers can be minimized through plastic or glass barriers between themselves and the public, the small entryways that the community members will occupy create a risk of exposure to each other. It would be difficult to enforcement or limit occupancy consistently.
2. Staffing rotations remain in effect.
3. Social distancing strictly enforced.
4. Encourage virtual interactions, for example, meetings and trainings.
5. Gathering restrictions enforced.

6. Playground equipment in city parks remains off limits, public restrooms remain closed.
 7. City Council Meetings resume in-person.
 8. Unnecessary out of town work related travel prohibited.
 9. Out of area travel is discouraged; may be subject to a 14 – day quarantine.
 10. Westmoor Pool is closed for the summer.
 11. Other summer recreational activities will be decided considering the DHM and the city's ability to provide the necessary services.
- B. Phase 2 – June 1st, 2020, contingent upon COVID-19 Pandemic developments, the DHM and expert advice.
1. Department heads will have the option of returning to a regular work week, if necessary, with staggered rotation that limits employee exposure to each other.
 2. City Hall and the Public Safety building can open for a half day or remain closed, dependent on public necessity and the perceived risks.
 3. Social Distancing strictly enforcement.
 4. Gathering restrictions enforced.
 5. Encourage virtual interactions, conducting business on-line, through the mail or by phone.
 6. Outdoor restrooms at the parks can open in conjunction with the youth baseball and softball league per DHM. Proper PPE must be worn by city employees providing maintenance.
 7. Playground equipment remains off limits.
 8. Out of town work related travel will be decided on a case by case basis, dependent upon the need and the potential risks.
 9. Out of area travel is discouraged; may be subject to a 14 – day quarantine, PPHD guidance will be followed.
- C. Phase 3 – June 15th or July 1st, 2020, contingent upon COVID-19 Pandemic developments, the DHM and expert advice.
1. Department heads will continue to implement scheduling strategies that limit employee exposure to each other.
 2. City Hall and the Public Safety Building will open for public access but can limit this to 4 hours a day initially.
 3. Social distancing enforced.
 4. Gathering restrictions will be enforced.
 5. Encourage virtual interactions; conducting business on-line, through the mail or by phone.

6. Outdoor restrooms at the parks can open in conjunction with the youth baseball and softball league. Proper PPE must be worn by city employees providing maintenance.
 7. Playground equipment remains off limits, unless public health officials determine safe to open.
 8. Out of town work related travel will be decided on a case by case basis, dependent upon the need and the potential risks.
 9. City response to employee out of town travel is dependent upon PPHD, the conditions and the associated risks.
- D. Phase 4 - July 1st or July 13th, 2020, contingent upon COVID-19 Pandemic developments, the DHM and expert advice.
1. Department heads continue to schedule employees with limiting exposures in mind.
 2. City Hall and Public Safety Buildings are open to public access.
 3. Social distancing is enforced if applicable, encourage at a minimum.
 4. Gatherings are dependent upon the DHM.
 5. City business that can be accomplished through e-mails, postal services, or phone calls is encouraged.
 6. Outdoor restrooms are open.
 7. Playground equipment is open.
 8. Out of town work related travel is allowed.
 9. Employee out of town travel is allowed.

IV. Reasoning:

This plan has been developed to provide guidance for department heads to keep employees and citizens safe while returning them to work. It would be impossible to anticipate or predict what safety measures may or may not become necessary. The dates on this plan are speculations that are subject to change dependent upon the COVID-19 Pandemic. All employees will be expected to comply with all recommended personal safety protocols.