

# Department Physical Distancing Prevention Plan

## COVID-19

### Develop the following Strategies:

#### 1. Prepare On-Site Work Schedule

- a. Consider staggered shifts or alternating crews
- b. Continue work from home arrangements
- c. Prepare schedule and outline a plan to provide services in a phased re-open approach

#### 2. Assess Work Space

- a. Consider proximity of desk locations to ensure distancing.
- b. Relocate work spaces to allow adequate physical distancing
- c. Signage and Directional information for the Public

#### 3. Assess Public Access

- a. Limit Public Access points
- b. Limit public hours
- c. Appointment Only
- d. Limit number of people within building at public counters

#### 4. Safety Equipment and Retrofitting

- a. Identify and itemize safety retrofitting needed for staff and the public ex: plexiglass guards/shield, floor markings for 6ft distance, masks, gloves, etc.

## EXAMPLE

### Planning and Development Services draft Staged PHYSICAL DISTANCING PLAN

- Low Risk Construction Opens
  - Lobby remains closed
  - Continue digitally
  - Focus on case and inspection backlog & work site issues
  - Make sure inspection vehicles are equipped to deal/meet protocols for inspection
- 1<sup>st</sup> Phase Public Counter Opens
  - Appointment only—PPE worn by customer & staff
  - Increased sanitizing of public counters, doors and other high touch areas
  - Lobby customers put name on Visitor's Log
  - Table on public side of counter to keep appointment back 6 feet or install plexiglass guards(check with facilities on this)
- 2<sup>nd</sup> Phase Public Counter Opens
  - Open a few hours each day
    - Limit # in the door at a time.
      - 1 appointments and two drop ins in lobby at a time
  - Enter through our main door—exit through PW Engineering side door
  - 6 Foot social distancing marks on sidewalk and leading up to Permit Center & in Permit Center—signage explaining protocols, number of people allowed in at a time, etc.
  - PPE worn by customer & staff
  - Lobby customers put name on Visitor's Log
  - Social distancing marks on the floor and sidewalk
  - Table on public side of counter to keep people back 6 feet or install plexiglass guards
  - Increased sanitizing of public counters, doors and other high touch areas
- 3<sup>rd</sup> Phase Public Counter Opens
  - Open 8:30-4:30
    - Limit # in the door at a time.
      - 1 appointments and two drop ins in lobby at a time
  - PPE worn by customer & staff
  - 6 Foot social distancing marks on sidewalk and leading up to Permit Center & in Permit Center—signage explaining protocols, number of people allowed in at a time, etc.
  - Lobby customers put name on Visitor's Log
  - Social distancing marks on the floor and sidewalk
  - Table on public side of counter to keep people back 6 feet or install plexiglass guards

- Increased sanitizing of public counters, doors and other high touch areas
- 4<sup>th</sup> Phase Public Counter Opens
  - Full Pre-COVID Opening
  - No PPE or social distancing restrictions