



# STAY SAFE REOPENING PLAN

A five-stage strategy for reopening city facilities, services, and programs

[redmond.gov](http://redmond.gov)







## Stay Safe Reopening Plan

City facilities closed to the public due to the COVID-19 pandemic in March 2020 and will remain closed until July 2021. While this has impacted our operations, we have been able to pivot and continue to offer an exceptional level of service to the community.

As we continue to navigate this uncertain time, our priority has and will continue to be the health and safety of our community members and employees. As we begin reopening city facilities, this Stay Safe Reopening Plan will guide our efforts to welcome customers and staff back to city facilities.

## Framework

This plan includes a general framework for reopening city facilities in five stages. Each stage includes general guidelines for all city departments. These guidelines are in accordance with guidance provided by the State of Washington and the basis for how the City will continue to:

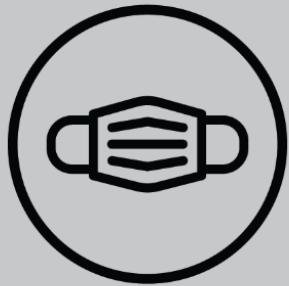
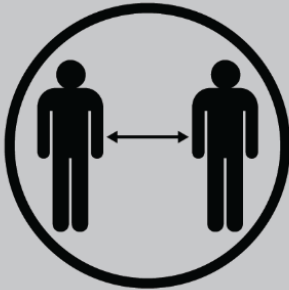
- Provide services and programs, and continue field operations
- Conduct public events and meetings
- Develop a general timeline for reopening public facilities
- Implement “normal” and “hybrid” work schedule opportunities
- Apply the Center for Disease Control’s (CDC’s) recommendations to prevent the spread of the coronavirus disease (i.e. social distancing, personal protection equipment, temperature checks, etc.)
- Determine the frequency and need for heightened sanitization/janitorial services in city facilities, etc.
- Implement a five-stage reopening

“I’m looking forward to connecting in person again, and I cannot thank each of you enough for the hard work and dedication you showed to each other and our community. You have all proven to be an adaptable, resilient, and incredible team that I am proud to work with every day.”

- Mayor Birney

## Five-Stage Strategy

The Stay Safe Reopening Plan offers a five-stage approach to return the city's remote workforce back to in-person work and thoughtfully reopening facilities to provide safe services to our residents and employees. A summary of each stage is included below, and additional details are available at [redmond.gov](https://www.redmond.gov) and for employees on the city's intranet, [CityWeb](#).



### Stage 1: Current Mode – Essential Services

Stage 1 is how we have been operating since March 2020 with modifications we've made throughout the pandemic. Critical services have continued uninterrupted (Police, Fire, Water, Sewer, Transportation, Park Maintenance, Development Inspections, etc.) while facilities have been closed to the public and additional essential services have been offered remotely to limit person-to-person contact. Public meetings have been held remotely. Social distancing, face coverings, self-check tests, and temperature checks have been required for any employee entering closed city facilities. Heightened and frequent cleaning procedures have been implemented in facilities and workspaces where essential staff are reporting to work in person.

### Stage 2: Preparation for Remote Workforce Returns to Facilities

The second stage of the plan focuses on efforts to prepare for the remote workforce to safely return to their workspaces located in city facilities. Facilities will undergo deep cleaning procedures, workspace capacity reviews (in accordance to State of Washington guidelines), and logistical and technical planning and preparation. An Oversight Committee under the guidance of the COO and consisting of the fire chief, police captain, human resources director, parks director, TIS senior systems analyst, executive department deputy director, and the safety program manager, will work with each department director to identify specific needs related to:

1. **Facility Preparation** - including cleaning plans, pre-return inspections, HVAC and mechanical checks
2. **Logistical & Technical Plans** - including capacity of workspaces, computer hardware needs/moving, facility conference room TEAMS access
3. **Preparation of the Remote Workforce** - identifying ways to mitigate anxiety and identifying criteria and timing for who returns and when
4. **Capacity and Safety Guidelines** - implementing State guidelines for facility capacity and socially distanced workspaces
5. **Control Access** - identifying entrance and exit protocols, decreasing density/capacity, and schedule management
6. **Communication** - communicating with transparency, listening, and surveying through the Our Stories, Mayor's emails, and all-city staff meetings

### Stage 3: Remote Workforce Returns - Open to the Public (Limited Hours)

In stage three, the remote workforce will gradually begin returning to facilities. Not all staff will return at once, and hybrid scheduling will be utilized to adhere to State capacity and workspace guidelines. Facilities will open to the public with limited hours. The top priority remains the health and safety of our community and employees. Additional time will be needed to ensure

heightened and proper cleaning of facilities. Protocols for entering city facilities will be clearly posted per guidance by the State of Washington.

