

DATE SUBMITTED 5/28/2020
 SUBMITTED BY City Manager's Office/ICS- Planning & Operations Branch
 DATE ACTION REQUIRED 6/3/2020

COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS 7/8

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: PHASED PLAN TO RE-OPEN CITY FACILITIES 1. APPROVAL OF CITY PHASED PLAN TO RE-OPEN CITY FACILITIES & PARKS AND ADOPTION OF PERMANENT GUIDELINES IN RESPONSE TO COVID-19 PANDEMIC	
DEPARTMENT INVOLVED: <u>City Manager's Office/ICS- Operations & Planning Branch(s)</u>	
BACKGROUND/SUMMARY: On March 18, 2020 the City Council declared a Local State of Emergency. On March 23 rd City facilities (and playgrounds) were closed to the public in response to the Coronavirus COVID-19 pandemic. In preparation for re-opening of our facilities, City staff has put together the attached phased plan for Council's consideration. This plan is drafted to run parallel to Federal, State and local guidelines and informed by health and safety best practices.	
FISCAL IMPACT: To Be Determined Costs incurred to prepare facilities for re-opening will be submitted to FEMA for reimbursement as part of emergency expenditures. Costs related to PPE, barriers, etc.	ADMIN SERV INITIALS <u>DEE</u>
STAFF RECOMMENDATION:	DEPT. INITIALS _____
MANAGER'S RECOMMENDATION: It is our recommendation to approve and adopt the phased re-opening plan as presented to the City Council.	CITY MANAGER'S INITIALS <u>AB</u>
MOTION: SECONDED: _____ APPROVED () REJECTED () AYES: _____ DISAPPROVED () DEFERRED () NAYES: _____ ABSENT: _____ REFERRED TO: _____	

CITY OF IMPERIAL PLAN TO REOPEN PUBLIC FACILITIES



On March 18, 2020 the City of Imperial City Council declared a local state of emergency due to the Coronavirus COVID-19 pandemic. On March 23, 2020, the City made the decision to close City Facilities accessible to the public such as, City Hall, Community Development, Community Services and Imperial Public Library, Imperial Police Department, and Parks.

In conjunction with the published Imperial County Roadmap to Recovery, the City of Imperial has put together the following phased re-opening plan to run parallel in accordance with Federal, State, and local regulations and guidance.

- **Develop and implement appropriate policies, in accordance with Federal, State, and local regulations and guidance, and informed by industry best practices, regarding**
 - Physical distancing and protective equipment
 - Temperature checks
 - Sanitation
 - Use and disinfection of common and high-traffic areas
 - Training & Travel, Time Off, and Staff Scheduling
 - Amended or Suspended City and Police Services
- **Monitor workforce for indicative symptoms. Do not allow symptomatic people to physically return to work until cleared by a medical providers**
- **Develop and implement policies and procedures for workforce contact tracing following employee COVID+ test.**
- **Continue to adhere to state and local guidance, in particular with respect to face coverings.**
- **Continue to practice good hygiene**
 - Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
 - Avoid touching your face
 - Sneeze or cough into a tissue, or the inside of your elbow.
 - Disinfect frequently used items and surfaces as much as possible.
 - Strongly consider using face coverings while in public, and particularly when using mass transit.
 - People who feel sick should stay home. Do not go to work or school.
 - Contact and follow the advice of your medical provider.

In conjunction with the published Imperial County Roadmap to Recovery, the City of Imperial has put together the following phased re-opening plan to run parallel in accordance with Federal, State, and local regulations and guidance.

Stage 1 – Status of City Facilities Following Declaration of Local Emergency & State Shelter-At-Home Order

CITY FACILITIES	STAGE 1 STATUS OF OPERATIONS
City Hall	<ul style="list-style-type: none"> • Closed to the Public • Services by Virtual, Electronic, or Telephonic Communications • Implement social distancing measures for all employees • Employees screened daily and must wear face covering if unable to continuously maintain 6 ft social distancing from co-workers and the public. • Vendors screened upon entry to facility and must wear face coverings • Suspension of Utility “Turn Offs” – Penalties still assessed • Suspension of all “in-person” meetings
City Council Chambers	<ul style="list-style-type: none"> • Closed to the Public • GoTo Meeting Platform • Separate Chambers Created for public attendance – limited capacity • Implement social distancing measures for all council members and employees • Screened Upon Entry and must wear face coverings if unable to continuously maintain 6 ft social distancing from co-workers and the public.
Community Development	<ul style="list-style-type: none"> • Closed to the Public • Services by Virtual, Electronic, or Telephonic Communications • Implement social distancing measures for all employees • Employees screened daily and must wear face covering if unable to continuously maintain 6 ft social distancing from co-workers and the public. • Vendors screened upon entry to facility and must wear face coverings
Community Services –	<ul style="list-style-type: none"> • Closed to the Public

