



**City of Louisville COVID-19 Reopening Plan:
First Phase of Facility and Service Reopening
May 22, 2020**

The City of Louisville closed all facilities on March 16, 2020 at 5 pm in an effort to protect public health and prevent the spread of the coronavirus. This action was consistent with recommendations of Boulder County Public Health (BCPH) and the Colorado Department of Public Health and Environment (CDPHE). The City has been operating under the Colorado Stay at Home order, which expired on April 27. Boulder County Public Health extended that order until May 8, 2020, when the City will transition to the State Safer at Home order or any BCPH orders that may supersede the State order.

The City's plan for reopening facilities and services is based on our commitment to protect City staff and residents, and in adherence to the most up to date State of Colorado and Boulder County public health orders. The City is following state and local public health recommendations for phased reopening, CDC guidelines, and a phased approach for reopening outlined by the American Enterprise Institutes National Coronavirus Response: A Road Map to Reopening. The Reopening Plan is informed by the City's overarching Recovery Plan, which helps define the roles and functions of each City department in disaster recovery.

The Plan provides an overview of the services and programs that will resume during the phases of reopening and the way in which these services will be delivered. At this time, the City is focused on Phase One of the recovery, which may occur during the Colorado Safer at Home public health order and will be dependent on available state and local guidance. The plan includes operational guidelines applicable at all City facilities open to the public and those with ongoing staff operations, as well as facility-specific protocols for employees and the public.

The City has outlined the following principles to help guide the process of recovery and reopening:

- The health, safety and well-being of our employees and the residents of the City of Louisville are our top priority throughout reopening and recovery.
- The City will work to support the economic health of our residents, businesses and our organization through the process of recovery.
- The City will approach facility reopening carefully and with caution, evaluating the risks and rewards associated with each step toward recovery.
- The City commits to working collaboratively with our partners and supports alignment in our recovery efforts.

- The City will only move forward with reopening efforts if they are in compliance with state and county health guidelines.
- The City will remain flexible and nimble in planning and implementing recovery efforts, recognizing the pandemic response is dynamic and rapidly changing.
- Robust community engagement and response will be integral to the City's recovery process.

Reopening and Recovery Phases:

The State of Colorado has released a three-level strategy for restrictions necessary to prevent the spread and recovery from outbreaks while protecting vulnerable populations and allowing for economic growth and sustainability.



This leveled approach is also aligned with national guidance recommendations for ensuring that reopening can occur once certain public health milestones have been met.

- **Phase 1: Slow the Spread**
 - Goals include slowing transmission, increasing testing capacity and ensuring health care system has capacity to safely treat patients.
 - Triggers for next phase include sustained reduction for 14 days, health care system has capacity to safely treat patients, state can test all people with symptoms and state can actively monitor confirmed cases/contacts.
- **Phase 2: Reopen, Based on State and local data**
 - Goals include lifting strict physical distancing measures and allowing majority of businesses/schools to reopen.
 - Triggers for next phase include vaccine has been developed/tested and receives FDA emergency use authorization.
- **Phase 3: Establish Protection & Lift All Restrictions**

Goals include preventing infection, treating those with early disease, providing prophylaxis for those exposed, building population-level immunity and lifting all physical distancing measures.

This plan may be updated regularly to reflect the most recent public health guidance. The City will update this reopening plan throughout each of the phases of the pandemic and associated restrictions.

Facility and Program-Specific Reopening

Following is an outline of the first phase reopening plan for each City facility, department and program. Every facility **MUST** adhere to all of the operating guidelines outlined at the end of this document, entitled **COVID-19 Operational Guidelines for all City Facilities**. Additional operating guidelines and procedures specific to each facility or department are outlined in the sections below. It should be noted that once reopened, each facility, department or program plan may require adjustments in order to remain in compliance with current state and local public health guidelines.

I. City Hall

The Phase One reopening of City Hall will include public access to in-person services for the Planning and Building Department, Public Works, Finance Department, Human Resources and City Manager's Office. Information Technology does not directly serve the public, and will continue to work remotely and coordinate with employees for in-person services when needed.

Hours of Service/Public Access:

- City Hall will be open limited hours. Staff recommends initial opening hours would be **Tuesdays and Thursdays from 8:00 am to 12:00 pm.**
- In-person services will be provided by appointment only. Residents will contact the department they wish to meet with and set up appointments during these open hours.
- Only the first floor of the City Hall building will be open to the public.
 - Any services needed with second floor departments (HR, CMO and PW) will be pre-scheduled and will be conducted in the first floor Spruce Room.
 - The First floor bathrooms will be open for public use.
- Limited staff will be available in each department, so the public may not be able to see any employee from the department with which they are working.

