



# Reopen Washington Township

## Introduction from the Trustee

On April 21, 2020 President Trump and his White House Coronavirus Task Force presented “Guidelines for Reopening America” These were provided to the Governors of the states to use for reopening each of their states. During the presentation the President stated that each Governor will decide when their state would go to each phase. The guidelines do have criteria that needs to be met before proceeding to each phase. In the event the criteria are not met, then the state will remain in the present phase it is in. Also, if there is a spike in numbers then the same would happen or maybe reverse. The minimum time period before proceeding to the next phase is 14 days.

Governor Holcomb extended his “Stay at Home Executive Order” to midnight May 1, 2020. When he did so, he stated that this would allow his team and him to look at the numbers and also prepare for the various Phases. He will be announcing his decision on that Executive Order on May 1 at his Daily Update. When he does so, he will state what edits he is doing to the order and what will remain in place. He has been advising all businesses, local governments, schools and other groups to put together their plan for each of the three phases, so when he does make his decision, they will be ready.

With that information, Washington Township, Hendricks County began putting together their plan. The Department Heads were directed by the Trustee to present their department plan for each phase. The EMS Chief, who also serves as the Township Health and Safety Director, was asked to provide guidance on each of the phases. Also, the Trustee reminded everyone that state statute allows local governments the ability to also do policies on subjects that the state addresses as long as they are not less than what the state has created as their policy. The local may be more stringent as long as the policies don’t infringe on the US and State Constitutional rights.

The Plan below is for each of the three phases as the Governor moves the state to each level. It was finalized at a special meeting of the Department Heads, EMS Chief, Township Legal Counsel and Trustee. This plan (or parts of it) may be altered as we progress. There will be situations and challenges that may come up that will need to be addressed and may cause alternations. Everyone needs to understand the Plan is created to ensure that the health and safety of both the public and the township employees are protected. For this to be successful the cooperation of all will be

imperative. Failure to follow this, may result in denial of use of the programs offered or facilities owned by the Township.

On behalf of the Washington Township Board and our staff, we want to thank everyone for their cooperation, assistance and patience as we “REOPEN THE TOWNSHIP”.

Don Hodson  
**Township Trustee**

## **Guidance from the EMS Chief, Township Health and Safety Director**

Washington Township, as a whole, will follow the guidance of Governor Holcomb as it pertains to reestablishing normalcy in our township. The plan from the US Government is to relieve the restrictions of the Stay at Home Order in a 3-phase process. Each phase will be less restrictive than the previous until the restrictions are almost completely lifted. The Governor has not yet given an exact date for Phase 1 and he has said it is uncertain when it will be based on the criteria established. The President’s criteria explain that there must be a downward trajectory of influenza-like illnesses and a downward trajectory of COVID-like syndromic cases reported within a 14-day period, or documented cases and positive cases as a percent of total cases of COVID are on a downward trajectory within a 14-day period. Also, hospitals are treating all patients without crisis care and a robust testing program is in place for at-risk healthcare workers to include antibody testing.

While establishing the guidelines, the goal is to keep you all as safe as possible and to systematically get back to “business as usual”, as the virus allows. While these are not all inclusive and will most likely change multiple times, this will be the foundation to work from.

### **Phase 1**

1. Continue to work from home if you are able.
2. Continue to utilize teleconferencing when needed.
3. If you must meet in person, consider meeting at an outdoor venue and follow the standard COVID-19 precautions of social distancing.
4. If you must enter a township building:
  - There shall be no more than 10 people, social distancing must be followed when possible and you must have your temperature scanned.
    - Individuals with temperatures over 100.0F must leave the building immediately. Contact Ted Allen for instructions on how and where to be tested for COVID-19.
  - Cloth or surgical masks are highly recommended but not required at this time.
  - If you are ill, do not enter the buildings.
5. No camps at this time.
6. Buildings remain closed to the public.
7. Playgrounds and the splash pad remain closed.

8. Drinking fountains remain closed.
9. Areas that have been occupied (eg. offices, common areas, bathrooms, etc.) shall be sanitized daily with an EPA approved disinfectant.
10. Outdoor restrooms should be sanitized periodically throughout the work day.