Imperial Public Library	<ul style="list-style-type: none"> • Services by Virtual, Electronic, or Telephonic Communications • Implement social distancing measures for all employees • Employees screened daily and must wear face covering if unable to continuously maintain 6 ft social distancing from co-workers and the public. • Vendors screened upon entry to facility and must wear face coverings • Suspension of all in-person recreational programs • Suspension of Community Events • Implement sanitation procedures for returned books
Imperial Police Department	<ul style="list-style-type: none"> • Closed to the Public • Provide Services by Virtual/Telephonic Communications • Implement social distancing measures for all employees • Employees screened daily and must wear face covering if unable to continuously maintain 6 ft social distancing from co-workers and the public. • Vendors screened upon entry to facility • Suspension of Vin Verifications, Ride Along Requests, and Finger Printing Services
Parks	<ul style="list-style-type: none"> • Closed to the Public – Playgrounds, Splash Pad, Multi-Use Sports Fields • Suspension of Park/Gazebo Reservations • Suspension of Recreational Sports

Stage 2 – Low Risk | Current Status

A Physical Distancing and Safety Plan that includes facility structure modifications, specific adaptations and limitations will be completed, posted, abided by and used as a training tool prior to any reopening efforts.

CITY FACILITIES	CURRENT SERVICE STATUS
City Hall	<ul style="list-style-type: none"> • Closed to the Public • Services by Virtual, Electronic, or Telephonic Communications • Implement social distancing measures for all employees • Employees screened daily and must wear face covering if unable to continuously maintain 6 ft social distancing from co-workers and the public. • Vendors screened upon entry to facility and must wear

	<ul style="list-style-type: none"> face coverings Suspension of Utility “Turn Offs” – Penalties still assessed Suspension of all “in-person” meetings
City Council Chambers	<ul style="list-style-type: none"> Closed to the Public GoTo Meeting Platform Separate Chambers Created for physical attendance Implement social distancing measures for all council members and employees Screened Upon Entry and must wear face coverings if unable to continuously maintain 6 ft social distancing from co-workers and the public.
Community Development	<ul style="list-style-type: none"> Closed to the Public Services by Virtual, Electronic, or Telephonic Communications Implement social distancing measures for all employees Employees screened daily and must wear face covering if unable to continuously maintain 6 ft social distancing from co-workers and the public. Vendors screened upon entry to facility and must wear face coverings
Community Services – Imperial Public Library	<ul style="list-style-type: none"> Curbside Services Available: Books, Recreation Program “to-go” Kit Face Coverings Required for Customers Services by Virtual, Electronic, or Telephonic Communications Implement social distancing measures for all employees Employees screened daily and must wear face covering if unable to continuously maintain 6 ft social distancing from co-workers and the public. Vendors screened upon entry to facility and must wear face coverings Suspension of all in-person recreational programs Suspension of Community Events Implement sanitation procedures for returned books
Imperial Police Department	<ul style="list-style-type: none"> Closed to the Public Provide Services by Virtual/Telephonic Communications Implement social distancing measures for all employees Employees screened daily and must wear face covering if unable to continuously maintain 6 ft social distancing

	<p>from co-workers and the public.</p> <ul style="list-style-type: none"> • Vendors screened upon entry to facility • Suspension of Vin Verifications, Ride Along Requests, and Finger Printing Services
Parks	<ul style="list-style-type: none"> • Closed to the Public – Playgrounds, Splash Pad, Multi-Use Sports Fields • Suspension of Park/Gazebo Reservations • Suspension of Recreational Sports

Prior to moving further into re-opening phases, it is the City’s recommendation to adopt the below guidelines for all four stages.