City Hall specific safety measures:

- Plexi-glass barriers will be installed at all customer service counters/windows, including:
 - Front desk
 - Planning counters (2)
 - Clerk's office
 - Human Resources
- Floor markings will be provided to remind customers to stay back from the counters, and to keep 6 feet distance from customers.
- Stanchions/barriers will be used to mark off certain areas of the office, such as finance, and to close the stairs to the second floor.
- Sanitization station will be provided at the main entrance of City Hall.
- Sanitization supplies will be provided at all desks, and in the Spruce Room.
- Deep clean of City Hall will occur every Tuesday and Thursday evening.
- Signage will be placed on the entrance doors and within the facilities to inform the public:
 - Hours of in-person City services operations.
 - Please sanitize hands upon entrance.
 - Masks are required for everyone in the building. Maintain 6 ft. distance from all City employees and other patrons at all times.
 - If the line of patrons extends to the entrance door, please wait until the line is shorter before entering the building.
 - All website and phone contact information will be provided on signs.

A. **Planning and Building Safety**

The Phase One reopening plan for the planning and building safety department will be to provide limited essential in person services at City Hall, but primarily continue to provide essential services remotely. Essential services include building safety services (inspections and plan reviews) and current planning case management services. The plan will also allow for remote board and commission meetings, and the potential for in-person Planning Commission meetings under certain circumstances.

All Planning and Building staff will be involved in the onsite services during the first reopening phase, at various times/shifts. All staff will be staggered between working at home and on-site schedules to minimize the number of staff in the office at any time.

Programs/Services available:

- Board and Commission meetings may resume. Hold virtual meetings for Boards and Commissions for projects allowed under City policy and which staff finds the meeting type practical for public comments and fair hearings. Institute distancing in public meeting rooms for Board and Commission meetings if procedures in place for onsite/in person meetings. Consider ways to allow remote comment by phone or video conference, even with in person meetings.
- Building Inspections – the Building Department will continue to do inspections subject to the most recent State of Colorado Public Health Order.
 - Inspections of new construction projects will continue when deemed safe at the sole discretion of the inspector.
 - Inspections of items that are fully outdoors (such as roofing, siding, underground plumbing, decks, etc.) will continue as normal.
 - Inspectors must be able to maintain a minimum distance of six feet (6') from all other persons during the duration of the inspection. Inspector may require that no contractors be on site for a period prior to the inspections taking place.
 - Video inspections or other electronic inspections (e.g. submittal of photos and certifications) will take place on buildings that are occupied or required by the inspector. The City will use Zoom, Skype, FaceTime as the media for the inspections. For the electrical, plumbing and mechanical work that was inspected by video, the contractor must submit an affidavit certifying that the work was completed in compliance with the city's adopted codes and provide their state license number for electrical and plumbing.
 - Building plans must be outside in an area protected from the weather for the inspector to review.
- Building Permit Applications/Plan Review-
 - All building permits, applications, and contractor licensing will be processed online. Exceptions may be considered on a case by case basis for homeowners completing their own work and other minor permit types.
 - In the event that in-person services, or plan review are needed, patrons may visit the Planning Department during the limited City Hall hours.
 - Drop off and pick up of plans may be offered in the City Hall vestibule if patrons are not available during limited City Hall hours.
 - "Over the Counter" virtual plan review may be set up with Zoom meeting appointments at a standard time to try and replace the previous Tuesday morning over the counter review services.

- Planning and Zoning Cases - The city will continue to process planning and zoning cases remotely. Documents should be provided electronically unless there is a need for larger format paper copies to facilitate review.

Planning and Building specific safety measures:

- Separate Plans Analyst and Inspector Work Stations and have designated rather than shared counter space
- Separate Planner II and Hist. Pres planner work stations or not allow them to work on same day
- Senior admin and permit tech may not work on same day due to proximity of work stations.

Revenue/Expense Considerations:

Building permit fees, inspection fees, planning case fees, and all other Planning and Building Safety related revenues have been able to continue through remote service delivery. Staff have been completing work remotely, and there are no increased expenses related to providing some in-person services, except for the cost of increased public health safety measures. Working remotely for an extended period of time may result in some increased costs related to in-home office furniture to ensure safe and ergonomic work stations and some office supplies. Reopening for limited in-person services will have limited impact on revenues or expenditures.

B. Finance Department

The Phase One reopening plan for the Finance Department will be to continue to provide remote finance, budgeting, sales tax and utility billing services while providing limited in-person services.

Finance staff involved in the onsite services during the first reopening phase will be limited. There may be rotating staff to assist with sales tax and utility billing issues available by appointment only. All staff will be staggered between working at home and on-site schedules to minimize the number of staff in the office at any time.

Programs/Services available:

The Finance Department will continue to provide all remote and online services, and limited in-person services by appointment only:

- Sales and Use Tax
- Utility Billing
- Business audit services

Finance specific safety measures:

- Finance staff may take in-person appointments at the City Hall front desk, or in the Spruce Conference Room.

Revenue/Expense Considerations:

Sales tax collection and utility billing have been able to continue through remote service delivery. Staff have been completing work remotely, and there are no increased expenses related to providing some in-person services, except for the cost of increased public health safety measures. Reopening for limited in-person services will have limited impact on revenues or expenditures.

C. City Clerk's Office

The Phase One reopening plan for the Clerk's Office will be to continue to provide remote permitting and licensing services and public records access, while providing limited in-person services by appointment only.

Clerk's Office staff involved in the onsite services during the first reopening phase will be limited to the City Clerk and Deputy City Clerk .

