

CEDAR LAKE, INDIANA RE-OPENING PLAN 2020

According to the Indiana Governor's Executive Order on May 1, 2020, all Hoosier employers shall develop a plan to implement measures and institute safeguards to ensure a safe environment for their employees, customers, clients, and members. The plan shall be provided to each employee or staff and posted publicly. This plan is designed to apply to the town staff and members of the public entering the building to do business with town staff. The Clerk Treasurer's Office may choose to also adopt it. The Police Department and Fire Department should consult their department's guidelines for public safety. The plan shall address, at a minimum, the following points:

All Employees:

Employee Screening:

- You should not come to work if sick. If sick, please stay home until free of fever for 72 hours, symptoms have improved over 72 hours, and at least 7 days have passed since symptoms began.
- If you have symptoms associated with COVID-19 you should contact your health care provider and follow his/ her recommendations.
- Employees should inform their supervisor immediately if they have been in contact with an individual who is COVID-19 positive or has symptoms of COVID-19.
- Employees must check their temperatures and do a self-assessment **before** reporting to work every day. Employees are expected to take their temperature and ensure they are within their normal range. Once employees arrive to work, you will be required to acknowledge you took your temperature and it was less than 100 Degrees Fahrenheit. If you have a temperature more than 100 Degrees Fahrenheit, stay home and contact your supervisor. Employees may also have on-site temperature checks.
- Any symptoms should be reported to your supervisor, who can then advise if you should come to work. Symptoms include:
 - Cough
 - Shortness of breath
 - Or two of the following: Fever, Chills, Repeated shaking with chills, Muscle pain, Headache, Sore Throat and New loss of taste or smellIf you experience symptoms while at work, notify your supervisor immediately.
- Employees who develop symptoms while at work should leave the worksite immediately, provided you are not leaving unsafe conditions due to the nature of your work. Contact your supervisor as soon as possible.
- If leaving immediately is not possible, the employee should be isolated in a separate room from the rest of the staff. The room should be one not frequently used by staff. Example: at town hall it would be the council chambers.
- Flexible accommodations will be made available for high risk individuals, if requested. High risk individuals include people age 65 and older and people with underlying conditions such as: Asthma, Chronic lung disease, Diabetes, Serious heart conditions, Severe Obesity, Immunocompromised and Lung disease.
- Employees who have children whose day cares or schools have been closed due to COVID-19 should talk to their supervisors about alternative work accommodations if needed.

Remote Work Practices:

- Where practical, all business interactions, meetings, consultations etc. with individuals, suppliers, customers or employees working remotely, should be accomplished using virtual methods such as telephone, teleconference, videoconference or other remote communication technology.
- Under discretion of your supervisor and/or clerk treasurer, clerical employees may have the option to work from home to accomplish agreed-upon work activities that can be reasonably and efficiently accomplished home.
- Employees who work from home will maintain regular communication with their supervisor and prioritize work activities during normal business hours including maintaining a work log.

All Employees shall comply with social distancing requirements, including but not limited to:

- Maintaining six-foot social distancing for both employees and members of the general public whenever possible and using a mask when you can't avoid it.
- Employing other separation measures such as using barriers, driving to work sites in separate vehicles, moving desks apart, and other physical measures to create distance.
- Floor markers, may be used as positional reference to designate for adequate social distancing between employee work-stations.
- When feasible, staggered timing of work tasks or work hours will be implemented to maximize social distance between employees performing sequential work tasks in a process.

Enhance Cleaning Standards for Break Room, restrooms, all door handles and high-touch surfaces:

- Each department will set enhanced cleaning and disinfecting protocols for the workplace.
- Set a schedule or delegate in each shift for regularly cleaning high-touch surfaces.
- Frequently make sure you, your employees, customers and clients wash hands.
- Take precautions with extra personal hygiene measures such as using hand sanitizer frequently.

Town Operations

The following plan takes into consideration Governor Holcomb's Executive Order 20-26, recommendations from the Centers for Disease Control and Prevention, and Guidance on Preparing Workplaces for CoVid-19 from OSHA. It also takes into consideration underlying health conditions of employees in various offices. This plan is subject to change should circumstances surrounding the Pandemic warrant it.