## Phase 2

1. All staff members may return to work in township buildings while maintaining moderate social distancing and are free of illness. If you are sick, do not come to work.
  - Each staff member will scan their temperature at the beginning of their work day.
    - Individuals with temperatures over 100.0F must leave the building immediately. Contact Ted Allen for instructions on how and where to be tested for COVID-19.
2. Utilize teleconference when appropriate and limit in-person meetings with non-staff.
3. If you must meet in person, consider meeting non-staff at an outdoor venue and maintain moderate social distancing.
4. If non-staff must be inside township buildings:
  - There shall be no more than 50 people, moderate social distancing must be followed when possible and each individual must have their temperature scanned upon entering the building.
    - Individuals with temperatures over 100.0F must leave the building immediately.
  - Cloth or surgical masks are recommended but not required.
  - If non-members are ill, they should not enter the buildings.
5. Camps can resume and will follow the direction of the Communicable Disease Plan (CDP).
6. The public will have limited access to the buildings and are restricted by the following precautions:
  - There shall be no more than 50 people, moderate social distancing must be followed when possible and they must have their temperature scanned upon entering the building.
    - Individuals with temperatures over 100.0F must leave the building immediately.
  - Cloth or surgical masks are recommended but not required.
  - If any individuals are ill, they should not enter the buildings.
7. Playgrounds and the splash pad should remain closed.
8. Drinking fountains remain closed.
9. Areas that have been occupied by staff (eg. offices, common areas, bathrooms, etc.) shall be sanitized daily with an EPA approved disinfectant.
10. Hard surfaces in areas that have been occupied by the public shall be sanitized before and after the individuals congregate with an EPA approved disinfectant. Outdoor restrooms should be sanitized periodically throughout the work day.

### Phase 3

1. All restrictions lifted.
2. All members should continue to practice excellent hygiene.
3. All members should promote personal space distancing (social norm 1.5ft-4ft).
4. All members should continue to clean and sanitize as normally necessary.

As stated earlier, we are unsure of the exact date this will take effect. Depending on the Governor's staff, we should hopefully know something soon. I will say the Indiana graph for new positive cases looks like a roller coaster but the trajectory is definitely in a downward trend. With that being said, when Phase 1 is implemented, many suspect a surge of positive cases. If this happens, it is anticipated the President and/or our Governor will re-enact the full Stay at Home Order.

Ted Allen

**EMS Chief, Township Health and Safety Director**

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# Phase 1

## Township General and Assistance

\*Staff working hours 8am – 4:30pm

1. During Phase 1, the Township building will still be closed to the public
2. **Township General**
  - Township General will continue remotely.
3. **Township Assistance**
  - Township Assistance will continue remotely unless directed otherwise by the State Board of Accounts.

## Township Parks

1. Continue to work from home if you are able.
2. Continue to utilize teleconferencing when needed.
3. If for some reason you must meet in person, consider meeting at an outdoor venue and follow the standard COVID-19 precautions of social distancing. Please wear a mask when in contact with others. I would still like everyone to refrain from entering Township buildings as best as possible.
4. If you must enter a township building:
  - There shall be no more than 10 people, social distancing must be followed when possible and you must have your temperature scanned. These do not need to be recorded but a witness should confirm.
    - Individuals with temperatures over 100.0F must leave the building immediately. Contact Ted Allen for instructions on how and where to be tested for COVID-19.
  - Cloth or surgical masks are highly recommended but not required at this time.
  - If you are ill, do not enter the buildings.
5. Spending freeze will still be in effect. All spending needs to be brought to the Dept head and then to the Trustee.
6. At this time there will be no camp or programming in Phase 1. Planning for camp and programming should continue on.
  - Head of camp and programming should submit a budget for programming and camps in Phase 2 to the Director and Assistant Director. Please also include deadline dates for some of the larger items. Example: Camp T-shirts, how long does the distributor need to have shirts available in time.
  - All programming and camps in Phase 2 should include a disclaimer on them that say the program will not be happening until Indiana is in Phase 2. A reminder that at any point the state can go back to Phase 1.

- Camp should include a communicable disease plan for each week of camp. Camp will also submit a cleaning procedure and training plan for camp employees.
  - Programming should include a communicable disease plan for each program. Programming will also submit a cleaning procedure.
  - Camp Director will conduct a virtual parent meeting to be recorded for the website.
7. All park buildings will remain closed to all public. If for any reason you need to enter the building please see directions above.
  8. All park playgrounds, the splash pad and hard surface recreation structures will remain closed to the public.
  9. All drinking fountains will remain closed.
  10. Areas that have been occupied (eg. offices, common areas, bathrooms, etc.) shall be sanitized daily with an EPA approved disinfectant.
  11. Maintenance staff will continue business as usual.
  12. New Daily, Weekly, Monthly cleaning checklists will be completed and submitted to the folder outside the Directors office.
  13. Outdoor restrooms will remain closed but, the outside fixtures should be sanitized periodically throughout the work day.
  14. Renee and Kelly have been approved to take care of the plants and animals in the Nature Center. There should be no more than one person in the Nature Center at any time.