Programs/Services available:

The Clerk's Office will continue to provide all remote and online services, and limited in-person services by appointment only:

- Permitting
- Licensing
- Records requests
- Board and Commission program

Revenue/Expense Considerations:

Clerk's Office services have been able to continue through remote service delivery. Staff have been completing work remotely, and there are no increased expenses related to providing some in-person services, except for the cost of increased public health safety measures. Reopening for limited in-person services will have limited impact on revenues or expenditures.

D. Human Resources

The Phase One reopening plan for Human Resources includes the continuation of remote services for staff and the public seeking employment information with the City, as well as limited in-person services for staff by appointment only.

Human Resources staff involved in the onsite services during the first reopening phase are included in the list below. All staff will be staggered between working at home and on-site schedules to minimize the number of staff in the office at any time.

- Human Resources Director
- Human Resources Manager
- Senior Human Resources Manager
- Human Resources Technician

Programs/Services available:

Human Resources will continue to provide all remote services, and limited in-person services for employees by appointment only:

- Benefits issues
- Employee relations matters
- New employee onboarding
- Training and Learning development (remote only)

Revenue/Expense Considerations:

Human Resources services are internal administrative services and shifts in service delivery will have limited revenue or expense impacts.

E. City Manager's Office

The Phase One reopening plan for the City Manager's Office, including Economic Vitality, will be to continue to provide all services remotely with limited in-person services for staff and residents by appointment only.

City Manager's Office and Economic Vitality staff involved in the onsite services during the first reopening phase will be limited. All staff will be staggered between working at home and on-site schedules to minimize the number staff in the office at any time.

- City Manager
- Deputy City Manager
- Assistant City Manager for Communication and Special Projects
- Executive Administrator
- Economic Vitality Director

Programs/Services available:

All City Manager's Office programs, including communications, sustainability, arts and special events, intergovernmental relations and other programs will continue to operate remotely through this phase of reopening. Economic vitality services, including small business grant assistance, business retention and attraction, and consultation with businesses will continue remotely, unless on-site or in-person meetings are deemed necessary by the Economic Vitality Director, in which case they may be completed by appointment only.

Revenue/Expense Considerations:

All City Manager's Office and most Economic Vitality services have been able to continue through remote service delivery. Staff have been completing work remotely, and there are no increased expenses related to providing some in-person services, except for the cost of increased public health safety measures. Reopening for limited in-person services will have limited impact on revenues or expenditures.

II. Public Library

The Phase One Service Plan for the Louisville Public Library strives to provide patrons limited, scheduled access to physical materials while closely following all federal, state and local orders and guidelines for public health and safety. During this phase Library staff continues to produce rich and varied online content, and engage with our community via all of our virtual channels. Library staff will offer no in-person events of any size.

Library staff that will be involved on-site (staggered hours, broken into two separate service teams) for this level of service delivery:

- Library Director
- Support Services Coordinator, Communications Lead (public and staff)
- Circulation Services Supervisor, Team 1 Lead
- Youth Services Supervisor, Team 2 Lead
- Adult Services and Materials Management Supervisor, Team 3 Lead

Hours of Service/Public Access:

No in-person events or programs will occur at the library during this time. There will be no public access to the building, only staff access.

- Hours/days for curbside pick-up TBD
- Patrons will use online curbside pick-up scheduling to select the time desired during hours of service.
- No public access to the building will be allowed.

Programs/Services available:

- Exterior book returns open
- Limited holds allowed on materials at FLC libraries
- Prospector and Statewide courier may reopen
- Patrons may collect requested items at curbside during set hours
 - Online reservation system for patrons to schedule pickup
 - Staff available for those unable to use online system, “drop-ins”
 - Contactless system – All items in bags.
 - Staff drop bag of items on table or cart, patron picks up once employee is back in the building.
- Picture book and easy reader “We browse for you” service to deliver 10 themed picture books curbside
- Family make & takes (craft projects) delivered curbside
- 3D printing emailed requests delivered curbside
- Homebound touchless delivery for those unable to leave the house
- Virtual services and information continue

Library-specific safety measures:

In addition to the safety and sanitization measures applied at all facilities, the following protocols will be applied at the library.

- Book carts when emptied of materials
- Returned materials sit in bins for at least 24 hours
- Holds sprayed and wiped before going into the curbside delivery bag

Facility changes necessary to accommodate reopening:

- Part of north surface parking reserved for curbside. Four spots reserved for patrons picking up holds curbside.
- Every other parking space blocked off.

Revenue/Expense Considerations:

Some Library services have been able to continue through remote service delivery. Staff have been completing work remotely and have been reassigned to assist with other projects (in other departments), there are no increased expenses related to providing some in-person/curbside services, except for the cost of increased public health safety measures. One revenue consideration is the funding received by the Town of Superior. All remote services have been available to the general public, so Superior residents could access them as well. Reopening for limited curbside, in-person services will have limited impact on revenues or expenditures.

