

COVID-19 RE-ENTRY PLAN

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EXECUTIVE SUMMARY

Over the next several weeks and months, as areas stabilize from the COVID pandemic, local government agencies will begin to bring workers back into the physical workplace.

The migration of a remote workforce back to in-person work may look different for every jurisdiction, facility and/or department. The mix of returning employees will vary, and in some cases, a segment of the workforce may continue to work remotely. One thing is clear, however - the management of the process is without precedent.

Due to the challenges of “phase” planning, the City has implemented a re-entry strategy that looks at re-entry on a strategic level in order to safely bring staff back to in-person work with departmental directors managing how their staff return considering extenuating circumstances (i.e. school/child care issues, high risk health concerns, etc.) and work load capacity.

The health and safety of the people who use the facility is a shared responsibility. By defining individual responsibilities and capabilities, the City can work towards collectively improving the physical environment for the benefit of all users.

This plan is being developed following the guidance indicated in the respective sections of the plan. As guidelines change, the Plan will continue to evolve and will be updated as appropriate. Updates will be listed in the Record of Changes section.

It is recommended that this plan undergo a thorough review in late November or early December to keep it accurate and address any unknown issues.

Record of Changes

Date	Section	Pages	Description of Change	Author(s)

PREPARING FOR DAY ONE

FACILITIES PREPARATION

While many staff have been working remotely for several months, it is important to note that no buildings have been shut down for any period of time. Facilities Staff have been and are continuing to provide enhanced services while closely monitoring and following recommended CDC guidance.

Facility Infrastructure Readiness

Facilities Staff have continued to conduct regular maintenance at the same or higher levels to ensure a healthy and safe environment. These procedures and checks have been documented and are included in the Lucity system.

The HVAC systems in all buildings follow [CDC guidance](#) including:

- Flushing all buildings with fresh air daily.
- Retrofitting the HVAC system in City Hall and Police has been to include a double filtration system with a large and small filter that is changed on a quarterly basis.

Cleaning, Disinfecting, and Supplies

As mentioned above, Facilities Staff have been and are continuing to provide enhanced services while closely monitoring and following recommended CDC guidance.

Respective Facility Checklists, Central Trash Bin Locations, and Reduced Trash Pickup Protocols are located in the Appendix.

Below is a general summary of enhanced measures that are being taken in every building:

- Enhanced cleaning of common area touch points (door handles, light fixtures, hand rails, etc.)
- Providing disinfectant spray for use within each department
- Providing multiple hand sanitizing stations
- Enhanced daily custodial checks to ensure full and functional disinfectant spray
- Enhanced daily kitchen cleanings (staff are expected to clean up their areas and any dishes after their use)

Any exceptions to the above requirements will be noted and included in the appendix to this plan. Special facility cleaning procedures for exposures is outlined in Fire's Electrostatic Gun Practices.

In addition, Facilities Staff have also:

- Ensured that safe use instructions and safety data information is available for all chemicals and spray disinfectants provided.
- Provided Custodial staff with refresher training on general cleaning and site-specific protocols to include that any recommended changes to products or procedures are discussed, noted and additional training is provided (when applicable) at regular staff meetings.

Facility Pre-Checks and Preparation

While no facilities have been shut down for any period of time, Facilities Staff and the Safety Committee continue to ensure the safety of each facility. Some of these checks include:

- Fire extinguisher checks are performed annually (by Code) and monthly by Safety Committee staff.
- Evacuation bags are checked monthly by each floor's Evacuation Leaders.
- Defibrillators and Bleed Control Kits are checked quarterly by Safety Committee members.
- First aid eye wash stations are checked quarterly by Safety Committee members.

- All bathrooms have been open and fully functional since November and any maintenance issues should be routed by a Facilities Request.
- Facilities Staff have ensured adequate stock of hand sanitizer, disinfectant wipes, and other such products.
- Signage has been placed in workspace and common areas promoting worker safety through emphasizing basic infection prevention measures.

Outdoor Facilities and Features

Part of the building perimeter involves outdoor congregation areas and features, like water features. All outdoor areas should be treated as a public space as it is not feasible to monitor and clean these areas on a regular basis.