Town Administration, Building & Planning, Clerical & Clerk-Treasurer

Stage 1 to May 10th

- Town facilities closed to the public.
- Employees working every other day remotely.
- Office staff may be staggered in shifts
- Payments or documents through the drop box or mail only. No in person contact.
- Utilization of no contact box.

Stage 2: May 11th – May 23rd

- Employees return to office, but may work remotely as directed.
- The office will remain closed to the public. Delivery or pickup of items by appointment only.
- Payments or documents through the drop box or mail only. No in person contact.

- Utilization of no contact box.
- Employee shifts may be staggered to reduce potential exposure. Efforts to staff the office during regular office hours of 8am-5pm, Monday-Friday will be made to provide assistance to the public via telephone & email.
- A partition has been installed and work stations have been spaced to meet social distancing guidelines.
- Employees are discouraged from using other worker's phones, desks, offices, or other work tools, and equipment whenever possible.
- Employees are expected to maintain regular housekeeping practices, including routine cleaning and disinfecting surfaces, equipment, and other elements of the work environment.

Stage 3: May 24th – June 13th

Stage 2 will continue with the following additions:

- Employees with high risk health conditions should adhere to social distancing guidelines and remain cautious at work and in the community.
- Employees are to work remotely as directed.
- The office will remain closed to the public. Beginning the week of May 24, 2020, in accordance with social distancing guidelines, from the hours of 8:15 am to 4:45 pm, a limit of two (2) customers will be allowed at any given time in the town hall with a limit of one (1) for utility/clerk office business and a limit of one (1) for building department business. Doors will continue to be locked and customers will be "buzzed" in. After each customer, all contact surfaces will be cleaned prior to another customer entering.
- All business shall be conducted through the glass partitions; at no time shall the sliding glass windows be open to the public.
- The building & planning department will be open for document drop off/pick up but applicants will still be able to submit by email, mail, drop box or no contact box. Appointments are always recommended for more complex construction plans but should be conducted with social distancing, face masks recommended.
- Employees are discouraged from using other worker's phones, desks, offices, or other work tools, and equipment whenever possible.
- Employees are expected to maintain regular housekeeping practices, including routine cleaning and disinfecting surfaces, equipment, and other elements of the work environment.

Stage 4: June 14th – July 3rd

- The office will remain closed to the public. In accordance with social distancing guidelines, a limit of two (2) customers will be allowed at any given time with a limit of one (1) for utility/clerk office business and a limit of one (1) for building department business. Doors will continue to be locked and customers will be "buzzed" in. After each customer, all contact surfaces will be cleaned prior to another customer entering.

Stage 5: July 4th and Beyond

- The office will open to the public for normal operations encouraging social distancing.

During all Stages:

- Employees are encouraged to self-monitor for signs and symptoms of COVID-19 daily. If symptomatic, stay home, contact a health professional and notify their supervisor.
- Employees, customers, and workplace visitors are expected to practice good hygiene and infection control practices (face coverings optional), frequent and thorough hand washing and sanitizing, cough etiquette, social distancing.
- Employees with high risk health conditions should adhere to social distancing guidelines and remain cautious at work and in the community.
- A partition has been installed and work stations have been spaced to meet social distancing guidelines. Floor markings may be used.
- Employees are discouraged from using other worker's phones, desks, offices, or other work tools, and equipment whenever possible.
- Employees are expected to maintain regular housekeeping practices, including routine cleaning and disinfecting surfaces, equipment, and other elements of the work environment.
- The town administrator will stay informed regarding requirements, guidelines, and recommendations and will update this plan accordingly.

Clerk-Treasurer's office

Utility Bills

Payment options:

- US mail, Drop Box at Town Hall or Demotte State Bank in Cedar Lake. Payments should be securely sealed in an envelope. Cash payments are discouraged.
- Online – www.cedarlakein.org; by phone at (855) 246-9327 with a credit card, however, there is a processing fee;
- Sign up for Automatic Withdrawal – the form is available on the website or call the utility department at (219) 374-7000.

