

The City Manager will decide when to change phases (forward or backward) based on Federal and State guidance and data regarding the spread of the virus, healthcare capacity and testing and isolation capabilities.

| | CURRENT OPERATIONS Essential Services Only | PHASE 1 Limited Reopening | PHASE 2 Partial Reopening | PHASE 3 Expanded Reopening | PRE-COVID-19 OPERATIONS Full Reopening |
|--|--|--|--|---|---|
| ESSENTIAL SERVICE SCHEDULE | <ul style="list-style-type: none"> All city facilities closed to the public All city services operating remote, on-line, or by phone | <ul style="list-style-type: none"> Most city facilities closed to the public City services operating remote, on-line, or by phone Physical distancing/PPE face-covering required in accordance with the Governor's EO 63 | <p>Limited Citizen Services offices open with Physical distancing/PPE face-covering required in accordance with the Governor's EO 63</p> | <p>Physical distancing/PPE protocol required in accordance with the Governor's EO 63 for high risk populations</p> | <ul style="list-style-type: none"> Return to pre-COVID-19 status quo No restrictions Potential for permanent changes to work practices and public meetings (i.e. remote options) |
| PROGRAMS, SERVICES AND FIELD OPERATIONS | <p>Non-essential programs/ services are on hold unless they can be provided remotely.</p> | <ul style="list-style-type: none"> Services required to be remote where possible, including new remote offerings if practical Limited, high-priority services that must be done in person can restart with physical distancing/PPE face-covering required in accordance with the Governor's EO 63. In-person services may have limited capacity or be provided by appointment only. | <ul style="list-style-type: none"> Remote service delivery is preferred, including new remote offerings if practicable All services can restart in person with physical distancing/PPE face-covering required in accordance with the Governor's EO 63. In-person services may have limited capacity or be provided by appointment only. | <p>Services should continue to use physical distancing practices</p> | |
| PUBLIC FACILITIES | <p>City facilities closed to the public with the exception of certain outdoor recreation facilities which may remain open for exercise.</p> | <ul style="list-style-type: none"> City facilities generally closed to the public, except for limited, high-priority services based on department plans and allowable outdoor recreation. Common areas and areas where employees may congregate (except kitchens) are closed Workspaces may be rearranged as needed to maintain distance Continued increased cleaning and sanitation for city facility common areas provided by building services. Departments should maintain or implement enhanced cleaning procedures. Offices generally closed to non-department staff and external vendors/consultants | <ul style="list-style-type: none"> City facilities generally open with physical distancing/PPE face-covering required in accordance with the Governor's EO 63 Common areas and areas where employees or visitors may congregate (except kitchens) are closed or frequent sanitation procedures implemented. Continued increased cleaning and sanitation for city facility common areas provided by building services. Departments should maintain or implement enhanced cleaning procedures. Offices reopen to non-department staff and external vendors/consultants | <ul style="list-style-type: none"> City facilities generally open with Physical distancing/PPE face-covering required in accordance with the Governor's EO 63 No restrictions on common areas but staff should continue to physically distance | |
| OUTDOOR PUBLIC FACILITIES | <ul style="list-style-type: none"> Parks and outdoor public areas are open pending VDH, CDC, and industry guidance. The Director will make recommendations to the City Manager. Resources within parks that encourage close proximity among users are closed. Organized events or activities will not be held. | <ul style="list-style-type: none"> Parks and outdoor public areas are open. Resources within parks that encourage close proximity among users are closed, select resources that have reduced exposure and primarily adult users may open. Organized events or activities will not be held. | <ul style="list-style-type: none"> Parks and outdoor public areas are open. Limited access to resources within parks resumes with decreased user capacity. Some Resources may remain closed as suggested by VDH, CDC, or industry norms. Organized events and activities that host less than 50 people may resume while adhering to social distancing. | <ul style="list-style-type: none"> Parks and outdoor public areas are open. Access to resources within parks resumes. Some Resources may remain closed as suggested by VDH, CDC, or industry norms. Organized events and activities that host less than 250 people may resume while adhering to social distancing. | |
| PUBLIC MEETINGS | <p>City Council and other Board and Commission meetings held electronically in accordance with Emergency Ordinance No. 7613-20.</p> | <p>City Council and other Board and Commission meetings held electronically in accordance with Emergency Ordinance No. 7613-20.</p> | <ul style="list-style-type: none"> In person meetings may be held with strict physical distancing/PPE face-covering required in accordance with the Governor's EO 63 in place (no more than 50 people, spaced chairs, hand sanitizer, etc.) Hybrid meeting set up (in person and remote options) in place for City Council and other Boards and Commissions meetings as needed | <ul style="list-style-type: none"> All boards and commission meetings are in operation, possibly in a hybrid setting, but with physical distancing/PPE face-covering required in accordance with the Governor's EO 63 in place (no more than 250 people, spaced chairs, hand sanitizer, etc.) Consider longer-term remote offerings for some boards and commissions meetings. | |
| PUBLIC EVENTS | <p>No non-essential events unless they are remote</p> | <p>No non-essential events unless they are remote</p> | <p>Allowed in person if can physical distance/PPE face-covering required in accordance with the Governor's EO 63 and no more than 50 people</p> | <p>Allowed in person if can physical distance/PPE face-covering required in accordance with the Governor's EO 63 and no more than 250 people</p> | |

