

ADMINISTRATIVE DIRECTIVE No. 2020-B-07

Category: PUBLIC SAFETY & EMERGENCY MANAGEMENT

Title: Continuing Adjustments to Operations and Reopening City Services During COVID-19 Pandemic

Effective: May 1, 2020

Authorized by: XCO §230.04(b)

Under the authority of XCO §230.04(b) and pursuant to the Declaration of a State of Emergency issued by the City Manager on March 16, 2020, this order establishes or extends emergency policy, procedures, and protocol for the continuity of City of Xenia general operations and for the safety of the public during the COVID-19 epidemic. Orders contained herein are effective immediately and, as applicable, are in effect until May 31, 2020 or as otherwise advised.

This administrative directive continues various closures and cancellations and establishes policies and protocols to facilitate the phased reopening of select City facilities and re-engagement of certain City services previously closed and suspended in response the COVID-19 pandemic. The policies and protocols detailed herein are being adopted as a result of and in accordance with orders issued by the Ohio Department of Health and/or the Governor of the State of Ohio.

A. Work Planning, Scheduling, and Facility Concerns:

- Administrative staff who can work from home should continue to do so, making plans for intermittent work time in their respective office spaces not more than 2-3 days per week. Individual work schedules for administrative staff members should be coordinated with supervisors and appointed officials.
- Scheduling of administrative meetings, whether with internal or external audiences, should be planned as digital teleconferences whenever possible.
- City staff will begin returning to work for more regular operations on May 4.

For City Administration Building (CAB) and Justice Center (PD) Employees:

- Employees will be directed to stagger their arrivals (and dismissals) in 30-minute intervals, (or as is determined appropriate by work unit), to limit direct contact as much as possible.
- Facilities will reopen to the public for service on May 11, 2020.
- Public admission to facilities will be limited to 50% of fire code occupancy, (or less to provide for physical distancing as directed by the state).
- Public hours for service at the CAB will start at 9AM and extend to 5:00PM, Monday-Tuesday and Thursday-Friday.
- CAB will be closed on Wednesdays for disinfecting and deep cleaning. Disinfecting and deep cleaning will also continue on weekends, as facilitated by Public Service.
- Justice Center (PD) office hours will be set by the Chief of Police based on staff availability and service demand.
- All Justice Center offices will be closed on Tuesdays for disinfecting and deep cleaning. Disinfecting and deep cleaning will also continue on weekends, as facilitated by Public Service.
- Daily from 9AM-11AM public admission for customer services in the CAB and Police Administration will be available to elderly and infirm only to promote the health and wellbeing of vulnerable populations.
- With the assistance of Public Service staff, lobby floors in facilities will be marked for traffic flow and queuing lines to promote physical distancing.
- Door counts may be established and enforcement protocol will be employed when necessary to ensure that physical distancing policies can be achieved as directed by the state.
- Break rooms may not be used for sit-down meals or gathering. Administrative employees may use their personal desk area for meals and shall not be required to work during these reserved break times at their work stations.
- Temporary partitions will be installed by Public Service in work space locations where additional separation is warranted.
- 911/Dispatch may continue to furlough one position per shift on shifts for which appropriate staffing and call demand allow.

Public Service Employees:

- Public Service Maintenance will employ staggered start, lunch and dismissal times and will extend daily hours of operation to facilitate this as necessary. Public Service Maintenance should be back at regular weekly productivity as soon as possible.
- Water and Wastewater Treatment Plant operations should be conducted in accordance with full return-to-work requirements established by the state.

B. PPE Use

- Appropriate PPE, (including masks and gloves), will be available for employees who request it. Proper use of PPE is necessary to promote health and safety and instructions on when and how to use PPE will be provided as needed.
- All front-line customer service employees must use masks while providing service at front desks/windows.
- Police and Fire Division Chiefs will maintain PPE Use and Safety Guidelines for their respective operations based on state and federal guidance and best practices. These guidelines will be updated as needed and are included by reference in this directive.
- In addition to sanitizer stations previously installed, various front-line service employees will be issued individual hand sanitizer containers for personal use at their work stations; refills for the sanitizer containers will be available as needed from the Public Service Department.

C. Employee Health & Hygiene:

- Employees must wash hands frequently.
- Employees should use sanitizer frequently and at minimum between customer interactions.
- As it will be available to the City to procure, employees will be provided with disinfecting materials to help keep their work spaces clean, and they are encouraged to wipe down desks and equipment regularly.
- Thermometers will available for each City facility for temperature checks as warranted.
- Employees are required to monitor their health and keep supervisors informed of any COVID-19 symptoms they may be experiencing.
- If symptomatic, employees must notify their supervisor and should refrain from working until symptom-free for 72 hours.

D. City Boards & Commissions, Community Events, and Reservations:

- All lay committee meeting are cancelled for the month of May 2020, with the exception of Planning & Zoning Commission and Board of Zoning Appeals; if urgent business items are required for either P&Z or BZA, teleconference meetings will be scheduled.
- All City special events for May 2020 are cancelled, including but not limited to First Fridays (May and June) and Neighborhood Night Out events.
- The City of Xenia Fishing Derby scheduled for June is postponed. Rescheduling of this event will be facilitated if at all possible.

- Reservations for the Xenia Station community room and Shawnee Park Pavilion are cancelled for May; no additional reservations for these spaces will be accepted until further notice. For any space reservation cancellation due to the COVID-19 pandemic, reservation fees will be refunded.

E. Training & Travel:

- Employees who use appropriate personal leave time for vacation and travel are advised not to leave the state of Ohio. Employees who travel outside of Ohio and who may be subject to quarantining as a result do so at their own risk. The City will not be liable for providing additional leave to employees who must self-quarantine as a result of vacation travel.
- Required, local training events proctored by the City may be allowed for employee groups of no more than ten individuals. Department heads should exercise discretion in planning and administering such training events and must be sure that applicable, (required), safety steps, such as physical distancing, are maintained through the duration of training.
- Out-of-state training and travel for City employees is prohibited until further notice.


Brent W Merriman, City Manager

4-30-20
Date