



City of Aspen COVID-19 Re-Entry Planning Template

Introduction

A. Purpose

This plan is intended to promote and facilitate the timely and orderly re-entry of essential City of Aspen personnel.

B. Scope

The provisions of this plan are City-wide and are designed to provide uniform guidance and a basic framework to City personnel who are responsible for safeguarding their business operations and controlling access into City facilities. Departments are advised to use this template as a starting point with the intent of adding their specific reentry requirements and then submit to Courtney DeVito, HR for final review.

C. Planning

The extent of re-entry planning, and levels involved, will be implemented based on departmental needs and the direction of Pitkin County Public Health Orders, City of Aspen Emergency Declarations and evolving best practices related to COVID-19. The City Manager's Office and Human Resources (HR) Department will assist in coordination of re-entry by department.

OPERATIONAL PLANNING

a. Protecting the Health of Staff

Employees who are experiencing respiratory symptoms such as cough or shortness of breath or difficulty breathing must stay home and are not to report to work (updated per the CDC as of 5/2/2020).

Or at least two of these symptoms:

Fever

Chills

Repeated shaking with chills

Muscle pain

Headache
Sore throat
New loss of taste or smell

Contact HR for next steps. Further information on can be found on CitySource:
https://citysource.aspenpitkin.org/includes/secure_file.cfm?ID=1753&menuID=6
and for those that do not have intranet access (seasonal staff, etc.):
<https://cityofaspen.com/1280/EmployeeInfo>

Vulnerable populations: As public health authorities begin to allow employees to return to the workplace, vulnerable people may still be advised to shelter-in-place.

The Center for Disease Control has identified several groups who may be high-risk for severe illness from COVID-19. However, employees are to voluntarily designate themselves as vulnerable or not and once self-designated, supervisors are to have the below conversations individually with each employee. Otherwise, managers are to provide information to all employees around who may be at higher risk for COVID-19 and request for employees to discuss with their manager if they may meet these criteria. Such self-designation should not require specific information relating to the category of vulnerability. Communication with vulnerable employees, may include but is not limited to the associated risk of returning to work even when all necessary precautions are followed, ways to minimize face-to-face interactions, maintaining six feet of distance from other people, mask/PPE information, alternatives to on-site work when possible, and applicable leave policies for employees (if eligible) who choose not to come to work. Reasonable accommodations may be considered for those who may be in the vulnerable population category and will need to be discussed with HR, if needed.

Contact HR if an employee is unable to return to work because of COVID-19 concerns. New leave policies may be applicable to employees after thirty days of work, regardless of category of employee.

Insert additional measures for your operations to include justification on the need to return staff to the work area:

b. Daily Symptom Checklist

All staff have been given and have reviewed the City procedures and protocol on Daily Symptom Tracking. Ensure that the location for Health Checks is private.

Symptom tracking will begin for the _____ department for **all employees on-site as of**
_____.

Staff will report through staggered work schedules and/or different start locations for symptom checking at an approved city facility that can provide social distancing (add markers/tape for 6 ft. where there may be a line), a private area for temperature checks and a location that allows for appropriate traffic flow to minimize contacts (e.g. doors for entry or exit only).

Employee will use the following protocol for symptom tracking:

- Wear face covering when entering facility.
- Put on provided latex gloves before entering facility.
- Clean and disinfect thermometer with provided cleaning supplies, using one thermometer only.
- Take temperature with infrared thermometer, not touching it to forehead.
- If temperature is above 100.4 contact Courtney DeVito 970-309-7337, or Alissa Farrell 970-309-8113 immediately for further direction.
- Repeat cleaning and disinfecting of thermometer with provided cleaning supplies. Dispose of cleaning supplies in the trash can.
- Record temperature in confidential Google sheet from cell phone or computer: [COVID-19 Health Symptom Check](#)
- Exit facility through separate exit (create signage).
- Remove gloves, one at a time, turning inside out and disposing in provided trash can.
- Report to work.

c. Work Schedules

Continue with staggering work schedules, different start/end areas/times (if appropriate), staggered lunch/rest breaks with different times, and teleworking to the extent possible. Rotate workdays in the office, if possible.