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| PPE AND PHYSICAL DISTANCING | <ul style="list-style-type: none"> Signs posted in all facilities regarding employee/visitor face covering and symptom responsibility. Employees: All employees should self-monitor prior to arrival at worksite; PPE must be worn in city facilities and worksites; Temperature and Symptom Screening Active at City facilities; Physical distancing guidelines remain in effect City facilities closed to the public | <ul style="list-style-type: none"> Signs posted in all facilities regarding employee/visitor face covering and symptom responsibility. Physical barriers (sneeze guards) and distance markers in place in all high traffic areas, lobbies and queues. Employees: All employees should self-monitor prior to arrival at worksite; PPE must be worn in city facilities and worksites; Temperature and Symptom Screening Active at City facilities; Physical distancing guidelines remain in effect Visitors: Physical distancing/PPE face-covering required in accordance with the Governor's EO 63; sanitizer available for all visitors who may wish to use it | <ul style="list-style-type: none"> Signs posted in all facilities regarding employee/visitor face covering and symptom responsibility. Physical barriers (sneeze guards) and distance markers in place in all high traffic areas, lobbies and queues. Employees: All employees should self-monitor prior to arrival at worksite; PPE recommended in city facilities and worksites; Physical distancing guidelines remain in effect Visitors: Physical distancing/PPE face-covering required in accordance with the Governor's EO 63; sanitizer available for all visitors who may wish to use it | Physical distancing/PPE face-covering required in accordance with the Governor's EO 63; sanitizer available for all visitors who may wish to use it | |
| STAFFING AND REMOTE WORK | <ul style="list-style-type: none"> Essential Staff will report on-site or telework in accordance with business needs All non-essential staff should telework or will be paid in accordance with modified schedules if work is not available | <ul style="list-style-type: none"> Essential Staff and employees providing high priority services will report on-site or telework in accordance with business needs Staggered schedules, block schedules, shift modifications and other practices to minimize in person staff and allow time for cleaning are encouraged. All non-essential staff should telework or will be paid in accordance with modified schedules if work is not available | <ul style="list-style-type: none"> All staff will report on-site or telework in accordance with business needs Staggered schedules, block schedules, shift modifications and other practices to minimize in person staff and allow time for cleaning are encouraged. Consider longer-term remote work policies and arrangements Staff will be redeployed in accordance with business needs (what does this mean?) | <ul style="list-style-type: none"> Staff may return to regular schedules Consider longer-term remote work policies and arrangements | |
| STAFF ACCOMMODATIONS | Special accommodations may be available for high risk employees in accordance with telework options and business needs | Special accommodations may be available for high risk employees in accordance with telework options and business needs | Special accommodations may be available for high risk employees. | Special accommodations may be available for high risk employees | |
| STAFF INTERNAL AND EXTERNAL MEETINGS | Departments, employees, and committees meet remotely, no face to face external meetings; See PPE and physical distancing guidelines for internal face to face if necessary | <ul style="list-style-type: none"> Essential meeting with outside parties: continue remote/virtual meetings; if face to face is required, no more than 10 persons total with physical distancing/PPE face-covering required in accordance with the Governor's EO 63 Essential Internal meetings and training allowed with no more than 10 persons total with physical distancing/PPE face-covering required in accordance with the Governor's EO 63 in place: virtual meetings. | <ul style="list-style-type: none"> Meetings with outside parties may resume, no more than 50 persons total with physical distancing/PPE face-covering required in accordance with the Governor's EO 63 in place Internal meetings and trainings: no more than 50 persons total with physical distancing/PPE face-covering required in accordance with the Governor's EO 63 in place | No restrictions | |
| EMPLOYEE EVENTS | No in-person events are allowed | No in-person employee events are allowed | In-person employee events allowed if can physical distancing/PPE face-covering required in accordance with the Governor's EO 63 and no more than 50 people | In-person employee events allowed if can physical distancing/PPE face-covering required in accordance with the Governor's EO 63 and no more than 250 people | |
| STAFF BUSINESS TRAVEL | All business travel is suspended | All business travel is suspended | In-state business travel can resume to locations that allow it and do not have ongoing transmission. Adhere to CDC guidelines regarding isolation following travel | In-state business travel continues, and out-of-state business travel can resume to locations that allow it and do not have ongoing transmission. Adhere to CDC guidelines regarding isolation following travel | |
| VOLUNTEERS | Allowed with Department Director approval | Allowed with Department Director approval | Allowed with Department Director approval | No restrictions | |