

Easttown Township COVID-19 Reopening Plan

Intent – Reopen the Township 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.

EMPLOYEE PROTOCOLS

Employees shall:

1. Stagger start and stop time of the workday (in at least five-minute increments) to prevent groups from entering and leaving the building at the same time.
2. Complete a health self-screening evaluation each day (before coming to work) and sign the screening log (Appendix A). 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.
3. Maintain six feet (social distance) of separation during normal operation.
4. Stagger break times 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.
5. Wear masks when inside the building. 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.
6. Clean and disinfect the telecommunication devices (phone, computer, keyboard, etc.) at their work station.
7. Wash or sanitize hands at least once per hour.

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. Place signage throughout the building; indicating the social distance and masking mandates.
4. Install a chain and clasp barrier at the entrance of the cubicle of any employee who requests it.
5. Accommodate high-risk and elderly persons by prohibiting all visitors in the building between 8:00 AM and 9:00 AM 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 the Department Heads to arrange the accommodation at another time.
6. Prohibit delivery people from entering the second floor of the building. When practicable, the Township Building vestibule shall be used as a drop-off and pick-up location for deliveries.

BUILDING USE PROTOCOLS

Citizens, customers, delivery personnel, etc. shall:

1. Complete a health self-screening evaluation before entering the building and sign the screening log (Appendix A). Visitors who answer “Yes” to any of the questions shall not enter the building unless specifically authorized by the Manager.

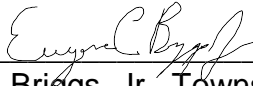
2. Wear masks while in the Township Building. The Township shall deny access to individuals (age 2 or more) not wearing a mask. This requirement is not applicable to persons who cannot wear a mask for medical reasons.
3. Use the Township Building vestibule to exchange material (packages, letters, permits, plans, etc.) with the Township.
4. Maintain six feet (social distance) of separation.

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 Center for Disease Control and the Pennsylvania Department of Health protocols, which shall include, but not be limited to:

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

This plan shall take effect on April 19, 2021 and shall remain in place until revoked or modified.



Eugene C. Briggs, Jr., Township Manager

April 19, 2021
Date

Attachment A – Heath Self Screening Evaluation Log

In accordance with the COVID-19 Reopening Plan – April 2021 (Plan); any person entering the Easttown Township Building must complete the below 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 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