

City of Flagstaff Re-Entry Plan Draft

The City's Re-Entry Plan is broken out into four phases. Each phase will be implemented incrementally, dependent upon circumstances and benchmarks as indicated. The City is currently in Phase One.

Phase One

City facilities will remain closed to in-person business with the continued effort to address customer service needs remotely. For business that needs to be done in person with the public, this will be done on an appointment basis adherence to CDC guidelines (see below).

Essential services will be performed in-person and on-site as needed. These will include, by way of example, emergency services (police and fire), public works (facilities, streets, solid waste), utilities (water, wastewater), and building inspection.

Operations within the City organization will continue to function remotely, with utilization of remote meetings and correspondence. Human interaction will be minimized, with adherence to CDC guidelines.

City Council meetings may be reduced in number, and when scheduled, will be performed remotely. Recognitions and Proclamations may be deferred, and agenda items will focus upon time-sensitive matters.

Intergovernmental meetings necessary to address COVID-19 response and information sharing will be performed remotely. Other intergovernmental meetings may be suspended. Board and Commission meetings will be suspended unless necessary, and when scheduled, will be performed remotely.

Travel will be suspended. City celebratory functions, events, and group gatherings will be suspended or held remotely using a virtual meeting platform.

Phase Two

On May 15th, outdoor sport court amenities will reopen including tennis courts, skate parks, the BMX park, and dog parks. The basketball courts will be opened a few days later on May 19th. Then on May 22nd additional park amenities such as play structures, swing sets, water fountains and restrooms will be opened. All of the park amenities opened will include signage reminding visitors of the need to social distance and maintain personal hygiene to identify usage is at their own risk. The park ramadas will remain closed at this time given the tendency to draw crowds.

Special event permits on City property will continue to be limited until the City experiences a 14-day reduction in new cases.

The City Visitor's Center will open on a limited basis beginning May 22nd, taking into consideration the visiting public's needs. CDC guidelines will be followed.

Staffing required to provide service and maintenance to the limited openings referenced above will be scheduled. The return of some furloughed employees may be considered to support these services.

Custodial and sanitation services will be enhanced with respect to these limited openings. The temporary installation of additional public restrooms may be considered for strategic locations in the downtown area.

Phase Three

Upon the Mayor's directive, and following guidelines as set forth in the Gating Criteria below, Phase Three will be implemented. Most City facilities will reopen and provide limited public services, in compliance with CDC guidelines below. Lobbies and public areas will incorporate queuing mechanisms with tape, signage and ground markings. Secured doors and accesses will remain closed, and sanitizing liquids and/or wipes will be provided throughout the facilities.

Hours of operation may be curtailed and building capacities for visitors and users may be limited. Meetings with the public will continue to be performed remotely when applicable; in-person meetings will be minimized.

It is envisioned that some staff occupation of City facilities will occur, with emphasis being placed upon continued working from home by those who are able to perform their job duties remotely. Because each division's business needs and physical spaces are different, the number of employees transitioning back to in-office work and on what schedules, will be determined on a division by division basis.

- City will notify employees when to return to work and will attempt to provide at least two weeks advance notice.

Indoor City recreational facilities, including the Aquaplex, recreation centers, and gyms, will continue to be closed.

City Council meetings will occur weekly and will continue be performed remotely. Recognitions and Proclamations may be scheduled pursuant to guidance from the Mayor; agenda items and presentations will be regular in scope and consistent with the Working Calendar.

Intergovernmental meetings will continue to occur remotely. Board and Commission meetings will resume on a regular basis and be performed remotely.

Travel will continue to be suspended, unless necessary. City celebratory functions, events, and group gatherings will be suspended or held remotely although some accommodations may be made to organize events that can be performed in adherence to CDC guidelines related to social distancing.

