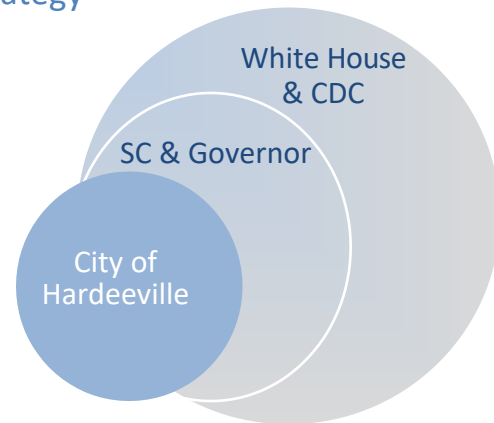


## City of Hardeeville, SC Phased Reopening Strategy

The Community Strategy for Phased Reopening is complementary to Governor McMaster “Accelerate South Carolina” and the White House’s “Opening Up America Again” guidance. The Community Strategy for Phased Reopening is nested within the guidance of the federal and state plans. It provides locally relevant guidance and a strategy for supporting a safe phased reopening. As additional federal and state guidance is released, amendments may be issued.



This phased plan presents a pathway for reopening that relies on the Five Core Actions we must all consistently take to reduce the spread of COVID-19. They include physical distancing, wearing cloth face coverings, handwashing, cleaning surfaces and staying home if you are sick or instructed to isolate/quarantine. We will only be able to safely maintain our reopening efforts if all of us commit to maintaining these Five Core Actions.

### 1) Physical Distancing

Physical distancing (also called social distancing) means keeping space between yourself and other people who do not live with you. To practice physical distancing:

- o Stay at least 6 feet from people who are not part of your household
- o Do not gather socially in large groups above the size indicated by the Phase.
- o Stay out of crowded places and avoid mass gatherings as indicated by the Phase.

### 2) Cloth Face Coverings

When outside the home, the wearing of cloth face coverings (masks) by all individuals unable to consistently maintain 6 feet of distance is encouraged and at times required.

### 3) Proper Handwashing

Washing your hands with soap and water for 20 seconds helps to remove the virus from your hands if you come in contact with the virus. If soap and water is not available and your hands are not visibly soiled, hand sanitizer that contains at least 60% alcohol can be used.

### 4) Cleaning Surfaces

Regularly disinfect surfaces frequently touched, such as door handles and light switches with soap and water or EPA-registered household disinfectants (including bleach and cleaners containing at least 70% alcohol).

### 5) Stay Home if Sick or You are Instructed to Isolate

If you are sick or instructed to stay home, stay home.

## City of Hardeeville is Promoting and Strongly Recommending the Basic Infection Prevention Measures for All Employees and Visitors:

- Recommending workers, customers, and worksite visitors to continue utilizing online services, video conferencing, email and telephone communication until all restrictions are removed by the Governor and is in accordance with CDC guidelines.
- Encouraging the continued delivery of products through curbside drop-off.
- Recommending workers, customers, and worksite visitors to stay home if they are sick.
- City is strongly recommending workers, customers, and worksite visitors practice social distancing of 6ft or more during all interactions at any City owned facilities including City Hall, Municipal Court and Richard Gray Sports Complex.
- City is strongly recommending frequent and thorough hand washing, and are providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, are providing an alcohol-based hand sanitizer containing at least 60% alcohol.
- Maintaining efforts to clean and disinfect frequently touched surfaces throughout all City facilities and are encouraging workers, customers, and worksite visitors to maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, work and personal items.
- Encouraging workers, customers, and worksite visitors to wear cloth face coverings and practice respiratory etiquette, including covering coughs and sneezes.
- Recommending workers, customers, and worksite visitors to follow any guidelines published by the City and look for related signage within the facilities.

### **PHASES:**

This section includes information for each of the three phases. All Phases include physical distancing, recommending wearing cloth face coverings during public interactions, handwashing, cleaning surfaces, and staying home if you are sick.

## **PHASE-I currently**

**(Based on Governor's Recommendations & City Administration determination)**

### **CITY HALL**

- Recommending workers, customers, and worksite visitors to continue utilizing online services, video conferencing, email and telephone communication until all restrictions are removed by the Governor and in accordance with CDC guidelines.
- Encouraging the continued delivery of products through curbside drop-off.
- Lobby remains closed.
- Limited on-site Department meetings, physical distancing to be implemented.
- Employees who can productively work from home, with modifications to allow for balancing childcare responsibilities and other unique challenges relative to the pandemic, should be allowed to continue to do so.
- Maintain service guidelines as directed by CDC, State of South Carolina and Governor. Continue use of PPE for employees and people who come in contact with.
- Sanitize and disinfect facilities, equipment and vehicles routinely.

### **COUNCIL MEETINGS/PUBLIC MEETINGS**

- Council Meetings and Council Workshops remain closed to the public. All meeting attendees are to be practicing physical distancing.
- Other public meetings are postponed and to be rescheduled.
- Residents and people of interest are encouraged to watch the meetings via the City's public television station, website and Social Media platforms and participate electronically.