### Stage 4: Open to the Public (Regular Hours)

In stage four, the City will reopen all facilities to the public and employees with regular office hours. Social distancing, facial coverings, temperature checks, capacity and workspace control, and heightened cleaning will continue in accordance with State of Washington guidelines.

### Stage 5: "New Norm" for the City

During stage five, all city facilities will be open to the public with regular office hours without restrictions. Social distancing will no longer be required.

As a result of the coronavirus pandemic, we do not expect to fully return to our "Pre-COVID-19" way of operating, and we will be exploring what our "new norm" will be to include potential permanent changes to work practices, workspace capacities, and normal or hybrid work schedules.

## Five-Stage Approach to Reopening City Facilities, Programs, and Services

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5
Essential Services	Return to Work Prep	Limited Hours Gradual Return	Regular Hours Gradual Return	New Norm

### Transitioning Between Stages

The City will transition between stages based on the State of Washington guidelines and data analysis. Under current guidelines, evaluation of King County occurs every three weeks, beginning April 12, 2021. The evaluations occur on Monday's with any possible changes taking effect Friday. The City's stage progression will mirror King County's progression— depending on stable or declining COVID-19 metrics that include positive tests, hospitalizations, and deaths. Should the opposite occur and there is an increase in the statistics, a decision will be made as to whether to remain in the current stage or return to a previous stage. The State of Washington will continue to provide guidance of counties moving between stages.

County Size	Indicator	Phase 1	Phase 2	Phase 3
<b>Larger County</b>	New COVID cases per 1000,000 population over 14 days	>350	200 - 350	<200
	New COVID hospitalizations per 100,000 population per 7 days	>10	5 - 10	<5
<b>Smaller County</b> (<50k people)	New COVID cases over 14 days	>175	100 - 175	<100
	New COVID hospitalizations over 7 days	>5	3 - 5	<3

### Reference Documents

The following documents are included for reference:

**Attachment 1:** Healthy Washington – Roadmap to Recovery

**Attachment 4:** Facilities Repopulation Plan

**Attachment 2:** Stay Safe Reopening Plan

**Attachment 5:** FAQ's

**Attachment 3:** Building Reopening Plan

# ATTACHMENT 1:

## HEALTHY WASHINGTON - ROADMAP TO RECOVERY

### Healthy Washington - Roadmap to Recovery

Activities	Phase 1	Phase 2	Phase 3
Social and At-home Gathering Size - Indoor	Prohibited	Max 5 people from outside your household, limit 2 households	Max 10 people from outside your household
Social and At-home Gathering Size - Outdoor	Max 10 people from outside your household, limit 2 households	Max 15 people from outside your household, limit 2 households	Max 50 people
Worship Services	Indoor maximum 25% capacity	Indoor maximum 25% capacity	Indoor maximum 50% capacity
Retail Stores (includes farmers' markets, grocery and convenience stores, pharmacies)	Maximum 25% of capacity, encourage curbside pick-up	Maximum 25% of capacity, encourage curbside pick-up	Maximum 50% of capacity, encourage curbside pick-up
Professional Services	Remote work strongly encouraged, 25% capacity otherwise	Remote work strongly encouraged, 25% capacity otherwise	Remote work strongly encouraged, 50% capacity otherwise
Personal Services	Indoor maximum 25% capacity	Indoor maximum 25% capacity	Indoor maximum 50% capacity
Eating and Drinking Establishments (includes farmers' markets, grocery and convenience stores, pharmacies)	Indoor dining prohibited. Outdoor or open-air dining, end alcohol service/delivery at 11 p.m., max 6 per table, limit 2 households per table	Indoor dining available at 25% capacity, end alcohol service/delivery at 11 p.m. Outdoor or open-air dining available, max 6 per table, limit 2 households per table	Indoor dining available at 50% capacity, end alcohol service/delivery at 12 midnight. Outdoor or open-air dining available, max 10 people per table
Weddings and Funerals	Ceremonies are limited to a total of no more than 30 people. Indoor receptions, wakes, or similar gatherings in conjunction with such ceremonies are prohibited	Ceremonies and indoor receptions, wakes, or similar gatherings in conjunction with such ceremonies are permitted and must follow the appropriate venue requirements. If food or drinks are served, eating and drinking requirements apply	Ceremonies and indoor receptions, wakes, or similar gatherings in conjunction with such ceremonies are permitted and must follow the appropriate venue requirements. If food or drinks are served, eating and drinking requirements apply