III. Police Department/Municipal Court

The Phase One reopening plan for the Police Department and Louisville Municipal Court strives to fulfill the City's role to provide limited, in-person court services consistent with state and local orders and guidelines for public health and safety. The Court will continue to send pleas by mail when possible to allow people to resolve their case without coming to the building. **To protect City of Louisville Police Officers, the Police Department will remain closed to the public, except for on Court days when only Court services will be available by appointment only.**

Courts Staff involved in the onsite services during the first reopening phase include:

- Municipal Judge
- Prosecuting Attorney
- Bailiff
- Court Coordinator
- Police Officer assistance as needed.

Depending on size of the docket, Records Coordinator, Records Assistant, or Deputy City Clerk may be needed.

Hours of Service/Public Access:

The prosecuting attorney is offering pleas by mail on some cases that do not require a court appearance. The May 26 Court date may require staff to continue a large number of cases to a later date to keep the docket small enough to keep people spread out. Additional days may be needed if dockets are large and if appointments need to be spread out over multiple days.

Programs/Services available:

The Municipal Court is currently accepting online payment for any violations, and the prosecuting attorney is offering pleas by mail. The Municipal Court will reopen on a limited basis to address violations of the Louisville Municipal Code in front of a judge, meet with the prosecuting attorney, and accept payment for violations.

Court-specific safety measures:

- No bag, belts, hats, or purses allowed in the Court room (so bailiff does not need to search/touch them).
- Defendant and attorney or parent (if a minor will) be allowed in the Courtroom, no other guests.
- The total number of people in the lobby and Court will be strictly limited based on current regulations. This may require some people waiting outside or in their cars until they are called.

Revenue/Expense Considerations:

Court has been suspended and not in operation since early March. Therefore no revenues have been collected from fees or fines associated with the Courts. Staff have been completing some work remotely, and there are no increased expenses related to providing some in-person services, except for the cost of increased public health safety measures. Reopening limited in-person Court services will have limited impact on expenditures and will allow the City to collect any fees and fines associated with code violations.

IV. City Services

Under normal circumstances, the City Services building offers very limited public access and services. City Services building will remain closed to the public through Phase One reopening.

V. Recreation and Senior Center

The Phase One reopening plan for the Recreation and Senior Center includes limited in-person programming and services, as the Safer at Home phase does not allow for gyms to reopen at this time. If the Safer at Home order is modified to permit the opening of gyms, the City will begin to open the Recreation Center for limited hours with access to select services where public health guidelines can be met and social distancing can be maintained. During the current reopening phase the Recreation and Senior Center will continue to offer a wide variety of online content, the senior meal-site curbside service will continue, and later (early June) the summer day camp program is planned to begin consistent with any public health guidelines.

Recreation and Senior Center Staff that will be involved on-site for this level of service delivery:

- Recreation Superintendent
- Recreation Manager
- Recreation Supervisors I & II (8)
- Recreation Facility Assistant
- Community Resource Coordinator
- Meal Site Coordinator & Program Assistant
- Head Lifeguard (2)
- Lead Lifeguard (2)
- Pool Maintenance Technician
- Facility Maintenance Technician

Hours of Service/Public Access:

There will be no public access to the Recreation and Senior Center during Phase One reopening, with the exception of Summer Camp participants.

Programs/Services available:

- Summer Day Camp - Summer Camp activities are planned for reopening later (early June), depending on ability to meet public health guidance required by the Safer at Home order. The summer camp program provides important services for families who work, and this activity is allowable under the Safer at Home order with all public health and safety limitations outlined in this plan.
 - Hours of service for Day Camp will remain as originally scheduled.
 - Summer camp program changes:
 - Provide in groups of 10 or less
 - No rotations of children or groups will occur
 - Will no longer include an aquatics component
 - Will include outdoor activities accessible within walking distance from the Recreation Center, and that do not require vehicle transport. Utilize parks and shelters for campers
 - Number of participants will depend upon:

- Number of families registered that wish to participate
 - Number of counselors available to facilitate small groups (staff will be redeployed to assist with Summer Day Camp as appropriate)
 - Space available in Recreation and Senior Center to facilitate smaller groups
- Staff training and parent orientation will occur remotely:
 - A parent meeting will be held in person or available to parents via email
 - All staff training held in person at the Louisville Recreation Center or through Zoom
 - Online trainings will be provided at home prior to start of training week
- The Senior Center will remain closed through the Governor's Safer at Home phase, as the order includes specific direction that vulnerable populations and seniors must continue staying home except when absolutely necessary.
 - Curbside Senior Meals will continue to be provided daily.
 - Senior health and wellness phone calls will continue.
 - Recreation and Senior Center staff will continue to assist with Meals on Wheels food delivery.
 - Online senior programming will continue.
 - Senior social services and case management will continue remotely.

Recreation & Senior Center specific safety measures:

In addition to the safety and sanitization measures applied at all facilities, the following protocols will be applied at the Recreation & Senior Center.

- All campers, parents and the City will adhere to public health and safety requirements, and public health guidelines for child care [link included here]
- Plexiglass shields will be installed at front desk
- Credit card transactions only, no cash
- Limited number of patrons – limited to Summer Camp children and families
- Removal of all social area furniture in the facility
- Cover drinking fountains (patrons would be allowed to use bottle fillers)
- Use of select portions of the Recreation and Senior Center for Summer Camp activities

Facility changes necessary to accommodate reopening:

- HVAC updates including adjusting air settings for a better dilution factor and purchasing HEPA rated filters.

