

# Memo

**To:** Clarksville Town Council and Employees  
**From:** Kevin Baity, Town Manager  
**Date:** May 8, 2020  
**Re:** Reopening Plan for the Town of Clarksville Facilities, Services, Events & Activities

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On Friday, May 1, 2020, Governor Eric Holcomb unveiled his 'Back on Track Indiana' plan to reopen businesses and local governments while simultaneously continuing to protect the public health through emergency declarations. The Management Team at the Town of Clarksville has developed this document as a guide to offices and departments to methodically and safely implement a phased recovery of operations, services, events and activities for the Town over the next two months. These plans may need to be tweaked based upon public health data, but are scheduled to occur as follows.

## ***General Considerations:***

COVID-19 is a respiratory virus that is primarily transmitted atmospherically (through the air) to areas commonly touched or encountered by other people. The primary means of preventing the spread via the atmosphere will be to limit the number of employees and residents in our physical office space. Employees in the office will need to conduct business in accordance with requirements that reduce the potential for dispersion of the virus. We will continue:

- to provide the public with services as we have since the original gubernatorial Executive Order was issued on March 6, 2020;
- to provide service that does not require face-to-face interaction such as digital communications and "drop boxes" whenever possible;
- to practice social distancing operations;

Based on the Governor's plan, we will begin phasing in operations that return us to full service of the public while deploying methods to maintain employee safety.

## ***Town Operations & Facilities***

Effective May 18, 2020, all employees will be required to return to work to their respective work sites (use of continued work from home by approval of Department

Head **and** Town Manager only). With this transition, the following procedures will occur:

1. Employees that exhibit any symptoms of illness should not report to work and should seek medical attention, while also reporting any absences to the appropriate supervisor.
2. Employees who cannot return to work and meet one or more of the six qualifying COVID-19 Federal Guidelines, must declare such exemption and follow the appropriate regulations. The Human Resources Department will oversee these filings and make the appropriate determination for payroll. Under the Federal Guidelines:
  - a. If an employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis, the employee is entitled to two weeks (up to 80 hours) of paid sick leave at 100% of the employees regular rate of pay, or
  - b. If an employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor, the employee is entitled to two weeks (up to 80 hours) of paid sick leave at 67% of the employees regular rate of pay (the employee must use any available paid time off for the remaining 33% of the employee's regular rate of pay), or
  - c. If an employee does not qualify under a) or b) or has exhausted the benefits under a) or b) above, the employee may qualify for up to an additional 10 weeks of paid expanded family and medical leave at 67% of the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, if they are unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19. (The employee must use any available paid time off for the remaining 33% of the employee's regular rate of pay.)
3. Employees that work and whose desks are located in a common area should maintain social distancing such that at least six (6) feet of separation exists between work chairs. In this situation, employees may choose to wear employee provided PPE if concerns exist.
4. Employees shall not use the workstations, phones, computers, desk chairs, etc., of other employees unless those areas have been properly sanitized.
5. Common use office equipment (copiers, fax machines, refrigerators, microwaves, etc.) shall be properly cleaned and sanitized frequently with record of cleaning posted and maintained.
6. The Town will provide sanitation supplies to employees to clean their work areas.

7. Departments will continue any existing use of shifts (altered work times or shift start times) and/or work site teams. These will continue through June 14 or later date to be determined.
8. Restrooms, equipment and common points of contact will continue to be cleaned and sanitized as scheduled. Certain restrooms will remain closed until further notice. The south employee entrance to Town Hall will remain the only employee entrance into the building.
9. Employees shall continue to work only within their assigned building and refrain from entering into other Town buildings unless their job duties require it.
10. Town mail will continue to be sorted and made available through the utility billing drive-thru window.
11. Employees should continue practicing social distancing to the extent possible within their offices.
12. Employees will not be allowed to have personal guests in facilities.
13. Employees should not participate in any unnecessary physical contact.
14. Employees should practice good hand hygiene including proper handwashing frequently, avoiding touching the face, and properly covering any cough or sneeze.
15. All internal meetings will be held in spaces large enough to accommodate the meeting and also allow for social distancing. Based on the number of participants, meetings may continue to be conducted via technology where possible.
16. Employee out-of-Town travel (both in and out of State) will remain limited and evaluated on a case by case basis. (COVID-19 case levels at points of destination will be one of the factors used in determining whether travel will be allowed.)
17. Hand sanitizer will be made available throughout the facilities for staff and customers to utilize.
18. Any employee or customer concerns can be submitted in writing to the Town Manager at [kbaity@townofclarksville.com](mailto:kbaity@townofclarksville.com) or by phone at 812-283-1400.

Town facilities will remain closed to the public through May 31, 2020.

On June 1, 2020, the customer service areas at Town Hall, Police Department, Fire Department, Public Works and Wastewater Treatment Plant will re-open to the public with the following guidelines:

1. Customer service employees behind glass may opt to wear a protective face covering at their preference. Where possible, we encourage the public to continue to use remote payment options, including our website, pay by phone, or the Town drive-thru at 2000 Broadway. Employees that are not behind glass may wear a protective face covering while at their respective counters.
2. Building security will allow the public to enter provided they are wearing personal protective equipment (masks). Any prohibitions against wearing masks shall be waived during the period that the public emergency declared by Governor Eric Holcomb on March 6, 2020 remains in effect.
3. The maximum number of public persons allowed in Town Hall will be limited to ten (10) with no more than three (3) public persons allowed in any given office suite.
4. On days when the Municipal Court is in session, additional rules will be in place. The Municipal Court opening dates are dependent on direction from Clark County

- Court system. Updates will be provided at a later date.
5. Signs will be posted at entrances to all public facilities that individuals experiencing any symptoms of coronavirus or any other transmittable illnesses should not enter the facility. A listing of Departments, phone numbers and emails will be included.
  6. All restrooms will be opened and made available to employees and the public. Restrooms, equipment and common points of contact will continue to be cleaned and sanitized as scheduled.
  7. Town mail operations and the receiving of packages will return to pre-COVID-19 practices.
  8. Employee out-of-Town travel (both in and out of State) will remain limited and evaluated on a case by case basis. (COVID-19 case levels at points of destination will be one of the factors used in determining whether travel will be allowed.)
  9. All meetings and conferences with external parties are encouraged to continue to be held either outside at the work site or remotely via technology through July 6, 2020.
  10. Official meetings (Town Council, Plan Commission, Board of Zoning Appeals, etc.) will continue to be held via technology through June 4, 2020 and may be extended based on need. All public meetings will return to being hosted openly with all members attending in person effective June 5. (Depending on guidance from the State of Indiana, if individual members of the Council or other appointed Boards, Committees, Commissions are uncomfortable in attending a public meeting due to level of risk, the Council could continue the use of technology for hybrid modeled meetings which would include a combination of in-person and remote attendance via technology.)
  11. Social distancing will continue to be practiced in official meetings until further notice.

On July 6, 2020, all employee practices shall return to pre-COVID-19 conditions except that social distancing and continued workplace disinfection practices should be continued until further notice. The maximum number of public persons allowed in Town Hall will be the lesser of maintaining social distancing or the amount allowed by the Fire Marshall.

### ***Public Events & Activities***

The Memorial Day Service will not be physically held but will be replaced by a virtual service. Links to this event will be provided via the Town's website and on social media.

The Independence Day Service has been cancelled. At this time the Town is evaluating the continuance of ClarkFest and the Veteran's Day ceremony. Information updates about these events will be provided via the Town's website and on social media.

The Clarksville Parks Department will issue directives on parks related matters.