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MEMORANDUM

TO: Mayor Steven J Gentling, Guthrie City Council Members, & Guthrie Department Heads
FROM: Leroy Alsup, City Manager
DATE: June 1, 2020
RE: Reopening Plan for the City of Guthrie Municipal Facilities, Operations & Services

On Friday, May 29, 2020 Governor Kevin Stitt announced that Oklahoma will proceed to Phase 3 of the Open Up and Recover Safely (OURS) Plan effective Monday, June 1, 2020.

The Management Team at the City of Guthrie has developed the detailed plans below related to municipal facilities, operations, and services for the next two months. These plans are subject to modification based upon future Oklahoma Governor Stitt Guidelines, CDC recommendations and Public Health Data.

City Facilities and Services

On Monday, June 8, 2020 the customer service areas of the following municipal facilities, inclusive of but not limited those listed below, shall re-open to the public subject to the following guidelines set forth herein:

- ❖ City Hall, 101 N. 2nd Street (*both the 2nd & 3rd floor*)
 - ❖ Police Department, 306 W. Oklahoma Avenue
 - ❖ Fire Department, 209 E. Springer Avenue
 - ❖ Municipal Services, 407 Commerce Boulevard
 - ❖ Guthrie-Edmond Regional Airport, 520 Airport Road
- ▶ Highland Hall, 1102 E Warner Avenue, except for the food preparation area leased to the Logan County Aging Services shall remain closed until further notice.
- ▶ Public Library, 201 N Division Street
- ❖ Monday, June 8, 2020 through Friday, June 19th
 - The Public Library will be limited to drive-up/pick-up services only. Pick up items includes all reserved library materials and brown bag specials, meaning STEM based activities for kids.
 - ❖ Effective Monday, June 22, 2020
 - The Library will allow patrons to enter and exist through a designated entry point.
 - Library Staff will generally follow the guidelines for the General Public & City Staff/ Employees as set forth herein.

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INTEGRITY, SERVICE, QUALITY OF LIFE

- In addition:
 - ✓ The use of public computers will be restricted to comply with CDC social distancing guidelines.
 - ✓ Library patrons will also be encouraged to use the library for one hour or less in order for all patrons to have an opportunity to utilize the library.
 - ✓ A designated space will be provided for library patrons to place all items they have handled (touched) during their visit, that have not been checked out. These items will be sanitized by Library Staff before being re-shelved.

❖ **Guidelines Until Further Notice:**

A. General Public

- ✓ *** Encouraged to use remote payment options****
 - ✓ Use the “NIGHT DROP” for utility and payments. The “Night Drop” is located just inside the north entrance door of City Hall at 101 N. Second Street.
 - ✓ Payments can also be made by mail and credit card payments may be made at www.cityofguthrie.com
 - ✓ Questions on payments may be directed to the City Utilities Office: 405-282-0492
- ✓ Entrance into Municipal Facilities
 - ✓ Signs will be posted near the main entrance to each facility
 - Instructing that individuals experiencing any symptoms of coronavirus or any other transmittable illnesses should not enter the facility but may call 405-282-0492 to conduct business.
 - That an “Entry Check” will be conducted of all entrants:
 1. Upon entrance everyone’s temperature shall be taken (If they have a fever over 100.4 F, they will be denied access)
 2. Individuals shall also be screened for symptoms upon entry (i.e., cough, fever, shortness of breath, and close contact with someone who has tested positive for COVID-19).
 - ✓ Wearing a mask/ cloth face covering shall be mandatory of everyone.
 - ✓ Required on-site meetings with city employees will only be held following CDC social distancing guidelines and proper sanitation protocols.

B. City Staff/ Employees

- Customer service employees that are not behind glass shall wear a protective face covering while at their respective counters. Employees behind glass may opt to wear a protective face covering at their preference.
- Other employees when interacting with the general public or other city staff shall wear a protective face covering if CDC (Center for Disease Control) recommended social distancing measures are difficult to maintain.
- The City will cease utilizing staggered shifts and telework for all employees beginning Monday, June 8th. All employees will begin reporting to physical work locations on that day. With this transition, the following procedures will occur:
 - *** *Any Exceptions must be approved by the City manager****
 - ✓ 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.
 - ✓ At the beginning of each shift all employees temperatures shall be taken (If they have a fever over 100.4 F, they will be denied access)

- ✓ Employees shall also be screened for symptoms upon entry (cough, fever, shortness of breath, and close contact with someone who has tested positive for COVID-19).
- ✓ Any employee that needs to provide childcare under the revised FLMA rules should speak with Human Resources about that paperwork.
- ✓ Employees shall not use the workstations, tools, equipment, phones, computers, desk chairs, etc., of other employees unless those areas have been properly sanitized.
- ✓ The City will provide sanitation supplies to employees to clean their work areas.
- ✓ Employees will be allowed to leave the workspaces and facilities to take breaks and eat meals.
- ✓ Employees will not be allowed to congregate in breakrooms, copy rooms, or meeting spaces.
- ✓ Employees will not be allowed to have personal guests in facilities.
- ✓ Employees should not participate in any unnecessary physical contact.
- ✓ Employees should practice good hand hygiene including proper handwashing frequently, avoiding touching the face, and properly covering any cough or sneeze.
- ✓ All internal meetings will be held in spaces large enough to accommodate the meeting and also allow for social distancing.
- ✓ Hand sanitizer will be made available throughout the facilities for staff and customers to utilize.
- ✓ Any employee or customer concerns can be submitted in writing to the Human Resource Director at kelsenbeck@cityofguthrie.com or by phone at 405-282-0098.