Revenue/Expense Considerations:

As of the end of April, the Recreation and Senior Center has lost approximately \$375,000 in operational revenue based on 2019 revenues during the same time period (March 16th – April 30th). If the closure extends through May the facility will forego approximately \$220,000 in operational revenue. Once the facility is able to reopen, both access to the facility as well as the types and levels of programming will likely be limited based on state and county public health regulations. This will result in ongoing decreases to operational revenue with likely reductions in revenue for memberships and programming revenue.

Based on initial projections, the Summer Camp program will begin to generate revenue once camp begins. Whether or not this revenue will offset the costs is yet to be determined. Revenues for Summer Camp will depend upon the number of children enrolled, and staff are currently surveying enrolled families to determine if they will participate. Costs to operate will depend on the required group size, number of councilors and other factors. Summer Camp typically generates revenue, however the program may not generate revenue this year due to these additional costs. The operation of Summer Camp would serve as a community benefit to those families who are in need of child care during the summer while school is out.

The senior meal site will continue to exceed projected/budgeted costs, however Boulder County AAA funding will assist with increased costs of food resources. This additional assistance is not likely to cover the entire increase in costs associated with this program. Recreation and Senior Center staff redeployed to assist with senior meal site curbside delivery have kept other operational costs neutral.

VI. Coal Creek Golf Course (CCGC)

The Coal Creek Golf Course reopened to the public on April 25, 2020. The CCGC is now offering touch-free golf by reservation. The reopening plan for business operations for the CCGC is attached. The maintenance and operations reopening procedures are captured below.

Golf Course staff providing on-site operations includes:

Head Golf Pro, Assistant Golf Pros (2 positions)
Operational Staff
Course Superintendent, Assistant Course Superintendent
Course Maintenance Staff

Hours of Service/Public Access:

Hours will be based on weather and available staff. Public access will be limited to those that book and pay remotely.

Programs/Services available:

- Walking and carts available for one person only.
- Driving Range, chipping green, putting green and punch bowl green will be open for golfers while maintaining proper social distancing.
- Sweet Spot Café will be open for take away food and beverage services.
- Bathrooms will be available in the clubhouse and on the course.

CCGC-specific safety measures:

In addition to the safety and sanitization measures applied at all facilities, the following protocols will be applied at CCGC.

Operational Protocols

- Extended tee time intervals to 12 minutes (normally intervals are between 8-9 minutes)
- Clubhouse will be closed and patrons must book and pay remotely.

- Pencils, tees, scorecard and social distancing guidelines will be distributed at the first tee.
- Common items like rakes, ball washers and water coolers will be removed from the course.
- Flagsticks will stay in place with instructions not to remove. Cups will be modified so players can remove their ball without touching the cup and flagstick.
- Additional cleaning and sanitation of bathrooms will take place multiple times during the day.
- Staff will be wearing masks and gloves and players are strongly encouraged to wear a mask while on the course.
- Players are encouraged not to congregate before, during or after their round of golf.
- Players should not arrive more than 15 minutes prior to their tee time and should leave the course immediately after their round.

Maintenance Protocols

- Maintenance staff are staggering work schedules to minimize the number of staff in the shop at any given time.
- Staff are working independently on the course as much as possible. When working in groups, social distancing guidelines are being followed.
- Only one staff person is allowed per piece of equipment.
- Machinery is being cleaned and sanitized after each use.

Revenue/Expense Considerations:

CCGC was closed from March 18th through April 24th. In the first quarter of 2020, CCGC had budgeted a loss of \$94,026. The actual loss for that quarter was \$147,066. This is an additional loss of approximately \$53,000. This is due to a number of circumstances including increased labor expenditures, pro shop merchandise expenditures and decreased playable days due to the pandemic. CCGC will expect to see a significant drop in year over year revenue in April due to the closure as well. Moving forward, the City will look to public health guidance around opening other CCGC programs such as lessons, driving range and programming that can be implemented safely.

VII. Louisville Historical Museum

The Historical Museum will remain closed throughout Phase One or until it is deemed safe to start to reopen in a limited capacity. Staff will start to evaluate opportunities to reopen the Museum, which could allow visitors and residents on-site educational opportunities to access the museum and museum campus in small groups (not to exceed 10 people), while adhering to all public health and safety requirements. This approach would allow the museum to manage visitors and maximize the use of outdoor space while allowing visitors to experience the museum facilities and collection. All visits will be conducted by appointment only. The Historical Museum staff have also been developing digital content, online activities and tools, and this remote online work will continue to be developed and available to the public.

Staff involved in the Phase One reopening of the Museum will include:

- Museum Coordinator
- Museum Techs

Hours of Service/Public Access:

- The Museum will remain closed until further notice.
- When the Museum reopens, it could be for scheduled for individual small group tours between 10am and 3pm on Tuesday – Saturday.
- Minimum of 24 hour notice required to schedule tours.
- Only one tour may occur at a time.

