

# COVID-19 MITIGATION PLAN

## CITY HALL OFFICES

### **PUBLIC HEALTH AND SAFETY**

- This mitigation plan will be posted at City Hall for the public to review.
- Please adhere to the 6-foot social distancing guidelines. Social distancing of at least six-feet should be maintained between the City Staff and any other person in the office.
- A cloth face covering is requested to be worn by the public upon entering City Hall.
- A cloth face covering may be worn by the staff when a member of the public, staff member, mayor, or council/commission member is in shared spaces.
- A cloth face covering may be worn when the staff is in the Administration office, and/or using shared equipment such as copy machine, etc.
- Frequently touched objects in City Hall will be sanitized in the morning and before the end of the day, unless a member of the public is in the City Hall, in which case touched surfaces will be sanitized after the person(s) leave the building.
- Public visitors in the City Offices will be encouraged to use hand sanitizer containing at least 60% alcohol upon arrival and departure.
- Tissues will be provided.
- For public services, all pens used will be sanitized before and after use, and the area used for signing will be disinfected after use.

### **EMPLOYEE HEALTH AND SAFETY**

- If the City staff has symptoms of sickness (fever, cough, shortness of breath, nausea/vomiting, etc.), staff will stay home and/or work from home until symptoms subside and fever reaches normal temperature for one day.
- If a member of the City staff's family has symptoms of sickness, the staff will work from home until family member's symptoms subside and fever reaches normal temperature for one day.
- Staff will refrain from touching their eyes, nose, and mouth with unwashed hands, and will promptly wash hands if touching occurs.
- Staff will cover their mouth and nose with a tissue or use the inside of elbow if they cough or sneeze.
- Staff will throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds; if soap and water are not immediately available, hand sanitizer containing at least 60% alcohol will be used.
- City staff will refrain from using other employees' equipment such as phones, computers, etc.