Recommended Guidelines Prior to Moving into High Risk Stages

- **Develop and implement appropriate policies, in accordance with Federal, State, and local regulations and guidance, and informed by industry best practices, regarding**
 - Physical distancing and protective equipment
 - Temperature checks
 - Sanitation
 - Use and disinfection of common and high-traffic areas
 - Limited Training & Travel
- **Monitor workforce for indicative symptoms. Do not allow symptomatic people to physically return to work until cleared by a medical providers**
- **Develop and implement policies and procedures for workforce contact tracing following employee COVID+ test.**
- **Continue to adhere to state and local guidance, in particular with respect to face coverings.**
- **Continue to practice good hygiene**
 - Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
 - Avoid touching your face
 - Sneeze or cough into a tissue, or the inside of your elbow.
 - Disinfect frequently used items and surfaces as much as possible.
 - Strongly consider using face coverings while in public, and particularly when using mass transit.
 - People who feel sick should stay home. Do not go to work or school.
 - Contact and follow the advice of your medical provider.

Stage 2- High Risk – Opening Facilities at 50% Limited Capacity

Continued carryover of A Physical Distancing and Safety Plan that includes facility structure modifications, specific adaptations and limitations will be completed, posted, abided by and used as a training tool prior to any reopening efforts.

- Screen daily all employees with temperature and respiratory symptom checks. Employees with temperatures of 100.4 degrees Fahrenheit must leave the premises immediately.
- Post information about health precautions for customers, employees and staff (such as maintaining at least 6 feet social/physical distancing while lining up for checkout), provide hand sanitizer to the extent possible.
- Advise employees with any symptoms of illness to be tested and to stay home until they receive test results. Create policies that make it possible for employees to isolate and quarantine.
- Close common areas where personnel are likely to congregate or enforce strict social distancing protocols. Minimize non-essential travel. Consider special accommodations for personnel who are members of a vulnerable population.

CITY FACILITIES	STAGE 2 HIGH RISK OPERATIONS
City Hall	<ul style="list-style-type: none"> • Implement social distancing measures for all customers and employees • Face coverings required for customers • Employees screened daily and must wear face covering if unable to continuously maintain 6 ft social distancing from co-workers and the public. • Complete, post and abide by Social Distancing and Safety Plan • Vendors screened upon entry to facility and must wear face coverings • Suspension of Utility “Turn Offs”- Penalties Still Assessed • Suspension of all “in-person” meetings
City Council Chambers	<ul style="list-style-type: none"> • Implement Social Distancing measures for all attendees • Limited capacity for public attendance – No more than 10 • Screened Upon Entry and must wear face coverings if unable to continuously maintain 6 ft social distancing from co-workers and the public.
Community Development	<ul style="list-style-type: none"> • Implement social distancing measures for all customers and employees • Face coverings required for customers • Employees screened daily and must wear face covering if unable to continuously maintain 6 ft social distancing from co-workers and the public. • Complete, post and abide by Social Distancing and Safety Plan

	<ul style="list-style-type: none"> • Vendors screened upon entry to facility and must wear face coverings
Community Services – Imperial Public Library	<ul style="list-style-type: none"> • Implement social distancing measures for all customers and employees • Face coverings required for customers • Employees screened daily and must wear face covering if unable to continuously maintain 6 ft social distancing from co-workers and the public. • Complete, post and abide by Social Distancing and Safety Plan Vendors screened upon entry to facility and must wear face coverings • Continued Curbside Service for Programs and Books • Continued Suspension of Community Events • Implement sanitation procedures for returned books
Imperial Police Department	<ul style="list-style-type: none"> • Implement social distancing measures for all customers and employees • Face coverings required for customers • Employees screened daily and must wear face covering if unable to continuously maintain 6 ft social distancing from co-workers and the public. • Complete, post and abide by Social Distancing and Safety Plan Vendors screened upon entry to facility and must wear face coverings
Parks	<ul style="list-style-type: none"> • Closed to the Public – Playgrounds, Splash Pad, Multi-Use Sports Fields • Suspension of Park/Gazebo Reservations • Suspension of Recreational Sports

If there is upward trend in active cases or other changes based on the established criteria, during STAGE Two (either category), Imperial County should revert to Stage One.

Stage 3- High Risk | Opening Facilities at 75% Limited Capacity

Continued carryover of A Physical Distancing and Safety Plan that includes facility structure modifications, specific adaptations and limitations will be completed, posted, abided by and used as a training tool prior to any reopening efforts.