Programs/Services available:

- Individual/private tours of the museum and campus when the Museum reopens.
- The Museum is currently considering two downtown walking tours in June (with a maximum of 9 people who will be able to register, plus the tour leader), pending public health guidance.
- Continue to build/expand digital content, such as the History at Home series, and work on social media and marketing efforts.
- Continue publication of *The Louisville Historian* that is mailed or given out to about 1000 paying members and about 200 City staff members and members of the public.
- The Museum staff is planning two interactive initiatives for this summer: a challenge to re-create historic photos at home and a series on family history.
- Staff will continue its ongoing efforts to support schools and provide helpful resources to teachers.
- Distribution, collection and cataloging of COVID-19 Experience Kits and encourage submissions.
- The Museum will promote the display in the Jacoe Store front windows as a walk-by exhibit.

Museum-specific safety measures:

- After giving future tours, the staff member will disinfect areas visited, turn off lights, lock and secure buildings.
- The staff is researching the use of specific disinfectants to use on delicate materials.

Revenue/Expense Considerations:

There are limited revenue and expense considerations with the Museum. There will be no charge for tours or programs, and museum staff continue to provide digital contents through initial phase of reopening.

VIII. Other City Facilities and Amenities

The Phase One reopening for other City parks and recreation facilities will be consistent with the current state and local guidelines, specifically the prohibition on gatherings of 10 or more.

Parks and Open Space staff will continue to maintain all Parks and Recreation facilities, including ball fields, courts, parks, playgrounds, and shelters/pavilions.

The following facilities will **remain closed** until the City receives specific guidance around how to safely permit their opening and manage the associated resource and enforcement needs.

- Playgrounds
- Skatepark
- Ballfields
- Park Shelters/Pavilions
- Memory Square Pool

Tennis Courts:

The Phase One reopening of tennis courts will include drop-in use only and will begin on Monday, May 11.

Hours of Service/Public Access:

- Tennis courts will be open for drop-in use daily from 6am – 10pm.

Programs/Services available:

- Courts will be open for drop-in use for both single and doubles play. Per public health guidelines participants can play ONLY with less than four people and ONLY with those from your own household. Please see additional safety regulations below.

Tennis Court specific safety measures:

- Signage will be placed on the entrances to provide the following information:
 - If you are sick, stay home. Contact a health care provider for guidance if you are experiencing symptoms of COVID – 19.
 - Per current public health guidelines participants can play ONLY with less than four people (singles or doubles) and ONLY with those from your own household.
 - No more than 4 people per court at any given time.
 - If the maximum number has been reached the area is considered full and you should return at a later time. Do not congregate at the facility.
 - Participants shall practice social distancing (6ft apart) at all times.
 - Participants should label and only utilize their own tennis balls. Do not share equipment.
 - Errant tennis balls will be returned to the owner via foot or racquet push of the ball.
 - Use every other court when applicable.
 - Avoid physical contact. No handshakes, high fives or other physical contact between participants.
 - Please be respectful of others that want to use the courts, limit use to 1 hour.
 - Participants should leave the courts immediately after they conclude their matches and should not congregate before, during or after their matches. .
 - Failure to follow guidelines could result in loss of privileges and potential closure of facilities.

Basketball Courts:

The Phase One reopening of basketball courts will include drop-in use only and begin on Monday, May 11.

Hours of Service/Public Access:

- Basketball courts will be open for drop-in use daily from 6am – 10pm.

Programs/Services available:

- Courts will be open for drop-in use only. Per public health guidelines participants can play ONLY with less than four people and ONLY with those from your own household. Please see additional safety regulations below.

Site specific safety measures:

- Signage will be placed on the entrances to provide the following information:
 - If you are sick, stay home. Contact a health care provider for guidance if you are experiencing symptoms of COVID – 19.
 - Per current public health guidelines participants can play ONLY with less than four people and ONLY with those from your own household.
 - No more than 4 people per court at any given time.
 - If the maximum number has been reached the area is considered full and you should return at a later time. Do not congregate at the court.
 - Participants shall practice social distancing (6ft apart) at all times.
 - Avoid physical contact. No handshakes, high fives or other physical contact between participants.
 - Please be respectful of others that want to use the courts, limit use to 1 hour.
 - Participants should leave the courts immediately after they conclude their games and should not congregate before, during or after their games.
 - Failure to follow guidelines could result in loss of privileges and potential closure of facilities.

Revenue/Expense Considerations:

- Currently there would be no expenses incurred beyond normal maintenance and potential enforcement of public health requirements. Drop-in use of the courts generates no revenue but is considered a community amenity.

Community Park Dog Park & Davidson Mesa Off-Leash Area (DOLA):

The Phase One reopening of dog off-leash areas will include drop-in use only and begin on Monday, May 11.

Hours of Service/Public Access:

- Dog off-leash areas will be open daily with the following hours:
 - Community Park Dog Park: 6am – 10pm.
 - Davidson Mesa Off-Leash Area: One hour before sunrise and one hour after sunset.
 - There could be periodic closures of the DOLA due to wet/muddy conditions.

Programs/Services available:

- Dog off-leash areas will be available for drop-in use. Per public health guidelines participants must maintain proper social distancing (6ft) at all times and must not congregate in groups larger than 10 people. Please see additional safety regulations below.