## Healthy Washington – Roadmap to Recovery (continued)

Activities	Phase 1	Phase 2	Phase 3
<p><b>Indoor Sports and Fitness Establishments</b> (includes gyms, fitness organizations, indoor recreational sports, indoor pools, indoor K-12 sports, indoor sports, indoor personal training, indoor dance, no-contact martial arts, gymnastics, rock climbing)</p>	<p>Low risk and moderate risk sports permitted for practice and training only in stable groups of no more than 5 athletes. Appointment based fitness/training; less than 1-hour sessions, no more than 1 customer/athlete per room or per 500 sq. ft. for large facilities</p>	<p>Low and moderate risk sports competitions permitted (no tournaments). High risk sports permitted for practice and training. Fitness and training and indoor sports maximum 25% capacity</p>	<p>Sports competitions and tournaments allowed all risk categories. Fitness and training and indoor sports maximum 50% capacity. Showers allowed</p>
<p><b>Outdoor Sports and Fitness Establishments</b> (outdoor fitness organizations, outdoor recreational sports, outdoor pools, outdoor parks and hiking trails, outdoor campsites, outdoor K-12 sports, outdoor sports, outdoor personal training, outdoor dance, outdoor motorsports)</p>	<p>Low and moderate risk sports permitted for practice and training only (no tournaments). Outdoor guided activities, hunting, fishing, motorsports, parks, camping, hiking, biking, running, snow sports permitted</p>	<p>Low, moderated, and high-risk sports competitions allowed (no tournaments). Maximum 200 including spectators</p>	<p>Sports competitions and tournaments allowed all risk categories. Maximum spectators allowed 400 with capacity restrictions depending on facility. Guided activities allowed without hard caps subject to restrictions</p>
<p><b>Indoor Entertainment Establishments</b> (includes aquariums, indoor theaters, indoor arenas, indoor concert halls, indoor gardens, indoor museums, indoor bowling, indoor trampoline facilities, indoor cardrooms, indoor entertainment activities of any kind, indoor event spaces)</p>	<p>Private rentals/tours for individual households of no more than 6 people permitted. General admission prohibited</p>	<p>Max 25% capacity or 200 people, whichever is less. If food or drinks are served; eating and drinking requirements apply</p>	<p>Max 50% capacity or 400 people, whichever is less. If food or drinks are served, eating and drinking requirements apply</p>
<p><b>Outdoor Entertainment Establishments</b> (includes zoos, outdoor gardens, outdoor aquariums, outdoor theaters, outdoor stadiums, outdoor event spaces, outdoor arenas, outdoor concert venues, rodeos)</p>	<p>Ticketed events only: Groups of 10, limit 2 households, timed ticketing required</p>	<p>Groups of 15, limit 2 households per group, max 200 including spectators for events</p>	<p>Walk-up tickets allowed with restrictions. Max spectators allowed 400 with capacity restriction depending on facility</p>

Note: Live entertainment is no longer prohibited but must follow guidance for the appropriate venue. Long-term care facilities, professional and collegiate sports remain governed by their current guidance/proclamations separate from this plan.

# ATTACHMENT 2:

## STAY SAFE REOPENING PLAN

### Redmond Stay Safe Reopening Plan

	Stage 1 Essential Services & Remote Workforce	Stage 2 Prepare for Remote Workforce Return	Stage 3 Remote Workforce Returns. Open to the Public (Limited Hours)	Stage 4 Open to the Public (Regular Hours)	Stage 5 New Norm
<b>Public Facilities, Programs, Services &amp; Field Operations</b>	Most programs and services provided remotely, meetings via TEAMS, field operations continue	Most programs and services provided remotely, meetings via TEAMS, field operations continue	All city facilities open to the public with limited hours (10:00 a.m. to 3:00 p.m.). Some programs and services provided remotely  <a href="#">See Parks Department Continuity of Operations Plan (COOP)</a>	City facilities open to the public with normal business hours. Staff and visitor appointments allowed within city facilities subject to appropriate social distancing	No restrictions  Exploring what the new norm will be to include potential permanent changes to work practices and public meetings
<b>Public Events</b>	Remote only with meetings via TEAMS	Remote only with meetings via TEAMS	Allowed within city facilities using appropriate social distancing. Outside events do not require prior approval, but host department is responsible for ensuring appropriate social distancing  Other public events in the City, will be reviewed through the permit process  <a href="#">State Guidelines</a>	Allowed within city facilities using appropriate social distancing. Outside events do not require prior approval, but host department is responsible for ensuring appropriate social distancing  <a href="#">State Guidelines</a>	
<b>Public Meetings</b>	Remote only with meetings via TEAMS	Remote only with meetings via TEAMS	Hybrid of in-person and remote meetings. In-person meetings are subject to appropriate social distancing  <a href="#">OPMA Proclamation Misc. Venue Guidance</a>	Hybrid or in-person and remote meetings. In-person meetings are subject to appropriate social distancing	