Frequently Touched Surfaces

Frequently touched surfaces are reservoirs for viral pathogens. As noted above, Facilities Staff have enacted enhanced cleaning protocols as referenced in the respective Facility Checklist, located in the Appendix.

Staff should also be reminded that by reducing the frequency of physical contact with items in the workplace that are also touched by others, individuals can reduce their exposure to communicable diseases. Solutions may be temporary or permanent.

Currently custodial staff are cleaning common touch points once a day and will follow CDC guidance.

WORKSPACE MANAGEMENT

Space planning solutions can be used to reduce transmission of contagious diseases among staff at work through physical distancing. Solutions may differ by facility and depending on how many people are expected to return to in-person work versus continuing to work from home.

SHARED SPACES

Within each building there are many shared, public spaces. Proper distancing, personal hygiene and cleaning protocols should be encouraged and followed. Staff are required to follow the current [mask policy](#).

Lobby and Reception Areas

Consider guidelines and recommendations to control building ingress and egress, and measures that promote ongoing safety and precautionary measures at those points. This might include:

City Hall:

- Permanent installation of a phone in vestibule.
- The west facing doors to lobby are to remain closed for public entrance and available only to staff with key cards.
- Staff are encouraged to use the north door or parking garage for egress.
- Safety shields have been installed in the following areas:
 - Reception
 - Permit Counter
- Hand sanitizer is located at all entrances.
- Touchless temperature screening stations are located on each floor near the elevator.
- Furniture in the lobby/reception area has been rearranged to encourage physical distancing.
- Plexiglass shields have been installed between guests and reception personnel.
- Face coverings will be available to provide to building guests, if they do not have their own. Community Development will be responsible for ordering adequate supplies.

- Signage has been installed at multiple, relevant locations throughout the building.
- Multiple trash receptacles are available for used/discarded PPE.

Municipal Court:

- Courthouse is closed to the public 12:30-4:30 (assistance is accessible via phone/email during this time). Effective September 7th, courthouse will be open 8:00-12:30 and 1:30-4:30.
- Security trays have been replaced with recyclable/disposable paper trays.
- Per judicial order, all persons entering the building shall wear face covering while visiting the facility. Masks are available for individuals who enter the building without one.
- Furniture in lobby has been rearranged to encourage proper physical distancing.
- During in-person court, doors to the courtroom are propped open to avoid touching the door handles.
- Hand sanitizer provided upon entry to courtroom.
- Prosecutors sit in the jury box behind plexiglass shields.
- Defendants sit at counsel table.
- Defense attorneys sit at opposite side of counsel table.
- Courtroom clerk sits behind a plexiglass shield and floor markings have been placed to encourage distancing at lower bench.
- Floor stickers have been placed in key areas to encourage physical distancing.
- In-person court has been reduced to one time per month (for individuals who cannot accommodate virtual attendance). Effective September 1st, Wednesday mornings will be reserved for additional in-person calendars. All other court hearings occur on virtual platform, except for empaneled juries.
- Probation appointments are conducted via phone.
- In-house classes are conducted via virtual platform.

Police:

- The lobby is currently locked but available should a customer request police contact, which is done on a case-by-case basis. The lobby is expected to open to the public on August 2nd.
- Phone located in the vestibule for customers to contact our dispatch center.
- The community room is currently closed to the general public due to cleaning protocols.
- Signage posted at the front door that states masks are required for entry.
- The Records Unit has a ballistic glass wall that separates employees from the main lobby.
- Hand sanitizer is placed throughout the department and assigned vehicles.
- The department has employee temperature check stations on the first and second floor, near the main staircase. These stations also have disinfecting supplies available for hands and cleaning equipment.
- Multiple trash cans are available throughout the department for discarded facemasks.
- Fingerprinting will be done by appointment only and require the customer to wear appropriate face covering. Records staff will also be required to wear PPE (mask/gloves) when fingerprinting subjects. NOTE: The fingerprint room will be decontaminated between uses by records staff.