Municipal Court (2nd Floor, Guthrie City Hall, 101 N. 2nd Street)

Adjusted Maximum Courtroom Capacity- 33 People (To accommodate CDC Social Distancing)

- ❖ Municipal Court will reopen on Wednesday, June 17, 2020, when the regular 2:30pm arraignment docket will be held.
- ❖ There will be specially set dockets to make up postponed arraignments and reviews on more time to pay as follows: Tuesday, June 23, 2020 at 2:30pm; Wednesday, June 24, 2020 at 2:30pm; and Thursday, June 25, 2020 at 2:30pm. Each of these dockets will include no more than 29 defendants *(added to the four courtroom staff, this will comply with the CDC guidelines of no more than 33 attendants in the Municipal Courtroom at one time)*.
- ❖ There will be a specially set docket to make up postponed trials for Wednesday, June 24, 2020 at 3:30pm.
- ❖ For all future court dockets, defendants appearing are required to arrive promptly at the start of the docket, but not before; once a defendant has concluded his or her participation in Court and made any necessary payments, the defendant shall promptly exit City Hall. Future dockets will not have more than 29 defendants scheduled, and that shall remain in effect until CDC issues revised guidelines regarding social distancing requirements. For arraignment and cost review hearings, the Courtroom shall be limited to only defendants, their legal representation if any, and Court staff; family members and friends of defendants shall not be allowed into the Courtroom. For trials, only defendants, their legal representation if any, witnesses and Court staff shall be allowed into the Courtroom. For cases involving juveniles, the parent or legal guardian of the juvenile shall be allowed to attend Court with the juvenile.
- ❖ All individuals appearing for Court shall have their temperature take upon entry to City Hall. Any individual with a fever of over 100.4 degrees F will be denied access. Individuals shall also be screened for symptoms upon entry (including but not limited to cough, fever, shortness of breath,

and/or close contact with someone who has tested positive for COVID-19). Any defendant denied access to City Hall due to fever or illness shall be provided a makeup Court date by the Clerk's office.

- ❖ All individuals attending Court shall wear a facemask, except when testifying.

City Authorities, Boards, Commissions, Committees, & Trust Meetings

Effective Monday, June 1, 2020 the following municipal entities, inclusive of but not limited those listed below may resume their regularly scheduled meetings subject to the following guidelines set forth herein:

- ❖ Guthrie City Council/ Guthrie Public Works Authority (GPWA)
- ❖ City Council Finance Committee & City Council Street Committee
- ❖ Guthrie Economic Development Authority (GEDA)
- ❖ Ada Advisory Committee
- ❖ Board of Adjustment
- ❖ Citizens Rate and Fee Advisory Committee
- ❖ Convention and Visitor Bureau
- ❖ Forestry Advisory Board
- ❖ Guthrie-Edmond Regional Airport Advisory Board
- ❖ Library Board
- ❖ Historic Preservation Commission
- ❖ Park Board
- ❖ Planning Commission

Guidelines Until Further Notice For Meetings:

- Adjusted Maximum Meeting Room Capacity
 - ✓ CDC Social Distancing Guidelines/Limitations - Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:
 - ✓ Stay at least 6 feet (about 2 arms’ length) from other people;
 - ✓ Do not gather in groups; and
 - ✓ Stay out of crowded places and avoid mass gatherings;
 - ✓ Six (6) feet of physical distancing, squared, or 6 times 6 = 36 sq. ft.
 - ✓ Limit meeting attendance based on the sq. footage of the meeting room, divided by 36 sq. ft., i.e., Council Chambers- 1200 Sq. Ft./ 36 Sq. Ft. = Maximum Capacity of 33
- Designated Overflow Area
 - ✓ For those Board Meetings that are routinely broadcast live on either GTV20/ Guthrie Cox Channel 20 or live streamed on the City’s Facebook Page. Link: www.facebook.com/cityofguthrie; if feasible an overflow area will be designated for the general public to observe the meeting if attendance exceeds the Adjusted Maximum Meeting Room Capacity.
- Meeting Attendance Guidelines/ Requirements
 - ✓ Designate a single entry point to control entry into the building
 - ✓ Request that Board Members and the General Public not attend the meeting if they feel sick, have been exposed to someone with COVID-19, or are exhibiting symptoms

- ✓ Upon entrance everyone's temperature shall be taken (If they have a fever over 100.4 F, they will be denied access)
- ✓ Individuals shall also be screened for symptoms upon entry (cough, fever, shortness of breath, and close contact with someone who has tested positive for COVID-19).
- ✓ Wearing a mask/ cloth face covering shall be mandatory of everyone, except when they are presenting comments to the Board.

- Opportunity To Submit Public Comments Via Email Vs. In-Person
 - Provide an opportunity for Public Comments to be submitted in advance via email to the city staff member that serves that particular board prior to 2:00 PM CDT on day of the meeting.
 - Each Person submitting a Public Comments shall:
 - ✓ Submit their name, address along with their comment.
 - ✓ Identify the topic/subject of their comment.
 - ✓ Limit their comments to a total of 750 Words (Roughly equivalent to a 5 minute speech).
 - ✓ Comments will be limited to City of Guthrie Residents, and non-residents that either work for or operate a business in the City of Guthrie.
 - ✓ The Staff Member, Board Chair, or designee will read the public comments either at the start of the meeting, or at the beginning of the discussion of each agenda item if the comment(s) are germane to that particular agenda item.
 - ✓ If there are multiple comments on any one topic, once it is obvious that the comments are overlapping or repeating themselves, the balance of the comments will be summarized.