## Redmond Stay Safe Reopening Plan (continued)

	Stage 1 Essential Services & Remote Workforce	Stage 2 Prepare for Remote Workforce Return	Stage 3 Remote Workforce Returns. Open to the Public (Limited Hours)	Stage 4 Open to the Public (Regular Hours)	Stage 5 New Norm
<b>Staffing and Remote Work</b>	Remote work opportunities for appropriate staff via technology	Prepare facilities, support systems, workspaces for gradual return of remote workforce and public. Plan logistical and technical protocols	Begin return of remote workforce. This may require staggered or rotating shifts to ensure appropriate social distancing in workspaces. Some staff may need to continue working remotely due to space constraints  See Attachment 3: Building Reopening Plan	Continue return of remote workforce. This may require staggered or rotating shifts to ensure appropriate social distancing in workspaces. Some staff may need to continue working remotely due to space constraints	No restrictions. Exploring what the new norm will be to include potential permanent changes to work practices and public meetings
<b>Social Distancing</b>	Minimum 6-foot separation, face mask, adjusted workspace capacity	Minimum 6-foot separation, face mask, adjusted workspace capacity	Minimum 6-foot separation when away from personal desk area. Staff work hours will be staggered in the instance where social distancing cannot be maintained  <a href="#">CDC Guidelines</a>	Social distancing as required	
<b>PPE - Face Coverings</b>	Required for staff and visitors accessing a city facility or city vehicle. Not needed if outside with appropriate social distancing	Required for staff and visitors accessing a city facility or city vehicle. Not needed if outside with appropriate social distancing	Will be required based on guidance by the State of Washington	Not required	
<b>PPE - Gloves</b>	Available for use by staff	Available for use by staff	Available for use by staff	Not required	
<b>Self-Screening and Temperature Checks</b>	Required before entry into a city facility	Required before entry into a city facility	Self-checks required for staff and public at all facility entrance doors	Not required	
<b>Staff Accommodations</b>	Special accommodations may be available for increased risk employees	Special accommodations may be available for increased risk employees	Special accommodations may be available for increased risk employees	Special accommodations may be available for increased risk employees	



## Redmond Stay Safe Reopening Plan (continued)

	Stage 1 Essential Services & Remote Workforce	Stage 2 Prepare for Remote Workforce Return	Stage 3 Remote Workforce Returns. Open to the Public (Limited Hours)	Stage 4 Open to the Public (Regular Hours)	Stage 5 New Norm
<b>Employee Events</b>	Remote only via TEAMS or socially distanced outside protocol	Remote only via TEAMS or socially distanced outside protocol	Allowed within city facilities; subject to plan prepared by hosting department showing appropriate social distancing. Outside events do not require prior approval, but host department is responsible for ensuring appropriate social distancing	Allowed within city facilities; subject to plan prepared by hosting department showing appropriate social distancing. Outside events do not require prior approval, but host department is responsible for ensuring appropriate social distancing	No restrictions. Exploring what the new norm will be to include potential permanent changes to work practices and public meetings
<b>Staff Business Travel</b>	Suspended	Suspended	Allowed at director's discretion for employees that need to be physically present at training following but must adhere to all CDC guidelines	Allowed at director's discretion but must adhere to CDC recommendations	
<b>Volunteers</b>	Not Allowed	Not Allowed	Not Allowed unless the work is done in an outdoor setting.	Allowed	
<b>Interns</b>	Must work remotely	Must work remotely	Allowed with same staff guidelines	Allowed	
<b>Sanitization/Janitorial Efforts at City Facilities</b>	Continue enhanced janitorial services as well as staff self-sanitization efforts to minimize contact exposure risks	Deep clean all facilities and adjust all workspaces to comply with social distance guidelines	Continue once per day janitorial services as well as staff self-sanitization efforts to minimize contact exposure risks  See Attachment 4: Facilities Repopulation Plan	Normal janitorial services	
<b>HVAC at City Facilities</b>	See Attachment 4: Facilities Repopulation Plan	See Attachment 4: Facilities Repopulation Plan	See Attachment 4: Facilities Repopulation Plan	Resume normal HVAC procedures	

# ATTACHMENT 3:

## BUILDING REOPENING PLAN

### Overview

Beginning in Stage 2 of the Reopening City Facilities, Programs and Services Plan, the City of Redmond must address multiple, complex challenges and decisions. This reopening process will be calibrated using State of Washington guidelines. These guidelines are still evolving, so plan flexibility is necessary. Our approach to reopening the city facilities will be through a careful balance of effective safeguards and operational needs.

Most employee contact occurs within buildings, requiring the City to develop a plan for when and how employees and visitors will return to city facilities and use of city equipment. New requirements, social distancing, and enhanced personal hygiene, for example, will necessitate a new normal within city facilities. The details of this plan will outline how the stages of the 'new normal' will be achieved.

