REOPENING PLANNING GUIDELINES

Due to the ever changing information associated with COVID-19, these guidelines will be handled as an adaptive management plan or living document. To reflect the most up-to-date information, State orders and standards, and recommendations, this document will be modified as soon as new information is made available.

These reopening planning guidelines intend to serve as a resource for City Departments to develop their own reopening plan at the Department-level. Any questions and feedback should be directed to the City Administrator.

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Introduction

The City of Gladstone Continuity of Operations (COOP) Plan provides continuity planning, program direction, and guidance as a means of ensuring that the City is capable of conducting its essential functions under all threats and conditions. This Reopening plan focuses on resuming performance of the City's essential functions after a pandemic event is over or is nearing to the end. Unlike normal reconstitution of COOP that considers natural and manmade disaster, this plan focuses on a situation where the City's primary facilities are not damaged but employees were temporarily required to work from home or other remote sites to prevent further spread of the pandemic.

Purpose

This Reopening plan provides guidance and direction for ensuring the effective transition and phase-down of continuity operations and transfer of essential functions, personnel, records, and equipment back to the City facilities. The objective of this plan is to effectively manage, control, and expedite the return to normal operations with safety in mind while mitigating negative impacts on employees and the risk of resurgence of the pandemic.

Applicability & Scope

This plan applies to all of City employees. It addresses processes, procedures, activities, operations, and resources necessary to ensure the effective transition from continuity or devolution operation back to normal operations.

Authority

- Homeland Security Act of 2002, as amended (6 U.S.C. § 101 et seq.).
- Americans with Disabilities Act of 1990 (ADA), Title II and Title III, as amended (42 U.S.C. §§12131-12165, 12181-12189).
- Executive Order 13347, Individuals with Disabilities in Emergency Preparedness, July 22, 2004.
- Presidential Policy Directive 40, National Continuity Policy, July 15, 2016.
- Presidential Policy Directive 8, National Preparedness, March 30, 2011.
- Presidential Policy Directive 21, Critical Infrastructure Security and Resilience, February 12, 2013.

COVID-19

Situation in Oregon

On March 8, 2020, Oregon Governor Kate Brown declared a state of emergency to address the outbreak of COVID-19 in Oregon. This declaration gives the Governor authority to direct state agencies to use and employ state personnel, equipment, and facilities for activities designated to prevent or alleviate actual or threatened damage due to the emergency. In response to the declaration, the Office of Emergency Management (OEM) mobilized the state Emergency Coordination Center (ECC) to coordinate and support state and local recovery efforts. The ECC is collaborating with the Oregon Health Authority (OHA) and its Agency Operations Center (AOC).

Symptoms

COVID-19 is a respiratory condition caused by a coronavirus. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. **These symptoms may appear 2-14 days after exposure to the virus**: *fever, cough, shortness of breath (or difficulty breathing), chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell.*

Resurgence of the Pandemic

According to multiple Public Health authorities, a second wave of the coronavirus is expected to hit the United States as early as this fall. The World Health Organization (WHO) reports indicates that rushing to ease coronavirus restrictions would likely lead to a resurgence of the illness. **The City must remain vigilant to stop the resurgence of the virus, and the lifting of social distancing measures must be done gradually and strike the right balance between keeping people healthy and allowing economies to function**.

Social Distancing

Social distancing, also called "physical distancing", means keeping space between yourself and other people outside of your home. To practice social distancing:

- Stay at least 6 feet (about 2 adult arms' length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

Face Covering/Masks

When in public (outside of individual's home), every individual is encouraged and expected to wear face coverings or masks, especially when unable to consistently maintain 6 feet of distance. Face masks are intended to trap droplets leaving mouth and nose, which reduces the risk of spreading COVID-19. Wearing masks protects City employees and help to remind you not to touch your face with unwashed hands. The City and CDC has guidance on how to make, wear, and care for a cloth face masks. The City will provide a face mask for all employees.

Vulnerable Individuals

Definition

COVID-19 is a new disease and there is limited information regarding risk factor(s) for severe disease. Based on currently available information and clinical expertise, CDC states older adults and people of any age who have serious underlying medical conditions might be at high-risk for severe illness from COVID-19:

Those at high-risk for severe illnesses from COVID-19 are:

- People 65 years and older
- People who live in a nursing home or long-term care facility

People of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
- People with severe obesity (BMI of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease
- People who are pregnant

Accommodation & City Resources

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. People who are at high-risk for severe illness from COVID-19 should continue to practice strict social distancing. Thus, if possible and approved, those who are considered vulnerable should continue to **telework** from their home or other remote isolated site. Following CDC and Oregon and Federal Guideline for Reopening, individuals who live with vulnerable individuals should continue to abide by the State's Stay-at-Home order. If an employee lives in a household that includes one or more vulnerable individuals, then all family members should act as if they, themselves, are at higher risk.