Bothell Operations Center:

Bothell Operations Center is a secured building and is typically closed to the public with appointments only. Standard safety procedures still apply.

Fire Stations:

Due to the rebuild of Station 42 and the lack of proper distancing in the other stations, it is anticipated that the fire stations will be closed to public interaction for the duration of 2021.

Elevators and Stairs

Physical distancing is encouraged in confined areas such as elevators. Stairs pose fewer challenges as the foyers allow for safe passing distances.

Shipping and Receiving Areas

Standard routing instructions for deliveries and mail are in place and adequately meet CDC guidelines. Staff have been instructed on proper mail and parcel handling protocols and are to wear appropriate PPE.

Meeting/Conference Rooms All rooms should be by reservation only.

- Host will clean space after meeting (quick wipe down of tables, door handle(s) and any equipment used like phones, tv remotes, white boards and markers, etc.).

Lunch Rooms

City Hall:

- Encourage the use of outdoor spaces.
- There will be no staff use of the Council kitchen other than for designated council meetings.

Bothell Operations Center:

- Encourage the use of alternate lunch spaces like outdoor spaces and shop mezzanines.
- Staff are also encouraged to eat lunch in the field/vehicle.

Police

- Encourage the use of alternate lunch spaces throughout the PD.
- Staff is also encouraged to eat lunch in the field/vehicle.

Court

- Encourage the use of alternate lunch spaces.
- Continue with staggered lunch times.

Fire

- All fire stations are following King County Fire COVID-19 Best Practices

Workout Spaces

- Employees shall use facility provided hand sanitizer upon entering.
- Equipment must be sanitized after use. Sanitization spray is located throughout the workout room.
- Open windows when possible and utilize the fan to improve ventilation. Close windows when leaving the workout room.
- Unvaccinated individuals will need to wear a mask if other employees are in the workout room.

Locker Rooms (City Hall)

- Per Administrative Order 3.0.1, City Hall Locker Room Policies, commuters and custodial staff are the only persons who are allowed an assigned locker and lock pad. Commuters should contact Human Resources to get an assignment. All other staff are considered temporary users are expected to remove items immediately after use.
- Towels and personal items are not to be left out and should be put back into the locker and taken home at the end of the day.
- If using a day use locker, user is expected to wipe down locker with supplied sanitization supplies after use.

Vehicles and Equipment

- The solo use of city vehicles is encouraged, whenever possible.
- The user is responsible for cleaning shared vehicles at the end of their use. Sanitizer is located in these vehicles. Users should fill out a Facilities Request for replacement when needed.

Council Chambers

All meetings that involve in-person, public attendance should be scheduled in Council Chambers, whenever possible.

- Should the room be booked for staff only host will clean space after meeting (quick wipe down of tables, door handle(s) and any equipment used like phones, tv remotes, white boards and markers, etc.).

INDIVIDUAL WORKSPACES

- Staff are expected to follow Reduced Trash Pickup Protocols when it comes to trash and recycle in their cubicle space.
- Staff are expected to sanitize their own work stations with provided sanitizer.
- Encourage use of small conference rooms, when physical distancing is difficult and when appropriate (room must be reserved).
- Departments are encouraged to work with Facilities to allow for appropriate physical distancing, if needed, based on their respective departmental and staffing needs.

PREPARING THE WORKFORCE AND ORGANIZATION

Worker Safety

When it comes to worker safety, the information herein is based on the Department of Labor and Industry rules for the State of Washington. The City has developed a number of policies, procedures and plans based off this guidance. Those policies and procedures can be found on the City's website under the Human Resources Department and are also attached in the appendix to this plan. Any exceptions to these policies, procedures and/or plans will also be included in the appendix to this plan.