### Guiding Framework

- The health and safety of City of Redmond employees and visitors are paramount.
- Employees have a responsibility to follow all safety guidelines set up for their and their co-workers' protection.
- The City will calibrate its phased approach based on State of Washington guidelines.
- Remote work will continue during the phased return to the workplace process.
- Responsiveness to developing situations both inside and outside the workplace will be needed.
- Technological enhancements adopted during the pandemic will continue to support operational flexibility.
- Staff will be provided the necessary resources including computer hardware to efficiently complete their work duties while avoiding duplicative technology expenses and workstation reconfiguration.

### Plan Details

The following general safe work practices should be followed by City of Redmond employees. Additionally, more specific practices tailored to specific areas and operations may also apply. All employees should be familiar with these additional practices within their work area and should inquire regarding additional practices when visiting other work areas. Please see the FAQ page (Attachment 5) in the Stay Safe Reopening Plan for further information.

### Returning to Work - General Guidelines for Working in City Buildings:

Prior and up to the city facilities reopening on July 1, 2021, directors/managers/supervisors are required to:

- Determine the return to work schedules for managers and supervisors based on the community need.
- Develop a staggered schedule for employees allowing for the maximum operational efficiencies while adhering to social distancing and area occupancy load requirements.
- Communicate with employees on what the plan is and provide them with links to relevant HR Actions information.
- Ensure the provisions of this plan are implemented in their areas/operations and among the employees under their responsibility.

## Employees:

- Should not report to work sick.
- Must adhere to established HR Actions related to how and when to report to work, as well as the guidelines for functioning inside a city facility.
- Must follow the on-site work schedule established by their manager or supervisor.
- Should follow instructions regarding the proper use of personal protective equipment (PPE), as well as all personal and workspace hygiene protocols, and comply with social distancing requirements, posted occupancy load information, and guidelines regarding movement inside a city building.
- Return to work on a rotational basis.
- Need to adhere to building capacity limits as outlined by State of Washington guidance.
- Need to adhere to the duration and schedule set forward by their directors, managers, and supervisors in order to maintain the maximum occupancy for their workspace while staying in compliance with the social distancing requirements.
- Telecommuting will not be permitted 100% of employee work hours in order to best serve the community needs.
- Need an approved telecommuting request form, if employee is telecommuting on a permanent basis or have a supervisor approved telecommuting schedule for employees.
- Special accommodations may be available for employees who are at increased risk.
- Equipment needs will be determined by supervisors. Provisions for those working 50% remotely during this transition period are as follows:
  - Laptop: If an employee has a laptop, employee can request a second docking station - one for home and one for work.
  - Desktop: If employee has a desktop computer, the employee can retain the desktop at home or return their desktop to work. If available, the employee can request a loaner laptop or desktop through the TIS department.
  - Monitors: Employee can have their city-issued monitors at home or at work but cannot request another city monitor to accommodate both locations. Employees can use their laptop monitor or set up a personal monitor to accommodate their needs.
  - Furniture: City-issued furniture should be returned to the City for use in city facilities.
  - Other Supplies: Other supplies can be picked up from the City in coordination with the employee supervisor or manager.
- Will be responsible for setting up their own workstations in city buildings. The Service Desk will assist as quickly as possible with any technology problems.
- Technology requests go to department directors or designees and are submitted as one request from that department and/or division (for larger departments).
- TIS, Payroll, and HR internal customers service will be conducted via TEAMS, phone, or by appointment only, if a face-to-face meeting is required.

## All Visitors

- Must self-screen before entering any city facility.
- Need to follow all requirements as established by the State of Washington and city signage.
- Must ensure appointments are made with relevant city staff prior to arriving at a city facility.

## Masking and Social Distancing

### Entering the Building

- Any visitor or employee who is feeling sick should not enter a city facility and comply with all city signage.
- Each building will have a designated entrance point with a personal protection equipment (PPE) station upon entrance, if needed according to State of Washington guidance.
- When it is necessary to use the elevators, two people are allowed on the elevator at a time and must maintain social distancing.

- Employees should follow State of Washington guidance on wearing facial coverings and socially distancing in all common areas of the building.
- Buildings will be cleaned on a regular schedule as outlined in the Facilities Repopulation Plan (Attachment 4).

## Outside of Office/Cubicle and Common Areas

- Employees are required to wear face coverings and socially distance when in hallways, conference rooms, kitchens, and other common areas of the building according to federal, state, and county guidelines.
- PPE stations are set up on each floor in front of the elevators with masks, gloves, and sanitation supplies.
- Common areas are on a regular cleaning schedule as outlined in the Facilities Repopulation Plan (Attachment 4).
- Employees are responsible for keeping the kitchen areas clean after use. Sanitation supplies will be left in the kitchen areas. Unwashed dishes will be disposed of if left in the sink or on the countertop.
- Employees should follow safe hygiene practices according to federal, state, and county public health guidelines.
- Wearing face coverings should follow all current State of Washington protocols.