- Screen daily all employees with temperature and respiratory symptom checks. Employees with temperatures of 100.4 degrees Fahrenheit must leave the premises immediately.
- Post information about health precautions for customers, employees and staff (such as maintaining at least 6 feet social/physical distancing while lining up for checkout), provide hand sanitizer to the extent possible.
- Advise employees with any symptoms of illness to be tested and to stay home until they receive test results. Create policies that make it possible for employees to isolate and quarantine.
- Close common areas where personnel are likely to congregate or enforce strict social distancing protocols. Minimize non-essential travel. Consider special accommodations for personnel who are members of a vulnerable population.

CITY FACILITIES	STAGE 3 HIGH RISK OPERATIONS
City Hall	<ul style="list-style-type: none"> • Implement social distancing measures for all customers and employees • Face coverings required for customers and vendors • Employees screened daily and must wear face covering if unable to continuously maintain 6 ft social distancing from co-workers and the public.
City Council Chambers	<ul style="list-style-type: none"> • Implement Social Distancing measures for all attendees • Limited capacity for public attendance – No more than 20 • Screened Upon Entry and must wear face coverings if unable to continuously maintain 6 ft social distancing from co-workers and the public.
Community Development	<ul style="list-style-type: none"> • Implement social distancing measures for all customers and employees • Face coverings required for customers and vendors • Employees screened daily and must wear face covering if unable to continuously maintain 6 ft social distancing from co-workers and the public.
Community Services – Imperial Public Library	<ul style="list-style-type: none"> • Implement social distancing measures for all customers and employees • Face coverings required for customers and vendors • Employees screened daily and must wear face covering if unable to continuously maintain 6 ft social distancing from co-workers and the public. • Resume Programs at limited capacity with social distancing measures, screening and face coverings for

	participants.
Imperial Police Department	<ul style="list-style-type: none"> • Implement social distancing measures for all customers and employees • Face coverings required for customers and vendors • Employees screened daily and must wear face covering if unable to continuously maintain 6 ft social distancing from co-workers and the public.
Parks	<ul style="list-style-type: none"> • Open with limited capacity (25 or less) • Implement social distancing measures • Increased sanitation procedures for playground equipment

If there is upward trend in active cases or other changes based on the established criteria, during STAGE Three, City of Imperial should revert to Stage Two

Stage 4 – Open to Full Capacity

CITY FACILITIES	STAGE 4 HIGH RISK OPERATIONS
City Hall	<ul style="list-style-type: none"> • Implement social distancing measures for all customers and employees • Face coverings required for customers and vendors • Employees screened daily and must wear face covering if unable to continuously maintain 6 ft social distancing from co-workers and the public.
City Council Chambers	<ul style="list-style-type: none"> • Implement Social Distancing measures for all attendees • Screened Upon Entry and must wear face coverings if unable to continuously maintain 6 ft social distancing from co-workers and the public.
Community Development	<ul style="list-style-type: none"> • Implement social distancing measures for all customers and employees • Face coverings required for customers and vendors • Employees screened daily and must wear face covering if unable to continuously maintain 6 ft social distancing from co-workers and the public.
Community Services – Imperial Public Library	<ul style="list-style-type: none"> • Implement social distancing measures for all customers and employees • Face coverings required for customers and vendors • Employees screened daily and must wear face covering if unable to continuously maintain 6 ft social distancing from co-workers and the public. • Resume Community Events and Programs

Imperial Police Department	<ul style="list-style-type: none"> • Implement social distancing measures for all customers and employees • Face coverings required for customers and vendors • Employees screened daily and must wear face covering if unable to continuously maintain 6 ft social distancing from co-workers and the public.
Parks	<ul style="list-style-type: none"> • Implement social distancing measures • Increased sanitation procedures for playground equipment • Resume recreational sports and use of multipurpose fields

If there is upward trend in active cases or other changes based on the established criteria, during STAGE Four, the City of Imperial should revert to Stage Three.

CONCLUSION

The threat of COVID-19 will be with us for the foreseeable future. There is a high probability that Imperial County will experience continued outbreaks that will force us to revert to earlier stages at some point during the reopening process. Now is the time to build capacity and create partnerships, across our county with employers, nonprofits, and community groups, to respond effectively to this challenge. This is also the time to provide clear guidance and an evidence-based framework for reopening our local economy. Discussions with the state and federal government will continue with the purpose forward movement that best meets the needs of the community while protecting the health of the public.