



# City of Barre

## City Hall Reopening Plan: PHASE I

### October 9, 2020

#### **OVERVIEW SUMMARY**

The City of Barre will implement a phased Re-opening Plan for City Hall beginning on Thursday, October 15<sup>th</sup>, 2020. Phase 1 will be a two (2) day per week opening on Tuesdays and Thursdays from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m.

Cleaning of all common areas accessible by the public will occur on days City Hall is closed. Rest-rooms are reserved for staff only and will not be open to the public. This re-opening plan applies to the Municipal Offices in City Hall only and does not include the Barre Opera House Box Office or Theater.

Public access will be allowed through the rear (Opera House) entrance **only**. Visitors to all offices (except the Department of Public Works/Engineer's Office) must report directly to the Assistant to the City Manager before proceeding to any office. Visitors to the Department of Public Works/Engineer's Office may report directly to that office on the ground floor.

Visitors are required to wear facial coverings and will be monitored/and logged in accordance with current State/CDC requirements. A facial covering can be provided if a visitor does not have their own personal covering. Appointments are preferred and appreciated, but unless noted otherwise (i.e. vault appointments), are not required. Remote service is preferred, and all forms are available on-line on the City's website ([www.barrecity.org](http://www.barrecity.org)).

Future phases have not been determined at this time, and will be developed and implemented as warranted in response to State and Federal guidance and/or the status of the COVID-19 pandemic.

#### **GENERAL CONSIDERATIONS**

According to the CDC, the primary spread concern for the COVID-19 virus is through respiratory transmission. As such, the City's primary focus will be preventing atmospheric spread, and will also include physical methods for blocking virus dispersion. The primary means of preventing the spread via the atmosphere will be to limit the number of employees and residents in our physical office spaces or facilities. Those that are in the office will need to conduct business in accordance with posted requirements that reduce the potential for dispersion of the virus. The City will:

- Provide public services that do not require face-to-face interaction such as digital and electronic communications and "drop boxes" whenever possible;
- Require social distancing and the wearing of facial coverings within City facilities;
- Install Plexiglas® barriers & other physical distancing measures.



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#### **RE-OPENING PLAN DETAILS**

The following table provides the detailed plan for Phase 1 of the Reopening of Barre City Hall:

Facility	Current Facility Status	Re-opening Status
City Hall	<ul style="list-style-type: none"> <li>• Closed to General Public</li> <li>• Remote Services only</li> <li>• Land Records Research Appointment Only</li> </ul>	<ul style="list-style-type: none"> <li>• Limited public access, only on Tuesdays and Thursdays</li> <li>• Restroom access: Restricted to staff only</li> <li>• Facial coverings required for public access</li> <li>• Based on availability, facial coverings will be provided to those without one who have appointments or business inside City Hall,</li> <li>• In-person meetings are discouraged; maximum capacity in any room limited to the number that can be accommodated with facial covering and 6 ft. of spatial separation between and among occupants.</li> </ul>

#### **ADDITIONAL FACILITY UPDATES FOR EMPLOYEE AND RESIDENT SAFETY**

*To ensure our facilities are set up in a fashion that ensures the safety of City staff and visitors, the City has made operating modifications to City Hall offices and/or common areas.*

#### **Plexiglas Barriers & Other Physical Distancing Measures:**

- The City has installed plexiglas barriers in areas where glass or physical barriers do not currently exist and where City employees interact with the public.
  - These windows will be of sufficient dimensions to limit the spread of airborne droplets – they should be tall enough to accommodate tall individuals and still allow papers/items to be passed under them with minimum exposure/opening.



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- Despite the installation of barriers, the Governor's office still recommends social distancing and wearing facial coverings, which the City will be enforcing within its facilities.
- Efforts will be made to accommodate those visitors unable or unwilling to wear a facial covering, including service at the rear exterior door, if possible, or by remote means. In addition, the Executive Assistant will hand out a directory of City staff phone numbers to customers so they may call for customer service.
- Markers will be placed on the floor within City Hall designating where customers should stand if they are waiting for service to ensure visitors remain 6 feet apart.
  - The City will also be placing markers and signs throughout City Hall building marking what areas are open to the public, and which remain closed.
- Hand sanitizer will be available in various locations for customer use.

### **SERVICE LIMITATIONS**

Please try to interact with City visitors by phone, email, or by appointment as much as possible. If services need to be held in-person for any reason, the City will require all persons entering into any City building to be wearing a facial covering. The City will provide facial coverings to those who may not have their own, as supplies allow. All in-person meetings besides one-on-one meetings with staff, are subject to the availability of the Council Chamber as that is the only room that allows for adequate physical distancing.