The following is a brief summary of worker safety guidelines that should be followed:

Personal Requirements

- Fully vaccinated employees do not have to wear a mask or social distance at work, if employees have shown proof of vaccination.
- Unvaccinated employees are still required to wear face coverings indoors and when working outdoors when 6 feet physical distancing cannot be maintained.
- Frequent hand washing is highly encouraged and recommended.
- Physical distancing of 6' or more, when possible, shall be maintained by unvaccinated employees.
- Standing thermometers are available on all floors so that employees may conduct temperature checks upon entering the facility. Staff are encouraged to continue conducting their own personal health screening with temperature checks and the signs and symptoms checklist as indicated in Covid-19 Health Screening Temporary Policy and Procedure.
- Clean and disinfect shared equipment and workspaces to include printers, door handles, phones, kitchen faucets, etc.

Training

- City staff will receive training based on the most current L&I directives at the time.

- City staff will receive training on updated City policies involving Covid-19 response as needed.

Visible Reminders

- Signage to include floor stickers, posters, stickers, etc.
- Physical barriers such as plexiglass where public interactions regularly occur.
- Hand sanitizing stations in high traffic areas.

Pandemic Resurgence Plan

While the city has a Pandemic Plan (Pandemic Annex 2020), it should clearly be communicated to all staff on how an outbreak or resurgence of the virus will be handled. This information is outlined in the City's Covid-19 Exposure Control Plan and includes:

- Responsibilities of employees and supervisor when it comes to reporting a potential exposure.
- Responsibilities of employees and supervisor when it comes to personal responsibilities, hygiene, safety, etc.
- Information on training and health screening requirements.

Furthermore, departments should have up-to-date Continuity of Operations/Government (COOP/COG) plans to be referenced should city facilities need to be shut down for any reason.

Communications

All Staff Communications

Covid-19 Snapshots

A Covid-19 Snapshot email will be sent to all staff when significant changes occur. This snapshot will include updates to any changes within the city, as well as provide an update on the status of the state. Weekly snapshots will be sent by the Emergency Preparedness Manager, or designee.

Policy, Procedure and Change Management Information

Any changes to policies, procedures and/or change management will be reviewed by the Implementation Team and Human Resources. The HR Director will be responsible for relaying information to the Executive Leadership Team (ELT) for final discussion and potential review. Upon ELT decision, Human Resources will be responsible for relaying any policy, procedure and/or change management information to all staff.

Training Requirements and/or Updates

The Safety Manager will ensure that the City is following all pertinent L&I guidance regarding Covid-19. Any training requirements will be relayed to staff through the Safety Manager and/or Human Resources and any tracking requirements will also be managed by them.

Public Communications

The communications team will prepare timely and accurate key messaging, utilizing all channels and methods to notify the public about City Hall processes and continue to share State and County public health guidance and messaging.

Facilities, Service Delivery Changes, and In-Person Engagement Messaging

Key messaging will include when and how facilities are re-opening to the public. Service delivery changes will be communicated, with a focus on exactly what to expect for any in-person appointments, meetings, events, or customer service interactions with regards to current health protocols, mask, and social distancing requirements.

Information Security and Technology

An increasing number of cyber criminals are exploiting the COVID-19 pandemic for their own objectives. These criminals are targeting individuals and businesses through COVID-19- related messaging to deliver malware and ransomware, to steal user credentials, and to exploit remote access and conferencing systems. The City is and should continue to be particularly aware of the following risks:

Security Risks

Social Engineering and Phishing Risks

Cyber criminals are using COVID-19-themed email phishing, SMS messages, malicious web sites and applications that often masquerade as trusted parties and may compromise the city. To create the sense of trust, criminals may impersonate a sender's information in an email to make it appear to come from a trustworthy source. See Administrative Order 2.4.1 Information Security, section 5.3 Security Training and Awareness

Working at Home Risks

The shift to remote work has significantly increased the threat surface in many ways, increasing the potential risks to individuals and organizations. Exploitations in remote working solutions, virtual private networks solutions, and video conferencing solutions have yielded a significant increase in the targeting of these systems recently. See Telecommuting Policy.

Mitigating On-Going Risks

Information Services should continue to mitigate the following:

- Social Engineering & Phishing: Continue to educate and communicate to employees about these new risks. Make sure employees are aware of new scams and how to report issues they identify to IS.
- Working at Home Risks: Ensure that protection software is deployed to city devices, ensure devices are up-to-date and that any issues are reported to IS. Continue to be vigilant about good corporate hygiene by deploying patches and updating applications.
- Updating City Devices: PC's/tablet devices must come in for updating no less than once per month.

