

# Memorandum

**Date:** July 29, 2020

**To:** Department Heads

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



Due to overall circumstances and current status of Coronavirus cases 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 through at least **Friday, August 21** - at which time we will again reassess general conditions.

The basic protocols for the current *modified Threat Level IV* are described below. City Hall, Elgin Police Department, Municipal Court, and Library will remain closed to the general public; the Recreation Center, Swimming Pool, and City Parks will remain open to the public on a very on a very limited and controlled basis. 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 authorized employees permitted in City Hall.
- (d) Exceptions to the no-visitor policy permitted when related to essential services. In such instances, authorized visitors are required to wear face covering upon entry.
- (e) Face covering and social distancing protocols to be maintained at all times.
- (f) Appropriate & effective use of face coverings by employees & authorized visitors required.
- (g) Engagement of Development Services staff by appointment only and on-line interaction will be strongly encouraged.

## **CITY HALL ANNEX**

- (a) Municipal Court offices *closed to the general public.*
- (b) Court staff available for consultation by phone or e-mail during normal business hours.
- (c) Full staffing, as well as routine operations and services, will be maintained.
- (d) Same operational protocols as for City Hall.
- (e) City Council Chambers available for small, in-person staff meetings conforming with social distancing standards.

## **EPD STATION**

- (a) *Closed to the general public.*

**ADMINISTRATION**

- (a) *City Council Meetings by teleconference only* (with plan to go to in-person meetings ASAP).
- (b) Commissions, boards, & advisory groups meet as needed, and only through teleconferencing.

**COMMUNITY LIBRARY**

- (a) *Closed to the general public.*
- (b) Sidewalk Deliveries Program continues (9:00am to 4:00pm, M-F)
- (c) Social distancing protocols to be maintained at all times.
- (d) Face covering and social distancing protocols to be maintained at all times.

**RECREATION CENTER**

- (a) Partial opening with very limited and controlled use.
- (b) Fitness room remains closed
- (c) Protective screens at all public counter space
- (d) Social distancing maintained with spacing markers provided.
- (e) Face covering and social distancing protocols to be maintained at all times.

**FLEMING CENTER**

- (a) Closed through July (City resources not available to maintain appropriate sanitization)

**SWIMMING POOL**

- (a) *Open to general public for limited use.*
- (b) Face covering and social distancing protocols to be maintained at all times.
- (c) Pool divided into three (3) lanes with lap lane lines - kiddie pool open
- (d) Families/groups can reserve exclusive use for up to sixty (60) minutes
- (e) Pool capacity limited to maximum of twenty (20) persons.

**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 (City resources not available to assure on-going sanitization of equipment).
- (d) Restrooms closed (City resources not available to maintain appropriate sanitization)

**EMPLOYEE PRACTICES**

- (a) Full staffing in all departments, as well as routine operations and services, will be 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 of illness, wearing cloth face coverings, practicing social distancing, making only essential trips from home, not gathering in groups more than ten, and washing hands frequently.

Let me know if you have any questions or comments.



Thomas L. Mattis  
City Manager