The Cedar Lake Town Council approved Resolution No. 1256 on April 21, 2020 which waived utility late fees and charges on the monthly utility billing cycles of March, April, May and June 2020. Utility shut-offs continue to be suspended per the Governor's executive orders.

Alarm Permits – by mail or drop box only will continue.

Dog Tags: By mail or drop box only, extend due date extension to May 29, 2020, after that cost increases per Town Code.

Conducting Meetings:

Town Council, Board & Commission, & meetings

Public Meetings will be held at their normally scheduled date and time unless otherwise posted; these meetings will continue to be held in compliance with the Indiana Governors Orders and Open Door Law. The meetings will be live streamed/broadcast with access via <https://cedarlakein.org/view-town-meetings/> with videoconferencing.

Public Access and opportunity for public comment will be on each meeting agenda. Town Hall meeting room public access will follow social gathering guidelines of no more than 10 people through May 10th; and on/or after May 11th no more than 25 people. Social distancing requirements will continue to be followed.

Meetings with less than 10 people may be held in person with social distancing and room sanitation before and after gathering. Teleconferencing will utilized for meetings regarding projects, staff meetings and others as needed. At-risk members are strongly encouraged to teleconference. If anyone is present, room sanitation will include: cleaning seats, tables, door handles and other surfaces will be conducted before and after gathering. Facemasks are expected, especially if participants cannot be 6' apart.

Stage 1

- Live Streaming and Teleconferencing will be utilized for all Town Council meetings, Board & Commissions, and for meetings regarding projects, staff meetings and others as needed. If anyone is present, room sanitation will include: cleaning seats, tables, door handles and other surfaces will be conducted before and after gathering. Meeting room limits set to no more than 10 people total with social distancing.

Stage 2 (beginning May 11th)

- Live Streaming and Teleconferencing will be utilized for all Town Council meetings, Board & Commissions, and for meetings regarding projects, staff meetings and others as needed. If anyone is present, room sanitation will include: cleaning seats, tables, door handles and other surfaces will be conducted before and after gathering. Meeting room limits set to no more than 25 people total provided social distancing can be met.

Stage 3 (beginning May 24)

- As per current Open Door Laws and Indiana Governor's orders, all voting members must be in attendance to vote. All public meetings will follow Open Door Laws. Face coverings should be utilized for any in-person meetings if social distancing of 6' cannot be maintained.
- Meetings of groups of 25 or more may meet in person but teleconferencing/video streaming will still be utilized for all Town Council meetings, Board & Commissions, and for meetings regarding projects, staff meetings and others as needed. Room sanitation will include: cleaning seats, tables, door handles and other surfaces will be conducted before and after gathering. Facemasks are expected, especially if participants cannot be 6' apart.
- Town Hall Meeting Room will be limited to no more than 50% capacity.

Stage 4 (beginning June 14)

- All public meetings will follow Open Door Laws. All meetings may be held in person with 6' social distancing and room sanitation before and after gathering. Face coverings are optional at this stage.

Stage 5 (beginning July 4)

- Resume to normal for all public meetings and open door with social distancing and PPE permitted. All public meetings will follow Open Door Laws.

Primary Election Day June 2, 2020:

Open Town Hall offices at 10 am on Wednesday, June 3, 2020 to allow for cleaning of the facility after the Primary Election.

Parades

The Town will follow the Indiana Governors Orders that there shall be no parades until Stage 5, which begins July 4, 2020 and beyond. Social distancing guidelines should be maintained. All parade coordinators are to complete an application with the Police Department per Town Code.

Parks

Public parks are open, for outdoor activity provided that there is compliance with Social Distancing Requirements. As per the Indiana Governor's Executive Order, public access to playgrounds is closed. Playgrounds will tentatively open after Sunday, May 24, 2020. Public Restrooms on the town grounds will continue to be closed with a tentative re-opening on Sunday, May 24, 2020.