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#### CITY HALL SERVICES SUMMARY TABLE

City Department	Current Services	Phase I Services Expansion
<p><b>City Manager's Office</b></p> <p>(802) 476-0241</p>	<ul style="list-style-type: none"> <li>Remote Services Only (by email, mail, phone &amp; virtual meeting)</li> </ul>	<ul style="list-style-type: none"> <li>Remote services preferred: email, mail, phone, and virtual meetings</li> <li>Limited public access-appointments preferred</li> <li>Meetings discouraged</li> <li>Meetings with multiple visitors will take place in the Council Chamber to accommodate the required social distancing</li> </ul>
<p><b>Department of Public Works</b></p> <p>(802) 476-0250</p>	<ul style="list-style-type: none"> <li>Facilities closed to Public</li> </ul>	<ul style="list-style-type: none"> <li>Remote services: email, mail, phone, virtual and meetings preferred and appreciated</li> <li>Appointments preferred, but unscheduled walk-in service <u>directly</u> to the DPW counter on the ground floor is allowed</li> </ul>
<p><b>City Council</b></p>	<p>Online Meetings via Zoom</p>	<ul style="list-style-type: none"> <li>Council Meetings will remain virtual via ZOOM to maintain social distancing. ZOOM links are published on every warned Council Agenda.</li> </ul> <p>Changes to this will be made as the State Legislature updates open meeting laws and as the Council so determines.</p>



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<p><b>Clerk's Office</b>  (802) 476-0242</p>	<ul style="list-style-type: none"> <li>• Closed to Public. Staff can accommodate document transfer by meeting people at the front doors of City Hall, upon appointment</li> <li>• Appointments available for research in the land records vault only (no more than 1 researcher at a time). Appointments available Tuesdays, Thursdays and Fridays from 9:00 AM to 4:30 PM</li> </ul>	<ul style="list-style-type: none"> <li>• The office will be open to the public on <b><u>Tuesdays and Thursdays only</u></b>, from 8:00-4:00; closed for the lunch hour for 12:00 p.m. to 1:00 p.m. Only 2 people at the counter at a time. All others must wait in hallway at designated distances in observance of social distancing</li> <li>• A drop box by the front door is available for payments, documents, and absentee ballots. A drop box behind city hall is available for <b>ballots ONLY</b></li> </ul> <p>Vault research by appointment only, Tuesdays, Thursdays and Fridays from 9:00 AM – 4:30 PM. No more than one person in the vault at a time</p>
<p><b>Planning, Zoning &amp; Assessing Office</b>  <i>Assessing:</i> (802) 476-0244  <i>Planning/Zoning:</i> (802)476-0245</p>	<ul style="list-style-type: none"> <li>• Remote services by email, mail, and phone</li> <li>• In-person by Appointment only</li> </ul>	<ul style="list-style-type: none"> <li>• Remote services: email, mail, phone, and virtual meetings is preferred and appreciated.</li> <li>• Appointments preferred, but unscheduled walk-in service is allowed</li> </ul>
<p><b>Finance Office</b>  (802) 476-0252</p>	<ul style="list-style-type: none"> <li>• Closed to the public, remote services only</li> <li>• Tax Payments can be put into the drop-box at the front of City Hall- receipts can be requested in writing if required</li> </ul>	<ul style="list-style-type: none"> <li>• Remote services: email, mail, phone, and virtual meetings are encouraged and appreciated</li> <li>• In-person service by appointment only, if remote service cannot be provided</li> <li>• No unscheduled walk-in service</li> </ul>



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#### **COUNCIL MEETINGS**

In accordance with the Governor's State of Emergency/Executive Order, the City Council is currently meeting virtually through a ZOOM® platform (ZOOM® link published with each council Agenda). This will continue for the foreseeable future and until such time as the Executive Order is lifted. At that time, the City Council will re-assess its meeting venue, logistics, and protocols. Public Notice will be issued at the time of any Council meeting venue changes.

#### **COUNCIL COMMITTEES, BOARDS, ETC.**

Committee and Board meetings are currently allowed in virtual, in-person, or joint venues as determined by each Committee. In person meetings must adhere to facial covering and separation protocols. Meeting venues and/or virtual links are published with each meeting Agenda and can be found on the City's Web-site ( [www.barrecity.org](http://www.barrecity.org) ) 48 hours in advance of each meeting.

#### **PUBLIC SAFETY BUILDING**

The Public Safety Building (15 Fourth Street) remains closed to the public. Persons needing assistance at this facility must report to the on-duty dispatcher in the front foyer.

#### **INTERNAL CITY POLICIES AND PROCEDURES**

Throughout this public health emergency, the City of Barre has established internal protocols with regard to appropriate personal protective equipment (PPE) and cleaning routines for employees and the facilities. These policies ensure that each City facility is being maintained and can be reopened as safely as possible with appropriate risk mitigation measures in place. City employees have been asked to adhere to the following policies:

MEASURE
Encourage and communicate options to customers to utilize web-based or telephone service
Monitoring employees for symptoms and send home if symptomatic- no employee will be at work if ill or experiencing symptoms
Employees are to wear facial coverings when working within 6 ft. of each other, leaving their work space or interacting with any other person
All employees are certified in VOSHA's COVID-19 trainings
All employees are asked to disinfect their work stations (desk surfaces, chairs, keyboards, etc.) periodically on a daily basis.
Signs have been displayed to adhere to VOSHA's guidelines, directing those who have symptoms of a respiratory illness to not enter City Facilities