### **MUNICIPAL COURT**

- All court hearings have been rescheduled.
- No public contact.
- No payments taken at the window.
- Taking payments over the phone, by mail, online and payments dropped in the locked drop box.
- Disinfecting every day.
- Washing hands frequently.
- Recommending wearing masks and gloves when out of our office.

### **PARKS**

- Reopen Richard Gray Sports Complex week of June 1st or thereafter for passive recreation, individual sports training/practices and with physical distancing in place and gatherings of more than 10 is prohibited.
  - \* Tormenta and other identified partners would be able to use fields, no more than 10 in a group at each field

## **FIRE AND POLICE**

- Lobbies remain closed.
- Maintain service guidelines as directed by CDC, State of South Carolina and Governor. Continue use of PPE for employees and people who come in contact with.
- Monitor staff contact with potential and confirmed cases, follow all procedures in place for testing and quarantine of potential exposure.
- Continue to sanitize and disinfect, facilities, equipment and vehicles as scheduled.

## **PUBLIC WORKS**

- Facility lobby remains closed.
- Maintain service guidelines as directed by CDC, State of South Carolina and Governor. Continue use of PPE for employees and people who come in contact with.

## **PHASE-II**

**(Estimated Start upon completion of Phase I - based on Governor's Recommendations & City Administration determination)**

## **CITY HALL**

- City Hall lobby will be open with limited accessibility throughout facility. City lobby will have necessary signage in place to direct visitors to appropriate services. Physical distancing will be implemented, and hand sanitizer will be provided upon entry.
- Payments at window will be resumed.
- Departments are strongly encouraged to only see members of the public by appointment and not accept walk-ins for meetings.
- Meetings by appointment will only be held in the Council Chambers, City Manager Conference room and Planning and Development Conference room.
- Areas where face-to-face contact and meetings occur, should have clear physical distancing markings and availability of hand sanitizer. Face covering is recommended.
- Areas where face-to-face contact and meetings are held should be wiped down with disinfecting solutions or wipes after each meeting that is concluded and before another meeting is held. Areas should be thoroughly cleaned each evening.
- Maintain service guidelines as directed by CDC, State of South Carolina and Governor. Continue use of PPE for employees and people who come in contact with.
- Utilize drop-off bins inside lobby for public deliverables.
- Employees should begin resuming normal schedules, individual basis as determined by Department Head and City Manager.
- Continue to sanitize and disinfect, facilities, equipment and vehicles as scheduled.
- Continue promoting the utilization of online services, video conferencing, email and telephone communication until all restrictions are removed by the Governor and in accordance with CDC

## COUNCIL MEETINGS/PUBLIC MEETINGS

- Council Meetings and Council Workshops will be open to public based on 20% capacity of Council Chambers. All meeting attendees are to be practicing physical distancing.
- Other public meetings will be open to public based on 20% capacity of Council Chambers.
- Residents and people of interest who do not have an agenda item in which they represent are encouraged to watch the meetings via the City's public television station, website and Social Media platforms and participate electronically.
- Areas where face-to-face contact and meetings occur, should have clear physical distancing markings and availability of hand sanitizer. Face coverings are recommended.
- Areas where face-to-face contact and meetings are held should be wiped down with disinfecting solutions or wipes after each meeting that is concluded and before another meeting is held. Areas should be thoroughly cleaned each evening.
- Meetings by appointment will only be held in the Council Chambers and/or City Manager Conference room.

## MUNICIPAL COURT

- Gradually phasing into court hearings in June.
- Officers will be screening defendants at the door before entering the building.
- Masks will be highly recommended.
- Screening for weapons, prior to entering courtroom and once entered the lobby.
- Practice social distancing in the lobby and courtroom with notices posted on chairs.
- Continue to not take any cash payments at the window. Payments will be taken over the phone, online, by mail or be placed in the locked drop box.
- Only 7 defendants will be allowed at a time in the gallery.
- Signs for social distancing and our procedures will be displayed on the TV in the lobby and front door.
- Defendants will exit the courtroom through the emergency exit door. They will not be allowed to exit through the lobby.
- Disinfecting regularly, wearing masks and gloves at all times during court hearings.

## PARKS

- Reopen programs June 15<sup>th</sup>, allow "programs" in place with physical distancing in place and gatherings restrictions based on Governor's recommendations.
- Richard Gray Sports Complex increase individual sports training/practices along with allowing team practices with physical distancing in place and gatherings restrictions based on Governor's recommendations.

## **FIRE AND POLICE**

- Lobbies will open with restricted accessibility.
- Maintain service guidelines as directed by CDC, State of South Carolina and Governor. Continue use of PPE for employees and people who come in contact with.
- Monitor staff contact with potential and confirmed cases, follow all procedures in place for testing and quarantine of potential exposure.
- Continue to sanitize and disinfect facilities, equipment and vehicles as scheduled.
- Departments are strongly encouraged to only see members of the public by appointment and not accept walk-ins for meetings.
- Meetings by appointment will only be held in designated meeting rooms.
- Areas where face-to-face contact and meetings occur should have clear physical distancing markings and availability of hand sanitizer. Face covering are recommended.
- Areas where face-to-face contact and meetings are held, should be wiped down with disinfecting solutions or wipes after each meeting that is concluded and before another meeting is held. Areas should be thoroughly cleaned each evening.