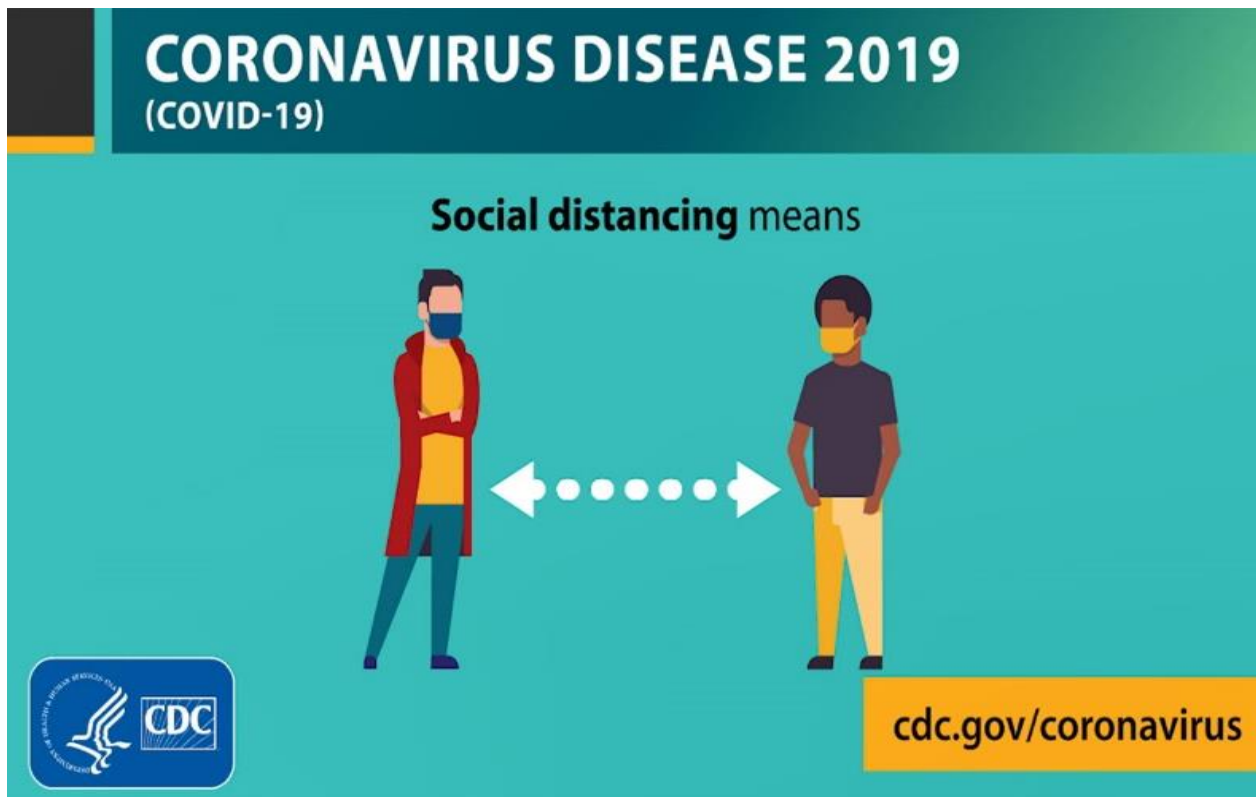
Phase Four

Upon the Mayor's directive Phase Four be implemented.

In this phase City facilities will return to pre-COVID-19 business hours and operations. This final phase will see full City operations resume and all facilities re-open.

New protocol and provisions related to remote meetings and working from home will be explored on an ongoing basis in the pursuit of efficiency and productivity. The City will continue to monitor conditions and take steps it deems necessary to mitigate the risk of COVID-19 exposure and spread within City facilities.



[CDC Guidelines](#)



COVID CORONAVIRUS DISEASE 19


STOP THE SPREAD OF GERMS

Help prevent the spread
of respiratory diseases
like COVID-19.





www.cdc.gov/COVID19

Avoid close contact with people who are sick.




Avoid touching your eyes, nose, and mouth.



Stay home when you are sick, except to get medical care.




Wash your hands often with soap and water for at least 20 seconds.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Clean and disinfect frequently touched objects and surfaces.



White House Gating Criteria

Proposed State or Regional Gating Criteria

(Satisfy Before Proceeding to Phased Opening)

SYMPTOMS

Downward trajectory of influenza-like illnesses (ILI) reported within a 14-day period
AND
Downward trajectory of COVID-like syndromic cases reported within a 14-day period

CASES

Downward trajectory of documented cases within a 14-day period
OR
Downward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests)

HOSPITALS

Treat all patients without crisis care
AND
Robust testing program in place for at-risk healthcare workers, including emerging antibody testing

*State and local officials may need to tailor the application of these criteria to local circumstances (e.g., metropolitan areas that have suffered severe COVID outbreaks, rural and suburban areas where outbreaks have not occurred or have been mild). Additionally, where appropriate, Governors should work on a regional basis to satisfy these criteria and to progress through the phases outlined below.

Workplace Safety Checklist

Safety measures might include:

- Implementing [employee health screening](#) procedures.
- Developing an exposure-response plan that addresses:
 - Isolation, containment and contact tracking procedures.
 - Stay-at-home requirements.
 - [Exposure communications](#) to affected staff.
- Providing personal protective equipment (PPE) such as:
 - Masks, gloves, face shields, etc.
 - Personal hand sanitizer.
- Detailing [cleaning procedures](#) and procuring ongoing supplies.
- Establishing [physical distancing measures](#) within the workplace:
 - Staggered shifts and lunch/rest breaks.
 - Rotating weeks in the office and working remotely.
 - Moving workstations to increase separation distance.
 - Implementing one-way traffic patterns throughout workplace.
- Restricting business travel:
 - Start with [essential travel](#) only and define what that is.
 - Follow government guidance to ease restrictions over time.
- Defining customer and/or visitor contact protocols such as:
 - Directing customer traffic through workplace.
 - Limiting the number of customers in any area at one time.
 - No handshake greetings, remain 3-6 ft. apart.
 - Using video or telephone conferencing instead of in-person client meetings.
 - Providing contactless pickup and delivery of products.
- Understanding and complying with Occupational Safety and Health Administration (OSHA) record-keeping and reporting obligations:
 - Identify positions, if any, with the potential for occupational exposure to the coronavirus.
 - Review OSHA regulation 29 CFR § 1904 to determine work-relatedness of illnesses.

When an employee reports exposure to COVID at work:

- The employee will complete an Exposure Report Form and articulate how the exposure occurred at work (i.e. shook hands, spit on, in confined space together, etc.) and the Form will be sent to Risk Management.
- Risk Management will share information with HR.
- If the exposure was likely caused at work, then the City's response would depend on the extent of the exposure (i.e. not wearing PPE and they sneezed on me).
- Risk Management will evaluate the extent of the exposure to determine if testing or staying at home is appropriate. Employees may also choose to test regardless of exposure or suspected exposure.
- If the employee is recommended for testing based on extent of the exposure, the employee will be sent to the County Health Department for testing and will be reimbursed for any out-of-pocket expenses for testing.
- If it is suggested the employee remain home until testing is received based on the extent of the exposure, the employee will remain on Sick Industrial paid leave until the test results are received.

When an employee reports exposure to COVID while off duty:

- The employee will contact Human Resources prior to reporting to work.
- Human Resources will notify the employee's supervisor.
- Human Resources will provide support to the Supervisor if a work group expresses concern about exposure given an employee report.
- The employee will remain home until symptom and fever free for 72 without medication.
- The employee is eligible to use accrued leave during this time.
- If the employee has no leave available, the employee may request donated leave or leave without pay.