Departments are advised to contact HR for accommodation of vulnerable staff and potential ADA requirements. In addition to regular sick leave and FMLA, City employees have access to the following resources that help them continue self-quarantine and isolation:

- 80 hours of Federal Emergency Paid Sick Leave (through the end of Calendar Year 2020) Up to 12 weeks of Emergency Family Leave Expansion Leave Act (EFMLEA) leave to be taken by December 31, 2020. Leave will be calculated at two-thirds of an employee's regular rate of pay and the number of hours the employee would otherwise be normally be scheduled to work. Paid leave will not exceed $200 per day, or $10,000 in the aggregate
- Consideration for unemployment benefits

Field Workers

Some Departments have field workers who perform their job duties outside of a building and are often required to drive a City vehicle. Field workers have unique challenges and needs, and when planning procedures for field workers to safely get to their work area, there are several elements to be considered:

- **Physical Distancing in Vehicles**: Ideal situation is where each field worker is assigned to their own vehicle, and if the job requires multiple field workers, they would meet up in the field. If field workers have to share a vehicle, 1) wear appropriate PPE and masks and 2) consider size and seating configuration of vehicle

- **Physical Distancing in Locker Room/Office space**: Field workers report to and utilize City facilities. There should be physical distancing signs in all office spaces. If field workers are sharing a computer (or other office supplies), ensure they are sanitized before sharing with other workers

- **Number of field workers:** Field workers who work individually vs. Field workers who work in crews

- **PPE Availability:** If sharing a vehicle is inevitable, field workers are required to wear appropriate PPE (masks)

- **Vehicle Cleaning/sanitization:** Every time a City vehicle is used for a job and returned to its designated City facility, there needs to be a cleaning/sanitization procedure to disinfect the vehicle for next crews

- **Adjusting Shift**: Adjusting field workers' work hours can reduce potential unnecessary contacts among staff. However, consider pros and cons of adjusting work hours

- **Public interaction**: Some field workers are required to perform their job while general public is sharing the same space (as well as public approaching field workers). Identify where the risk of public-interaction are and inform the building occupants that your field workers will be working in the area if possible. Use signage for general public as well

Concept of Operations (CONOP)

This Reopening plan adopts a 4-phased approach, the Planning Phase and Phase I are described below. This document focuses on ensuring the City's readiness to perform the roles and responsibilities associated with reconstitution (reopening) operations, executing the reconstitution activities and action, and processes and procedures. The City of Gladstone must see a decline in cases in order to begin phases. If a state, region, or City experiences a rise in cases, they are advised to return to a previous phase until the curve in the area begins to flatten.

- Planning Phase: Planning/preparation period
- Phase 1: Transition back to City facilities begins

The key operation concept is gradual transition and close monitoring of the COVID-19 pandemic situation prior to moving forward to the next phase. Bringing employees back to City facilities incrementally gives the City adequate time to accommodate appropriate employee protections and sanitization of facilities. The 4-phased approach is also to avoid the resurgence of the pandemic and mitigate impacts on employees by limiting close interaction among employees and providing employees with flexibility to accommodate their personal/family needs.

Gating Criteria

Reopening City facilities will align with the State of Oregon's legal and public health guidelines. In order for the City to eliminate the risk of resurgence of the pandemic, activation and execution of the re-entry plan items are dictated by the level of pandemic severity, rather than following a specific timeline. **Every step forward the City makes must be based on the gating criteria listed below.** It is critical to closely observe and assess the COVID-19 pandemic situation on an ongoing basis. Reentry of employees and moving on to next phase must be evidence-based.

Federal & Oregon Guideline Gating Criteria (As of 4/24/2020)

- There has to be a downward trajectory of both influenza-like illnesses and COVID-19-like cases within a 14-day period
- There also needs to be a downward trajectory of documented cases and the percentage of positive tests over 14 days
- Hospitals have to have a robust testing program in place for at-risk healthcare workers, including emerging antibody testing

Assumptions

- Symptomatic employee must not be allowed to physically return to City facilities until they are cleared by a medical provider or have followed the City's Return-To-Work (RTW) guideline
- The virus will remain with us a community until there is a vaccine
- Reopening City facilities will be specific to City's operations and may not mean other businesses in the City/County/State are also reopening
- Some employees will need to continue teleworking and could do so in alignment with operational needs; vulnerable individuals are encouraged to telework if possible