## Fire Department

1. Current staffing maintained, no return to work for others currently off.
2. Limit vehicular travel and no airline travel other than travel determined to be an “Emergency” as determined by Fire Chief.
3. Telework to continue in this phase.
4. Remote trainings continue but outside trainings may be conducted with Social Distancing (SD) maintained.
5. Limited station repairs continue.
6. Continue Social Distancing recommendations inside buildings.
7. Family and police visitation may resume as long as temp screenings are conducted.
8. Exposure concerns and symptomatic reporting of personnel shall be continued.

# Phase 2

## Township General and Assistance

\*Staff working hours 8am – 4:30pm

### 1. Lobby (open to public office hours 9am – 3pm)

- Front doors remain locked. A sign on the front door lets visitors know they must ring a bell to enter and will be scanned for temperature to enter. The sign also lets them know that restrooms are closed to the public.
- Replace current lobby furniture with plastic chairs and tables that can be easily cleaned.
- Remove all public reading material and handouts from the lobby
- Sanitizer and wipes/cleaner & cloth should be stationed at the front desk. Staff should wipe down clipboards and pens after each use and wash their hands.
- Business cards are to be on the staff side of the window, to be distributed to the public as requested/needed
- The front desk must be wiped down with CDC approved products at the end of each business day. Cleaning will be done on rotation by staff on a schedule assigned by the Deputy Trustee.

### 2. Township General (includes Township Assistance if not mentioned below)

- All staff must report for a temperature scan at the beginning of their shift
- Accounting Assistant is to remain working from home as much as possible
- Offices and desks are to be cleaned each evening before leaving work
- Communal scanners, printers, and doorknobs are to be wiped down before leaving work
- The break room will be supplied with soap so staff can wash hands regularly
- Cleaning personnel will clean the break room and bathrooms first thing when she arrives
- Staff are encouraged to wear masks when interacting with the public

### 3. Township Assistance

- Remove all paper handouts and children's toys from the interview room
- Wear gloves when handling papers that will go to the public, including intake forms and while making copies of applicants' documents
- Wear mask while in the interview room with applicants
- Only applicants and members of applicants' households may be in the interview room
- Township Assistance director must only use the scanner and printer located in the interview room to handle applicants' documents
- Fill out the TA application for the applicant during the interview. Allow the applicant to view and sign the application at the end of the interview
- Wipe down all tables, chairs, and doorknobs after each interview



- Leave 30 minutes between scheduled interviews to keep the lobby from overcrowding (applicants may have children or other members of their household with them)
- Township Assistance Director should clean desk at the end of their shift

## Township Parks

1. All staff will return on three days in and two days out basis. Staff will be required to be in the office three days and work from home 2 days. The schedule will be done through google calendar and need to be submitted the Thursday before the following week.
2. To accommodate moderate social distancing, Renee will move to the Nature Center. Into one of the cubicles. She will help Kelly with the new cleaning procedures for the Nature Center.
3. If you are an office staff member that requires you to work outdoors. (Example: Camp and Programming). You are able to count working outside of the office as one of your 2 days out of the office as listed above in bullet #1.
4. Each staff member will scan their temperature at the beginning of their work day. These do not need to be recorded but there needs to be a witness.
  - Main Office and Maintenance will get their temp scanned up at the Camp Head Quarters or Pavilion Center.
  - Pecar Staff will have their own Thermometer and need to scan together.
  - Individuals with temperatures over 100.0F must leave the building immediately. Contact Ted Allen for instructions on how and where to be tested for COVID-19.
  - Individuals with over a 100.0F temp must remain out of the office for 72 hours after the fever goes away and you aren't showing signs of COVID-19. You are permitted to work from home.
5. Employees are to utilize teleconference when appropriate and limit in-person meetings with non-staff.
6. If you must meet in person, consider meeting non-staff at an outdoor venue and maintain moderate social distancing.
7. All Park buildings will remain closed to the general public. Anyone wanting to enter the building must be approved by park staff.
8. The spending freeze will still be in effect but spending can be done upon approval by the Director. The Director will lift restrictions on certain reoccurring purchases.
9. Tours, contract signings, and meetings in the pavilion and Nature Center are permitted. Employees must wear a mask during these interactions and guests must also wear a mask.
10. During Phase 2 occupancy in the building will be cut in half. Oak and Birch will have the occupancy of 25 people with moderate social distancing. The Aspen room will have the occupancy of 50 people with moderate social distancing. The Nature Center will have the occupancy 50 people with moderate social distancing. The Pavilion Center can have a Rental in the Oak room and Birch room at the same time but no more than 100 people in the building.



11. The Pavilion Center and Nature Center can resume rentals as long as we adhere to the above guidelines. (Please refer below to “If non-staff must be inside township buildings”)
12. At no time will guest or non-employees be permitted into the park office, unless approved.

