

Memorandum

Date: April 28, 2021

To: Department Heads

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



As pandemic conditions continue to evolve and progress in a positive manner within our region and Texas in general, it has been determined that city operations are ready to – for the most part – return to “normal”/pre-pandemic conditions.

Accordingly, essentially all City of Elgin buildings and facilities **will be re-opened to the general public beginning Tuesday, May 11.**

The City will continue to encourage social distancing protocols for the foreseeable future; **and face coverings will continue to be required whenever plexiglass barriers are not in place or when social distancing is not possible.**

While staff will continue to strive toward a lifting of all limitations, certain operational modifications will continue under a further modified Threat Level IV of the *Coronavirus (COVID-19) Readiness Plan* as noted below:

- **CITY HALL** - *Open to the general public*; all staff and departments available for in-person meetings and interactions
- **CITY HALL ANNEX**
 - (a) Municipal Court in-person trials will continue to be delayed until at least June 1.
 - (b) Court offices *open to the general public*.
 - (c) In-person pre-trials with City Prosecutor to begin.
 - (d) All other staff and departments available for in-person meetings and interactions
- **ADMINISTRATION**
 - (a) *City Council Meetings in-person*.
 - (b) City commissions, boards, advisory groups meetings in-person, open to public.
 - (c) All such meetings will continue to maintain social distancing and face covering protocols.
- **ELGIN POLICE DEPARTMENT STATION** - *Open to the general public*; all staff available for in-person meetings and interactions
- **COMMUNITY LIBRARY**- *Open to the general public*
 - (a) Total occupancy limited to eighteen (18) patrons (not including staff and volunteers)
 - (b) Face coverings required in common areas; and generally recommended for safety of others.
 - (c) Hours: Tuesday-Friday 10am-5pm and Saturday 9am-12pm
 - (d) Computers available with social distancing
 - (e) Curbside services still available
 - (f) Virtual programming still offered with possible outdoor programs to be added.

- **CITY PARKS**

- (a) *All facilities open to the public with social distancing encouraged.*

- (b) Playground equipment, sports courts, and pavilions open for general use.

- (c) Public Restrooms open, cleaned twice per week.

- (d) Facilities available for private rentals beginning Thursday, April 22 consistent with established rules and procedures.

- **RECREATION CENTER**

- (a) Partially open with limited and controlled use.

- (b) Gymnasium/full court available – maximum twenty (20) people

- (c) Studio Room – maximum fifteen (15) people

- (d) Weight Room maximum eight (8) people

- (e) Face coverings required in common areas; and generally recommended for safety of others.

- (f) Meeting room available for private rental.

- **FLEMING CENTER** - *Open to the general public*

- (a) All staff and departments available for in-person meetings and interactions

- (b) Weekdays and evenings reserved for City of Elgin training and meetings.

- (c) Available for private rentals Friday night, Saturday and Sunday beginning Thursday, April 22 consistent with established rules and procedures.

- **SWIMMING POOL** - *Open to the general public on June 1*

- (a) Due to limited number of lifeguards, operations will duplicate those in 2020.

- (b) Plans for 2021 operations wholly predicated on being able to hire required lifeguard staff in a timely manner.

- (c) Online reservations required – Lap lanes and kiddie pool.

- (d) Face coverings required on deck (not required in the water).

- (e) Water Aerobics by reservation only (dependent on availability of lifeguards).

Employee Practices:

- (a) Protective screens to be maintained at all public counter spaces.

- (b) Face coverings required whenever plexiglass barriers are not in place or when social distancing is not possible.

- (c) Virtual and/or on-line remote meetings will continue as a viable option.

- (d) All employees are encouraged to continue to practice social distancing in all work settings (primarily avoiding an area within a six-foot distance of others).

- (e) Employees directed to not report to work if sick or show any signs or symptoms of illness.

Please let me know at your earliest convenience if you have any questions or comments.



Thomas L. Mattis
City Manager