

Memorandum

Date: November 12, 2020

To: Department Heads

Subject: Coronavirus (COVID-19) Readiness Plan
Update – Modified Level IV Status



Due to overall circumstances and current status of the Coronavirus pandemic in Elgin, Bastrop County, and Texas in general, City of Elgin operations will maintain its current *modified Threat Level IV* of the Coronavirus (COVID-19) Readiness Plan at least **through the end of the 2020 calendar year** - at which time we will again reassess general conditions.

The basic protocols for the current *modified Threat Level IV* are described below. City Hall will remain closed to the general public; the Elgin Police Department, Municipal Court, Library, Recreation Center, and City Parks will remain open to the public on a limited and controlled basis.

In all instances, social distancing and face coverings will continue to be required.

Department heads are to continue to monitor operations to assure the continuous provision of city services in an effective manner that is safe and responsive to both our residents and city employees.

Threat Level IV (as modified) – Normal Conditions - *Operations as usual but emphasis on hygiene and vigilance until threat is totally dissipated. All prior operational practices and protocols will be maintained except as otherwise noted below:*

CITY HALL

- (a) *Closed to the general public.* In-person utility payments can be made at the drive-thru window during normal business hours. Court Fines can be paid by Money Order or Cashier Check and may be dropped off at the drive-thru window
- (b) Full staffing, as well as routine operations and services, will be maintained
- (c) General no-visitor policy; Only employees and others as authorized permitted in City Hall
- (d) Exceptions to the no-visitor policy permitted when related to essential services
- (e) Face covering and social distancing protocols to be maintained at all times
- (f) Engagement of Development Services staff by appointment only and on-line interaction strongly encouraged

CITY HALL ANNEX

- (a) *No Municipal Court sessions currently planned through the end of the year*
- (b) *Municipal Court offices closed to the general public*
- (c) Full staffing, as well as routine operations and services, will be maintained
- (d) Same operational protocols as for City Hall
- (e) Former Council Chamber available for small, in-person meetings conforming with social distancing protocols

EPD STATION

- (a) *EPD lobby closed to the general public*

ADMINISTRATION

- (a) *City Council Meetings to be in-person and open to the general public.* In-person attendance by the public limited with face covering and social distancing protocols maintained at all times
- (b) Virtual attendance of City Council Meetings available through live streaming
- (c) Commissions, boards, and advisory groups meet as needed; virtual or in-person with face covering and social distancing protocols maintained at all times

COMMUNITY LIBRARY

- (a) *Currently open to the public on a limited basis.* (Tues-Thurs 10AM-7PM; Wed-Fri 9AM-5PM; Sat 9AM-12PM); Limited to a maximum of twenty-five (25) patrons at a time
- (b) Computer workstations & study rooms available by appointment during operating hours
- (c) Sidewalk Deliveries Program during operating hours & a variety of virtual programming
- (d) Face covering and social distancing protocols to be maintained at all times

RECREATION CENTER

- (a) *Fully open to general public by reservation only* – including fitness room; M-F, 6AM-8PM; Saturday 8AM-8PM; Sunday 12PM-8PM
- (b) Protective screens at all public counter space; with spacing markers provided
- (c) Face covering and social distancing protocols to be maintained at all times (Note: face coverings required in lobby areas and restrooms – not when exercising).

FLEMING CENTER

- (a) *Closed until such time as resources are sufficient to maintain on-going proper sanitization*

SWIMMING POOL

- (a) *Closed for season*

CITY PARKS

- (a) *All facilities open to the public with social distancing*
- (b) Face covering and social distancing protocols to be maintained at all times
- (c) Playground equipment, sports courts, and pavilions open for general use with social distancing and at user’s risk (Resources not available to assure on-going sanitization)
- (d) Restrooms closed (Resources not available to maintain appropriate sanitization)

EMPLOYEE PRACTICES

- (a) Full staffing in all departments; routine operations and services maintained
- (b) Face covering and social distancing protocols to be maintained at all times
- (c) Employees directed to not report to work if sick or show signs or symptoms of illness
- (d) Virtual and/or on-line remote meetings encouraged in all settings.

All are encouraged to do their part to help slow the spread of COVID-19 by staying home when sick or exhibiting symptoms, wearing face coverings, practicing social distancing, making only essential trips from home, not gathering in groups more than ten, and washing hands frequently.



Thomas L. Mattis
City Manager