## Inside of Office/Cubicle

- Employees may go unmasked when working in their office or cubicle as long as social distancing requirements are maintained.
- Employees who work in a bull pen configuration should work with their supervisor to ensure all staff can maintain proper social distance.
- If it is not possible to maintain distance due to furniture configurations, alternative office space will be identified so that employees can follow social distancing guidelines.
- Employees are responsible for cleaning and sanitizing their workspace. Sanitation supplies will be available in each department.

## Vehicle Usage

- When an individual is assigned a vehicle, the employee should not enter another vehicle for any reason without the permission and knowledge of the person who is assigned the vehicle. If the employee enters someone else's vehicle or uses equipment assigned to that vehicle, the employee will need to disinfect the equipment before putting it away.
- In the instance where multiple employees are assigned to a vehicle, face coverings should be worn consistent with State of Washington guidance and due to the lack of appropriate social distancing. The passenger will sit in the back seat (if available). Passengers will not switch seats in the vehicle. The person that is the passenger is expected to disinfect the portion of the vehicle they are in contact with when finished unless the driver agrees to disinfect it for them. As much as possible, windows should be left open and vents should be set to increase outside air.
- Shared vehicles, such as the CCTV truck, vactor truck, and street sweeper, will be cleaned and disinfected before and after use each day.
- Loader and forklift operators will sanitize the equipment before and after use. The loader is assigned to one person in stormwater per day. Contact James Storhow if the loader is needed.

## Reopening of Council Chambers

The City will follow Washington State's guidelines for the suspension of the in-person requirement for the Open Public Meetings Act until the suspension is lifted.

- Council meetings will be held in the Council Chambers beginning on Tuesday, July 6, 2021, or later consistent with Washington State guidelines.
- Once Council Chambers is open, the City will follow Washington State guidelines for open public meetings.



- A hybrid model for participation of Mayor/Council, employees, and the public will be used.
- The Council Chambers will be set up to follow all safety protocols as outlined by the State of Washington guidelines.
- Items from the Audience (public participation) will be conducted in the Council Chambers with safety protocols in place including cleaning of microphones and podium after each speaker, providing space to achieve social distancing, and maintaining online participation.
- Signage will be created to clearly outline protocols in the Council Chambers.
- Department directors will be expected to physically attend Council meetings if they have an item on the agenda. If not, remote attendance is acceptable.
- Employee attendance at Council or Committee of the Whole meetings is at the discretion of the director with the exception of the city clerk and communications technician.
- Board, commission and committee meetings will be held remotely until the City determines the protocols for reopening the Council Chambers for Council meetings and they are working as expected.

## Offsite Travel and Training

- Employee travel is at the discretion of the department director with adherence to the following protocols:
  - Training where employees must be physically present at a training venue:
    - Permission must be received by the department director.
    - Upon return, employees will follow Washington State guidelines on safety protocols.
  - Training where employees do not need to be physically present:
    - On-site training will not be allowed when a virtual option is available.

## Protocols for All City Facilities

Signs indicating the Conditions of Entry will be posted at all locations and are to be adhered to for both employees and visitors. Conditions are as follows:

- Employees and visitors must not enter any city facility if any of the following symptoms are present and cannot be attributed to any other reason, or develop symptoms that cannot be attributed to any other reason:
  - Fever at or above 99.9 F
  - New cough
  - Shortness of breath
  - Sore throat
  - New muscle pain/achy sore muscles
  - New fatigue or sudden onset of discomfort or illness
  - New loss of sense of smell/taste
  - New G.I. symptoms - diarrhea
- Employees and visitors will follow all COVID-19 protocols as provided by the State of Washington and follow all signage displayed in city buildings.
- Signs will be posted on all buildings where individuals will enter and exit the building.
- Employees and visitors must follow personal hygiene protocols:
  - Wash hands often with soap and water for at least 20 seconds (especially after in a public place, or after blowing your nose, coughing, or sneezing)
  - Avoid touching your eyes, nose, and mouth with unwashed hands.
  - Use the inside of your elbow or cover your mouth and nose with a tissue and throw used tissues in the trash when coughing and sneezing.
- Employee must wipe down their work area prior to starting work and when they get ready to leave.
- Personal protective equipment (PPE) such as face coverings, safety glasses, nitrile gloves, hand sanitizer, disinfectant wipes, and tissues are available at each facility.
- Cleaning supply kits are stationed on each building's floor and one kit per wing for employees' use. These supplies should be used for employees' personal work areas, wiping down printers and copiers, and other shared equipment.