**If non-staff must be inside township buildings:**

- There shall be no more than 50 people, moderate social distancing must be followed when possible and each individual must have their temperature scanned upon entering the building. The employee who is responsible for inviting the guest or hosting the guest must scan temps.
    - Individuals with temperatures over 100.0F must leave the building immediately.
  - Cloth or surgical masks are recommended but not required during rentals.
  - Cloth or surgical masks are required for in person meetings in the building.
  - If non-members are ill, they should not enter the buildings.
    - Individuals with temperatures over 100.0F must leave the building immediately.
13. Camps can resume and will follow the direction of the Communicable Disease Plan (CDP).
  14. Programming staff can conduct outdoor programming with no more than 50 individuals present. This will include staff.
    - All employees must wear cloth or surgical masks during programs.
    - Program staff must adhere to strict Communicable Disease Plan (CDP) and CDC regulations.
    - All programs must have an approved CDP.
    - Temps of all participants must be taken before each program.
      - Individuals with temperatures over 100.0F must leave the program immediately.
  15. All camp staff must wear masks and follow strict CDP and CDC guidelines.
    - Please refer to the document labeled Camp Communicable Disease Plan.
  16. All playgrounds, splash pads and hard recreation surfaces will remain closed during this time.
  17. All drinking fountains will remain closed during this time.
  18. The new daily, weekly monthly cleaning schedules will go into effect. Each cleaning procedure has been labeled according to who is responsible for it. The office staff is now responsible for cleaning the office area. All office areas in the Pavilion Center and Nature Center must be sanitized each day with EPA approved disinfectant.
  19. Hard surfaces in areas that have been occupied by the public shall be sanitized before and after the individuals congregate with an EPA approved disinfectant. This includes meeting areas in the building and outside of the building.
  20. Outdoor restrooms can be opened and should be sanitized periodically throughout the work day.

## Fire Department

1. Fire prevention personnel return to office work. At risk personnel shall be evaluated before return to work on a case by case basis.
2. Travel limited to local destinations. No airline travels other than "Emergency".
3. Promote telework for meetings with outside agencies and those working remotely.
4. Limited training gatherings but classroom training may resume while exercising SD recommendations.
5. Continue SD recommendations in all settings.
6. Limited station repairs and projects.

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# Phase 3

## Township General and Assistance

### 1. Lobby

- Public hours resume to 8am – 4:30pm
- Front doors are reopened
- Lobby furniture should continue to be hard plastic that can be easily cleaned
- No public reading material or handouts in the lobby
- Sanitizer and wipes/cleaner & cloth should still be stationed at the front desk
- The front desk should still be wiped down with CDC approved products at the end of each business day. Cleaning will be done on rotation by staff on a schedule assigned by the Deputy Trustee.

### 2. Township General

- All staff return to work
- Offices and desks are to be cleaned each evening before leaving work
- Bev will clean communal scanners, printers, and doorknobs first thing on arrival
- The break room will be supplied with soap so staff can wash hands regularly
- Staff may wear masks when interacting with the public if they choose. Staff should coordinate with Chief Allen to obtain masks if requested.

### 3. Township Assistance

- Gloves and masks should still be available to the Township Assistance Director to be used at their discretion
- Township Assistance director should only use the scanner and printer located in the interview room to handle applicants' documents
- Wipe down all tables, chairs, and doorknobs after each interview

## Township Parks

1. In phase three staff will now work a normal 5 day in the office work week
2. Staff will not be required to wear masks.
3. Travel to and from meetings can continue as normal, restrictions on meetings have been lifted
4. The spending freeze will be lifted with moderate restrictions from the Director.
5. Restrictions on occupancy in the building will be lifted.
6. Some restrictions for camp will be lifted but, cleaning procedures will stay in place.
7. Programming can now continue with no restriction on the number of participants.
  - Programming staff will still need to have approved CDP for all programming.
8. Non-Employees will still not be permitted into the park offices, unless approved.
9. The playgrounds, splash pad and hard recreation surfaces will open.

10. The maintenance daily, weekly monthly schedules will stay in place.
11. Non-employees or guests can conduct meetings in the building as long as they are outside of the office area.
12. All park buildings will now be open to the public during the week days.
13. Park offices will continue to be cleaned daily.
14. Employees will not be required to take temps but if they feel ill for any reason at all, employees are encouraged to stay at home.
15. All drinking fountains can now be turned on.

## **Fire Department**

1. All fire staff not already returning to work shall return to office work.
2. Telework recommended for outside meetings and service requests.
3. Training gatherings may reconvene.
4. Continue SD recommendations in all settings.
5. Station repairs and projects may commence.