Site specific safety measures:

- Signage will be placed on the entrances to provide the following information:
 - Public entering the city amenity must wear a mask or face covering. Once in the dog off-leash area, facial coverings may be removed if social distancing of 6 feet can be maintained.
 - If you are sick, stay home. Contact a health care provider for guidance if you are experiencing symptoms of COVID – 19.
 - Users shall practice social distancing (6ft apart) at all times.
 - Do not congregate in groups larger than 10 people.
 - Users should leave the off-leash area immediately and should not congregate before, during or after use of the amenity.
 - Failure to follow guidelines could result in loss of privileges and potential closure of facilities.

Revenue and Expense Considerations:

- Currently there would be no expenses incurred beyond normal maintenance and potential enforcement of public health requirements. Drop-in use of the dog off-leash areas generates no revenue but is considered a community amenity.

Volleyball Courts

The Phase One reopening of volleyball courts will include drop-in use only and begin on Saturday, May 23.

Hours of Service/Public Access:

- Volleyball courts will be open for drop-in use daily from 6am – 10pm.

Programs/Services available:

- Courts will be open for drop-in use only. Per public health guidelines participants can play **ONLY** with those from your own **household**. Please see additional safety regulations below.

Site specific safety measures:

- Signage will be placed on the entrances to provide the following information:
 - If you are sick, stay home. Contact a health care provider for guidance if you are experiencing symptoms of COVID – 19.
 - Per current public health guidelines participants can play **ONLY** with those from your own household as social distancing of 6 feet distance between persons cannot be maintained.
 - Avoid physical contact. No handshakes, high fives or other physical contact between participants.
 - Please be respectful of others that want to use the courts, limit use to 1 hour.
 - Participants should leave the courts immediately after they conclude their games and should not congregate before, during or after their games.
 - Failure to follow guidelines could result in loss of privileges and potential closure of facilities.

Revenue/Expense Considerations:

- Currently there would be no expenses incurred beyond normal maintenance and potential enforcement of public health requirements. Drop-in use of the courts generates no revenue but is considered a community amenity.

Skate Park

The Phase One reopening of the skate park will include drop-in use only and begin on Saturday, May 23.

Hours of Service/Public Access:

- The skate park will be open for drop-in use daily from 6am – 10pm.

Programs/Services available:

- The skate park will be available for drop-in use. Per public health guidelines participants must maintain proper social distancing (6ft) at all times and must not congregate in groups larger than 10 people. Please see additional safety regulations below.

Site specific safety measures:

- Signage will be placed around the skate park to provide the following information:
 - Facial coverings may be removed if social distancing of 6 feet can be maintained. If you cannot maintain 6 feet social distancing you **MUST** wear a facial covering.
 - If you are sick, stay home. Contact a health care provider for guidance if you are experiencing symptoms of COVID – 19.
 - Do not share equipment.
 - Users shall practice social distancing (6ft apart) at all times.
 - Do not congregate in groups larger than 10 people.
 - Users should leave the skate park immediately when they conclude their session and should not congregate before, during or after use of the skate park.
 - Failure to follow guidelines could result in loss of privileges and potential closure of facilities.

Revenue/Expense Considerations:

- Currently there would be no expenses incurred beyond normal maintenance and potential enforcement of public health requirements. Drop-in use of the skate park generates no revenue but is considered a community amenity.

Inline Hockey Rink

The Phase One reopening of the inline hockey rink will include drop-in use only and begin on Saturday, May 23.

Hours of Service/Public Access:

- The inline hockey rink will be open for drop-in use daily from 6am – 10pm.

Programs/Services available:

- The inline hockey rink will be available for drop-in use. Per public health guidelines participants must maintain proper social distancing (6ft) at all times and must not

congregate in groups larger than 10 people. Please see additional safety regulations below.

- Limited hours for drop-in pickleball will be coordinated through city recreation staff and the hours will be posted onsite.

Site specific safety measures:

- Signage will be placed around the inline hockey rink to provide the following information:
 - If you cannot maintain social distancing of 6 feet you MUST wear a facial covering. Facial coverings may be removed if social distancing of 6 feet can be maintained.
 - If you are sick, stay home. Contact a health care provider for guidance if you are experiencing symptoms of COVID – 19.
 - Users shall practice social distancing (6ft apart) at all times.
 - Do not congregate in groups larger than 10 people.
 - Users should leave the skate park immediately when they conclude their session and should not congregate before, during or after use of the skate park.
 - Failure to follow guidelines could result in loss of privileges and potential closure of facilities.
 - Additional safety signage will be included onsite to instruct pickleball participants to follow tennis court safety guidance.

Revenue/Expense Considerations:

- Currently there would be no expenses incurred beyond normal maintenance and potential enforcement of public health requirements. Drop-in use of the inline hockey rink generates no revenue but is considered a community amenity.

Bocce Courts

The Phase One reopening of bocce courts will include drop-in use only and will begin on Saturday, May 23.

Hours of Service/Public Access:

- Bocce courts will be open for drop-in use daily from 6am – 10pm.

Programs/Services available:

- Courts will be open for drop-in use only. Per public health guidelines participants must maintain proper social distancing (6ft) at all times and must not congregate in groups larger than 10 people. Please see additional safety regulations below.