- To avoid the resurgence or the COVIOD-19 pandemic, employees will return to City facilities incrementally
    - Staggered reentry and use of teleworking are to lessen number of employees in work spaces
- Facilities sanitization and social/physical distancing efforts must continue; employees will need to play a role in cleaning their own workspace
- With schools, childcare, and daycare centers closed, some City employees will continuously seek assistance on childcare
- Every employee is expected to follow and practice the CDC recommended COVID-19 health, wellness, and safety guidelines; continue to practice good hygiene and should stay home when feeling sick
- Ill or symptomatic employees must stay home and follow the RTW protocol before returning to work
- All employees should maintain strict social distancing when in public space such as parks, outdoor recreation facilities, senior center, etc.

How to use this guideline

This planning guideline serves as a checklist of actions that should be done by Departments. Reopening planning at the Department level should follow the framework proposed in this document. However**, Departments' have discretion to make necessary modifications to the framework – more specifically, setting up a staged process to incrementally bring back Department staff**. Please reach out to the City Administrator if you have questions.

PLANNING PHASE

This phase is a preparation period to accommodate all necessary measures in order to protect employees coming back to City facilities and create staff expectations and workspace that mitigates the risk of resurgence among City employees. <u>During this phase, all City facilities remain closed to public</u>. Coordination of logistics and accommodation of employee protection will be the main focus of the planning phase, along with education of employees.

Employees Returning

All Departments

- ❑ Consider each building/facility occupancy and method to bring employees back without the need for significant physical modifications to the current work space
- ❑ Social/physical distancing signs to be posted (hallways, elevators, bathrooms, office spaces)
- ❑ Educate employees on best practice to keep good hygiene and how to
- ❑ appropriately use sanitization and cleaning resources provided by the City for use at City facilities Maintain a supply of face masks and gloves for use by employees

Public Works/Facilities

- ❑ Develop cleaning and sanitization procedures; contract with outside provider for extra services Work with the contracted service provider to create additional cleaning and sanitization procedures when there is a COVID-19 positive case in a City facility

Meetings, Events, & Organized Activities

All Departments

- ❑ During Phase 1, all City events and organized activities will be either cancelled or postponed (unless organized virtually).
    - Ensure that cancellation and postponement of events are announced in a timely manner
- ❑ City employees must use a video/virtual conferencing platform supported by IT for meetings
- ❑ Identify conference/meeting rooms that must remain closed (<u>Federal and Oregon's Reopening Guideline state maximum capacity is 10 during next phase</u>)

Building Sanitization & Employee Protection

Public Works/Facilities

- ❑ Continue to sanitize City facilities following recommendations from OSHA, OHA, and CDC
- ❑ Communicate with Departments to identify employees coming back to City facilities at next Phase
    - Prioritize sanitization of workspaces of those coming back if resources are limited
    - Continue to secure supplies for daily sanitization and cleaning for next Phase
    - Assess needs for PPE and Plexiglas with Departments and the City Administrator

Purchase & Procurement

Finance

- ❑ Prepare for reopening; work with Departments to assess the financial impact. Based on assessment, recommend a prioritized list of actions if needed

Planning Phase Checklist

The following items must be done before moving to Phase 1:

- ❑ Social distancing signs are posted in/at City facilities

- ❑ Employees that have been teleworking will have the option of returning to City facilities in Phase 1.

- ❑ Workspace sanitization is completed or scheduled

- ❑ Appropriate employee protection measures are in place

- ❑ Internal communication for City staff is prepared:
  - Message to employees coming back in Phase 1
  - Message to those who continue telecommuting in Phase I
  - Message to educate employees on best practice to keep good hygiene and how to appropriately use sanitization and cleaning resources at City facilities

- ❑ Return-To-Work Protocol for employees who are suspected or confirmed positive for COVID-19
  - Employees who have either been tested and found positive for COVID-19 or have COVID-19 like symptoms must follow the City's Return-To-Work guideline to prevent workplace exposures to COVID-19 and reduce transmission among employees. It is required to maintain confidentiality of the identity of the employee who tested positive

- ❑ ADA Requirements: If your Department has employees who require ADA support, please contact HR to review request for accommodations. It is required to maintain confidentiality of the identity of the employee who is seeking accommodation for a medical condition

- ❑ Continue to monitor the situation**:** It is critical to observe and assess the COVID-19 pandemic situation closely on an ongoing basis. Activation of reentry plan must be evidence-based

Federal & Oregon Guideline Gating Criteria

- There has to be a downward trajectory of both influenza-like illnesses and COVID-19-like cases within a 14-day period
- There also needs to be a downward trajectory of documented cases and the percentage of positive tests over 14 days
- Hospitals also have to have a robust testing program in place for at-risk healthcare workers, including emerging antibody testing