Technology

Managing Technology in a Hybrid World

Managing technology in a hybrid world is challenging. The following items are things that Information Services has done or is working on:

- Issue cameras, headsets and microphones for those working in shared areas.
- Allow for the reservation of small conference rooms for longer more involved meetings.
- Set up select conference rooms to be equipped for running hybrid/in person virtual meeting use.

Cost Tracking

A variety of opportunities may be available to recoup lost revenue and spending due to COVID-19. To-date the known grant funded and/or government reimbursement programs include:

- FEMA Public Assistance
 - FEMA Statement on 100% Cost Share (<https://www.fema.gov/press-release/20210203/fema-statement-100-cost-share>)
 - Coronavirus (COVID-19) Pandemic: Safe Opening and Operation Work Eligible for Public Assistance
- CARES Act

- American Rescue Plan

Additionally, regardless of grant funding or reimbursement opportunities, cost tracking should be conducted in order to assess the full impact of COVID-19 on the City. This includes:

- Assessing the economic impact and funding needed to address revenue loss.
- Assessing supply needs and exploring options for purchasing additional supplies required for operations.
- Investigating all financial recovery assistance available through government programs.

Training Plan

City staff will receive training based on the most recent WISHA requirements including but not limited to:

- Signs and Symptoms
- What to do if you become sick
- Masking and vaccinations
- Risk class and exposure potential
- Housekeeping and sanitation practices
- Health screening
- Updated City Policies regarding COVID-19

OPMA Guidelines

The current Open Public Meetings Act (OPMA) [Proclamation 20-28.15](#) (which extends the prohibitions and guidance in [Proclamation 20-28.14](#)) remain in effect until otherwise noted. This means all public meetings must continue to include a remote attendance option as well as follow the standards and restrictions set forth in [Proclamation 20-28.14](#) and the [Miscellaneous Venues](#) guidance for any in-person component.

Per OPMA guidance, the City is prepared to host virtual and in-person public meetings when directed. The following is a list of City boards, councils and commissions that fall under this guidance, along with the person responsible and their plan for meetings.

Type of Meeting	Person Responsible	Typical Meeting Date(s), Time (s) and Location	In-Person/Hybrid Meeting Plan
City Council	Laura Hathaway	Council Chambers 1 st , 2 nd , 3 rd Tuesdays 6:00pm	<ul style="list-style-type: none"> ○ Hybrid Meeting Options being discussed. Morgan sound and Tim Smith discussing what equipment will be needed and we will have to run mock meetings to test. ○ Councilmembers have said they want to meet in Chambers.
Planning Commission	Mike Kattermann	Council Chambers 1 st & 3 rd Wed. 6:00pm	Beneficial to allow for Hybrid meetings as public participation has increased in the virtual format.
Parks and Rec Board	Nik Stroup	Rooms 107/108 2 nd Thursday of every other month (Jan, Mar, May, Jul, Sept, Nov) at 6:00pm	Parks Board members have expressed interest in being allowed to attend meetings virtually

Civil Service Commission	Susan Wolf and Ann Bouzigard	Room 127	In person
Landmarks Preservation Board	Sarah Desimone	Council Chambers 4 th Tuesday 6:00pm	No Hybrid plans – meetings often cancelled for lack of items
Shorelines Board	Dave Boyd	Council Chambers As needed	Board is currently not active
Library Board	Laura Hathaway	Library – off site 2 nd Wed 6:00 PM	In person
LEOFF 1 Board	Holly Simon	Room 127 2 nd Wed. 5PM	In person
Salary Commission	Mat Pruitt	Council Chambers every 2 years	In person
LTAC	DeNae McGee	Rooms 107/108 3 rd Tuesday 10:00am	In person or hybrid technically possible
Arts Commission	DeNae McGee	Council Chambers 2 nd Tuesday of the month at 6:00pm	In person or hybrid technically possible

Public Events

The Police Department will likely be hosting a Community Academy and will provide more information as they plan it. It is anticipated that the Academy will take place late in the third quarter or early fourth quarter in 2021 and will run for approximately 12 weeks.