## **PUBLIC WORKS**

- Facility lobby will open with restricted accessibility.
- Maintain service guidelines as directed by CDC, State of South Carolina and Governor. Continue use of PPE for employees and people who come in contact with.
- Areas where face-to-face contact and meetings occur should have clear physical distancing markings and availability of hand sanitizer. Face covering are recommended.
- Areas where face-to-face contact and meetings are held should be wiped down with disinfecting solutions or wipes after each meeting that is concluded and before another meeting is held. Areas should be thoroughly cleaned each evening.

## **WORKFORCE TRAINING**

- Classes will begin on June 10 or shortly thereafter.
- Maintain service guidelines as directed by CDC, State of South Carolina and Governor.
- Use of recommended PPE for employees and students.
- Areas where face-to-face contact and meetings occur should have clear physical distancing markings and availability of hand sanitizer. Face covering are recommended.
- Areas where face-to-face contact and meetings are held should be wiped down with disinfecting solutions or wipes after each meeting that is concluded and before another meeting is held. Areas should be thoroughly cleaned each evening.

### **PHASE-III**

**(Estimated Start upon completion of Phase II - based on Governor's Recommendations & City Administration determination)**

#### **CITY HALL**

- City Hall will be open. Physical distancing will be recommended, and hand sanitizer will be provided upon entry.
- Walk-ins welcomed, areas where face-to-face contact and meetings occur should have clear physical distancing markings and availability of hand sanitizer.
- Departments can schedule meetings accordingly.
- Meetings can be held in the Council Chambers, City Manager Conference room and Planning and Development Conference room as well as individual offices as needed.
- Utilize drop-off bins inside lobby for public deliverables.
- Employees should begin resuming normal schedules, individual basis as determined by Department Head and City Manager.
- Continue to sanitize and disinfect, facilities, equipment and vehicles as scheduled.
- Continue promoting the utilization of online services, video conferencing, email and telephone communication as needed.
- Continue promoting the use of centrally located drop-off bins inside lobby for public deliverables.

#### **COUNCIL MEETINGS/PUBLIC MEETINGS**

- Council Meetings and Council Workshops will be open to public based on up to 50% capacity of Council Chambers and/or all physical distancing requirements based on Governor's recommendations.
- Other public meetings will be open to public based on up to 50% capacity of Council Chambers and/or all physical distancing requirements based on Governor's recommendations.
- Residents and people of interest are invited to attend any public meeting and those who can't attend for whatever reason are encouraged to watch the meetings via the City's public television station, website and Social Media platforms and participate electronically.
- Areas where face-to-face contact and meetings occur will have routine cleaning and disinfecting as needed.

#### **MUNICIPAL COURT**

- Operating back to normal.
- Defendants will be allowed to exit through the lobby.
- Will be taking all methods of payments.
- Continue to practice social distancing.
- Disinfect regularly.
- Recommending of staff to wear gloves when taking payments.

## **PARKS**

- Reopen playgrounds, basketball courts, dog park estimated date of July 1 or thereafter, with physical distancing in place and gatherings restrictions based on Governor's recommendations.
- Full opening of playing fields to our partners with physical distancing in place and gatherings restrictions based on Governor's recommendations.
- Sanitize and disinfect facilities and equipment on routine schedule.
- Evaluate and recommend reopening of special events and associated dates based on Governor's and CDC recommendations.
- Determine fall sports and team utilization for games played at Richard Gray Sports Complex work with partners to ensure they provide a safety plan moving forward.

## **FIRE AND POLICE**

- Lobbies will be open to public.
- Walk-ins welcomed, areas where face-to-face contact and meetings occur should have clear physical distancing markings and availability of hand sanitizer.
- Maintain service guidelines as directed by CDC, State of South Carolina and Governor. Continue use of PPE for employees and people who come in contact with.
- Monitor staff contact with potential and confirmed cases, follow all procedures in place for testing and quarantine of potential exposure.
- Continue to sanitize and disinfect, facilities, equipment and vehicles as scheduled.

## **PUBLIC WORKS**

- Lobbies will be open to public.
- Walk-ins welcomed, areas where face-to-face contact and meetings occur should have clear physical distancing markings and availability of hand sanitizer.
- Maintain service guidelines as directed by CDC, State of South Carolina and Governor. Continue use of PPE for employees and people who come in contact with.
- Continue to sanitize and disinfect, facilities, equipment and vehicles as scheduled.

## **WORKFORCE TRAINING**

- Maintain service guidelines as directed by CDC, State of South Carolina and Governor.
- Use of recommended PPE for employees and students.
- Continue to sanitize and disinfect facilities and equipment as scheduled.

## **PHASE-IV**

**(Estimated Start upon completion of Phase III - based on Governor's Recommendations & City Administration determination)**

- Return to normal operations city-wide in accordance with CDC and Governor recommendations.