

## *Town of Harrisburg*

### *Town Hall COVID 19 Protocol – Effective 07/01/20*

*Supplies for the building include:*

- \*Hand Sanitizer (Portable containers and/or kiosks available at each entrance)*
- \*Disinfectant Wipes*
- \*Soap for frequent hand washing use in all restrooms and at all sinks. (Hand washing for a minimum of 20 seconds)*
- \*Disinfecting spray in break room and copy room*
- \*Face coverings & Latex Gloves*

*Designated Screening Area (Questionnaire and Temperature Screening):*

*\*All employees will report to the designated screening area upon arrival to work. At the screening area, employees will don mask and glove(s). Employees will complete the electronic COVID 19 questionnaire either by tablet or phone app/website link. Employees will take their temperature using the infrared thermometer provided at the screening station. Employees who register a temperature of 99.4 or higher or who receive a failure notification via the testing tablet or phone app/website, will not be allowed further access into the building. In the event of a failure notification, the employee will contact their Supervisor immediately who will then provide the employee additional instructions or make a determination on building entry with the approval of the Department Head.*

*(Note, if gloves are not readily available at the time of using the tablet or thermometer, the tablet and thermometer must be wiped down with a sanitizing wipe after use. Sanitizing wipes are available at the screening area and must be disposed of in the trash can provided at the screening station).*

*\*Visitors and Guests will be directed to the designated screening area upon arrival at the facility. At the screening area, the visitor/guest will don mask and glove(s). Visitor/guest will complete the electronic COVID 19 questionnaire via the tablet provided. Visitor/guest will take their temperature using the infrared thermometer provided at the screening station. Visitors/guests who register a temperature of 99.4 or higher or who receive a failure notification via the testing tablet, will not be allowed further access into the building.*

*(Note, visitors/guests are the responsibility of the employee(s) who have invited or allowed them on the property. The inviter must be certain visitors/guests follow all Town of Harrisburg protocols while on Town property).*

*Required Cleaning Practices:*

*\*It will be each department's responsibility to keep their office and work areas clean and sanitized including washing hands regularly. This includes prior to arriving at work and when returning to work from lunch, meetings, field work, restroom breaks, etc.*

*\*Hard surfaces such as desk tops and counters will be wiped down daily by Building and Grounds staff using disinfectant spray. Allow spray to sit on the surface for several seconds before wiping away.*

*\*Telephones, door/drawer handles, kitchen cabinet and refrigerator handles, light switches, and other high touch areas will be wiped down after use.*

*\*In the event of a staff change such as an employee working a customer service window when another employee has stepped away, the counter space, computer equipment, chair and other high touch items will be wiped down by customer service employees using disinfectant wipes.*

*\*Facility including flooring will be thoroughly cleaned daily by Building and Grounds staff.*

*\*All items at the screening station will be thoroughly wiped down at the end of each day by Buildings and Grounds staff.*

#### **Daily Protocol:**

*\*Entry into the building throughout the day will be via one of two employee entrances.*

*\*Ensure employees are practicing social distancing whenever possible. If this is not possible, a face covering should be worn.*

*\*Utilize teleconferencing when possible. If in person meetings are required, limit meeting attendees for the size of the room to allow proper spacing between seating/standing.*

*\*Stand at doorways of offices to speak to other employees. Do not enter each other's offices unless necessary.*

*\*Limit break room use to two employees at a time to allow for proper spacing.*

*\*Stress to employees that if COVID 19 symptoms are present, please stay home.*

#### **Vehicles:**

*\*When two or more employees are present in the vehicle, a face covering will be worn by all employees within the vehicle.*

*\*Vehicles will be thoroughly cleaned by the driver at the end of the trip. This includes all high touch areas such as steering wheel, seat belt clip, gear shift, radio dials, hand held radios, heat/ac controls, window buttons or controls, vinyl seats, center console lid if vehicle is equipped with center console, etc. Allow disinfectant spray to sit on the surface for several seconds before wiping away.*

#### **Public Appearance/Interaction:**

*Any employee who is in a public place during working hours such as but not limited to stores, restaurants, etc., who is or is not wearing Harrisburg branded attire or operating a Harrisburg branded vehicle must wear a face covering. This requirement applies after work hours if the employee is wearing Harrisburg branded attire or operating a Harrisburg branded vehicle. This action is required even if social distancing can be accomplished.*