

City of Asbury COVID-19 Departmental Procedures

March 24, 2020

Police Department

Scope: This order applies to all member of the Asbury Police Department

Rationale:

Coronavirus disease (Corid-19) is an infectious disease caused by a newly discovered coronavirus. Most people infected with the covid-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness. The COVID-19 virus spreads primally through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, and is highly contagious.

Procedures:

Officers of the police department are asked to take the following precautions when dealing with the public during this outbreak. Gloves, protective glasses, and mask are to be worn when dealing with a sick or quarantine person. Officers are to wash hands with soap and water as soon as possible after dealing with any person or objects that has the potential to contaminated, hand sanitizer should be used often. Officers are to have a second uniform available to change in to if having to contact a sick or quarantined person. Officer should disinfect all equipment, police cars, and working area at the end of every shift and practice social distancing between employees. Shower at the end of a shift prior to going home and changing clothes and washing uniforms prior to the start of another shift.

Officers on duty should limit their activity when dealing with the public. Officers are to handle calls by telephone when possible, or talk to citizens outside maintaining distance. When officers are required to handle calls for service when contacting the public make sure to get as much information from dispatch as possible per their protocols on possible sick persons and use of protective equipment.

If officers suspect they have been infected they are to report the illness to the chief and follow recommendations set by the Iowa Department of Public Health. Officer may be quarantined for a least two weeks and may need to seek medical attention if needed. If an officer has been diagnosed with a Coronavirus the chief may designate new hours of operations to stop the spread of the virus.

Public Works Department

The purpose of this outline is to define the mitigation practices the Asbury Public Works Department plans to execute during this unprecedented time. This is a living document and may change as circumstances present themselves and become clearer.

Touch Points:

1. Beginning immediately, all lights will be turned on at the beginning of each day, left on throughout the day and turned off at the end of the workday.
2. Walk-in doors that are able to remain open will be left open.
3. Remote garage door openers will be utilized to enter and exit Public Works shops.
4. Regularly visited surfaces will be disinfected by either spraying, wiping or both.
5. Routine hand washing and disinfection is required.

Physical Distancing:

1. Daily tasks will be limited to one-man assignments.
2. There will be no passengers in any City vehicles.
3. Meetings and briefings will be held at no less than the six-foot distancing guideline.
4. Breaks will be taken at a distance from each other in the shop.
5. Lunch breaks in the breakroom will be suspended. All lunch breaks will be taken in the shop with proper distancing. If the microwave is to be utilized, there should be only one person in the break room at a time.
6. One person will be designated to enter City Hall to pick up all correspondence.
7. Until construction projects are paused, on-site meetings will be held at as much distance as possible.
8. If fuel is needed in a City vehicle, pay at the pump will be utilized.
9. It is encouraged for employees to also practice physical distancing outside of the workplace.

Continuation of Utility Operation:

1. Split the Public Works Department into two-man teams. (Blaine/Rob) (Chet/Andy)
2. Each two-man team will work one week on and one week off (Monday-Friday of the following week). This provides a nine-day "incubation" window in the event someone becomes ill.
3. During this period only essential services will be provided.
4. During this period employees will need to practice distancing both on and off the job. Days off should be spent at home as much as possible.

Asbury Public Works is prepared to make scheduling changes as soon as necessary. We are also prepared to move to a one man per week style of operation. This would allow twenty-one days off of work before an employee's next required rotation.

Asbury Public Works has also been in contact with surrounding communities and utility systems to form a sort of operation continuity alliance. This would allow Asbury to pull utility operators from surrounding communities to ensure our utilities remain in operation. It also allows Asbury operators to assist other communities in their daily operation needs.

City Administration

The following procedures have been implemented in City Hall to assist in minimizing the spread of the coronavirus.

1. City Hall was closed to the Public on March 16, 2020 to limit staff contact with the public.
2. Employees are conducting other city business as usual via phone, email or the city website.
3. Employees will remain on site and practice social distancing and be respectful of others in their off hours activities by avoiding contact with the public and practicing strict personal hygiene.
4. In the event additional measures need to be taken due to a shelter in place order, then Korissa and Sara will work from home, while Doug and I continue to staff the office.
5. Common office doors in City Hall will remain open during working hours.
6. Utility billing – for the month of March no utility late fees are being added to the monthly utility bill and no water will be turned off during the duration of the Governor's Declaration of a Public Health Disaster Emergency.
7. Utility billing – accounts with balances over 30 days. The plan is to work with residents on an as needed basis to development a payment plan to pay the account balance in full.

Meadows

As we continually work through the current COVID-19 virus pandemic, I want you all to know that we are working toward an operating system that will allow for the use of our great facility as well as maintaining a safe environment for both our customers and staff alike. After several days of collecting “best practices” from facilities across the country our daily operations will be as follows:

Check In

1. It is required that all customers schedule tee times. This is very important so that we may limit the number of people attempting to check in at once – maintaining our “social distancing” and ensuring that our staff can safely and quickly transact any purchases with minimal wait times for the customer. Tee time intervals will be increased to every 15 minutes vs. our standard 8 minute interval. Maximum number of golfers per group is (4).
2. Golf Shop will be closed to traffic. All payment must be made via telephone or verbally at golf shop window.
3. Payment will be accepted by credit card only. No cash will be accepted.
4. Carts will be limited to (1) cart person, unless members of the same household. This will place a strain on our current golf cart inventory. *We ask that if you are physically able to walk that you do so*, so that golfers that are unable may have a cart to use while still being able to enjoy their round of golf.
5. Carts will be sanitized after each use for player safety.
6. Scorecards and pencils will be issued by request only.

Bar and Grill

1. The clubhouse will remain closed.
2. Pre-packaged food only available. Customers must call in your order via phone, pay via credit card, and pick up “curbside”. A pick up table has been placed outside the bar entrance and will be sanitized regularly.
3. Patio will be closed in order to preserve “social distancing”.

Golf Course

1. Flags will be present and all golfers are instructed not to touch. Bottom of pins will be foam wrapped to not allow a golf ball to enter the hole (touchpoint).
2. No restroom facilities will be open and drinking fountains and scorecard mailbox located on #2 tee will be covered as to prohibit use.
3. All bunker rakes and golf ball washers have been removed.
4. Bunkers will be played as smooth (with foot) and place.
5. It is required that all golfers maintain their “social distancing” for the duration of their round. Please refrain from borrowing or touching other players equipment, golf balls, ball markers, etc.