Return to On-Site, In-Person Work

Department directors should address who returns to in-person work based on the public facing phase that we are in which could be separated into: Public Meetings, Customer Service by Appointment Only, and Re-Imagined Full Service.

Municipal Court

The Washington State Supreme Court Orders 27500-B-602 through B-646 (and any superseding or modified orders) grant emergency, local authority to the Presiding Judge to adopt, modify and suspend court rules and order and to take further actions regarding court operation as warranted to address the current state of emergency.

Per Bothell Municipal Court [Emergency Order 20-06](#), all criminal jury trials will be continued until the next available jury term after January 15, 2021 and all criminal, civil, and infraction hearings will be conducted via virtual platform. Individuals unable to accommodate an appearance via Zoom video or dial-in should contact the court clerk to continue their hearing to the next available in-person date after January 15, 2021.

Probation appointments and classes shall continue to be conducted via virtual platform unless otherwise directed.

The Bothell Municipal Courthouse will be open to the public between the hours of 8:00AM and 12:30PM. The Court Clerk and Probation Officers are reachable by email or phone between the hours of 8:00AM and 4:30PM.

Per the above orders, staff connected with the essential functions listed above shall perform both in-person and remote work from June 15, 2020 until further notice.

By Appointment Only/Limited Entry

The City is continuing to follow the Roadmap to Recovery when it comes to the safe reopening of government facilities to the public. In order to keep our staff and the public safe and in order to allow for appropriate social distancing, the following services will be offered on an appointment only basis:

Service	Department Affected	Positions Affected	General Dates/Times of Availability
Fingerprinting for Concealed Weapon Licenses (Bothell residents only)	Police	Records	Tuesdays from 11:00am-3:00pm, starting on June 1, 2021

Any departmental specific policies, procedures and/or plans will be included in the Appendix to this Plan.

Reimagined City Services

The City has continued to provide services throughout the pandemic. Executive Leadership has also recognized the need to change policies in order to provide services while continuing to balance employee needs. With this in mind, we offer the following “Reimagined” City Services.

Human Resources began a phased in return effective Tuesday, July 7. Department staff will be working in the office two days per week and the Human Resources Director will be working three days per week in the office with the goal of having at least one person in the office each day, Monday to Friday, during normal business hours.

Finance will be working a hybrid schedule, while allowing for internal services counter coverage on a daily basis.

Legal staff are working from the office, as needed. When video conferencing/court is available, staff will continue to work from home.

Information Services currently has up to two staff members in the office daily. Additional staff members will be brought in based on the operational needs of the department and the impact from bringing back staff from other departments. Note: currently the IS department is running by appointment only and does not accept walk-ins.

Parks operations staff have been working on-site throughout the pandemic. This includes two Operations Leads, four Senior Maintenance Workers, four Maintenance Workers and three Seasonal Parks Maintenance Workers positions on a rotating seven-days-a-week schedule.

- The **Parks Director** returned in-person on site work (BOC office) starting July 1.
- The **Operations Manager** returned in-person on site work (BOC office) starting July 1.
- The **Administrative Coordinator** will switch to one week at home, one week at BOC beginning in July. In August, they will switch to half week at work and half week at home.
- The **Special Events and Volunteer Coordinator** will continue to work from home in July then switch to a hybrid (Mon-Thurs-Fri at home, Tues-Wed at BOC) schedule in August.
- The **Arts and Tourism Manager** will continue to work from home through September 7. They will make themselves available to come into the office after June 30, if necessary, to perform duties of the position.

Public Works has developed Re-entry Plans for City Hall and BOC that includes Administration, Capital, Utilities & Development Review, Operations, Facilities, Fleet, Utility Billing.