PHASE I

OVERVIEW

A high level view of the City of Gladstone's Phase I Reopening Table follows.
Each facility has operational protocols with regards to appropriate personal protective equipment (PPE) and cleaning routines to ensure the facility is reopened as safely as possible with appropriate risk mitigation measures in place. Examples of facility protocols include, but are not limited to:

Social Distancing Requirements

- **No more than 10 employees in one work area (confined spaces)** where appropriate distancing cannot be maintained
- Close common areas where employees are likely to congregate and interact
- Maximize physical distance from others as much as possible (although 6 feet is the general standard)
- No sharing of tools, equipment, office supplies, and workspace by employees unless properly sanitized or cleaned after every single use

Building Sanitization & Employee Protection

Facilities

- Continue to sanitize City facilities following recommendations from OSHA, OHA, and CDC
- Communicate with Departments to identify employees coming back to City facilities at next Phase
  - Prioritize sanitization of workspaces of those coming back if resources are limited
  - Continue to secure supplies for daily sanitization and cleaning for next Phase
- Assess needs for PPE and Plexiglas with all departments

Human Resources

- Provide recommendation on employee protective measures while ensuring compliance with the County recommendations and OSHA requirements

Purchase & Procurement

All Departments

- Resource deployment and purchases tracked for submittal for possible reimbursement

Finance

- Continue evaluating the needs for extra resources and purchasing options available
- Provide proper documentation via public assistance and FEMA protocol

Information Technology

All Departments

- ❑ Work with IT to assess the impact on computer and other technology support. Based on the assessment, recommend a prioritized list of actions, if needed.

Information Technology

- ❑ Continue to provide technical support to those who telecommute. Continue to provide emergency technology support services

Communications

Administration

- ❑ Post information regarding the City's contingencies during the reentry period
    - City website
    - City social media
    - Exterior doors of City facilities

Meetings, Events, & Organized Activities

All Departments

- ❑ Social settings of more than 10 people where appropriate distancing may not be practical should be avoided during this phase
    - Ensure that cancellation and postponement of events are announced in a timely manner
    - Conference/meeting room identified in planning phase that are difficult to practice social distancing; Oregon's Reopening Guideline states maximum capacity is 10 during Phase 1
- ❑ Identify events and activities that can be held in Phase 2
    - Events and organized activities must be able to practice strict social/physical distancing
- ❑ City employees must use a video/virtual conferencing platform supported by IT regardless of meeting size and location
- ❑

Travel

All Departments

- ❑ There is a current ban on all City travel

Overview

The table below provides a higher level view of the Phase 1 Reopening Plans for the City of Gladstone. Each facility has a separate plan with regards to appropriate personal protective equipment (PPE) and cleaning routines to ensure the facility is reopened as safely as possible with appropriate risk mitigation measures in place.

Facility	Current	Phase 1 Plan
City Hall	• Closed to Public • Remote Services	• Open lobby on May 18th and enforcing social distancing guidelines. • Utility Billing Drop Off Boxes located outside and at the lobby window • Meetings by appointment
Municipal Court	• Closed to public • Remote Services	• Open lobby on May 18th and enforcing social distancing guidelines. • Court fine drop off box located outside and at the lobby window. • Court by appointments beginning June 9, 2020
Fire Department	• Closed to Public	• Closed to Public • Meetings by appointment
Police Department	• Closed to Public	• Open lobby on May 18th and enforcing social distancing guidelines.

		• Meetings by appointment
Public Works Administration	• Closed to Public • Remote Services	• Closed to Public Access • Meetings by appointment

Facility	Current	Phase 1 Plan
Outdoor Parks and Facilities	• Most Open to Public with Bathrooms Closed • Playgrounds Closed • Field Reservations Cancelled • Programming & Events Cancelled • Spray Park closed • Pickleball and Tennis closed	• Most Open to Public including Bathrooms • Playgrounds Closed • Field Reservations Cancelled • Programming & Events Cancelled • Spray Park Closed • Pickleball and Tennis open if under 10 people are assembled.
Meldrum Bar Park	• Open to the Public, no vehicular traffic & bathrooms closed • Community Gardens Open • Boat Ramp Closed	• May 13, 2020 Open to Public Including vehicular traffic and bathrooms
High Rocks Park	• Open to Public	• No Lifeguards on Duty
Senior Center	• Closed to Public • Programming & Reservations Cancelled	• Closed to Public • Programming & Reservations Cancelled

Monitoring the Pandemic

The goal of situation monitoring and assessment is to collect, interpret, and disseminate information on the risk of resurgence of the COVID-19 pandemic, and monitor the pandemic activity and characteristics. As a non-public-health agency, the City must collaborate with public health specialists and agencies such as Clackamas County and OHA. Evaluating the situation and assessing the gating criteria must be based on evidence provided by public health agencies and medical providers.

