



RESPONSE TO COVID-19

Last Updated
June 2, 2020

RETURN TO NORMAL OPERATIONS PLAN: PHASE I

As of June 2, 2020

While the Governor's shelter in place order expired April 30th at 11:59 PM (excepting high risk individuals, for whom the order was extended through June 12th), that does not mean the pandemic is no longer a concern nor that health and safety precautions may be lessened. In point of fact, the Governor's State of Emergency has been extended through July 12th. We are entering the first phase on the road to recovery and normalcy—it will not happen overnight. Assuming further directives are not provided by the Governor, the following is an outline of actions the City of Norcross plans to follow in order to resume normal operations.

IMPORTANT DATES FOR THE PUBLIC:

- **The Municipal Court Office** will remain closed to the public for in-person services until July 1st. Regular court arraignments only will resume June 9th at 9 a.m., however only defendants will be permitted on the premises; guests/general public may tune in virtually.
- **City Council Meetings** will continue to be held virtually, and the decision to return to in-person meetings will be reviewed July 1st.
- **Public Hearings** will be held virtually in accordance with state guidelines until July 1st.
- **City Facilities** will remain closed to the public until July 1st.
- **Norcross Parks and Restrooms** will remain open to the public.
- **Opening Park Playgrounds** will be reviewed on July 1st.
- **Future City Events** will be assessed August 1st for possible scheduling.

Please Note:

Conditions are constantly being evaluated and these dates are subject to change. CDC Social Distancing will be enforced in all city facilities/spaces.

PARAMETERS FOR RETURNING DEPARTMENTS

As each department returns, the following procedures should be addressed by the department directors:

1. Any employee that exhibit signs of illness shall not report to work and should seek medical attention.
2. Touchless thermal tools will be available for employee use. Anyone with a thermal temperature above 99.5° F should refer to parameter 1 and may return to work when the CDC return-to-work criteria is met.

3. Masks are required to be worn by all employees outside of their offices and in common areas.
4. High traffic and public areas within each department should be wiped down periodically by department staff. Sanitation wipes and/or cleaner will be provided. Furthermore, every Saturday the entire building will be fogged as an additional sanitation measure.
5. Hand sanitizer will be provided to departments and should be used frequently by all employees or otherwise substituted/complemented by thorough and frequent hand-washing.
6. At all times employees should be at a distance of 6 feet apart or more from other employees and customers. Employees are discouraged from and should limit gathering during breaks and at lunch.
7. Employees should continue to clock in/out online to minimize the gathering of individuals.
8. Meetings should continue to be limited in number and size, and should be held virtually where possible.
9. City facilities are closed to the public until July 1st, and there should be no visitors in the building. Customers and vendors should be encouraged to utilize online formats and zoom conferences where possible to minimize physical interactions.
10. Employees over 60 and/or termed medically fragile by Governor Kemp's April 30th Shelter in Place Order (set to expire June 12th if not extended) will be temporarily provided special provisions if appropriate to telework. These should be recommended by the Department Director and approved by the City Manager.
11. All visitors to City Hall, once opened, will be required to wear masks.