

**Easttown Township  
COVID-19 Reopening Plan - June 2020**

Intent - Reopen the Township’s administration building in a manner that mitigates risk of COVID-19 exposure to users of the building (citizens, customers, employees, delivery personnel, etc.).

**CLEANING PROTOCOLS**

1. Maintain the pre-existing cleaning protocols that had been in place before the outbreak of COVID-19.
2. Clean and disinfect high touch surface areas at the end of the workday and once over the weekend.

**EMPLOYEE PROTOCOLS**

Employees shall:

1. Stagger start and stop times of the workday (in at least five-minute increments) to prevent groups from entering and leaving the building at the same time.
2. Maintain six feet (social distance) of separation during normal operation.
3. Stagger break and lunch times, such that employees are not taking breaks or eating lunch in large groups at the same time and in the same place.
4. Wear masks. Masks are not required when the employees are using break time to eat or drink, when the employees are isolated or when the employee are separated by appropriate social distance. Employees may obtain and wear their own mask (or face covering) provided that the mask (or face covering) is in accordance with Department of Health guidelines.
5. Clean and disinfect the telecommunication devices (phone, computer, keyboard, etc.) at their work station.
6. Wash or sanitize hands at least once per hour.
7. Complete a health self-screening evaluation each day (before coming to work) and sign the screening log (**Attachment B – Heath Self Screening Evaluation Log**). Employees who answer “Yes” to any of the questions shall notify their supervisor and not come to work until notified by the Township to return to work.

## TOWNSHIP PROTOCOLS

The Township shall:

1. Limit (while maintaining social distance) the number of persons in the common areas as follows:
  - Individual Cubicles – 2 persons
  - Kitchen – 2 persons
  - Copier Area – 2 persons
  - Second Floor Lobby – 3 persons
  - Second Floor Conference Room - 6 persons
  - First Floor Lobby – 5 persons
  - First Floor Conference Room – 6 persons
2. Virtually conduct group work sessions whenever a virtual group work session can be used in place of a physical meeting. Virtually complete tasks whenever virtual elements of the task can be effectively substituted for non-virtual elements of a task.
3. Allow/prohibit visitors, as specified in **Attachment A – Phasing Conditions**.
4. Place signage throughout the building; indicating the social distance mandate and masking mandate.
5. Install a shield at the reception area of the second floor lobby. Install a buzzer system with two-way communication at the entrance to the second floor area. Install a chain and clasp barrier at the entrance of the cubicle of any employee who requests it.
6. Accommodate high-risk and elderly persons by prohibiting all visitors in the building between 8:00 a.m. and 9:00 a.m. of each workday except for high-risk and elderly persons for customer-facing component of Township operation. Additionally, high-risk and elderly persons may contact Department Heads to arrange the accommodation at another time.
7. Prohibit delivery people from entering the second floor of the building. When practicable, the portico adjacent to the first floor lobby and the outside drop box shall be used as a drop-off and pick-up location for deliveries.

## BUILDING USE PROTOCOLS

Citizens, customers, delivery personnel, etc. shall:

1. Wear masks while in the building. The Township shall deny access to individuals (age 2 or more) not wearing a mask. This requirement is not applicable to persons who cannot wear a mask for medical reasons.
2. Use the portico of the building or the mail box (in the front of the building) to exchange material (packages, letters, permits, plans, etc.) with the Township.
3. Maintain six feet (social distance) of separation during normal operation.
4. Complete a health self-screening evaluation before entering the building and sign the screening log (**Attachment B – Health Self Screening Evaluation Log**). Visitors who answer “Yes” to any of the questions shall not enter the building unless specifically authorized by the Township Manager.

## POST EXPOSURE PROTOCOLS

In the event that the Township discovers that the Township Building has been exposed to a probable or confirmed case of COVID-19, then it shall proceed as per the protocols defined in *Order of the Secretary of the Pennsylvania Department of Health Safety Measures for Businesses Permitted to Maintain In-person Operations*, Issued April 19, 2020, by Rachel Levine, MD, Secretary of Health. Protocol shall include:

1. Notifying employees who were in close contact with the probable or confirmed case.
2. Ventilating, cleaning, and disinfecting the building.
3. Immediately sending sick employees home.
4. Following CDC guidelines for asymptomatic workers who may have been exposed.

## REFERENCES

- *Order of the Secretary of the Pennsylvania Department of Health Safety Measures for Businesses Permitted to Maintain In-person Operations*, Issued April 19, 2020, by Rachel Levine, MD, Secretary of Health.
- *Order of the Secretary of the Pennsylvania Department of Health Directing Building Safety Measures*, Issued April 6, 2020, by Rachel Levine, MD, Secretary of Health.
- *Cleaning and Disinfecting Your Facility*, Center for Disease Control, <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>, last visited 5/1/2020.

This Plan shall take effect on June 29, 2020 and shall remain in place until revoked or modified.

/s/ Daniel C. Fox Date June 24, 2020  
Daniel C. Fox, Township Manager

## Attachment A – Phasing Conditions

### Yellow Phase

1. Staffing Levels
  - a. Administration – The building is staffed, as needed, to maintain service on a daily basis.
  - b. Public Works – Staffing shall be on a 50% on and 50% off level each day. Full staffing shall occur when required by events and circumstances.
2. Visitors to the Administration Building – Visitors are prohibited except for essential services (repairs and maintenance).
3. Public Restrooms – Closed.
4. Playground Equipment – Closed.
5. Hilltop House – Closed.

### Green Phase

1. Staffing Levels
  - a. Administration – Staffing shall be on a 50% on and 50% off level each day. Full staffing shall occur when required by events and circumstances.
  - b. Public Works – Full staffing.
2. Visitors to the Administration Building/Police Building – Visitors are allowed as follows:
  - a. Public may enter the building by appointment.
    - Limited to less than six appointments per day.
    - Held in first floor conference room.
    - Limited to groups of three or less.
  - b. Repair personnel, maintenance personnel, vendors, etc. may enter the building, as scheduled by Department Heads.
  - c. Walk-up requests may be accommodated with the permission of the Township Manager or Assistant Township Manager.
3. Public Restrooms – Closed.
4. Playground Equipment – Open.
5. Hilltop House – Open on a case by case basis for events that satisfy requirements applicable to the industry.

**Attachment B – Heath Self Screening Evaluation Log**

In accordance with the *COVID-19 Reopening Plan – June 2020 (The Plan)*; any person entering the Easttown Township Administration Building must complete the following screening log and agree to the conditions established in the Plan.

- Are you currently experiencing fever (or elevated temperature above 100.4), cough or shortness of breath?
- Are you currently ordered, directed or advised to quarantine by a medical or governmental agency (associated with potential COVID-19 exposure)?
- In the last fourteen days; have you experienced fever (or elevated temperature above 100.4), cough or shortness of breath (associated with potential COVID-19 exposure).
- In the last fourteen days; have you been in close contact with a person with a probable or confirmed COVID-19 exposure?
- Do you think you are or may be contagious with COVID-19?

By signing herein, you indicate that (to the best of your knowledge) you have answered “No” to each of the above-mentioned questions and that you agree to abide by applicable requirements of the Plan.

DATE \_\_\_\_\_

Name (Print)	Signature