Park Programs

Future programming is being reviewed and assessed to develop a forward moving plan for the remainder of the year.

Clubhouse & Shelter rentals – public rental for town-owned facilities will tentatively begin July 1, 2020. Following State Guidelines:

Social gatherings in:

Stage 2 - May 11th – 23rd, 2020, are limited to no more than twenty-five (25) people; All clubhouse shall have no more than twenty-five people

Stage 3 – May 24th – June 13th, 2020 are limited to no more than one hundred (100) people. All Clubhouse rentals will be limited to no more than 50% capacity which is 83 for Clubhouse.

Stage 4 and beyond – June 14th, 2020 and beyond. Rentals will resume, but are subject to review.

All rentals shall follow the CDC social distancing guidelines. Those who have dates in 2020 may request a transfer to a future date or request a refund. Upcoming rentals will be reviewed by Town staff to ensure compliance with social gathering standards per executive orders and CDC guidelines. Staff will monitor uses and cleaning supplies.

Exercise Program

Exercise Program tentatively scheduled to restart on June 2nd. Social distancing guidelines will be followed.

Tag Dates

Tag dates will comply with the Governor's stay at home executive orders and social distancing guidelines. Usage of masks is encouraged. Tag Dates scheduled through May 23rd have been rescheduled.

Additional Considerations

Due to the unpredictable nature of the COVID-19, every effort will be made by the Town to adjust this plan based on the latest data and guidance from the Indiana Governor, Public Access Counselor, CDC, State Health Department, and the Lake County Health Officials.

Public Works/Water/Wastewater

Due to the nature of the work performed in the water and wastewater departments, hygienic sanitizing practices are used and have been used in normal day to day operation, however the State of Indiana's guidelines will be followed as closely as possible.

Stage 1 (to May 3)

- Social distance, Stager workforce when possible to remove overlapping shifts, Self-monitor for signs of sickness, complete necessary work, avoid public contact.
- Social distancing from public when possible, continue great hygiene, disinfect tools, door handles, vehicles, continue to use multiple vehicles in for transport, one person per vehicle when possible, shifting start and end times of work schedule from other departments to avoid interaction when possible, utilize phones and 2 way radios for communication when possible. Completing single person tasks when possible. Morning meetings held in larger areas for proper distancing
- Buildings & Facility closed to public

Stage 2 (beginning May 11)

- Social distance, Attempt to begin normal work schedule, avoid public contact, Self-monitor for signs of sickness
- Social distancing from public when possible, continue great hygiene, disinfect tools, door handles, vehicles, continue to use multiple vehicles in for transport, one person per vehicle when possible, shifting start and end times of work schedule from other departments to avoid interaction when possible, utilize phones and 2 way radios for communication when possible. Completing single person tasks when possible. Morning meetings held in larger areas for proper distancing
- Buildings & Facilities closed to the public, except by appointment or on Saturdays in May from 9 am to 1 pm for drop-off items provided social distancing requirements can be met. Face masks required.

Stage 3 (beginning May 24)

- Social distance, Normal working schedule, Avoid public contact, Self-monitor for signs of sickness
- Social distancing will still be maintained, proper hygiene will still be enforced, still to utilize multiple vehicles for transport when possible, employees are to still try and complete single person tasks when possible, continue to disinfect vehicles, tools, handles etc. PPE'S are to still be used by employees when necessary.

Stage 4 (beginning June 14)

- Social distance, Normal working schedule, Self monitor for signs of sickness, limit public contact
- Social distancing will still be maintained, proper hygiene will still be enforced, still to utilize multiple vehicles for transport when possible, employees are to still try and complete single person tasks when possible, continue to disinfect vehicles, tools, handles etc. PPE'S are to still be used by employees when necessary.

Stage 5 (beginning July 4)

- Resume to normal. Social distancing will still be maintained, proper hygiene will still be enforced, still to utilize multiple vehicles for transport when possible, employees are to still try and complete single person tasks when possible, continue to disinfect vehicles, tools, handles etc. PPE'S are to still be used by employees when necessary.