Bocce Court specific safety measures:

- Signage will be placed on the entrances to provide the following information:
 - Facial coverings may be removed if social distancing of 6 feet can be maintained. If you cannot maintain 6 feet social distancing you MUST wear a facial covering.
 - If you are sick, stay home. Contact a health care provider for guidance if you are experiencing symptoms of COVID – 19.
 - Participants shall practice social distancing (6ft apart) at all times.
 - Participants should label and only utilize their own bocce balls. Do not share equipment.

- Avoid physical contact. No handshakes, high fives or other physical contact between participants.
- Do not congregate in groups larger than 10 people.
- Please be respectful of others that want to use the courts, limit use to 1 hour.
- Participants should leave the courts immediately after they conclude their matches and should not congregate before, during or after their matches. .
- Failure to follow guidelines could result in loss of privileges and potential closure of facilities.

Revenue/Expense Considerations:

- Currently there would be no expenses incurred beyond normal maintenance and potential enforcement of public health requirements. Drop-in use of the courts generates no revenue but is considered a community amenity.

IX. Arts and Special Events

The Phase One opening of arts programming and special events seeks to allow for opportunities for residents to experience arts and cultural events, while maintaining consistency with current state and local guidelines, specifically the prohibition on gatherings of 10 or more.

The Arts and Events Program Manager is monitoring state and local public health orders and revisiting City sponsored and public/private events planned on City facilities on a continual basis to determine what events may move forward, be postponed or rescheduled, or cancelled.

Programs/Services Available:

During Phase One when the City is operating under the Safer at Home orders, most public and private (City permitted) special events will be postponed or cancelled.

- The Farmers Market will continue to move forward, incorporating social distancing and public health measures, as it is considered a critical service for grocery/food retail.
- Limited solo arts activities may resume including:
 - Public art installation at Community Park for sculpture already approved and in process pre-COVID-19
 - Repair of Steinbaugh Pavilion mural by solo artist.
- Louisville Cultural Council -
 - Plan for new and adapted arts and cultural programs during social distancing.
 - Work with Art Grant recipients to adapt or postpone programs

COVID-19 Operational Guidelines for all City Facilities

Sanitization:

- A sanitization station and signage will be installed at entrances of all facilities.
- A designated sanitation worker will be appointed daily at each facility:
 - Frequently clean and sanitize commonly touched surfaces and objects such as electronics, door knobs and handles, faucet handles, counter tops, and cash machine keypads.
 - Restock cleaning and public/employee safety supplies.
 - Report any issues or concerns to supervisor.
- Employees directly serving customers will clean between each individual customer.
 - Provide disposable wipes/spray and wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, grocery carts, etc.) can be wiped down by employees before each use, and by customers.
- Deep cleaning will occur at facilities that are open to the public, on every night that the facility is open to the public.

Employee Safety:

- Sick employees must stay home and contact a health care professional for guidance if experiencing symptoms of COVID-19. If an employee is presumed positive or tested for COVID-19, they will notify their supervisor immediately.
- High-risk employees are discouraged from working on-site and/or near other staff members. You can read more about high-risk groups on the BCPH website at <https://www.bouldercounty.org/families/disease/covid-19/#high-risk-groups> Please work with your supervisor and Human Resources to determine if adjustments to your work should be made.
- If an employee is experiencing symptoms of COVID-19 and sent home from a City facility, access to the areas that person worked will be immediately restricted for at least 2 hours after the person has left.
 - The City will coordinate with janitorial staff to do a deep cleaning of the facility.
 - Fellow employees should self-monitor for symptoms and notify their supervisor if they start to experience symptoms of COVID-19.
- Employees who can telework will continue to work from home as much as possible.
- Maintain 6 feet of physical distancing between staff and patrons at all times.
- Employees wear masks at all times while in City facilities and while in the field working, consistent with public health guidelines.
- Employees work in facilities is staggered or alternating shifts to reduce the number of employees in City offices at any time.
- Employees cover their nose and mouth when coughing and sneezing.
- Wash hands frequently, especially after coughing or sneezing. Wash with soap and water for at least 20 seconds. If soap and water are unavailable, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands.
- Provide thermometers for temperature checks upon entry to buildings. Employees must be screened for COVID-19 symptoms each day. Anyone symptomatic will be excluded from work for at least 7 days.

Public/Customer Management:

- Public entering any City facility or accessing City programs/services must wear masks consistent with public health guidelines.
- Public must utilize sanitization stations for customers upon entrance to buildings.
- Maintain adequate spacing (6 feet) between customers and staff inside and outside facilities.
 - In areas of high-volume traffic, the City will utilize pacing tools, such as tape markers on the floor, to keep customers and employees adequately spaced.
 - Physical barriers such as sign stands, ropes and sneeze guards will be utilized.
 - Each facility will have a staff member dedicated to monitor sanitization stations and social distancing.
- Prominently display signs in offices that communicate with customers and staff the steps the city is taking to minimize the risk of COVID-19 and give visual cues for correct social distancing.
- Adopt practices that encourage line management and reduce wait time for customers.