- Employees must not share phones, computers, mouse, pens, pencils, etc. If that is not possible, the equipment must be wiped down before and after use.
- Employees should wipe down copiers after using them.
- Follow signs and floor markings to adhere to proper social distancing in areas of potential crowding.
- Two employees are allowed per elevator.
- Do not enter shared spaces that are designated and marked with signage as being closed.
- Employees may use outdoor sitting areas and City Hall bike locker but do so at their own risk because these spaces cannot be decontaminated.
- Employees who work at a city facility must adhere to the [Shared Spaces During COVID-19](#) guidelines located on HR Actions.

## COVID-19 Exposure Guidelines

- Employees exposed to COVID-19, who test positive for COVID-19, or are COVID-19 symptomatic, should consult with their HR analyst. The HR analyst will ensure the employee's privacy is maintained and contact tracing will be initiated to protect others.
- Employees should keep their supervisor apprised of their need to take leave, however sharing medical details is at the employees' discretion.
- Employees should also discuss with their supervisor if there are other options to taking leave, such as requesting to work remotely, working a modified schedule or assignment, using different equipment, and/or working at an alternate location.
- The HR analyst will work with the HR safety program manager and Fire medical services administrator on the most appropriate options to offer the employee, given the employee's unique situation.
- Based upon the options identified, the HR analyst, employee, and employee's supervisor will work collaboratively to apply the most appropriate options for the employee's circumstances.
- Employees work with their HR analyst on their ability to return to work, keeping their supervisors apprised of timing.

## Glossary

- **Cleaning:** the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs but by removing the germs, cleaning decreases their number and therefore risk of spreading infection.
- **Disinfection:** using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs but killing germs remaining on a surface after cleaning further reduces the risk of spreading infection.
- **Frequently Touched Surfaces:** surfaces, equipment, tools, and items that are touched multiple times throughout the day or may be touched by more than one individual. Examples include, but may not be limited to: tables, chairs, doorknobs, light switches, remotes, handles, desks, toilets, sinks, phones, shared tools or office equipment, copiers, drinking fountains, vending machines, oven and refrigerators handles, and common area cabinet handles.
- **Hand Hygiene:** the process of removing soil, contaminants, and microbes from hands. Hand hygiene can include hand washing, hand sanitization, or a combination of the two.
- **Hand Sanitization:** the process of applying an anti-microbial agent such as an alcohol-based hand sanitizer to hands to kill microbes that may be present.
- **Hand Washing:** the process of washing hands with soap and water, then rinsing with clean, running water to remove soil and contaminants from the hands.
- **Personal Protective Equipment:** referred to as "PPE," is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses.
- **Social (Physical) Distancing:** keeping space between yourself and others by staying apart by at least six feet (2 meters), not gathering in groups, and avoiding crowded places and mass gatherings.

# ATTACHMENT 4:

## FACILITIES REPOPULATION PLAN

City facilities have been closed during the Stay Home, Stay Safe guidance from the Governor's office in response to the COVID-19 pandemic. While this has greatly impacted our operations, it has not prevented us from performing the business of the City. We have continued providing most city services via virtual and in-person operations.

As we continue navigating through the impact of remote and virtual services for our customers, our greatest priority is the health and safety of our community and staff. In preparation of reopening city facilities, the Facilities Repopulation Plan was developed. This plan will guide us through the steps necessary to welcome staff and community members back to city facilities and to begin providing in-person services again.

This repopulation guide focuses on the strategies for a safe return to city facilities. This includes assessing spaces, engineering controls, and cleaning practices and procedures.

Facilities staff will work with representatives from each department to identify work groups and processes that may have unique support needs.

### Planning for Repopulation

As staff begin returning to work, desk assignments and work schedules may be adjusted to create optimal social distancing. When social distancing is not possible and where business will be conducted face-to-face, clear plastic barriers will be considered. When considering plastic barriers, it is important to make sure the barrier does not hinder the room's ventilation. Due to staff capacity and budget limitations, modifications of existing furniture configuration are not feasible.

### Repopulation Activities - RACI (Responsible, Accountable, Contributor, Informed)

Reopening Strategy	Implementation Task(s)	RACI
<p>Hazard assessment, including practices to determine when, where, and how, staff are likely to be exposed in the course of their job duties.</p> <p>Deadline: May 7, 2021</p>	<ul style="list-style-type: none"><li>Assess all job tasks performed by or job categories held by staff to determine which tasks or job categories involve occupational exposure.</li><li>Consider, among other things, exposures from members of the public, as well as exposures from close contact with coworkers.</li><li>Identify surplus furniture and materials, unutilized workspace and obsolete equipment and/or redistribute them to appropriate locations.</li></ul>	<p>Individual Staff - I</p> <p>Department Liaison - R</p> <p>Facilities Division - A</p> <p>Directors Team - I</p>
<p>Hygiene, including practices for hand hygiene, respiratory etiquette, and cleaning and disinfection.</p>	<ul style="list-style-type: none"><li>Provide hand sanitizer stations in areas where staff cannot readily wash their hands.</li><li>Professionally clean each night.</li></ul>	<p>Individual Staff - R</p> <p>Department Liaison - A</p> <p>Facilities Division - C</p> <p>Directors Team - I</p>

