



# Interoffice Memorandum

**TO:** City Council and Staff  
**FROM:** City Manager Wayne Davis *W.D.*  
**DATE:** May 28, 2020  
**SUBJECT:** COVID-19 Reopening Plans

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As the State of Ohio begins to reopen and we implement a plan for the City of Centerville, the health and safety of our community, including our employees and residents, is our highest priority. Our response will continue to evolve as we receive more guidance from the County, State and Federal governments.

It is important to note the City of Centerville has been operating for months at what many municipal governments are calling Phase I of their reopening plans: bringing staff members back into their offices. As essential personnel, the vast majority of City employees have continued to report to work daily throughout the pandemic with safety measures in place to protect them. There has been very little, if any, interruption in service for our customers.

All City buildings are currently closed to the public. The Golf Club at Yankee Trace is an exception; the golf course has continued operations with adapted measures to encourage social distancing and illness prevention.

Tentatively, City buildings will reopen to the public on Monday, June 8. As such, City Council is scheduled to meet in person that evening, while adhering to COVID-19 guidelines, for the first time since March of this year. We are currently working internally to set up the logistics for our return to in-person meetings, and we will have plans in place prior to the June 8 Work Session and City Council Meeting.

Please note the following safety measures:

- Floor markings will be added wherever possible denoting six-foot social distancing lines:
  - Municipal Building: front desk, Finance Dept., Planning Dept., Building Inspection
  - Council Chambers for seating, public meetings
  - Yankee Trace Golf Shop
  - Yankee Trace food service
  - Centerville Police Department lobby

- Protective shields will be installed at several spots where interaction with the public is likely:
  - Municipal Building lobby
  - Finance Department
  - Building Inspection
  - Yankee Trace Golf Shop
  - Yankee Trace food service
  
- All department doors inside the Municipal Building should remain open as a precautionary measure.
  
- Spaces should be sanitized frequently. Special focus will be placed upon shared spaces such as conference rooms, public interaction points and lunch rooms. Sanitation supplies will be available at frequently-used locations for all staff.
  
- Hand sanitation stations are available at key facility entry points and community spaces.
  
- All buildings will limit capacity to 50% of fire code regulations.
  
- Employees should maintain social distancing whenever possible and take daily self-assessments of their health, which should include taking their temperatures. All employees should use leave if they are experiencing any symptoms of illness. Signs will be posted in each City building with guidelines.
  
- Employees are strongly encouraged to wear a facial covering with the following exceptions:
  - When working alone or in a private area
  - When not advisable for health reasons
  - When prohibited by law or regulations
  - When in violation of safety policies or industry standards
  - When there is a practical reason not to wear one
  
- The City will offer a reusable fabric face covering to any employee who wishes to have one. We will also permit employees to bring their own masks, as long as they effectively cover the person's nose and mouth. Anyone wearing a reusable mask will be expected to follow best practices for cleaning them, as well as to limit unnecessary touching of the mask.
  
- Visitors, when permitted, will be strongly encouraged to wear masks upon entry. The City has the right to limit in-person service to customers who appear to be symptomatic or refuse to adhere to social distancing guidelines. We will make accommodations to remotely serve those customers.
  
- Communication will continue to strongly encourage the public to call or send emails to contact staff members, as well as use the parking lot drop box for utility and tax payments. When the building reopens, the Tax Department will see residents by appointment. If a resident comes to the Municipal Building without an appointment, staff may agree to see them, ask them to schedule an appointment and return or request that they wait in their cars until someone is available to help.
  
- The Tax Department will consider offering expanded hours and Saturday availability as the July 15 tax deadline approaches.
  
- This is all subject to change pending any changes from Governor DeWine.