

City of Chamblee
Reconstitution of Operations Plan
May 14, 2020 **(Changes Highlighted Below)**



With the re-opening of businesses and state government, it is appropriate for the city to move forward with re-opening city facilities to the public. I understand this may cause some concern, and I want to assure you we are doing our best to balance our role as public servants with the safety of all employees and the public. This outline represents the city's path to re-opening operations at city facilities. **It is a measured, transitional approach that allows us to review the situation each week and adjust as needed.** This plan assumes a continued positive trend in the reduction of COVID-19-related cases.

Ongoing Efforts: These efforts have already begun and will continue throughout the entirety of our re-opening efforts and beyond.

- The city will install plexiglass “cough shields” at all public windows in city facilities. They will remain in place until further notice.
- Guests will be restricted to lobby areas or designated meeting rooms off the lobby in each city facility.
- Bathrooms will be locked and not open to the public. Water fountains will be disabled.
- Teleconference meetings are the primary way to meet with city staff. Should a face-to-face meeting request be granted, customers will be required to wear masks to meet with city employees. Masks will be provided if necessary. No employee is required to meet with someone if that person is unwilling to wear a mask and maintain social distance, is presenting symptoms of a virus or flu, or becomes argumentative.
- All departments are asked to minimize the number of employees in the office on any given day. The use of rotating schedules (where several employees telework on some days or work non-standard shifts) is authorized, as appropriate, and will limit the number of employees in the office.
- The city will provide staff with face masks, gloves, antibacterial gel and Lysol. A limited supply of bagged masks will be made available to provide to the public if necessary.
- Lobby areas will be marked off with signage that clearly represents social distancing recommendations.
- City facilities will be deep cleaned and sanitized every Friday. Nightly cleanings will include a cleaning of common areas with traditional spray/wipe products.
- Rental of city facilities will not be permitted.
- Park open areas and trails will remain open for individuals practicing social distancing.

May 11th:

- City sanitation returns to normal schedule, to include leaf and limb pickup.
- Staff will begin working an assigned work schedule approved by department directors. This schedule may include telework, non-standard shifts and a period to adjust back to working at city facilities. We recognize the difficulty in finding childcare during this time and will work with employees on this matter.
- May 13th City Council members and some city staff will meet with the architect for the new city hall at the Civic Center at 1PM with limited seating. This meeting will be live streamed.
- May 14th Council Work Session will be held in the Civic Center with limited seating. The city also will take public comments via email and live stream the meeting to help minimize the size of the crowd in the room.

May 18th:

- Chamblee Public Works Dept will be offering free special pickups for yard and household items less than 150 pounds the week of May 18-22. Find the lists of acceptable and non-acceptable items and other details on the city website and social channels.
- Parks will open tennis/pickleball courts (single play only), rebound wall, pavilions (10 or less people). Must have a greater emphasis on cleaning pavilion picnic tables/grills.
- Unorganized play on open athletic fields – soccer goals will be placed for use (10 or less people playing together).
- May 19th Council Meeting held in the Civic Center with limited seating. The city also will take public comments via email and live stream the meeting to help minimize the size of the crowd in the room.

May 25th:

- **Monday, May 25th – City Offices will be closed to celebrate Memorial Day**
- Updated work schedule for office staff will be 8am to 6pm. Friday is 8am to noon via telework for all employees as appropriate. This schedule is to accommodate the deep cleaning and sanitizing scheduled each Friday. As stated before, department directors are authorized to take measures to minimize the number of staff in the office through other schedules. **(Pushed back from May 18)**
- All staff must report to the office at least one day per week unless provided an exemption by director or human resources. **(Pushed back from May 18)**
- Sanitation will restart special order bulk pickup operations.
- The city will evaluate the status of upcoming public events and activities, including concerts and Chamblee 101.

June 8th: (Previously June 1)

- City buildings open to the public on Monday and Wednesday from 8:30am to 5:30pm.

June 22nd: (Previously June 15th)

- City buildings open Monday, Tuesday, Wednesday & Thursday from 8:30am to 5:30pm.
- Restrooms, playgrounds and basketball court will be open to the public. Restrooms will be cleaned twice daily, and playgrounds will be cleaned once each week.
- Leagues and programming on enclosed athletic fields can resume with adherence to CDC guidance. Such guidance may change, but currently emphasizes smaller groups, each participant has own equipment (ball, glove, racquet, etc.) for use throughout, temperature screenings, etc.
- Community Center will re-open for city programs only. Should the city move forward with any programming, it will emphasize smaller class sizes, condensed class sessions, temperature screenings and required usage of masks. Only one program will be allowed per day with cleaning/sanitizing afterwards.