<p>Social distancing, including practices for maximizing to the extent feasible and maintaining distance between all people, including staff, customers, and visitors.</p> <p>Deadline: May 14, 2021</p>	<ul style="list-style-type: none"> <li>• Limit department staff occupancy to number that can safely be accommodated to allow for social distancing (113 sq ft of floor space per occupant) and meet current occupancy limits.</li> <li>• Demarcate flooring in six-foot zones in key areas where staff, customers, or visitors would ordinarily congregate to encourage people to keep appropriate social distance between themselves and others.</li> <li>• Post signage reminding staff, customers, and visitors to maintain at least six feet between one another.</li> </ul>	<p>Individual Staff - I</p> <p>Department Liaison - C</p> <p>Facilities Division - R</p> <p>Directors Team - A</p>
<p>Engineering controls, administrative controls, and safe work practices.</p> <p>Deadline May 14, 2021</p>	<ul style="list-style-type: none"> <li>• Adjust ventilation to increase outside airflow.</li> <li>• Change filters in accordance to manufacture and CDC recommendations.</li> <li>• Install physical barriers/shields as identified in hazard assessment.</li> <li>• Remove unwanted and unnecessary furniture, equipment, and/or supplies.</li> </ul>	<p>Individual Staff - I</p> <p>Department Liaison - C</p> <p>Facilities Division - R</p> <p>Directors Team - A</p>



# ATTACHMENT 5:

## STAY SAFE REOPENING PLAN FAQ'S

### Are all employees expected to return to work on July 1, 2021?

No. Building capacity will be limited to the appropriate phase and will be slowly increased based on the stages detailed in the Stay Safe Reopening Plan. Managers and supervisors, in conjunction with department directors, will determine the best schedule for employees based on building/furniture configuration, as well as efficiency of operations.

### Will employees be able to telecommute 100% of the time?

No. Employees will be expected to be in the office on a rotational basis at the discretion of the managers and/or supervisors. Please see the [personnel manual](#) for the city's Telecommuting Policy.

### Will vaccinations be required for all employees?

No. The City encourages employees to become vaccinated but is not requiring vaccinations.

### Will employees be responsible for providing personal protection equipment (PPE)?

No. The City will provide personal protective equipment to employees. PPE stations will be set up at the entrance to all buildings as well as on each floor of multiple story buildings. Employees can provide their own personal protective equipment as long as it adheres to Washington State guidelines.

### What are the protocols for using shared spaces in buildings?

Employees are required to adhere to all Washington State guidelines for wearing facial coverings and social distancing when in hallways, conference rooms, stairwells, kitchens, and other common areas of the buildings. For additional guidelines, please reference Attachment 3 in the City's Stay Safe Reopening Plan.

### What are the protocols for using city vehicles?

Vehicle usage for individually assigned vehicles and shared vehicles can be found in Attachment 3 in the City's Stay Safe Reopening Plan (see page 12 of the Stay Safe Reopening Plan)

### Will employees need to attend City Council/board and commission meetings?

Employee in-person attendance at Council, Committee of the Whole, board, and commission meetings is at the discretion of the department director with the exception of the city clerk and communications technician.

### Where are employees expected to park?

Employee parking is provided in the City Hall parking garage or in the parking lots at other city buildings. The parking in front of City Hall is reserved for city customers.

### What modifications have been made for our HVAC system?

We are following Washington State guidelines regarding [ventilation](#) including verifying operation of restroom exhaust fans, changing filters on schedule, verifying appropriate size and efficiency of filters, and increasing outside fresh airflow through the building.

### **Will our building be receiving touchpoint cleaning?**

Yes. Touchpoint cleaning will be performed once a day as recommended by the [State of Washington](#). Daily cleaning will occur with regular evening janitorial service. If staff would like additional daytime cleaning for their workspace, cleaning supplies will be provided.

### **When will our soap and sanitizer dispensers be refilled?**

Janitorial services will restock cleaning and hand washing supplies as a part of their nightly routine service. If you notice low stock on hand, please notify us using the [Facilities Service Request](#) online.

### **Is the water in my building safe to drink?**

The water in all buildings will be flushed and tested to verify that it is safe for consumption prior to repopulation.

### **I don't work at City Hall, does this plan apply to my building too?**

Yes. Cleaning, water quality, and ventilation adjustments to prepare for repopulation are being (or have been) performed at all city staff buildings.



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