Operations field, Fleet, Facilities and City Hall engineering field staff have already largely gone through the re-entry process and had been working in the field and office in the City since last year. For the rest of the department, the re-entry plans outline a transition timeline from July 12, 2021 to September 7, 2021 to provide sufficient time for those who need to work out childcare, telecommuting requests and others as needed. The plans also detail guidelines and steps to be taken. In addition to the transition time lines for staff to re-enter to office work environment, all telecommuting requests shall be approved by respective division managers and department on a case by case basis, consistent with City's adopted telecommuting policy. All telecommuting requests will consider work quantity, quality and customer service (external and internal) to ensure it is maintained at a satisfactory level and be subjected to manager and department director approval. Detailed City Hall and BOC re-entry plans for Public Works are provided separately. Please refer to the re-entry plans for additional detailed information for City Hall and BOC of Public Works Department.

Please note that Public Bid Openings will continue to be held over Zoom until otherwise noted.

Community Development will continue to provide all services at city hall during regular, limited hours (e.g. Tu – Th, 8 AM – 5 PM with by-appointment available M – F) with at least one staff on-site for each of the following beginning 9/7/21:

- Customer service & permit counters
- Permit coordination
- Plan review
- Engineering review (coordinate with PW)
- Land use review
- At least one member of the CD Management team will be on-site whenever CD staff is scheduled to be in city hall.

Executive staff are welcome to start returning to on-site work as they are comfortable. Staff may continue to work a hybrid model under the new Telework Policy.

Fire uniformed staff have been on-site for the duration of the event. Administrative staff are welcome to start returning to on-site work as they are comfortable. Staff may continue to work a hybrid model under the new Telework Policy.

Workforce Anxiety

As the city plans for the best way to bring large numbers of employees back to the workplace, everyone is looking for answers to make the transition as smooth and successful as possible. While workplace design, policies and safety protocols are critical pieces of the puzzle, they do not touch on perhaps the most important aspect of return to work - the readiness of the workforce physically, emotionally and psychologically.

The City has access to two Employee Assistance Plans that are focused on dealing with issues related to COVID-19 and returning to work:

Wellspring

1.800.553.7798

206.654.4144

TTY: 1.855.684.5661

<https://www.wellspringeap.org>

ComPsych

1.800.570.9315

<https://www.gudianceresources.com>

The City is committed through the Human Resources Department to providing information and training regarding COVID-19 and re-entering the work force. Employees struggling with these issues should contact their supervisor or Human Resources. The Wellness Committee will work to create programs and provide information focused on the complete well-being of our employees.

Arrival Experience

Utilize the workplace arrival area to reinforce messages, new policies and protocols, which may include:

- Digital signage or posters
- Remind staff how to stay safe and keep others safe in the workplace by maintaining social distancing, following new meeting guidelines, hand washing reminders, the use of virtual collaboration tools rather than meeting rooms and so forth
- Reiterate shared responsibility for the health of all employees

Consider communications focused on:

- Overview of what to expect when returning employees arrive
- Instructions on bringing equipment (laptops, chairs, etc.) back into the workplace or procedures on how to get those items repaired
- Sanitization requirements
- Changes to the work environment including room availability, relocation of desks, etc.
- Modifications to internal and external meeting protocols, hosting of events, and visitor access
- Changes to policies, procedures and practices

APPENDIX

City of Bothell Policies

Covid-19 Health Screening Temporary Policy and Procedure
Covid-19 Mask and Facial Covering Temporary Policy and Procedure
Covid-19 Telecommuting Temporary Policy and Procedure
City of Bothell Personnel Policies: 7.3 Sick Leave
City of Bothell Personnel Policies: 12.4 Emergency/Disaster and Pandemic Influenza Preparedness
Administrative Order 2.4.1 Information Security
Administrative Order 3.0.1 City Hall Locker Room Policies

Facilities Information

Facility Checklists BOC
Facility Checklists City Hall, BOC, PD, 42, Court
Central Trash Bin Locations
Reduced Trash Pickup Protocols
Electrostatic Gun Practices

Misc. Plans and Protocols

Covid-19 Exposure Control Plan
Pandemic Influenza Annex 2020

Emergency Orders

Bothell Municipal Court [Emergency Order 20-06](#) RE: Court Operations