Exit and enter facility through separate exit and separate entrance (create signage).

d. Personal Protective Equipment (PPE)

All employees are required to wear proper PPE while working and must maintain at least six feet of distance from customers and each other.

As of 4/29/2020 all employees must wear a face covering (mask) made of a uniform piece of material that securely covers their nose and mouth and remains affixed in place without the use of their hands per the Pitkin Public Health Order for when six feet of social distancing cannot be maintained due to required and essential work only. Additionally, the face covering is to be readily available in case an employee is in an impromptu situation where six feet of social distancing is impacted. The Public Health Order in the City of Aspen mandating masks is currently in effect and continues through May 27, 2020, unless extended by Council.

According to City law a face covering is required when:

- entering and while inside a place of business open to the public and public transit.
 - in other public indoor or outdoor places where persons are unable to maintain safe social distancing (six or more feet of separation) from others not of their own household.
- <https://covid19.colorado.gov/mask-guidance>

The Centers for Disease Control and Prevention encourages individuals to wear cloth Face Coverings that:

- fit snugly but comfortably against the side of the face;
- are secured with ties or ear loops;
- include multiple layers of fabric;
- allow for breathing without restriction; and
- can be laundered and machine dried without damage or change to shape.

Exceptions include:

- Employees for whom a face covering would cause impairment due to an existing health condition.
- Employees working in offices who do not have face to face interactions with others and/or the public.
- Employees will follow all proper donning and doffing procedures for PPE at all times. PPE assigned to employees are not to be shared.

Additional info. can be found here: <https://covid19.colorado.gov/mask-guidance>

Insert additional measures for your operations:

FACILITIES PLANNING

e. Cleaning and Equipment

- The goal is to provide assigned equipment to each individual whenever possible.
- Equipment that must be shared is to be cleaned using the following guidelines.

Cleaning of equipment must be done before and after use. This includes: High touch areas, door handles, all surfaces and objects (e.g. telephones, keyboards, steering wheel, seatbelts), equipment that needs to be shared, public areas, credit card machines, desks, phones, vehicles etc. Increase frequency of cleaning and provide a consistent schedule for cleaning to include a daily checklist.

Proper cleaning procedures: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html> to disinfect, clean rags to wipe surfaces down or common cleaning products including disinfectant wipes. Disinfectant wipes or spray shall be available near workstations and all high contact surfaces. Employees shall be assigned to disinfect all high-contact surfaces frequently. Gloves must be worn while cleaning.

Decrease paper processes whenever possible.

Bathrooms, break rooms and other common areas being disinfected are on the following schedule:

Cleaning information: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<https://covid19.colorado.gov/cleaning-guidance>

F. Work Areas

Move workstations to increase separation distance to at least six feet. Evaluate adding dividers/barriers. Increase frequency of cleaning of workstations. Consider temporarily reassigning employees or closing or restricting use of communal spaces and discourage shared workstations.

Modify flow of people traffic or “bottlenecks” to minimize contacts (e.g. doors for entry or exit only).

Increase ventilation by opening windows or adjusting air conditioning.

Promote regular and thorough handwashing by employees,

Put sanitizing hand rub dispensers and disinfectant wipes in prominent places around the workplace. Make sure these dispensers are regularly refilled.

Consider removal or discontinuation of coffee makers, microwaves, water coolers, etc., or sanitation before and after using.

Insert additional measures for your operations to include cleaning schedule and assignments:

g. Communication Materials and Resources

Ensure proper posters are displayed in prominent areas including but not limited to restrooms and entrances/exits. Contact the communications office for branded posters and consistent messaging as appropriate.

