

# Memorandum

**Date:** June 29, 2020

**To:** Department Heads

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



In response to the recent spike in Coronavirus cases in Elgin, Bastrop County, and Texas in general, certain operational modifications to our current modified **Threat Level IV** of the Coronavirus (COVID-19) Readiness Plan are warranted. On **Tuesday June 30, 2020**, the following protocols and operational procedures will be implemented:

**Threat Level IV (as modified) – Normal Conditions** - *Operations as usual but emphasis on hygiene and vigilance until threat is totally dissipated. All operational practices and protocols as listed in the May 29 Memorandum 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 to be maintained; 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) Social distancing protocols to be maintained at all times.
- (f) Appropriate and 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 is available for consultation on any Court related issues 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.

## **ADMINISTRATION**

- (a) Full staffing, as well as routine operations and services will be maintained.
- (b) *City Council Meeting schedule reduced to one (1) per month by teleconference* (until such time that regular in-person meetings may be resumed).
- (c) City commissions, boards, & advisory groups meet as needed, and only through teleconferencing.

## **EPD STATION**

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

**COMMUNITY LIBRARY**

- (a) In-person, public use of library by reservation started on 6/15 *now closed to the general public.*
- (b) Computer lab available to the public through limited hours and by reservation only.
- (c) Social distancing protocols to be maintained at all times.
- (d) Sidewalk Deliveries Program continues (9:00am to 4:00pm, M-F)
- (e) Face coverings required; and generally recommended for safety of others.

**RECREATION CENTER**

- (a) Partial opening with very limited and controlled use.
- (b) Protective screens at all public counter space
- (c) Social distancing maintained with spacing markers provided.
- (d) Face coverings required in common areas; and generally recommended for safety of others.
- (e) Fitness room remains closed

**FLEMING CENTER**

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

**SWIMMING POOL**

- (a) *Opening to general public for limited use on July 1.*
- (b) Face coverings required on pool deck/common areas; and generally recommended.
- (c) Pool will be 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 coverings recommended for the safety of employees and others.
- (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 will stay closed (City resources not available to maintain appropriate sanitization)

***Employee Practices:***

- (a) Full staffing, as well as routine operations and services, will be maintained.
- (b) Employees directed to not report to work if sick or show any signs or symptoms of illness.
- (c) Virtual and/or on-line remote meetings encouraged in all settings.
- (d) All employees are to continue to practice social distancing as applicable in all work settings (primarily avoiding an area within a six-foot distance of others).
- (e) Employees in work areas/break rooms that cannot social distance must wear face coverings.
- (f) All on-duty employees will have a face covering and gloves with them at all times and will wear them in the presence of other people when social distancing is not possible.

As the pandemic continues to be a very fluid situation, it is difficult to project when these restrictions will be lifted, but it is anticipated at this time that the modified Threat Level IV as described herein will remain in place at least *through Friday, July 10.*



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City Manager