Sending sick employees home

If an employee who recently returned to work at a City facility is now getting sick, supervisors should send the employee home immediately.

Ill/Symptomatic Employees

1. Initial Notification

A positive or presumptive positive employee will notify their supervisor of a positive test or medical determination of a likely infection (fever over 100 F, cough, headache, and shortness of breath). If the employee is working at the time, their supervisor should immediately send them home and follow up by phone or email.

Supervisor:

- ☐ Inform HR of the employee who tested positive to COVID-19 or is showing a likelihood of infection
- ☐ Advise the employee about available resources such as leave options
- ☐ Advise the employee not return to the workplace until they are cleared of the virus or the suspicion of infection. Positive diagnoses employees should not return to workplace until they have met the CDC recommendation for discontinuation of home isolation (also see Step 8):

    - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and no respiratory symptoms; **AND**,
    - At least 7 days have passed since symptoms first appeared

    OR

    - The employee is fever-free without the use of fever-reducing medications; **AND,**
    - The employee's symptoms have improved; **AND,**
    - The employee has received TWO negative test results 24 hours apart
    -

    OR

    - The employee's medical doctor/professional releases them to work

2. Inquiry on Potential Work Exposures

The supervisor and/or HR will conduct an inquiry and document the findings on potential work exposures with the employee to identify steps necessary to protect other employees:

- ☐ Locations the employee worked in the last 10 to 14 days
- ☐ The vehicle(s) and/or equipment used by the employee
- ☐ Other staff or customers who were in physical contact or proximity of the employee
- ☐ Whether personal protective equipment (PPE) was used and if so what
- ☐ When the last time workspace cleaning was completed
- ☐ What degree distancing was adhered to with other staff and customers

3. Status Update

Supervisor:

- ☐ Notify HR of the employee's status, actions taken, and inquiry findings. Maintain confidentiality

4. Investigate Potential Exposure

Evaluate whether other employees might have been exposed. Consider asking the following questions to determine who has been exposed and the extent of exposure.

HR:

- ☐ Was there any close contact with other employees or customer?
- ☐ If successfully identified employees who were potentially exposed to the employee, was there a chance of secondary exposure?
- ☐ Has the City implemented protocol to limit exposure prior to the possible exposure case?
- ☐ How long has it passed since the employee has been at the worksite?

5. Notification

The supervisor or HR will notify the necessary parties regarding the workplace impact.

- ☐ Consult with the City leadership and Department Director regarding any temporary building closure
- ☐ Contact Public Works if a City vehicle was involved or if the employee has been on City premises within the most recent 72 hours
- ☐ Notify employees or customers who were potentially exposed within one business day
  - Do not disclose the name of the employee
  - Advise coworkers of the employee to self-monitor for symptoms of fever, cough, or shortness of breath which may appear within 2 to 14 days. And, require them to notify their supervisor(s) if they become ill or receive medical advice to self-quarantine from medical professional
  - <u>If the employee was working from home and had no contact with staff or customers, it may require limited notice to others</u>

6. Sanitization/Cleaning

The extent and level of sanitization necessary depends upon the individual case, including 1) verification that base cleaning protocols have been routinely followed in the impacted workspace, 2) the type of locations the employee has been in, and 3) the length of time since present in those locations. Sanitization may include some or all of the following based on the individual case:

- ☐ Facility cleaning
- ☐ Vehicle sanitization
- ☐ Potential temporary building closure
- ☐ Potential deep sanitization by Facilities staff and/or contracted vendor

7. Coming Back to the Impacted Workspace

HR will notify the impacted employees after affected City facilities are sanitized and open for use again (if the City is imposing City-wide facility closure, please follow the City Administrator's direction).

8. Return to Workplace

If an employee tested positive to COVID-19 or displays a sign of infection, employee should not return to work until they have met the CDC Recommendations for Discontinuation of Home Isolation.

- ☐ At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and no respiratory symptoms; **AND**,
- ☐ At least 7 days have passed since symptoms first appeared

OR

- ☐ The employee is fever-free without the use of fever-reducing medications; **AND,**
- ☐ The employee's symptoms have improved; **AND,**
- ☐ The employee has received TWO negative test results 24 hours apart

OR

- ☐ The employee's medical doctor/professional releases them to work