CDC Stop the Spread of Germs Poster: English

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

CDC Stop the Spread of Germs Poster: Spanish

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-sp.pdf>

CDC Wash your Hands: English

<https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>

CDC Wash your Hands: Spanish

<https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-spanish-508.pdf>

Required signage at each public entrance per Pitkin County:

Do not enter the facility if you have a cough or fever;
Maintain a minimum of six-foot distance from one another;
Face coverings required before entering through May 27, 2020.

BEHAVIORAL PLANNING

h. Social Distancing

- Start times should be staggered by at least 10 minutes for employees to increase social distancing whenever possible if reporting to the same location.
- Locations in workspaces where social gathering can occur should be closed off until orders are lifted.
- Employees should practice social distancing by maintaining 6 feet of distance from others when working in all areas. This includes office space, hallways, stairs, storage areas and outdoors.

Staff should contact HR ASAP if they believe there has been a contact exposure related to COVID-19.

Work areas should be arranged to increase social distancing including moving desks and increasing space between workstations. Pull chairs and table from breakrooms to maintain social distancing and reinforce staggered breaks.

Virtual meetings are encouraged.

i. Hand Washing

Employees must have access to hand washing areas in their operations i.e.: restrooms or portable stations

Employees are required to wash their hands when using the restrooms, after coming in contact with others in shared spaces and whenever exposure is clear.

Employees must wash hands with soap and warm water for at least 20 seconds. More info. can be found: <https://www.cdc.gov/handwashing/index.html>. Employees have been instructed to wash their hands frequently, including after using the bathroom, coughing, sneezing, blowing nose, before and after eating, using tobacco; at any point if their hands become dirty.

Hand Sanitizer (at least 60% alcohol) is to be available to employees and the public at all entrances to facilities, workstations and at checkout counters. Increase amount of hand sanitizer stations in high-traffic areas and confirm employees know that hand sanitizer should not be a substitute for hand washing and is not effective when hands are visibly dirty.

Locations include: _____

j. Customers (If applicable)

Implement six-foot distancing measures (e.g., marked space in lines/tape). If appropriate, use shields or barriers for high traffic customer areas.

Require compliance with City of Aspen mask mandate through May 27, 2020. Proper signage with this information is needed at all building entrances and throughout buildings. Department Directors shall develop internal protocol on how to request customers wear a mask/provide a mask to customers as appropriate or if they refuse, develop protocol to exit customers in accordance with Resolution 40 - Mandatory Face Coverings. More information can be found here: <https://cityofaspen.com/DocumentCenter/View/5867/mask-faq>.

Provide hand sanitizer at entrances and other high-traffic locations for all customers.

Evaluate the option of implementing hours where service is only provided to people at higher risk of severe illness from COVID-19, if possible and logical. Enhance precautions during these hours.

k. Vehicles

Employees are to drive vehicles separately at this time. Carpools are currently not permissible.

Individuals who live in the same household may travel in the same vehicle together.

Employees who do not have a personal vehicle may commute by public transportation to the closest bus stop available to their location of work. They may be picked up and transported to their location of work provided that:

- Everyone wears non-medical, cloth face covering inside the vehicle
- No more than two people are inside a vehicle at a time
- The trip takes 10 minutes or less
- When practical, windows should remain open to provide ventilation, weather permitting

Department Responsibilities

Each Department is responsible for their own re-entry procedures. Plans will need continual updates as Public Health Orders change in the coming months. It is the responsibility of each Department Director to work with staff to ensure compliance and to document all steps to ensure safety for customers and employees.

Department Director sign off

By signing below, the Department Director acknowledges responsibility for enforcement and monitoring of this re-entry plan for _____ department. If changes or updates are necessary, all changes will be approved through the City of Aspen Human Resources department.

Department Director: _____ Date: _____

Delegation: Department Director may assign or be the Workplace Coordinator for each shift to confirm all the above is completed. These duties include ensuring daily symptom checks, monitoring public interface and numbers, ensuring six-foot social distance, monitoring cleaning times/schedule and cleaning supplies are available to the public as needed.

Copy of this reentry/safety plan is to be distributed and reviewed with all employees:
[Employee COVID Procedure Acknowledgement](#)