



City of Springfield
COVID-19 Phased Return to Work Protocols
May 4, 2020 Update

1. Buildings Closed to the Public
 - a. Buildings will remain closed to the public until further notice, except the first floor of City Hall (Income Tax and Utility Billing).
 - b. The first floor of City Hall will be opened up to the public starting May 11, 2020 for limited hours under the following guidelines:
 - i. Utility Billing and Income Tax counters will be open to the public on Monday, Wednesday, Friday from 9 am – 11 am and Tuesday, Thursday from 2 pm – 4 pm.
 - ii. The dual elevators will be shut down through at least the month of May to any traffic. Employees may utilize the single car elevator located on the west side of the building. Signage will be placed on the stairwell doors indicating City staff only.
 - iii. No more than 10 members of the public will be granted access to the first-floor lobby at any given time. Signage will be placed on the outside doors indicating such limitations. Signage will also include a statement regarding an individual's health and not to enter the building if sick.
 - iv. Markings will be placed on the floors at six feet apart to emphasize social distancing. Markings will also be placed on the outside of the doors at six feet apart to emphasize social distancing when the lobby has reached the limit of 10 individuals.
 - v. Barriers will be put in place to safely create separation between those entering and exiting lines.
 - c. This policy will remain in place until further guidance is provided by the State of Ohio.
2. Alternate Work Arrangements
 - a. Telecommuting and alternate work arrangements will continue to the extent possible until June 1, 2020 at which point this policy will be reevaluated.
 - b. Employees should check with their supervisors about working during non-regular business hours (e.g. evenings or weekends).
3. Temperature Checks
 - a. Employees reporting to any City facility on any day for any amount of time shall continue to take their temperatures before or upon entering the facility. This policy will be reevaluated prior to August 1, 2020.
 - b. Temperature check stations have been established in all City facilities. Please talk to your supervisor on where your specific temperature check station is located.

- c. Employees with a temperature of 100.4 F or higher will be asked to go home and remain home until they have been fever free (without the use of medication) for at least 72 hours (three full days) AND symptoms have improved for at least 72 hours AND at least seven days have passed since symptoms first began. A healthcare provider's note to validate the illness or return to work of employees sick with acute respiratory illness will not be required.
 - d. This policy will remain in place until further guidance is provided by the State of Ohio.
4. Social Distancing Practices
- a. When possible, employees shall maintain six feet distance between other employees and the public.
 - b. Markings will be placed six feet apart in areas traversed by the public in City facilities.
 - c. Signage will be placed throughout City facilities to emphasize such social distancing practices.
 - d. Conference rooms may only be utilized if six feet can be maintained by all participants.
 - e. The second-floor open space of City Hall (formerly Engineering) is available on Google calendars and can be scheduled for meetings.
 - f. Employees should make every effort to avoid entering City facilities other than the ones they must enter to perform their jobs.
 - g. Employees that come into a City facility must coordinate with their supervisors to ensure that proper rotating schedules are in place to prevent too many individuals being located within the same space at once.
 - h. Supervisors may also create rotating schedules for their employees in an effort to minimize interactions.
5. Masks
- a. Employees will (at minimum) wear a cloth mask when they are working within common areas of City facilities and when two or more employees are interacting in a work setting. This excludes employees (e.g. Police, Fire, Dispatch) working in their respective facilities where approved protocols are already in place.
 - b. Employees who must enter City facilities other than their primary building should wear a mask.
 - c. Individuals may choose not to wear a mask while by themselves in their own offices.
 - d. Employees who will interact with the public while working at front counters must wear masks at all times.
 - e. The City will make masks available for employees; however, employees are free to wear their own masks.
 - f. Employees that work outside of City facilities should consult with their supervisor regarding the requirement to wear masks when performing normal job functions.
 - g. This policy will remain in place until further guidance is provided by the State of Ohio.
6. Cleaning and Sanitizing Work Spaces
- a. Employees are expected to wipe down areas they frequently contact, including their workspace and commonly used surfaces around their workspaces.
 - b. Employees who use conference rooms shall be responsible for cleaning the space after each use.
 - c. The Facilities Division will continue to clean common areas such as restrooms, breakrooms, and lobbies.
 - d. Employees are expected to empty trash cans in their private workspaces as the Facilities Division will only empty trash cans in commons areas.

- e. Cleaning supplies such as disinfectant wipes and spray are available through the Service Center and requests for such supplies should be made through your supervisors.
- f. Hand sanitizer stations are being installed throughout City facilities and are encouraged to be used frequently.

7. Public Meetings

- a. Public meetings (e.g. City Commission, boards of the City Commission, departmental public groups and meetings, etc.) will remain virtual and be reevaluated prior to June 1, 2020.

